



Western States

Rural Transportation

Consortium

[Western States Rural Transportation Consortium](#)

Western States Rural Transportation Consortium (WSRTC)

**Steering Committee Meeting
April 7, 2022
WebEx**

Meeting Minutes

This document is the official record of the WSRTC Steering Committee meeting held April 7, 2022, via WebEx.

WSRTC Steering Committee Meeting

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WebEx

Meeting Minutes

Prepared by

Leann Koon

Western Transportation Institute, Montana State University

Leann Koon welcomed everyone and called the meeting to order at 9:00 AM Pacific Time. Leann reviewed the purpose of the meeting and the planned agenda.

The meeting agenda, presentation, and minutes are posted on the Consortium website at:

<http://www.westernstates.org/Documents/Default.html>.

Western States Forum update

Leann Koon reviewed the plans for the 17th annual Western States Forum which will be held June 14 – 16, 2022, in Yreka, California, at the Best Western Miner’s Inn. Eight presentations are on the technical agenda with speakers representing six different states. Speakers and representatives at the meeting shared some background and a quick synopsis of their presentation. Eighteen people have registered to attend as of today.

Troy Torgersen will attend for Tyler Laing, along with two other Utah DOT representatives. Nevada DOT is still deciding who to send. The WSRTC will provide travel support for three individuals per member state to attend the Forum.

WSRTC Pooled Fund Updates and Discussions

Sean Campbell and Tony Leingang reported on the status of the two phases of the WSRTC Pooled Fund and the associated Task Orders. Pooled Fund TPF-5(241) will continue through 3/31/2023. A final report has been drafted/approved and will be posted near the end of March 2023 after adding information from the 2022 Western States Forum and revising the conclusions appropriately. Pooled Fund TPF-5(494) is open and accepting state commitments. Utah and California have made their commitments. Oregon needs an invoice from WSDOT Research; Tony Leingang will get that to Doug Spencer and ODOT. TPF-5(494) will be available in February of 2023, and we can begin drawing Task Orders against it after April 1, 2023.

WSRTC Documents

Sean Campbell and Leann Koon discussed the DRAFT version of the revised WSRTC Charter. Suggested edits included making it more compact overall, only mentioning COATS as the Foundation for the WSRTC, including Utah, and funding will be \$82,500 per year. Another suggestion was to meet more frequently to enhance engagement. Those edits have been approved and incorporated. Sean will finalize the document and send for approval via DocuSign or another electronic signature tool.

Upcoming Meetings

- WSRTC Annual Meeting, Yreka, CA, June 14, 2022
 - A note regarding travel support will be directed to the state leads and will go out tomorrow.
 - The WSRTC can provide travel support for 3 individuals / member state.
- ITE / NRITS, New Orleans, LA, July 31-August 3, 2022
 - The WSRTC can provide travel support for 2 individuals / member state.
 - Travel support and registration information coming soon.
- ITS World Congress, Los Angeles, CA, Sept. 18-22, 2022
 - The WSRTC can provide travel support for 1 individual / member state.
- Tony Leingang asked if WSDOT could send 1 to NRITS/ITE and 2 to World Congress to honor past commitments.
 - Given savings from lower than expected attendance at other events and conferences going to a virtual format, this could be possible. Leann and Sean will look at the budget and the financials and respond yes or no to Tony prior to May 9th.

Nomination for Emeritus Status

Ron Vessey was nominated for Emeritus Status based on his contributions to the success of the Western States Rural Transportation Consortium. Sean Campbell gave a positive overview of Ron's impact on the WSRTC. The group unanimously approved this designation for Ron if Ron is interested. Leann Koon will send an official invitation to Ron.

Announcements

The group is looking forward to meeting at the Western States Forum in June.

Action Items

| <u>Item</u> | <u>Deadline</u> |
|--|-----------------|
| 1. Leann and Sean will review the budget and financials for WTI Task Order 14 to determine available travel support for ITE / NRITS and ITS World Congress and respond to Tony Leingang. | May 9, 2022 |
| 2. Leann will send an official invitation for WSRTC Emeritus Status to Ron Vessey. | July 1, 2022 |
| 3. Information on travel support for the Western States Forum will be sent to state leads. | April 8, 2022 |
| 4. Information on travel support for the ITE Annual Meeting and NRITS Conference will be sent to state leads. | May 2022 |
| 5. Sean will send the revised Charter for approval / signature. | Summer 2022 |

Meeting Participants

| <u>Name</u> | <u>Organization</u> | <u>Contact</u> |
|-----------------|----------------------|--|
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