



INAUGURAL MEETING – MEETING MINUTES

Wednesday, February 28th, 2018 | 1:00 PM – 2:00 PM
Meeting Rooms 3&4, Level 2 | Raising Cane's River Center
275 River Rd | Baton Rouge, LA 70802

1. Attendance

1. Thomas Montz (Arcadis)
2. Skyler Waaso (Arcadis)
3. Joey Lefante (Stantec)
4. Matt Davis (Stantec)
5. Joseph Barker (Stantec)
6. Callie Allbright (Stantec)
7. Ari Deitch (Arcadis)
8. Pong Wu (CRPC)
9. Carlos McCloud (FHWA)
10. Brin Ferlito (Vectura)
11. Nick Ferlito (Neel-Schaffer)
12. Prasanth Malisetty (Neel-Schaffer)
13. Sogand Karbalaieali (LSU)
14. Elena Farhadi (GS&P)
15. Rebecca LaPorte (GS&P)
16. Osama Osman (LSU)
17. Stephen Mensah (Stantec)
18. Chris Melson (Tran-SET)

2. Notes

- Dr. Mensah initiated meeting.
- Melson gave brief presentation over the mission/goals of SimCap, its structure, its history, and activities at the national/international level.
- The floor was open for discussion on various topics, summarized below.
- Key stakeholders we are missing:
 - Critical that LA DOTD is involved (Jody Colvin or representative); also, make it easy for LA DOTD to attend meetings, by holding meetings at their Training Center (perhaps, at lunch for “Lunch-n-Learns”)
 - Should involve other LA MPOs, including the New Orleans, Alexandria (Matt Johns), and Shreveport (Chris Petro) MPOs
 - FHWA – John Broemmelsiek
- Defining our mission and goals:
 - The national/international mission and goals of SimCap are very applicable to the LA SimCap (and could be adopted)
- Defining our purpose and objectives:
 - Increasing awareness of LA DOTD initiatives, national activities and guidance, and the latest SimCap tools
 - Increasing communication of LA DOTD updates and activities to stakeholders
 - Providing a forum for sharing SimCap experiences (across organizations) and receiving feedback/answers to questions
 - Providing educational opportunities to learn of more appropriate and efficient ways of conducting SimCap analysis (e.g., education on mesoscopic modeling, etc.)
 - Additionally, become mechanism to request education/training (e.g., from FHWA's Resource Center)
 - Help address any important and emerging needs in LA (e.g. Freight Rerouting)
- Scheduling next meeting:
 - Aim for quarterly meetings, then eventually monthly meetings
 - Have mixture of webinar and in-person meetings (with in-person meetings having a webinar option)

- Can solicit topics through survey or the sharing/help forum
- Future webinar can feature other SimCap groups discussing their mission/goals, structure, events, etc.
- Carlos McCloud (FHWA) volunteered Pong Wu (CRPC) to develop a presentation on some models he has developed to share at next meeting

3. Action Items

- Establish LinkedIn Group (which can serve as the sharing/help forum) (Melson)
- Establish local “expertise” list (Mensah)
- Establish e-mail distribution list (Mensah)
- Establish SimCap (four to five person) steering committee; to include Dr. Mensah, Melson, and LA DOTD representative; committee to organize meetings and make decisions on behalf of the group (Melson and Mensah)
- Contact North Carolina and Virginia SimCap groups for potential, informal meeting at Southern District ITE Annual Meeting (Melson)
- Joey Lefante or Chris Melson will do a brief presentation about SimCap Louisiana at the DSITE Meeting to be held in New Orleans 3/8/2018 (Lefante, Melson)
- Continue outreach at related local events/meetings (everyone)