

**ITS Heartland Board of Directors Meeting
 March 15, 2018 Noon – 12:00 p.m.
 Minutes**



Attendees listed in **bold** below

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

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

1. Roll Call
2. Approval of February 15th Meeting Minutes
 - **Motion: Matt M. 2nd: Randy J.**
3. Nominations / Election
 - **Vice President (one year term)**
 - **Secretary (one year term)**
 - **Treasurer (two year term)**
 - **Consultant Director #1 (two year term)**
 - **Academic Sector Director #2 (two year term)**
 - **Iowa State Director (two year term)**
 - **Nebraska State Director (two year term)**
 - **Oklahoma State Director (two year term)**
4. Awards (ITE TSMO, ITSA Chapter)
 - **ITE TSMO - Application submitted**
 - **ITSA Best deadline is 3/16**

Call 1-866-583-7984

Code: 1674099

None Opposed

- **ITSA Chapter - due 4/6, get a draft to Amy by 3/29, effort will be lead by Randy J.**
5. 2020 Annual Meeting discussion and next steps
- **State location is Iowa**
 - i. **Need to decide on Ames or Des Moines, Amy will report back at 2018 annual meeting.**
6. 2018 Annual Meeting Schedule
- Arkansas Update
 - i. **Arkansas will not be able to attend. Kim T. will ask Joe if higher ups could attend.**
 - Numbers Tracking
 - i. **Our current registration is up to 100.**
 - ii. **We have 4 vendor spots open.**
 - iii. **We have 16 sponsors.**
 - Awards Committee (Best, Student)
 - i. **Both UNL and UNO were contacted.**
 - ii. **Best of ITS (none submitted yet)**
 - iii. **Student Competition (1 submitted)**
 - Session Moderators
 - i. **Moderators are advised to reach out to their speaker.**
7. MCOMP Update
- i. **See Addendum**
8. Treasurers Report
- **Account Total Ending February 2018: \$98,950.85**

9. Operations Working Group Update

- **No update.**

10. Communications Director Update

- **Pulse will come out mid March.**

11. SHRP2 L36 ROF Update . Funding Solutions for TSMO Activities . March 22nd at Noon
CST

- **Information on ITSH website**

12. Action Items

- **Discussed action items 73, 74, 75, and 76.**
- **Close action item 73.**
- **Added action item 77.**

Adjourn

12:50 pm

Addendum

Email from Alex Wassman on 3/15/2018 at 11:58 am

The original contract with Olsson was for a maximum of \$149,106.06. With the extension of the schedule that amount will no longer cover the level of service promised through the end of the project. At the time the estimates were provided there was still \$49,585.87 left on the original contract. Olsson estimated that for continued full support they would need a total of \$75,617.25. This means the additional amount requested is \$26,031.38. I did not include the actual estimates as they contain some sensitive information. Sorry if that led to confusion.

The estimates both show Olsson providing support for the whole contract, but the lower estimate would require either the ITS Heartland Board or the project team to cover all the tasks and oversight that they do not have the hours/dollars to complete. This is why the additional funds were requested. The other option would be to use them at the full rate and run out of money at some point around a third of the way through 2021. The period of performance for the MCOMP project itself is through the end of 2022 thanks to FHWA giving us an extension.

The original contract terms with Olsson only take us through April 4, 2018. Regardless of what we decide, I will need to execute an MOU to extend the period of performance on the Olsson contract to utilize the remaining money.

A summary of all of our options are below.

- ITS Heartland could extend the scope, fee, and period of performance of the current grant administration project. Olsson continues providing full services at an additional cost of \$26,031.38, with that pool of money expended in 2021 and 2022.
- ITS Heartland could extend only the scope and period of performance at no additional cost.
 - Olsson provides full services through the beginning of 2021 as estimated. Either the ITS Heartland board or one of the member states can provide full oversight, technical reviews, required FHWA documentation, etc. after that time. In this case, we are hoping that the estimated hours required was high and Olsson would be able to extend their services longer than expected.
 - Olsson provides partial services through the end of the contract in 2022. Olsson will not lead all aspects of the project, and either the ITS Heartland board or one of the member states must provide partial oversight, technical reviews, required FHWA documentation, etc. to cover the shortfall.