

# WAQTC EXECUTIVE BOARD MEETING MINUTES

**MEETING CALLED BY:** SCOTT ANDRUS, UDOT  
**FACILITATOR:** DESNA BERGOLD

**DATE:** MAY 9<sup>TH</sup>, 2016  
**TIME:** 10:00 TO 11:00 AM  
**LOCATION:** TELECONFERENCE

**ATTENDING:**

MATT STRIZICH, CHAIR, MDT  
MICHAEL VOTH, CFLHD  
MIKE SANTI, ITD  
GREG STELLMACH, ODOT  
SCOTT ANDRUS, UDOT  
DAVID STEVENS, UDOT

**ABSENT:**

GARTH NEWMAN, QAC CHAIR  
JAMES GALLEGOS, NMDOT  
BRIAN IKEHARA, HDOT  
HOWE CROCKETT, WFLHD  
DAVID JONES, WSDOT  
MIKE SAN ANGELO, AKDOT & PF  
BILL SCHIEBEL, CDOT

**AGENDA ITEMS / OBJECTIVES:**

1. New pooled fund solicitation draft
2. Limit solicitation to Western States (WASHTO)
3. This year's money
4. Debt forgiveness
5. Other

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
New pooled fund solicitation draft	<p>Desna Bergold distributed the draft Transportation Pooled Fund (TPF) solicitation. Hopefully everyone took the opportunity to review it.</p> <p>The new commitment level of \$12,000 per year is based on last year's expenditures.</p> <p><i>No action required.</i></p>	
Limit the solicitation to WASHTO states	<p>Scott Andrus, UDOT, intends to post a nationwide solicitation and then follow up with a targeted email to the WASHTO states. Scott wanted to know what everyone thought about opening the solicitation nationwide.</p> <p>Matt Strizich, Chair, MDT, had originally thought that the alliance would remain in the western states but then determined that if the goal of the alliance is to grow it shouldn't matter where a member agency is geographically located. If other agencies face different challenges, perhaps the group could work through them to everyone's benefit.</p> <p>Scott had gone through the same thought process. Greg Stellmach, Vice Chair, ODOT, agreed.</p> <p><i>The Transportation Pooled Fund (TPF) will be advertised nationwide with a follow up email to the WASHTO states.</i></p>	<p>SCOTT ANDRUS MATT STRIZICH DAVID STEVENS</p>
Minimum dollar amount	<p>Scott asked David Stevens, UDOT, to explain what steps it takes to get the new fund started. David explained that to get a new study number there needs to be online commitments from at least two agencies that meet the minimum commitment amount required as advertised. This is why the <i>Commitment (funding pledges) Required</i> is such a low number, it reflects the minimum expected partner commitment for two agencies.</p> <p>After the minimum is met, the solicitation will be closed and a pooled fund study number will be assigned. Even though the solicitation will be closed, agencies will still be able to commit to the new pooled fund number instead of the solicitation.</p> <p><i>Two agencies will need to commit to the solicitation for it to be closed and a new study number assigned.</i></p>	<p>MEMBER AGENCIES</p>

<p>This year's money</p>	<p>UDOT has contributed this year's commitment in the old fund. Scott and the UDOT accountants believe that this and other money in the old TPF that cannot be transferred to the new TPF will be sufficient to fund the WAQTC for about a year, then the old TPF can be closed. Colorado has already contributed through 2018; this money will be transferred to the new TPF.</p> <p><i>The old TPF will be used for WAQTC expenses for about one year, which should use all the funds that cannot be transferred.</i></p>	
<p>Old commitments into the new fund</p>	<p>Matt explained that MDT is working through some issues and may not be in a position to commit to the new fund immediately. He wanted to know if MDT could transfer the money owed for this year into the new TPF before they commit to the new TPF.</p> <p>Dave said that would be okay, the new commitment would be a pledge. In theory, it would be best if everyone who will be contributing money eventually posts the pledges online, but it is not necessary. An agency can fulfill their old commitment to the new TPF without the renewed commitment.</p> <p><i>Commitments to the old TPF can be contributed to the new TPF even if the agency has not formally committed to the new TPF. The contribution will be counted toward the previous commitment.</i></p>	
<p>Draft language</p>	<p>Matt and Scott thought that discussing the cost effectiveness in the solicitation has mixed benefit. Matt felt that by definition a pooled fund's purpose is to share costs so unless the cost savings can be defined it may not be necessary to mention it. Scott would like to be able to put dollar values to the cost effective claim but no one is quite certain how to define it.</p> <p>Greg thought there may be some way to quantify the yearly effort, especially what the QAC does. TC<sup>3</sup> does something similar by putting a dollar value on the amount of training they create each year. That approach may not be applicable to WAQTC training efforts as they are mostly maintaining already developed training. Scott felt the solicitation could be tweaked. Matt said he would draft something and let Scott decide if it would be included.</p> <p><i>Matt will draft something to add to the solicitation concerning cost effectiveness.</i></p>	<p>MATT STRIZICH</p>

Debt forgiveness	<p>All the board members in attendance felt that the current commitments will be honored although the funds may wait to be contributed to the new TPF.</p> <p><i>Contributions made to the new TPF to meet commitments to the old TPF will not be counted as meeting both the old and new commitments.</i></p>	
Process	<p>Scott asked David to explain what happens when the solicitation is posted. David explained that he will post a new pooled fund solicitation on the pooled fund website on behalf of UDOT as the lead agency. The research divisions of all the state transportation agencies will receive a notice of the posting. Whoever receives it in the research division may alert the appropriate division in the agency. He is not certain how it will be received. He recommends we discuss other kinds of identification messaging. David will be talking to the research divisions. The Board is already discussing it. Once the funding minimum is met, we can request a pooled fund study number which will be the new identifier.</p> <p><i>All state transportation agencies' Research Divisions will receive notice of the posting, Board members should follow up.</i></p>	EXECUTIVE BOARD MEMBERS
Contributions to date	<p>The spreadsheet David prepared should be a complete picture of the contributions received to date. Desna will distribute it for information. Any question should be addressed to Scott.</p> <p><i>Desna will distribute the spreadsheet for review. Questions should be directed to Scott Andrus.</i></p>	DESNA BERGOLD