



ITS Rocky Mountain Chapter Board of Directors

Zoom Meeting Minutes

January 21, 2025 - 10:00 am Mountain Time

Board Members Attending:

Caitlin Yong, HNTB Corporation
Brian Christensen, Horrocks Engineers, Inc.
Jesse Lassandro, Western Systems
Jim Larsen, JBL Consulting
John Hansen, Olsson
Keith Trimels, IDT Group, LLC
Keil Ova, Miovision
Matt Luker, UDOT
Stan Brelin, Montana Department of Transportation

Board Members Not Attending:

Josh Richardson, Retired from City of Gillette
Ryan Saville, TransCore
Tony Wheeler, Swarco
Troy Torgersen, Utah Department of Transportation
Will Johnson, HDR

Others in Attendance:

Autumn Gilleard, Meetings Northwest, Inc.

Agenda

The President of ITS Rocky Mountain (ITS RM), John Hansen, welcomed everyone and led the agenda during the meeting. The meeting minutes, dated October 1, 2024, were sent to the board members via email ahead of time. Keith Trimels made a motion to approve the minutes, and this motion was seconded by Brian Christensen. The motion passed unanimously.

Treasurer Report

Brian Christensen presented the financial report, highlighting the following key points:

- A net gain of \$18,777.53 from the recent conference.
- The checking account balance is currently \$22,607.16 after all outstanding transactions have been posted.
- The savings account balance stands at \$4,372.14, resulting in a total combined balance of \$26,979.30.

Management of Conference Fees: It was confirmed that Meetings Northwest, Inc., will again manage the conference fees for this year.

Fund Transfer Discussion: Jim Larsen suggested that, given the healthy checking account balance, some funds be transferred to the savings account. Brian Christensen agreed to this suggestion and will take steps to make the transfer.

Elections

Autumn Gilleard reported that elections will be held electronically, with ballots being sent out on January 21, 2025. The ballot submission will close on February 21, 2025. Ballots will be emailed to the members listed in the 2024 and 2025 ITS Rocky Mountain membership lists.

Meetings Northwest, Inc. Contract

John Hansen requested to schedule a meeting with the President, Vice President, and Secretary/Treasurer of ITS Rocky Mountain to discuss the upcoming renewal of the Meetings Northwest contract. Key points for consideration include the terms of renewal, potential changes to the contract, and the impact of these changes on current operations and budgeting.

ITS Rocky Mountain 2025 Annual Meeting

- Autumn Gilleard will send the venue contract for the 2025 conference, scheduled for September 9, 2025, to John Hansen for his signature. The venue is the Karen Gail Miller Conference Center in Sandy, UT.
- John Hansen mentioned that John Craig approached him about hosting a half-day USDOT ITS JPO Rural Workshop during the conference. The workshop would focus on updates related to rural initiatives, funding, and grants. Discussions about the financial implications of adding the half-day workshop are still ongoing and have not yet been confirmed.

Autumn Gilleard inquired whether the attendees of the workshop would be the same as those attending the conference. John Hansen, who has experience with the workshop, noted that they are expanding on previous content. He believes the material is relevant to the ITS RM membership. This year, they have included some information on connected vehicles, while the primary focus remains on rural initiatives relevant to the states.

Matt Luker raised concerns that UDOT typically sends technicians to the conference who are interested in technical content rather than federal funding. Consequently, UDOT did not send everyone who wanted to attend the 2024 conference, opting to rotate attendance and send a different group in 2025, which would not benefit from the workshop.

Autumn Gilleard suggested that, if space allows and if UDOT is receptive, the workshop could be held the day before or after the conference at the UDOT facility. Matt Luker agreed to check with higher management regarding this possibility.

After some additional conversation, the decision was made to continue the discussion with Jim Craig but keep the conference a full day with technical sessions, with the workshop being held the day before or after.

- John Hansen will confirm conference support from the local ITE Utah Chapter.

Additional Business

With the 2027 ITS America Conference & Expo coming to Salt Lake City John Hansen would like the ITS America calls picked back up. Caitlin Yong said she usually calls in.

Next Meeting

Tuesday, March 4, 2025 @ 10:00 am MST.