



May 2016 Board Meeting Documentation

ITS Georgia Monthly Board Meeting
May 25, 2016
10:00 am – 11:00 am
AECOM Office

ITS GEORGIA BOARD OF DIRECTORS

Officers / Directors (2016–2017):

☒ Mike Holt, *President*
Parsons Brinckerhoff

☒ Alan Davis, *Vice President*
GDOT

☒ Jenny Tassan, *Secretary*
Kimley-Horn

☒ Xuewen Le, *Treasurer*
Atkins

☐ Tom Sever, *Past President*
Gwinnett County DOT

Directors (2015-2016):

☐ Derrick Crowder
City of Roswell

☒ Winter Horbal
Temple

☐ Alvin James
Kimley-Horn

☒ Keary Lord
Atkins

☐ Andy Phlegar
Atkins

☒ Eli Veith
Veith Traffic

Directors (2016-2017):

☒ Jim Tolson
ARCADIS

☒ Bill Andrews
City of Sandy Springs

☒ Mark Demidovich
GDOT

☒ Matt Glasser
GDOT

State Chapter Representative:

☒ Shahram Malek
ARCADIS

Ex-Officio:

☐ Greg Morris
FHWA

✓ Indicates present at meeting

Other Attendees Present:

Bill Wells – ITSGA
Marc Start – AECOM

Issues Discussed	Action
<p>Welcome</p> <ul style="list-style-type: none"> The April 2016 meeting minutes and May 2016 agenda were distributed. Alan made a motion to approve the March 2016 meeting minutes. Keary seconded the motion and approval was unanimous. 	
<p>Budget/Financials</p> <ul style="list-style-type: none"> Financial Report: Xuewen distributed an updated 2016 Annual Budget (as of May 24, 2016). The May monthly meeting fees are a projection and will be updated with actual numbers after the May monthly meeting. 2015 Taxes: Xuewen has drafted the 990-EZ for the 2015 taxes. 	<p><i>Mike to coordinate with Xuewen on filing the 2015 taxes.</i></p> <p><i>Xuewen to coordinate with Whitney on reimbursements for the Top Golf social activity.</i></p>
<p>Other Business</p> <ul style="list-style-type: none"> ITS 5C Summit: The committee opportunities for our board members will be announced at a later date. 2016 Holiday Party: Alan mentioned that GAITE has expressed interest in doing a joint event for the 2016 Holiday Party. Winter made a motion to hold the 2016 Holiday Party as a joint event with GAITE. Keary seconded the motion and approval was unanimous. The party will be held at the Country Club of the South in John's Creek on Sunday, November 13th. Kimley-Horn will help coordinate this event. Mike recommended a string quartet as entertainment for the evening. ITS America: The 2016 ITSA Conference will be held in San Jose from June 12th-14th. Mike applied for the "Highway Safety with ITS" PCB workshop. This will be a ½ day seminar on July 27th and will include lunch. This will replace the July monthly meeting. Exploring Engineering Academy Camp (E-Week): The President of the GA Tech student chapter, Billy, is trying to get student volunteers to help with E-Week activities. Mike Holt is attending the E-Week evening banquet on June 8th. 	<p><i>Matt to secure 4th floor Board Room of GDOT One Georgia Center for the PCB Workshop.</i></p> <p><i>Alan and Mike to coordinate the joint Holiday Party with GAITE President, Sean Coleman.</i></p>
<p>Committee Updates</p> <ul style="list-style-type: none"> Activities: We still need to secure three more meeting sponsors. We have a standing reservation at AECOM for monthly meetings but can always change venues if needed. Mark requested a 100 person registration cap for the June 29th monthly meeting to be held at the GDOT TMC. 	<p><i>Eli to finalize sponsors for remaining monthly meetings.</i></p> <p><i>Bill to coordinate catering with Fox Brothers for June 29th monthly meeting.</i></p>

Issues Discussed	Action
<ul style="list-style-type: none"> • Membership & Finance: Our goal membership for 2016 is 70 members; we currently have 59 members. The membership committee encouraged the board and ITSGA members to invite a friend to the next monthly meeting which will increase our exposure and potential for new members. • 2016 Annual Meeting: Marc Start gave an update on the 2016 Annual Meeting planning. The conference theme is Star Wars – “ITS Awakens.” Registration and sponsorship sign-ups will open June 1st on the ITSGA website. ITSA is now representing themselves at state chapter annual meetings with their board members; Pat McGowan will potentially represent ITSA at our 2016 Annual Meeting. Shahram recommended an AT&T representative to speak at the closing session. • 2017 Annual Meeting: Mike gave an update on the 2017 Annual Meeting planning. Mike is in the process of finalizing the contract with the Hyatt. The room rate will be \$208/night, and the board will discuss subsidizing the room rates at a later date. • Communications & Outreach: The State Chapter of the Year application was submitted. Bill Wells mentioned that the Engineering GA magazine is willing to help us create a full-page ad for our Annual Meeting to replace our typical one-page column in their next publication. • Elections: Nominations will be sent out in June. • GA Tech Student Chapter: Esteban and Jim will coordinate with the student chapter when they begin classes in the fall to help increase participation. Matt mentioned reaching out to the different honor societies for each engineering major to see if we can get involved with those chapters. Billy has graduated, and student participation is nonexistent. They still do not have a new advisor. • Social Activities: Top Golf held on May 6th was a great success with a large turnout! Trivia night also had very good turnout. The next social event will potentially be a joint Braves game with GAITE. • ITS Plan Review Training: “Constructability by Design” is the title for the training course. Bill Andrews and Tom have drafted up an outline for the course. Bill Andrews will be the speaker. The target discussion time is approximately 2.5 hours; the entire session will be a 1/2 day event including introductions, credits, and breaks. This training course is tentatively scheduled for December 7th. • Public Officials Education: Mike mentioned a previous ITE committee and training course that was geared towards newly elected public officials on general transportation processes. Mike spoke with GAITE President, Sean Coleman, and both agreed that there is not a need for this committee at this time. 	<p><i>Mark to finalize agenda and speaker panel for the June 29th “monthly meeting.</i></p> <p><i>Alvin & Keary to continue reaching out to secure new members.</i></p> <p><i>Bill Wells to open 2016 Annual Meeting registration on the ITSGA website on June 1st.</i></p> <p><i>Marc to coordinate with Mike on a social suite for the 2016 Annual Meeting.</i></p> <p><i>Shahram to send Marc AT&T representative contact information.</i></p> <p><i>Mike to follow-up with ITSA about Pat McGowan speaking at the 2016 Annual Meeting.</i></p> <p><i>Mike to sign and submit contract with the Hyatt for the 2017 Annual Meeting.</i></p> <p><i>Winter to send Election Nominations to Bill in June.</i></p>

Issues Discussed	Action
<p>Closing Remarks</p> <ul style="list-style-type: none"> • Utilicom Supply Associates is today's meeting sponsor. • John Hibbard with GDOT is today's speaker. • The next board meeting will be held on June 29th at 10:00 AM at the GDOT TMC with the June monthly meeting to follow at 11:30 AM. 	

Attachments:

ITS Georgia 2016 Annual Budget (as of May 24, 2016)

2016 ITSGA Annual Meeting DRAFT Agenda

"Constructability by Design" Course Overview

ITS Georgia 2016 Annual Budget
1/28/2016

As of 2/23/2016 As of 3/29/2016 As of 4/26/2016 As of 5/24/2016

Starting Balances	Checking =	\$ 60,987.44
	Savings =	\$ 5,505.00
		\$ 66,492.44

INCOME

CATEGORY	DESCRIPTION	INCOME	EXPENSE	NUMBER	TOTAL
Administrative					
Membership Dues	Private Sector-Small	\$ 150.00		5	\$ 750.00
Membership Dues	Private Sector-Large	\$ 350.00		65	\$ 22,750.00
Subtotal					\$ 23,500.00

Annual Meeting					
Registration		\$ 52,675.00		1	\$ 52,675.00
Sponsorship		\$ 27,900.00		1	\$ 27,900.00
Miscellaneous		\$ 2,230.00		1	\$ 2,230.00
Subtotal					\$ 82,805.00

Monthly Meetings					
Monthly Meeting Fees	Registration	\$ 1,500.00		9	\$ 13,500.00
Monthly Meeting Sponsors	Lunch meeting Sponors	\$ 500.00		9	\$ 4,500.00
Annual Holiday Dinner	Members & spouses/guests	\$ 3,750.00		1	\$ 3,750.00
Subtotal					\$ 21,750.00

TOTAL INCOME = \$ 128,055.00

EXPENSES

Administrative					
Wells Communication Inc	Bill Wells' contract	\$ 2,000.00		12	\$ 24,000.00
Website Fee	Annual fee for web/domain reg.	\$ 125.00		1	\$ 125.00
Inuit/Paypal fees	CC and reader usage fees	\$ 200.00		9	\$ 1,800.00
ACEC	Administrative fee and magazine	\$ 1,200.00		1	\$ 1,200.00
Secretary of State	Corporate registration	\$ 30.00		1	\$ 30.00
Insurance	Hartford liability	\$ 425.00		1	\$ 425.00
Taxes	ITS America filing	\$ 250.00		1	\$ 250.00
ITSA memberships	Membership dues	\$ 270.00		1	\$ 270.00
Networking/Social Committee	Networking activities	\$ 1,000.00		1	\$ 1,000.00
Training	Webinars, ITS plan review training	\$ 1,000.00		1	\$ 1,000.00
Miscellaneous	President's discretion	\$ 500.00		1	\$ 500.00
Subtotal					\$ 30,600.00

Annual Meeting					
Hotel contract	Callaway Gardens - see AM budget	\$ 45,600.00		1	\$ 45,600.00
Entertainment	Casino night - paid by ITSGA	\$ 3,500.00		1	\$ 3,500.00
Miscellaneous	Golf, speaker gifts, shirts, prizes, etc	\$ 11,300.00		1	\$ 11,300.00
Subtotal					\$ 60,400.00

Monthly Meetings					
Constant Contact	Web hosting for registration	\$ 75.00		10	\$ 750.00
Mtg Room rentals	Monthly meeting location	\$ 150.00		6	\$ 900.00
Hanrahan Caterers	Food for monthly meetings	\$ 900.00		9	\$ 8,100.00
Annual Holiday Dinner	Dinner & entertainment	\$ 7,500.00		1	\$ 7,500.00
Subtotal					\$ 17,250.00

Sponsorships/Scholarships					
Engineers Week	Association Sponsor	\$ 500.00		1	\$ 500.00
PE Recognition Dinner	Provides for one ITSGA attendee	\$ 300.00		1	\$ 300.00
Georgia Tech student chapter	Meeting reimbursements	\$ 100.00		6	\$ 600.00
Awards Banquet	Shackelford Scholarships	\$ 2,000.00		3	\$ 6,000.00
GT Exploring Engineering Academy	Exploring Engineering Academy Sponsorship				
Subtotal					\$ 7,400.00

TOTAL EXPENSE = \$ 115,650.00

NET INCOME = \$ 12,405.00

\$ 750.00 \$ 750.00 \$ 775.00 \$ 925.00
12,600.00 \$ 15,750.00 \$ 18,900.00 \$ 17,850.00

\$ 3,295.00 \$ 5,000.00 \$ 6,910.00 \$ 8,910.00
1,000.00 \$ 1,500.00 \$ 2,000.00 \$ 2,500.00

\$ (4,031.00) \$ (6,043.00) \$ (8,101.29) \$ (10,101.29)
\$ (50.65) \$ (75.68)
\$ (386.50) \$ (485.50)
\$ (30.00) \$ (30.00)

\$ (89.69) \$ (89.69)

\$ (60.00) \$ (120.00)
\$ (250.00) \$ (450.00)
\$ (2,556.14) \$ (3,447.23) \$ (6,455.48) \$ (7,455.48)

\$ (500.00) \$ (500.00)
\$ (99.53) \$ (99.53) \$ (195.68)
\$ (500.00)

9,952.14 \$ 11,944.40 \$ 11,536.87 \$ 11,678.23

2016 ITS&A Annual Meeting

Draft, May 25, 2016

Session Topic	Session Leader	Session Title	Speaker Name	Speaker Agency	Topic
Monday 8:00 - 9:15					
Opening Session		ITS&A Awakens Annual Meeting	Mike Holt Russell McMurtry	ITS&A GDOT	Using the Force-off, traffic light sabers
Monday 10:00 - 11:30					
Performance Measures		The Effectiveness is Strong with this one	Grant Farnsworth Tony Hendon Billy Bachmann	Utah ITS Arcadis GDOT	Developing and Implementing an Effective Asset Management Program for Transportation Travel Time Reliability
Monday 1:00 - 2:30					
Connected Vehicles		Are these the droids you're looking for?	Stephen Novosad Greg Krueger TBD	HNTB HNTB GMI	Overview of the Tamp Hillborough Expressway Dedicated Short-range Communication for Connected Automaker perspective
Monday 3:00 - 4:15					
Current ITS Projects		Do or do not, there is no try	Mark Demidovich Jackie Kawa Faye DiMassimo	GDOT KH City of Atlanta	ITS for Georgia Express Lanes Unique ITS Operations in Macomb County, Michigan Smart Corridor
Tuesday 8:15 - 9:15					
Data/Traveller Information		I find your lack of faith disturbing	RJ Surgi Chester Thomas Tom Uddell w/ someone from Waze	AECOM GDOT CH2M Hill	GDOT's ITS Communications System Improvements John's Creek Partnership with Waze
Tuesday 10:00 - 11:15					
Future ITS		Someone has to save our skins	Andrew Heath Jamie Kucia, Richard Long	GDOT Verizon	GDOT Future Plan Wireless/future communications
Tuesday 11:30 - 12:15					
Closing Session			Pat McGowan	ITS America	

Constructability by Design

A classroom presentation with PowerPoint visual references. The target session time is approximately 2.5 hours. (1/2 day with intros, credits and breaks)

The training session will cover typical Traffic Signal and associated ITS design scenarios and challenges faced by design teams as plans are developed. Field examples with lessons learned and industry standard practices to avoid the pitfalls.

Training material will be developed by long term industry professionals compiling experience, challenges, road blocks and the solutions developed to enable an acceptable conclusion to projects. Topics included are:

- Kick off and initial plan development, including on-site survey. What you can't see in Google Earth.
- Understanding the client's design requirements and the conflicts that will arise. There are times the anticipated design and the local intersection environment will not cohabitate. Expect R/W challenges and accuracy of information provided by others.
- Effective identification and resolution of utility conflicts. Become familiar with local utilities, their contacts and installation practices. Make ready can become a fire breathing dragon. Look up! It's a jungle up there, too.
- Good plan development starts with the General Notes page. Housekeeping is typically the order of the day.
- Become familiar with the clients standards and specifications and incorporate into the plans, creating an equitable bid environment.
- Sometimes the "default" standards aren't satisfactory. Avoid last minutes "band aid" solutions by understanding the physical requirements of the devices being specified.
- Familiarity with construction techniques is a must. Create relationships with vendor and contractor representatives. The need for design advice is just around the corner.

The goal of the training class is to present typical design challenges and the solutions that have been applied in order to create Traffic Signal and ITS construction plans that are equitable and constructible. This reduces delays and subsequent change orders. The presentation will include career experiences of the contributing professionals.