

# MEMORANDUM

## DEPARTMENT OF TRANSPORTATION

Division of Transit and Rail  
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**TO:** Transit & Rail Advisory Committee

**FROM:** Mark Imhoff, Director, Division of transit & Rail

**DATE:** May 3, 2013

**RE:** TRAC Meeting Schedule and Format

The April 2013 TRAC meeting was the first full TRAC meeting on the quarterly schedule. We had good presentations, but very little time for interaction and input. The suggestion we received was to consider providing a calendar with Division of Transit & Rail (DTR) meetings and project milestones, and to strategically schedule full TRAC meetings to coincide with major input points. What we want to offer is the following process that endeavors to attain those objectives:

- Keep the quarterly TRAC meeting schedule. If we have a critical need off the quarterly schedule, then hold an electronic meeting (more to follow on this when details are finalized).
- Prepare a DTR meeting calendar to be posted on the TRAC web site, and updated by the end of each month. This will include TRAC meetings, Sub-Committee meetings, project meetings, other events, and meeting notices provided by TRAC members.
- Prepare a monthly DTR status/update report on the projects/efforts germane to the various Sub-Committees, and post to the TRAC web site. The DTR project manager (staff Sub-Committee Liaison) will prepare the monthly update to include:
  - Progress since the last update.
  - Tasks and items to be addressed in the forthcoming quarter.
- Each Sub-Committee needs to identify a TRAC chairperson. The DTR staff Liaison will support the Chairperson, schedule and document Sub-Committee meetings.
- At the quarterly TRAC meeting, each Sub-Committee will have the opportunity to present. Not all have to, but only those that need full TRAC input for the next quarter's work plan. The Sub-Committee Chairperson would lead the presentation/discussion:
  - Brief update including Sub-Committee recommendation to DTR.
  - Brief description of the next quarter's tasks, and solicit full TRAC input.

I want to point out an important distinction in the above process. The DTR Project Manager (staff Sub-Committee Liaison) will prepare the monthly status/update report which is meant to give the TRAC a status of the DTR project progress. In contrast, at the TRAC quarterly

meetings, the Sub-Committee Chair will report on the Sub-Committee recommendations made to DTR; those accepted and incorporated, and those modified and/or rejected. The Chair would then discuss with the full TRAC the planned activities for the next quarter and solicit TRAC input.

Please let us know if you have comments or further input. I will be out of the country for most of May, so please send your feedback to David Krutsinger and/or Julia Spiker. If we receive no major objections, we adopt this process and request feedback at the July quarterly TRAC meeting.