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	$20,000	40%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$3012.60	40%

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. Task Order #2 started on 10/1/2011, the first day of the quarter covered by this report, although activity on Task Order #2 during the

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

The next Consortium Steering Committee meeting is scheduled for February 9, 2012, in conjunction with the Northwest Transportation Conference. The project team began coordinating logistics for this meeting including travel plans, travel reimbursements, conference participation, hospitality forms, and teleconference availability.

Remaining travel reimbursements for the last Consortium meeting were received, processed and disbursed. Note that while the travel expenses were incurred during the previous quarter, a portion of the actual reimbursement was issued during this quarter.

Task 2: Meeting Planning and Coordination

During this quarter, the project team secured a meeting space and made related preparations for the Consortium Steering Committee meeting to be held Feb. 9th, 2012, in Corvallis, Oregon, in conjunction with the Northwest Transportation Conference. Meeting announcements were prepared and sent to Steering Committee members.

Travel reimbursement documentation was drafted and prepared for distribution. Lodging for several committee members was reserved.

Task 3: Website Content and Maintenance

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 on February 9th, 2012, will be completed. Travel arrangements will be finalized. A meeting agenda and related presentations will be prepared and sent to Committee members.

Task 2: Meeting Planning and Coordination

During the upcoming quarter, the project team will finalize and confirm meeting logistics including the meeting room and teleconference availability. 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.

Planning will continue 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, the banner image will be changed to show a winter image (versus summer).

Meeting minutes and related presentations from the Consortium Steering Committee meeting and the Northwest Transportation Conference will be posted.

Significant Results:

The next Consortium meeting will be held Feb. 9, 2012, in Corvallis, Oregon, in conjunction with the Northwest Transportation Conference.

All travel reimbursements from the previous Consortium meeting were disbursed.

Regular project updates were added to the Consortium website.

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.