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
$205,000	$35,000	20%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$15,000	20%

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 through the end of this quarter: Task Order #1: - WSRTC Meeting Coordination and Website Maintenance ($55,000) and Task Order #2: Rural Traveler Information (One Stop Shop) Phase 2 ($150,000). A third task order, WSRTC Meeting Coordination, Western States Forum Travel Support and Website Maintenance ($77,000), is scheduled to start in the next quarter.

Task Order #1 is the primary task covered in this quarterly report, including budget and progress figures. Task Order #2

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 Consortium Steering Committee meeting was held on February 9, 2012, in conjunction with the Northwest Transportation Conference in Corvallis, Oregon. The project team coordinated logistics, prepared an agenda in consultation with Steering Committee members, and recorded minutes of the meeting.

Meeting announcements, the agenda, and a presentation were prepared and distributed in advance of the meeting.

Travel plans for the meeting were approved for reimbursement. After the meeting, travel reimbursement requests were received, processed and disbursed.

A spreadsheet of expenses with a running balance was updated.

The next WSRTC Steering Committee meeting will be held just prior to the Western States Forum on June 12, 2012, in Yreka, California. Planning for the Forum, and by extension the WSRTC meeting, is well underway.

Task 2: Meeting Planning and Coordination

During this quarter, the project team finalized logistics for the Steering Committee meeting held Feb. 9th, 2012, in Corvallis, Oregon. Logistics included such things as travel plans, travel reimbursements, conference participation, and

Anticipated work next quarter:

Task Order #1: WSRTC Meeting Coordination and Website Maintenance

---

This task order ended on 3/31/2012. Task Order #3 covers subsequent related worked. See below.

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

Note that much of the work for this Task Order has been deferred until the upcoming quarter.

Task 1: Project Management

Discussions with the Caltrans principals (Sean Campbell and Ian Turnbull) have taken place in the context of updates made by way of a related Caltrans effort that ended on 12/31/2011 and in conjunction with proposal development for the recent FHWA MCOM funding opportunity. Feedback from the Winter weather season has also been accounted for. In addition to the tasks below, a number of "to dos" have been discussed and these will be prioritized in the upcoming quarter. Further discussions were conducted in conjunction with the WSRTC Steering Committee meeting in February.

The project team will conduct a presentation at the 2012 Western States Forum entitled, "Technical Development of the Western States One Stop Shop for Rural Traveler Information".

Task 2: Concept of Operations and Requirements Documents

Over the course of the upcoming quarter, the project team will initiate an update and revision the Concept of Operations and Requirements documents produced during Phase 1 of the project. The updated concept of operations document is an initial step in the systems engineering process and will present a high-level, user-oriented perspective on how the statewide One-Stop Shop will work. Similarly, the requirements document continues the systems engineering process by producing a document that translates the narrative developed for the concept of operations into a series of statements

Significant Results:

All travel reimbursements from the previous Consortium meeting were disbursed.

Regular project updates were added to the Consortium website. Routine website maintenance and improvements were completed.

The next Consortium meeting will be held June 12, 2012, in Yreka, California, in conjunction with the Western States Rural Transportation Technology Implementers Forum.

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.