



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## BOARD MEETING MINUTES

January 14, 2021: 9:30am - 11:30am  
Location: Webex Meeting

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           |         | X      |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |
| Hannah Johnson, CSS Co-Chair         | X       |        |
| Luis Flores, CSS                     | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:35am.

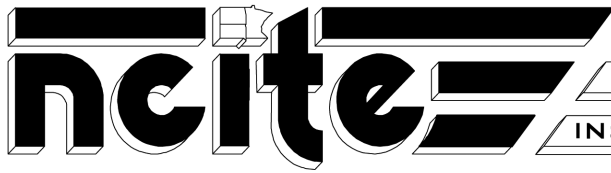
### 2. Review Agenda - Kevin

The agenda was reviewed. No changes were made.

### 3. Complete Streets and Safety Committee Updates – Hannah

Tyler introduced Hannah Johnson, the CSS Committee co-chair. Hannah provided the following updates:

- The committee is trying to encompass more multi-modal elements including transit.
- The committee has shared draft text for policy documents. The board is still working through the updated policies and procedures document for NCITE and that will include the new committee name and language.
- The committee isn't sure what 2021 will look like, usually they transition committee chairs in January. They will have a conversation later this month.
  - Stephen is transitioning out of the chair role.
  - Kevin noted that there is no requirement to rotate out chairs every year.
- The board is interested in virtual meeting platforms; Kevin asked Hannah if the committee is struggling with this. They've been using Webex for virtual meetings and Hannah has Tyler available to answer questions.
- The committee has been struggling with participation levels. They tried to host a bike ride and had no interest. The most recent meeting was only attended by five people.
  - Kevin suggested that the board could better advertise committee meetings on platforms such as Twitter and LinkedIn.
  - Courtney also suggested adding a blurb into the upcoming INCITER. Hannah will draft something and send to Courtney by February 8<sup>th</sup>.
- Kevin noted that there could be opportunities for committees to host joint meetings, for example, SimCap. He can help committees with these conversations.



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**4. 2020 Annual Meeting Summary - Tyler**

- The board reviewed meeting minutes from the 2020 Annual Meeting.
- Tyler motioned to approve the 2020 Annual Meeting Summary, Natalie seconded, motion passed.

**5. 2020 Past Presidents Dinner Summary - Tyler**

- The board reviewed meeting minutes from the Past Presidents Dinner, which was hosted virtually.
- Kevin motioned to approve the 2020 Past Presidents Dinner Summary, Tyler seconded, motion passed.

**6. December 2020 Board Meeting Summary - Tyler**

- The board reviewed meeting minutes from the December 2020 Board Meeting.
- Mark motioned to approve the December 2020 Board Meeting Summary, Tyler seconded, motion passed.

**7. December 2020 Board Transition Meeting Summary - Tyler**

- The board reviewed meeting minutes from the December 2020 Board Transition Meeting.
- Natalie motioned to approve the December 2020 Board Transition Meeting Summary, Mark seconded, motion passed.

**8. December 2020 Treasurer's Report - Natalie**

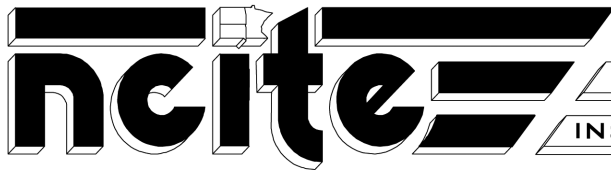
- The board reviewed the December 2020 Treasurer's Report. Natalie noted that there was an error in the September report that she identified and fixed for this report. \$1,000 that was reimbursed from Urban Growler was in the Section Meeting income, however, it should have gone into the Professional Development income since that was where the expense was initially from.
- Jake motioned to approve the December 2020 Treasurer's Report, Tyler seconded, motion passed.

**9. 2020 Treasurer's Report - Natalie**

- The board reviewed the 2020 Treasurer's Report. Jake suggested adding a note on the bottom of the advertising summary that the money came in from 2020. Jake will forward the advertising tracking spreadsheet to Natalie, Kevin, and Tyler and will put on Google Docs. Natalie will update the advertising summary with more information based off the tracking spreadsheet.
- It was noted that the 10-year summary can be misleading depending on how much carry-over happens in a year. However, the group is okay with leaving it in.
- Tyler motioned to approve the 2020 Treasurer's Report, Mark seconded, motion passed.

**10. StarChapter Pay - Natalie**

- On January 5, 2021, Natalie motioned (via email) to switch from using PayPal to using the lowest monthly fee option (Option 1) of the StarChapter Pay Plan. Jake seconded this motion. Six board members voted in favor and two abstained from voting. Motion passed on January 11, 2021.
- Advertising memo – Jake wants to include payment information and would like advertising information updated for the next newsletter.



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- i. Could use PayPal and direct advertisers to coordinate with the Treasurer. The treasurer would need to do more tracking than before due to PayPal no longer being linked to the NCITE store.
  - ii. If can get Starchapter figured out within a week, use that, otherwise will go with PayPal - Kevin will follow up with Jeremy.
- We will still keep PayPal as a resource since there's no cost to keep the account.

#### **11. January Section Meeting - Cortney**

- Cortney provided an update on the Fargo Main Avenue Project. There's a ND county engineer's conference the last week of January, might push to early February.
- The board generally supports having the project of the year award winner be the presentation for the January Meeting to help with transitioning. Will add this into the award notice.

#### **12. Upcoming Meetings - Cortney and Mark**

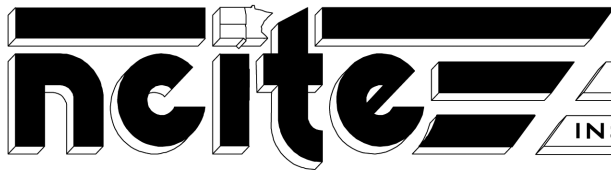
- D Line could be the February meeting topic – Natalie to continue coordination on this.
- Kevin will reach out to Kristine and Mike Barnes to see if MnDOT wants to provide an update.
- Mark will be planning the February Meeting.
- Tyler asked if there would be interest in a project delivery type meeting and focusing on how the project is working (CMGC). Potential interest in a March or April presentation. – Tyler will follow up with Alliant.
  - i. The group generally thinks that traffic presentations give most traction, but also thinks that it's good to switch things up.
- Kevin asked if anyone on the board has South Dakota contacts for a road show meeting. Tyler will reach out to his contacts then coordinate with Cortney.
  - i. Currently planning for the road show meeting to be virtual. Mark mentioned we could push the road show meeting to the fall with the potential for it to be in-person.
- Nick turner ASCE Geometric Design Committee chair – potential partnering opportunities. Kevin mentioned that he's not actively pursuing this, but it's an option.
- Consider hosting a joint TCI meeting.

#### **13. 2021 Budget - Kevin**

- Kevin removed the carry-over item as it's a little confusing and updated the budget per the 2020 Treasurer's Report.
- Because we haven't started the advertising process yet, all of the advertising will be in 2021. Jake recommended increasing this to \$5,000.
- Student Chapter Stipend – Kevin added some language to allow for flexibility.
- Jake Motioned to approve the 2021 Budget, Mark Seconded, motion passed.

#### **14. 2021 NCITE Calendar - Kevin**

- Tyler thinks they're going to be changing the date of the Great Lakes District meeting to the end of August, is not finalized yet.
- Jake motioned to approve the 2021 NCITE Calendar, Mark seconded, motion carried. Kevin will post calendar on website.



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#### **15. Committee Updates - Tyler**

- End of 2020 committee transition meeting happened in December.
- The geometric committee is still looking for chairs.
- The CSS committee is looking for co-chairs.
- ICC's first meeting will be on the 21<sup>st</sup>.
- Tyler thinks we found someone to help with Professional Development committee.
- Approval of MUTCD updates – Tyler emailed the committees and requested feedback.
- Kevin asked if the Science Museum Civil Engineering Day will be happening, Tyler isn't sure. Tyler to follow up with the Student Activities committee.

#### **16. 2021 Board Initiatives – Kevin**

- The board reviewed the list of 2021 board initiatives.
- Go-to meeting has not been used since we went virtually, but it could be used for section meetings. The board generally supports using other platforms if we want to change, want one that can record meetings. Kevin will do some research on this.
- Google Meet could be an option. Note that MnDOT doesn't have access to Google Drive, not sure if this means Google Meet would have issues.
  - i. We'll be given an account with up to 100 meeting participants as part of the Google Drive update we're going through.
- Jeremy to investigate if Venmo can/should be used for NCITE. To-date, treasurer's have used their personal accounts.

#### **17. Great Lakes District Updates - Jeff**

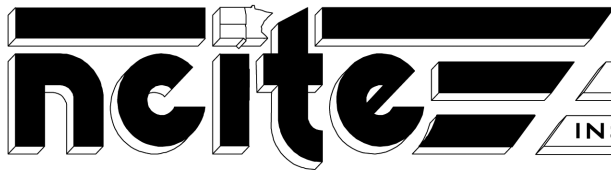
- Jeff mentioned that there's a new district website.
- The LAC is currently motioning to move the district meeting to August 30-31, 2021. There were significant cost implications to change it to 2022. This meeting will be in-person.
- NCITE will be hosting the 2022 meeting. Stay tuned.

#### **18. MUTCD Update Comments - Kevin**

- MUTCD update comments are due Mid-March, committees were asked to provide comments to Kevin.

#### **19. 2021 ITE Awards - Kevin**

- ITE typically doesn't get many award submittals.
- NCITE will be submitting a Young Leaders to Follow application.
- Would like to submit an Outstanding Section Award. The award application often serves as the annual report for the year. Usually is the outgoing secretary and incoming VP, so Tyler will lead this.
  - i. Section Momentum Award has different criteria, is basically an award for being the most improved. Tyler to assess if we'll go for this as well.
- As a board, we should support applicants.
- Jake suggested sharing a list of the awards to our members with some background and let them know someone on the board can help with submittals. Kevin will draft this email.
  - i. Will also note this in the next INCITER.
- Mid-March looks to be the deadline for most of these.



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## **20. NCITE Policies - Jeff**

- Have a couple text updates and comments still. Kevin thinks we need a final wrapped up version before we approve it. We can approve the appendices through the year.
- Jeff will send the current version to the board and request comments within a week. Would like to finalize soon.

## **21. Summer Social Ideas - Kevin**

- Saints game
- Pedal pub
- Walker Art Museum: Mini Golf, Bar, Art Tour – Luis' wife works there
- Share other ideas as they come up.

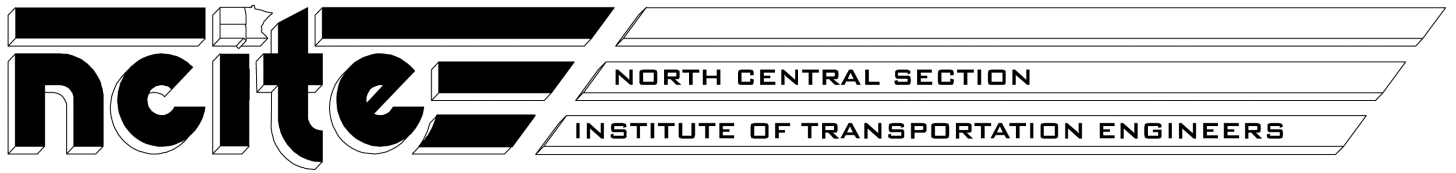
## **22. Review Action Items - Natalie**

The updated list of action items is as follows:

- Hannah to draft a blurb to advertise the CSS committee in the upcoming INCITE – send to Cortney by February 8<sup>th</sup>.
- Jake to forward the 2020 advertising tracking spreadsheet to Natalie, Kevin, and Tyler, and post on Google Docs.
- Jeremy to set up StarChapter Pay and aim to complete within a week then notify Jake.
- Natalie to continue coordination on the D-Line presentation (aiming for February).
- Kevin to reach out to MnDOT to see if they want to provide an update at a future section meeting.
- Tyler to follow up with Alliant to see if they want to present on project delivery (potential March or April topic)
- Tyler to reach out to South Dakota to gauge interest for a road show meeting.
- Add language in the award notice the project of the year winner will be strongly encouraged to present on the project at the January Section meeting.
- Tyler to follow up with the Student Activities Committee to see if Civil Engineering Day is happening.
- Kevin to research meeting platforms and share his findings at the next board meeting.
- Jeremy to investigate if Venmo can or should be used for NCITE.
- Tyler to lead the application for the Outstanding Section Award and to investigate whether to also submit for the Section Momentum Award.
- Kevin to email membership with some background on the ITE awards and note that the board can help with submittals.
- Jeff will send the current version of the NCITE policies document with the board and request comments.
- All board members to brainstorm summer social ideas.

## **23. Adjourn**

Natalie motioned to adjourn the meeting at 11:31 am. Tyler seconded. All voted in favor, motion carried.



Respectfully submitted,

*Natalie J. Sager*

Natalie Sager  
2021 Secretary  
January 14, 2021



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## BOARD MEETING MINUTES

February 11, 2021: 9:30am - 11:30am  
Location: Teams Meeting

| Executive Board                        | Present | Absent |
|----------------------------------------|---------|--------|
| Kevin Peterson, President              | X       |        |
| Tyler Krage, Vice President            | X       |        |
| Natalie Sager, Secretary               | X       |        |
| Jeremy Melquist, Treasurer             | X       |        |
| Mark Powers, Director                  | X       |        |
| Cortney Falero, Director               | X       |        |
| Jacob Folkeringa, Past President       |         | X      |
| Jeff Preston, Section Representative   | X       |        |
| Jonah Finkelstein, Website Coordinator | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:34am.

### 2. Review Agenda - All

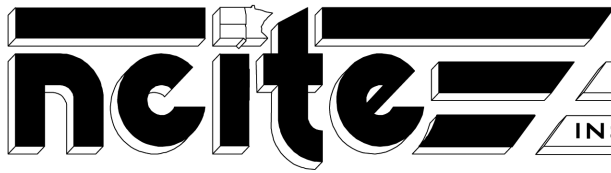
The agenda was reviewed. No changes were made.

### 3. Intersection Traffic Control Committee Updates – Tyler

- Tyler received no response from the chair whether they would attend this board meeting.
- Meeting next week on NPA comment discussion. Will be sending a schedule for each of the months.

### 4. Website Coordinator Updates – Jonah

- The board transition guide helped with the website update.
- Need headshot for Mark, everything else should be updated.
  - Tyler noted we could post more casual headshots in the upcoming newsletter... mask or quarantine pictures?
- Need to post bylaws make sure the new board configuration matches.
- Jonah is okay remaining as the website coordinator for now. Needs to develop a guide for incoming directors to aid in the transition when that does happen.
- Kevin noted some updates that need to be made to committee pages:
  - The geometric design committee is still seeking a chair.
  - The Pedestrian and Traffic Safety Committee is now the Complete Streets and Safety Committee.
  - Joe Devore and Kristen Carlson will be the new chairs of the professional development committee. Jeremy is okay remaining a chair too (3 chairs total).
  - The student outreach committee will get its own committee page (currently under the communication committee page).
- Jonah to further investigate email aliases – still seeing some emails going to spam. Jeremy noted that an email from Jack Olson yesterday for YMC went to spam, it worked



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for other board members. Jonah noted that this is an ongoing battle and that we should continue to ask membership to

#### **5. January 2021 Board Meeting Summary - Natalie**

- The board reviewed meeting minutes from the January 2021 Board Meeting.
- Mark motioned to approve the January 2021 Board Meeting Summary, Tyler seconded, motion passed.

#### **6. January 2021 Treasurer's Report - Jeremy**

- The board reviewed the January 2021 Treasurer's Report.
- Natalie motioned to approve the January 2021 Treasurer's Report, Tyler seconded, motion passed.

#### **7. Upcoming Meetings**

##### February Section Meeting – Cortney

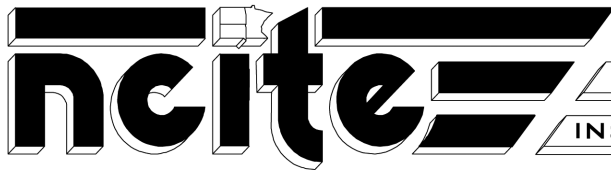
- Cortney will use SRF's Zoom account.
- Kevin will start the meeting and show advertising slides, then will hand off to Cortney.
- Plan for 5-person breakout sessions for 5 minutes to do introductions.
- How will we coordinate speaker gifts? Kevin has padfolios, he will write a thank you note and mail them to their offices. Cortney will share their address with Kevin.
- Cortney sent a meeting notice a week ago; will send out a reminder today.
- Will need to figure out how to fit in another section meeting since we missed the January one. Need 6 meetings through the year.
- Jeremy noted that it would be easier to have the meeting link in the email and to also set up calendar invites. Current concern with including the meeting link in the email is security, need to further investigate.

##### February/March Section Meeting(s)

- Prefer to move forward with D-line for the next section meeting – Metro Transit is still going through internal approval process.
- Tyler reached out to some contacts in South Dakota – Sturgis Transportation plan. There was interest, but it might not be able to fill the full schedule. It sounds like the presentation is ready and this could be a quick turnaround.
- Will coordinate after the February 18<sup>th</sup> section meeting on timing of the Sturgis and D-Line meetings.
- Tyler will reach out with Met Council on the impacts of COVID on traffic (was recently presented at an ITS meeting).

##### 2021 Symposium – Jeremy

- Aiming to have this in December in-person. Call for abstracts in September. Work until then would include booking a venue (looking at new locations).
- Joe Devore and Kristen Carlson will help with planning.
- Cortney will post a notice of this as an upcoming event on the website and will note this in the newsletter. This earlier notice will allow members to plan their training budgets.



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#### **8. Committee Updates - Tyler**

- Can technical committee meetings be used for PDH's? Need to do more research, but initial thoughts are that for engineering it's more honor system based, and for planning it's a little more structured.
- Tyler is thinking of creating a Google Drive folder for the committees. He will just give them access to their folders.
- There is a desire to include Outlook invites in meeting notices. Is there a way to integrate that automatically using StarChapter? Kevin isn't as concerned about emailing links, more worried about posting directly on the website.
- The next SimCap committee will be on North Carolina State University about FHWA Systems Simulation Manual updates. There are new chairs for the committee.
- ITCC meeting on manual updates.
- YMC skating event on the 24<sup>th</sup>
- Haven't heard about CSS about who will be the new chair.

#### **9. 2021 Board Initiatives – Kevin**

The board reviewed 2021 board initiatives and Kevin provided an overview on progress. So far everything is tracking well.

#### **10. MUTCD Update Comments - Kevin**

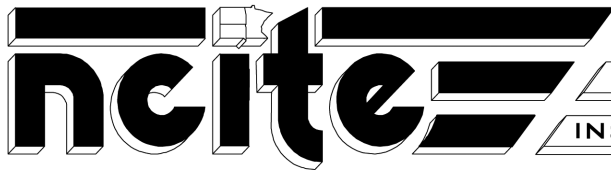
- Deadline was extended to May 15<sup>th</sup> and may potentially be extended further.
- Potential section meeting idea in May – forum style? General membership might not be interested in going into that much detail and this is different from a typical section meeting format. Could instead be held by a committee (ITCC) and open the invitation to general membership.
- Share comments with Tyler and Kevin, they will summarize the comments and bring to the May or April board meeting.

#### **11. 2021 ITE Awards - Kevin**

- The Fargo Main project is looking to submit. Kevin will write a letter on behalf of the board that they can submit with their application.
- Kristen Carlson expressed interest in applying for the young leaders to follow application. Kevin drafted a letter for her using a former nomination drafted by Tyler. Kevin will email the letter to the board and we will add our signatures once approved. The application is due March 1<sup>st</sup>.
- Tyler will share the application for the Outstanding Section Award with the board for review.

#### **12. NCITE Policies - Jeff**

- Jeff shared these a couple weeks ago and hasn't received comments. Jeff suggested that he and Kevin find some time to go over the appendices and finalize that. Jeff doesn't anticipate any further changes to the main body of the document.
- Next steps will be to identify supporting documents and a plan to develop these.
- Kevin asked that all board members review the responsibilities document for the role they held last year.



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### **13. NCITE Virtual Meeting Platform - Kevin**

- Microsoft denied our request to be considered non-profit. They consider us to be a professional organization. We now can move forward with purchasing Teams.
- How many accounts should we purchase? Kevin is thinking three (two for the directors and one for an admin). \$5/month per account. Recommend starting with one account using a NCITE email address and see if we need more.
- Can Teams do breakout sessions? The board is unsure.
- Would this just be for the board, or for committee meetings too? Open to sharing with the committees, but don't want to restrict them to using Teams if they have other platforms they prefer.
- We currently don't have the chat function – when the chat function is included, is to the entire group (can't single out individuals).
- A main reason that we were thinking Teams is that many of our members use Teams. Additionally, there is functionality outside of being able to host meetings.
- We're still on our trial for Teams, we haven't paid for the account yet.
- Jeff recommended we use free trials to test out the different platforms. Next meeting we'll try out Google Meet.

### **14. Leadership ITE Updates - Natalie**

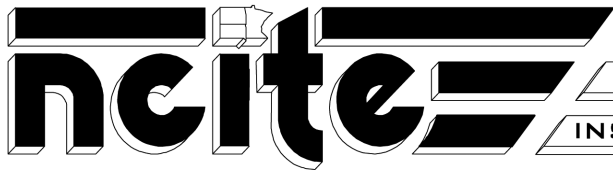
- Natalie provided an update on how Leadership ITE is going. So far there have been three classes. They've learned about their behavioral styles and how to identify and mitigate triggers. Groups have been assigned for projects, and Natalie's group has chosen to do their project on providing resources for professional certifications and licensure to ITE membership.

### **15. Great Lakes District Update - Jeff**

- Last meeting discussed budget, schedule, and the upcoming district meeting. The date will be moved to the last week in August and they were able to reduce their commitment by 30%.
- Need to start planning for the next annual meeting. Jeff needs help organizing a LAC – will check with board first then send out email communication to membership.
  - i. Jeff will put together a write-up to solicit interest in joining the LAC in the upcoming newsletter.
- Need to investigate potential sites. Share any ideas with Jeff. Consider locations outside of the Twin Cities.
  - i. Duluth?
  - ii. Rapid City?
- ITE International Virtual Student Leadership Summit on the weekend of February 19<sup>th</sup>. YMC will be doing something for the Great Lakes District.
- Plan to update the website and improve communication directly with members.

### **16. Summer Social Ideas - All**

- Have a list on Google Drive, will continue to refine. Prioritize outdoors ideas.
- Most board members like the idea of doing mini golf at the Walker Art Center. Courtney has worked with them for past SRF events and noted that they have a nice roof space and were easy to work with.



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### 17. Review Action Items - Natalie

The updated list of action items is as follows:

- Mark to send Jonah a headshot for the website.
- Board to send Cortney "casual" headshots (i.e., wearing masks, quarantine activities at home, etc.) for the upcoming newsletter.
- Cortney to share the address for January Section meeting presenters to Kevin, who will send padfolios and a thank you note to them.
- Natalie to continue coordination on the D-Line presentation (aiming for February).
- Board to coordinate on the next section meeting presentation (D-Line or Sturgis?) after the February 18<sup>th</sup> meeting.
- Tyler to reach out to Met Council on the impacts of COVID on traffic (was recently presented at an ITS meeting).
- Jeremy, Kevin, and Tyler to investigate if meeting links can or should be included in announcement emails and to also investigate if calendar invites can be integrated with StarChapter's functionality.
- Kevin to share ITE Award nomination letters for the Fargo Main project and the Young Leaders to Follow with the board for review and approval.
- Tyler to share the application for the Outstanding Section Award with the board for review and approval.
- Jeff and Kevin to review the remaining parts of the Policies document and identify what supporting documents are needed.
- The board to review their responsibilities document from the previous year and adjust as they see fit. For example, Kevin would review the VP document.
- Kevin to set up the next board meeting using Google Meet.
- Jeff to share a write-up to solicit LAC members with Cortney for the upcoming newsletter.
- Cortney to coordinate with the Walker Art Center to investigate hosting the summer social there.
- Kevin to re-schedule the March 11<sup>th</sup> meeting for the afternoon (3:30pm, during happy hour).

### 18. Adjourn

Tyler motioned to adjourn the meeting at 11:30 am. Cortney seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
February 11, 2021



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## BOARD MEETING MINUTES

March 19, 2021: 9:00am - 11:00am

Location: Google Meet Meeting

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:09am.

### 2. Review Agenda - All

The agenda was reviewed. No changes were made.

### 3. February 2021 Board Meeting Summary - Natalie

- The board reviewed meeting minutes from the February 2021 Board Meeting.
- Tyler motioned to approve the February 2021 Board Meeting Summary, Jeremy seconded, motion passed.

### 4. February 2021 Section Meeting Summary - Natalie

- The board reviewed meeting minutes from the February 2021 Section Meeting.
- Jake motioned to approve the February 2021 Section Meeting Summary, Tyler seconded, motion passed.

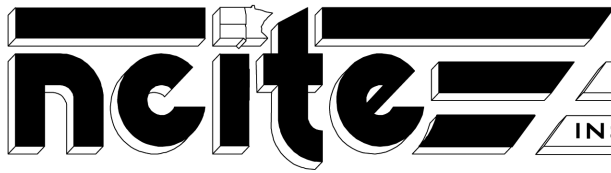
### 5. February 2021 Treasurer's Report - Jeremy

- The board reviewed the February 2021 Treasurer's Report.
- StarChapter Pay seems to be working well, Jake likes that he can more easily see the transactions for advertisement payments.
- Natalie motioned to approve the February 2021 Treasurer's Report, Jake seconded, motion passed.

### 6. Recent Meetings

#### February Section Meeting - Cortney

- Cortney provided a recap of the recent section meeting. Overall, the meeting went well. Kevin received positive feedback on the 5-minute breakout sessions. The presentation was interesting, will plan to have the next Transportation Achievement Award winner present next January.
- Cortney sent PDH certificates last week.



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## 7. Upcoming Meetings

### March Section Meeting - Mark

- The March section meeting will be on the Sturgis Presentation. Mark has sent out the meeting announcement and set up the meeting in Zoom. Will follow the general format used at the February section meeting.
- Tyler's been talking with the Montana section. Kevin will plan to forward the meeting invite to their board.
- Mark to send PDH certificates after the meeting.

### April Section Meeting - Cortney

- D-Line presentation on April 15<sup>th</sup>. Have a save the date on our calendars for presenters and board members. Cortney will send out the meeting announcement after the March Section meeting.
- Will plan to have the registration confirmation email include the meeting link.
- Kevin will send the speaker gifts; Natalie and Cortney to coordinate with the speakers on what address to send these to.

### May Section Meeting - Mark

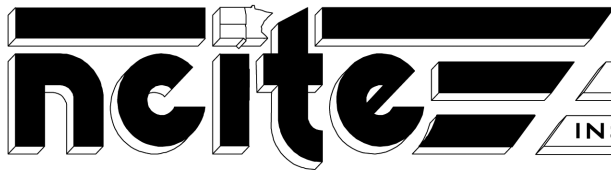
- Need to identify a presentation topic for this meeting.
- Kevin has been in coordination with Hally Turner, a planner at MnDOT who used to work at Washington County. She expressed interest in presenting, hopefully in May.
- Ashley with Met Council – Tyler will coordinate with her to see if she would be interested in presenting in May.
- Derek Leuer and Mark Wagner just presented at the MN Transportation Conference. Jeremy attended this. He noted that they would like to present an update on flashing yellow arrows and RCIs this fall.
- Tyler noted that another option could be to reach out to ITE international on a Diversity/Equity presentation. Or could be a board retreat/round table discussion with them. Table this for now.

### Summer Social - Cortney

- We're penciled in for the first week of August on Wednesday late afternoon/early evening. They will pull numbers for pricing last week. Not sure what attendance will be like, current max group size is 50 outdoors. Anticipating attendance will be lower than normal.
- We typically aim to break even with the budget.
- May want to steer away from providing food for COVID reasons; investigate if there are options for people to purchase food from vendors on an individual basis.
- The event is typically a fundraiser, consider how we want to do this. Do a raffle or a silent auction? Silent auction might be easier to implement. Provide QR codes for the in-person element? Show a leader board? Could do a mix, raffle for in person and silent auction online? Tyler will lead this effort, let him know if interested in helping.

## 8. Committee Updates - Tyler

- ITC had a meeting yesterday on COVID, impacts to traffic volumes, and what to do with timing plans from a signal systems management perspective. Tyler's working with them to plan out their meetings ahead of time because they've been well attended,



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- Complete Streets Committee– Tyler is working with Steven; they're still looking for chairs.
- ITS Committee – does ITS need a rebrand to include TSMO and potential CAV? Emerging Transportation Technology or Transportation Technology? No one really wants to lead the committee and it's been hard to get attendance. Tyler and Jake will help the committee by sharing ideas with them to broaden the committee and providing support in finding a co-chair.
- Operations committee hasn't been super active. Adam is looking to transition out of the chair position. The committee has been most active over email.
- The planning committee hasn't been super active either.
- The YMC had a skating event that went well. Are considering doing an Arbor Day cleanup next.

#### **9. Equity/Diversity - All**

- The board would like to prioritize equity and diversity over the next year - when nominating board members and also when choosing section meeting topics. Will keep this as a standing agenda item.
- Jake suggested that we could prepare a vision or statement and tie specific goals to that. For example, partnering with other organizations.
- Consider making a diversity and equity committee.

#### **10. Planner Involvement - Kevin**

- If we offered AICP credits, could increase planner involvement.
- To offer AICP credits, need to pay the American Planning Association. Is \$224 per credit, or about \$1800 per year if offer 8 credits per year. This wasn't included in this year's budget. The Symposium may require even more credits.
- Jeff noted that international ITE might have a structure set up to help with payment of AICP credits. Kevin will look into this.
- Jeff suggested that it would be helpful to figure out how many planners would benefit from us offering AICP credits to assess the cost/benefits.
- Jake suggested that we coordinate with other organizations that offer AICP credits to get a better understanding of the process for offering AICP credits.

#### **11. MUTCD Comments - All**

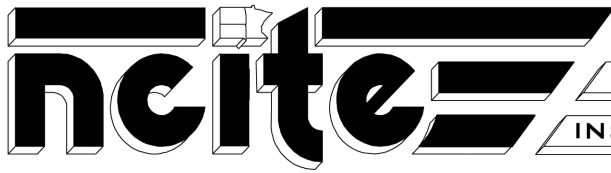
- Deadline for comments was extended to mid-May. ITE is cutting off their comment receipt date to today. Tyler and Kevin are still collecting comments, with a plan to review and sign a letter at the May board meeting.

#### **12. NCITE Policies - Jeff**

- Jeff and Kevin to meet to go through the appendices. After that, will work on updating the secondary documents.

#### **13. Leadership ITE Updates - Natalie**

- Natalie provided an update on how Leadership ITE is going. They haven't met for a while due to spring break, but recently were assigned mentors for group projects from the ITE board and LITE alumni.



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#### **14. Great Lakes District Update - Jeff**

- The international meeting is going virtual. Many public and private agencies are still restricting or limiting travel.
- District 2022 meeting – missed getting an announcement into the newsletter to recruit LAC members. Jeff is putting together a list of positions based off district guidelines. Start by brainstorming locations and facilities. The meeting can be held between April and June, Jeff will work with the district board to better figure out timing.

#### **15. Annual Meeting Ideas - All**

- We have a list on Google Drive.
- Cortney recommended looking into a new venue in the Mall of America that offers go-cart racing among other things.

#### **16. Review Action Items - Natalie**

The updated list of action items is as follows:

##### Carry-Over Action Items:

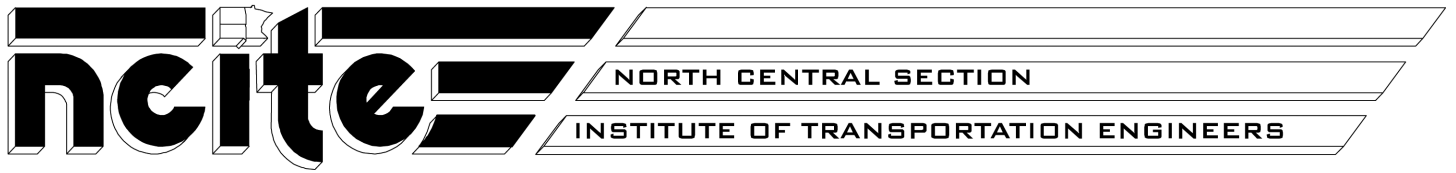
- Mark to send Jonah a headshot for the website.
- Cortney to share the address for January Section meeting presenters to Kevin, who will send padfolios and a thank you note to them.
- Jeremy, Kevin, and Tyler to investigate if calendar invites can be integrated with StarChapter's functionality.
- Jeff and Kevin to review the remaining parts of the Policies document and identify what supporting documents are needed.
- The board to review their responsibilities document from the previous year and adjust as they see fit. For example, Kevin would review the VP document.

##### New Action Items:

- Kevin to forward the March Section meeting invite to the Montana Section Board.
- Kevin to follow up with Hally Turner on a potential May presentation on Transportation Equity.
- Tyler to follow up with Ashley at Met Council on a potential May presentation.
- Cortney to continue coordinating with the Walker Art Center on hosting the summer social there.
- Tyler and Jake to reach out to the ITS Committee to help them find a co-chair and broaden the committee to include topics such as TSMO and CAV.
- Kevin to look into resources available from International ITE for providing AICP credits and investigate how credits are provided.
- Kevin to investigate using Zoom for setting up meetings.

#### **17. Adjourn**

Natalie motioned to adjourn the meeting at 10:51 am. Jeremy seconded. All voted in favor, motion carried.



Respectfully submitted,

*Natalie J. Sager*

Natalie Sager  
2021 Secretary  
March 19, 2021



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## BOARD MEETING MINUTES

April 8, 2021: 9:30am - 11:30am  
Location: Webex Meeting

| Executive Board                                             | Present | Absent |
|-------------------------------------------------------------|---------|--------|
| Kevin Peterson, President                                   | X       |        |
| Tyler Krage, Vice President                                 | X       |        |
| Natalie Sager, Secretary                                    | X       |        |
| Jeremy Melquist, Treasurer                                  | X       |        |
| Mark Powers, Director                                       | X       |        |
| Cortney Falero, Director                                    | X       |        |
| Jacob Folkeringa, Past President                            | X       |        |
| Jeff Preston, Section Representative                        | X       |        |
| Jack Olsson, YMC Committee Chair and Membership Coordinator | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:33am.

### 2. Review Agenda - All

The agenda was reviewed. The symposium was added as a discussion topic.

### 3. YMC Committee Updates – Jack

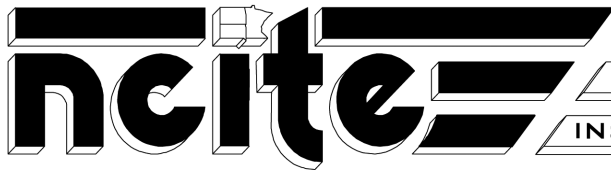
- Planning meetings are held every other month, with the YMC event on the other month. Last planning meeting was a week ago. Planning a joint HH with ITSO a week from today (virtual).
- Tentatively have a bike brewery event planned for June. Hoping to follow regular programming for that event.
- Also are thinking about doing a joint event with the younger member group for APWA. Looking at doing a picnic or outdoor volleyball or kickball.
- The committee doesn't need board support for anything currently.

### 4. Membership Coordinator – Jack

- Something on Jack's to-do list is to work on the membership directory. He's wondering what the deadline is for that. The board thinks that it's typically done around this time of year. Jake thinks it's usually done after advertisers are determined.
- Jack thinks membership has been relatively steady this year.
- Kevin asked Jack to let the board know if he sees a decrease or increase in planning members and also asked for any input on how to increase planners in NCITE. Jack noted that this has been an initiative of the YMC as well.

### 5. March 2021 Board Meeting Summary - Natalie

- The board reviewed meeting minutes from the March 2021 Board Meeting.
- Jeremy motioned to approve the March 2021 Board Meeting Summary, Jake seconded, motion passed.



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#### **6. March 2021 Section Meeting Summary - Natalie**

- The board reviewed meeting minutes from the March 2021 Section Meeting.
- Jake motioned to approve the March 2021 Section Meeting Summary, Tyler seconded, motion passed.

#### **7. March 2021 Treasurer's Report - Jeremy**

- The board reviewed the March 2021 Treasurer's Report.
- Kevin motioned to approve the March 2021 Treasurer's Report, Tyler seconded, motion passed.
- Jeff mentioned to transfer PayPal to \$0. Board agreed. Look to get rid of account at end of year.

#### **8. Recent Meetings**

##### March Section Meeting - Mark

- Mark provided a recap of the recent section meeting. Mark used SRF zoom account. There was 30-35 people.
- A few Montana section attendees were present.

#### **9. Upcoming Meetings**

##### April Section Meeting - Cortney

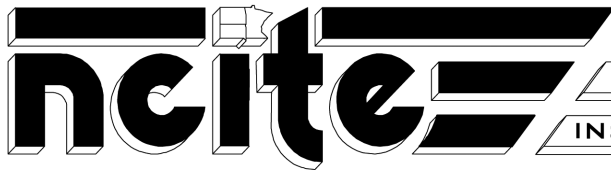
- D-Line presentation on April 15<sup>th</sup>.
- Kevin will send the speaker gifts; Natalie and Cortney to coordinate with the speakers on what address to send these to.
- Invitations went out last week. Will be sent out again 1 week before meeting and 1 day before meeting.
- Cortney requested headshots and bios from presenters.

##### May Section Meeting - Mark

- Noon on May 5<sup>th</sup> is the date we are looking at. Hally Turner will be presenting

##### Summer Social - Cortney

- First week in August. 2 or 3pm-6pm
  - i. The venue wants a head count 30 days beforehand.
- The rooftop minimum for renting out space is \$2500.
- Food options and bar options are available.
  - i. Food menu is fancy.
  - ii. Box lunches are available.
  - iii. Apps are available.
- Mini golf is \$10 for the general public.
- Mini golf, drink ticket, and food item may be provided.
- Cortney to send out a poll to NCITE membership to ask if they would be willing to attend in-person event in August.
- Board is okay with NCITE covering some/most of the cost for the event.



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#### **10. Committee Updates - Tyler**

- SimCAP had meeting last week about roundabout tools.
- ITCC has had regular meetings. COVID meeting last month. Another meeting this month
- Committees trying to find chair & co-chair. Tyler is reaching out to folks, but no luck yet.
  - i. Complete Streets and Safety Committee
  - ii. Geometric Design Committee
  - iii. Emerging ITS/Technology committee

#### **11. Equity/Diversity - All**

- The board reviewed a document policy for new committee.
- Cortney mentioned an idea regarding a co-chair on each committee that would be on this committee.
- Kevin saw this as a separate committee
- Jeff saw this as an umbrella committee

#### **12. Planner Involvement - Kevin**

- Reached out to international ITE. The May section meeting could be an option to provide planning credits.

#### **13. MUTCD Comments - All**

- ITCC was only the committee that held a meeting and will provide Tyler comments.
- Tyler may send out a reminder NCITE email to try to get comments again.

#### **14. NCITE Policies - Jeff**

- Kevin and Jeff will have a meeting tomorrow to go over these.

#### **15. Leadership ITE Updates - Natalie**

- Natalie's group project is investigating resources that ITE can provide for certifications (RSP).
- Natalie shared that her project team has recently posted a survey to ITE's community and asked if we could post the survey to NCITE's social media. She will follow up with Tyler regarding this.
- Natalie also shared that the recent class discussed how to work with difficult people. High-level, approach them with a sense of curiosity and while you're calm. Share the facts and how you feel and ask for their perspective. Once you understand each other's viewpoints, come up with a plan for how to move forward.

#### **16. Great Lakes District Update - Jeff**

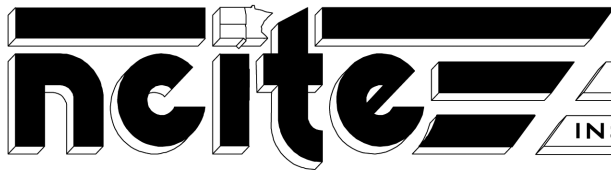
- Nothing to share.
- ITE meeting is ahead of Great Lakes District meeting.

#### **17. 2021 Symposium - Jeremy**

- Look into location. Meet with co-chairs to start get to planning.

#### **18. Annual Meeting**

- Brainstorm ideas.



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## 19. Review Action Items - Natalie

The updated list of action items is as follows:

### Carry-Over Action Items:

- Mark to send Jonah a headshot for the website.
- Cortney to share the address for January Section meeting presenters to Kevin, who will send padfolios and a thank you note to them.
- Jeremy, Kevin, and Tyler to investigate if calendar invites can be integrated with StarChapter's functionality.
- Jeff and Kevin to review the remaining parts of the Policies document and identify what supporting documents are needed.
- The board to review their responsibilities document from the previous year and adjust as they see fit. For example, Kevin would review the VP document.
- Tyler to follow up with Ashley at Met Council on a potential May presentation.
- Cortney to continue coordinating with the Walker Art Center on hosting the summer social there.
- Tyler and Jake to reach out to the ITS Committee to help them find a co-chair and broaden the committee to include topics such as TSMO and CAV.
- Kevin to investigate using Zoom for setting up meetings.

### New Action Items:

- Cortney to send out a poll to NCITE membership to ask if they would be willing to attend in-person event in August.
- Tyler to send out a reminder NCITE email to try to get MUTCD comments again.

## 20. Adjourn

Natalie motioned to adjourn the meeting at 11:24 am. Jake seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
April 8, 2021



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## BOARD MEETING MINUTES

May 13, 2021: 2:00pm - 4:00pm  
Location: Webex Meeting

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             |         | X      |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |
| Mike Kondziolka, SimCap Committee    | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 2:05pm.

### 2. Review Agenda - All

The agenda was reviewed without comment.

### 3. SimCap Committee Updates - Mike

- Everything is going well; they've been having regular meetings with interesting topics. No questions for the board.

### 4. April 2021 Board Meeting Summary - Natalie

- The board reviewed meeting minutes from the April 2021 Board Meeting.
- Tyler motioned to approve the April 2021 Board Meeting Summary, Mark seconded, motion passed.

### 5. April 2021 Section Meeting Summary - Natalie

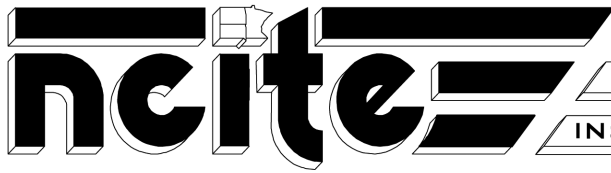
- The board reviewed meeting minutes from the April 2021 Section Meeting.
- Jeremy motioned to approve the April 2021 Section Meeting Summary, Tyler seconded, motion passed.

### 6. May 2021 Section Meeting Summary - Natalie

- The board reviewed meeting minutes from the May 2021 Section Meeting.
- Tyler motioned to approve the May 2021 Section Meeting Summary, Mark seconded, motion passed.

### 7. April and May 2021 Section Meeting Recap - Mark

- Everyone thought the April section meeting on the D Line BRT went well.
- The May section meeting on Transportation equity was also an interesting topic. The turn-out was good, it seemed like there were more planners than usual.



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#### **8. April 2021 Treasurer's Report - Jeremy**

- The board reviewed the April 2021 Treasurer's Report.
- Kevin asked Jeremy to let him know if he sees any charges go through from Microsoft, Kevin thinks he canceled that account but wants to make sure.
- Jeremy has transferred all of the PayPal balance into Hiway, will show up in the May report. Jeremy asked if he can cancel the account, the board agreed to keep it open for at least another 6 months to make sure. The account is currently in Natalie's name.
- Jake motioned to approve the April 2021 Treasurer's Report, Natalie seconded, motion passed.
- Jeff noted that Hiway recently opened up a new branch in Roseville.

#### **9. 2021 Summer Social – Kevin**

- Kevin shared survey responses with the board. 83 people took the survey, 75 are comfortable meeting in-person in August. 72 are comfortable with eating food at the event. Based on these responses, the board will move forward with planning the event as in-person.
- NCITE won't be providing drink tickets. Drinks will be available for purchase, however.
- NCITE will cover some of the costs so that we can reduce ticket prices to encourage participation. Aim for a ticket cost of ~\$10. We haven't incurred many expenses this year.
- Will strategize on fundraiser options at our next board meeting. Initial thoughts are that a silent auction would be more effective than a raffle, although would like to avoid sharing pens. We could look into electronic options. Jake has a box of NCITE pens that we could use. A raffle would involve more transfer of money and more interaction. Let Tyler know if you have any further thoughts or ideas.

#### **10. September Section Meeting Ideas – Kevin**

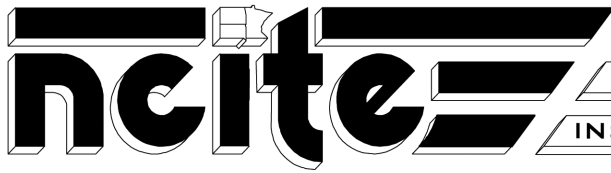
- Tyler hasn't heard from Metro Transit yet, but he'll check back on them.
- TPI and project delivery might be another option, Tyler is waiting on a response from them as well.
- Another idea was to have someone from ITE international present. Potentially Shelly Row? Would be a marketing opportunity for Leadership ITE as well.
  - i. The deadline for LITE application is September 15, 2021.
  - ii. Potentially have the meeting in mid-August? Open to different dates.

#### **11. Committee Updates - Tyler**

- SimCap and ITC committees are doing well and have upcoming meetings.
- Still looking Geometric Design, Complete Streets, and Emerging Technologies in Transportation committee chairs.
  - i. Jake and Mark will talk to Derek and Gordon to encourage them to fill the ETTC chair roles, with one of them being the ITS MN representative, and the other to represent NCITE. Kevin and Tyler also have some contacts who may be good candidates for the role.
  - ii. No leads on the geometric committee yet.
  - iii. The complete streets committee has a co-chair, but no chair identified yet.

#### **12. Equity/Diversity/Inclusion - Kevin**

- Kevin provided a writeup for the INCITER. Jake will be sure to review this.



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- Kevin asked if the board sees a benefit to forming a committee for this. The group generally thinks that this could fit under another umbrella, though it would be good to have a champion. For now, will keep this in the board's court and will continue posting on it in the newsletter with a "D-E-I corner".

### **13. MUTCD Comments – Kevin and Tyler**

- Comments are due tomorrow. We're in a good position with the letter; but do need board approval.
- The ITC committee has reviewed the proposed changes.
- Most of the changes were provided by Joe Gustafson.
- Send any proposed changes to Tyler and Kevin, as well as your electronic signature if you'd like to be added. They will be sending the letter tomorrow.

### **14. AICP Credits - Kevin**

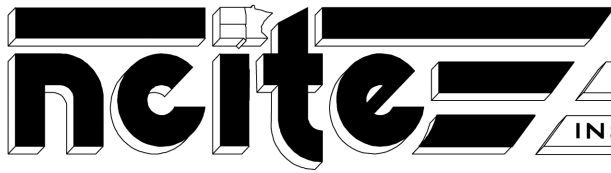
- Since we have different tax ID's from ITE, we can't use their AICP credits.
- Cost is \$224 per credit, or \$1,254 per year for unlimited.
- Should NCITE provide AICP credits? The board thinks the return on investment would be low for this because we don't have that many planners in our group right now. For now, won't purchase AICP credits.
- We could potentially partner with other organizations if we want to provide AICP credits at events. Make it a point to have a planning-focused meeting every year.
- An upcoming Move Minneapolis event has AICP credits – Jeremy posted this to the Professional Development webpage.

### **15. Meeting Platforms**

- We've cancelled our GoTo Meeting account and have decided not to use Google Meet or Microsoft Teams based on our trials. WebEx is another option. Kevin recommends moving forward with Zoom.
- Tyler mentioned that the district is considering creating a Zoom account that could be used on the section-level. No decisions have been made, Jeff can investigate at the board meeting next week.
- The board generally supports using Zoom for future meetings. It may be best to have our own account so that we don't have to worry about issues with shared access. One question we have is if we can designate multiple hosts.
- Once we hear what the district decision is and get more background, will decide how to move forward.

### **16. Great Lakes District Update - Jeff**

- Meeting next week.
- Had a meeting last week on the 2022 annual meeting.
  - i. The annual meeting will be between early April or late May, Jeff recommends late May due to weather.
  - ii. He has three locations in mind and is looking for feedback from the board.
    1. Brainerd – potentially at a place like Craguns or Grand View Lodge.
      - a. Craguns is large and is used for the County Engineer's Conference (about 200 people?).
      - b. There are concerns that resorts may be more isolated and there may be less mingling in that environment.



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2. Minneapolis/St Paul - Hotels
3. Duluth - Hotels
  - a. Jake has concerns with transportation from the airport to Duluth or Brainerd. There is an airport in Duluth.
4. Jeff will move forward with Duluth as the preferred option, but will have options for Minneapolis/St Paul as a backup.

#### 17. Review Action Items - Natalie

The updated list of action items is as follows:

##### Carry-Over Action Items:

- Mark to send Jonah a headshot for the website.
- Jeff and Kevin to review the remaining parts of the Policies document and identify what supporting documents are needed.
- The board to review their responsibilities document from the previous year and adjust as they see fit. For example, Kevin would review the VP document.
- Tyler to follow up with Ashley at Met Council on a potential September presentation.
- Cortney to continue coordinating with the Walker Art Center on hosting the summer social there.
- Tyler and Jake to reach out to the Emerging Technologies in Transportation (former ITS) Committee to help them find chairs.
- Kevin to investigate using Zoom for setting up meetings.

##### New Action Items:

- Tyler to start planning the fundraiser event for the 2021 Summer Social.
- Tyler and Natalie to reach out to Shelly Row to see if she would be willing to present at a section meeting.
- Send any comments on the MUTCD letter to Kevin or Tyler by tomorrow. Also send your signature if you'd like to sign the letter.
- Kevin to look into having a planning event once a year and making a joint meeting to provide AICP credits.
- Jeff to investigate if the Great Lakes District will be providing access to Zoom to the sections.

#### 18. Adjourn

Natalie motioned to adjourn the meeting at 4:00 pm. Jake seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
May 13, 2021



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## BOARD MEETING MINUTES

June 10, 2021: 9:30am - 11:30am  
Location: Webex Meeting

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:35am.

### 2. Review Agenda - All

The agenda was reviewed without comment.

### 3. Awards

- Great Lakes District Outstanding Section Award - NCITE
- Great Lakes District ITE Transportation Achievement Award – Fargo Main Avenue Project
- Great Lake District Rising Star and ITE Young Leader to Follow – Tyler Krage

### 4. Professional Development Committee Updates - Jeremy

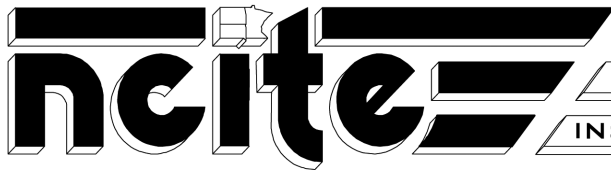
- Jeremy and Kristen are looking into venues for the symposium. U of M continuing education center isn't opening up until late August. Otherwise Kristen has a venue she has used (The Graduate) for a past event.
- Jeremy has a question on the budget
- Whenever there are training opportunities, the PD committee posts them on the website.

### 5. May 2021 Board Meeting Summary - Natalie

- The board reviewed meeting minutes from the May 2021 Board Meeting.
- Tyler motioned to approve the May 2021 Board Meeting Summary, Kevin seconded, motion passed.

### 6. May 2021 Treasurer's Report - Jeremy

- The board reviewed the May 2021 Treasurer's Report.
- We've had more income than expenses this year. Consider ways to better use this money, potentially putting more towards students and younger members.
- Natalie motioned to approve the May 2021 Treasurer's Report, Tyler seconded, motion passed.



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#### **7. 2021 Summer Social – Cortney**

- Event date is August 4, 2021 at the Walker Art Center. Need to put our deposit down on the event.
- Will aim for \$20 non-member, \$10 member, \$5 student. NCITE will fund the difference. Cortney will note that the event is non-refundable in the email announcement.
- Jeremy will help Cortney with setting up payments in StarChapter.
- Food options through their catering service include slider and fries and pretzel and cheese. We'll order ahead on those. Will need to give the venue a head count about a week ahead.
- Beverages will be available for purchase.
- We have the patio area next to mini golfing and the Skyline room reserved.
- We will open up the event to guests, who will qualify as non-members.
- Cortney will get the invite out ASAP.
- Will give attendees a heads up about parking and transportation options.
- Tyler will be organizing the silent auction or raffle. Raffle is more work but potentially more fun, Mark and Jeremy volunteered to sell the tickets.
- Consider having a pre-event gathering at Alliant. Tyler and Kevin to coordinate.

#### **8. September Section Meeting Ideas – Mark**

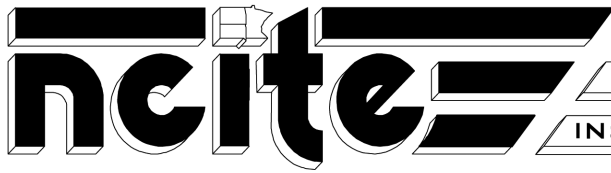
- Tyler suggested we could have TPI talk about different project delivery types. Could also coordinate with ASCE.
- Tyler will follow up with Ashely from Metro Transit. She gave a presentation to ITS MN on Covid and transit numbers, however she hasn't responded to Tyler's most recent email.
- Should the next event be in person or virtual? Mark will develop a survey to get an understanding of what membership's preferences are.
- Natalie will give an announcement about Leadership ITE with support from other LITE alumni (Tyler, Jeff, and Scott).

#### **9. Committee Updates - Tyler**

- Have two people interested in chairing the Emerging Technologies (former ITS) Committee. This is a joint ITSMN/NCITE Committee – trying to figure out how to move forward. ITS has a desire to use this more as a technical task force, whereas NCITE has traditionally treated it more as a discussion group and keeps topics broader. The board still thinks it's a good idea to keep the committee joint, but to balance the needs of both. Tyler and Jake will meet with the committee to get on the same page.
- Still looking for chairs for the Geometrics Committee
- Found interested people for Complete Streets Committee, however, no one is committing to being a chair.
- SimCAP recently sent out a meeting announcement.
- ITC had a meeting two weeks ago.
- The Younger Member Committee has a bike ride event planned for next week.

#### **10. Equity/Diversity/Inclusion - Kevin**

- Kevin is currently leading this effort but is open to having someone else take over.
- No updates.



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#### **11. Virtual Meeting Platform- Kevin**

- Jeff investigated if we should use the district's Zoom account and he let the district know that we're interested in using their account due to the lower cost, so long as there aren't issues with having multiple groups access the account. He hasn't heard back from Scott yet.

#### **12. Great Lakes District Update - Jeff**

- The board met up a week or two ago. The main topic was the annual meeting this fall. Registration is currently low, though it's still fairly early. They'll likely extend the early bird registration date.
- Budget is still being figured out with the separation of districts as part of OneITE.
- Scott Walker shared updates from the Southern District and shared that board members from different sections attend other section's board meetings.
- They also discussed annual meeting scholarships for students, young members, and retirees.
- Mentor/mentee programs are also a priority.
- Be more deliberate about student chapter check-ins.
- The upcoming district meeting for next year will likely be in mid-June and advance of a later June meeting in the West. Jeff put together three location options (Brainerd, Minneapolis/St Paul, and Duluth). The district generally supported moving forward with the Duluth area. Jeff has a list of potential LAC members and is looking for help from the board and general membership.

#### **13. NCITE Policies – Jeff**

- Procedures document is about ready to go. Most remaining effort is on the appendices. Jeff will share the document with the board so we can approve it at next month's board meeting. Kevin recommended including the appendices.

#### **14. Leadership ITE – Natalie**

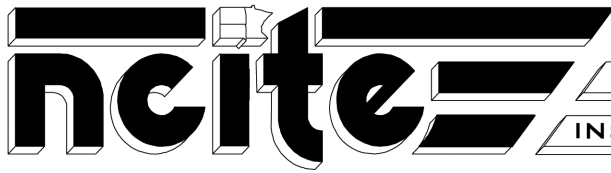
- The LITE class hasn't met for a while due to the Memorial Day holiday. The most recent class was on delegation of tasks.
- Natalie's project team has received a lot of responses on the survey that was sent out. Her team is planning to use ITE's community pages to organize study groups and find ways to link ITE's Learning Hub resources. Also investigating a potential sub-committee in ITE's Professional Development committee to organize this effort.
- The LITE project presentations will be on Monday, July 26<sup>th</sup>. Natalie will forward the event invite to the board.

#### **15. 2021 Symposium – Jeremy**

- Aim to have tickets cost approximately \$50 or less.
- Will book a venue around late August/early September.
- Should this event be pushed to next year? Several agencies have cut travel expenses for this year. Jeremy's vision is to have this event fully in-person. Mark will add a question to the survey he'll be sending out.

#### **16. Next Board Meeting – Kevin**

- Kevin will send out a doodle poll to find a date/time for the next board meeting. Would like to meet in person and possibly do a happy hour.



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### 17. Annual Meeting Ideas – All

- Kevin would like to have our activity planned by August.
- Ideas include: Whirley Ball, Brewery, suite at a sports game.

### 18. Review Action Items - Natalie

The updated list of action items is as follows:

- Cortney to send out the summer social meeting announcement.
- Tyler to coordinate with Jeremy and Mark on how to handle raffle ticket sales at the summer social.
- Tyler to follow up with Ashley at Met Council on a potential September presentation.
- Mark to develop a survey to get an understanding of what membership's preferences are on hosting section meetings virtually or in-person. Also add a question related to the symposium and to gauge interest in that event.
- Tyler and Jake to coordinate with the ITS committee to discuss the vision to the group. Will have a board-level discussion first (don't need entire board).
- Jeff to follow up with Scott regarding use of the district's Zoom account.
- Jeff to send the procedures document to the board approximately a week before the next board meeting.
- Kevin to send out a doodle poll to figure out a date and time for the July board meeting.

### 19. Adjourn

Natalie motioned to adjourn the meeting at 11:34 am. Mark seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
June 10, 2021



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## BOARD MEETING MINUTES

July 7, 2021: 1:00pm - 3:00pm  
Location: SRF and WebEx

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     |         | X      |
| Jeff Preston, Section Representative | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 1:07pm.

### 2. Review Agenda - All

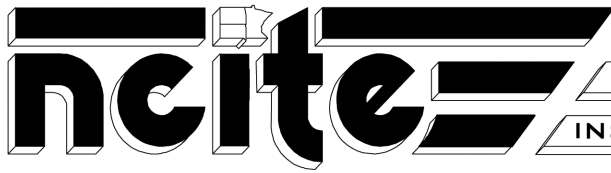
The agenda was reviewed without comment.

### 3. June 2021 Board Meeting Summary - Natalie

- The board reviewed meeting minutes from the June 2021 Board Meeting.
- Tyler motioned to approve the June 2021 Board Meeting Summary, Mark seconded, motion passed.

### 4. June 2021 Treasurer's Report - Jeremy

- The board reviewed the June 2021 Treasurer's Report.
- Natalie motioned to approve the June 2021 Treasurer's Report, Kevin seconded, motion passed.



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#### **5. 2021 Summer Social – Cortney**

- 16 RSVPs so far. Cortney will send out weekly reminders.
- Catering will be through D'Amico instead of through the Walker.
- Cash bar has a \$150 minimum fee unless the bar gets \$500.
- Will add a \$5 student ticket option.
- Tyler is coordinating the silent auction/raffle prizes. We'll make the raffle tickets.
- Should we offer other giveaways? Yes – will advertise door prizes. Do a raffle with score cards for door prizes. Also one for first and one for last place. Ideas: Top Golf gift card, Walker Art Center gift card, local restaurant.
- Cortney noted that we can go in for a tour before the event.

#### **6. September Section Meeting Ideas – Mark**

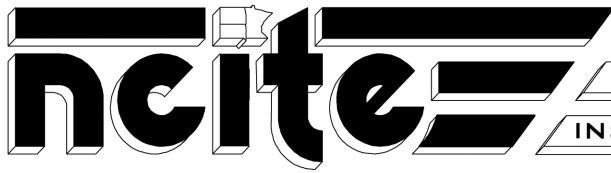
- Tyler reached out to Ashely from Metro Transit and she is interested. She recently gave a presentation to ITS MN on Covid and transit numbers. Her preference is to do the meeting virtually. Tyler will connect Ashley and Mark.
- Tyler will continue coordination with TPI to talk about different project delivery types in October. Could also coordinate with ASCE.
- Should the next event be in person or virtual? Mark will develop a survey to get an understanding of what membership's preferences are.
- Will give an announcement about Leadership ITE with support from other LITE alumni (Tyler, Jeff, and Scott) – ask Adam with LITE if he would like to give this update.

#### **7. Committee Updates - Tyler**

- ITC is meeting regularly.
- Complete Streets and Safety group is still looking for a chair. Luis may be interested.
- Emerging Technologies is meeting sometime next week.
- Geometric committee is still looking for chair(s).
- SimCAP is meeting virtually.
- Maintenance and Ops has a meeting next week.

#### **8. Equity/Diversity/Inclusion - Kevin**

- Kevin is currently leading this effort but is open to having someone else take over. Looking for ideas for the next Inciter.



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#### **9. Virtual Meeting Platform- Kevin**

- Jeff investigated if we should use the district's Zoom account and he let the district know that we're interested in using their account due to the lower cost, so long as there aren't issues with having multiple groups access the account. Scott Poska doesn't have any updates to share.
- Want to have our own account by end of year.

#### **10. NCITE Policies**

- The board discussed some minor comments on the updated policies document.
- Jeff to follow up with Kristi to inquire if the date that the new Section Representative is provided to the district can slide.
- Kevin motioned to approve the Policies document, Tyler Seconded, motion passed.

#### **11. NCITE Annual Meeting**

- Mark will investigate the Game Show Battle Room idea.
- Tyler to investigate Ghost Tours options – do around Halloween?
- Tyler will reach out to Up-Down Arcade.
- Mark will check out laser tag.
- Deer opener is on November 6<sup>th</sup>.

#### **12. NCITE Officer Nominations**

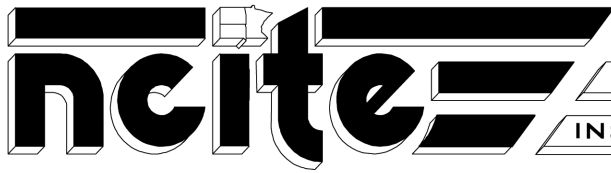
- Let Tyler and Kevin know if think of potential directors.
- Cortney and Mark aren't interested in the Treasurer position for next year. Encourage past directors and past election candidates.
- Need to fill the district position – preferably a past president or at least a past board member.
- Natalie will be administering the elections.

#### **13. Great Lakes District Update - Jeff**

- Jeff has been in contact with the Holiday Inn in Duluth for the Annual Meeting.
  - i. Looking for direction from Kristi on dates. Options include June 4-7, 11-14 is booked. 18-21 is open, but is at the tail end of Grandma's Marathon. 25-28<sup>th</sup> of June is open, same days as the Western Annual meeting, which creates a conflict for IBOD. Jeff is leaning towards the 18<sup>th</sup>-21<sup>st</sup>.
- The Harbor Event Center is another option.
- Jeff is looking to assemble 6 committees and is looking for people to head these, including: Social and Tours, Facilities and Food, Registration, Sponsorship and Vendors,... Start with NCITE board members. Will also need a finance committee, Jeff will coordinate with Jeremy.
- Jeff looking to do a tour of the facility before booking.
- Need to develop a logo for the meeting.

#### **14. NCITE Policies – Jeff**

- Procedures document is about ready to go. Most remaining effort is on the appendices. Jeff will share the document with the board so we can approve it at next month's board meeting. Kevin recommended including the appendices.



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**15. Leadership ITE – Natalie**

- The LITE project presentations will be on Monday, July 26<sup>th</sup>. Natalie will forward the event invite to the board.

**16. Return to in-Person Meetings Membership Survey – Mark**

- Mark shared survey questions with the board.
- Kevin recommended adding a question to gauge comfort for attending an in-person symposium in December.

**17. Next Meeting**

- SRF in St Paul (Mark).
- Aim for 1-3pm again.

**18. Review Action Items - Natalie**

The updated list of action items is as follows:

- Cortney to continue coordinating the summer social.
- Tyler to continue coordinating with Jeremy and Mark on how to handle raffle ticket sales at the summer social.
- Tyler to connect Ashley at Met Council with Mark on the September presentation.
- Jeff to continue following up with Scott regarding use of the district's Zoom account.
- Board to share nominee ideas with Tyler and Kevin for the next board election.

**19. Adjourn**

Kevin motioned to adjourn the meeting at 3:08 pm. Jeff seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
July 7, 2021



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## Agenda

NCITE Executive Board Meeting

August 18, 2021

1 pm to 3 pm

### 2021 Executive Board

#### Kevin Peterson, PE

President

Washington County

11660 Myeron Road North

Stillwater, MN 55082

[Kevin.Peterson@co.washington.mn.us](mailto:Kevin.Peterson@co.washington.mn.us)

#### Tyler Krage, PE, PTOE

Vice President

Alliant Engineering, Inc.

733 Marquette Avenue, Suite 700

Minneapolis, MN 55402

[tkrage@alliant-inc.com](mailto:tkrage@alliant-inc.com)

#### Natalie Sager, PE

Secretary

HDR, Inc.

1601 Utica Avenue South, Suite 600

St. Louis Park, MN 55416-3400

[Natalie.Sager@hdrinc.com](mailto:Natalie.Sager@hdrinc.com)

#### Jeremy Melquist, PE, PTOE

Treasurer

City of Bloomington

1700 West 98th Street

Bloomington, MN 55431

[jmelquist@BloomingtonMN.gov](mailto:jmelquist@BloomingtonMN.gov)

#### Cortney Falero

Director

SRF Consulting Group, Inc.

3701 Wayzata Boulevard, Suite 100

Minneapolis, MN 55416

[cfalero@srfconsulting.com](mailto:cfalero@srfconsulting.com)

#### Mark Powers

Director

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2550 University Ave W Suite 350N

St Paul, MN 55114

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#### Jacob Folkeringa, PE

Past President

SRF Consulting Group, Inc.

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Minneapolis, MN 55416

[jfolkeringa@srfconsulting.com](mailto:jfolkeringa@srfconsulting.com)

#### Jeff Preston, PE

District Representative

Stantec

733 Marquette Avenue, Suite 1000

Minneapolis, MN 55402

[jeff.preston@stantec.com](mailto:jeff.preston@stantec.com)

### SRF Consulting Group (St. Paul)

#### MS Teams

1. Call Meeting to Order ..... Kevin
2. Review Meeting Agenda..... All
3. 2022 Board Discussion ..... Kevin
  - a. Tyler moving to Chicago in late September. Tyler to continue to run for President.
4. July 2021 Secretary's Report ..... Natalie
  - a. Mark motioned. Jeff seconded.
5. July 2021 Treasurer's Report ..... Jeremy
  - a. Kevin motioned. Tyler seconded.
6. Recent Meetings
  - a. Summer Social..... Cortney
    - i. 55 RSVPs. 1 no-show.
7. Upcoming Meetings
  - a. September Section Meeting ..... Mark
    - i. Ashley - Metro Transit
    - ii. LeadershipITE Breakout
  - b. October Section Meeting ..... Cortney
    - i. Kevin to reach out to Derek Leuer. RCIS, peds at roundabouts, FYA.
    - ii. St. Paul Parking Minimums – Mark to look into.
  - c. Annual Meeting ..... Mark
    - i. Game Show Battle Room ..... Mark
      - Do not have non game space. Can't do catering. A few doors down – brewery that has good space. Mark to get ahold of them to see if they have a space for presentation/dinner/etc.
    - ii. Up-Down Arcade..... Tyler
      - Still looking into. Can't rent out the entire area.
    - iii. Laser Tag..... Mark
      - Remove this from consideration



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## 2021 Executive Board

### Kevin Peterson, PE

President  
Washington County  
11660 Myeron Road North  
Stillwater, MN 55082  
[Kevin.Peterson@co.washington.mn.us](mailto:Kevin.Peterson@co.washington.mn.us)

### Tyler Krage, PE, PTOE

Vice President  
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### Natalie Sager, PE

Secretary  
HDR, Inc.  
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[Natalie.Sager@hdrinc.com](mailto:Natalie.Sager@hdrinc.com)

### Jeremy Melquist, PE, PTOE

Treasurer  
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### Cortney Falero

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### Mark Powers

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### Jacob Folkeringa, PE

Past President  
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3701 Wayzata Boulevard, Suite 100  
Minneapolis, MN 55416  
[jfolkeringa@srfconsulting.com](mailto:jfolkeringa@srfconsulting.com)

### Jeff Preston, PE

District Representative  
Stantec  
733 Marquette Avenue, Suite 1000  
Minneapolis, MN 55402  
[jeff.preston@stantec.com](mailto:jeff.preston@stantec.com)

8. Committee Updates..... Tyler
  - a. New chair of maintenance committee. YMC had a kickball event yesterday. Tyler trying to get Luis Flores to lead a committee.
9. Equity/Diversity/Inclusion..... All
  - a. No update
10. NCITE Officer Nominations ..... Kevin
  - a. Nominations email (2 months before Annual Meeting)
    - i. Jake Kevin Tyler Mark to join nominating committee
    - ii. Brainstormed nominations. Tyler, Kevin, Mark to reach out to a few individuals.
11. Great Lakes District Update .....Jeff
  - a. Board interest in attending 2021 Annual Meeting ..... Kevin
  - b. 2022 Annual Meeting
    - i. June 9,10,11?
12. Leadership ITE..... Natalie
  - a. No updates because Natalie is on maternity leave.
13. Virtual Meeting Platform ..... Kevin
  - a. Kevin to send Jeremy info.
14. 2021 Symposium .....Jeremy
  - a. Move Symposium to 2022 or 2023. Do an ethics training in Spring 2022.
15. Adjourn

**Next Board Meeting - tbd**



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## BOARD MEETING MINUTES

September 9, 2021: 9:30am - 11:30pm  
Location: MS Teams

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             |         | X      |
| Jeremy Melquist, Treasurer           |         | X      |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:30am.

### 2. Review Agenda – All

### 3. September Meeting / Virtual

- Waiting for Ashley to respond / back from vacation
- Setting date end of month when she gets back

### 4. October Meeting - TPI - Twin Ports Interchange / Virtual

- Contracting Methods /
- Still coordinating
- Partner with ASCE?
- Option to switch topics between Sept/Oct depending on availability

### 5. Annual Meeting Ideas

- Up down – Out
- Starcade (Rosedale) - look more but capacity could be an issue?
- Ghost tour - 2-3 groups at 60 min / per group
- Astor Café - option for dinner meeting
- Topgolf?
- Trivia and meeting at event space?

### 6. Committee Updates - Tyler

- Emerging Technology starting to meet to generate ideas
- Complete Streets needs a champion
- Greg Boche - Woodbury - new Maintenance Chair
- Professional Development needs people - new champion
- Social Media - need a champion

**7. Equity / Diversity / Inclusion**

- Opportunities out there / cognitive abilities another avenue to look
- Is HQ providing any updates?

**8. Nominations**

- Jake is working with nominees

**9. District Update**

- Jeff discussed District Board Meeting Agenda

**10. Leadership ITE**

- 2022 program applications are due 9/16

**11. Virtual Meeting Platform**

- Kevin to look at Zoom account for the Section

**12. Adjourn**

- Tyler motioned to adjourn the meeting at 11:10am. Mark seconded. All voted in favor, motion carried.

Respectfully submitted,



Natalie Sager  
2021 Secretary  
September 9, 2021

## BOARD MEETING MINUTES

October 7, 2021: 9:30am - 11:30pm  
Location: MS Teams

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     | X       |        |
| Jeff Preston, Section Representative | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:39am.

### 2. Review Agenda - All

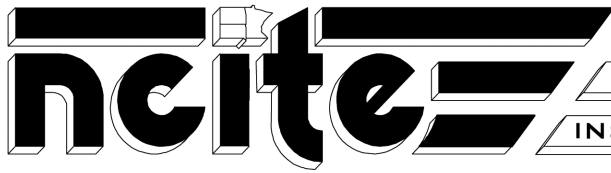
The agenda was reviewed. ATSPM workshop was added. Thinking November or December for that workshop.

### 3. September 2021 Secretary's Report - Jeff

- The secretary's report was tabled for the next meeting.

### 4. August and September 2021 Treasurer's Report - Jeremy

- The board reviewed the August and September 2021 Treasurer's Reports.
- August Report - Summer Social: Jeremy noted he still needs to send a gift card to Tom Campbell from the summer social. Lost about \$80/person in ticket sales. Raised \$732 for the scholarship fund. Missing a payment from one person for the raffle; Jeremy is working with Tyler on that.
- Kevin motioned to approve the August 2021 Treasurer's Report, Jake seconded, motion passed.
- Jake motioned to approve the September 2021 Treasurer's Report, Mark seconded, motion passed.



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**5. September-ish 2021 Section Meeting – Mark**

- Ashley Asmus of the Met Council presented on the impacts of Covid-19 on travel in the Twin Cities. Overall received positive feedback on the meeting.

**6. October 2021 Section Meeting – Cortney**

- Cortney and Tyler are trying to get a hold of the presenters (Brett, Tom, Nick with ASCE) to schedule this meeting. Kevin noted that he and Jim Haul should be cc'd. May end up being an early November meeting or need to cancel.

**7. 2021 Annual Meeting - Mark**

- Looking at the week of November 15<sup>th</sup> at Park Tavern. Avoid bowling league days and regular trivia nights.
- No food or beverage minimum.
- Planning on Trivia through Sporcle.
- The board reviewed the annual meeting checklist of responsibilities.
- Not planning on doing a raffle or silent auction to fundraise; however, may leave a bucket out for optional donations to the endowment fund.

**8. Elections and Awards**

- Election email was sent out.
- Kevin asked if the board sees value in extending the awards deadline by two weeks to encourage more people to apply. The board agreed to leave the deadline as is. Past presidents are on the award committee.

**9. Committee Updates – Tyler**

- The planned ITC meeting was canceled due to scheduling issues.
- Emerging Technology committee is meeting on October 19<sup>th</sup> at 8am.
- SimCap committee doesn't have access to the StarChapter login – need to coordinate with their chair. Jonah is looking into this and Tyler will follow up with him.
- Ops committee met last week to talk about RRFBs.

**10. ATSPM Workshop – Jeremy**

- Last year was planning on partnering with FHWA, with planning support from Hennepin County. Was postponed due to Covid-19.
- Ben Howe is planning this and it will likely be virtual in November or December. Jeremy is unsure what NCITE's role will be.

**11. Equity/Diversion/Inclusion – Kevin**

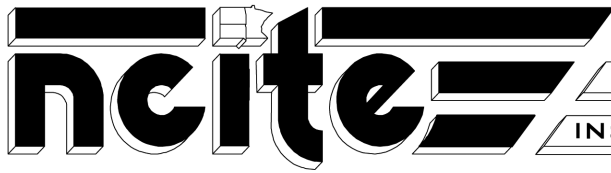
- No updates; will discuss closer to the next INCITER.

**12. NCITE Website - Kevin**

- Need to get better about posting meeting minutes and treasurer's reports on the website.

**13. Great Lakes District Update - Jeff**

- Jeff is working on the 2022 District meeting.
  - i. He requested an advance from the district – Jeremy will be receiving a check or transfer.



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- ii. Financials will need to be clearly documented for auditing purposes; perhaps by opening a separate savings account and/or by creating a separate treasurer's report for the meeting.
- iii. Jeff will be sending out a meeting invite for planning the district meeting and will assign roles.
- iv. Meeting will be in Duluth. July 21-22, 2022. District board meeting will be the day before. NCITE president and Vice president are strongly encouraged to attend.

#### **14. Leadership ITE – Natalie**

- Natalie provided a recap of her experience with LeadershipITE.
- The new 2022 class is being selected. Tyler and Jeff were on the selection committee.

#### **15. Virtual Meeting Platform – Kevin**

- We're considering getting our own Zoom account. No updates; will circle back on this next month. Jeremy will continue investigating and will confirm that meetings can be recorded.

#### **16. Next Meeting**

- Planned for November 4th

#### **17. Review Action Items - Natalie**

The updated list of action items is as follows:

- Tyler and Cortney to plan the October 2021 section meeting and coordinate with the presenters.
- Mark to book a date for the annual meeting and send a save the date.
- Natalie and Jeremy to post meeting minutes and treasurer's reports on the NCITE website.
- Jeff to schedule a planning meeting for the 2022 District Annual Meeting.
- Jeremy to investigate setting up with an NCITE Zoom account.
- Mark and Cortney to coordinate with Jordan to make sure that recent meeting recordings get posted.

#### **18. Adjourn**

Kevin motioned to adjourn the meeting at 11:00 am. Jeff seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
October 7, 2021

## BOARD MEETING MINUTES

November 4, 2021: 9:30am - 11:30pm  
Location: MS Teams

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     |         | X      |
| Jeff Preston, Section Representative | X       |        |

**1. Call Meeting to Order - Kevin**

Kevin called the meeting to order at 9:37am.

**2. Review Agenda - All**

The agenda was reviewed without comment.

**3. September 2021 Secretary's Report - Natalie**

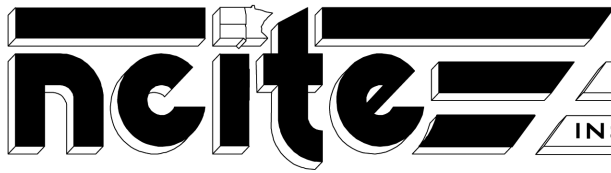
- The board reviewed the September 2021 Secretary's Report.
- Jeremy motioned to approve the September 2021 Secretary's Report, Tyler seconded, motion passed.

**4. October 2021 Secretary's Report - Natalie**

- The board reviewed the October 2021 Secretary's Report.
- Kevin motioned to approve the October 2021 Secretary's Report, Jeremy seconded, motion passed.

**5. October 2021 Treasurer's Report - Jeremy**

- The board reviewed the October 2021 Treasurer's Report.
- Mark motioned to approve the October 2021 Treasurer's Report, Natalie seconded, motion passed.



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## 6. Upcoming Meetings

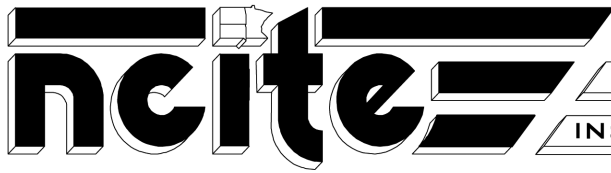
- Annual Meeting – Mark
  - i. Park Tavern 11<sup>th</sup> Frame with Trivia. Registration email was sent out.
  - ii. Mark will send reminders as the early bird discount deadline approaches.
  - iii. Kristi gets free registration as the district representative.
  - iv. The board reviewed the annual meeting checklist.
  - v. Jeff noted that there should be a slide added for the meeting in June – Jeff will coordinate with Kevin.
  - vi. Tyler will also send Kevin a slide to pitch the endowment fund and promote the open coordinator position.
  - vii. Younger member committee is doing happy hour at 4pm.
- Board Transition Meeting – Natalie
  - i. TBD - December 9<sup>th</sup> after board meeting?
- January Section Meeting - Natalie
  - i. Roundabout Design Guidance
  - ii. MnDOT isn't going back to the office until end of January 2022, so will plan on making this meeting virtual.
  - iii. Jeremy to assist
- February Section Meeting - Kevin
  - i. Twin Ports Interchange in Duluth “can of worms” Project? (Brett Burfeind, Tom Jensen, Jim Hall, Cortney Falero).
  - ii. Jeff shared that another option for a meeting would be a MnDOT update from Kristine Elwood.

## 7. Committee Updates – Tyler

- ITC meeting on November 18, one more in December. Cade will be resigning as the chair and Ben will be replacing him.
- Haven't heard back from Jonah regarding his issues.
- Tyler will touch base with Hannah regarding the complete streets group during the annual meeting.
- Emerging Technologies had their first meeting and it was well attended.
- YMC happy hour before the annual meeting. They are also talking about going to a gopher game.

## 8. 2022 Advertising – Kevin

- Nick Grage will be taking over as the 2022 advertising coordinator.
- Advertising schedule is off – three 2021 advertisers will be advertising in 2022. Jake recommends keeping 6 gold advertisers. He thinks it would be easier for Nick to keep the same system for the next year.
  - i. Mark asked if we could have advertisers at the annual meeting; Kevin will follow up with Jake on this.
  - ii. Cortney said there's a rollover period for advertising in the INCITER as well. She supports having rollover in the January meeting.



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INSTITUTE OF TRANSPORTATION ENGINEERS

#### **9. Section Life Member**

- Howard Preston is eligible. Jeff will float the idea by him. Kevin to reach out to Jack as the membership coordinator.
- The list of distinguished members should be reviewed annually.

#### **10. ATSPM Workshop**

- Mostly Hennepin County staff and some other agencies. Limited to 25 seats. NCITE doesn't have to do much for the workshop.
- Will likely host another workshop in the future.
- Next year will have Ethics training and the end of the year Symposium. Reach out to election nominees to see if they're interested in being the Professional Development chair. Meanwhile Jeremy to continue being the point of contact.

#### **11. Equity/Diversity/Inclusion**

- Kevin will continue to keep his eyes open for posts from ITE that can be shared.

#### **12. Great Lakes District Update**

- Endowment committee is looking for a new NCITE section representative (was Tyler). Advertise this at the annual meeting – Tyler and Jeff to coordinate. Ideally would like someone by the end of the year.
  - i. Minimal time commitment – share what the benefits of the endowment fund is, attend meetings with fundraisers. One meeting per quarter.
- The district retreat is one month from now (December 2-3 in Minnesota).
  - i. Can the NCITE board meet up with them for a happy hour? Jeff to check.
- Scott Poska is the incoming district president.
- Looking for local arrangements chairs for the district meeting. Jeff is looking for someone to take on advertising.

#### **13. Virtual Meeting Platform**

- Jeremy will get a dedicated Zoom account for NCITE. Planning on getting Zoom Pro for \$14.99/month. Will put under his email address. Will use the president's email address moving forward.

#### **14. Next Meeting**

- Planned for December 9<sup>th</sup> at 9:30am.

#### **15. Review Action Items - Natalie**

The updated list of action items is as follows:

- Natalie and Jeremy to post meeting minutes and treasurer's reports on the NCITE website.
- Cortney to share presentation slides with Natalie from the September 2021 Section meeting.
- Mark and Cortney to coordinate with Jordan to make sure that recent meeting recordings get posted.
- Mark to send reminders for the annual meeting as the early bird discount deadline approaches.
- Kevin to email a reminder for the election, which closes on the 7<sup>th</sup>.

- Jeff to coordinate with Kevin regarding a presentation slide for the district meeting in June.
- Kevin to follow up with Jake regarding the 2022 Advertising.
- Kevin to follow up with Jack regarding section life member status for Howard Preston. Also discuss distinguished members list with Jack.
- Tyler to send Kevin a slide for the endowment fund for the annual meeting.
- Jeremy to set up an NCITE Zoom account.
- Jeremy to send Tom Campbell a \$50 gift card from the summer social.

**16. Adjourn**

Natalie motioned to adjourn the meeting at 10:50 am. Tyler seconded. All voted in favor, motion carried.

Respectfully submitted,



Natalie Sager  
2021 Secretary  
November 4, 2021



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## BOARD MEETING MINUTES

December 9, 2021: 9:30am - 11:30pm  
Location: MS Teams

| Executive Board                      | Present | Absent |
|--------------------------------------|---------|--------|
| Kevin Peterson, President            | X       |        |
| Tyler Krage, Vice President          | X       |        |
| Natalie Sager, Secretary             | X       |        |
| Jeremy Melquist, Treasurer           | X       |        |
| Mark Powers, Director                | X       |        |
| Cortney Falero, Director             | X       |        |
| Jacob Folkeringa, Past President     |         | X      |
| Jeff Preston, Section Representative | X       |        |
| Philip Kulis                         | X       |        |
| Justin Sebens                        | X       |        |
| Nik Costello                         | X       |        |
| KC Atkins                            | X       |        |

### 1. Call Meeting to Order - Kevin

Kevin called the meeting to order at 9:39am.

### 2. Review Agenda - All

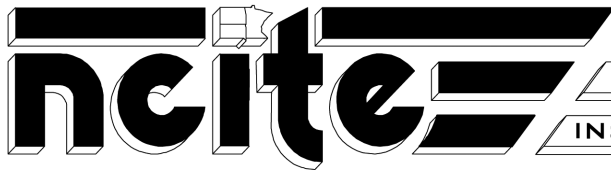
The agenda was reviewed without comment.

### 3. November 2021 Secretary's Report - Natalie

- The board reviewed the November 2021 Secretary's Report.
- Mark motioned to approve the November 2021 Secretary's Report, Jeremy seconded, motion passed.
- The review of the Annual Meeting Minutes was tabled for the January Board meeting.

### 4. November 2021 Treasurer's Report - Jeremy

- The board reviewed the November 2021 Treasurer's Report, which included a summary of the annual meeting costs.
- Jeff recommended adding a line item to the 2022 budget for the Great Lakes Annual meeting (will be a pass through). Carry forward \$2,500 from the 2021 budget. Will audit this after the annual meeting and transfer back the difference to the district.
- Natalie motioned to approve the November 2021 Treasurer's Report, Kevin seconded, motion passed.
- Reimbursement:
  - i. Jeremy and Kevin will look into getting the debit card re-opened and will encourage use of the debit card for all expenses.
  - ii. Will use PayPal for reimbursements, noting it could take ~3 business days for the transaction.
  - iii. Have concerns about security with Venmo given that it connects directly to the bank account.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

## 5. Recent Meetings

- Annual Meeting – Mark
  - i. Overall, liked the venue and trivia went well. Pizza was a little slow to get out. Had to figure out projector/screen last minute, but it worked out. Not many people bowled. Close to 50 people attended, which fit the space well.
  - ii. Justin, KC, and Nick will need to take the oath to be instated on the board. Kevin will see if Kristi can attend the January meeting.

## 6. Upcoming Meetings

- Board Transition Meeting – Natalie
  - i. December 13<sup>th</sup> at HDR
- January Section Meeting - Natalie
  - i. Roundabout Design Guidance, MnDOT, Virtual Meeting. Jeremy to assist.
- February Section Meeting - Kevin
  - i. Twin Ports Interchange in Duluth “can of worms” Project? (Brett Burfeind, Tom Jensen, Jim Hall, Cortney Falero). Tyler will connect the new board with them to continue discussions.
- March Section Meeting
  - i. Transportation Achievement awards winner – reach out to Paul Morris.
- Other Thoughts
  - i. Another option for a meeting could be a MnDOT update from Kristine Elwood.
  - ii. Also consider what our road show should be.

## 7. Committee Updates – Tyler

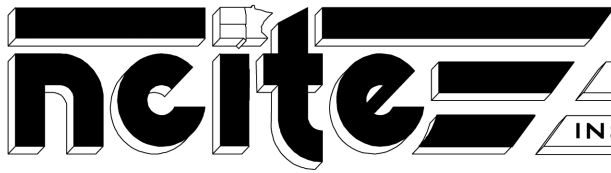
- ITC meeting on December 16<sup>th</sup>. Ben Brasser will be chair of the ITC, looking for a co-chair.
- SimCAP meeting next Wednesday, will be voting in the next co-chair.
- Ops and Maintenance committee met on December 1<sup>st</sup> at Red Robin in Shoreview (typically get together in person over lunch).
- Hannah passed the AICP and hopefully would be interested in chairing the Complete Streets group.
- Natalie, Jeremy, and Tyler to plan a Committee Chair transition meeting.

## 8. ATSPM Workshop

- Can remove from the agenda; happened last week. Jeremy attended, only 8 present (mostly Hennepin County staff). May plan another one next summer.

## 9. Equity/Diversity/Inclusion

- Kevin will continue to keep his eyes open for posts from ITE that can be shared in the INCITER.
- Cortney will add a reminder to include this in her email blasts for planning each INCITER.



NORTH CENTRAL SECTION

INSTITUTE OF TRANSPORTATION ENGINEERS

#### 10. Great Lakes District Update

- The district retreat was held in Minneapolis last week.
- Currently are looking for a district administrator (previously was Tom Campbell for 21 years).
- Endowment fund is an emphasis this year. Looking for ways to spend the money and find ways to better market the fund to try to get more regular income. Will need a champion from NCITE (previously was Tyler).
- Nick recommends increasing award money to \$1500 from \$1000 for award for students to attend the district annual meeting.
- Jeff is looking for volunteers for the local arrangements committee. He's particularly looking for help with sponsorships and vendors. Also looking for moderators.

#### 11. Virtual Meeting Platform

- Jeremy will get a dedicated Zoom account for NCITE. Planning on getting Zoom Pro for \$14.99/month. Will put under his email address. Will use the president's email address moving forward.

#### 12. Next Meeting

- December 13<sup>th</sup> transition meeting.

#### 13. Review Action Items - Natalie

The updated list of action items is as follows:

- Natalie and Jeremy to post meeting minutes and treasurer's reports on the NCITE website.
- Mark to reach out to Ashley to share presentation slides with Natalie from the September 2021 Section meeting.
- Kevin to follow up with Jack regarding section life member status for Howard Preston. Also discuss distinguished members list with Jack.
- Jeremy to set up an NCITE Zoom account.
- Natalie to prepare the annual meeting minutes.
- Tyler to connect the new board with presenters on the TPI project.
- Natalie, Jeremy, and Tyler to plan a Committee Chair transition meeting.
- Board to search for someone to fill the endowment champion position.
- Kevin will see if Kristi can attend the January meeting so that Justin, KC, and Nick can take the oath to be instated on the board.

#### 14. Adjourn

Natalie motioned to adjourn the meeting at 10:56 am. Mark seconded. All voted in favor, motion carried.

Respectfully submitted,

Natalie Sager  
2021 Secretary  
December 9, 2021