



**ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes**
Tuesday, February 9, 2010
12:00 pm MST

Board Members Attending:

Steve Albert, Western Transportation Institute
Bryan Chamberlain, Utah Department of Transportation
Brandi Hamilton, Montana Department of Transportation
Richard Hodges, Hodges Transportation Consulting, LLC
Bob Koeberlein, Idaho Transportation Department
Jim Larsen, Ada County Highway District
Navin Negali, Navjoy Consulting Services, Inc.
Mark Owens, Meridian Environmental Technology, Inc.
Keith Trimels, IDT Group, Inc.

Board Members Not Attending:

Mike Bousliman, Montana Department of Transportation
Kevin Cox, Wyoming Department of Transportation
Steve Keller, Montana Department of Transportation
John Muscatell, URS Corporation

Others in Attendance:

Traci Ulberg, Meetings Northwest, LLC

Agenda

Welcome/Introductions

Chapter President, Richard Hodges opened the meeting and invited everyone to introduce themselves.

2009/2010 Elections

As dictated by the Bylaws, elections are held annually in conjunction with the annual membership meeting. In the absence of a membership meeting, elections are held via mail-in ballot. Elections were held at the beginning of 2009 for expired or empty seats from the 2008 election year (namely Colorado and Idaho Senatorial seats). Unfortunately, additional elections were not held in the fall for the expiring 2009 seats. As such, elections will need to be held for the following seats in 2010:

President (2-year term) – expired 2009
Vice President (2-year term) – expired 2009
Secretary/Treasurer (3-year term) – expires in 2010

Senatorial Seats:

Montana (3-year term) – expired in 2009
Utah (3-year term) – expires in 2010

Wyoming (3-year term) – expires in 2010

Prior to nominations, discussion was held about identifying and bringing in new members to serve in Senatorial seats.

Nominations were as follows:

President – Mark Owens, Meridian Environmental Technology, Inc. nominated by Bob Koeberlein, Keith Trimels seconded

Vice-President – Jim Larsen, Ada County Highway Department nominated by Bob Koeberlein, Keith Trimels seconded.

Secretary/Treasurer – Bryan Chamberlain, Utah Department of Transportation nominated by Keith Trimels, Brandi Hamilton seconded.

Montana Senatorial Seats – Due to other commitments, Mike Bousliman will not be renewing his term as a Montana Senator. Steve Keller, Montana Department of Transportation agreed to continue as a Senator and was nominated. The 2nd seat remains open. Individuals eligible to fill this seat are as follows:

Brandi Hamilton, Montana Department of Transportation

Bob Seliskar, FHWA-Montana Division

Tom Sullivan, Montana Department of Transportation

No nominations were put forth for the second seat. The second seat will remain open for now. The Board of Directors may appoint someone for the open seat at a later date as need dictates.

Utah Senatorial Seats - In looking at the membership roster, it was suggested that Brian Christensen, Horrocks Engineers, Inc. and Sam Sherman, Iteris be approached about serving in the expiring Utah Senatorial seats. Bryan Chamberlain will follow up with both candidates.

Wyoming Senatorial Seats – The Wyoming Department of Transportation has chosen not to renew its membership in the Chapter. As such, Kevin Cox, Wyoming Department of Transportation is by default removed from the Board of Directors as a Senator from Wyoming. Keith Trimels has agreed be nominated for an additional term as a Senator from Wyoming. The 2nd seat will remain open.

It was also noted that a vacant Idaho Senatorial seat will occur when Jim Larsen moves into the Vice President's seat. As such, it was recommended that Ben Frevert, Iteris be contacted about serving in this vacant seat. If he agrees, the appointment may take place by majority consent of the Board of Directors at the next meeting (May). Traci Ulberg will contact Ben to discuss.

Annual Report

The draft Annual Report was forwarded to Board of Directors members in anticipation of this meeting. The Chapter saw a net profit in 2009 of \$1,545.29. The Chapter has a current balance of \$4,997.00.

Keith Trimels briefed the Board on the purchase/transfer of the RWIS Course materials to CITE. Negotiations to reimburse course developers – IDT Group, the Western Transportation Institute and the ITS Rocky Mountain Chapter – for pertinent costs has taken place. It is anticipated that

the monies the Chapter (\$7,151.32) will be received in March. These monies will help offset losses sustained during course development in years 2007 and 2008.

No changes to the report were noted and it was accepted as is.

2010 Activities

NRITS 2011 Conference. Bob Koeberlein and Jim Larsen briefly updated Board members on the 2011 National Rural ITS Conference. Bob gave the bid presentation at the 2009 NRITS Conference. Jim has been identifying potential vendors and hopes for a strong showing at the Coeur d'Alene event. To formalize our partnership with the Washington State Department of Transportation, a letter to the Washington State Secretary of Transportation will be drafted under Jim Larsen's and Bob Koeberlein's signature. Traci will assist with this.

Spring Transportation Symposium. Navin Negeli provided a brief update and information for the 2010 Spring Transportation Symposium to be held in Denver in early April. He also inquired about holding regional or statewide ITS Rocky Mountain sponsored/hosted gatherings. It was noted that local meetings or networking events are encouraged and the Chapter's administrative staff (Meetings Northwest) is available to help with logistics, mailings, etc.

Webinars. Following two webinars in 2009, the Chapter would like to continue hosting periodic events via this media. Two topics identified for potential webinars were (1) speed management and (2) incident management. It was brought up that FHWA might already have a course available in these topic areas. Steve Albert will check.

Other

If Board members are aware of outdated member information, please correct and send to Traci for inclusion in the Chapter's membership records.

Action Items (responsible person underlined)

- Bryan Chamberlain to contact Brian Christensen, Horrocks Engineers, Inc. and Sam Sherman, Iteris about Utah Senatorial nominations.
- Pending the outcome of Bryan's discussions, Traci Ulberg will draft ballots for mailing/emailing to Chapter members.
- Traci Ulberg will contact Ben Frevert about serving in the soon to be vacated Idaho Senatorial seat.
- Traci Ulberg will contact Vince Garcia, Wyoming Department of Transportation to discuss lapsed membership.
- Following elections, Traci Ulberg, Bob Koeberlein and Jim Larsen (as newly elected Vice-President) will send a letter to Washington State DOT Secretary Hammond or Deputy Secretary Dye inviting them to partner with the Chapter for the 2011 National Rural ITS Conference.
- Steve Albert will check on FHWA course availability that matches the selected webinar topics of speed management and/or incident management.
- Traci Ulberg will draft an email update to include election and Spring Transportation Symposium information. The mail date of the email is dependent upon receipt of Utah Senatorial nomination information.