Western States Rural Transportation Consortium Charter

Identification
The collective name for this association shall be the Western States Rural Transportation Consortium (WSRTC).

Summary
The WSRTC shall promote innovative partnerships, technologies, and educational opportunities to facilitate and enhance safe, seamless rural travel throughout the western United States.

The WSRTC shall also 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.

Overview

Project Background
The WSRTC is a continuation and broadening of the original California Oregon Advanced Transportation System (COATS). COATS began in 1998 as a collaborative effort between the California Department of Transportation (Caltrans), the Oregon Department of Transportation (ODOT), and the Montana State University, Bozeman's Western Transportation Institute (WTI) to investigate the use of Intelligent Transportation Systems (ITS) in rural areas. The intent of the COATS project was to facilitate the use of ITS to enhance safety, improve the movement of people, goods and services, and subsequently promote the economic development of the bi-state region and to begin deployment of those solutions [1].

This included the use of ITS to provide solutions to such challenges in rural areas as non-recurrent congestion, weather, safety, tourism, mobility, and freight movement [2].

During the COATS Phase III effort, the Western States Rural Transportation Technology Implementers Forum (WSRTTIF) was created to bridge the technology transfer gap between practitioners. WSRTTIF consisted of nuts-and-bolts presentations that allowed frank discussions on how technology projects were implemented in the field. The WSRTTIF provided insight not only for the need of collaboration on rural ITS technology transfer, but also operations and safety research.

The COATS Steering Committee determined that it was in the best interest of the project to broaden its area of service to the western United States. This included a refocusing on three primary areas - technology, operations, and safety - while leveraging research dollars to provide reliable, robust solutions to common rural transportation issues.

Sponsorship and Lead State

Caltrans shall be the primary sponsor of this project. The chairperson of the Caltrans' Division of Research, Innovation and System Information (DRISI) Rural Program Steering Committee shall be the project champion. DRISI shall provide project management funding for the project.

Washington State DOT (WSDOT) shall be the lead state of the Federal Highway Administration (FHWA) Pooled Fund project and will meet all required FHWA pooled fund obligations.

Each Member State and Member Research Institution shall supply their own WSRTC sponsor and champion within their own respective organization.

Ownership

Caltrans shall retain ownership of the project documentation related to the management of the WSRTC. Caltrans intends to grant unrestricted usage of all the project documentation to the Member States and Research Institutions of the WSRTC, to the extent possible that California law allows. The intent of the WSRTC is free and open use of products created and developed with public funds by its membership.

States that fund spin-off projects formulated within the WSRTC retain ownership of the spin-off project, granting usage of the resultant deliverables to the Member States and Research Institutions.

Intellectual property issues related to incubator and spin-off projects are to be handled within the Member State's organization.

Governance

Membership

Member State

At the present time, membership is limited to the States west of and including the Rocky Mountains. Member States are encouraged to have their own internal stakeholder sub-groups specific to the Member State organization such as Districts, Headquarters, research, and first responders. Currently, the WSRTC consists of the following Member States: California, Oregon, Washington, Nevada, and Utah.

Member Research Institution
Limited to Research Institutions that are approved by the Member States that provide research mechanisms and funding for incubator and spin-off projects. Currently, the WSRTC consists of the following member research institutions: Montana State University – Bozeman WTI and Montana Technological University.

Both Member States and Member Research Institutions are encouraged to have their respective internal stakeholder groups attend Steering Committee and sub-committee meetings.

Project Manager
A DRISI Project Manager shall provide project administration of this project.

Membership Organization
Charter Steering Committee
Caltrans, WSDOT, ODOT, Montana Tech and WTI shall be considered the Charter Steering Committee for the WSRTC. This committee shall meet at least once a year. The Charter Steering Committee is permitted to make adjustments to the WSRTC Charter, Mission, Vision, and Goals at will in order to ensure proper functioning and success of the organization.

Steering Committee
Each Member State and Member Research Institution shall have one member on the Steering Committee. This committee shall meet at least twice a year. The Steering Committee is responsible for executing the WSRTC Charter, Mission, Vision, and Goals in terms of meetings, outreach and projects. In addition, the Steering Committee is responsible for making an Annual Report to the Charter Steering Committee detailing the current state of the WSRTC. Finally, the Steering Committee is responsible for reporting on the previous semi-annual meeting action items.

The Steering Committee shall create sub-committees at its discretion to execute its duties efficiently.

Membership Voting
Each Member State and Member Research Institution shall have one vote in each of the three primary goals of the WSRTC – technology, safety, and operations.

The WSRTC Project Manager and any other WSRTC participants may advise the Charter Committee, Steering Committee and its sub-committees, but are not voting members of the WSRTC.

Duration
The WSRTC Charter duration will last four years. At the end of each four-year period, the Charter Steering Committee and Steering Committee shall decide on the renewal of the WSRTC.

Effort Estimate
Each Member State shall be responsible for attending meetings, teleconferences and reviewing documents in a timely manner. The estimated time commitment for each Member State is approximately 120 hours per year.

Cost Estimate
The administration cost of this project is approximately $110,000 per year. Funding will be provided by the annual contributions from the WSRTC Transportation Pooled Fund and Caltrans DRISI. Included in this cost are the following:

- WTI contract costs covering the administration of the WSRTC
- The annual Western States Rural Transportation Technology Implementers Forum meeting
- WTI contract costs for updating and maintaining the WSRTC website

Any research institution utilizing its own funding source shall not be obligated to share those funds with another research institution.

The overhead costs of the WSRTC shall be the responsibility of the Member State or Research Institution, including salary and overhead expenses excluding travel. All travel related expenditures will be provided by WSRTC with prior approval of the Charter Steering Committee.

Incubator and Spin-Off Projects
Depending on scope and extent of the incubator projects and spin-off projects the Steering Committee shall approve the facilities and resources for each incubator project. The Steering Committee shall also coordinate the development of operational guidelines for incubator projects and spin-off projects. It is necessary that the Steering Committee have the ability to provide review of the project scope and deliverables for a spin-off project.

Each Member State or States that elect to spin-off an incubator project shall provide resources for that project. A project management body will be determined by the lead Member State. The aggregated comments of the Steering Committee are non-binding to the Member State lead.

Each incubator project and spin-off project manager shall give status reports to the WSRTC Project Manager quarterly. Each deliverable shall be posted on the WSRTC website.

In addition to the regular administration funding, the WSRTC shall pursue Federal and State grants as necessary to provide funding for incubator and spin-off projects.

External Communications

A website shall be provided for the WSRTC communication effort. The Project Manager and WTI shall be responsible for maintaining, updating, and operation of the website. The Charter Committee, Steering Committee, together with the incubator and spin-off project managers shall provide content updates to the website in a timely manner.

The WSRTC shall participate in national transportation conferences, including but not limited to the National Rural ITS Annual Conference and the ITS America Annual Meetings.

Risk Management

The fiscal support of the administration of the WSRTC is subject to budget approval from Caltrans DRISI and WTI. This support is granted on an annual basis and is subject to fluctuations, including total withdrawal of funding.

The Steering Committee is directed to approach the incubator projects as small, short-term efforts that can be wrapped up within the annual cycle of approved funding.

Charter Change Control

The Charter Steering Committee shall review and if appropriate, approve recommendations from the Steering Committee related to the amendment of this Charter. The WSRTC Project Manager shall maintain the Charter and shall keep a modification log for the Charter.

Appendices

Terminology

Caltrans – California Department of Transportation

COATS – California Oregon Advanced Transportation System

DRISI – Caltrans Division of Research, Innovation and System Information

NDOT – Nevada Department of Transportation

ODOT – Oregon Department of Transportation

Incubator Project – A small, short-term pilot project to test a concept of operations

ITS - Intelligent Transportation Systems

Montana Tech – Montana Technological University

Spin-off Project – An incubator project that has gone beyond the incubator project stage and requires its own set of project resources

UDOT – Utah Department of Transportation

UTC – University Transportation Center

WSDOT – Washington State Department of Transportation

WSRTC – Western States Rural Transportation Consortium

WSRTTIF – Western States Rural Transportation Technology Implementers Forum

WTI – Western Transportation Institute, Montana State University, Bozeman

References

[1] California-Oregon Advanced Transportation System: Strategic Deployment Plan, May 2001, Page 13

[2] California-Oregon Advanced Transportation System: Strategic Deployment Plan, May 2001, Page xix

Approval

The signatures below indicate the organizations' commitment to the content of this charter and the successful implementation of the WSRTC.

Stacey Barnes
Date 01/29/2025

Stacey Barnes, Deputy District Director Maintenance and Operations, District 2, California Department of Transportation

Dara Wheeler (Jan 29, 2025 15:11 PST)
Date 01/29/2025

Dara Wheeler, Chief, Division of Research, Innovation and System Information, California Department of Transportation

Doug SPENCER
Doug SPENCER (Jan 30, 2025 08:01 PST)
Date 01/30/2025

Doug Spencer, ITS Standards Engineer
Oregon Department of Transportation

Kelvin Wang (Jan 30, 2025 09:38 MST)
Date 01/30/2025

Kelvin Wang, Director
Western Transportation Institute
Montana State University, Bozeman

Jake Grivette (Feb 6, 2025 10:44 PST)
Date 02/06/2025

Jacob Grivette, Operations Technology Manager
Nevada Department of Transportation

Anton A Leingang
Date 02/06/2025

Tony Leingang, State ITS Program Administrator
Washington State Department of Transportation

Date 02/06/2025

Troy Peterson, Director of Operations
Utah Department of Transportation

Douglas Galarus
Douglas Galarus (Feb 7, 2025 08:35 MST)
Date 02/07/2025

Douglas Galarus, Associate Professor
Montana Technological University

Modification Log

April 2020

- Updates to signature blocks as necessary on Approval page

March 2020

- Changed Division of Research and Innovation (DRI) to Division of Research, Innovation and System Information (DRISI) throughout
- Added Utah to Governance | Membership | Member state
- Changed Duration from "At the end of the four-year period" to "At the end of each four-year period"
- Added UDOT to Appendices | Terminology
- Added UDOT signature line to Approval
- Added Modification Log

December 2020 – June 2021

- Updated signatories.
- Reworded to improve clarity.
- Revised Cost Estimate section.

June 2024 – January 2025

- Accepted revision prior to June 2024
- Removed large COATS section.
- Revised Cost Estimate section.
- Added Montana Tech as a Member Research Institution
- Updated signatories.
- Added Montana Tech and WSDOT to the Charter Steering Committee members list.
- Expanded Steering Committee membership to include one member from all Member State and Member Research Institution.
- Added paragraph stating WSDOT shall be the FHWA pooled fund state lead.
- Modified font and spacing to conform to Caltrans standards.

WSRTC_Charter_2025

Final Audit Report 2025-02-07

Created:	2025-01-29
By:	Andres Chavez (s143710@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAITBgOQUqg_DrYNW_kTwzzXLimnbpWVLL

"WSRTC_Charter_2025" History

Document created by Andres Chavez (s143710@dot.ca.gov)
2025-01-29 - 10:33:44 PM GMT- IP address: 149.136.17.251

Document emailed to Stacey Barnes (stacey.barnes@dot.ca.gov) for signature
2025-01-29 - 10:37:34 PM GMT

Email viewed by Stacey Barnes (stacey.barnes@dot.ca.gov)
2025-01-29 - 10:45:07 PM GMT- IP address: 149.136.17.249

Document e-signed by Stacey Barnes (stacey.barnes@dot.ca.gov)
Signature Date: 2025-01-29 - 10:45:28 PM GMT - Time Source: server- IP address: 149.136.17.249

Document emailed to Dara Wheeler (dara.wheeler@dot.ca.gov) for signature
2025-01-29 - 10:45:33 PM GMT

Email viewed by Dara Wheeler (dara.wheeler@dot.ca.gov)
2025-01-29 - 11:07:24 PM GMT- IP address: 149.136.17.248

Document e-signed by Dara Wheeler (dara.wheeler@dot.ca.gov)
Signature Date: 2025-01-29 - 11:11:43 PM GMT - Time Source: server- IP address: 149.136.17.248

Document emailed to Doug SPENCER (doug.l.spencer@odot.oregon.gov) for signature
2025-01-29 - 11:11:46 PM GMT

Email viewed by Doug SPENCER (doug.l.spencer@odot.oregon.gov)
2025-01-30 - 3:58:10 PM GMT- IP address: 167.131.0.194

Document e-signed by Doug SPENCER (doug.l.spencer@odot.oregon.gov)
Signature Date: 2025-01-30 - 4:01:42 PM GMT - Time Source: server- IP address: 167.131.0.194

Document emailed to kelvin.wang@montana.edu for signature
2025-01-30 - 4:01:45 PM GMT

Powered by Adobe Acrobat Sign

Email viewed by kelvin.wang@montana.edu
2025-01-30 - 4:38:04 PM GMT- IP address: 104.47.70.126

Signer kelvin.wang@montana.edu entered name at signing as Kelvin Wang
2025-01-30 - 4:38:46 PM GMT- IP address: 172.58.56.160

Document e-signed by Kelvin Wang (kelvin.wang@montana.edu)
Signature Date: 2025-01-30 - 4:38:48 PM GMT - Time Source: server- IP address: 172.58.56.160

Document emailed to jgrivette@dot.nv.gov for signature
2025-01-30 - 4:38:50 PM GMT

Email viewed by jgrivette@dot.nv.gov
2025-02-06 - 6:39:10 PM GMT- IP address: 104.47.65.254

Signer jgrivette@dot.nv.gov entered name at signing as Jake Grivette
2025-02-06 - 6:44:16 PM GMT- IP address: 208.127.238.52

Document e-signed by Jake Grivette (jgrivette@dot.nv.gov)
Signature Date: 2025-02-06 - 6:44:18 PM GMT - Time Source: server- IP address: 208.127.238.52

Document emailed to Tony Leingang (tony.leingang@wsdot.wa.gov) for signature
2025-02-06 - 6:44:22 PM GMT

Email viewed by Tony Leingang (tony.leingang@wsdot.wa.gov)
2025-02-06 - 6:54:23 PM GMT- IP address: 198.238.213.150

Document e-signed by Tony Leingang (tony.leingang@wsdot.wa.gov)
Signature Date: 2025-02-06 - 6:55:12 PM GMT - Time Source: server- IP address: 198.238.213.150

Document emailed to Troy Peterson (tlpeterson@utah.gov) for signature
2025-02-06 - 6:55:14 PM GMT

Email viewed by Troy Peterson (tlpeterson@utah.gov)
2025-02-06 - 6:58:40 PM GMT- IP address: 74.125.215.133

Document e-signed by Troy Peterson (tlpeterson@utah.gov)
Signature Date: 2025-02-06 - 6:58:52 PM GMT - Time Source: server- IP address: 168.177.115.43

Document emailed to dgalarus@mtech.edu for signature
2025-02-06 - 6:58:54 PM GMT

Email viewed by dgalarus@mtech.edu
2025-02-07 - 3:34:48 PM GMT- IP address: 104.47.57.254

Signer dgalarus@mtech.edu entered name at signing as Douglas Galarus
2025-02-07 - 3:35:23 PM GMT- IP address: 150.131.132.51

Powered by
Adobe
Acrobat Sign

Document e-signed by Douglas Galarus (dgalarus@mtech.edu)

Signature Date: 2025-02-07 - 3:35:25 PM GMT - Time Source: server- IP address: 150.131.132.51

Agreement completed.

2025-02-07 - 3:35:25 PM GMT

Powered by
Adobe
Acrobat Sign