Roadside Safety MASH Implementation-**DRAFT**

TPF (5)343

**Committee Charter**

**A proposed update to be submitted for approval at the 2019 Annual Meeting**

**Purpose**: The purpose of the MASH Implementation Pooled Fund is to improve the understanding and exchange of information concerning MASH (Manual for Assessing Safety Hardware) implementation, and to develop and conduct research inquiries to comply with the new requirements for MASH and the AASHTO/FHWA Joint Implementation Agreement.. The purpose of the MASH Implementation Pooled Fund Committee (hereinafter Committee) is to provide for meaningful input, feedback, and decision making that supports the pooled fund’s purpose. The Committee’s work is funded through the Transportation Pooled Fund program which allows states to combine their funding resources for research.

**Membership:** The Committee is comprised of one member from each State that provides funding contributions. Voting privileges are assessed by the lead state on April 1 of each year, and are rescinded for states not current with their required annual contribution (see Funding). States that are current within 12 months of any vote can designate a voting member and participate in voting. Each participating agency informs the lead state who on their staff will serve as the voting member, and a voting member may only be an employee of that agency. In advance of a meeting in which voting will take place, the voting member may delegate their vote to another agency employee.. Although other agency staff, including those who are employed by member states, TTI, and FHWA do not vote, they are welcome to participate in all pooled fund meetings, conference calls, and other events.

**Decisions:** Voting on all matters before the committee, including the work plan, research priorities, or questions posed by or to the committee, will be decided by a majority of the committee voting members present. The lead state will be responsible for tallying and reporting out vote results. The lead state is also responsible for determining the voting method that will be used for any particular vote, announcing the voting method before the vote is taken, and may solicit advice from voting members or other participants. This includes decisions related to the confidentiality of any particular vote. Votes may be taken either live, or using an electronic tool such as a web-based survey software, at the lead state’s discretion.

**Meetings:** The annual meeting is a face to face meeting that is held annually and is normally scheduled to take place over two consecutive days. Members are welcome to attend and participate as described in “Membership” above. Travel for the voting member representing each agency is sponsored by the transportation pooled fund. The location of the meeting is decided by a vote of the Committee members, with members volunteering to host the meetings. Normally, every other meeting is held at TTI in College Station TX, in order to provide an opportunity for onsite observation of various ongoing research and testing efforts.

**Chairman:** The Chair of the Committee will be the Washington State voting member. The Chairman participates in the development of the meeting agenda, facilitates the meeting discussion and decision making, and provides direction and oversight of the administration of the pooled fund.

**Lead State:** WSDOT is the lead state for the pooled fund program. As the lead, it is responsible for the following:

1. Collecting the financial transfers from participating states into the pooled fund.
2. Developing and executing work under the master research agreement with TTI.
3. Reviewing and processing invoices on task orders. It is also responsible for fulfilling bookkeeping, reporting, and other requirements imposed by FHWA on pooled fund operations.
4. Reimbursing travel for the Committee members.
5. Making arrangements for meetings and events, or arranging for that work to be done by others, coordinating with the TTI on products such as agendas, information materials, presentations, and other details about the program necessary for conducting meetings as required.

**Texas Transportation Institute:** TTI is the contractor with WSDOT which is established to perform research on MASH implementation research. TTI is responsible for the Committee work plan, research reports and products, internal and external website, letters of acceptance and other documentation necessary to serve the Committee needs,. Work is described in individual task orders that are applied to the master agreement, and work proceeds upon approval of these task orders by TTI and WSDOT. Task orders may also be written to benefit individual member states (at their option) under the master agreement, and these bilateral, reimbursable task orders are organized by WSDOT and the interested state with the cooperation of TTI. Note that processing task orders for individual states may be limited by the capacity of lead state staff, and/or various contractual or funding ceiling issues that may arise. .

**Research projects:** Projects are assigned a lead researcher by TTI, and that person is responsible for conducting the research and providing quarterly reports on progress. The researcher may occasionally be called upon to present the progress to the membership during a meeting or conference call. When the researcher determines that it is in the best interest of the states that the project be modified, the terms of that modification are brought to the lead state for action. In the case of a no cost scope or schedule change, the lead state may, at their option approve the change with or without a vote of the membership. In the case of a budget change, that decision must be brought to the membership for a vote, either during a regular or special conference call or face to face meeting, and the voting is conducted as described above.

**Research proposals:**  Proposals for research are prepared by individual members prior to the meeting. A staff person from one member state is expected to be the lead author and representative for each proposal. That lead author is encouraged to solicit help from other pooled fund participants during the development of the proposal, in order to benefit from subject matter expertise and experience, and in order to generate interest and ultimately support for the proposal. The lead author is required to coordinate with TTI staff during proposal develop so that an opportunity is provided to review and/or participate the development of the scope and estimate, which are both required before the proposal can be voted on.

**Technical Monitor/Representative:** Once it’s determined at the annual meeting that a project will likely be funded in the upcoming fiscal year, a technical monitor is selected who will act on behalf of the membership in consulting with the researchers about questions that may arise during the course of the work.

**Communications:** The lead state keeps a list of the voting member from each state who serves as the primary point of contact. Other names of agency staff may be submitted by the voting member to be included on that roster for routine communications. Occasionally, information about ongoing projects is requested by voting members or others, including outside parties. Information about ongoing projects may be shared by TTI or the technical monitor with one or all voting members (one per state) who request it.

**Funding:**  Member states post yearly commitments to the Transportation Pooled Fund website, which is a promise to transfer federal (or state) funds to WSDOT through the obligation transfer process. WSDOT may ONLY contract with TTI for work in which sufficient obligations have been received. Therefore, states will transfer, at a minimum, annual contributions within the federal fiscal year. Multiple year transfers can also be accepted, depending on individual state research funding program processes. The accepted annual contribution is $50,000, which must be applied on or before March 31 of each year to be credited to the current federal fiscal year (ending September 30), and to maintain voting privileges (see Membership). Extensions are not allowed. The exception is the contribution of the lead state which is $25,000 annually, in recognition of the staff time and resources required to organize the pooled fund. Any other exceptions or extensions may be granted only by action taken by the voting members at the annual meeting.

**Travel:** Membership travel will be reimbursed with transportation pooled funds. Travel reimbursement rules and rates are dictated by WSDOT travel rules and regulations which are consistent with GSA travel per diem rates. Travel may only be reimbursed if prior travel authorization is obtained by WSDOT.

**Responsibilities or functions not otherwise described:** The lead state is responsible for making decisions and addressing questions that may arise and are not otherwise described in the charter, but may at their discretion seek advice on such decisions from the Committee in formal or informal communications

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