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(494)	**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) (Phase 2)		
Name of Project Manager(s): Tony Leingang	**Phone Number:** 360-709-8002	**E-Mail** Tony.Leingang@wsdot.wa.gov
Lead Agency Project ID: TPF5494	**Other Project ID (i.e., contract #):** N/A	**Project Start Date:** January 31, 2022
Original Project End Date: March 31, 2027	**Current Project End Date:** March 31, 2027	**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
$634,994.00	$338,484.75	53.31%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$33,631.38	53.31%

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 3 task orders have been executed in phase 2 of the pooled fund through the end of this quarter:

WTI Task Order #1 - WSRTC Meeting Coordination, Western States Forum Travel Support and Website Maintenance

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

WTI Phase 2, Task Order #1 - WSRTC Meeting Coordination, Western States Forum Travel Support and Website Maintenance

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Task 1: Project Management
Minutes from the annual meeting were completed. A website update to report on the meeting was drafted. Project management discussions were held including Western States Forum operations, budgeting and cost reporting, project manager changes, and preparing for the end of this task and executing future task orders. A balance spreadsheet of project expenditures was updated.

Task 2: Western States Forum Support
Planning and coordination for the 19th Annual Forum continued this quarter. A Save the Date postcard was distributed early in the quarter via mail and email. The Call for Abstracts was also released via mail and email. The contact list was updated after each mailing/messaging. Caterers for all meals were approved and menus approved for the two evening meals. Contract processes for the caterers and the event planner were reviewed by fiscal shared services and procurement. The Forum website was updated with the Call for Abstracts for the 2024 Forum. The Forum fact sheet was also updated. The final report for the 2023 Forum was drafted.

Task 3: Meeting Planning and Coordination
The project team completed the minutes from the annual meeting and they were reviewed by the meeting attendees. A report on the meeting was drafted.

Anticipated work next quarter:

WTI Phase 2 Task Order 2: WSRTC Meeting Coordination, Western States Forum, Website Maintenance

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Task 1: Project Management
This task order will conclude at the end of this quarter. Project management discussions will be held including preparing for the end of the task and executing future task orders within the Pooled Fund. A balance spreadsheet of expenditures will be updated along with a plan for the task's conclusion.

Task 2: Western States Forum Support
The final report for the 2023 Western States Forum will be finalized. The Forum and WSRTC websites will be further updated with a report on the 2023 Forum and images from the event. The impact page will also be updated as needed.

Abstracts for the 2024 Forum will be due at the end of January. The Steering Committee will review the submissions, make selections, and send notification regarding acceptance of abstracts. First drafts of presentations will be due in March. The Steering Committee will review the drafts and send feedback to the speakers. Registration will open in early March as well. The project team will prepare a registration brochure to be printed and mailed. Another version will be prepared for electronic sharing. The registration page on Eventbrite will be developed and the Forum website updated with current information including registration and lodging details and instructions.

Contracts for the caterers and the event planners will be reviewed and approved by Procurement, signed, and deposits paid. Menus for the lunch and breakfast meals will be selected. The lodging block will be finalized.

Task 3: Meeting Planning and Coordination
Early in the quarter, the minutes from the annual meeting will be posted to the Consortium website along with a report on the meeting and the Forum. The project team will discuss and plan for a spring meeting.

Significant Results:

MSU:
The dates for the 2024 Western States Forum were announced with the distribution of a Save the Date postcard.
The Call for Abstracts for the 2024 Western States Forum was released.
Minutes from the annual meeting were completed.
The Forum fact sheet was updated.
The Forum and Consortium websites were updated.

Montana Tech:
Work continued on the Chain-Up Delay Tracking and Estimation project, and data collection continued in anticipation of bad weather and chain-up events at Fawndale. Additional sites were brought online by Caltrans. Access was tested and data was downloaded for subsequent analysis.

UC Davis:
The key achievement for Q2-24 was the continued operator flights, and the support for DOT discussions of required DOT training and certification for use of Fotokite systems.
AHCMT has requested and received a no-cost time extension to allow enough time for the training and certification issue to be resolved and for enough pilots to be available for field testing.

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).

Winter has been relatively mild so far this year in Northern California. As a result, there have been relatively few chain-up events at Fawndale. The situation will be monitored through the rest of the bad weather season in conjunction with the Chain-Up Delay Estimation project.

Potential Implementation:

Tech Transfer and prospective implementation is anticipated from round-table discussions and affiliation with the Western States Forum.

Chain-Up Delay Tracking and Estimation is planned for ongoing research and development and subsequent implementation.