



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## MINUTES

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NCITE Executive Board Meeting  
Thursday, September 8th, 2016 - 8:30-10:30 a.m.  
Location: HDR  
Host: Max Moreland

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| <b>Executive Board:</b>       | <b>Present</b> | <b>Absent</b> |
|-------------------------------|----------------|---------------|
| Joe Gustafson, President      | X              |               |
| Mike Martinez, Vice President | X              |               |
| Scott Poska, Secretary        | X              |               |
| Jeff Preston, Treasurer       | X              |               |
| Jacob Folkeringa, Director    | X              |               |
| Ken Levin, Director           | X              |               |
| Max Moreland, Director        | X              |               |
| Katie Schmidt, Past President | X              |               |
| <b>Guests:</b>                |                |               |

### 1. Call Meeting to Order

Joe called the meeting to order at 8:36am.

### 2. Review Agenda

The agenda items were reviewed. Scott suggested the addition of a discussion about a NCITE representative for the MnMUTCD committee. Mike motioned to approve this change, Jeff seconded. Motion carried. Joe added it as agenda item 9a.

### 3. Secretary's Report

Scott presented the August Board Meeting minutes. A few minor typos were identified. Mike motioned to approve as amended. Ken seconded. Motion carried.

### 4. Treasurer's Report

Jeff presented the August Treasurer's report. Scott motioned to approve, Max seconded. Motion carried.

### 5. MWITE Updates

Katie gave a brief MWITE update. The MWITE board fall retreat was originally scheduled for November 10, the same day as the NCITE Annual Meeting. However, it was recently rescheduled to November 17-18.

### 6. Committee Updates

Mike recapped recent committee meetings. The Intersection Traffic Control and Maintenance and Operations group met on September 7. The Pedestrian and Traffic Safety committee is planning to meet on September 21<sup>st</sup>. The SimCap committee is planning to meet on September 20<sup>th</sup>.

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**7. Policy Language Updates**

Joe reported that he received responses from all committee chairs on their committees purpose, and duties of the chair and co-chair. The Board had a lengthy discussion about how the current committees are organized, most notably the Communications Committee. Based on the discussion, Joe will reorganize the committees in the Policies and will bring a draft of the modified Policies to the next Board meeting for approval.

**8. Section Meetings**

- a. Max gave a quick status update for the September 27th section meeting at Hiway. He has arranged for Keys Café lunches and will be bringing soda in coolers himself. Going this route for drinks is much more economical.
- b. Jacob gave an update on preparations for the October 17<sup>th</sup> section meeting at the University of Minnesota. It is a joint meeting with ITSO. Nicole Morris from the Center for Transportation Studies will be presenting. Jacob has arranged for the same lunch options as the last meeting. The Board decided to introduce member and non-member pricing with this section meeting. To ease into this, it was decided to have it be 'on your honor' and not require member login to get discounted pricing.
- c. Max gave an update on preparations for the November 10th Annual Meeting. A deposit was recently made for the catering. Max will be sending out a save the date email as well as adding the event to the StarChapter calendar.
- d. Per Shawn Leight and John Davis at the ITE Annual Meeting in Anaheim, Minneapolis has been selected to host the 2018 Annual Meeting! Joe has notified past NCITE leadership and asked for volunteers for the LAC. Scott has setup a Google Group. John Crawford is in the process of setting up a LAC kick-off meeting.

**9. Fall 2016 NCITE Elections**

The Board discussed a timeline for the Fall elections. Scott has prepared the election nominations email, and will send out by the end of the week. Nominations will be due on September 30<sup>th</sup>. The goal will be to have a draft Election INCITER by October 14th. It will be sent out by October 21<sup>st</sup>, when the Election Buddy election will begin. The election will close November 4<sup>th</sup>. The Board also decided to accept nominations for a Section Distinguished Member.

**9a NCITE MnMUTCD Committee Representative**

Joe and Scott, current MnMUTCD Committee members, gave a summary of how this committee operates and who sits on it. The Board sees some value in having a seat on the committee, but is willing to revisit the topic after the next MnMUTCD committee meeting where this topic will be discussed.

**10. Review Action Items**

The updated list of action items is as follows:

- Board** – Consider section insurance.
- Joe** – remind Kate Miner if archived newsletters have been uploaded to Google Drive.
- Joe** – Update Policies with Board and committee responsibilities.
- Joe** – send email to all members about new Young Member Committee and 2018 Annual Meeting.
- Scott** – Work with John Crawford to schedule a tentative kick-off meeting for 2018 LAC.

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- Mike** – send Scott & Jeff tax form 990N and upload to Google Drive.
- Board** – read Bylaws and note needed updates/revisions in time for the fall election voting.
- Scott** – update Bylaws with 2015 Amendments.
- Katie** – document Past President MWITE responsibilities.
- Jeff** – obtain credit card payment Square.
- Max** – send Annual Meeting save the date email and put on StarChapter calendar.
- Scott** – send Annual Meeting save the date email to Shawn Leight and John Davis.
- Mike** – coordinate Life Section/Affiliate members list updates on website with Nick/Jonah.
- Katie** – ask about Section insurance on next MWITE conference call.


**11. Adjourn**

Scott motioned to adjourn at 10:55 and Ken seconded the motion. Motion carried unanimously.

**12. Next Meeting**

Thursday, October 13, 2016, 8:30 a.m. to 10:30 a.m. at Washington County.

Respectfully submitted,



Scott Poska  
2016 NCITE Secretary

Date: September 8, 2016

**2016 Executive Committee**

**Joe Gustafson, P.E., PTOE**

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**Agenda**

NCITE Executive Board Meeting  
Thursday, September 8<sup>th</sup>, 2016 8:30 – 10:30 AM

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Location: HDR, Inc  
701 Xenia Ave South, Suite 600, Golden Valley, MN 55416  
Host: Max Moreland (TDI)

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1. Call Meeting to Order
2. Review Agenda
3. August 2016 Secretary’s Report ..... Scott
4. August 2016 Treasurer’s Report ..... Jeff
5. MWITE Updates..... Katie
6. Committee Updates .....Mike M
7. Policy Language Updates ..... Joe
  - a. Student Travel Reimbursement
  - b. Committee Responsibilities
8. Section Meetings
  - a. September Section Meeting (Hiway Credit Union) ..... Max
  - b. October Section Meeting (U of M / ITSO?).....Jake
  - c. Annual meeting (Whirlyball) ..... Joe
  - d. ITE 2018 / MWITE Update ..... Joe
9. Fall 2016 NCITE Elections ..... Joe
10. Review Action Items..... Scott
11. Adjourn

**Next Meeting:**

Board Meeting – October 13<sup>th</sup>, 2016  
8:30 – 10:30 AM

Location: Washington County’s **NEW North Shop**  
11660 Myeron Road North, Stillwater, MN 55082  
Host: Joe Gustafson