

**Date: October 15, 2024**

**Time: 3:00 PM – 4:30 PM**

**Agenda:**

- Data and schedule updates
  - Scope clarification for white papers
  - Discussion on HCAS (Highway Cost Allocation Study) lookback study
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**Key Points:**

**1. Data and Schedule Update**

- **Status of the project:**  
Matthew Kitchen confirmed that the project remains on track. The team is progressing as scheduled, but there are some concerns related to data availability.
- **HPMS Data Concerns:**  
One key issue is the availability of HPMS (Highway Performance Monitoring System) data. Matthew reiterated that while they are expecting the data to come in on time, the fallback plan is to use 2022 HPMS data if delays occur.
- **Data availability as a critical factor:**  
The schedule's critical dependency is on when all data inputs for the model will be finalized. The modeling process itself is well-defined, but the team's ability to meet deadlines depends on receiving all necessary data in time.

**2. White Papers and Scope Clarification**

- **Medium Truck Issue Paper:**  
The group revisited the discussion on the medium truck issue paper from the previous meeting. A draft outline was presented, and further clarifications were discussed regarding the scope.
- **Inefficient Fee Paper:**  
Another white paper, which had not been discussed in detail yet, was the "inefficient fee paper." Matthew introduced it as part of the broader implementation plan and solicited feedback from the attendees.
- **Focus on scope:**  
The goal of these papers is to provide additional clarity on various topics discussed in earlier meetings. They are crucial for ensuring the project proceeds with well-defined objectives.

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### 3. HCAS Lookback Study (OSU)

- Discussion on the lookback study:  
The final agenda item was a discussion on the HCAS lookback study being conducted by Oregon State University (OSU). While time was limited, Matthew ensured that this study would receive more focus in subsequent meetings.

### 4. Questions and Feedback

- Feedback on methodology and timeline:  
Daniel Porter asked about the project's timeline, specifically the delivery of preliminary methodology documents. Matthew confirmed that the methodology would be available by the 1st of the month as planned, and clarified that major methodological decisions were already set, with minor details to be worked out as they proceed.

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### **Next Steps:**

- Continued monitoring of data availability, especially HPMS data.
- Further discussions on the white papers and any scope clarifications.
- More detailed conversation on the HCAS lookback study in future meetings.