



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

MINUTES

February 2018 Board Meeting
Thursday, February 8th, 2018: 8:30am-10:30am
Location: Stantec
Host: Jeff Preston

Executive Board	Present	Absent
Scott Poska, President	X	
Jeff Preston, Vice President	X	
Jacob Folkeringa, Secretary	X (phone)	
Kevin Peterson, Treasurer	X (phone)	
Mike Fairbanks, Director	X	
Tyler Krage, Director	X	
Natalie Lindsoe, Director	X	
Mike Martinez, Past President	X (phone)	
Guests: Jackie Nowak, 2018 U of M Student Leadership Summit Chair Jack Olsson, ITSO		

1. Call Meeting to Order

Scott called the meeting to order at 8:35am.

2. Review Agenda

The agenda was reviewed. No comments were provided.

3. January 2018 Secretary’s Report

Jacob presented the January Board Meeting Minutes. No comments were provided. Tyler motioned to approve. Jeff seconded. Motion carried.

Jacob presented the January Section Meeting Minutes. No comments were provided. Jeff motioned to approve. Natalie seconded. Motion carried.

4. January 2018 Treasurer’s Report

Kevin presented the January 2018 Treasurer’s Report. The 2017 checks that were cashed in January 2018 should be shown in the Monthly Banking Summary and noted accordingly. A note regarding PayPal fees should be added to applicable categories on the Monthly Banking Summary. Mike F motioned to approve as amended. Tyler seconded. Motion carried.

5. 2017 Year-End Treasurer’s Report

Jacob presented the 2017 Year-End Treasurer’s Report. A note should be added to the Year End Advertising Summary to clarify that a job posting is included with each advertising package. A graph should be added to the report showing the total balance of NCITE’s accounts over time. Mike M motioned to approve as amended. Tyler seconded. Motion carried.

6. Section Meetings

a. Recap January Section Meeting

Mike F provided a summary of the January Section Meeting. Overall the meeting went very well. Mike F will be creating a Google Drive document of lessons learned from section meetings to help future Directors.

b. February Section Meeting

Tyler provided an update on the February Section Meeting. A deposit has been placed and the meeting will take place on Tuesday, February 20th, 2018 at Jax Café in Minneapolis. Derek Leuer of MnDOT will be the presenter. The Directors will send out meeting reminders as the meeting approaches.

c. March/April Section Meeting

Jacob provided an update on a potential Section Meeting to be held in Duluth. Vic Lund of St. Louis County has expressed interest. Scott reached out to the Duluth ASCE chapter but received little interest. Mike F will reach out to Morrie Luke of MnDOT to gauge interest. Potential presentation topics include the latest update to the Minnesota Temporary Traffic Control Field Manual and the Baudette bridge. Jeff will email Scott information about the Baudette bridge project. A teleconference is scheduled for 9:00am on Friday, February 9th to further discuss holding a Section Meeting in Duluth. Jacob will send out the teleconference details to the Board.

7. Committee Updates

Jeff provided updates on the committees. Recent and upcoming committee meeting include:

- Traffic Operations and Maintenance Discussion Group: February 7th – FYA Deployments at MnDOT Ramp Signals and Pavement Markings Performance Measures
- Geometric Design Committee: February 8th – MnDOT RCUTs
- Planning Methods and Applications Committee: February 13th – Best Practices for using the Twin Cities Activity Based Model
- Intersection Traffic Control Committee: February 14th – RRFB Discussion (joint meeting with Pedestrian and Traffic Safety Committee)
- Pedestrian and Traffic Safety Committee: February 14th – RRFB Discussion (joint meeting with Intersection Traffic Control Committee)
- Simulation and Capacity Analysis Committee: February 20th – Implementation of the UDOT Automated Signal Performance Measure Software
- Younger Member Committee: February 28th – Lunch and Learn

8. Invited Ped and Traffic Safety Committee Chair

Tyler provided an update on the Pedestrian and Traffic Safety Committee. They are having a joint meeting with the Intersection Traffic Control Committee on February 14th to discuss RRFBs. For 2018 the committee would like to mix in some field and social events.

9. Invited U of M Student Leadership Summit Chairs

Jackie and Jack provided an update on the U of M Student Leadership Summit. They are currently working on a budget and lining up facilities for the event. Events will take place at the University of Minnesota Civil Engineering Department Building and Rapson Hall. Lodging will be at Middlebrook Hall. One meal will take place at the Campus Club and be a more formal event. They are working on fundraising and are looking into options for local companies to

sponsor students. Volunteers and speakers will be needed for the event. Scott will route the event flyer to the Board for their information.

10. 2018 Budget

Scott presented the updated 2018 budget. The budget was updated based on the final 2017 expenses and the latest information on the upcoming ethics training. Kevin motioned to approve. Mike M seconded. Motion carried.

11. Policy 8

Mike M presented the updated Policy 8 (Travel and Registration Reimbursement for ITE and MWITE Events). A few minor updates were made based on the previous draft. Jacob motioned to approve. Mike F seconded. Motion carried. Jacob will update Policy 8 on the NCITE website.

12. Policy 16

Scott presented Policy 16 (Travel and Registration Reimbursement for Leadership ITE). The Board discussed that the policy should be modified slightly to allow more than two Section participants to be reimbursed per Leadership ITE class if approved by the Board. Mike M motioned to approved as amended. Tyler seconded. Motion carried. Jacob will update Policy 16 on the NCITE website.

13. 2018 ITE Awards

Scott provided an overview of the 2018 ITE Awards. Award applications are due to MWITE on March 1st and to ITE on April 1st. Jeff is working on the Section Activities Award application and Jacob is working on the Communications Award application.

14. 2018 Communications Plan

Jacob provided an overview of NCITE's Communications Plan. Jacob will set up a meeting to further discuss the 2018 NCITE Communications Plan and the 2018 Communications Award.

15. MWITE Updates

Mike M provided an update on MWITE. There was an MWITE Board Meeting on January 25th and a follow up meeting on January 26th to discuss the MWITE Communications Plan. The next MWITE Board Meeting will take place at the end of March.

16. 2018 Professional Development/Ethics Training

Mike M provided an update on the 2018 ethics training. The event will be organized jointly with WTS and will take place on March 15th at WSB. David Schultz of Hamline University will be the presenter. WSB will not be charging for the room and profits will be split 50/50 between NCITE and WTS. Natalie will coordinate this event with WTS.

17. 2018 Board Initiatives

This topic was tabled due to a lack of time and will be included on the agenda for the March Board Meeting.

18. Review Action Items

The updated list of action items is as follows:



Scott – Review Board duties and prepare draft document for review.

Jeff – Scan remaining paper newsletters.

Jacob – Work with Jonah to update committees on website.

Mike F – Follow up with Morrie Luke (MnDOT D1) regarding interest in a NCITE Section Meeting in Duluth.

Jeff – Send Scott information on Baudette bridge as a potential Section Meeting presentation topic.

Jacob – Send out teleconference info for February 9th meeting to discuss Section Meeting in Duluth.

Scott – Route Student Leadership Summit flyer to the Board for their information.

Jacob – Update Policy 8 and Policy 16 on NCITE website.

Jacob – Set up meeting to discuss the 2018 NCITE Communications Plan and the 2018 Communications Award.

Natalie – Coordinate 2018 ethics training with WTS.

19. Adjourn

Natalie motioned to adjourn the meeting at 10:35am. Mike F seconded. Motion carried.

Respectfully submitted,

Jacob Folkeringa
2018 Secretary

March 8, 2018