

## Roadside Safety MASH Implementation

TPF-5(343)

### Technical Advisory Committee Charter

**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 *Technical Advisory Committee* (hereinafter TAC) is to provide for meaningful input, feedback, and decision-making that supports the pooled fund's purpose. The TAC's work is funded through the Transportation Pooled Fund program that allows member states to combine their funding resources for research.

**Membership:** The TAC is comprised of one member from each pooled fund State (see Funding). Voting privileges are assessed by the lead state on April 1 of each year, and are rescinded for states that have not committed funds for current year (see Funding). States that have committed funding for the Federal Fiscal Year current at the time of the 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. However, other agency staff, including those who are employed by member states, TTI, and FHWA do not vote, but they are welcome to participate in all pooled fund meetings, conference calls, and other events at their own cost.

**Decisions:** Voting on all matters before the TAC, including the work plan, research priorities, or questions posed by or to the TAC, will be decided by a majority of the TAC's 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. A revote on an issue may be conducted by the lead state at the request of a majority of the TAC. 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 held annually and is normally scheduled to take place over a minimum of 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 TAC 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 TAC will be the Washington State Department of Transportation 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 TAC members based on their commitment status.
- 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 managing and executing the TAC's work plan, research reports and products, internal and external website, letters of acceptance and other documentation necessary to serve the TAC's needs. Work is described in individual task orders that are applied to the master agreement, and work proceeds upon execution (endorsement) of these task orders by TTI and WSDOT. *Supplemental* task orders may also be executed to benefit individual member states in cooperation with TTI under the master agreement. The additional funding for these *supplemental* task orders shall be obligated through the regular pooled fund contribution process to the estimated value required under the task order. *Supplemental* task orders will be executed by WSDOT only after the funds have been received. Note that processing these *supplemental* task orders for individual states may be limited by the capacity of lead state staff, and/or various contractual or funding ceilings, authorizations and issues that may arise.

**Research projects:** Projects are assigned a Principle Investigator (PI) by TTI, and that person is responsible for conducting the research and providing quarterly reports on progress to be incorporated into a combine quarterly report for the overall program. The PI may occasionally be called upon to present the progress to the membership during a meeting or conference call. When the PI 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 TAC member 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 development so that an opportunity is provided to review and/or participate in the development of the scope and estimate, which are both required before the proposal can be voted on.

**Technical Monitor/Representative:** Once its determined at the annual meeting that a project will likely be funded in the upcoming fiscal year, a *technical monitor* (TM) is selected who will act on behalf of the membership in consulting with the PI 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 TM with one or all voting members (one per state) who request it. It is each TAC member's responsibility to keep their respective states' decision makers, funding staff, and research management personnel, amongst others, apprised on the status and progress of the pooled fund and the benefits of maintaining their commitments and contributions as necessary.

**Funding:** Member states post yearly commitments to the Transportation Pooled Fund website, which is a promise to obligate (transfer), preferably federal SPR B funds, to WSDOT through the obligation transfer process. WSDOT shall ONLY contract with TTI for work for which sufficient obligations have been received. Therefore, states shall transfer, at a minimum, annual contributions within the federal fiscal year, preferably immediately that the funds are available, so work for the fiscal year can be planned meaningfully. Multiple year transfers will also be accepted. The recommended annual contribution is \$50,000. To support member travel to the annual meeting, and maintain voting privileges (see Membership) contributions, must be applied on or before March 31 of each year to be credited to the current federal fiscal year (ending September 30). The exception is the contribution of the lead state which is \$25,000 annually, in recognition of the staff time and resources required in managing the pooled fund. Any other exceptions or extensions may be granted at the discretion of the lead state.

**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 TAC in formal or informal communications.

#### **Change Log:**

April 2020 - the term "bilateral" was changed to "supplemental" in the section *Texas Transportation Institute*.

October 2020 – corrected discrepancy between membership section and funding section about "recommended" contribution. Removed requirement that annual meeting is in person.