



MINUTES

**NCITE Executive Board Meeting
Thursday, May 12, 2005
Mn/DOT Water's Edge – Conference Rm 323**

EXECUTIVE BOARD MEMBERS	PRESENT	ABSENT
Mike Spack, President	X	
Carla Stueve, Vice President		X
Marc Culver, Secretary	X	
Wayne Sandberg, Treasurer	X	
Bob Green, Past President	X	
Marc Briese, Director	X	
Jerry Kotzenmacher, Director	X	
Brent Paulsen, Director	X	

VISITORS: None

1. Call to Order - The meeting was called to order at 7:45 AM

2. Review Agenda

A. *Add a discussion for the following:* Nothing Added

3. Meeting Minutes

A. *April Board Meeting Minutes* – Marc C. presented the board meeting minutes. No discussion.

Bob G. motioned to approve March 2004 board meeting minutes, seconded by Jerry K., approved unanimously.

B. *April Section Meeting Minutes* – Marc C. presented the section meeting minutes. No discussion.

Bob G. motioned to approve March 2004 section meeting minutes, seconded by Marc B., approved unanimously.

4. Treasurer's Report

A. *April 2004 Report* – Wayne S. presented the April report. The last section meeting lost about \$126.00 due to low attendance. The Yearbook printing and postage came in at about \$300 over budget. It was suggested that the Yearbook editor receive at least two quotes for printing for next year's yearbook.

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ACTION ITEM: Marc C. to contact Yearbook editor about getting quotes for printing 2006 Yearbook.

Bob G. motioned to approve March 2004 Treasurer's Report, seconded by Marc C., approved unanimously.

B. *2004 Audit* - Still in progress. Bruce B. forgot the 2004 Treasurer's Records in Wayne's office.

ACTION ITEM: Wayne S. to deliver 2004 Treasurer's Records to Bruce Boje for audit.

Meetings

- A. *April Section Meeting recap* – About 30 people showed up with 10 students. Town Hall Brewery was just too noisy. Do not recommend using them in the future. A higher student attendance was expected, but an undergrad class was held at the same time and the students were not allowed to skip the class.
- B. *May 24th Section Meeting*– The meeting will be held at DiGidio's on West 7th St in St. Paul. About 20 people are registered so far. It was suggested that Chris Chromy send an email to the members of the new Geometric Committee about the meeting as the ROW topic may be of particular interest to those members (many of these members may not be NCITE members so they may not be aware of the meeting). Presenters will be Mike Stensberg and Chris Roy from Mn/DOT's Office of Land Management. They will talk about Right of Way Acquisition.
- C. *June 1st Joint Lunch Meeting* – Brent P. is working with Jeff Lutz with ITS MN on this meeting. Notice was sent out last Friday by ITS MN and posted on their website. NCITE email will be going out soon. Speaker is Brian Lamb of Metro Transit with a tour of the Metro Transit Operations Center afterwards.
- D. *District IV Meeting* – Coming up (June 22-24). Registration deadline is June 1st. The '06 Organizing Committee will be announcing the location of the 2006 District IV at the 2005 meeting. The meeting will be held in Rochester, MN on June 14-16, 2006. More details will follow this summer.
- E. *August summer social outing* – Brent P. talked to ITS MN about this meeting. ITS MN is interested in participating but feels that there should not be any company sponsorships of the meeting since it is a social gathering. ITS MN further suggested that there be no admission fee. NCITE does NOT feel the event should be free. WTS also was not in favor of picking up the complete tab. Partly because there will be a limited amount of people that can

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participate in the event (lawn bowling). It was decided that the cost will remain at \$20 with no solicitation. NCITE will be willing to pay up to \$500 of the tab.

ACTION ITEM: Brent P. to follow-up with ITS MN about joint social meeting.

F. *Annual Meeting* – No progress has been made on this item. Price point should be about \$30-40 with a \$1000 subsidy.

5. Committee Updates

Marc C. reported on the current status of the NCITE committees:

A. *Committees with nothing new to report:*

B. *Other Committee Updates*

- Communications
 - Newsletter – Draft of Spring newsletter to go out next week (week of May 16th). Final version should be sent to membership by Monday May 23 at the latest. It was decided that the next newsletter should be sent out by July 15th if at all possible. There was a discussion regarding purchasing Adobe Pagemaker for the newsletter editor. It was decided that NCITE would not pay for Pagemaker.
 - Website – The webpage continues to be a good source of information for our members. It would be nice to get updated committee pages from the Committee Chairs.
 - Yearbook – Nothing to report (previous comments on cost of printing)
- Student Activities - Student awards were handed out at the last section meeting. The spring semester is ending at both the U of M and NDSU, so they will not have any activities until September. ITSO has used all of their funding for calendar year 2005. NDSU has approximately \$443 remaining.
- Career Guidance – Carolyn Brown went to Oakview Middle School and talked to about 120 kids (Grades 6-7). The seminar went very well. Carolyn ended up leaving a copy of the CD with the presentation materials with the school for their use. This committee, (Brent, Carolyn and Brian Sorenson) will be meeting soon to put together a game plan for the next school year.
- Professional Development -
 - PTOE – Steve Manhart is requesting that the board approve the offering of the PTOE Refresher course and PTOE Exam again this year. Mn/DOT is requiring that the PTOE's take the course in order to pay for their license renewal. Also,

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anyone from Mn/DOT interested in taking the exam must also take the course. Steve also mentioned some concern over the material of the current refresher course and whether or not the material is directly applicable to the exam. The board discussed this and indicated that we would be open to suggestions but felt the course still serves as a good refresher even if the examples are not exactly like the test.

ACTION ITEM: Marc C. to contact Steve M. about offering course and test again in 2005.

- June 1st Course on Technical Presentations: Sue Groth indicated that only 3 people are currently registered for this course. There is probably more interest in this course than the registration indicates, but due to potential vacations, a conflict with the joint lunch meeting and busy summer schedules, people just are not registering. The board discussed the issue and decided that Sue should send out an email indicating the course has been cancelled.

ACTION ITEM: Marc C. to contact Sue G. and tell her to cancel the Technical Presentation Course.

- Museum – Nothing to report.
- MCUTC – Wayne S. indicated that while the committee was originally working on an “Update” to the Minnesota Manual, the decision has been made to release an entirely new Minnesota MUTCD Manual. This should be released within the next couple of months.
- Planning Methods and Applications – Greg Gaides indicated that the committee met on May 4th with an excellent turnout. They are continuing to work on an analysis of household trip generation rates (ITE vs 2000 travel behavior inventory). They plan on turning in a paper that will be submitted to ITE once completed. This would also be a very good lunch/breakfast presentation topic. The next meeting is June 1.
- Pedestrian Safety Committee – Marc C. indicated that a group of 5 people led by Don Sobania will be meeting tomorrow morning (Friday, May 13th) to get this committee started. At this meeting a committee chair and co-chair will be appointed and a meeting date for the new committee will be set.
- Traffic Signals - The signal operations national report card was released without much too much fanfare. There was an AP article that got put into a lot of newspapers and Ray Starr got interviewed for a short segment on Mn Public Radio. The signal committee feels it was a good exercise to review our own operations and prepare a short memo listing good points and things on which we still need work.

The committee’s last meeting looked at the issues surrounding detection within a 4-quadrant railroad gate system. St Paul and BNSF are currently discussing this issue and St Paul was looking for advice. The main issue is that detection is wanted within the gates to protect the gates from trapping a vehicle on the tracks. However, the RR wants St Paul to be responsible

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for the loops and St Paul feels the RR should take that responsibility since it is on RR ROW. There was a BNSF rep at the meeting and discussed a range of issues from if the detection or the 4-quadrant gates are really needed to the implications of coordination between these two agencies to fix a loop problem and if the RR has the expertise to service the loops. No conclusions were reached. However, the committee did resolve to try to reach up the channels to get others involved in crafting a state-wide or nation-wide standard. Given the differences in opinion, this issue will likely only be resolved by higher authorities.

- Geometric Design – Met in April. Very good turnout from many different agencies. At next meeting a co-chair will be appointed and meeting topics picked for the next few months.

Monthly Action Items - Monthly Action Items for *May*

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

TREASURER: Present monthly budget comparison to Board

DIRECTORS:

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR: Coordinate contacting members with unpaid dues and establish their desire to pay or drop.

STUDENT ACTIVITIES CHAIR:

6. Other Business –

- Progress Report – Attendance at meetings has been sparse at times. Meeting topics? Locations?
- District IV and Annual Meeting Paper Scholarships – Registration deadline for the District IV meeting is June 1st.

7. Adjournment

Marc C. motioned to adjourn the meeting. Brent P. seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:30 AM.

Next Meeting - Thursday, June 9, 200 at 7:45 am
Hosted by Jerry Katzenmacher, Mn/DOT

Monthly Action Items for *June*

PRESIDENT: Evaluate need for July Board meeting (often cancelled due to lack of activity).

VICE PRESIDENT:

SECRETARY: Prepare the mid-year Section report for presentation at District 4 Annual

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Meeting

TREASURER: Present monthly budget comparison to Board

DIRECTORS:

PAST PRESIDENT:

COMMUNICATIONS CHAIR:

MEMBERSHIP CHAIR:

- Members with Delinquent dues are dropped from Section Mailing list
- Membership Chair should contact recent graduates to upgrade their membership status.

STUDENT ACTIVITIES CHAIR:

REVIEW OF LAST MONTH'S ACTION ITEMS:

ACTION ITEM: Marc C. to establish policy on supplemental Newsletter Advertisements and send information to all current advertisers and post on the web

ACTION ITEM: Marc C. to establish proposed policy for section meeting sponsorships and present at the next board meeting

~~**ACTION ITEM:** Marc C. to contact Chris Chromy about a small blurb in the upcoming newsletter regarding this new committee. Also ask Chris to mention something briefly at the next Section Meeting~~

ACTION ITEM: Bob G. to follow up on ITE Transportation Achievement Award and if it is still an active award.

~~**ACTION ITEM:** Marc C. to contact Jerry Smreka regarding his interest in Life Membership.~~

~~**ACTION ITEM:** Wayne S. to investigate the reported totals indicated in the Section Meeting Income and Expense line items and report back to the Board at the May Board Meeting.~~

ACTION ITEM: Wayne S. to deliver 2004 Treasurer's Records to Bruce Boje for audit.

~~**ACTION ITEM:** Brent P. to contact Greg Finstad of ITS MN and inquire about their interest in the Summer Social as well as the possibility of another Joint Meeting in June.~~

~~**ACTION ITEM:** Mike S. to follow up with Greg Gaides regarding the condition of the committee and offer some suggestions for a better overall structure.~~

~~**ACTION ITEM:** Marc C. to work with Don Sobania and Randy Newton on formation of committee.~~

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ACTION ITEM: Marc C. to investigate the cost of a booth at the APWA meeting.

Respectfully submitted,

Marcus J. Culver, PE
2005 NCITE Secretary

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