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	$1,856.52	4%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
	$1,856.52	4%

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 one task order has been executed to date: Task Order #1: - WSRTC Meeting Coordination and Website Maintenance.

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

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 contract for this project was executed near the end of this quarter. A Steering Committee meeting was held on June 14th, 2011, just prior to the Western States Forum. The project team organized logistics including setting up a teleconference for those who couldn't attend in person, organizing a working lunch, and recording the minutes of the meeting.

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 June 14, 2011. Meeting logistics were communicated in advance to Steering Committee members. Travel reimbursements were accepted, processed and distributed as appropriate. Note that while the travel expenses were incurred during this quarter, a portion of the actual reimbursements will be issued during the subsequent quarter.

Preliminary preparations for the next Steering Committee meeting were started during this quarter and will continue during the subsequent quarter. The meeting will be held at the end of August in Coeur d'Alene, Idaho in conjunction with the National Rural ITS Conference (NRITS). The project team reserved a meeting room and conference phone as well as prepared travel reimbursement documentation.

Anticipated work next quarter:

Task Order #1: WSRTC Meeting Coordination and Website Maintenance

Task 1: Project Management

During the upcoming quarter, a teleconference will be held to plan the agenda for the next Steering Committee meeting. Presentations will be prepared to update the project technical panel and the Consortium members.

Task 2: Meeting Planning and Coordination

During the upcoming quarter, the project team will communicate to the Consortium members any meeting logistics for the Steering Committee meeting to be held at NRITS (date, time, location, call-in information). Guidelines and documentation regarding travel and reimbursement will be sent to Consortium members.

NRITS registration and lodging reservations will be completed and attendees will participate in the NRITS Conference and the Consortium Steering Committee meeting. Travel reimbursements will be accepted, processed and distributed as appropriate.

Task 3: Website Content and Maintenance

The project team will complete a number of tasks during the upcoming quarter to fulfill the expectations of this task. The current website will be updated to include information and documents from the previous Steering Committee meeting as well as appropriate announcements and follow-up from the meeting at NRITS. The banner image will be updated to show a summer (versus winter) image and timely updates concerning project work will be posted.

Significant Results:

At the first steering committee meeting, a roundtable was held in which all participants provided overviews of relevant ITS projects they are involved with. The Western States One Stop Shop for Rural Traveler Information - Research on Clarus System Data project was discussed and the system was demonstrated to participants. The Western States Rural Transportation Technology Implementers Forum (WSRTTIF) was conducted immediately following the WSRTC steering committee meeting.

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.