



ITS Rocky Mountain Chapter Board of Directors

Zoom Meeting Minutes

May 2, 2024 - 10:30 am Mountain Time

Board Members Attending:

Caitlin Yong, HNTB Corporation
Jesse Lassandro, Western Systems
Jim Fox, Colorado Department of Transportation
John Hansen, Olsson
Josh Richardson, Retired from City of Gillette
Keith Trimels, IDT Group, LLC
Ryan Saville, TransCore
Tony Wheeler, Swarco

Board Members Not Attending:

Brian Christensen, Horrocks Engineers, Inc.
Jim Larsen, JBL Consulting
Keil Ova, Traffic Technology Services, Inc.
Stan Brelin, Montana Department of Transportation
Tyler Laing, Utah Department of Transportation
Troy Torgersen, Utah Department of Transportation
Will Johnson, HDR

Others in Attendance:

Autumn Gilleard, Meetings Northwest, Inc.

Agenda

The ITS Rocky Mountain (ITS RM) President, John Hansen, welcomed everyone and proceeded to lead the agenda. The meeting minutes dated March 18, 2024, were provided to the board beforehand via email. Keith Trimels made a motion to approve the minutes, which was seconded by Josh Richardson. The motion passed unanimously.

Meetings Northwest Inc. Contract Overage

Traci Ulberg shared that the overage is primarily driven by items not covered by the original contract, such as social media, and suggested that we either stop providing these services or append the current contract to include the additional items. John Hansen expressed that social media is essential to the chapter's growth and proposed including it in the new contract. Tony Wheeler and Josh Richardson supported John's proposal.

John Hansen asked Traci Ulberg and Autumn Gilleard if the current contract could be adjusted to include social media. With the current contract expiring in December, Traci Ulberg suggested doing an addendum and starting with a fresh contract in January 2025. John Hansen requested Traci Ulberg to move forward with the addendum to the current contract.

Liability Insurance

John Hansen asked Traci Ulberg to clarify and explain the DNO Director and Officers Policy. Traci Ulberg explained that it is a liability policy that protects the individual board member and chapter if anyone were to bring a legal suit against the chapter due to a chapter action. It is a standard policy recommended for most/all of our organizations.

John Hansen asked for feedback. Tony Wheeler asked if the board is considering removing the DNO or just reevaluating the policy. Additionally, John Hansen asked Autumn Gilleard to forward the board a policy copy.

2024 ITS Rocky Mountain Conference Update Abstracts

The deadline for submitting abstracts was the day before the board meeting. Autumn Gilleard reported that eight abstracts have been submitted so far. John Hansen mentioned that he will be hosting an additional round table session and has been collaborating with the FHWA and USDOT safety group to present on Road Safety and Rural America. Hansen would like to put together a preliminary agenda as soon as possible, as some agencies may need it for approval to attend. He requested the board to trust himself, Caitlin Yong, Jim Larsen, and Autumn Gilleard to create the preliminary agenda.

Moving Shifting Back to Board Meetings Being Held Every Other Month

With the increased costs of holding monthly meetings, John Hansen suggested having the Board Meetings every other month instead. He also proposed using emails to address any urgent matters between meetings. Keith Trimels agreed, stating that returning to meetings every other month would be a wise decision.

Other

None

Next Meeting

Tuesday, July 16, 2024 @ 10:00 am MST