

APPENDIX IA

TELEPHONE INTERVIEW OF IVHS EDP CITIES

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Background

Our purpose for contacting other metropolitan areas with Intelligent Vehicle Highway System (IVHS) Early Deployment Plan (EDP) grants was to gain information and contacts that should prove valuable in the development of our plan. During April, 1994, nine areas were contacted: Boston, Massachusetts; Dallas, Texas; Denver, Colorado; Greenville, South Carolina; Louisville, Kentucky; Portland, Oregon; Raleigh/Durham/Chapel Hill, North Carolina (throughout the tables, Raleigh/Durham/Chapel Hill is referred to as Raleigh); San Francisco, California; and, Tampa, Florida. These areas were selected since they were at different stages of the EDP process and varied in geographical location.

A telephone interview was conducted with the person(s) responsible for or familiar with the development of the EDP for each area. The responses to the questions were generated from the telephone interview and information contained within each area's proposal/work outline or plan. The results of the interviews are summarized in the following text and tables.

Interview Summary

1. a. **What is the status of your plan?**
 - b. **Can we get a copy of your work outline?**
 - c. **What are the tasks of your plan?**

As planned, each city varied in the amount of work completed on their plan. Raleigh/Durham/Chapel Hill and San Francisco were anticipating to begin developing an EDP in July and June of this year, respectively. Dallas was approaching midway. Greenville and Louisville were expecting to be completed this year. Boston, Denver, Portland, and Tampa had completed each of their respective EDPs.

Depending on the status of the EDP, each area agreed to send either a copy of their proposal/work outline or completed plan.

Table 1 provides the status and major tasks of each plan.

2. Which agencies have you involved in your planning process?

Results of this question revealed that the type of agencies involved in the EDP planning process varied from area to area (refer to Table 2). In some areas, nearly 30 agencies were involved. Of the nine cities contacted, however, four agencies were most frequently cited as being involved in the

EDP planning process: state department of transportation/highway department, county, city, and transit. A transportation engineer typically represented the states, counties, and cities. At times, however, an elected official may represent a smaller city.

3. How did you get them involved?

In Boston, a kick-off meeting was held with various local transportation agencies in the area to expose them to IVHS and how it could benefit each agency. Agencies in Dallas were already meeting on a regular basis and decided to form a separate group to serve as the steering committee for the EDP. Planning efforts in Denver focused on developing a freeway plan; therefore, the Colorado DOT was the primary agency involved. After the proposal was approved for Greenville, a presentation about the planning process was made to the two MPOs in the area requesting their guidance. A similar presentation was made to the other agencies in Greenville. In Louisville, letters were sent out to perspective transportation agencies requesting their attendance at the initial meeting. At the meeting, IVHS videos from Chicago were shown to demonstrate that IVHS technologies exist and are currently in operation. To solicit participation from transportation agencies in Portland, a steering committee and technical advisory committee were formed and additional one-on-one and group meetings were held with other agencies in the area. One of the first steps in the Raleigh/Durham/Chapel Hill EDP is to develop the procedures to involve local transportation agencies in the planning process. In 1992, transportation and environmental agencies in San Francisco jointly formed the "Partnership" to integrate and improve the transportation planning processes required by ISTEA, the Clean Air Act, and state legislation. A "Partnership" subcommittee will provide policy oversight and direction to the IVHS EDP. A multi-agency project advisory group was formed in Tampa to oversee the project work.

4. How do you keep these agencies involved?

- a. How often do you meet with them?**
- b. What are some of the topics that you discuss at your meetings?**
- c. What are their roles?**
- d. What do you feel the overall response of these agencies has been? (Do they regularly attend the meetings? Do they participate in the meetings?)**

Meeting frequency ranged from as often as needed to once every three to four months. Monthly and quarterly meetings were the most common responses. Meeting topics varied. Progress reports, however, were the most frequently presented topic. The most common role of the steering committee was to provide feedback and guidance to the consultant preparing the EDP. Overall, participation from agencies involved in the EDP planning process has been very good. Additional responses to the questions discussed above are provided in Table 3.

5. Are you visiting any cities with operational IVHS technologies and how did you select them?

A number of cities were visited by the project teams conducting the IVHS EDP studies. Although they did not visit Boston, Seattle, and San Antonio, these cities were also recommended for site visits.

Visited	Additional Cities Recommended
! Chicago, IL	! Boston, MA
! Columbia, SC	! Seattle, WA
! Charleston, SC	! San Antonio, TX
! Minneapolis, MN	
! Orlando, FL	
! Atlanta, GA	
! Toronto, Canada	
! Long Island, NY	
! Los Angeles, CA	

Although the project team for the IVHS EDP in Raleigh/Durham/Chapel Hill has not visited any sites at this time, they will be selecting sites to visit based on available literature, videos, telephone contacts, and budget constraints. The Greenville project team is selecting cities to visit based on the technologies recommended in their EDP.

- 6. As part of your plan, will you be prioritizing roadways/corridors for initial deployment of IVHS technologies?**
- 7. What criteria are you using to prioritize or evaluate these roadways?**

All locations, except Tampa, are prioritizing roadways for deployment of IVHS technologies. The Tampa EDP concentrated on developing an Advanced Traveler Information system. Accidents (used by four areas) and congestion levels (used by three areas) were the criteria most often used to prioritize roadways and corridors (refer to Table 4).

Table 1. IVHS EDP Status and Tasks

Area	Boston	Dallas	Denver
Status	completed 1/94	aproaching midway	completed 2/94
Tasks	<ul style="list-style-type: none"> ! prepare project schedule ! organize and conduct project management meetings ! establish technical advisory committee ! prepare monthly progress report ! define present and projected congestion ! review IVHS technologies ! define evaluation methodology for IVHS components ! assess benefits, costs, and funding sources ! develop 1994 and 2000 IVHS plans ! assess environmental impact of plans ! assess implementation and O&M costs ! develop implementation plan ! review existing State DOT organizational structure ! develop final report ! develop operations plan ! prepare conceptual engineering for a typical corridor 	<ul style="list-style-type: none"> ! coordinate w/steering committee ! assess existing TMS and potential IVHS ! identify institutional issues ! develop area-wide plan ! develop costs, benefits, and implementation plan ! define projects ! facilitate implementation 	<ul style="list-style-type: none"> ! provide project organization and management ! conduct IVHS information (literature) search and data collection ! establish task force and conduct workshops ! develop preliminary strategic plan ! review and refine strategic plan ! develop early action plan ! develop and refine master plan ! prepare implementation program ! prepare final report

Table 1. (continued)

Area	Greenville	Louisville	Portland
Status	anticipate completing 1st seven tasks 8/94	anticipate completion 6/94	completed 10/93
Tasks	<ul style="list-style-type: none"> ! perform inventory and data collection ! identify alternate routes and incident management strategies ! develop conceptual ATMS system ! evaluate driver information systems ! develop ATMS organization ! review legislation and regulations ! prepare preliminary study report ! prepare ATMS conceptual designs ! prepare final report 	<ul style="list-style-type: none"> ! identify freeway incident management goals, objectives, and data needs ! collect and review existing data ! perform supplemental data collection ! interview incident response personnel ! analyze existing and future needs ! develop improvement alternatives ! analyze alternatives ! evaluate alternatives ! refine recommendations and develop implementation plan ! prepare final project report ! project management and meetings 	<ul style="list-style-type: none"> ! assess area-wide corridors ! assess centralized control ! review detection techniques ! develop ATMS system configuration ! review existing incident management practices ! review incident documentation ! assess incident site communications ! assess signs informing motorists of a central # to call-in incidents ! develop incident response corridor plan ! assess local ATMS institutional issues ! assess local incident management institutional issues ! explore inclusion of other local participants

Table 1. (continued)

Area	Raleigh	San Francisco	Tampa
Status	anticipate start 7/94	anticipate start 6/94	completed 10/93
Tasks	<ul style="list-style-type: none"> ! organize kick-off meeting ! solicit input from study area jurisdictions ! develop needs statement paper ! identify user service objectives ! develop user service plan paper ! define system functionality ! screen alternative systems ! develop draft regional plan ! revise regional plan and submit for approval 	<ul style="list-style-type: none"> ! draft workscope, schedule, and budget ! define transportation and institutional needs ! maintain involvement in other complimentary activities ! inventory IVHS technologies and deployment efforts ! analyze costs, benefits, and implementation issues ! prepare alternative regional architectures to coordinate deployment ! prepare final report, exec. summary and outreach materials 	<ul style="list-style-type: none"> ! establish a project advisory group ! identify and evaluate methods to collect real-time traffic information ! analyze control center (location and operations) ! analyze info. dissemination techniques ! conduct small market research effort of user preferences for interpreting traffic condition information ! prepare recommended action plan

Table 2. Summary of Agencies Involved in IVHS EDPs

Agency	Boston ^a	Dallas	Denver	Greenville	Louisville	Portland	Raleigh ^b	San Francisco	Tampa
FHWA	X				X				
State DOT/highway dept.	X	X		X	X		X	X	X
County		X	X	X		X			X
City	X	X	X	X		X	X	X	X
Transit	X	X		X			X	X	
MPO	X	X			X	X			
EMS						X			X
Fire						X			X
Police	X				X			X	X
Traffic reporters									X
UPS, taxi service									X
Media									X
Major traffic generators							X		
Telephone companies		X							
Consultant	X	X							
Environmental group	X			X					
Turnpike Authority	X								
Disaster Emergency Services					X				

^a Agencies involved in Boston also included parkway, port authority, trucking association, executive office of transportation and construction, and construction project staff.

^b The agencies that will be involved in the Raleigh/Durham/Chapel Hill EDP have not been finalized.

Table 3. Agency Involvement

Area	Boston ^a	Dallas	Denver
Steering Committee Meeting Frequency	quarterly	monthly	quarterly
Meeting Topics	! vehicle detection ! technology compatibility ! architecture for comm. center ! availability of agency resources	! pvt. sector presentations ! agencies' IVHS projects ! progress report	! determine problems that need immediate attention
Agency Role(s)	! provide recommendations ! provide guidance	! provide feedback ! provide guidance	! provide feedback
Agency Response	! enthusiastic ! able to build relationships that were not possible in the past	! very good ! extremely helpful	! disappointed in participation to date ! smaller agencies do not seem to realize benefits of IVHS ! politicians seem to have their own agenda

^a The steering committee in Boston met quarterly, while the technical committee met monthly.

Table 3. (continued)

	Greenville	Louisville	Portland
Steering Committee Meeting Frequency	every 3 to 4 months	monthly	quarterly
Meeting Topics	! working papers on the IVHS EDP prepared by the consultant	! progress report ! technologies proposed by consultant	! funding ! agencies' concerns
Agency Role(s)	! make recommendations	! provide comments	! provide feedback
Agency Response	! good ! major players have best response ! alleviate future congestion since they are a small metropolitan area ! a lot of teamwork	! wonderful ! broken down jurisdictional barriers between state, county, and city ! broken institutional barriers between fire, police, and EMS ! a team has developed	! agencies appreciate being informed

Table 3. (continued)

	Raleigh ^b	San Francisco	Tampa
Steering Committee Meeting Frequency	as often as needed	monthly	every 2 months
Meeting Topics	! progress report	! progress reports	! progress report/recent findings
Agency Role(s)	! provide comments ! provide guidance ! furnish agency's plan documents describing transportation problems ! supply traffic data	! provide feedback ! prioritize projects	! provide feedback
Agency Response	! FHWA and local NCDOT have been very supportive in developing the proposal	! half are very active and deeply involved ! other half are interested but overwhelmed with other responsibilities	! more private agencies desired to participate than expected

^b Although a steering committee has not yet been formed for the Raleigh/Durham/Chapel Hill EDP, it is anticipated that the steering committee will meet as often as needed.

Table 4. Prioritization Criteria for Roadways/Corridors

Criteria	Boston	Dallas	Denver	Greenville	Louisville	Portland	Raleigh ^a	San Francisco ^b	Tampa ^c
Traffic volumes	X					X			
Accidents	X	X				X	X		
Congestion levels		X				X	X		
State routes	X								
Transit data		X					X		
Level-of-service							X		
Freeway bottle necks		X							
Availability of parallel routes		X							
Potential to increase capacity				X					
Proximity of parallel route to freeway, avoid conflicts with schools, pedestrians and traffic signals					X				
Air quality							X		
Convenience			X						
Delay				X					
Travel times				X					
Technical and political criteria								X	
v/c ratios				X					

^a At the time of this survey, the project team for Raleigh/Durham/Chapel Hill had not finalized criteria for prioritizing roadways.

^b San Francisco plans to use a technical approach initially to prioritize corridors. The technical prioritization will be submitted to the advisory committee to solicit comments. The advisory committee will make the final decision about how the corridors will be prioritized.

^c Tampa concentrated on developing an Advanced Traveler Information System. Therefore, criteria was not identified to prioritize roadways or corridors.

APPENDIX IB

AUSTIN AREA ITS STAKEHOLDERS

	Evolving Local Agency List	
Transportation Infrastructure Providers		Austin ^{1,2}
Texas Department of Transportation--Austin District ^{1,2}		Eanes ^{1,2}
City of Austin--Transportation Division ^{1,2}	Technology Providers\Traffic Generators	MCC
Travis County ¹		IBM
Austin Transportation Study ³		3M
Lower Colorado River Authority		Motorola
Transportation Service Providers		Lockheed
Capital Metro ^{1,2,3}		Texas Instruments ¹
Taxis		Trimble
Towing Companies		Arrowsmith
Amtrak	Area Cities	
Emergency Responders		Bee Cave
Department of Public Safety ^{1,2,3}		Briarcliff
Travis County Sheriff ^{1,2}		Buda
Austin Police Department ^{1,2,3}		Cedar Park
Austin Fire Department ^{1,2,3}		Creedmoor
EMS ^{1,2,3}		Hays
911 ^{1,3}		Jonestown
Information Providers		Lago Vista
Metro Traffic ^{1,2,3}		Lakeway
Texas Cable TV Association ^{1,2,3}		Leander
KASE/KVET--radio		Manor
KLBJ--radio ^{1,2,3}		Mustang Ridge
KTBC--TV ¹		Pflugerville
KVUE--TV ¹		Rollingwood
KXAN--TV ^{1,2,3}		Round Rock ^{1,2,3}
American Statesman ^{1,2}		San Leanna
Chamber of Commerce		Sunset Valley
Austin Convention and Visitors Bureau ^{1,2,3}		West Lake Hills
Freight Carriers	Area Counties	
Central Freight		Hays
Texas Motor Transportation Assoc. ¹		Williamson ^{1,2}
United Postal Service	Environmental Groups	
Postal Service Postmaster ^{1,2}		Texas Natural Resource and Conservation Commission
Federal Express		Sierra Club
Airborne		Earth First
Austin and Northwestern R&R	Political Representatives	
Georgetown R&R		U.S. Representative Jake Pickle
Austin Transportation Club ^{1,2,2,3}		State Senator Gonzalo Barrientos
University of Texas		County Commissioner Bill Aleshire
Business Affairs/Police ^{1,2}	Austin Hotel and Motel Association	
Center for Trans. Research	Elderly Associations	
Airport ¹		CAMLU
Telephone	Disabled Associations	
Southwestern Bell ¹		Hospital Associations
AT&T		Pedestrians Associations
GTE		Walk Austin ¹
Bicycle	Legend:	
Texas Bicycle Coalition ¹	1 = sent survey (31)	
School Districts	2 = returned survey (22)	3 = met (14)

Local Agency	Met	Sent Survey	Returned Survey
Transportation Infrastructure Providers			
Texas Department of Transportation--Austin District		X	X
City of Austin—Transportation Division		X	X
Travis County		X	
Austin Transportation Study	X		
Lower Colorado River Authority			
Transportation Service Providers			
Capital Metro	X	X	X
Taxis			
Towing Companies			
Amtrak			
Emergency Service Providers			
Department of Public Safety	X	X	X
Travis County Sheriff		X	X
Austin Police Department ^a	X	X	X
Austin Fire Department	X	X	X
EMS	X	X	X
911	X	X	
Information Providers			
Metro Traffic	X	X	X
Texas Cable TV Association	X	X	X
KASE/KVET—radio			
KLBJ—radio ^a		X	X
KTBC—TV		X	
KVUE—TV		X	
KXAN--TV	X	X	X
American Statesman		X	X
Chamber of Commerce			
Austin Convention and Visitors Bureau	X	X	X

^aOne survey was completed by the same person that works for both the Austin Police Department and KLBJ radio.

Local Agency	Met	Sent Survey	Returned Survey
Freight Carriers			
Central Freight			
Texas Motor Transportation Assoc.		X	
United Postal Service			
Postal Service Postmaster		X	X
Federal Express			
Airborne			
Austin & Northwestern R&R			
Georgetown R&R			
Austin Transportation Club^b	X	XX	XX
University of Texas			
Business Affairs/Police		X	X
Center for Trans. Research			
Airport		X	
Telephone			
Southwestern Bell		X	
AT&T			
GTE			
Bicycle			
Texas Bicycle Association		X	
School Districts			
 AISD		X	X
Eanes		X	X

^bTwo members of the Austin Transportation Club responded to the survey.

Local Agency	Met	Sent	Returned
Technology Providers/Traffic Generators			
MCC			
IBM			
3M			
Motorola			
Lockheed			
Texas Instruments		X	
Trimble			
Arrowsmith			
Area Cities			
Bee Cave			
Briarcliff			
Buda			
Cedar Park			
Creedmoor			
Hays			
Jonestown			
Lago Vista			
Lakeway			
Leander			
Manor			
Mustang Ridge			
Pflugerville			
Rollingwood			
Round Rock	X	X	X
San Leanna			
Sunset Valley			
West Lake Hills			
Area Counties			
Hays			
Williamson		X	X

Intelligent Vehicle Highway System User Services and Austin Area Users																													
User	Congestion Management System								Public Transportation Management System				Intermodal Management System								Safety Management System								
	Travel and Traffic Management								Public Transportation Management				EPS	Commercial Vehicle Operations							Emergency Management	Advanced Vehicle Safety Systems							
	PI	EDI	TSI	RG	RMR	IM	TDM	TC	ETI	PTM	PPT	PTS	EPS	CVEC	ARSI	CVAP	OSM	CFM	HMIN	EVM	ENPS	LCA	LCA	ICA	VECA	SR	PRD	AVO	
TxDOT William Garbade 832-7000					X		X						X																
City of Austin David Gerard 499-7022					X	X	X																						
Travis County Raymond Reed 472-7483					X		X																						
Capital Metro Mike Outmet 389-7448	X	X			X			X	X	X	X	X										X	X						
Airport Peter Rieck 495-7594	X	X																											
DPS Capt. E.C. Sherman 873-3100					X														X	X	X								
APD Lt. John Stewart 480-5208					X														X	X	X								
Sheriff Lt. Mike Miller 473-9770					X														X	X	X								
AFD Peter Sybesma 477-5784																			X	X	X								
Austin EMS Michale Morris 469-2050																			X	X	X								

Intelligent Vehicle Highway System User Services and Austin Area Users																														
U s e r	Congestion Management System								Public Transportation Management System					Intermodal Management System							Safety Management System									
	Travel and Traffic Management								Public Transportation Management					EPS	Commercial Vehicle Operations						Emergency Management		Advanced Vehicle Safety Systems							
	PI rn of jo Tr rm ia pt o n	EDI nrn jif Rvo oer urm ta o n	TSI ren arf vvo eir lcm ta o n	RG ou uid ea n c e	RMR iae dts ece hr lv na gt i o n	IM na cn ia vaa ft dg eng fr io lde m m cl	TDM rea amn an ft fr io lde m m cl	TC ro an an ft fr io lde m m cl	ETI nrn jaf Rno osr uim tta e t o n	PTM ura ban ina lsg cpe om re l tn at z i o n	PPT eur rba sln ois nci om at z i o n	PTS ure bac lnc isr cii tt y	EPS lae eyr cmv tel rnc ote n s i c	CVEC oell mhee mca ectr inc ale lc	ARSI uoan tafs odep mste alyc td ee l d o n	CVAP oedr mhmo miic ecne rlss cets ir aa lt v e	OSM nao jfn Bei ott ayo rr di n g	CFM ola men mea etg re cm ie an lt	HMIN aano ztct aeii rrdf diel oanc ulla st i o n	EVM mea ehh ria gcg ele nem ce yn t	ENPS moe etrc risu gfor eini ncat caly o n	LCA oov nlo gll iid tsa uin doc ine n a l	LCA aov tlo eti rid asa lin oc ne	ICA nov tlo eti rid ssa ein coc tne i o n	VECA inov shlo iali onid e in moc ene n t	SR ae fa ed ti yn e s	PRD ree esp jll Cro ray alm sne htn t	AVO uep the oir mca alt tel eo dn		
Metro Traffic Bill Km 459-7375	X	X		X																										
Tx Bicycle Coalition Glenn Gadbois 476-7433	X	X	X	X																										
Walk Austin																														
Austin Hotel & Motel Assn. Pat Miller 259-2165	X		X		X																									
Austin Trans- portation Club Jen Weest 250-3565																														
Tx Motor Trans. Assn. Robert Floyd 478-2541													X	X	X	X	X				X	X								
Central Freight 929-7335													X	X	X	X	X													
Federal Express 1-800- 238-5355																														
Airborne 476-6933																														
UPS 1-800 292-7129																														
Amtrak 1-800-	X				X		X					X																		

Intelligent Vehicle Highway System User Services and Austin Area Users																												
User	Congestion Management System								Public Transportation Management System					Intermodal Management System							Safety Management System							
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	PI	EDI	TSI	RG	RMR	IM	TDM	TC	ETI	PTM	PPT	PTS	EPS	CVEC	ARSI	CVAP	OSM	CFM	HMIN	EVM	ENPS	LCA	LCA	ICA	VECA	SR	PRD	AVO
rn	nrn	ren	ou	iae	na	rea	ro	nrn	ura	eur	ure	lae	oell	uoan	oedr	nao	ola	aano	mea	moee	oov	aov	nov	inov	ae	ree	uep	
of	jif	arf	uid	dts	cn	amn	an	jaf	ban	rba	bac	eyr	mhee	tafs	mhmo	jfn	men	ztct	ehh	etrc	nlo	tlo	tlo	shlo	fa	esp	the	
Tr	Rvo	vvo	td	ece	ia	vaa	ft	Rno	lna	sln	lnu	cmv	mica	odep	miic	Bei	mea	aeii	ria	risu	gli	eti	eli	iali	ed	lll	oir	
rm	oer	elr	ea	hr	dg	eng	fr	osr	lsg	ois	lstr	tel	ectr	mste	ecne	ott	etg	rrdf	gcg	gfor	iid	rid	rid	onid	ti	Cro	mca	
ia	ta	eea	c	na	nm	m	cl	uim	cpe	nci	cii	rnc	rtra	alyc	rlss	ayoy	re	dial	ele	eini	ttsa	asa	ssa	nlsa	yn	ray	ait	
pt	ot	rst	e	gt	te	e		tt	om	at	tt	ote	ceon	tdt	cets	rrr	cm	oanc	nem	ncat	uin	lin	ein	ein	e	alm	tel	
o	o	o		o	n	n		et	re	l	y	ns	inc	eei	ir	di	ie	ulla	ce	caly	doc	oc	coc	moc	s	sne	eo	
i	i	i		i	n	n		i	tn	i		i	ale	do	lt	n	an	st	yn	yl	ine	ne	tne	ene	s	htn	dn	
o	o	o		o	n	n		on	ti	z		c	lc	n	ve	g	lt	on	t	on	na	o	o	n		t		
n	n	n		n	s			n	o	n											l							
872-7245																												
Georgetown Railroad 255-2410																												
Austin & Northwestm Railroad 458-6700																												
IBM 1-800 426-3333	X				X																							
3M 984-1800	X				X																							
Motorola 928-0000	X				X																							
Lockheed 386-0000	X				X																							
Texas Instruments 250-7111	X				X																							
MCC 343-0978																												
CTR Michael Walton 471-1414																												
UT Jerry De Camp 471-4411	X				X																							
Towing (APD) Sgt. Bowers 280-5121					X												X											
Hospital	X		X																									

Intelligent Vehicle Highway System User Services and Austin Area Users																												
User	Congestion Management System								Public Transportation Management System				Intermodal Management System							Safety Management System								
	Travel and Traffic Management								Public Transportation Management				EPS	Commercial Vehicle Operations						Emergency Management	Advanced Vehicle Safety Systems							
	PI	EDI	TSI	RG	RMR	IM	TDM	TC	ETI	PTM	PPT	PTS	EPS	CVEC	ARSI	CVAP	OSM	CFM	HMIN	EVM	ENPS	LCA	LCA	ICA	VECA	SR	PRD	AVO
rn	nrn	ren	ou	iae	na	rea	ro	nrn	ura	eur	ure	lae	oell	uoan	oedr	nao	ola	aano	mea	moee	oov	aov	nov	inov	ae	ree	uep	
of	jif	arf	ui	dts	cn	amn	an	jaf	ban	rba	bac	eyr	mhee	tafs	mhmo	jfn	men	zict	ehh	etrc	nlo	tlo	tlo	shlo	fa	esp	the	
Tr	Rvo	vvo	td	ece	ia	vaa	ft	Rno	lna	sln	lnu	cmv	mica	odep	miic	Bei	mea	aeii	ria	risu	gli	eti	eli	iali	ed	ll	oir	
rm	oer	elr	ea	hr	dg	eng	fr	osr	lsg	ois	lstr	tel	ectr	mste	ecne	ott	etg	rrdf	gcg	gfor	lii	rid	rid	onid	ti	Cro	mca	
ia	ta	eea	c	na	nm	m	cl	tt	uim	cpe	nci	rnc	rtra	alyc	rlss	ayo	re	dial	ele	eini	t	asa	ssa	nlsa	yn	ray	alt	
pt	ot	rst	e	gt	te	e		tt	om	at	tt	ote	ceon	tdt	cets	rrr	cm	oanc	nem	ncat	uin	lin	ein	ein	e	alm	tel	
o	o	o		o	n	n		on	at	z	ty	nc	inc	eei	ir	di	ie	ulla	ce	caly	doc	oc	coc	moc	s	sne	eo	
n	n	n		n	s			on	ti	ed		ic	alc	do	lt	g	lt	on	yn	yl	ine	ne	tne	ene	s	htn	dn	
Postal Service Postmaster 929-1283			X									X	X	X	X	X												
Sierra Club 866-2993																		X										
Earth First																		X										
AT&T																												
SW Bell 870-5150												X	X	X	X	X	X											
AISD Dan Roberts 926-7940	X																											
Eanes ISD Bill Wheelless 329-3623	X																											
TNRCC 908-1015																												
Lower Colorado River Authority 473-3235																												
Greater Austin Chamber of Commerce Sandy Dochen 322-5638																												
Handicap																												
Tx Senator Gonzalo Barrientos 463-0114																												

Intelligent Vehicle Highway System User Services and Austin Area Users																												
U s e r	Congestion Management System								Public Transportation Management System					Intermodal Management System							Safety Management System							
	Travel and Traffic Management								Public Transportation Management					EPS	Commercial Vehicle Operations						Emergency Management		Advanced Vehicle Safety Systems					
	PI rn of jo Tr rm ia pt i o n	EDI nrn jif Rvo oer urm ta o n	TSI ren arf vvo eir lcm ea o i o n	RG ou ui td ea n c e	RMR iae dts ece hr lv na gt i o n s	IM na cn ia vaa ft dg ee nm m t	TDM rea amn vaa ft eng lde m m t	TC ro an an ft fr io cl	ETI nrn jaf Rno osr uim tta e i o n	PTM ura ban lna sln lsg cpe om re l tn at z e d	PPT eur bac rba sln ois nci a t tt y	PTS ure bac lnu lsg cpe om re l tn at z e d	EPS lae eyr cmv tel rnc ote n s i c	CVEC oell mhee mca ectr rnc ceon inc ale lc	ARSI uoan tafs odep mste alyc td t ee l d o n	CVAP oedr mhmo miic Bei mea aeii ria risu gll eti eli iali	OSM nao jfn Bei mea aeii ria risu gll eti eli iali	CFM ola men Bei mea aeii ria risu gll eti eli iali	HMIN aano ztct ztct rdrf diel oanc ulla st i o n	EVM mea moe ehh etrc nlo tlo tlo shlo fa ed ed ed ed	ENPS moee etrc ria risu gll eti eli iali	LCA oov aov nov tlo tlo shlo fa ed ed ed ed	LCA aov nov tlo tlo shlo fa ed ed ed ed	ICA nov tlo tlo shlo fa ed ed ed ed	VECA inov shlo shlo fa ed ed ed ed	SR ae fa ed ed ed ed ed	PRD ree esp the oir mca alt tel e o d n	AVO uep the oir mca alt tel e o d n
US Senator Jake Pickle 482-5921																												
CAMLU	X				X						X																	
Bee Cave																												
Briarcliff																												
Creedmoor																												
Jonestown																												
Lago Vista																												
Lakeway																												
Manor																												
Mustang Ridge																												
Pflugerville									X																			
Rollingwood																												
San Leanna																												
Sunset Valley																												
West Lake Hills										X																		
Williamson County																												
Cedar Park																												
Leander																												

APPENDIX IC

TRANSPORTATION SURVEY TALLY

IVHS EARLY DEPLOYMENT STUDY

Transportation Survey

Name: Survey Summary _____

Agency: 32 sent and 21 received _____

Address: Some surveys received were incomplete _____

Phone #: _____ **FAX #:** _____

1. Does your agency or business use information on traffic accidents, congestion, or other conditions to improve its performance?

G (19) Yes G No (2 no answer)

2. What information does your agency or business use?

G (13) Travel time	G (2) Airline arrival\departure
G (20) Accident locations	G (1) Railroad arrival\departure
G (15) Weather	G (2) Transit schedule
G (15) Construction	G (2) Delivery information
G (16) Congestion	G (8) Traffic counts
G (7) Route guidance	G (0) Not applicable
G (1) Other: key map_____	G (0) Other:_____

3. How does your agency or business receive this information?

G (18) Radio	G (8) Newspaper	G (7) TV	G (13) Phone
G (8) Computer	G (0) Not applicable	G (2) Other: Fax_	G (3) Other: Counter__

4. Is this information reliable?

G (5) Always **G (16) Sometimes** G (0) Never G (0) Not applicable

IVHS EARLY DEPLOYMENT STUDY

Transportation Survey

5. Is this information timely?

G (3) Always **G (18) Sometimes** G (0) Never G (0) Not applicable

6. In your opinion, list the actions that could be taken to improve the reliability and timeliness of this information?

- G (13) Direct link to live freeway traffic information
- G (11) Direct link to live city street traffic information
- G (2) Direct link to live transit information
- G (1) Direct link to live airline information
- G (0) Direct link to live railroad information
- G (15) Direct link to live centralized information (freeway, city street,)**
- G (1) Not applicable
- G (1) Other: Direct link to Travis County traffic information__

7. Would your agency or business like to have information on (see below) conditions?

Traffic (i.e. congestion, accidents)	G (20) Yes	G (0) No
Transit (i.e. schedule, stops)	G (4) Yes	G (7) No
Airline (i.e. arrival/depart)	G (1) Yes	G (9) No
Railroad (i.e. arrival/depart)	G (1) Yes	G (9) No

8. What five items of information on traffic conditions would your agency like to have access to? (List in order of priority--# 1 = most important)? {see footnote}

- | | |
|--|---|
| 7/2.14 - Time of accident | 10/3.40 - Length of traffic backup |
| 16/1.31 - Location of accident | 14/3.86 - Projected delay due to an accident |
| 10/2.90 - Type of Accident | 4/5.00 - Travel time to your destination |
| 11/2.55 - Alternate route to avoid delays | 3/3.00 - Shortest route |
| 3/3.00 - Shortest travel time | 4/4.25 - Traffic speeds in area of accident |
| 13/3.46 - Location of road construction | 1/5.00 - Transit schedule |
| 0/0.00 - Other:_____ | 0/0.00 - Other:_____ |

IVHS EARLY DEPLOYMENT STUDY

Transportation Survey

9. How would your agency or business like to have access to this information?
 (List 3 items in order of priority--# 1 = most important) {see footnote}

- | | |
|---|--|
| 1/1.00 - Portable TV | 8/2.38 - Radio |
| 1/1.00 - Newspaper | 6/2.00 - Phone |
| 13/1.46 - Computer in office | 7/1.86 - Computer in vehicle |
| 0/0.00 - Pager | 2/2.50 - TV monitor in lobby of office |
| 0/0.00 - Monitor at home | 1/1.00 - Other: remote hook up |
| 6/2.33 - Changeable message sign on side of roadway | |

10. What times of the day would your agency or business like to receive this information?
 (List in order of priority--#1 = most important) {see footnote}

- | | |
|----------------------------------|----------------------------------|
| 5/1.00 - 24-hours per day | 4/1.75 - 7:00 a.m. to 9:00 a.m. |
| 3/2.67 - 4:00 p.m. to 6:00 p.m. | 2/4.00 - 11:00 a.m. to 1:00 p.m. |
| 1/1.00 - Other: not specified_ | 1/1.00 - Other: 7 a.m. - 7 p.m. |

11. What days of the week would your agency or business like this information to be available?

- | | |
|-------------------------------------|--------------------------------|
| <u> 10 </u> Monday through Friday | <u> 11 </u> Every day |
| <u> 0 </u> Weekends | <u> 0 </u> Other: _____ |

12. How frequently would your agency or business like this information updated?

- | | |
|-------------------------------|--------------------------------|
| <u> 4 </u> Every 5 minutes | <u> 3 </u> Every 10 minutes |
| <u> 5 </u> Every 15 minutes | <u> 10 </u> Continuous |

13. If your agency or business operates a fleet of vehicles, would it be beneficial to automatically locate these vehicles on the roadway?

- | | | |
|-------------------|------------------|------------------------------|
| G (12) Yes | G (5) No | G (4) Not applicable |
|-------------------|------------------|------------------------------|

IVHS EARLY DEPLOYMENT STUDY

Transportation Survey

14. What five routes are most important to the performance of your agency or business?

(Indicate in order of priority--# 1 = most important) {see footnote}

17/1.53 - IH 35	15/2.53 - MoPac/Loop 1	7/4.43 - Loop 360
14/2.79 - US 183	3/3.00 - Congress Avenue	3/3.33 - US 290 East
6/3.33 - Lamar Boulevard	1/5.00 - South 1st Street	1/4.00 - Manchaca Road
9/3.67 - US 290/Ben White/SH 71	3/12.0 - RM 2222/Koenig Ln	3/13.0 - Burnet Road
1/3.00 - Other: RM 620_____	1/1.00 - Other: RM 2244__	0/0.00 - Other:_____

15. Please list five problems that are regularly encountered on these routes that affect the performance of your agency or business?

(Indicate in order of priority--# 1 = most important) {see footnote}

20/1.20 - Congestion	20/2.35 - Accidents	4/3.75 - Trucks
5/3.80 - Potholes	0/0.00 - Pedestrians	1/5.00 - Driveways
11/3.45 - Signal delay	6/3.50 - Speeding	17/3.06-Const. delay
1/5.00 - Other: Buses_____	0/0.00 - Other:_____	0/0.00 - Other:_____

16. In your opinion, list at least three actions on these routes that would improve the performance of your agency or business?

(Indicate in order of priority--# 1 = most important) {see footnote}

17/1.47 - Widen road way	4/2.50 - More police presence	5/1.80 - Restrict some vehicles
6/2.17 - Meter ramps	1/3.00 - Close ramps	3/2.67 - Restrict driveways
5/2.80 - Install signals	15/2.13 - Retime signals	0/0.00 - Other:_____
1/1.00 - Other: Opticom	0/0.00 - Other:_____	0/0.00 - Other:_____

17. Who should be responsible for making the improvements?

<u> 13 </u> City	<u> 7 </u> County	<u> 5 </u> Private enterprise
<u> 15 </u> State	<u> 10 </u> Federal	<u> 1 </u> Other:_____

APPENDIX ID

LOCAL AGENCY MEETING NOTES

Local Agency Meeting Notes

Capital Metro

Contact: Mike Ouimet

Interests

- Signal preemption for buses**
- AVL system for buses**

Would like to have one standard AVL system for use by all agencies interested in AVL, like EMS, Fire, and APD. The same standard AVL system used by each agency would reduce costs, facilitate the sharing of a single roadway network database, and provide a number of people in Austin that could assist each other in solving problems with the system.

Additional Information

- Huston-Tillotson University has contracted with Capital Metro to research GPS technologies.**
Funds have been budgeted for AVL installation in 1996.
- Bus drivers and supervisors report traffic incidents to their dispatcher. Dispatcher will in turn dispatch information to other bus drivers. Drivers will skip stops if incident will significantly delay the bus' schedule.**

Department of Public Safety

Contact: Captain E.C. Sherman

Interests

- 800 trunk line**
An 800 trunk line would provide communication between different agencies responding to the same emergency. At this time, for DPS to communicate with APD, a DPS unit has to contact his dispatcher, DPS dispatcher then has to contact APD dispatcher, APD dispatcher then contacts APD unit. 800 trunk line will allow DPS and APD units to talk directly to each other.
- Any systems that would reduce the number of collisions between motorists.**
- Vehicle ignition shut-down**
Any technology that could turn a vehicle's engine off to avoid high speed pursuits. When a DPS unit is in high speed pursuit of another vehicle, the DPS officer has to make a decision regarding what is in the best interest of public safety. Which action increases public safety more: (1) apprehending the fleeing suspect or (2) risking the possibility of an accident due to the high-speed

nature of the pursuit. A number of times the DPS officer discontinues the pursuit in the interest of public safety. If criminals realize officers will no longer pursue them in a high-speed chase, the deterrent for committing the crime is reduced.

- Representation within a traffic management center

Additional Information

- Units are assigned to patrol a specific geographical area.
- Do not have a CAD system. Keep track of vehicles by voice communications or county dispatch.
- At this time, funding is unavailable for an 800 trunk line.
- DPS performs before and after studies for seat belt violations.
- Although DPS may be the first responder to an emergency that is outside their jurisdiction, they allow agency with jurisdiction to take over while they provide any assistance that is needed.
- Limited resources make it difficult to envision GPS technology in the near future.
- Surveillance cameras would probably not benefit DPS since they mainly patrol rural areas. Cost would be too expensive.
- Currently, 25 percent of DPS units have video cameras. They are in the process of installing more cameras on units. The areas with DWI generators are receiving first priority for deploying the cameras. Some counties buy video cameras and, in some cases, radios for DPS vehicles. Officer's discretion to turn on camera.
- DPS is responsible for responding to all traffic accidents in counties and rural areas. Sheriffs are responsible for responding to all criminal activities in these areas.

Austin Police Department

Contacts: Lieutenant John Stewart and Sergeant Sam Cox

Interests

- 800 trunk line
- Incident management training course
 - An incident management course would educate cadets and supervisors about techniques to better manage incidents.
- Signal preemption for emergency vehicles responding to emergency calls.
 - Concerned that preemption could be abused.
- AVL system
 - Concerned with security of the system. Would not want "Bad Guys" to have access to the system.
- Traffic management center

Additional Information

- Units are assigned to patrol a geographic area.
- Incident data is stored up to 90 days after incident occurs. Information could be used to establish a baseline that documents the duration of each stage of an incident: detection, verification, response, removal, traffic management. Depending on the detail of the information, it could also be used to determine overall incident duration, number of lanes blocked, severity, and amount of resources and personnel responding to the incident. This information could then be used to evaluate the effectiveness of recommendations that are implemented.
- I-net system does pass by their building.

Austin Fire Department

Contacts: Pieter Sybesma and Steve Collier

Interests

- Signal preemption
- Surveillance cameras
 - Access to live video could be used to determine the number of vehicles to respond.
 - Access to live video would allow staff to assess a tanker spill without being exposed to hazardous chemicals.
- Speed data
 - Speed data could be used to determine travel times. Travel times could then be used to plan the location of future fire stations to maintain adequate response time.
- Computerized tracking of hazardous materials
- Street closure information
- Fire hydrant closure locations
- AVL system

Additional Information

- Try to maintain a 3 1/2 minute average response time. 30 seconds for scramble time and 3 minutes for travel time at 30 mph.
- Receive 50 to 85 calls per day. Approximately half are first responder calls for EMS. In other words, the Fire Department is closer than EMS to the scene of a life threatening emergency. Therefore, the Fire Department responds first and provides the necessary services until EMS arrives.
- Need to reduce the time that the signal preemption system takes to recognize an approaching vehicle.
- Typical fire station has a 1 1/2 mile radius service area (approx. 4 1/2 sq. mi.)
- Drivers responsible for knowing shortest route to emergency. They try to stay off

- high volume streets.
- Computer dispatches nearest fire station to the emergency.
- No direct link with 911 system. Dispatcher re-enters data to determine which fire station is closest to emergency.

Austin Emergency Medical Services

Contact: Michael Morris

Interests

- Signal preemption
- AVL system
 - Would like to link the AVL system to real-time traffic information to better determine which ambulance could respond in the shortest amount of time.
- 800 trunk line
- Relocating communication center
 - Would like to relocate communications center, which houses 911, EMS, Fire, and APD dispatchers, from APD headquarters to a more secure location. Concerned if a hazardous chemical is spilt on I-35, the communications center may need to be evacuated due to its close proximity to I-35.
 - A potential site was the new airport but SAC base contaminated with asbestos.
- Surveillance cameras

Additional Information

- Already have a method to track the location of ambulances. Dispatchers know where the ambulance is dispatched from, if the ambulance is in the process of responding to an emergency, when the ambulance driver enters the information acknowledging they have arrived at the scene, and the route the ambulance takes from the hospital back to their facility. Therefore, they always have an idea where the ambulance is.
- Drivers are pleased with the performance of the existing signal preemption system.
- Discussions are underway for relocating the communication center.
- 3 tier response system: (1) basic life support, 65 percent of calls, (2) advance life support--trauma, gun shot, and (3) star flight helicopter. Cost increases with each tier.

911

Contact: Darlene Blackburn

Interests

- One phone number for reporting traffic incidents

The current list of phone numbers for TxDOT is too lengthy to look through and decide which phone number to call during an emergency.

Additional Information

- Common theme between all dispatchers is that they are extremely busy.
- 911 handles calls from call boxes. Majority of calls are for service, not emergencies. During one week they received 14 calls from the call boxes. During another week, they received 6 calls. Very, very few have been calls that need Fire, EMS, or APD to respond. Demand on 911 and communications staff could be reduced if one number was available to the public to call to report traffic accidents or minor breakdowns that do not require emergency assistance.
- When 911 receives a phone call, the address of incoming call is automatically displayed on a computer screen. This is not the case when 911 receives a cellular phone call. Cellular phone calls require 911 operators to take more time to enter information. Additionally, the location of the emergency may not be accurate.

Metro Traffic

Contact: Bill Kim

Interests

- Direct access to traffic information
- Any system that can assist in providing timely and accurate traffic information
- Concerned about competitive edge should centralized management center use radio.

Additional Information

- They are in the business of providing information to the public.
- Once they receive information about a traffic incident, it takes 2 to 4 minutes to get that information out to the radio stations.
- Detect incidents through police scanner, aircraft, and spotters (people who work in businesses near major travel ways) located around town.
- Verify through spotters and by calling APD.
- Hours of operation 5 a.m. to 8 p.m.
- First broadcast around 6 a.m. Primarily provide information to radio stations between 6 a.m. and 9 a.m. and 3 p.m. and 7 p.m. If needed, will broadcast information outside those times (e.g., ice storm). Between 9 a.m. and 3 p.m. only 3 radio stations take information on traffic conditions. The radio stations decide whether or not to provide this information to their listeners.
- Typical broadcast frequency is 10 minutes during the peak drive times.
- Different stations want different types of information.
- Some stations want traffic report at same time as other stations.

- Have 24-hour contract with airplane to provide surveillance information. Camera mounted on airplane to provide live video (?).
- They provide traffic information to about 60 to 70 percent of the radio listeners in Austin.
- Not always notified of maintenance activities.
- Has staff, some broadcast in spanish.
- No longer reports delay. Delay no always meaningful.

Texas Cable TV Association

Contact: W.D. Arnold

Interests

- Unidentified

Additional Information

- Cable companies using coaxial cable for communication.
- Cable companies use one-way amplifiers since they do not need information back from the termination point. If information from the termination point is desired, need two-way amplifiers.
- There has been a study in Austin to operate traffic signals over cable company's system.
- Aerosmith Technologies is a local provider of AVL systems for fleet management.
- No standards to facilitate integration between companies.
- Existing standards MPEG 1&2, PCN, PLS.
- Many local cable companies can not add channels (channel lock). Capacity of co-ax has been reached.

KXAN-TV

Contact: Alyce Dorsey

Interests

- Live video from the scene of an incident
- Road closures, under water locations, and construction information
- Single point of contact for information about traffic conditions

Additional Information

- Currently, traffic information is broadcasted at 6:30 a.m., 7:25 a.m., 7:55 a.m., 8:25 a.m., and 8:55 a.m.

- Providing video and information to the public is their business.
- Sergeant Sam Cox with KLBK provides them with traffic information.
- Maps are used with an "X" to mark the location of an incident.
- Survey viewers once a year. Took it for granted that they wanted traffic information.
- Broadcast news information every hour on the hour, 24 hours per day.
- Video among stations is linked by common satellite carrier..
- Depending on severity of incident, they could broadcast information at the bottom of the television screen.
- They will interrupt their normal broadcasting schedule to report an incident. The example given was the airplane landing on Airport Boulevard.

Austin Transportation Club

Contact: Genieve Weest

Interests

- Local traffic information
- Intercity traffic Information (e.g., between Austin and San Antonio)

Additional Information

- Board of Directors meet first Wednesday of each month.
- They distribute a newsletter monthly.
- No rail unloading facility in Austin. All commodities are trucked.

City of Round Rock

Contact: Joe Vining

Interests

- Intercity traffic information between Round Rock and Austin
A changeable message sign would be an appropriate means of communicating downstream traffic information to motorists commuting to Austin.

Additional Information

- Residential and business growth is increasing demand on surface streets.
- 55 percent of residents work in Austin. Remaining 45 percent work in Round Rock.
- About 10 years away from having own signal system.
- Still waiting for roadway network to be completed.

- City Departments perform annual drills to be prepared for major emergencies (e.g., tanker spill, terrorist).**

Austin Convention and Visitors Bureau

Contact: Charles A. Stephens

Interests

- Directional signing along IH-35 and city streets for points of interest.**

Additional Information

- At airport and downtown locations, they receive information through phone calls on accidents and construction in order to develop alternate routes for visitors.**
- Through Capital Metro they have a "Hotel Hopper" service. However, since it is funded through the federal government it must operate on a fixed route.**
- In the discussion stages with the City of Austin on designating two parking spaces on 6th street to run hotel shuttles. They need to develop schedules to post at the hotels and on 6th street.**

Austin Transportation Study

Contact: Mike Aulick, Rick Lakatta

Interests

- How will IVHS relate to ISTEA management systems.**

Additional Information

- They are responsible for developing congestion management system for Austin area.**

APPENDIX IE
TxDOT ADVISORY COMMITTEES

AUSTIN ITS STEERING COMMITTEE ROLES and RESPONSIBILITIES

The roles and responsibilities of the Austin ITS steering committee are to advise and make recommendations to the working committees and the Austin ITS study team for the planning and deployment of ITS user services.

Rules:

The Texas Legislature enacted Senate Bill 383 in 1993. This legislation requires a state agency that is advised by an advisory committee to adopt rules that state the purpose of the committee, describe its task, and the manner in which it reports to the agency. The Texas Transportation Commission identified ITS steering committees as meeting the criteria of this legislation through Minute Order 103067 on December 22, 1993. The rules established through this minute order are minimum.

- No more than 24 members
- Private sector must be represented
- Must meet once a calendar year
- Must have a quorum to vote
- Must elect a chair and vice chair by a majority vote

The Austin ITS steering committee is free to adopt rules that are not in conflict with those established by the minute order.

Officers:

The Vice Chair will be responsible for the day-to-day administrative duties.

- Call the meeting
- Create the minutes
- Provide copies to members

The Chair will bring issues and make recommendations for the Austin ITS steering committee to consider. The Chair will also be responsible for the creation of the working committees and the communication between those working committees.

TEXAS TRANSPORTATION COMMISSION

Various _____ County

MINUTE ORDER

Page 1 of 2 Pages

District Various

WHEREAS, the Texas Transportation Commission (the "Commission") is empowered by Texas Civil Statutes, Article 6666, to promulgate rules for the conduct of the work of the Texas Department of Transportation (the "Department"); and

WHEREAS, the Commission has previously adopted rules relating to Advisory Committees, codified under Title 43, Texas Administrative Code, Chapter 1, Sections 1.80-1.84; and

WHEREAS, Senate Bill 383, 73rd Legislature, 1993, requires the Department to adopt rules that: (1) state the purpose of each of its advisory committees and describe each committee's task and the manner in which it will report to the agency; and (2) establish a date on which each committee will automatically be abolished unless continued in existence by affirmative vote of the Commission; and

WHEREAS, in order to comply with the mandates of Senate Bill 383, which became effective on September 1, 1993, to provide for flexibility in the process for statutory advisory committee review of Department rules, to clarify existing provisions, and to assure that critical roles of the advisory committees continue without interruption, thereby protecting the vital interests, safety and welfare of the taxpayers and the travelling public, the Commission, by Minute Order No. 102795, dated September 28, 1993, adopted on an emergency basis and simultaneously proposed for permanent adoption the repeal of existing Section 1.83, new Sections 1.83 and 1.85, and amendments to Sections 1.80, 1.81, 1.82, and 1.84, the provisions of which are explained in Exhibit "A" to this Order; and

TEXAS TRANSPORTATION COMMISSION

Various _____ County

MINUTE ORDER

Page 2 of 2 Pages

District Various

WHEREAS, the emergency and proposed sections were published in the October 15, 1993, issue of the Texas Register (18 TexReg 7142); and a public hearing was held on October 25, 1993, pursuant to the Government Code, Chapter 2001, to receive data, comments, views, and/or testimony concerning the proposed sections, and no comments were received; and

WHEREAS, in keeping with the rulemaking process, the Commission has determined it necessary to adopt on a permanent basis the repeal of Section 1.83, new Sections 1.83 and 1.85, and the amendments to Sections 1.80, 1.81, 1.82, and 1.84; and

WHEREAS, the repeal, new and amended sections have been examined by legal counsel and found to be a valid exercise of the Commission's authority to adopt;

NOW, THEREFORE, IT IS ORDERED that the Commission hereby adopts on a permanent basis the repeal of existing Section 1.83, as shown in Exhibit "B" to this Order, new Sections 1.83 and 1.85, as shown in Exhibit "C" to this Order, and amendments to existing Sections 1.80, 1.81, 1.82, and 1.84, as shown in Exhibit "D" to this Order; and the Executive Director is directed to take the necessary steps to implement the actions as ordered herein, pursuant to the requirements of the Government Code, Chapter 2001.

Submitted by:

Robert E. Shaddock
General Counsel

Examined and recommended by:

Suzanne Hardy
Approved _____ Director of Staff Services

[Signature]
Executive Director

103067

Minute Number _____

Date Passed _____

DEC 22 93

OUTLINE

§1.80. PURPOSE (amended)

- ◆ amends the purpose of the undesignated head so that it also applies to advisory committees created by the department

§1.81. DEFINITIONS (amended)

- ◆ repeals redundant definitions of individual statutory advisory committees
- ◆ adds definitions of department advisory committee, district engineer, and statutory advisory committee

§1.82. STATUTORY ADVISORY COMMITTEE OPERATIONS AND PROCEDURES (amended)

(a) Applicability

- ◆ added to clarify that section only applies to statutory advisory committees

(b) Membership

- ◆ removes requirement that commission designate chair of Aviation and Bicycle Rules Committees
- ◆ provides for each committee to elect chair and vice-chair

(c) Meetings

- ◆ removes provisions concerning frequency meetings which was moved to later section
- ◆ lowers advance notice of meetings from 14 to 10 days

(d) Reimbursement (no change)

(e) Conflict of interest (no change)

(f) Administrative support (no change)

(g) Advisory committee recommendations (no change)

(h) Manner of Reporting

- ◆ requires department to report advice of statutory advisory committee to commission and to invite committee chair to appear

§1.83. STATUTORY ADVISORY COMMITTEES (replaces existing §1.83)

(a) Bicycle Rules Advisory Committee

- ◆ created pursuant to V.T.C.S., Article 6673h
- ◆ advises commission on adoption of bicycle road use rules
- ◆ meets annually and as required to advise on rules
- ◆ to be abolished upon adoption of rules

(b) Environmental Advisory Committee

- ◆ created pursuant to V.T.C.S., Article 6673g
- ◆ advises commission on rules of department that may affect the environment
- ◆ meets not more than once each month
- ◆ to be abolished in 1997 unless continued

(c) Aviation Advisory Committee

- ◆ created pursuant to V.T.C.S., Article 46c-3
- ◆ advises commission on method for prioritizing projects and on capital improvement, aviation facilities development, and multi-year aviation facilities capital improvement programs
- ◆ meets annually and as requested by Director of Aviation
- ◆ to be abolished in 1997 unless continued

(d) Public Transportation Advisory Committee

- ◆ created pursuant to V.T.C.S., Article 6663b
- ◆ advises commission on needs and problems of public transportation providers and comments on rules involving public transportation
- ◆ meets not more than once each month
- ◆ to be abolished in 1997 unless continued

§1.84. RULEMAKING (amended)

(a) Purpose (no change)

- (b) Preliminary review (no substantive change)
- (c) Final review (no substantive change)
- (d) Comment (no change)
- (e) Emergency rules
 - ◆ authorizes department to submit emergency rules to commission without prior review by advisory committee
- (f) Waiver
 - ◆ authorizes committee to waive preliminary or final review of draft rules
- (g) Deferral
 - ◆ authorizes committee to defer review of rules until the public comment period

1.85. DEPARTMENT ADVISORY COMMITTEES (new)

- (a) Creation
 - ◆ creates the following committees and states their purpose, duties, and to whom they report
 - (1) Quality Assurance/Quality Assurance Specification Development Committee
 - (2) Specialist Certification Advisory Committee
 - (3) Consulting Engineering Advisory Committee
 - (4) Project advisory committees
 - (5) Statewide Transportation Plan External Advisory Panel
 - (6) Transit Operators' Advisory Committee
 - (7) Transit Vehicle Specification Committee
 - (8) Ad hoc transit advisory panels
 - (9) Registration and Title Liaison Committee and Dealer System Advisory Board
 - (10) County Tax Assessor-Collector Review Team
 - (11) TxDOT - TNRCC - Tax Assessor-Collector Working Group

(12) Rulemaking advisory committees

(13) Hydraulics and Erosion Control Laboratory Industry Advisory Committee

(14) Traffic Records Council

(15) FHWA Electronic Data Sharing Task Force

(16) IVHS steering committees

(b) Operating procedures

(1) Membership

- ◆ limits committees to no more than 24 members
- ◆ requires, if applicable to purpose and duties of committee, balanced representation between consumers and industry

(2) Meetings

- ◆ requires committees to meet at least annually
- ◆ requires a majority vote of membership for formal committee action

(3) Officers

- ◆ requires each committee to elect a chair and vice-chair by majority vote of the members of the committee

(c) Duration

- ◆ except otherwise specified in subsection (a), abolishes committees September 1, 1995 unless continued in existence

§1.83. Advisory Committee Responsibilities.

(a) Advisory committees created by the commission. The responsibilities of advisory committees that are created by the commission will be prescribed by order of the commission.

(b) Public Transportation Advisory Committee. The responsibilities of the Public Transportation Advisory Committee will include:

(1) advising the commission on the needs and problems of the state's public transportation providers, including recommending methods for allocating state public transportation funds if the allocation methodology is not specified by statute;

(2) commenting on proposed rules or rule changes involving public transportation matters during their development and prior to their final adoption unless an emergency requires immediate action by the commission; and

(3) performing other duties as determined by order of the commission.

(c) Bicycle Rules Advisory Committee. The responsibilities of the Bicycle Rules Advisory Committee will include:

(1) advising the commission on the adoption of rules regarding bicycle road use on the state highway system; and

(2) performing other duties as determined by order of the commission.

(d) Environmental Advisory Committee. The responsibilities

of the Environmental Advisory Committee will include:

(1) advising the commission on rules of the department that may affect the environment; and

(2) performing other duties as determined by order of the commission.

(e) Aviation Advisory Committee. The responsibilities of the Aviation Advisory Committee will include:

(1) periodically reviewing the adopted capital improvement program;

(2) advising the commission on the preparation and adoption of an aviation facilities development program;

(3) advising the commission on the establishment and maintenance of a method for determining priorities among locations and projects to receive state financial assistance for aviation facility development;

(4) advising the commission on the preparation and update of a multi-year aviation facilities capital improvement program; and

(5) performing other duties as determined by order of the commission.

§1.83. Statutory Advisory Committees

(a) Bicycle Rules Advisory Committee.

(1) Purpose. Created pursuant to Texas Civil Statutes, Article 6673h, the Bicycle Rules Advisory Committee seeks to provide the commission with insight from the perspective of bicyclists. The primary mission of the committee is to advise the commission on the development of rules for bicyclists use of the state highway system. By involving representatives of the public and of bicyclists, the department helps ensure effective communication with the bicycle community, and that the bicyclist's perspective will be fully considered in the development of bicycles road use rules.

(2) Duties. The committee shall:

(A) advise the commission on the adoption of rules regarding bicycle road use on the state highway system; and

(B) perform other duties as determined by order of the commission.

(3) Meetings. The committee shall meet annually and as required by §1.84 of this title (relating to Rulemaking).

(4) Duration. The committee shall be abolished upon final adoption of bicycle road use rules by the commission.

(b) Environmental Advisory Committee.

(1) Purpose. Created pursuant to Texas Civil Statutes, Article 6673g, the Environmental Advisory Committee provides a forum for the exchange of information between the department, the

commission and committee members representing the general public and the environmental community. Advice and recommendations expressed by the committee provide the department and the commission with greater insight with regard to environmental issues; thus, facilitating the department's and the commission's goal of ensuring that environmental considerations are fully integrated into department and commission rules and policies.

(2) Duties. The committee shall:

(A) advise the commission on rules of the department that may affect the environment;

(B) become informed and knowledgeable of the department's environmental activities, and the environmental policies, and rules which govern the department's operations;

(C) communicate to the department any views or recommendations of the committee regarding the department's environmental policies, rules, and procedures;

(D) communicate the roles, mission, and environmental policies of the department in order to promote a better understanding of the department throughout the general public and environmental community; and

(E) perform other duties as determined by order of the commission.

(3) Meetings. The committee shall meet:

(A) as necessary, at the call of its chair, but not exceeding once each month;

(B) at the request by the commission; and

(C) as required by §1.84 of this title (relating to Rulemaking).

(4) Duration. The committee is abolished September 1, 1997, unless continued in existence by affirmative vote of the commission.

(c) Aviation Advisory Committee.

(1) Purpose. Created pursuant to Texas Civil Statutes, Article 46c-3, the Aviation Advisory Committee provides a direct link for general aviation users' input into the Texas Airport System. The committee provides a forum for exchange of information concerning the users' view of the needs and requirements for the economic development of the aviation system. The members of the committee are an avenue for interested parties to utilize to voice their concerns and have that data conveyed for action for system improvement. Additionally, committee members are representatives of the department and its Aviation Division, able to furnish data on resources available to the Texas aviation users.

(2) Duties. The committee shall:

(A) periodically review the adopted capital improvement program;

(B) advise the commission on the preparation and adoption of an aviation facilities development program;

(C) advise the commission on the establishment and

maintenance of a method for determining priorities among locations and projects to receive state financial assistance for aviation facility development;

(D) advise the commission on the preparation and update of a multi-year aviation facilities capital improvement program; and

(E) perform other duties as determined by order of the commission.

(3) Meetings. The committee shall meet once a calendar year and such other times as requested by the Aviation Division Director.

(4) Duration. The committee is abolished September 1, 1997, unless continued in existence by affirmative vote of the commission.

(d) Public Transportation Advisory Committee.

(1) Purpose. Created pursuant to Texas Civil Statutes, Article 6663b, the Public Transportation Advisory Committee provides a forum for the exchange of information between the department, the commission, and committee members representing the transit industry and the general public. Advice and recommendations expressed by the committee provide the department and the commission with a broader perspective regarding public transportation matters that will be considered in formulating department policies.

(2) Duties. The committee shall:

(A) advise the commission on the needs and problems of the state's public transportation providers, including recommending methods for allocating state public transportation funds if the allocation methodology is not specified by statute;

(B) comment on proposed rules or rule changes involving public transportation matters during their development and prior to final adoption unless an emergency requires immediate action by the commission; and

(C) perform other duties as determined by order of the commission.

(3) Meetings. The committee shall meet:

(A) as necessary, at the call of its chair, but not exceeding once each month;

(B) at the request of the commission; and

(C) as required by §1.84 of this title (relating to Rulemaking).

(4) Duration. The committee is abolished September 1, 1997, unless continued in existence by affirmative vote of the commission.

§1.85. Department Advisory Committees.

(a) Creation. The following committees are established as department advisory committees.

(1) Quality Control/Quality Assurance Specification Development Committee.

(A) Purpose. The Quality Control/Quality Assurance Specification Development Committee is created for the purpose of developing a quality control/quality assurance specification for hot-mix asphaltic concrete pavement. Through a formalized review process, the committee provides a forum for the exchange of information through a committee composed of the department engineering staff, highway industry material suppliers, and contractor representatives. Advice and recommendations expressed by the committee provide the department and the commission with increased insight in material and construction methods for quality control and quality assurance; thus, aiding the department and the commission's goals of ensuring industry input into design standards and practices.

(B) Duties. The committee shall advise the department and the commission concerning the development of a quality control/quality assurance hot-mix asphaltic concrete pavement specification.

(C) Manner of reporting. The committee shall report its advice and recommendations to the Pavement Engineer of the Design Division.

(D) Duration. Upon completion of the quality control/quality assurance hot-mix asphaltic concrete specification, the committee is abolished.

(2) Specialist Certification Advisory Committee.

(A) Purpose. The purpose of the Specialist

Certification Advisory Committee is to review the Specialist Certification Program and to maintain a forum for the exchange of information between the department and the paving industry. Advice and recommendations expressed by the committee provide the department and the commission greater insight into pavement technology, testing, and specialist training; thus, facilitating the department's and the commission's goals of ensuring safe, efficient, and economical pavement design, construction, and maintenance practices for increased pavement life and performance.

(B) Duties. The committee shall provide advice and recommendations concerning:

(i) modifications and improvements to the training program curriculum and operations;

(ii) decertification claims;

(iii) recertification refresher courses; and

(iv) other matters as required to successfully implement and continue the Specialist Certification Program.

(C) Manner of reporting. The committee shall report its advice and recommendations to the Assistant Executive Director for Field Operations.

(3) Consultant Engineering Advisory Committee.

(A) Purpose. The purpose of the Consultant Engineering Advisory Committee is to coordinate and facilitate the use of the consultant engineering community in department operations.

(B) Duties. The committee shall review, discuss, and recommend items of mutual concern between the department and the consultant engineering community.

(C) Manner of Reporting. The committee shall report its advice and recommendations to the Deputy Executive Director for Transportation Planning and Development.

(4) Project advisory committees.

(A) Purpose. The executive director may authorize a district engineer to create, by written order, an ad hoc project advisory committee composed of the following members as may be deemed appropriate by the district engineer: department staff; affected property owners and business establishments; technical experts; professional consultants representing the department; and representatives of local governmental entities, the general public, chambers of commerce, and the environmental community. A project advisory committee shall serve the purpose of facilitating, evaluating, and achieving support and consensus from the affected community and governmental entities in the initial stages of a highway improvement project. Advice and recommendations of a committee provide the department with an enhanced understanding of public, business, and private concerns about a project from the development phase through the implementation phase; thus, facilitating the department's communications and traffic management objectives, resulting in a greater cooperation between the department and all affected

parties during project development and construction.

(B) Duties. A project advisory committee shall:

(i) maintain community and local government communication; and

(ii) respond in a timely fashion to affected parties' concerns about project development and construction.

(C) Manner of reporting. A project advisory committee shall report its advice and recommendations to the district engineer.

(D) Duration. A project advisory committee may be abolished at any stage of project development, but in no event may a committee continue beyond completion of the project.

(5) Statewide Transportation Plan External Advisory Panel.

(A) Purpose. Texas Civil Statutes, Article 6663(f) and 23 U.S.C. Section 135 require the department to develop a statewide multimodal transportation plan that encompasses all modes of transportation. The panel, appointed by the Deputy Executive Director for Transportation Planning and Development and composed of representatives of other governmental agencies concerned with transportation and private transportation providers, thereby ensuring multimodal input as required by federal law, is created to advise the department on its statewide transportation plan. The panel provides a forum for identifying issues to be addressed by the planning process and provides input into the department's planning process. The panel members

represent a constituency of interests and in this way broadens input into the process.

(B) Duties. The panel shall:

(i) review and comment on white papers prepared as part of developing recommended goals for Texas' transportation system;

(ii) review and comment on the draft statewide transportation plan; and

(iii) provide logistical assistance such as furnishing data and existing planning materials.

(C) Manner of reporting. The panel shall report its advice and recommendations to the department's Multimodal Planning Team.

(6) Transit Operators' Advisory Committee.

(A) Purpose. Through an open communication process the Transit Operators' Advisory Committee provides a forum for the exchange of information between transit operators and the Public Transportation Division.

(B) Duties. The committee shall:

(i) provide input to the Public Transportation Division on procedures that are developed for the routine management of grant programs;

(ii) provide input to the Public Transportation Division in the development of the Rural Transit Assistance Program as recommended in the Federal Transit Administration's

Circular 9040.1C, which stipulates that operators should be given maximum opportunity to participate in the development process;
and

(iii) perform other duties as determined by the Public Transportation Division Director.

(C) Manner of reporting. The committee shall report its advice and recommendations to the Public Transportation Division Director.

(7) Transit Vehicle Specification Committee.

(A) Purpose. To provide a forum for the exchange of information with the Public Transportation Division on the availability of certain vehicles and vehicle components to be used in the field of public transportation in Texas and more specifically the Federal Transit Act, Sections 16 and 18 programs.

(B) Duties. The committee shall periodically review and recommend updates of vehicles' specifications used in the Federal Transit Act, Section 16 and 18 grant programs.

(C) Manner of reporting. The committee shall report its advice and recommendations to the Public Transportation Division Director.

(8) Ad hoc transit advisory panels.

(A) Purpose. In order to provide for effective and timely input from affected public transportation providers and riders, the commission, by minute order, may create an ad hoc

transit advisory panel.

(B) Duties. An ad hoc advisory panel shall advise the Public Transportation Division on a single issue or program that only affects a specific segment of the public transportation industry or of the public. An example of an ad hoc panel would be a committee created to advise the division on the funding allocation rules for a particular grant program.

(C) Manner of reporting. An ad hoc advisory panel shall report its advice and recommendations to the Public Transportation Division Director.

(D) Duration. An ad hoc advisory panel shall be abolished no later than 90 days after its creation.

(9) Registration and Title System (RTS) Liaison Committee and Dealer System Advisory Board.

(A) Purpose. The Registration and Title System (RTS) Liaison Committee and Dealer System Advisory Board provide forums to aid in the implementation of the RTS. The purpose of the committee and board is to obtain feedback from the primary users of the system, and to seek solutions to potential impediments before the system is put in daily use.

(B) Duties. The committee and board shall:

- (i) identify RTS user requirements;
- (ii) convey system status information to the users and obtain the input of users; and
- (iii) obtain system acceptance approval from the

users.

(C) Manner of reporting. The committee and board shall report their advice and recommendations to the Vehicle Titles and Registration Division Director.

(10) County Tax Assessor-Collector Review Team.

(A) The County Tax Assessor-Collector Review Team provides a forum for the review of proposed motor vehicle title and registration related policies and procedures prior to implementation. The review team advises the department of the potential impact of such policies and procedures on the offices of Texas' County Tax Assessor-Collectors, who are the department's statutorily designated agents for motor vehicle title and registration matters. By establishing formal two-way communication, the review team provides an opportunity for partnering; thus, allowing for the smoothest possible operation of Texas' motor vehicle title and registration system.

(B) Duties. The team shall:

(i) advise the department of the potential impact of proposed policies and procedures; and

(ii) suggest changes or improvements to the department's title and registration operations.

(C) Manner of reporting. The team shall report its advice and recommendations to the Vehicle Titles and Registration Division Director.

(11) Texas Department of Transportation - Texas Natural

Resources Conservation Council - Tax Assessor-Collector Working Group.

(A) Purpose. The working group provides a forum for the implementation of the Federal Clean Air Act and House Bill 1969, 73rd Legislature, 1993, provisions concerning a motor vehicle inspection and maintenance program. By partnering in this effort, the three entities will make the implementation of the program as smooth as possible.

(B) Duties. The working group shall provide advice with respect to:

(i) strategies for the complete implementation of the program;

(ii) the design and modifications of necessary forms;

(iii) establishing methods for the collection of fees prescribed by House Bill 1969; and

(iv) public awareness programs.

(C) Manner of reporting. The working group shall report its advice and recommendations to the Vehicle Titles and Registration Division Director.

(12) Rulemaking advisory committees.

(A) Purpose. The commission, by order, may create ad hoc rulemaking advisory committees pursuant to the Government Code, Chapter 2001, Section 2001.031 for the purpose of receiving advice from experts, interested persons, or the general public with respect to contemplated rulemaking.

(B) Duties. A rulemaking advisory committee shall provide advice and recommendations with respect to a specific contemplated rulemaking.

(C) Manner of reporting. A rulemaking advisory committee shall report its advice and recommendations to the division responsible for the development of the rules.

(D) Duration. A rulemaking committee shall be abolished upon final adoption of rules by the commission.

(13) Hydraulics and Erosion Control Laboratory Industry Advisory Committee (IAC).

(A) Purpose. The IAC provides a forum through which affected industry groups and personnel may comment on and participate in the formal evaluation program for erosion control products undertaken by the Texas Department of Transportation/Texas Transportation Institute Hydraulic and Erosion Control Laboratory. Through the IAC, the department is assured that open lines of communication with affected industries are maintained. In this way, the department assures product evaluation takes place with substantive industry comment and that any erosion control materials used by the department will be of the highest possible quality.

(B) Duties. The IAC shall provide advice and recommendations concerning the:

(i) results of the current product evaluation cycle;
and

(ii) product evaluation procedures for the next available evaluation cycle.

(C) Manner of reporting. The IAC shall report its advice and recommendations to the Assistant Executive Director for Field Operations.

(14) Traffic Records Council (TRC).

(A) Purpose. The TRC coordinates and guides the planning and implementation of various Texas traffic records systems. The overall goal of the TRC is to share information regarding the various state data bases related to traffic records, establish a mutual understanding of the overall state goal of increasing the safety and efficiency of the roadway system, and to develop strategies for continued cooperation among all state and local participants with an interest in the traffic records process.

(B) Duties. The TRC shall:

(i) assist the department in the coordination and guidance of the planning and implementation of the various Texas traffic records systems to improve information quality and quantity;

(ii) provide recommendations concerning the implementation of a strategic plan for the improvement of the state's record systems;

(iii) help transfer related information on technology and systems through meetings and forums; and

(iv) provide recommendations to the various agencies on system enhancements and linkages.

(C) Manner of reporting. The TRC shall report its advice and recommendations to the various participating agencies, including the department and its Traffic Operations Division.

(15) Federal Highway Administration (FHWA) Electronic Data Sharing Task Force.

(A) Purpose. In cooperation with the Federal Highway Administration, the FHWA Electronic Data Sharing Task Force is created to address opportunities for information sharing. Information sharing is a crucial aspect of the Federal-aid Highway and Motor Carrier programs for both parties, and an increasing amount of information is now being exchanged electronically.

(B) Duties. The task force shall:

- (i) identify opportunities for information sharing between the organization;
- (ii) enhance electronic communication; and
- (iii) streamline reporting processes.

(C) Manner of reporting. The task force shall report its advice and recommendations to the department's Information Resource Manager.

(16) Local IVHS steering committees.

(A) Purpose. Federal law encourages the expenditure of federal transportation funds to achieve improvements in the

efficiency of transportation operations. A portion of these funds are specifically designated for the planning and testing of Intelligent Vehicle Highway Systems (IVHS) technologies. As part of the development and implementation of these projects, a district engineer, in conjunction with local officials, may create a steering committee to provide support for IVHS activities. Advice and recommendations expressed by a committee will foster the coordination of state and local benefit in the design, maintenance, and operation of IVHS facilities.

(B) Duties. A committee shall provide advice and recommendations with respect to:

- (i) IVHS project priorities;
- (ii) the approval of projects;
- (iii) seeking project funding;
- (iv) coordinating public and private ventures; and
- (v) promoting IVHS at local, state, and national levels.

(C) Manner of reporting. A committee shall report its advice and recommendations to the local district engineer, or his or her designee.

(b) Operating procedures.

(1) Membership. An advisory committee shall be composed of not more than 24 members to be appointed by the office or official to whom the committee is to report. When applicable to the purpose and duties of the committee, the membership shall

provide a balanced representation between:

(A) industries or occupations regulated or directly affected by the department; and

(B) consumers of services provided either by the department or by industries or occupations regulated by the department.

(2) Meetings.

(A) An advisory committee shall meet once a calendar year and such other times as requested by the office to which it reports.

(B) A majority of the membership of an advisory committee constitutes a quorum. A committee may take formal action only by majority vote of its membership.

(3) Officers. Each committee shall elect a chair and vice-chair by majority vote of the members of the committee.

(c) Duration. Except as otherwise specified in this subsection, a committee created under this section is abolished September 1, 1995 unless continued in existence by affirmative vote of the commission.

Advisory Committees

§1.80. Scope and Purpose. The sections under this undesignated head prescribe the uniform procedures governing the operation of committees created to advise the Texas Transportation Commission or the Texas Department of Transportation.

§1.81. Definitions.

The following words and terms, when used in this undesignated head, shall have the following meanings, unless the context clearly indicates otherwise.

Commission - The Texas Transportation Commission.

Department - The Texas Department of Transportation

Department advisory committee - Any committee created by the department or the commission for the purpose of providing advice or recommendations in a purely advisory manner regarding certain matters within the jurisdiction of the department or the commission.

District engineer - The chief administrative officer in charge of a district of the department.

Executive director - The chief executive officer of the Texas Department of Transportation.

Statutory advisory committee - A committee expressly created by statute for the purpose of providing advice or recommendations in a purely advisory manner regarding certain matters within the jurisdiction of the commission.

§1.82. Statutory Advisory Committee Operations and Procedures.

(a) Applicability. This section applies to statutory advisory committees.

(b) Membership.

(1) Except as provided in paragraphs (2) and (3) of this subsection, the commission will:

(A) appoint advisory committee members for a two-year term, and will designate one member to serve as chair; and

(B) appoint members to serve the balance of any term upon the occurrence of a vacancy.

(2) Members of the Environmental and Public Transportation Advisory Committees shall be appointed and shall serve pursuant to Texas Civil Statutes, Article 6663b and Texas Civil Statutes, Article 6673g, respectively.

(3) Members of the Bicycle Rules Advisory Committee shall serve until the committee is abolished as provided by Texas Civil Statutes, Article 6673h.

(4) Each committee shall elect a chair and vice-chair by majority vote of the members of the committee.

(c) Meetings.

(1) Open meeting requirements. Advisory committees shall post and hold all meetings in accordance with the provisions applicable to meetings of the commission under the Texas Open Meetings Act, the Government Code, Chapter 551. Filing of notice of open meetings with the Secretary of State shall be coordinated

through the department's General Counsel.

(2) Regular meetings. The chair of the committee shall provide notice of time, date, place, and purpose of regular meetings to the members and the executive director, by mail or telephone or both, at least 10 calendar days in advance of each meeting.

(3) Quorum. A majority of the membership of an advisory committee constitutes a quorum. The committee may act only by majority vote of its membership.

(4) Attendance. A record of attendance at each meeting shall be made. If a member of a committee appointed by the commission misses two consecutive meetings, written notice shall be given to the member. A third consecutive absence from a regular meeting will be sufficient grounds for removal of that member by the commission.

(5) Parliamentary procedure. Parliamentary procedures for all committee meetings shall be in accordance with the latest edition of Roberts Rules of Order, except that the chair may vote on any action as any other member of the committee.

(6) Record. Minutes of all committee meetings shall be prepared and filed with the commission. The complete proceedings of all committee meetings must also be recorded by electronic means.

(7) Open records. All minutes, transcripts, and other records of the advisory committees are records of the commission

and as such are subject to disclosure under the provisions of the Government Code, Chapter 552.

(d) Reimbursement. Advisory committee members are not entitled to receive compensation for serving as members, but will be reimbursed for reasonable and necessary expenses for performing their duties. Current rules and laws governing reimbursement of expenses for state employees shall govern reimbursement for expenses of advisory committee members.

(e) Conflict of interest. Advisory committee members are subject to the same laws and policies governing ethical standards of conduct as those for commission members and employees of the department.

(f) Administrative support. For each advisory committee, the executive director will designate an office of the department that will be responsible for providing any necessary administrative support essential to the functions of the committee.

(g) Advisory committee recommendations. In developing department policies, the commission will consider the recommendations submitted by advisory committees.

(h) Manner of reporting.

(1) The office designated under subsection (f) of this section shall, in writing, report to the commission an official action of a statutory advisory committee, including any advice and recommendations, prior to commission action on the issue.

The chair of the advisory committee or his or her designee will also be invited by the department to appear before the commission prior to commission action on a posted agenda item to present the committee's advice and recommendations.

(2) In the event a written report cannot be furnished to the commission prior to commission action, the report may be given orally, provided that a written report is furnished within 10 days of commission action.

§1.84. Rulemaking.

(a) Purpose. This section governs the role of a statutory advisory committee in the adoption of new or amended rules pursuant to the Administrative Procedure Act, the Government Code, Chapter 2001.

(b) Preliminary review. When the department determines that it is necessary or desirable for the commission to adopt new or amended rules, the department will:

(1) notify the relevant advisory committee, if any, of the nature of the rulemaking, including the reasons for the rules and the general subjects to be covered; and

(2) request the chair of the committee to call a meeting of the relevant advisory committee for the purpose of providing advice and recommendations prior to completing the final draft of the proposed rules.

(c) Final Review. Upon completing a final draft of

proposed rules that are subject to this section and prior to submitting the draft to the commission for proposed adoption, the department will request the chair to call a meeting of the relevant advisory committee to review and comment on the rules as drafted.

(d) Comment. Prior to commission adoption of rules that are subject to this section, the commission will provide the advisory committee and department staff an opportunity to appear before it for the purpose of advising the commission of its recommendations regarding the proposed rules.

(e) Emergency rules. If the department submits to the commission emergency rules under the Government Code, Chapter 2001, Section 2001.034, it is not required to comply with subsections (b) and (c) of this section. The members of the committee shall be so notified in writing within 10 days of commission action.

(f) Waiver. A committee may elect to waive preliminary or final review of rules presented under this section.

(g) Deferral. A committee may elect to defer review of rules under this section until the public comment period.