

**ITS Heartland Board of Directors Meeting  
December 21, 2017 Noon – 1:00 p.m.  
Minutes**



Attendees listed in **bold** below

<b>BOARD MEMBERS</b>		
<b>Matthew McLaughlin (President)</b>	<b>Tom Hein (Past Pres.)</b>	<b>Randy Johnson (VP)</b>
<b>Lee Baer (Secretary)</b>	<b>Matthew Volz (Treasurer)</b>	<b>Slade Engstrom (Cons. Dir. #1)</b>
Kim Taylor (Cons. Dir. #2)	Henry Brown (Acad. Dir. #1)	<b>Ron Barnes (Acad. Dir.# 2)</b>
<b>Tim Simodynes (Iowa Dir.)</b>	Joe Finley (Kansas Dir.)	<b>Alex Wassman (Missouri Dir.)</b>
Jessica Sherwood (Neb. Dir.)	<b>Alan Stevenson (Okla. Dir.)</b>	Jamie Gilbert (Vendor Dir.)
<b>Zach Hanson (Comm. Dir.)</b>	Pete Eakman (FHWA Rep.)	<b>Amy Lucke (Chapter Admin.)</b>
<b>GUESTS</b>		
Joe Hawkins(Arkansas Dir.)		

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

1. Adjourn
2. Approval of November 16<sup>th</sup> Meeting Minutes
  - **Motion: Matt M. 2nd: Randy J. None Opposed**
3. 2018 Annual Meeting Tasks
  - Call for Abstracts . need to push this (email, Social Media, Live Your Network)
    - i. **Only 1 received as of meeting time with due date of 1/8/18, Amy was not concerned as this is normal.**
  - Vendor/Sponsor Registration
    - i. **10 currently registered with more expected after the beginning of 2018.**
  - Awards Committee . send to UNL and UNO, assign Action Item
    - i. **An action item was assigned to Ron Barnes to reach out to the local universities and he will report back in January meeting.**
  - Social Event Committee . vote on Brewsky's option: approach and cost estimate
    - i. **Summary attached at end of meeting minutes.**

**Call 1-866-583-7984**

**Code: 1674099**

**None Opposed**

- ii. **Motion for Approval of Brewsky's: Matt M. 2nd: Tom H.**

**None Opposed**

- **Vendor Reception / College Night**

- i. **Silent Auction went well last year and will likely be repeated. More discussion will be had during January meeting.**

- ii. **College night and a competition for those who participate.**

- iii. **Motion for Approval of College Night Theme: Matt M. 2nd: Lee B.**

**None Opposed**

- **Call for Speakers**

- i. **Matt M. will draft a letter to send to ITS America.**

- ii. **Kyle S. is a tentative yes.**

#### 4. **MCOMP Update**

- **Committee is negotiating contract with the selected team.**

- i. **See attached for summary from Alex W. (sent by email following the meeting).**

#### 5. **Treasurer's Report**

- **Account balance at the end of November: \$76,800.36**

- i. **TSMO Steering Committee lunch was \$328**

- **Matt V. presented a draft budget for 2018**

- i. **Motion for Approval: Lee B. 2nd: Tom H.**

**None Opposed**

#### 6. **Operations Working Group**

- **Group looking at ITSH Online University**

- i. **How to video's**

- ii. **Amy checking on our current website capacity to support this.**

7. Communications Director Update

- **Pulse coming out the week of 12/25.**

8. SHRP 2 L36 ROF Update

- **Jan. 25th will be the next TSMO Education**
- **Tom H. will be attending TRB Jan. 8-11 and will be presenting poster.**

9. Action Items

- **Ron B. will reach out to UNL and UNO.**

10. Meetings Northwest Contract 2018-2019

- **Amy L. signed off the phone meeting for this discussion.**
- **2018 Meetings Northwest contract ~ \$54,000**

i. **Motion for Approval: Matt M.      2nd: Slade E.**

**None Opposed**

ii. **Henry B. and Jamie G. were not on call, but told Matt M. they approved.**

**Adjourn 1:06 pm**

## **BREWSKY'S**

### **Description**

Brewsky's Sports Grill and Bar is located just over a half mile from the Cornhusker, in the heart of the Haymarket area. The atmosphere is casual and fun with a great, private space for the ITS Heartland icebreaker event. Think brick and old beams in a downstairs room with two bars for easy serving. Brewsky's can cater the event or we can bring in our own caterer. Musical entertainment is also an option. This venue has lots of flexibility, is affordable and location, location, location.

### **Food**

Brewsky's catering is mostly bar type food with some flexibility. Preliminary estimate for heavy appetizers and a dessert tray for 120 people would be \$2,800 - \$3,200. Brewsky's can also do a Philly steak sandwich bar or burger bar within this same range.

### **Possible invite to attendees**

You won't want to miss ITS Heartland "*underground.*" Brewsky's Sports Grill and Bar is a Lincoln favorite and just a short walk from the Cornhusker in the Haymarket District – where everyone wants to be. Join your colleagues and friends in Brewsky's underground for a fun night of food and drink as we kick off ITS Heartland 2018.

### **Consideration Points**

- No cost for reservations so long as there is a \$300 minimum spend the night of/ he might require a \$300 deposit to hold I forgot to clarify the point while I had him on the phone, but will do so if this is where we want to go.
- He would do 2 bartenders and 4 servers for a party of around 120. (If we cater something in, he would cut the servers down to 2).
- Catering menu that they will provide I son the website <http://www.brewskys.com/Catering-Menu-Brewskys-2017.pdf> , but we can cater in as well.
- Piano entertainment after the first hour \$350 for the night for roughly 2 hours.

### **Contact Information:**

Ryan Parks

General Manager

Brewsky's Haymarket

402-459-1391

[rparks@brewskys.com](mailto:rparks@brewskys.com)

## Summary and Email from Alex Wassman regarding MCOMP

ITSH Board,

Here is an update on the MCOMP project for those who were unable to attend the call, as well as scopes and fee options for the administration contract. Negotiations on the contract are close to concluding. One of the proposers has requested a debrief about why they were not chosen, which will take place the second week of January. The proposer chosen to do the work is ETALYC, a startup consisting of a group of Iowa State professors. Microsoft is also listed to assist with some of the web services. A regional Microsoft branch also put in their own proposal, and the final proposal was from Excel Global Solutions.

Olsson submitted documents and recommendations on their administration of the MCOMP project, which are attached. See below for their comments and a recommendation to use a wait-and-see approach since we have enough money to operate for a while without risk. If we choose to spend the available budget until it runs out, the project would need to be managed by the member agencies through completion. Until the contract begins it is difficult to estimate the amount of time and effort this would take.

“Here are the scope and fee estimates as requested. There are 2 sets of each document – one to meet the available \$50,000 budget, the other to do the management properly, which comes to about \$75,000.

The full version is based on the premise that it will take more effort to manage during year 1, since we’ll be setting expectations and processes for the first time – then it will simply be a matter of keeping tabs on things and making sure things go well thereafter. So we estimated about \$25,500 for year 1, and \$16,500 per year thereafter, totaling \$75,000 for all 4 years.

For the partial version, we went back and forth on how to show this – whether to reduce the hours per year, or to reduce the total number of years. We ended up showing a reduced number of hours per year. The PDF documents show the number of hours associated with each scenario. Feel free to share these with the board if you would like.

The two scope documents are the same, with the exception of the one “General Assumptions” section at the bottom of the “partial” document, which basically says that we will work until the money runs out.

You’ll note that we have Mike Jackson taking the lion’s share of managing the contractor, where Kyle and I are pulled in minimally from a project management and technical expertise standpoint. This was strategic in that Mike has experience managing Anuj’s work already from his time at Iowa DOT, and he is there in Ames with them – so it seemed to make sense.

On the Full vs. Partial approach – my thoughts are that it really is an estimate at this point on how much effort it will take to manage them in the long run. It could very well be that they get into a great groove and do good things and take very little oversight to get it done. In that case, we should be able to make

the management dollars stretch. On the other hand, if they are like a lot of researchers and creative types and require more consistent oversight, then it could be tougher. But, I think we should have a very good feel for that after a year and a half. So I think if I were you, I'd go with the option that you already have money for, then regroup after a year into the operations to see how you want to proceed at that point.

Please let us know if you have any questions at all."

Alex Wassman, P.E.

Traffic Management and Operations Engineer

MoDOT Highway Safety and Traffic Division



## Consultant Project Fee Computation

**Project:** ITSH MCOMP Grant Admin  
**Customer:** Missouri Department of Transportation  
**Revised:** November 28, 2017

### Estimate of Hours

Task	Description	Employee Name:	Blake Hansen	Mike Jackson	Taylor McHenry	Total
		Role:	Project Manager	Senior Engineer	Reporting Support	
<b>1 Project Management</b>						
1.1	Project Management Year 1		6			6
1.2	Project Management Year 2		6			6
1.3	Project Management Year 3		6			6
1.4	Project Management Year 4		6			6
<b>Task Subtotal</b>			24	0	0	24
<b>2 MCOMP Grant Oversight</b>						
2.5	Additional Quarterly Reports (16)		8		16	24
<b>Task Subtotal</b>			8	0	16	24
<b>5 Consultant Management &amp; Project Oversight</b>						
5.2	Consultant Management O&M Year 1		8	60		68
5.3	Consultant Management O&M Year 2		4	28		32
5.4	Consultant Management O&M Year 3		4	28		32
5.5	Consultant Management O&M Year 4		4	28		32
<b>Task Subtotal</b>			20	144	0	164
<b>Project Total</b>			52	144	16	212

# Consultant Project Fee Computation

**Project:** ITSH MCOMP Grant Admin  
**Customer:** Missouri Department of Transpor  
**Revised:** November 28, 2017

**Subconsultant Estimate of Hours**  
**Synesis Partners**

	<b>Employee Name:</b>	Kyle Garrett	Bryan Krueger
<b>Task</b>	<b>Description</b>	<b>Role:</b>	Systems Engineer

<b>1 Project Management</b>		
1.1 Project Management Year 1		
1.2 Project Management Year 2		
1.3 Project Management Year 3		
1.4 Project Management Year 4		
<b>Task Subtotal</b>		0 0

<b>2 MCOMP Grant Oversight</b>		
2.5 Additional Quarterly Reports (16)		
<b>Task Subtotal</b>		0 0

<b>5 Consultant Management &amp; Project Oversight</b>		
5.2 Consultant Management O&M Year 1		24
5.3 Consultant Management O&M Year 2		18
5.4 Consultant Management O&M Year 3		18
5.5 Consultant Management O&M Year 4		18
<b>Task Subtotal</b>		78 0

<b>Project Total</b>		78 0
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## Consultant Project Fee Computation

**Project:** ITSH MCOMP Grant Admin  
**Customer:** Missouri Department of Transportation  
**Revised:** December 15, 2017

### Estimate of Hours

Task	Description	Employee Name:	Blake Hansen	Mike Jackson	Taylor McHenry	Total
		Role:	Project Manager	Senior Engineer	Reporting Support	
<b>1 Project Management</b>						
1.2	Project Management Year 1		6			6
1.3	Project Management Year 2		6			6
1.4	Project Management Year 3		6			6
1.5	Project Management Year 4		6			6
<b>Task Subtotal</b>			24	0	0	24
<b>2 MCOMP Grant Oversight</b>						
2.5	Additional Quarterly Reports (16)		8		16	24
<b>Task Subtotal</b>			8	0	16	24
<b>5 Consultant Management &amp; Project Oversight</b>						
5.2	Consultant Management O&M Year 1		18	92		110
5.3	Consultant Management O&M Year 2		12	54		66
5.4	Consultant Management O&M Year 3		12	54		66
5.5	Consultant Management O&M Year 4		12	54		66
<b>Task Subtotal</b>			54	254	0	308
<b>Project Total</b>			86	254	16	356

## Consultant Project Fee Computation

**Project:** ITSH MCOMP Grant Admin  
**Customer:** Missouri Department of Transpor  
**Revised:** December 15, 2017

**Subconsultant Estimate of Hours**  
**Synesis Partners**

		<b>Employee Name:</b>	Kyle Garrett	Bryan Krueger
<b>Task</b>	<b>Description</b>	<b>Role:</b>	Systems Engineer	Systems Engineer

**1 Project Management**

	1.2 Project Management Year 1			
	1.3 Project Management Year 2			
	1.4 Project Management Year 3			
	1.5 Project Management Year 4			
<b>Task Subtotal</b>			0	0

**2 MCOMP Grant Oversight**

	2.5 Additional Quarterly Reports (16)			
<b>Task Subtotal</b>			0	0

**5 Consultant Management & Project Oversight**

	5.2 Consultant Management O&M Year 1		24	
	5.3 Consultant Management O&M Year 2		18	
	5.4 Consultant Management O&M Year 3		18	
	5.5 Consultant Management O&M Year 4		18	
<b>Task Subtotal</b>			78	0

	<b>Project Total</b>		78	0
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