

# **TPF 5(501) Roadside Safety Pooled Fund – Phase 3**

## **Charter Review**

Tim Moeckel, PE

October 2023

# Charter Section: Purpose

- The pooled fund's primary purpose is to reduce or eliminate fatalities on the nation's roadways due to roadway departure crashes.
- The National Safety Council manages the Road to Zero program which has a targeted goal of zero deaths and serious injuries on the nation's roadways.
- FHWA has identified roadway departure crashes as one of the three critical focus areas with the greatest potential to reduce highway fatalities using infrastructure-oriented improvements
- The pooled fund will assist transportation agencies in achieving their roadway departure crashes goals of zero fatalities/serious injuries through development, evaluation, and deployment of life-saving roadside safety devices and countermeasures in accordance with FHWA standards such as MASH
- In addition, the pooled fund will continue to support MASH implementation in those roadside hardware categories that have lagged in achieving MASH compliance (special barrier applications, sign supports, luminaire poles, work zone traffic devices, etc.)
- The Purpose of the Technical Advisory Committee (AKA the TAC) is to provide for meaningful input, feedback, and decision-making that supports the pooled fund purpose.

# Charter Section: TAC Membership and Voting

- You are the Technical Advisory Committee (TAC)!
- Voting
  - One voting member from each contributing state. The voting member must be an agency employee from the contributing state.
  - You can have a secondary member with voting privileges
  - Voting privilege assessments are considered April 1<sup>st</sup> of each year. Member states should post their commitment to the Pooled Fund website by this date
- Other considerations
  - How to inform the lead state about TAC voting members
  - Non-voting members can participate in meetings as long as they are state employees, TTI, or FHWA.

# Charter Section: Decisions

- Decisions are by majority
- Lead state organizes decision making
- Revote is possible based on majority rule
- Voting methods may vary (in person, electronic)

# Charter Section: Meetings

- The lead state chairs all pooled fund meetings
- The Annual Meeting is where we work the program. The meeting is typically held at College Station, TX
- The Annual Meeting is typically in-person (has been virtual)
- Travel costs associated with the annual meeting are paid by the pooled fund for 1 person per member state.
- Only state agency, TTI, and FHWA staff will be allowed to attend pooled fund meetings. Outside agencies are not allowed to attend
- Other virtual meetings are held throughout the year (midyear update, preliminary project prioritization meetings, other as needed)

# Charter Section: Lead State

What does the lead state do?

- Collecting financial transfers
- Developing/executing task orders on master agreement
- Reviewing and processing invoices
- Bookkeeping, reporting, and other FHWA requirements
- Reimbursing travel for TAC members
- Making arrangements for meetings and events
- Coordinating with the TTI on agendas, information, presentations, and other meeting details
- Making decisions on issues not addressed elsewhere

# Charter Section: Texas A&M Transportation Institute (TTI)

What does the research institution (TTI) do?

- Managing and executing the TAC's work plan (doing the research)
- Developing research reports and products
- Maintaining internal and external website
- Supporting letters of acceptance applications and other documentation
- Research for the Pooled Fund main program and supplemental projects

# Charter Sections: Research Projects, Research Proposals, and Oversight

- Each project has a principal investigator (PI) from TTI
  - Conducts the project research
  - Provides quarterly reporting
  - Provide presentations about the project (as needed)
  - Project adjustments (scope, schedule, budget)
- Budget changes to a project requires TAC approval
- Each project has a technical monitor from one of the member states to work with the PI (scoping, progress, reviews, reports)



# Charter Section: Communications

- The lead state keeps an email list (voting and non-voting) of primary and secondary state TAC members, TTI researchers, and FHWA
- Primarily communication to TAC will give progress on research projects, meeting notices/coordination, voting notices, or other
  - Research projects may be shared with voting members upon request
- It is each state's TAC member responsibility to keep their organization up to date on pooled fund happenings
- Research is published on the pooled fund webpage

# Charter Section: Funding & Travel

- Member states are encouraged to commit and obligate funds as early in the fiscal year as possible (Oct 1 – Sep 30 each year)
- SPR B funds are the preferred funding source. Other funding sources are allowed upon request
- Task orders are processed and allowing projects to start only when enough funds are obligated to fully fund the project
- Required state annual contribution is \$65,000
- Extensions to commitment/obligation deadlines are at lead state discretion
- Annual meeting travel is secured by your state's financial commitment by March 31<sup>st</sup>. One member per state will be reimbursed following WSDOT travel rules and regulations.