TRANSPORTATION RESEARCH BOARD
ENVIRONMENTAL ANALYSIS IN TRANSPORTATION COMMITTEE
A1FO2 BUSINESS MEETING
Monday, July 29, 2002
2:00 PM-5:00 PM
New England Center
Durham, New Hampshire
AGENDA

I. Call to Order

II. Introduction of Members and Guests

III. Review and Approve Minutes of January 14, 2002 Business Meeting Minutes

IV. Remarks by the Chair – Carol Cutshall
A. Environmental Research Needs Conference
B. January 2003 TRB Annual Meeting Sessions Proposed by A1FO2
C. Kim Fisher, new TRB staff
D. A1FO2 Membership

V. A1FO2 Steering Sub-Committee Report- Kim Gambrill, Chair, Steering Committee
A. Review and Approve Mission Statement
B. Review and Approve Sub-Committee Goals and Objectives

VI. Sub-Committee Reports
A. Liaison Sub-Committee – Chair, Jim Bednar
B. Web-site Development Sub-Committee - Chair, Dan Wallace or Designee
C. Natural Resources Sub-Committee - Andy Fekete, Chair
D. Publications Sub-Committee – Chair, Jim Bach
E. Research Topics Sub-Committee - Chair, Frank Paiko
F. Mid-Year Workshop Sub-Committee - Chair, Ron DeNadai & Bill Hauser, Host for the 2002 Mid-Year Workshop in New Hampshire; James Martin, CTE, Co-Host with NCDOT for the 2003 Mid-Year Workshop in North Carolina with A2A05, Landscape & Environmental Design
G. Newsletter Sub-Committee - Chair, Mark Kross
H. Community Impact Analysis Subcommittee (Conference in Madison, WI, Aug. 19-21)

VII. Discussion of New Task Force on Ecology in Transportation - Tom Linkous, Ohio DOT

VIII. Update from FHWA Office of NEPA Facilitation – Fred Skaer

IX. CTE Activities – James Martin

X. AASHTO Center for Environmental Excellence – Kris Hoellen

XI. Open Discussion
<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Phone</th>
<th>Email</th>
<th>Member</th>
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TRB A1FO2
Steering Subcommittee
Business Meeting Discussion Topic
July 29, 2002

A. Review and Adoption of Subcommittee Goals
   1. Liaison Subcommittee
   2. Publications Subcommittee
   3. Community Impact Assessment Subcommittee

B. Schedule for Future Updates of Subcommittee Goals

C. A1F02 Committee Membership Report
TRB COMMITTEE A1F02
Liaison Subcommittee Goals, Objectives and Procedures
July ____, 2002

Goal: Establish and maintain communication with Section F Committees, other related TRB Committees, and other transportation-related organizations for the purpose of information exchange related to environmental analysis/process.

Definition:
Committee = Environmental Analysis in Transportation Committee A1F02
Chair = Chair of Committee A1F02
Subcommittee = Liaison Subcommittee of Committee A1F02
Subcommittee Chairperson = Chair of the Liaison Subcommittee

Objectives:

- Establish and maintain liaison with other TRB Committees. Promote joint activities to the extent practicable.
- Establish and maintain liaison with the AASHTO Standing Committee on Environment.
- Establish and maintain lines of communication with state, federal, and international transportation and environmental agencies/organizations.
- Through the liaison activities, identify emerging environmental issues, future areas of concern and opportunities for new research.
- Provide Committee members with information received through Subcommittee activities.
- Foster liaison across transportation modes.

General Procedures:

- Subcommittee chairperson is appointed by the Chair, A1F02.
- Subcommittee members are selected by the chairperson of the Subcommittee.
- Actively participate in mid-year and annual meetings of the Committee to the degree possible.
- Conduct business throughout the year by correspondence and telephone calls.
- Submit information of interest for publication in each Committee newsletter.
- Submit a written report of the subcommittee’s activities to the Chair at the annual and mid-year meetings.

Objective Operating Procedures:

1. Establish and maintain liaison with other TRB Committees.
Contact will be made with other TRB Committees, as deemed necessary by the Chair, to determine the need for a committee liaison. The Subcommittee Chairperson will appoint a new member to the Subcommittee to be a liaison with selected Committees. The appointed Subcommittee member need not be a Member of the Committee, but should have strong interest in the workings of both committees. The Subcommittee will maintain contact with the other committees by correspondence, phone calls, and attendance at the annual and mid-year meetings of the other committee, to the extent possible. The Chairperson and the liaison for each committee will be added to the Committee newsletter mailing list. The Subcommittee chairperson and the liaison will be added to the newsletter mailing list of other committees. The subcommittee chairperson, or designee, will report on all activities at the annual and mid-year meetings.

2. *Establish and maintain liaison with the AASHTO Standing Committee on Environment.*

Through the Chair, a request will be made to the AASHTO Committee to establish a specific committee liaison with the Subcommittee. The Subcommittee will maintain contact with the liaison by correspondence and phone calls. The liaison from the AASHTO committee will be added to the Committee newsletter mailing list. The Subcommittee chairperson will be added to the mailing list of the AASHTO committee. The subcommittee chairperson, or designee, will report on all activities at the annual and mid-year meetings.

3. *Establish and maintain lines of communication with state, federal and international transportation and environmental agencies/organizations.*

At the direction of the Chair, formalized liaison activities will be established between the specific agencies and organizations and the Subcommittee. Coordination will occur as described above and the subcommittee chairperson, or designee, will report on all activities at the annual and mid-year meetings.

4. *Provide Committee members with the information received through Subcommittee activities.*

Information deemed pertinent by the Subcommittee will be provided in the Committee newsletter, posted on the Committee Web page, or reported on at the annual and mid-year meetings. In addition, any coordination requiring expeditious action will be handled accordingly.

Adopted by the Committee
July_____, 2002
Durham, New Hampshire
Goal: To identify technically sound environmental research projects related to transportation and to solicit and review papers and possible poster-sessions based on that research for presentation at TRB meetings and publication in TRB Journals.

Objectives and Procedures:

1. Encourage and coordinate the activities of all Committee members in identifying Potential Papers and/or Poster-Sessions for Publication and/or Presentation

   a. All A1F02 Committee members should make an effort to seek out planned or on-going research and advise the chairperson of the Publications Subcommittee.

   b. Publications Subcommittee members should make a concentrated effort to seek out research being conducted within their agency and from associated agencies and advise the chairperson of the Publications Subcommittee.

   c. A1F02 Committee members should utilize sources of research findings or case histories to identify papers for publication and/or presentation. These sources include:

      1) Listings and newsletter articles from the Research Topics Subcommittee.

      2) TRIS File Search of Subject Area Research in Progress (this can be obtained through TRB Staff Engineer).

      3) DOT/FHWA Federally Coordinated Program, Project Status Listing (check with the appropriate FCP Project Managers).


      5) Government Publications.

      6) National Technical Information Service.

      7) Case histories of applications, new methods, new designs etc.

   d. Coordinate with the Research Topics Subcommittee to identify potential themes for papers and/or poster sessions around which to actively solicit papers.

2. Formally Solicit Offers for Publication from Researchers and Practitioners

   a. Maintain and periodically update a list of contacts in the environmental and transportation fields that may be used to solicit both potential research topics and papers and/or poster sessions.
b. Once per year, issue a “Call for Papers” both electronically and in hard copy to a contact list of A1F02 members, other TRB committee members, friends of the Committee and others in the environmental and transportation field soliciting papers. If possible, informal contact should be made with identified researchers before the formal invitation is sent.

c. In April of each year letters should be sent to the principal investigator or project supervisor for projects identified as a potential publication/presentation. These letters should include an Offer Form for Papers and the current Information for Authors and Speakers. Letters will vary depending on the original information source.

d. If no response is received, the Publications Subcommittee Chairperson should follow-up by telephone or e-mail in May and again in June, if necessary.

3. Formally Review Papers Submitted to TRB for Publication and/or Presentation

a. Upon receipt, the TRB Staff will forward copies of appropriate papers and abstracts to the Subcommittee Chairperson. The Subcommittee Chairperson will forward one copy of the Offer Form, abstract and paper to the Chair of Committee A1F02.

b. At least three (preferably four) reviewers will be selected by the Publications Subcommittee Chairperson for each paper. Reviewers may or may not be TRB Committee members, but will have appropriate credentials to review the subject paper. TRB will provide detailed instructions on the electronic review process that they operate to both the Publication Subcommittee Chairperson and to each formally designated reviewers. One copy of the following items will be sent to the reviewers in conformance with TRB instructions:

- Abstract
- Paper
- Instructions for Reviewers (TRB)

c. Reviewers must return the complete TRB electronic forms by the designated date. The Publication Subcommittee Chairperson will insure that the reviewers receive necessary materials including instructions. If no response is received, additional reviewers will be contacted by the Publication Subcommittee Chairperson.

d. Subcommittee Chairperson makes recommendations to TRB and the Chair of Committee A1F02 regarding the disposition of each paper.

e. The Chair of Committee A1F02 makes a recommendation to the TRB Staff as to the disposition of each paper.

f. The Publications Subcommittee Chairperson will work with the Chair of Committee A1F02 to schedule and coordinate the TRB Annual Meeting presentations and/or poster sessions.
4. Committee A1F02 Members will be Kept Informed

At the conclusion of the annual search for papers, the Subcommittee Chairperson will forward a list of identified research topics to Committee A1F02 members.

5. Report Publication Subcommittee Activities

a. At the mid-year business meeting the Publication Subcommittee will report in writing on the following topics:
   
   • Preceding Annual Program
   • Publications sponsored by the Committee
   • Status of subsequent Annual Meeting program
   • Potential research topics for the preceding TRB meeting.

b. At the annual business meeting the Publication Subcommittee activities will be reported orally.
Vision: To promote full consideration of the impacts of proposed transportation activities on communities during collaborative transportation decisionmaking, so that mobility solutions add value to the human environment and quality of life, and are compatible with the community’s vision of the future.

Mission Statement:

To provide a National forum for discussion and education on human community issues, and advocate consistent implementation of the concepts and principles embodied in Community Impact Assessment in the transportation decisionmaking process.

Goals:


- Promote state-of-the-art methodologies in Community Impact Assessment practices.

- Serve as a National resource on Community Impact Assessment.

Objectives:

- Provide information and education on implementing Community Impact Assessment (CIA) through technology transfer, information sharing, outreach, partnering, and networking.

- Enhance the state-of-the-art knowledge in CIA through promoting research, training, and information sharing.

- Provide CIA perspective on proposed government regulations and policies.
Strategies: Develop and conduct training, make presentations, and provide guest speakers on Community Impact Assessment (CIA) to all interested groups. Ongoing

Develop a State/Federal CIA List of contacts - CALTRANS/FHWA. Done

Bring National CIA Web Site on-line - FL DOT/FHWA/CUTR. Done

Provide a Hot Link to relevant websites and full text documents. Ongoing

Establish a National CIA Training Course - FL/FHWA. Begun

Suggest and participate in the identification and prioritization of Research Needs via NCHRP, TRB, and other appropriate means. Ongoing

Identify links of CIA to Sustainability/Livability initiatives. Ongoing

Sponsor Workshops on CIA-related topics. Ongoing

Establish Best Practices.

Create and publish list of available State/Federal/other training relevant to CIA.

Establish a list to serve for government interactions, i.e., Qs and As

Publish a newsletter and distribute periodic email.

Prepare written practitioner guidance--booklets, pamphlets, handbooks, etc.

Create brochure showing CIA's far-reaching effects, interrelationships, and relevance.

Establish Basic Qs and As for CIA.

Provide continuous tracking of CIA case studies

Co-sponsor workshops with community-based organizations on CIA related-topics

Adopted by the Committee
July _____, 2002
Durham, New Hampshire
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<th>Subcommittee</th>
<th>Chairperson</th>
<th>Date of Current Goals &amp; Objectives</th>
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<td>Kim Gambrill</td>
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<td>Liaison</td>
<td>Jim Bednar</td>
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<td>Publications</td>
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<td>Community Impact Assessment</td>
<td>Brenda Kragh</td>
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<td>Mark Kross</td>
<td>January 1993??</td>
<td>August 2002</td>
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<td>Annual meeting 2003</td>
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<td>Mid-Year Workshop</td>
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<td>October 2002</td>
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<td>Web Site Development</td>
<td>Dan Wallace</td>
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<td>Natural Resources/Env. Stewardship</td>
<td>Andy Fekete</td>
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