



**ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes**
Friday, January 31, 2003
2:00 pm MST

Invited:

Board Members Attending:

Steve Albert, Western Transportation Institute
Mike Bousliman, Montana Department of Transportation
Jim Gaulke, Wyoming Department of Transportation
Richard Hodges, Utah Transit Authority
Martin Knopp, Utah Department of Transportation
Bob Kochevar, City and County of Denver
Marilyn Kuntemeyer, Carter & Burgess, Inc.
Brandi Tesch, Montana Department of Transportation

Board Members Not Attending:

Terrence Doyle, New Mexico State Highway and Transportation Department
John English, Utah Transit Authority
Jim Larsen, Ada County Highway District
Joe Maestas, FHWA-New Mexico
Mark Owens, Meridian Environmental Technology, Inc.
Ross Tervo, Montana Department of Transportation
Keith Trimels, FHWA-Wyoming

Others in Attendance:

Traci Ulberg, Meetings Northwest

Agenda

Welcome and Introductions

Immediately following introductions, Richard Hodges, Chapter President, opened the meeting.

Status of Outreach

Arizona

Martin Knopp reported that the ITS Arizona chapter would be discussing a possible affiliation with ITS Rocky Mountain – and what that might entail – at their next meeting. He will report their conclusions at the April Business Meeting.

North Dakota, South Dakota, Nebraska

Steve Albert reported that North Dakota and South Dakota are leaning toward creating their own chapter. Key personnel from the ITS Nebraska chapter had indicated previously that they were open to an affiliation with the ITS Rocky Mountain chapter. However, as of this meeting date, no decision had been made (by Nebraska) to pursue the matter further. Steve indicated that he expected to hear from Paul Cammack within the next week.

2003 WTS Spring Technical Conference

The *WTS Spring Technical Conference* will be held April 4, 2003 from 7:30 a.m. to 1:30 p.m. at the Radisson Denver SE (located on I-225 and Parker Road).

Status of Sessions

Marilyn Kuntemeyer and Bob Kochevar are planning two ITS sessions for the conference. One session will include speakers from various local agencies (Denver Regional Council of Governments, City of Colorado Springs and City and County of Denver, etc.) while the second session will touch more on ITS planning and success stories at a regional/national level.

Marilyn asked for volunteers to present in the second session. Richard Hodges and Martin Knopp tentatively committed to speaking on traveler information and Steve Albert will present on ITS resources available at the national level.

Professional Tours

Marilyn Kuntemeyer and Bob Kochevar volunteered to organize one or two professional tours to be held in conjunction with the conference. These tours could be of ITS deployments in the downtown Denver area including Denver's Traffic Management Center or RTD's Transit Operations Center. After some discussion, it was decided that Traci Ulberg will have a message placed on the Chapter's email list-serve to gauge any interest in such an offering. Pending feedback, Marilyn and/or Bob can move forward with the necessary planning.

Business Meeting

After discussing various meeting options (time, location, date, etc.), it was decided that the Business Meeting will be held Friday, April 4th at the Radisson directly following the conference. Traci Ulberg will coordinate with the appropriate conference personnel to obtain meeting space.

Lodging

Because most of the attendees will be from the local area, WTS has not made arrangements for a room block at the Radisson. It was suggested that Traci Ulberg send out an email (possibly include with professional tours email) to better estimate the number of individuals needing a room. If the number of interested individuals is high enough, a room block will be arranged at either the Radisson or at one of the downtown (16th Street) hotels.

2004 Annual Meeting

As of this meeting date it appears that the Washington State Department of Transportation (WSDOT) will be hosting the PNS Conference in 2004. Richard Hodges had spoken to Ed Boselly, WSDOT about the conference and the possibility of include a ITS track. As it stands now, there will be a TRB Research Conference on Monday, Tuesday, and Wednesday with the PNS Conference overlapping on Wednesday and going through Thursday and Friday. It was thought that an ITS track could run throughout the week. WSDOT will be conducting another planning meeting next week and will let Richard know their final decision. BOD will be notified via email at that time. Pending the outcome of the WSDOT meeting, a decision will have to be made to continue forth with the PNS conference or move onto another venue/partnership.

In discussing alternatives to the PNS conference, no immediate (2004) conferences were identified. It was indicated that partnering with ITE Intermountain in 2006 might be a feasible option as additional meeting space (currently being built) will be available in Jackson, Wyoming.

Student Scholarship

Jaime Helmuth, WTI joined the teleconference briefly to present her findings on ITE and ITS America student scholarship/award formats. ITE provides a cash award while ITS America has provided travel, publication and presentation opportunities at their national meeting. After a brief discussion, it was decided that Steve Albert would move forward with creating a preliminary document for discussion at the April Business Meeting.

Elections

Elections are held each year prior to the Chapter's Annual Meeting. Because the Annual Meeting is being held earlier this year (April 4th WTS Conference), the election process has been initiated early.

President and Vice President seats

While several names (Richard Hodges, John English, Mark Owens, etc.) were suggested for the two open seats, no nominations were put forth. Richard Hodges will visit with some of the potential candidates and will notify the BOD of their ability to serve in the capacity of President or Vice President.

Montana and New Mexico State Senator seats

Again several names were suggested for the two open Montana seats, but no nominations were put forth. Mike Bousilman will visit with some of the potential candidates and will notify the BOD of their ability to serve in the capacity of Montana Senator.

Richard Hodges will seek out candidates for the New Mexico Senatorial seats.

Treasurer's Report

Brandi Tesch reported that she has had some difficulty in obtaining signature authority from UMB Colorado. This has hampered her ability to transfer the funds to the new Wells Fargo account. She informed the BOD that prior to paying outstanding invoices, the Chapter has about \$12,500.00.

Chapter Procedures document

The Chapter Procedures document must be examined and subsequently updated every two years. Several minor changes were noted including updating of dates and removal of the 2001/2002 membership dues schedule. Traci Ulberg will make the changes and forward the revised document to the BOD.

Other Business

Historically, the fourth and final Newsletter of each publication year has contained a recap of the Chapter's Annual Meeting. Due to changes in the time/structure of this year's meetings a theme

for the Newsletter was needed. It was decided that the Fall (October/November/December) Newsletter's theme will be Emergency Medical Services (EMS).

Next Steps

- Continue partnership discussions with ITS Arizona and ITS Nebraska chapters (Martin Knopp/Steve Albert)
- Determine interest in professional tours for WTS Spring Technical Conference (Traci Ulberg)
- Finalize involvement in 2004 PNS Conference (Board of Directors)
- Prepare student scholarship white paper (Steve Albert)
- Obtain nominations for open seats - President, Vice President, Montana and New Mexico Senators (Richard Hodges/Mike Bousilman)
- Update Chapter Procedures Document (Traci Ulberg)