Table of Contents

A MESSAGE FROM NCITE’S 2012 PRESIDENT ......................................................... 1
EXECUTIVE SUMMARY ....................................................................................... III

INTRODUCTION ................................................................................................. 1
  ELECTED LEADERSHIP..................................................................................... 2
  PURPOSE, MISSION AND GOALS .................................................................. 2

NCITE ORGANIZATION ..................................................................................... 4
  2012 EXECUTIVE BOARD ............................................................................. 4
  PAST NCITE PRESIDENTS ............................................................................ 5
  PAST MIDWESTERN ITE DISTRICT 4 DIRECTORS ..................................... 5

MEMBERSHIP ..................................................................................................... 6
  SECTION MEMBERSHIP ................................................................................ 6
  NEW MEMBERS .............................................................................................. 6
  SECTION DISTINGUISHED MEMBERS ....................................................... 7
  ITE LIFE MEMBERS ...................................................................................... 8
  SECTION LIFE MEMBERS ............................................................................ 8
  SECTION LIFE AFFILIATES ................................................................ ........... 9
  MEMBERSHIP SERVICES .............................................................................. 9

2012 SCHEDULE .................................................................................................. 11

2012 MEETING SUMMARIES ............................................................................ 12
  SECTION MEETINGS ..................................................................................... 12
  SUMMER SOCIAL .......................................................................................... 20
  PAST PRESIDENTS MEETING ..................................................................... 20
  ANNUAL MEETING ....................................................................................... 21
  2012 EXECUTIVE BOARD MEETINGS ......................................................... 22
  2012 DISTRICT AND INTERNATIONAL MEETINGS ..................................... 23

COMMITTEES ...................................................................................................... 24
  TECHNICAL COMMITTEES: ......................................................................... 24
  STANDING COMMITTEES: ............................................................................ 27

AWARDS AND SCHOLARSHIPS ...................................................................... 30
  PAST PRESIDENTS AWARD ....................................................................... 30
  YOUNG TRANSPORTATION PROFESSIONAL OF THE YEAR AWARD .... 31
  STUDENT PAPER AWARD ......................................................................... 31
  SCHOLARSHIPS ............................................................................................ 32

PROFESSIONAL DEVELOPMENT TRAINING AND OUTREACH .................... 33

LEGISLATIVE ACTIVITIES .................................................................................. 34

FINANCES .......................................................................................................... 35

SUMMARY .......................................................................................................... 36

APPENDICES ........................................................................................................ 37

  APPENDIX A: 2012 ITE MIDWESTERN DISTRICT OFFICERS AND REPRESENTATIVES ........................................... 38
  APPENDIX B: DISTRICT AND SECTION RULES AND RESPONSIBILITIES ......................................................... 40
A MESSAGE FROM NCITE’S 2012 PRESIDENT

2013 will mark the 50th anniversary of NCITE’s founding. The field of transportation engineering in general and our organization in particular has come a long way over the past half century. Despite all the change, the focus of serving our members by providing professional development and networking opportunities has remained constant. In 2012, NCITE held seven section meetings, a summer social outing, eleven Executive Board meetings, awarded $4,000 dollars in scholarships awarded, and held regular technical committee meetings all in an effort to serve our members.

We continue as an organization to be recognized for the hard work our volunteer committee chairs put forth to serve our members. At the 2012 ITE Annual Meeting in Atlanta, NCITE and our 2011-2012 Newsletter Editor Derek Nieveen received the annual award for Best Midsize Section or District Newsletter. The Spring 2011 edition of the INCITER was the volume submitted for judging. Articles in this edition were written by Ben Hao, Daryl Taavola and Richard Dial. Thank you and congratulations to all who have made contributions to the INCITER over the past year, and a special thank you to Derek for his hard work as newsletter editor for the past two years.

NCITE’s section meetings provide members with a way to both keep current on the latest projects and trends in the industry, as well as with an opportunity to network with peers. Attendance for the year was consistent at around 40 attendees. In addition to the traditional buffet lunch and breakfast formats, a low-cost box lunch format was offered for the second year at the May section meeting.

Two Section Life Members were nominated and approved by the Executive Board. These individuals have been members of ITE for at least 20 years, have reached the age of 55, and are no longer actively practicing in the transportation field. The two persons recognized as Section Life Members in 2012 were Bruce Boje and Steve Alderson.

One change to the section bylaws was approved by members at the 2012 election in November. The bylaw change was proposed to address a potential grey area that lacked definition on how to handle a tie in a section election. The language adopted was modeled after the Midwestern District bylaws. In the event of a tie, the outgoing Executive Board will determine the winner by coin toss.

The Annual Section Meeting in November provided an entertaining close to a successful year. The venue for the meeting was Dave and Buster’s, an arcade and meeting venue in Maple Grove, Minnesota. In addition to recognizing members who have contributed their time to the organization of the past year and announcing the results of the Executive Board elections, I was also honored to present NCITE’s two annual awards, the Past President’s award for Transportation Professional of the Year, and the Young
Transportation Professional of the Year. I encourage you to read about our well deserving recipients on pages 30-31.

As we move into 2013, our 50th Anniversary year, the Executive Board is hoping to lay the groundwork for another successful 50 years by undertaking a membership drive. To help reward those who recruit new members, each new NCITE member recruited in 2013 as well as his/her sponsor will be entered into drawings for free registration to your choice of two NCITE section meetings or the NCITE annual meeting in 2013. We hope this will provide a fun incentive to help recruit new members to our organization.

In addition to the membership drive, the board is planning additional activities to help commemorate our 50th anniversary year. I encourage you to attend a section meeting or professional development training opportunity this year. NCITE’s technical committees remain open to all members of NCITE, and are continually investigating the latest trends specific to your area of practice. Check out the NCITE’s website for the latest information and information on who to contact to get involved.

On behalf of the Executive Board, I thank you for your continued support of NCITE. I have been honored to serve as your President for 2012. If you have any questions or suggestions to improve our organization, I encourage you to contact me or any member of the Executive Board. We are here to serve you.

Sincerely,

Nick Erpelding, P.E., PTOE
2012 NCITE President
Executive Summary

NCITE had an active and successful year in 2012. The Technical Committees continued to be active, providing opportunities for on-going education, information sharing, and networking for our members. The tradition of strong Section Meetings, providing multiple Professional Development opportunities, and actively engaging our student chapter was continued.

Meetings

- NCITE held seven Section Meetings covering a range of timely transportation topics, with a total of more than 350 attendees over the course of the year.
- NCITE Members and their guests enjoyed arcade games and skee ball at the Annual Meeting held at Dave and Busters in November.
- The Summer Social included tailgating and a St. Paul Saints game at Midway Field in St. Paul.
- The NCITE Executive Board met 11 times.
- NCITE’s five Technical Committees (Geometric Design, Intersection Traffic Control, Intelligent Transportation Systems, Pedestrian and Traffic Safety, and Planning Methods and Applications) met regularly and remained active discussing current issues in their areas. NCITE’s Traffic Operation and Maintenance Discussion Group, in their fourth year, continued to meet monthly.
- The Past President’s meeting held in May gave past leaders of NCITE an opportunity to share their ideas with current section leadership.

Student Activities

- NCITE awarded $4,000 in student scholarships and awards in 2012:
  - two (2) $1,000 Undergraduate Student Scholarships.
  - one (1) $500 Graduate Student Scholarship.
  - two (2) $500 Intern Scholarships.
  - one (1) $500 Student Paper Award.
- NCITE held a joint section meeting with the University of Minnesota Student Chapter in October.
- NCITE supported the University of Minnesota student chapter in bringing a Traffic Bowl team to the MWITE District meeting in Chicago, IL.
- Funding was made available for student chapters of the University of Minnesota, North Dakota State University, and South Dakota University.

Awards

NCITE and its members received the following awards in 2012:

- Midwestern District 2012 Section Website Award,
- International ITE 2012 Newsletter Award.
- The NCITE Past President’s Award for an individual who has made outstanding contributions to NCITE, ITE and/or through achievements in the Transportation/Traffic Engineering profession was presented to Wayne Sandberg.
The NCITE Young Transportation Professional of the Year Award for an individual who is 35 years old or younger, and who is making outstanding contribution to NCITE was presented to David Hirsch.

Communications / Membership
- NCITE published five INCITER Newsletters, including the annual Election Edition.
- NCITE welcomed 23 new members in 2012: 6 ITE members and 17 student members.

Professional Development and Outreach
- NCITE hosted the 21st annual transportation workshop, the “Traffic and Transportation Symposium” in February, with 40 participants. A broad range of transportation topics were presented at the one-day event.
- NCITE, in partnership with MnDOT Metro, held a Railroad Preemption Training course with instructor Rick Campbell of Campbell Traffic Technologies. 55 participants were in attendance. The course provided technical training on development of train preemption parameters for at-grade crossing signals.

Legislative Activities
NCITE was active in transportation legislative issues through keeping track of specific legislation and communicating key legislative activities to its members. This past year NCITE made a donation to the MN 2050 organization. NCITE has been involved with MN 2050 since its inception and strongly believe in the organization’s purpose and mission of raising awareness of the vital role of infrastructure on the health of our state’s quality of life and economy, and to stress the need for adequate, long-term funding for infrastructure projects.
INTRODUCTION

The North Central Section of the Institute of Transportation Engineers (NCITE) consists of Institute members residing in Minnesota, North Dakota, and South Dakota and affiliated persons. NCITE is a section within the ITE’s District 4, which covers the mid-western states.

NCITE was organized early in 1963 and, like its parent organization, the Institute, has its roots in the traffic engineering profession. Today, NCITE members reflect the diversity of our profession, and count planners, architects, retired professionals, and technicians among its membership. One only needs to be active in the field of transportation to be eligible to join the Institute as an Associate Member.

There are three active student chapters of ITE in the Section. The University of Minnesota in Minneapolis, North Dakota State University in Fargo, and South Dakota State University in Brookings.
Elected Leadership
The NCITE Executive Board consists of eight (8) elected members who act as:

- President
- Vice President
- Secretary
- Treasurer
- Directors (3)
- Past President

Election as NCITE Secretary begins a four-year commitment to the Executive Board. The Secretary is also Vice President Elect, after one year automatically becoming Vice President, and President Elect the following year. The third year is served as President and the fourth year, is served as Immediate Past President and is the last year on the Board. This progression provides continuity between Boards and builds in a level of institutional knowledge to the Board.

The NCITE Executive Board elections are held in the fall of each year with the result announced at the Annual Meeting. NCITE has been conducting elections online since 2008. The “Election Buddy” (www.electionbuddy.com) service administered the online elections. Holding the elections online resulted in an excellent voter turnout with 130 ballots being cast out of a possible 375. This resulted in a 34.7% ballot return rate for the 2012 election.

Purpose, Mission and Goals
The Purpose and Goals of NCITE are spelled out in our Charter:

1. Advance the objectives of the Institute;
2. Foster closer association of Institute members;
3. Encourage members to prepare or discuss papers;
4. Prepare suggestions on matters of policy to the Board of Direction of the Institute;
5. Consider local transportation and traffic engineering problems;
6. Cooperate with other local engineering groups on matters of common interest;
7. Present the transportation and traffic engineering point of view consistent with established institute policies;
8. Encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

The NCITE Executive Board strives to achieve these goals through section activities:

- Ensuring Strong Commitment to Professional Development Opportunities for Members
- Continuing Outreach to non-Transportation Professionals to teach and promote Transportation Principals and Professions.
- Providing Information to our membership through newsletters, publications, committee reports and board meeting minutes.
• Acting as a resource to members to find information and opinions through our web page and mentoring.
• Providing leadership opportunities for members through committee chairmanships and executive board opportunities.
• Promoting technology through research and implementation
NCITE ORGANIZATION

2012 Executive Board

President:
Nick Erpelding
SRF Consulting Group, Inc.
(763) 475-0010
nerpelding@srfconsulting.com

Directors:
Nick Van Gunst
City of Minneapolis
(612) 673-2172
Nickolas.VanGunst@minneapolismn.gov

Vice President:
JoNette Kuhnau
Kimley-Horn and Associates, Inc.
(651) 643-0464
jonette.kuhnau@kimley-horn.com

Nik Costello
Washington County
(651) 434-4370
Nik.Costello@co.washington.mn.us

Secretary:
Mike Anderson
Alliant Engineering
(612) 767-9340
manderson@alliant-inc.com

Eric Drager
Hennepin County Transportation Department
(612) 596-0309
eric.drager@co.hennepin.mn.us

Treasurer:
Katie Schmidt
Alliant Engineering
(612) 767-9328
kschmidt@alliant-inc.com

Past President:
Sue Zarling
MnDOT
(612) 234-7052
susan.zarling@state.mn.us
### Past NCITE Presidents

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>C. Todd Heglund – D</td>
<td>1982</td>
<td>Gregory Finstad</td>
<td>1999</td>
<td>Todd Foster</td>
</tr>
<tr>
<td>1975</td>
<td>Douglas Differt</td>
<td>1992</td>
<td>Ferrol Robinson</td>
<td>2009</td>
<td>Randy Sandberg</td>
</tr>
<tr>
<td>1977</td>
<td>Thomas Campbell – R</td>
<td>1994</td>
<td>Mike Robinson</td>
<td>2011</td>
<td>Sue Zarling</td>
</tr>
<tr>
<td>1979</td>
<td>Mathew Huber – D</td>
<td>1996</td>
<td>Charles T. Rickart</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:** D – Deceased    R – Retired    M – Moved out of Section

### Past Midwestern ITE District 4 Directors

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Section</th>
<th>Year</th>
<th>Name</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960-61</td>
<td>Evan E. Olmstead</td>
<td>Midwest</td>
<td>1984</td>
<td>C. Todd Heglund</td>
<td>NCITE</td>
</tr>
<tr>
<td>1964-65</td>
<td>John E. Baerwald</td>
<td>Midwest</td>
<td>1989-91</td>
<td>Garry M. Metcalf</td>
<td>MOVITE</td>
</tr>
<tr>
<td>1970-71</td>
<td>Harvey Shebesta</td>
<td>Wisconsin</td>
<td>2001-03</td>
<td>Earl E. Newman</td>
<td>MOVITE</td>
</tr>
<tr>
<td>1972-73</td>
<td>Edward C. Bather</td>
<td>NCITE</td>
<td>2004-06</td>
<td>Kenneth H. Voigt</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>1974-76</td>
<td>Martin E. Blachman</td>
<td>Illinois</td>
<td>2007-09</td>
<td>Stephen J. Manhart</td>
<td>NCITE</td>
</tr>
</tbody>
</table>

*District 4 started on March 6, 1949*
MEMBERSHIP
The North Central Section of the Institute of Transportation Engineers (NCITE) welcomes membership from persons who are engaged in the fields of transportation or traffic engineering and planning. The Section has two membership grades -- Section Member and Section Affiliate.

NCITE Membership continues to reflect the diverse professions that comprise the transportation community in Minnesota and the Dakotas. At 359 members, NCITE strives to provide opportunities for every member to get to know each other both professionally and personally.

Section Membership
SECTION MEMBER. Any voting member of International ITE residing in Minnesota, North Dakota or South Dakota can be a North Central Section Member by filing this application with the Section Secretary or Membership Chair and paying the current year's annual dues, collected by International ITE. A Section Member can be classified as either an Agency Member or a Current Member depending on whether they are an individual member or a member through their employer.

SECTION AFFILIATE. Those persons who have an interest in transportation or traffic engineering and/or planning, but are not eligible to be voting members of the International ITE, may become Section Affiliates. Section Affiliates need not reside in the three states that comprise the North Central Section.

As of January 11, 2012, NCITE had the following Membership stats by state:

<table>
<thead>
<tr>
<th>STATE</th>
<th>Member Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota</td>
<td>327</td>
</tr>
<tr>
<td>North Dakota</td>
<td>22</td>
</tr>
<tr>
<td>South Dakota</td>
<td>8</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>359</strong></td>
</tr>
</tbody>
</table>

Of NCITE's 359 members, 36 are Section Affiliates.

New Members
NCITE is only as strong as its individual members. We strive to continually reinforce the value of NCITE membership to our current members, and to continue to expand our community by obtaining new members. In 2012, we welcomed 23 new members – 6 ITE members and 17 new Student members.
These members within NCITE are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Fackler – Hennepin County</td>
<td>Member</td>
</tr>
<tr>
<td>Heather Gardner – MnDOT</td>
<td>Member</td>
</tr>
<tr>
<td>Jennifer Lowry – Hennepin County</td>
<td>Member</td>
</tr>
<tr>
<td>Kevin Peterson – SEH Inc.</td>
<td>Member</td>
</tr>
<tr>
<td>Jessa Trboyevich – Hennepin County</td>
<td>Member</td>
</tr>
<tr>
<td>Mark Wagner – SRF Consulting Group, Inc.</td>
<td>Member</td>
</tr>
<tr>
<td>Ryan Anderson – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Nicole Campbell – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Andrew Czech – UW Madison</td>
<td>Student</td>
</tr>
<tr>
<td>Xuan Di – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Matthew Downey – Iowa State</td>
<td>Student</td>
</tr>
<tr>
<td>Sharijad Hasan – NDSU</td>
<td>Student</td>
</tr>
<tr>
<td>Jennifer Hintze – UW Madison</td>
<td>Student</td>
</tr>
<tr>
<td>Arthur Huang – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Oz Khan – Mankato State</td>
<td>Student</td>
</tr>
<tr>
<td>Matthew Laney – UW-Madison</td>
<td>Student</td>
</tr>
<tr>
<td>Stephen Miller – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Kristina Nesse – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Gustave Perron – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Taylor Peterson – UW Madison</td>
<td>Student</td>
</tr>
<tr>
<td>Darin Rezac – U of MN</td>
<td>Student</td>
</tr>
<tr>
<td>Cayleigh Snodgrass – UW-Platteville</td>
<td>Student</td>
</tr>
<tr>
<td>Kaitlyn Thompson – UW Madison</td>
<td>Student</td>
</tr>
</tbody>
</table>

**Section Distinguished Members**

Distinguished Members of the Section are Section Members who have performed long-standing, notable, and exemplary service in the interests of the Section and of the transportation or traffic engineering profession. Section Distinguished Members are exempt from further Section annual dues and any special assessments, and are entitled to all of the rights and privileges of Section membership. The number of living Distinguished Members is limited to three (3) percent of the total Section membership on the preceding January 1, excluding Student members. Based on the current section membership of 359, 3 new Section Distinguished Members are eligible for nomination.

Edward Bather  
Lyle Berg  
Tom Campbell  
Doug Differt  
Sam Fischer – D  
Matt Huber – D  
Sheldon Johnson  
Dave Koski  
Howard Preston  
James Spicola – D  
Deane Wenger – D  

KEY:  D – Deceased
ITE Life Members

The designation of ITE Life Member membership status is given by ITE International to members that are in good standing in the Institute, have reached the age of 65, and have paid the Institute dues above the Student Level for 25 years, including the current year. Denny Eyler, Michael Sheehan and Donald Anderson were all honored as ITE Life Members in 2012.

Donald Anderson  Denny Eyler
Edward Bather, Jr.  Peter Fausch
William Belrose  Dallas Hildebrand
Duane Bentz  Sheldon Johnson
Lyle Berg  Joel Katz
Dharam Bobra  Perry Plank
Thomas Campbell  Robert Sands
Helmer Christenson  Michael Sheehan
Ralph Clare  Glen Van Wormer
David Daubert  Thomas Wetmore
Douglas Differt  Richard Wolsfeld, Jr.
Harold Eriksen  James Zalusky

Section Life Members

The designation of Section Life Member membership status is given by the Executive Board upon receipt of written request. Any Section Member who is a member in good standing in the Institute and who has reached the age of 55, has paid the Institute dues above the Student Level for 20 years, including the current year, and is no longer deriving his or her principal income from the practice of transportation or traffic engineering, shall be eligible to be a Section Life Member. Section Life Members shall be entitled to all of the rights and privileges of their Section membership classification; except that the Board may adopt policies governing the placement of Section Life Members on inactive status, and providing a procedure for persons on inactive status to exclude themselves from receiving some or all Section mailings and publications not related to elections, voting and voting eligibility. Bruce Boje and Steve Alderson were all honored as Section Life Members in 2012.

Gordon Adams  Kenneth Olson
Steve Alderson  Robert Peterson
Mike Belrose  Robert Roettger
Bruce Boje  Jerry Smrcka
Robert A. Kurpius – D

KEY:  D – Deceased
Section Life Affiliates

The designation of Section Life Affiliate membership status, similar to Section Life Member status, is given by the Executive Board upon receipt of written request. Any Section Affiliate who is a member in good standing in the Section and who has reached the age of 55, has paid Section dues above the Student Level for 20 years, including the current year, and is no longer deriving his or her principal income from the practice of transportation or traffic engineering, shall be eligible to be a Section Life Affiliate. Section Life Affiliates shall be entitled to all of the rights and privileges of their Section Affiliate classification; except that the Board may adopt policies governing the placement of Section Life Affiliates on inactive status, and providing a procedure for persons on inactive status to exclude themselves from receiving some or all Section mailings and publications not related to elections, voting and voting eligibility.

Harold Ameter
Carl Hoffstedt
James Newland - I

KEY: I – Inactive

Membership Services

Our Board and Membership Chair are committed to ensuring that members see and feel value in being a part of NCITE. The goal of bringing value to our members is accomplished in the various activities and initiatives our section accomplished this year:

- Holding monthly technical section meeting sessions throughout the year.
- Providing an Annual Report and Membership Guide
- Listing all members and their contact information for members to access.
- Maintaining an easy to navigate web page, where members may find information on the organization, read the quarterly newsletter and find extensive archive of Executive Board and Committee meeting minutes.
- Developing partnerships with other transportation organizations in the Midwest, including:
  - ITS Minnesota
  - WTS Minnesota Chapter
  - Minnesota Local Technical Assistance Program (LTAP)
  - American Traffic Safety Services Association (ATSSA)
  - University of Minnesota
  - North Dakota State University
  - City Engineers Association of Minnesota (CEAM)
  - Minnesota County Engineers Association (MCEA)
- Offering several professional development opportunities for our members. These training courses, usually offered at lower rates for our members, provide an opportunity for our members to obtain professional development hours, while
obtaining detailed technical training.
Supporting Midwestern and National ITE Events for members through sending board members to the section and national meeting, promoting events at section meetings and highlighting meetings in our newsletter.

- Supporting student activities and attendance at meetings to encourage the future of the transportation profession.
### 2012 SCHEDULE

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>2012 NCITE Schedule</th>
<th>Committee Chair Invited</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>11</td>
<td>NCITE Section Lunch Meeting (Lead Director: Nik Costello)</td>
<td>Communication Chair</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>NCITE Board Meeting - SRF Consulting Group (Host: Nick Erpelding)</td>
<td>Communication Chair</td>
</tr>
<tr>
<td></td>
<td>17-20</td>
<td>Minnesota County Engineers Association Annual Conference - Crum's Resort</td>
<td>Membership Chair</td>
</tr>
<tr>
<td></td>
<td>22-28</td>
<td>TRB Annual Meeting - Washington, DC</td>
<td>Membership Chair</td>
</tr>
<tr>
<td></td>
<td>26-27</td>
<td>Minnesota City Engineers Annual Conference - East Brown Center, Brooklyn Center</td>
<td>Membership Chair</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>NCITE Board Meeting - Kinley-Horn (Host: JoNette)</td>
<td>Professional Development Chair</td>
</tr>
<tr>
<td></td>
<td>12-16</td>
<td>ATSSA Annual Convention - Tampa</td>
<td>Professional Development Chair</td>
</tr>
<tr>
<td>February</td>
<td>14</td>
<td>CTS Winter Luncheon</td>
<td>CTS Winter Luncheon</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>NCITE Section Breakfast Meeting (Lead Director: Eric)</td>
<td>CTS Winter Luncheon</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>CTS Transportation Career Expo - Coffman Union, U of M</td>
<td>CTS Transportation Career Expo - Coffman Union, U of M</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Traffic and Transportation Engineers Symposium - Location TBD</td>
<td>Traffic and Transportation Engineers Symposium - Location TBD</td>
</tr>
<tr>
<td></td>
<td>4-7</td>
<td>ITE Technical Conference and Exhibit - Pasadena, CA</td>
<td>ITE Technical Conference and Exhibit - Pasadena, CA</td>
</tr>
<tr>
<td>March</td>
<td>8</td>
<td>NCITE Board Meeting - Alliant (Host: Mike)</td>
<td>Membership Chair</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>ITS MN Annual Meeting</td>
<td>ITS MN Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>ATSSA Northland Chapter How-To Workshop - Fargo</td>
<td>ATSSA Northland Chapter How-To Workshop - Fargo</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>NCITE Section Meeting (Lead Director: Nick Van Gunst)</td>
<td>NCITE Section Meeting (Lead Director: Nick Van Gunst)</td>
</tr>
<tr>
<td>April</td>
<td>1-5</td>
<td>National Assoc. of County Engineers - Lexington, KY</td>
<td>Outreach Chair &amp; Professional Certification Chair</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
<td>Minnesota Spring Maintenance Expo - St. Cloud, MN</td>
<td>Outreach Chair &amp; Professional Certification Chair</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>NCITE Board Meeting - Alliant (Host: Katie)</td>
<td>Outreach Chair &amp; Professional Certification Chair</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>NCITE Past Presidents Dinner</td>
<td>NCITE Past Presidents Dinner</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>NCITE Section Lunch Meeting (Lead Director: Nik Costello)</td>
<td>NCITE Section Lunch Meeting (Lead Director: Nik Costello)</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>NCITE Board Meeting - Hennepin County (Host: Eric)</td>
<td>NCITE Board Meeting - Hennepin County (Host: Eric)</td>
</tr>
<tr>
<td></td>
<td>9-11</td>
<td>MPWA Spring Conference, Grand View Lodge</td>
<td>MPWA Spring Conference, Grand View Lodge</td>
</tr>
<tr>
<td></td>
<td>9-11</td>
<td>WTS Annual Conference, Denver</td>
<td>WTS Annual Conference, Denver</td>
</tr>
<tr>
<td></td>
<td>18-21</td>
<td>AASHTO Spring Meeting - Las Vegas</td>
<td>AASHTO Spring Meeting - Las Vegas</td>
</tr>
<tr>
<td>June</td>
<td>7</td>
<td>NCITE Board Meeting - Washington County (Host: Nik Costello)</td>
<td>NCITE Board Meeting - Washington County (Host: Nik Costello)</td>
</tr>
<tr>
<td></td>
<td>24-27</td>
<td>ITE Midwestern District Conference - Chicago</td>
<td>ITE Midwestern District Conference - Chicago</td>
</tr>
<tr>
<td>July</td>
<td>18</td>
<td>NCITE Summer Social Outing (Lead Director: Nick Van Gunst)</td>
<td>NCITE Summer Social Outing (Lead Director: Nick Van Gunst)</td>
</tr>
<tr>
<td></td>
<td>30- Aug 2</td>
<td>National LTAP / TTAP Conference - Grapevine, TX</td>
<td>National LTAP / TTAP Conference - Grapevine, TX</td>
</tr>
<tr>
<td>August</td>
<td>8</td>
<td>NCITE Board Meeting - City of Minneapolis (Host: Nick Van Gunst)</td>
<td>NCITE Board Meeting - City of Minneapolis (Host: Nick Van Gunst)</td>
</tr>
<tr>
<td></td>
<td>12-15</td>
<td>ITE Annual Meeting and Exhibit - Atlanta</td>
<td>ITE Annual Meeting and Exhibit - Atlanta</td>
</tr>
<tr>
<td>September</td>
<td>4^*</td>
<td>NCITE Section Meeting with ITS (Lead Director: Nik Costello)</td>
<td>NCITE Section Meeting with ITS (Lead Director: Nik Costello)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>NCITE Board Meeting - MnDOT Water's Edge (Host: Sue)</td>
<td>NCITE Board Meeting - MnDOT Water's Edge (Host: Sue)</td>
</tr>
<tr>
<td></td>
<td>12-14</td>
<td>MSES Fall Outting</td>
<td>MSES Fall Outting</td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>NCITE Section Breakfast Meeting (Lead Director: Eric)</td>
<td>NCITE Section Breakfast Meeting (Lead Director: Eric)</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>NCITE Board Meeting - Kinley-Moore (Host: JoNette)</td>
<td>NCITE Board Meeting - Kinley-Moore (Host: JoNette)</td>
</tr>
<tr>
<td>November</td>
<td>18^*</td>
<td>NCITE Transfer of Duties Meeting - Directors (Existing and New)</td>
<td>NCITE Transfer of Duties Meeting - Directors (Existing and New)</td>
</tr>
<tr>
<td></td>
<td>14-16</td>
<td>MPWA Fall Conference</td>
<td>MPWA Fall Conference</td>
</tr>
<tr>
<td></td>
<td>15-19</td>
<td>AASHTO Annual Meeting, Detroit, MI</td>
<td>AASHTO Annual Meeting, Detroit, MI</td>
</tr>
<tr>
<td>December</td>
<td>13</td>
<td>NCITE Joint Board Meeting - SRF Consulting Group (Host: Nick Erpelding)</td>
<td>NCITE Joint Board Meeting - SRF Consulting Group (Host: Nick Erpelding)</td>
</tr>
</tbody>
</table>

---

**2012 Annual Report**

WWW.NC-ITE.ORG

Page 11
2012 MEETING SUMMARIES

Section Meetings
NCITE strives to hold a minimum of seven (7) Section Meetings every year. These meetings are typically held in the months of January, February, March, April, May, September, and October. In 2012, an additional meeting was held in June (in lieu of an April meeting) as a joint meeting with ITE Minnesota and WTS Minnesota. In addition, a December meeting was held in lieu of a September meeting. The meetings include networking prior to a lunch or breakfast followed by a welcome by the president, introduction of all members in attendance, brief overview of section and ITE activities followed by the keynote speaker or presenters on a timely transportation topic of interest to the membership. A summer social is held which includes a fun activity for members to get to know each other better. Our Annual Section Meeting is held in November and is covered in detail in the next section.

January 11 – Lunch Meeting at Grumpy’s Bar and Grill, Roseville
Topic: Minnesota State Demographer
The first section meeting of the year had 61 members in attendance and featured Tom Gillaspy, Minnesota State Demographer. The presentation focused on the demographic and population changes we are seeing, discussed the impacts of the current recession and what this all means to connect the dots between what is happening in Minnesota and our Nation as it relates to recent experiences seen in Greece and other parts of the world. Some of the highlights from the presentation included:

- Urban sprawl predicated on post WWII desire for more space and land resulted in a trend of reducing population in the urban core. This is beginning to reverse as the prairie counties are seeing a population reduction from the younger demographics moving into the city.
- Population growth, building and economic conditions have declined considerably over the past years. The major question is whether this will rebound or are we headed for a new normal? Major considerations in answering this question are:
  - Population is growing older
  - Generation Y want to move closer into city, not out. (much different experience than any other generation before).
• Throughout history, societies have not aged. The critical fertility rate is 2.1. Less than 2.1 and societies will grow older. The major populations of the world (China, India and US, etc) are on the cusp of growing older.

• An aging society means the labor force is about to slow sharply. We are on the cusp of a major retirement boom and expect to see record levels of slow growth in labor. The new employment base is likely looking for higher ability labor to replace retirement losses.

• The new normal may mean:
  o Slower economic growth
  o Labor and talent will be scarce resources
  o Chronic government budget deficits and cuts in service
  o A whole new set of opportunities for those that recognize and react.
  o Medicaid is expected to consume nearly all of state budgets, moving us into the “age of entitlement”. This is the same problem Greece had, which collapsed their economy.

• Four possible responses to the New Normal:
  o Cut government programs
  o Raise taxes
  o Increase economic growth
  o Increase government productivity – redesign government.

• State and local governments are expected to experience significant changes over the coming years

February 15 – Breakfast Meeting at Jax Café, Minneapolis
Topic: Lowry Avenue Bridge Project

The February Section meeting was held at Jax Café in Minneapolis and 41 members were in attendance. The presenters included Paul Backer, Hennepin County Construction Project Engineer, Emily Lueth, SRF Consulting, and Nick Juarez, Crime Prevention Specialist, Minneapolis Police Department 2nd Precinct. The presentation focused on the Lowry Avenue Bridge replacement, including a brief history and design parameters of the new bridge, crime trends in neighborhoods along the Lowry Avenue Corridor, and the effect of bridge closure/reopening on the perception of crime. Some of the highlights from the presentation included:

Presenter Nick Juarez discussed the bridge closure/reopening on the perception of crime.
- 2007 – Discovery of leaning pier, which prompted the need for bridge replacement. Project Management and Design began soon after.
- 2009 – The existing bridge was demolished (video of demolition shown). Within three days, the river was cleaned up and all materials were recycled.
- 2010 – Construction commenced.
- 2012 – Anticipated completion date late summer. Project information can be found at the following website, [http://www.lowryavenuebridge.com](http://www.lowryavenuebridge.com)
- Residents of NE Minneapolis hold the perception that “something is going to happen” once the bridge reopens.
- Crime trends over the past 5-10 years from the neighborhoods along the Lowry Avenue Corridor indicate that there is no significant difference in crime related issues before or after the bridge closure.
- Advice to planners and engineers includes; design for open and efficient traffic flow, use effective lighting, design safer building facades without hidden corners, and design safer pedestrian facilities.

March 27 – Lunch Meeting at Holiday Inn East, St. Paul
**Topic:** County Roadway Safety Plans

The March section meeting had 36 members and students in attendance. Howard Preston of CH2M Hill presented on work being completed with MnDOT to develop a systematic approach to improving roadway safety throughout the state of Minnesota. The result of the study is a comprehensive evaluation of every County Road segment within the state and a prioritized list of safety improvements. Some of the highlights from the presentation included:

- Prior to 2003, the number of roadway fatalities remained relatively constant each year. In 2003, MnDOT took a very proactive approach in reducing fatal crashes through the towards zero death initiative. A steady decline in fatalities has resulted.
- A successful component of the County Safety Plans is the shared participation of State safety funds. Approximately 50% of the safety funds are applied to county and municipal roadways. This is critical since rural county highways account for 50% of fatalities.
- The safety audits completed to date found that the most critical crash on rural county roadways is related to roadway departures. 52% of departure crashes are located on horizontal curves, which make up only 5% of the roadway mileage. In Hennepin County, the most critical crashes are related to signalized intersection

---

**Presenter Howard Preston with NCITE Director Nick Van Gunst**
(right angle as the result of red light running) and pedestrian crashes (86% occurring at signalized intersection).

- The key to effectively addressing scope of the issue is to identify proven low cost safety strategies and apply these over the greatest amount of roadway miles.
- Key improvement strategies for rural roadway departure crashes include: rumble strip, safety edgeline, curve delineation and improved shoulders. Rural intersection improvements include: lighting, dynamic warning signs, improved sight distance and enhanced signing/delineation.
- Proven urban intersection pedestrian improvement strategies include: countdown pedestrian timers, leading pedestrian interval, curb extensions and medians.
- Each county is receiving a prioritized list of safety improvements. The total improvement projects identified is estimated at approximately 2.5 million per county.

**May 1 – Lunch Meeting at Hiway Federal Credit Union, St. Paul**

Topic: Mn MUTCD Update: Major Changes

The May section meeting was a low cost box lunch meeting and presentation with 44 members in attendance. Janelle Anderson of MnDOT presented on the major changes to the Minnesota version of the MUTCD. The key components discussed include substantial conformance, engineering judgment and compliance dates. Some of the highlights from the presentation included:

- The MN MUTCD is the only required manual in Minnesota and also applies to private roads open to public travel.
- Key changes to the Signing Section of the MN MUTCD include:
  - New section added for roundabout signing
  - Street name signs (upper and lower case) and overhead sign arrows are a larger size.
  - There is a new section for Changeable Message Signs
- Key changes to the Pavement Marking Section of the MN MUTCD include:
  - Lane drop striping, ramp striping, marked crosswalks, roundabout markings, colored pavements and rumble strips have been revised or added.
- Key changes to the Traffic Signal Section of the MN MUTCD include:
  - Warrant 3 (Peak Hour), plus a new Warrant 9 has been added.
  - Flashing Yellow Arrow has been added.
  - U-turn indication, signal face charts, pedestrian clearance (3.5 feet/second) and countdown pedestrian indications have been modified.
Key changes to the Bicycle Facilities Section of the MN MUTCD include:
  o Wayfinding/destination signing has been added.
  o The Shared Lane Marking (“Sharrow”) and bike box pavement markings have been adopted.
Detailed changes to each chapter of the MN MUTCD are located on the FHWA website.

June 20 – Lunch Meeting at Holiday Inn East, St. Paul
Topic: Public Involvement Strategies for Transportation Initiatives

The June section meeting was a joint meeting of NCITE, ITS Minnesota, and WTS, with a combined total of 66 transportation professionals in attendance. The meeting included an informative and interactive panel discussion presenting separate case studies illustrating various public involvement strategies for Transportation Initiatives. The presenters included Shaun Murphy of the City of Minneapolis, Peter Muehlbach of Pierce, Pini & Associates, Inc., Karyssa Jackson of the District Councils Collaborative of St. Paul and Minneapolis, and Vanessa Levingston of MnDOT.

Shaun Murphy’s (City of Minneapolis) presentation focused on the successful development and construction of bicycle projects around the city. Highlights included:

  • Bike projects in the City are successful with the following process: develop concept, engage council member for support/comment, engage neighborhood organization, hold public meeting, inform decision making process.
  • Neighborhood organization is vital to involvement and will provide the project with background/history and support at public meetings. Face to face contact with property owners is also very effective. Often times design decisions can be made on site and resolved prior to public meeting venue.
  • Providing education is necessary and important and testing of design treatments is a successful approach.

Peter Muehlbach (Pierce Pini) presentation focused on the public awareness campaign during construction of the north central projects, which includes a conglomeration of 8 individual construction projects inside the 694, 35W and Snelling Avenue interchange area. Highlights included:

  • The key is to keep the public informed of traffic switches and closures that may affect daily commuters and travel routes.
  • Provide widespread updates through Constant Contact, email and other social networking sites. In addition, project awareness was raised by attending community festivals.
  • Goal is to serve as a continuous conduit between public and construction team to communicate issues, schedules and communication.
Karyssa Jackson (District Councils Collaborative of St. Paul) presentation focused on the neighborhood engagement process surrounding the construction of the Central Corridor LRT. Highlights include:

- The goal is to connect specific communities with Metro Transit service.
- Utilized individuals with relationships with the under-representative communities to connect them with the public decision making.
- Contracted with 9 individuals that had past advocacy experience, that were familiar with the existing transit system and had good relationships with the community. Ultimately, 900 community members became involved. The process developed a successful loop between community-advocate-public staff.
- A key lesson learned is the communication strategy is most successful with strong visual aids.

Vanessa Levingston of MnDOT presentation focused on the use of webinars as a successful tool for increasing public participation at project open houses. Highlights include:

- The problem is how to get people to attend traditional public meetings. A webinar format allows people to interact online during the public meeting and/or to view the recorded public meeting on the internet.
- Key challenges/considerations include:
  - Need to have good technology, equipment and technical staff.
  - Communication is critical to inform folks how to participate via the webinar and where the recorded links are.
  - The presenters need to remember there are 2 audiences and to effectively engage both audiences to maximize participation.

October 8 – Lunch Meeting at Coffman Memorial Union, Minneapolis

Joint Meeting with the University of Minnesota Student Chapter
Topic: MAP-21, Moving Ahead for Progress in the 21st Century

A highlight of the annual joint meeting with the University of Minnesota student chapter is the presentation of the 2012 NCITE scholarships and student paper award. NCITE awarded $4,000 in student scholarships.

48 members and 28 Students/ITSO/U of M faculty members were in attendance. Nick Thompson, Division Director, Policy, Safety & Strategic Initiatives Division of MnDOT
presented on the new MAP-21 Federal Transportation Bill and how this relates to the key initiatives of MnDOT and their vision of maintaining innovation in solving 21st Century problems and becoming a global leader in transportation. Some of the highlights from the presentation included:

- MnDOT has adopted a sustainability policy. They policy has 3 key components; Society, Economy, and Environment. Balancing of these components result in sustainable solutions.
- MnDOT Department of Economic Development funded 24 projects ($56 million), which leveraged more than $100 million of public/private funds to provide transportation improvements. These projects are economical development driven and provide opportunity to benefit QOL.
- At the direction of the Governor, a Transportation Finance Advisory Committee was formed. The TFAC will recommend transportation funding strategies over the next 20 years. The recommendations will include all modes and will build off the MN GO program. The primary challenge facing the funding of our industry is the current revenue generating strategies have become insufficient with improving technologies; although the system needs are increasing. 19 members representing all units of Government are part of the TFAC.
- State solutions to transportation funding will be necessary. Federal funding is not expected to increase. MnDOT has estimated that we will require 5 billion in new funding over the next 20 years to just maintain the current transportation system.

December 11 – Breakfast Meeting at Jax Café, Minneapolis

Topic: Making Rural Roads Safer Using Driver Centered Systems

34 members attended the December Section meeting, at which Max Donath, Director of the ITS Institute at the University of Minnesota presented on several current and emerging technologies developed to reduce crashes by addressing key risk and human factors through providing technological assistance to improve driving behavior. Technologies highlighted include teenage/elderly smart phone applications, roadside/in-vehicle rural intersection deployments, and driver assist systems. Some of the highlights from the presentation included:

- Teenagers and elderly folks are the key demographics over represented in fatal crashes occurring on MN roadways. In 2006, Minnesota ranked worst in the U.S. for teenage fatalities.
• Key teenage driver fatality risk factors include seat belt use, cell phone usage/texting while driving, number of occupants and driver behavior. Some of the traditional solutions to address this issue include implementing a graduated driver license program, parent intervention and monitoring/feedback.

• A smartphone application is currently being tested among the teenage driving population. The application would provide seatbelt latch detection and passenger occupancy sensor, monitor known risk factors, control incoming/outgoing cell phones (roll to voicemail), provide real time feedback/monitoring and will automatically text/email parents of events.

• A similar application is being researched through Clemson University that would apply to the elderly population. The application will aim to address key elderly fatal crash risk factors; which include, seatbelt usage, driving too slow, failure to yield/stop, gap selection, confusion making left/right turns and visibility. Monitoring and feedback of driver behavior is more challenging as it will rely on grown adult children to intervene with their parents.

• Rural intersections continue to represent a large component of MN’s fatal crashes. Although the total number of fatal crashes over the past years has declined, the overall percentage of rural fatal crashes to the total number of fatal crashes has remained constant.

• A roadside intersection conflict warning system has been developed to help motorist’s better chose traffic gaps, which is the primary contributing factor to fatal crashes at rural unsignalized intersections. 4 systems across MN (3 locations) and WI (1 location) are currently undergoing a 3-year operation test scheduled to complete in 2013/2014.

• Technology is also being developed to provide an in-vehicle version of the roadside intersection conflict warning system. There are several challenges to address. These include; visual display/audio messages, confusion with icons/earcons, how to keep DVI from adding to distractions and where should the algorithm be computed (roadside or in-vehicle, what if message is different and who is liable?).

• Driver assist systems or lane keeping systems are also being developed. These systems use technology to keep motorists in the lane during periods of low visibility. The drivers assist systems use high accuracy DGPS correction signal coverage (accurate to 5 cm) to digitally project the roadway pavement markings. Currently these systems are deployed on snowplows, some bus rapid transit vehicles and firefighting vehicles.
Summer Social
July 11 – St Paul Saints Game, Midway Stadium, St. Paul

NCITE holds a summer social each year to provide an informal opportunity for transportation professionals to gather and network. Past Summer Socials have included golf outings, lawn bowling, horse racing and mini golfing.

NCITE Summer Social was held at Midway Stadium in St. Paul on July 17, 2012. The summer social included a tailgating party, dinner, and some good old fashion baseball with the St. Paul Saints. A total of 29 NCITE members were in attendance along with 5 ITSO student members and 1 ITSO faculty member.

Past Presidents Meeting
May 17 – Santorini Taverna Eden Prairie, MN

The Past Presidents Dinner is held each spring for the past presidents of NCITE to discuss current activities of the section, share information from the past and ideas for moving forward. 2012 President Nick Erpelding began the meeting with introductions and an overview of some of NCITE’s initiatives for 2012, including the membership database and email list update, MN 2050 involvement and a call for nominations for Section Distinguished member. Discussion took place regarding the planned Midwest ITE District meeting in Rapid City in 2014, NCITE’s 50th anniversary in 2013 and Midwestern District Board priorities.

NCITE and ITSO Members networking at the St. Paul Saints tailgate party

NCITE Past Presidents and current board members met to discuss the past and future of NCITE.
Annual Meeting
November 9 – Dave and Busters, Maple Grove

NCITE’s 2012 Annual meeting was held at Dave and Busters in Maple Grove, with 41 members and guests in attendance. After a social hour and a seated dinner, Nick Erpelding took the podium at 7:30 p.m. to recognize those who have contributed to the NCITE organization over the past year. Members recognized in Nick’s presentation included:

- NCITE Members serving on the District Board: Kristi Sebastian 2012 District Secretary/Treasurer
- Committee Chairs
- Members of the Executive Board
- Newsletter Committee: Derek Nieveen, Newsletter Editor, received an award at the 2012 ITE Annual Meeting in August.

Nick also provided a “Year in Review.” Highlights were:

- 7 section meetings and summer social
- Traffic Symposium and upcoming Rail Interconnect training
- 5 Technical committee activities plus 1 Discussion Group
- 4 newsletters and Annual Report/Membership Guide
- $4,000 in scholarships and student awards

Nick next presented the section awards for 2012.

- The first award was the Section Life Member award, presented to members over age 55 with 20 or more consecutive years of membership who are now retired. Two recipients this year were Bruce Boje and Steve Alderson.
- The next award was the Young Transportation Professional of the Year award. This award is given by the past presidents of NCITE to a member 35 years of age or younger who is active in NCITE and in the profession. This year’s recipient was Dave Hirsch.
• The final award was the Past President’s Award, also given by the past presidents of NCITE to a member who has contributed greatly to the profession over his or her career. This year’s recipient was Wayne Sandberg.

Nick then announced the results of the 2013 NCITE board elections. JoNette Kuhnau, 2013 President, thanked Nick for his years of service on the NCITE board and presented him with a plaque of recognition.

Following the meeting, attendees were invited to play arcade games and NCITE members and guests were able to socialize and celebrate another successful year of NCITE.

2012 Executive Board Meetings

In 2012, the NCITE Executive Board met eleven times. A typical agenda included time for previous meeting minute review and approval, treasurer reports, committee reports, review of the upcoming section meeting plans and a round robin discussion. Each meeting also has topics timely to the meeting. These include reviewing goals of the board, election items and requests made to the board. Action items are also reviewed at each meeting. Committee chairs are welcome to attend the meetings and are specifically invited to join one meeting a year to discuss committee activities and initiatives with the board.
## 2012 District and International Meetings

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 2012 Technical Conference and Exhibit</td>
<td>March 4 - 7</td>
<td>Pasadena Convention Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pasadena, CA</td>
</tr>
<tr>
<td>2012 Midwestern District Annual Conference</td>
<td>June 24 - 27</td>
<td>Chicago Mart Plaza</td>
</tr>
<tr>
<td>and 4th TRB Urban Street Symposium in Chicago, IL</td>
<td></td>
<td>Chicago, IL</td>
</tr>
<tr>
<td>ITE 2012 Annual Meeting and Exhibit</td>
<td>August 12 - 15</td>
<td>America's Mart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Atlanta, GA</td>
</tr>
</tbody>
</table>

[http://www.ite.org/conference/](http://www.ite.org/conference/)


[http://www.ite.org/AnnualMeeting/default.asp](http://www.ite.org/AnnualMeeting/default.asp)
COMMITTEES

Technical Committees:
The technical committee goal is to share detailed information of relevant topics of interest to its members. NCITE members are encouraged to participate in any of these meetings. These committees strengthen NCITE through supplementing the monthly section meeting forum by offering a smaller group setting to share ideas and discuss various transportation issues.

Geometric Design Committee
2012 Chair: NA

In 2012, the Geometric Design Committee did not meet. The Executive Board has been coordinating with several individuals to begin regular committee meetings in 2013. Future initiatives of the Geometric Design Committee will continue the exploration of various local and national design guidelines and standards such as the AASHTO Green Book, MnDOT Road Design Manual, and the MnDOT State Aid Statutes.

Intersection Traffic Control Committee
2012 Chair: John Witt, Bolton and Menk
2012 Co-Chair: Joe Gustafson, Washington County

The Intersection Traffic Control committee met nine times in 2012. Meeting attendance was strong with typical attendance of 15 to 20 people depending on the topics presented and locations of meetings. Meetings were spread throughout the Metro area. State, County, and City staff, along with private consultants attended each meeting. This provided a broad range of perspectives to intersection traffic control topics. Each meeting included topics relevant to the traffic engineering community.

Topics for 2012 included:

- Roundabout Definition Legislation
- Diverging Diamonds in MN
- Truck Priority System
- Minneapolis Central Business District Signal Retiming
- Pedestrian Interval Timing Parameters
- Flashing Yellow Arrow update
- Intersection Traffic Control Evaluation
- Washington County Communication System Upgrade

Pedestrian & Traffic Safety
2012 Chair: Reuben Collins, WSB & Associates

The Pedestrian and Traffic Safety Committee met once only once in 2012. The meeting was attended by 8 persons. A presentation was given by Fay Simer with MnDOT regarding their recent pedestrian safety campaign.
In general, committee members include a diverse set of regular attendees from various public and private entities. Looking forward to 2013, the committee is trying to expand to include other agencies that may find our group beneficial. Future topics include ITS related new pedestrian technologies, bicycle facilities and design issues, HAWK signals, ADA pedestrian ramp designs, regional trail crossing policy. The Pedestrian and Traffic Safety Committee will look for future opportunities to collaborate with other technical committees on overlapping topics.

**ITS Technical Committee**

2012 Chair: Ben Hao, URS  
2012 Co-Chair: Jon Jackels, MnDOT

The ITS Technical committee is a joint committee of NCITE and ITS Minnesota. The committee provides a forum for ITS professionals from both public and private agencies to address technical issues related to ITS technologies and applications in improving traffic safety and mobility and to share lessons learned from various ITS projects. The committee often meets at MnDOT Arden Hills Training Center on the second Tuesday of each even month. The meeting format includes a round robin for the participants to share information about ITS activities or projects they are involved with, an update on any MnDOT Traffic Engineering Organization ITS subcommittee meetings, followed by presentations and discussions on current topics for selected ITS projects, or discussions on a selected ITS related topics. The Joint NCITE/ITSMN Technical Committee completed its fourth year as a committee in 2012. The meetings were well attended by participants from MnDOT, the University of Minnesota, cities, counties, consultants, and private agencies. Some of topics being presented and discussed during the meetings in 2012 were:

- 2011 ITS World Congress Review  
- Guidestar Marketing and Outreach Plan  
- TOCC Consolidation Update  
- I-94 Active Traffic Demand Management  
- MnPASS Interoperability with Other Authorities  
- Selecting Power Source for Rural ITS Design Manual  
- Travel Time Project Updates  
- Development and Delivery of Intelligent Work Zones  
- Rural Intersection Conflict Warning System Project  
- ITS Design Manual  
- Develop ITS Maintenance Standards  
- Sensys Sensor Testing

Jon Jackels, co-chair of the committee, provided an INCITER article, “Improving Safety at Rural Intersections through Advanced Technology - Intersection Conflict Warning Systems”, for the November NCITE newsletter in 2012.
The Committee discussed, initiated, and conducted a group project in 2012. The project is to assist MnDOT to review MnDOT ITS Design Manual and gather appropriate design documents that can be used as a standard design sample (or a boiler plate) and be incorporated in the correspondant sections in the ITS Design manual. The committee led by a group of MnDOT committee members to develop a list of sections that need standard drawings and specifications and assist collecting the proper information for the effort. The committee will further review the information collected and discuss any potential technical issues to complete this project in 2013.

Planning Methods and Applications
2012 Chair: Bryan Nemeth, Bolton & Menk

The Planning Methods and Applications committee met five times in 2012. Meeting attendance averaged about 10 members and varied depending on the topics presented. Meetings were all held at the Minnesota Department of Transportation. Attendees included members of MnDOT, Metropolitan Council, consultants, as well as staff from cities, counties, and the University of Minnesota. This provided a broad range of perspectives to planning topics. Each meeting included topics that are relevant to the transportation planning community.

Topics included:

- Mode Choice in Forecasting and Modeling
- Regional Model Output Results: Expectations and Presentation to the Public
- MnPass: Express Lanes, Usage, Forecasts, and Future Plans
- Minnesota Go and MnShip
- 2010 Travel Behavior Inventory
- 2010 and 2040 Metropolitan Council Model Development and Parameters

Traffic Operation and Maintenance Discussion Group
2012 Chair: Adam Bruening, Washington County

The Traffic Operation and Maintenance Discussion Group is primarily made up of city, county and state supervisors and lead workers responsible for signing, pavement markings, and traffic signal maintenance. Each member brings new ideas and years of experience. The meetings rotate around the Twin Cities area. Our hope is that others will have an opportunity to join us if the meeting is closer to them. We share experiences, ideas, problems with materials or installation methods, along with various maintenance concerns. Attendees benefit from other member’s expertise and knowledge on various topics such as ground mounted sign systems, sign material review, and ongoing signal maintenance challenges are discussed.

Discussion topics in 2012 included:

- Signing - materials, sign inventory programs, night survey programs and retro-reflectivity requirements.
Standing Committees:
Standing committees are comprised of many volunteer members that undertake specific projects and activity areas necessary to accomplish the NCITE goals of providing information and training to members and the community. These committees included Professional Development, Communication, Membership, Career Guidance and Student Activities. Much of these committees' work is highlighted in the upcoming sections summarizing professional development training, membership initiatives and scholarship programs.

Professional Development
2012 Chairs: Leif Garnass, SRF Consulting Group
              Nik Costello, Washington County

2012 Subcommittee Chairs:
Professional Certification: Scott Poska, SRF Consulting Group
Outreach: David Hirsch, Stonebrook Engineering

Professional Development
Our goals include introducing new and emerging topics, providing opportunities to earn continuing education credits, and stimulating thought on issues that affect our industry. In 2012 the Professional Development Committee offered one opportunity, co-sponsored with MnDOT, for NCITE members and other transportation professionals.

A Railroad Preemption at At-Grade Crossing training event, with instructor Rick Campbell of Campbell Traffic Technologies, was hosted on November 27, 2012. 55 NCITE members and transportation professionals attended this event held at Hiway Federal Credit Union office in St. Paul.

Professional Certification
The Professional Certification Committee did not host any events in 2012. The PTOE refresher course is offered every other year and will be hosted in the fall of 2013.

Outreach
The Outreach Committee again put on the "Traffic and Transportation Symposium" on February 29th, 2012 at the University of Minnesota Continuing Education Center in St. Paul. This annual joint venture with CTS attracted 40 attendees who had the opportunity to listen to six different speakers. The topics for this event were:

- A Review of the Forest Lake Pedestrian Hybrid Beacon (HAWK Signal)
- Two Years Later: Safety, Operations, and Education Lessons Learned from Minnesota's First Two-Lane Roundabout
- A Multi-Lane Roundabout Cost/Benefit Evaluation Review
- Traffic Signal Optimization Tools
In 2011, NCITE published four Newsletters and one Yearbook. In addition, one special edition of the Newsletter was published with election information for 2013 Executive Board positions. The Website was updated regularly with meeting announcements, technical committee news, and other information.

The 2011 Annual Report of NCITE Activities was made available to members electronically via email and the Annual Report and NCITE Membership Directory were posted on the section website.

Website
NCITE Board members and Committee Chairs have access to the website and routinely update their own material through standard procedures. The website is kept up to date and is significantly more up-to-date than it has been in years past.

Membership
2012 Chair: Michael Corbett, MnDOT
2012 Co-Chair: Sara Ott, Kimley-Horn and Associates

The Membership Committee continues to provide membership data support to the yearbook editor, the INCITER newsletter editor and to the Board for the electronic voting system. The membership committee has also been handling new member requests and transfers.

In early 2012, it was noted that the NCITE email distribution list was substantially larger than the number of active members. In addition, many of the email addresses appeared to be outdated. The Board discussed several options to ensure the email distribution list matched active NCITE members. The merits of allowing some non-members to remain on the list were debated, and ultimately the Board decided to include only active NCITE members, and active Section affiliates.

In the summer of 2012, an effort was undertaken to edit the local email distribution list (the PHP email list) to match the list of Members and local Section Affiliates. The local email list contains only email addresses, and is devoid of information such as names, companies or agencies. The process included proposing the deletion of email addresses that were not associated with membership or affiliation with ITE and NCITE. The membership committee compared the lists of local section affiliates, life members, full members and student members against what was listed in the PHP email list. Email addresses from the PHP email list that did not have a match with the ITE Member and
NCITE Section Affiliate lists were proposed for deletion. The Board reviewed this list and verified emails that could be deleted immediately, which generally included outdated addresses and/or emails belonging to those that no longer lived in the North Central Section. The list was then used to send an email to each of these remaining addresses that contained a letter from our Chapter President which stated their email address was not associated with a current ITE or NCITE membership. The letter described the membership levels available, and gave recipients the option to update their information and membership status by contacting the Membership Committee. Individuals that did not respond by the end of August were removed from the PHP email list. This effort resulted in several people confirming their desire to be removed from our list, as well as encouraging several members to renew their membership.

In preparation for the 50th anniversary of the North Central section of ITE, the membership committee will be assisting the Board in going through the membership archives.

**Student Activities/Career Guidance**

Kevin Peterson, SEH  
Mark Ray, City of Golden Valley, 2011 (Transferred Duties Mid-Year)  
Brian Smalkoski, Kimley-Horn & Associates, Inc., 2011 (Transferred Duties Mid-Year)

The Student Activities/Career Guidance Committee coordinates the scholarships awarded by NCITE including assembling members to review the student papers and scholarship applications. In 2012, the committee offered two rounds of scholarships, one in the spring targeted towards student achievements and one in the fall focused on recognizing outstanding summer interns. Committee members are also available to the student chapters as a liaison and for distribution of funds the student chapters receive from NCITE for activities. Other activities include reaching out to inactive chapters and schools with planning and/or engineering programs and representing NCITE at the University of Minnesota Transportation Career Expo. A joint meeting between NCITE and ITSO was held on October 8th, 2012 at the University of Minnesota with approximately 70 professionals and 26 students in attendance.

Members of the Student Activities/Career Guidance Committee continue to make presentations at middle and high schools throughout the metro area to encourage students to consider careers in transportation. NCITE has partnered with the Center for Transportation Studies at the University of Minnesota to identify new opportunities such as science/technology camps and the Science Technology Engineering Mathematics (STEM) program to reach out to students and encourage them to consider a career in transportation.

The annual report of all the activities of the ITSO chapter can be found on the NCITE website: [http://www.nc-ite.org/organization/student-chapters](http://www.nc-ite.org/organization/student-chapters)
AWARDS AND SCHOLARSHIPS

NCITE recognizes the contributions to our profession through awards to established professionals and scholarships to those future leaders.

Past Presidents Award

This award is given annually to an individual who has made outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession.

The 2012 Past Presidents Award recipient was Wayne Sandberg.

Wayne, through his active involvement in NCITE and other organizations, has fostered a culture at Washington County of active participation in these organizations that help employees with professional and personal growth and networking opportunities. Some of Wayne’s individual awards/honors include:

- NCITE Young Transportation Professional, 2004
- U of MN Institute of Technology Capstone Project Student Mentor, 2004-2005
- Toward Zero Deaths (TZD) Star Award – Engineering, 2010
- MN APWA Supervisor of the Year, 2012
- APWA Professional Manager of the Year in Transportation, 2011

In addition to these individual awards, Wayne has also managed the Washington County Transportation Division, which has received the following recognition on specific projects:

- MCEA Work Zone Safety Award, 2002 and 2003
- Freshwater Society Environmental Leadership Award – Road Salt Symposium, 2005
- MSPE Distinguished Engineering Achievement – CSAH 8/14, 2008
- MCEA Project of the Year Award – CSAH 13 Safety and Mobility Project, 2009
- MnDOT Office of Environmental Services, Environmental Excellence in Highway Design – CSAH 18 Bridge, 2009
Young Transportation Professional of the Year Award
This award is given annually to an individual who is 35 years old or younger, and who is making outstanding contributions to NCITE, ITE and/or through achievements in the transportation/traffic engineering profession.

The 2012 Young Transportation Professional of the Year Award recipient was Dave Hirsch.

Dave has been a very active member of NCITE for several years. As a traffic engineer, he’s an incredibly valuable voice on safe roads and multimodal projects. In addition to being a pedestrian and motorist, he’s an avid biker and frequent public transit user. So he approaches projects with a very practical, experienced-based perspective. His experience includes the management, design, and development of signal justification reports, intersection control evaluations, traffic modeling and forecasting, lighting, permanent and temporary signal control plans, signal timing and interconnection plans. David has also participated in the design and construction of large-scale transportation projects. He is familiar with all phases of project development, design, and plan preparation as it relates to a broad range of civil engineering projects.

Student Paper Award
NCITE awards $500 annually for the best student paper pertaining to transportation engineering or transportation planning. Papers are judged on the following criteria:

- Technical merit
- Clarity and organization
- Completeness as related to stated purpose
- Applicability to current issues facing the transportation engineering profession

The 2012 Student Paper Award was presented to Arthur Yan Huang from the University of Minnesota for the paper "Different Payment Methods’ Impact on Transit Speed and Performance.”
Scholarships
In 2012 NCITE awarded $3,500 in scholarships to students in the section. The scholarships are awarded on the basis of academic performance, career goals, ITE involvement, and related accomplishments or experience.

Recipients of NCITE Scholarships in 2012 were:

Undergraduate Scholarships ($1,000 each)
- Thomas Hall, University of Minnesota
- Abby Tutewohl, University of Minnesota

Graduate Student Scholarship ($500)
- Xuan Di, University of Minnesota

Intern Scholarship ($500 each)
- Shane Peterson, University of Minnesota
- Joseph DeVore, University of Minnesota
PROFESSIONAL DEVELOPMENT TRAINING AND OUTREACH

Two professional development opportunities were held by NCITE this year. NCITE, in partnership with MnDOT Metro, held a Railroad Preemption Training course with instructor Rick Campbell of Campbell Traffic Technologies. 55 participants were in attendance. The course provided a background on the safety implications of at-grade train crossings, toolbox of safety improvements and a technical training on development of train preemption parameters for at-grade crossing traffic signals.

In addition, the 21st Annual Transportation and Traffic Symposium hosted by NCITE with support from the Center for Transportation Studies was held in February. The day-long workshop was attended by 40 transportation technicians, planners and new engineers. The wide range of transportation topics drew city, county and consultant staff from around the state.

In total, more than 95 transportation professionals and technicians attended an NCITE training opportunity in 2012.
LEGISLATIVE ACTIVITIES

NCITE was active in transportation legislative issues through keeping track of specific legislation and communicating key legislative activities to its members.

NCITE stayed involved in this process through updates at section meetings and discussions about specific aspects of legislation at technical committee meetings.

This past year NCITE made a donation to the MN 2050 organization. NCITE has been involved with MN 2050 since its inception and strongly believe in the organization’s purpose and mission of raising awareness of the vital role of infrastructure on the health of our state’s quality of life and economy, and to stress the need for adequate, long-term funding for infrastructure projects.
FINANCES

The success of the Professional Development programs once again helped NCITE finish 2012 financially strong. End of year balances are shown as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>$10,300.21</td>
</tr>
<tr>
<td>Savings</td>
<td>$1,014.31</td>
</tr>
<tr>
<td>Money Market</td>
<td>$10,127.18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,441.70</strong></td>
</tr>
</tbody>
</table>

In addition to the end of year balances, a more detailed financial summary of the year (inclusive of all expenses) is as follows:

**Year End Budget Summary**

1/1/2012 Through 12/31/2012 Using 2012 NCITE Annual Budget

<table>
<thead>
<tr>
<th>Category Description</th>
<th>1/1/2012 Actual</th>
<th>- Budget</th>
<th>12/31/2012 Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Meeting Income</td>
<td>1,596.00</td>
<td>2,500.00</td>
<td>-904.00</td>
</tr>
<tr>
<td>District IV Surplus</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>21.22</td>
<td>30.00</td>
<td>-8.78</td>
</tr>
<tr>
<td>Member Dues</td>
<td>4,257.20</td>
<td>4,400.00</td>
<td>-142.80</td>
</tr>
<tr>
<td>Newsletter, Yearbook, Web Advertising</td>
<td>4,750.00</td>
<td>4,000.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Professional Development</td>
<td>2,360.00</td>
<td>5,000.00</td>
<td>-2,640.00</td>
</tr>
<tr>
<td>Section Meetings</td>
<td>6,085.77</td>
<td>5,500.00</td>
<td>585.77</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>19,070.19</strong></td>
<td><strong>21,430.00</strong></td>
<td><strong>-2,359.81</strong></td>
</tr>
</tbody>
</table>

| EXPENSES                                  |                 |          |                       |
| Annual Section Meeting Expense            | 2,492.75        | 3,500.00 | 1,007.25              |
| District IV Conference                    | 0.00            | 0.00     | 0.00                  |
| District IV Initiatives                   | 500.00          | 500.00   | 0.00                  |
| Election                                 | 55.78           | 300.00   | 244.22                |
| Membership Outreach                       | 0.00            | 250.00   | 250.00                |
| Misc. Expense                            | 0.75            | 200.00   | 199.25                |
| Prof. Development                         | 2,451.02        | 4,000.00 | 1,548.98              |
| Promotional Materials                     | 0.00            | 100.00   | 100.00                |
| Scholarships - all students               | 4,000.00        | 4,000.00 | 0.00                  |
| Section Mtgs                              | 6,356.14        | 5,500.00 | 856.14                |
| Spk. Gifts, Corts, Plaqs, Recog           | 502.00          | 750.00   | 247.97                |
| Student Activities                        | 258.65          | 2,750.00 | 2,491.35              |
| Student Paper Awards                      | 0.00            | 1,000.00 | 1,000.00              |
| Subsidy of Intl + Dist. Mtg Attendance    | 1,858.33        | 2,250.00 | 391.67                |
| Website                                  | 300.00          | 400.00   | 100.00                |
| **TOTAL EXPENSES**                        | **18,778.70**   | **25,500.00** | **6,721.30**         |
| **OVERALL TOTAL**                         | **291.49**      | **-4,070.00** | **4,361.49**       |
SUMMARY
2012 was a great year for NCITE members! Membership participation and interaction through attendance at section meetings, professional development opportunities, technical committees, and programs was strong. NCITE continues to maintain a very active and involved section, with a total of 450 attendees of section meetings, activities, and professional development opportunities. In addition, NCITE welcomed 23 new members in 2012, including 17 student members. Through the challenging economic times of the last few years, NCITE has maintained a strong financial position and has been able to maintain the yearly $4,000 of student awards, as well as take on new initiatives.
## Appendix A:  
2012 ITE Midwestern District Officers and Representatives

### 2012 ITE Midwestern District Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Section</th>
<th>Affiliation</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Director</td>
<td>Robert K. Seyfreid</td>
<td>Illinois Section</td>
<td>Northwestern University</td>
<td>(847) 530-4032 <a href="mailto:r-seyfreid@northwestern.edu">r-seyfreid@northwestern.edu</a></td>
</tr>
<tr>
<td>President</td>
<td>Peter Lemmon</td>
<td>Illinois Section</td>
<td>Metro Transportation Group</td>
<td>(312) 853-0820 <a href="mailto:pcl@metrotransportation.com">pcl@metrotransportation.com</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Todd Szymkowski</td>
<td>Wisconsin Section</td>
<td>University of Wisconsin - Madison</td>
<td>(608) 263-2684 <a href="mailto:szymkowski@engr.wisc.edu">szymkowski@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Secretary - Treasurer</td>
<td>Kristi Sebastian</td>
<td>NCITE Section</td>
<td>Dakota County Transportation</td>
<td>(952) 891-7178 <a href="mailto:Kristi.sebastian@co.dakota.mn.us">Kristi.sebastian@co.dakota.mn.us</a></td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Douglas A. Ripley</td>
<td>MOVITE Section</td>
<td>Traffic Control Corporation</td>
<td>(515) 418-4114 <a href="mailto:drip@trafficcontrolcorp.com">drip@trafficcontrolcorp.com</a></td>
</tr>
<tr>
<td>Administrator</td>
<td>Thomas E. Campbell</td>
<td>NCITE Section</td>
<td>Retired, MnDOT</td>
<td>(651) 484-4638 <a href="mailto:te.campbell@comcast.net">te.campbell@comcast.net</a></td>
</tr>
</tbody>
</table>
2012 ITE Midwestern District Committee Chairs

Newsletter Editor  Mark D. Rinnan  
Illinois Section  
Jacobs  
(312) 424-5419  
mark.rinnan@jacobs.com

Webpage Editor  Todd Szymkowski  
Wisconsin Section  
University of Wisconsin - Madison  
(608) 263-2684  
pcl@metrotransportation.com

2012 ITE Midwestern District Section Representatives

MOVITE Section  Cheryl Lambrecht  
Section President  
Kansas Dept. of Transportation  
(785) 296-3618  
lambrecht@ksdot.org

Illinois Section  Kim Kolody-Silverman  
Section Past President  
CH2M Hill  
(773) 693-3800  
kkolody@ch2m.com

Wisconsin Section  Rebecca Szymkowski  
Section Past President  
Wisconsin Dept. of Transportation  
(608) 266-9381  
rebecca.szymkowski@dot.wi.gov

NCITE Section  Sue Zarling  
Section Past President  
MnDOT  
(651) 234-7052  
susan.zarling@state.mn.us
Appendix B:
District and Section Rules and Responsibilities

North Central Section Bylaws, Charter, and Policies
The North Central Section Bylaws, Charter, and Policies can be found at the following websites:
- http://www.nc-ite.org/organization/bylaws/bylaws
- http://www.nc-ite.org/organization/bylaws/charter
- http://www.nc-ite.org/organization/bylaws/policies

Duties and Responsibilities of the NCITE Executive Board
The duties and responsibilities of the NCITE Executive Board can be found at the following url:
- http://www.nc-ite.org/organization/bylaws/duties-a-responsibilities

District 4 Bylaws, Charter, and Policies
The District 4 Policy, Charter Bylaws can be found at the following url:
- http://www.midwesternite.org/charterbylaws.htm