

Meeting Minutes

Project Name	Statewide Traffic Records Coordinating Committee (STRCC)	Project Number	
Date	July 17, 2019	Time	8:30am – 12:00 Noon
Location	DOT General Office, Santa Fe, NM	Prepared By	M. Archibeque & S. Martinez
Attendees:	Brian Bullard, Charles(Chas) Becvarik, Genevieve Grant, Jessica Bloom, Jessica Griffin, John Baker, Kariann Blea, Kimberly Wildharber, Luis Melgoza, Mike Archibeque, Robert Vasquez, Sandra Martinez, Sean Noonan, Sgt, Dason Allen, Sonia Abeyta, Sophia Roybal-Cruz, Steve Harrington, Yolanda Duran, Joe Romero, Vanessa Ortiz, Steven Lujan, Regina Romero, David Nelson, Suzanne Winsor. Special Guests: Franklin Garcia - Modal Director, Jeff Barela - TSD Director, Barbara Penny – NHTSA Regional Manager.		

Agenda Items

*Please refer to the following handouts: TRCC Presentation

STRCC Meeting Minutes – 7/17/19

AGENDA ITEM	DESCRIPTION/NOTES
1	<p>Welcome & Introductions</p> <ul style="list-style-type: none"> ➤ F. Garcia (Modal Division Director) introduced guests from NHSTA and FHWA and provided opening remarks on behalf of the DOT, the Lead Agency of the Statewide Traffic Records System. He thanked the TRCC membership for their attendance and participation in the development and finalization of the 2020-2023 Traffic Records Strategic Plan. S. Roybal-Cruz (Interim Traffic Records Program Manager) reiterated the importance of the TRCC membership's involvement with the Plan and thanked the membership for assisting in meeting deadlines and milestones associated with the Plan. ➤ STRCC Membership – Introductions of the TR Committee with each member introducing themselves addressing the following: Name, Agency/Organization. The TRCC meeting was facilitated by M. Archibeque and S. Martinez (STRS Advisory and Program Management Team).
2	<p>Review & Approval of 3rd Quarter TRCC Meeting</p> <ul style="list-style-type: none"> ➤ General Comments: M. Archibeque thanked the TRCC for their involvement and active participation in the work sessions, component meetings, and discussions leading to the final development and approval of the 2020-2013 TR Plan. He reiterated the importance the membership plays in the development and implementation of the Traffic Records Program with the TR Plan acting as the guiding document. He commended the TRCC with providing the leadership and coordination necessary to develop, implement, and finalize the TR Strategic Plan. ➤ Review: M. Archibeque asked the TRCC to review the 3rd Quarter TRCC Meeting Minutes and entertained a motion for approval. ➤ Approval Action:

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	<p><i>Motion to Approve – Charles Becvarik</i> <i>Motion Second – Genevieve Grant</i> <i>Vote – All in favor, none opposed – 3rd Quarterly Meeting Minutes Approved</i></p>
<p style="text-align: center;">3</p>	<p>2019 National Traffic Records Forum</p> <p>M. Archibeque introduced the 45th International Traffic Records Forum, August 4th-7th, 2019 in Austin, TX.</p> <ul style="list-style-type: none"> ➤ M. Archibeque discussed the importance of the Forum for the following reasons: <ul style="list-style-type: none"> • Improve the accuracy of traffic records and highway safety data • Apply performance goals/measures in traffic records system improvements • Implement a model traffic records system • Organize and operate a successful traffic records committee • Recognize the importance of standards and guidelines for traffic records systems • Become acquainted with new technologies and ideas • Network with a variety of transportation and highway safety professionals, AND • Discover how better data can help save lives <p><i>For information and registration: https://www.atsip.oracle-cloud-db.com/wp/trf/</i></p> <ul style="list-style-type: none"> ➤ J. Bloom (UNM) will be attending and conducting a session at the Forum this year. The TRCC membership was encouraged to attend.
<p style="text-align: center;">4</p>	<p>Quarterly Meeting Dates for FFY20</p> <p>S. Martinez guided the TRCC through developing a quarterly meeting schedule for the upcoming period of October 2019 – September 2020 which in the past year was on the 3rd Wednesday of each quarter. Due to scheduling conflicts with some of the members it was proposed to move to the 2nd Wednesday of each quarter as follows:</p> <ul style="list-style-type: none"> • October 9, 2019 • January 8, 2020 • April 8, 2020 • July 8, 2020 <ul style="list-style-type: none"> ➤ Review: The TRCC membership discussed the above schedule and compared schedules, taking into account other major meetings. M. Archibeque entertained a motion for approval. ➤ Approval Action: <i>Motion to Approve – Jessica Griffin</i> <i>Motion Second – Steve Harrington</i> <i>Vote – All in favor, None opposed – FFY20 Scheduled Approved</i>
<p style="text-align: center;">5</p>	<p>FFY17-FFY19 TR Strategic Plan Closeout</p> <ul style="list-style-type: none"> ➤ S. Martinez briefed the TRCC membership on the following: <ul style="list-style-type: none"> • Importance to review & update goals, objectives and strategies associated with the 2017-2019 TR Plan. • Address the “Partially Complete” projects and incorporate into the 2020-2023 TR Plan, if appropriate. ➤ S. Martinez highlighted the importance of completing these activities by September 30, 2019. Official Close-Out is scheduled for October 15, 2019. ➤ S. Martinez indicated that TRCC efforts from today until September 30th will concentrate on closing out the 2017-19 TR Plan and preparing the 2020-23 TR Plan for implementation on October 1, 2019, the beginning of FFY20.

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<p>6</p>	<p>FFY20-FFY22 TR Strategic Plan Execution</p> <p>M. Archibeque and S. Martinez briefed the TRCC on areas of concentration in relation to the 2020-2023 TR Plan.</p> <ul style="list-style-type: none">➤ Performance Measures/Monitoring/Reporting: The importance of addressing and refining performance measures within the current TR Plan will be enable the TRCC to define and implement performance measures that can be achieved. Existing measures require refining and new measures must be developed to complete the plan. The TRCC was advised to refer to the NHSTA National Performance Measure Guidelines. The TRCC was encouraged to look at their projects in detail and determine measures that can monitored and reportable. In initial analysis is being conducted to automate the measure monitoring and reporting and the goal is to have a means for the project agencies to report on an on-going basis to alleviate an end of year rush.➤ Funding: The TRCC engaged in a well-rounded discussion surrounding the funding of current projects and possible avenues to fund those projects that were not funded. The TRCC discussed varies funding streams, geared towards funding all the projects identified in the TR Plan. Discussion also clarified supplanting issues in that funding for TR projects would not be considered to replace those funds that have been appropriated for the same purpose➤ EOC Establishment: In a related matter, regarding funding possibilities, the TRCC discussed the establishment of the Statewide Traffic Records Executive Oversight Committee (EOC). Per the discussion, the EOC, made of agency executives with funding allocation authority, would be the driving Committee to identify, address, and collaborate on funding streams necessary to implement the TR Plan. The TRCC membership agrees to search within their organizations and provide recommendation for EOC representation. The Coordination Team will assist the DOT Leadership in establishing this Committee. Our goal is to have the EOC established by September 30, 2019.
<p>7</p>	<p>2021 TR Assessment Alignment</p> <p>M. Archibeque and S. Martinez facilitated the discussion surrounding the 2021 Assessment and Priorities.</p> <ul style="list-style-type: none">➤ The TRCC participated and was very engaged in identifying priorities for the 2020-2013 TR Plan. The TRCC considered the 2016 Assessment – Recommendations/Deficiencies and other inter-agency documentation to identify projects, proposed in the TR Plan and participating in an in-depth discussion identify priorities supported and approved by the membership. The TRCC agreed on a Priority Listing that will be used to present to upper DOT management for review and approval. The TRCC’s goal is to have the EOC address once established.➤ Each unfunded proposed project was discussed, and the agency representation had a chance to address the TRCC justifying the need for their projects to be included in the TR Plan. Funding opportunities, as well as possible system exchange/collaboration, were discussed and vetted. A possible sub-committee may be created within the TRCC to address the data use and data exchange/integration collaboration, moving forward.

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The TRCC agreed on the following priority listing:

❖ **Primary Priorities (Projects already funded in 2020)**

- STRS-20-1: Traffic Records Coordination
- STRS-20-2: TraCS Support & Expansion
- STRS-20-4: Crash Records Data
- STRS-20-5: Crash Data Statistical & Analytical Reporting
- STRS -20-6: Statistician
- STRS-20-7: Vehicle Registration Barcode
- STRS-20-10: AOC TraCS Citation & Adjudication Data Transfer

❖ **Secondary Priorities (Founding source needed)**

- STRS-20-9: AOC Electronic Abstracts Sustainability Maintenance
- STRS-20-11: NMEMSTARS Support & Maintenance

❖ **Other Priorities**

- STRS-20-3: STRS Architecture & Design (Need to present to EOC once established)
- STRS-20-8: Arnold Phase III – Roadway (Match) (Additional internal NMDOT discussion needed)

➤ **Review:** The TRCC membership discussed the above list of Priorities M. Archibeque entertained a motion for approval.

➤ **Approval Action:**

Motion to Approve – Suzanne W.

Motion Second – Charles B.

Vote – All in favor, None opposed – Priorities List Approved

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Roadway Data System Presentation

➤ Y. Duran & J. Baker of NMDOT Roadway Division presented “Lessons Learned in LRS Migration, NMDOT’s ARNOLD Project.

(See Presentation materials in the email sent to the membership or on the website)

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Closing

➤ **Review:** “Job Well Done!” -- The TRCC membership was instrumental in developing the 2020-2021 TR Plan and many “thanks” to all who participated, leading your strategic and creative minds to the processes. The TRCC has a comprehensive process for developing a strategic plan, owned and monitored by a talented, experience Committee. M. Archibeque entertained a motion to Adjourn.

➤ **Approval Action:**

Motion to Approve – Jessica Griffin

Motion Second –Sophia Roybal-Cruz

Vote – All in favor, None opposed – Meeting Adjourned