

ITS Heartland Board of Directors Meeting
March 16, 2017 12:00 p.m. – 1:00 p.m.
Minutes



Attendees listed in **bold** below

BOARD MEMBERS		
Tom Hein (President)	Mandy Anderson (Past Pres.)	Matt McLaughlin (VP)
Kurt Rotering (Secretary)	Matthew Volz (Treasurer)	Rusty James (Cons. Dir. #1)
Therese Polum (Cons. Dir. #2)	Henry Brown (Acad. Dir. #1)	Ron Barnes (Acad. Dir.# 2)
Tim Simodynes (Iowa Dir.)	Ron Hall (Kansas Dir.)	Randy Johnson (Missouri Dir.)
Jessica Sherwood (Neb. Dir.)	Jared Schwennesen (Okla. Dir.)	Jamie Gilbert (Vendor Dir.)
Austin Yates (Comm. Dir.)	David LaRoche (FHWA Rep.)	Amy Lucke (Chapter Admin.)
Alan Stevenson (Okla. Dir.)		
GUESTS		
Joe Finley - KDOT		

Agenda – **Minutes** – **ACTION ITEMS**

1. Roll Call
2. February 16, 2017 Meeting Minutes Approval
 - **Motion – Matt Volz**
 - **Second – David LaRoche**
 - **Passed**
3. Treasurer’s Report
 - **Withdrawals: \$2,500 Wichita Hotel Down Payment**
 - **Deposits: \$5,750 – Memberships, Annual Meeting Registrations**
 - **Total of all accounts: \$105,118.42 as of Feb 28th**
4. ITS America issues
 - **Rates have been rising while service is going down.**
 - i. **No tax preparation assistance**
 - ii. **Difficult obtaining speakers to local meetings**
 - iii. **Focus is on Washington, D.C. and not the state chapters.**
 - **Executive Board Drafted a Letter**
 - **Other Chapters will be submitting letters as well, including:**
 - i. **ITS Connecticut**
 - ii. **ITS New York**
 - iii. **ITS Arizona**
 - **There is an ITS America BOD Meeting next week.**
 - **Motion to send letter to ITS America as Drafted – Kurt Rotering**
 - **Second – Therese Polum**
 - **Passed**

Call 1-866-620-7326

Code: 962-011-7481

5. Membership Update

- **Total: 469 Members – Up from last year**
- **156 Paid Memberships**
- **\$3000 more than last year so far.**

6. 2017 Annual Meeting – May 1 – 3 in Wichita

- Registration/Sponsor/Vendor Update
 - **\$4000 ahead of last year**
 - **Registration is behind**
 - **Early registration/hotel rate deadline is April 7th.**
 - **1 FHWA employer is included in the state DOT Registrations**
 - **Should additional FHWA employees register with member or non-member rate?**
 - **AMY WILL CHECK.**
 - **Monday registrations**
 - **0 TIM Only Registrations**
 - **11 full registrants attending TIM**
 - **28 full registrants attending OWG**
- Monday – Operations Forum to include Training Program
 - **Morning is Set**
 - **Will add a demonstration**
 - **Afternoon is Set**
 - **HDR will present on Regional Operations Forum Training Program**
- Monday – Ice Breaker Event (+ Silent Auction Opening?)
 - **Riverview Room**
 - **Music/food/open the silent auction**
- Tuesday Vendor Reception & Silent Auction
 - **Speakers are virtually set**
 - **Vendor Reception**
 - **Food / Drink / Matt Volz will MC**
 - **Jamie Gilbert will assist**
 - **Auction closes at 5:45 pm**
 - **Winners announced at 6:00 pm**
 - **Event closes at 6:30 pm**
 - **ANY SILENT AUCTION ITEMS – LET AMY KNOW**
- Schedule/Speakers
 - **ITS America Speaker moved to Wednesday late morning**
 - **Add MCOMP / Regional Operations Forum Training Program Updates to schedule for 5-10 minutes.**
 - **Email has been sent to Moderators**
 - **Amy will send an email to speakers, cc Moderators**
- Tour of WICHway TMC
 - **More than 30 people are interested in a tour of the TMC**
 - **Max 10 in TMC at a time**
 - **Tom Hein has the tours lined up**
 - **30-45 minutes**
 - **Hotel has a free shuttle**

- Tours will have to run concurrently with sessions
 - 1-hour slots
 - TMC is 8 blocks from hotel
 - Tour of Sedgwick Co EOC is included / same building
 - Demos
 - There was some interest, but none that would warrant a special demonstration outside of the booth areas.
7. Best of ITS Awards
- Extended to March 24th
 - Only 1 entry so far
 - STATE/VENDOR REPS NEED TO REACH OUT
 - MANDY WILL TALK TO JAIME REGARDING VENDOR PRODUCTS
8. BOD Elections
- Email out yesterday – Will be open for 2 weeks
 - Only 1 contested race
 - Need 90 votes for a quorum, received 43 the first day.
 - Rusty James will be leaving board after the Annual Meeting– NEED TO APPOINT SOMEONE TO CONSULTANT DIRECTOR #1.
 - i. Revisit after the Annual Meeting. Possibly approach the person who lost the contested race.
9. Training Committee
- No Update
10. Operations Working Group
- No update - Working on forum
11. Social Media/The Pulse
- No Update
12. MCOMP Update
- Still making progress (See attachment)
13. SHRP2 L36 ROF Update
- HDR was hired and work has begun
 - i. Matt Volz is the project director
 - ii. The project will be presented in Operations Symposium
 - Training will begin about a month after the Annual Meeting
 - Setup preliminary curriculum
 - Steering committee consists of State reps, but the ITSH Board will be involved throughout the process
 - Therese Polum will assist as Training Coordinator
 - i. Research past items
14. Open Action Items
- Discussed
15. Open Discussion
- 13% to 15% cut in FHWA budget in current Federal Budget Draft
 - Next meetings –
 - i. April 6th to finalize annual meeting
 - ii. April 20th
 - iii. May 1st (At Annual Meeting)
 - Update to digital agenda

- i. Out of 50 who have registered, 6 have wanted a printed agenda**
- ii. 10 out of 38 Vendors would like a printed agenda**
- iii. Large boards will be printed**
- iv. PowerPoint will be interactive**
- v. Vendors can lay handouts on registration table**

16. Adjourn

From: Blake G. Hansen [<mailto:bghansen@olssonassociates.com>]

Sent: Monday, February 13, 2017 10:15 AM

Subject: MCOMP Project Update and POSSIBLE meeting cancellation

All,

We have made progress on several fronts and have various updates this month, but all the items appear to be updates not likely to need discussion. To be considerate of your valuable time, we're providing the updates via email, and unless anyone objects, this may take place of the meeting today. Please let us know by 12:00 if you would like to still hold the meeting, otherwise we'll send a cancellation.

1. **System Verification Plan / System Requirements Specification.** Kyle has sent Olsson a draft system verification plan for review. We'll work through any comments and send a draft to you this week. We have also worked through the comments received on the SRS by the Heartland Board and will send that final version for your approval this week.
2. **MoDOT Purchasing / RFP Development Progress.** As with most DOT's, Missouri has several offices for purchasing, each with a specific function. Alex has been working with them to identify the correct purchasing office for our project. We had one call earlier in the month with one office that raised a few questions, but last week Alex sorted this out to identify the correct one. So we now have the correct RFP template and individuals identified. In the meantime, we have been drafting up portions of the RFP that would have been the same regardless of the procurement template and should have a draft completed before the next meeting.
3. **FHWA approval.** We also had a call with Missouri's FHWA division to review the proposed project structure (2 years + 3 1-year extensions). The challenge is that the original agreement only runs through Dec 31, 2019, and the proposed timeline would take it through 2022. After hearing the proposed plan, Mark Thornsberry agreed that it all sounded very reasonable, but said he would need to run it through the FHWA MCOMP program administrator for approval. He requested that we write up a 1-page description of the project and the reasons that we would like to pursue this approach. We'll get this drafted up early this week and will send it to you all for your review before it's submitted.
4. **Project Status on ITSH website.** We will work with Amy Lucke to post the final versions of the Concept of Operations and System Functional Specifications on the ITSH website.

Please let us know if you have any questions. Thank you!

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