TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Washington State Department of Transportation

INSTRUCTIONS:
Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(241)	**Transportation Pooled Fund Program - Report Period:** ☐ Quarter 1 (January 1 – March 31) ☐ Quarter 2 (April 1 – June 30) ☑ Quarter 3 (July 1 – September 30) ☐ Quarter 4 (October 1 – December 31)	
Project Title: Western States Rural Transportation Consortium (WSRTC)		
Name of Project Manager(s): Ted Bailey	**Phone Number:** 360-705-7286	**E-Mail** baileyte@wsdot.wa.gov
Lead Agency Project ID: GCA6737	**Other Project ID (i.e., contract #):** N/A	**Project Start Date:** June 1st, 2011
Original Project End Date: June 30, 2016	**Current Project End Date:** N/A	**Number of Extensions:** 0

Project schedule status:

☑ On schedule ☐ On revised schedule ☐ Ahead of schedule ☐ Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
$55,000	$16,987.74	31%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$15,131.22	31%

Project Description:

The Western States Rural Transportation Consortium (WSRTC) was established with the following mission, vision and goals:

Mission
The WSRTC shall provide a collaborative mechanism to leverage research activities in a coordinated manner to respond to rural transportation issues among western states related to Technology, Operations and Safety.
Vision
The WSRTC shall promote innovative partnerships, technologies and educational opportunities to facilitate and enhance safe, seamless rural travel throughout the western United States.
Goals
• Provide a framework to leverage research and promote collaboration in solving rural transportation issues.
• To leverage research resources related to rural issues concerning technology, operations and safety.
• Provide technology solutions in the form of technology transfer to rural areas and training on a regular basis.
• Recycle and reuse existing research, applying its results to rural issues.
• Development of a rural western states integrated corridor management system to improve seamless, coordinated and safe transportation to the public.

Project work is assigned via task order, and two task orders have been executed to date: Task Order #1: - WSRTC Meeting Coordination and Website Maintenance and Task Order #2: Rural Traveler Information (One Stop Shop) Phase 2.

Task Order #1 is the primary task covered in this quarterly report, including budget and progress figures, since Task Order #2 was given a start date of 10/1/2011, the first day in the upcoming quarter.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

Task Order #1: WSRTC Meeting Coordination and Website Maintenance

Task 1: Project Management

A Steering Committee meeting was held on August 31, 2011, immediately after the National Rural ITS Conference (NRITS) in Coeur d'Alene, Idaho. The project team organized logistics including planning the agenda, setting up a teleconference for those who couldn't attend in person, coordinating the meeting space, and recording the minutes of the meeting. NRITS Conference registrations for some of the meeting attendees were also coordinated by the project team.

Presentations were prepared on the Western States One Stop Shop for Rural Traveler Information – Research on Clarus System Data and the 2011 Western States Forum to update the project technical panel and the Consortium members.

Task 2: Meeting Planning and Coordination

During this quarter, the project team coordinated the meeting facility, teleconference, and meeting records for the Steering Committee meeting held on August 31, 2011. Meeting logistics were communicated in advance to Steering Committee members. Minutes of the meeting were recorded, sent to Steering Committee members for review, finalized and posted to the website.

The project team prepared and finalized travel reimbursement documentation. Travel reimbursements were accepted, processed and distributed as appropriate. Note that while the travel expenses were incurred during the last quarter, a

Anticipated work next quarter:

Task Order #1: WSRTC Meeting Coordination and Website Maintenance

Task 1: Project Management

During the upcoming quarter, preparations for the next Steering Committee meeting will commence, including setting a particular date and time. The next meeting is tentatively scheduled around the Northwest Transportation Conference, February 7-9, 2012.

Task 2: Meeting Planning and Coordination

During the upcoming quarter, the project team will definitively schedule the date and time for the next Steering Committee meeting to be held in February 2012. Any meeting logistics will be communicated to the Consortium members as needed. Guidelines and documentation regarding travel and reimbursement will be prepared and sent to Consortium members. As applicable, lodging, conference registrations, and travel plans will be completed.

Preliminary planning will commence for the 2012 Western States Rural Transportation Technology Implementers Forum and the Consortium Steering Committee meeting to be held in conjunction with the Forum.

Task 3: Website Content and Maintenance

The project team will continue to improve the website content during the upcoming quarter. Timely updates concerning project work will be posted and new project pages added as applicable. Also as appropriate, the banner image will be changed to show a winter image (versus summer).

Task Order #2: Rural Traveler Information (One Stop Shop) Phase 2

Significant Results:

At the Steering Committee meeting, a roundtable was held in which all participants provided overviews of relevant ITS projects with which they are involved. Results of a user survey for the Western States One Stop Shop for Rural Traveler Information – Research on Clarus System Data project were shared and discussed with the group. A brief summary of the 2011 Western States Forum was also presented.

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

N/A

Potential Implementation:

Tech Transfer and prospective implementation is anticipated from roundtable discussions and affiliation with the Western States Forum. The Western States One Stop Shop is planned for ongoing research and development and subsequent implementation.