



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.  
President  
Amy Burch, P.E.  
Vice President  
Nathan Vatter, P.E.  
Secretary-Treasurer  
Kevin Comstock  
Past President

## **2018 TSITE SPRING BUSINESS MEETING MINUTES**

**May 22, 2018**

**Edney Innovation Center: Chattanooga, TN**

### ***Call to Order***

President Greg Dotson called the meeting to order at 1:21 pm.

***Recognition of Past Presidents:*** The following past presidents of the Tennessee Section that were in attendance were recognized:

Steve Allen	2006
Steve Bryan	2012
Alan Childers	1997
Kevin Comstock	2017
Craig Hanchey	2001
Greg Judy	2007
Steve Meyer	2008
Cindy Pionke	2002
Chris Rhodes	2011
Ed Watt	1983

***Approval of Winter Meeting Minutes:*** Steve Allen moved to approve; Cindy Pionke seconded. Motion Carried.

### ***Officer's Reports***

- **President – Greg Dotson**
  - Welcomed everyone to the TSITE Winter Meeting and a special thank you to Vice President, Amy Burch-hats off to the technical program and topics
  - Summer Meeting will be held at the Park Vista in Gatlinburg on July 25<sup>th</sup> – 27<sup>th</sup>
  - New business: TSTEM support in TN doing great things with Dr. Ivy in Memphis
- **Vice-President – Amy Burch**
  - Gave a special thank you to the group for attending, speakers, Edney Innovation Center and Kevin Comstock with parking, catering, etc.
  - There were 56 TSITE members in attendance
  - Summer meeting will be at the Park Vista in Gatlinburg. She will coordinate with Nathan Vatter on information next week so that members can begin to make reservations.



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- If you would like to be a presenter at the summer meeting, please give Amy your email.
- **Secretary/Treasurer's Financial and Scholarship Report – Nathan Vatter**
  - Nathan Vatter presented the TSITE Financial Report:

Previous Balance: May 22 <sup>nd</sup>	19,012.20
Income	7,026.30
<u>Expenditures</u>	<u>4,831.57</u>
Ending Balance	\$21,206.93
  - Balancing fees: We are doing well with keeping on budget. Great sponsorship as well. Net gain of a little over \$100.00
  - Scholarship as of March 31, 2018, \$40,610.46.
- **Section Representative's Report – Chris Kirby, Lauren Gaines, and Terrance Hill**
  - **Chris Kirby via email read by Greg Dotson:**
  - SDITE Meeting recaps: A good meeting in Mobile, TSITE was very well represented. The ABD party was held on the Battleship Alabama and Cindy Pionke was elected as an officer. SDITE Leadership program was recognized by the Alabama Department of Transportation for training given in the past several years.
  - Affiliate Member Classification committee was formed - A committee chaired by SDITE president Scott Walker was formed with representatives from all the sections to work on Affiliate Member Classification with ITE. Discussions are just now beginning and are anticipated to go on throughout the year. Terrance Hill is representing TSITE on this committee.
  - By-Laws Adjustments for TSITE based on new ITE Strategic Plan – ITE international has a new strategic plan that may require by-law changes. Last summer meeting TSITE voted to approve an administrator position for TSITE that will require some by-law changes. The section will also get new charters.
  - Discussions on changing SDITE nominations process (voting, not voting, large section vs small section, rotation, etc.) – Discussions are beginning about whether or not to have an election process for SDITE officers or should it follow another model. The concern is about members losing the election leaving the organization or becoming less active.
  - SDITE Leadership presentations by our TSITE class members at our summer meeting – We are looking forward to having our recent graduates give presentations at our summer meeting and we will have recognition for them at the summer meeting. Cindy Pionke and Chris Kirby are working diligently.
  - **Cindy Pionke:** There is a young member's scholarship for the SDITE Summer meeting. The district has been good about funding twelve of those. Last year Lauren Gaines was a recipient with free registration (for those under the age of 35). The next meeting will be in Arlington, Virginia. It is a good way to find out what SDITE is all about.
  - Member Services Committee under SDITE: There are six teams that report to Cindy and they are looking for volunteers. It takes about 15 minutes a month; looking for a technical knowledge team, and getting a survey together from the meeting. They are also trying to put together a package through a survey for those who did not attend



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the meeting by selecting the top three presentations to put together and offer as a webinar to those that were not able to attend. In addition the Information Communication Outreach Group is working with the Young Members Group on a video to attract students that are graduating to help make the transition from student to young professional.

- Leadership: A survey was taken on the district training on leadership and would like to do an advanced leadership training to keep the momentum going. The number one request was for more information on tutoring and mentoring. How do you mentor? How to find a mentor? What does a mentor do? Also, conflict resolution, so SDITE may do that as a session for the annual meeting.

- **Affiliate Director's Report - Tim Britt**

- Thank all of the sponsors for supporting the Traffic Bowl.
  - KCI Technologies – Bob Murphy
  - Mattern and Craig – Jason Carder
  - Wavetronix – Dan Vincent
  - MarrTraffic- Murray Allen
  - Arcadis – Karen Trowell
  - Kimley-Horn – Chris Rhodes
  - Temple – Tim Britt
  - TDOT – Steve Allen
  - Neel Schaffer – Greg Dotson
  - Cannon & Cannon – Brian Haas
- Sponsorships are requested twice a year and please see Tim Britt with any questions
- Another opportunity is for the family social sponsorship on Wednesday night (July 25<sup>th</sup>) for the summer meeting. If you are a sponsor, then that will cover the booth as well.

### ***Committee Reports***

- **Audit (Kevin Cole) not in attendance**

- Coordinated with Nathan and the books are in good standing

- **Awards (Kevin Comstock)**

- Kevin is working on the nominations for awards and scholarships
- Kevin still needs names for the Young Member award and the Ed Watt Award

- **Nominations (Kevin Comstock)**

- We did get nominations for Secretary, Treasurer, and the new Section Representative. Brian Haas and Steve Edwards have been asked to be the Secretary/Treasurer candidates. Steve Bryan and Najmeh Jami have been asked to



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be the Section Representatives with announcements made during the Summer Meeting. Luke Dixon will send out ballot information prior to the Summer Meeting.

- **Scholarships (Kevin Comstock)**

- There are 11 submittals for scholarships with six different awards and we will be sending out letters in the next week or so.

- **Career Development (Brian Haas)**

- Nothing to update

- **Legislative (Michelle Nickerson)**

- Not in attendance

- **Section Relations (Nathan Vatter)** - Nermine supplied an update on activities across the sections:

- **Knoxville: Cindy Pionke**

They met on Thursday March 22 at the City of Knoxville's Public Works facility. They had a Traffic Impact Study Workshop, and discussed the MPC's Traffic Impact Study requirements, submittal process, provided an updated overview of required items for the TIS, and identified areas of improvement. The discussion was led by Tarren Barrett.

They met on Thursday April 26th and discussed lunch meetings in regard to paying for the restaurant/caterer. We do have speakers for May, but are having food/money issues.

They will meet in the Knoxville area for the TSITE meeting next Thursday, May 24th, 2018. The meeting will be in the community room at the City of Knoxville's Public Works Complex. Zach Roberts and Phillip Reyes from City of Knoxville Traffic Engineering Department will be presenting on Advanced Detection Techniques for Vulnerable Roadway Users at different areas within the City of Knoxville.

- **Chattanooga: Karen Trowell**

On February 9th, Mr. Ken Doyle with the City of Chattanooga presented "The Case for Vision Zero in Chattanooga". The meeting was held at Arcadis (19 members participated).

On March 9th, they met for lunch – no speakers or specifics (12 members participated).

On April 13th, Mr. Kwaku (Kay) Boakye with Arcadis presented "Buckle up Tonight to See Tomorrow". The meeting was held at Arcadis. (17 members participated)

- **Nashville: Najmeh Jami**

The Middle TN ITE Meeting & Breakfast is regularly scheduled on the last Wednesday of the month as usual.



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- **Memphis: Greg Dotson / Peter Kaufmann**

Memphis-area members are continuing to develop new opportunities for networking with a series of informal meetings. Please contact Peter Kauffmann ([Peter.Kauffmann@bargedesign.com](mailto:Peter.Kauffmann@bargedesign.com)) if you would like to receive updates or get involved in the planning.

They conducted two lunchtime meetups since the last update on February 8 and April 19. The first one had 9 attendees and the second had 10, so they are improving but there is still a lot of room for growth.

They are framing these meetings as a casual opportunity for networking and holding them back-to-back with the quarterly MPO meeting.

They are also targeting their next Memphis meeting for August 3<sup>rd</sup>, following the summer MPO meeting, but are exploring interest for a supplementary meetup sometime in between. Also, they are looking for more opportunities to network with students, but will likely have to wait until fall semester.

- **Tri-Cities: Jason Carder**  
Nothing to report

- **Technical (Luke Dixon/ Najmeh Jami)**

- Luke Dixon - Not in attendance
- Najmeh Jami - Webinars are coming up to keep everyone up to date with what is going on around the country. June 7<sup>th</sup>: TSITE will be sponsoring the ITE webinar entitled "Traffic Calming – What Has Changed in the Last 20 Years" at five locations across the state. Look out for an email will go out regarding this webinar.

- **Traffic Bowl (Greg Judy)**

- No comments, but appreciate anyone's help in preparing content

### ITE Meeting Schedules

2018 TSITE Summer:	July 25-27, Park Vista, Gatlinburg
2018 TSITE Fall:	Date TBD, Nashville/Clarksville
2018 ITE Annual:	August 20-23, Minneapolis, MN
2019 TSITE Winter:	October 23, Franklin
2019 TSITE Spring:	May TBD, (Note Memphis May BBQ Festival)
2019 ITE Annual:	July 21-24, Austin TX



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2020 ITE/ SDITE Annual: August 2-5, New Orleans  
New initiative for international to team up with districts across the country. International sets everything up, pricing, etc. SDITE will be having its meeting in New Orleans in 2020. Instead of the two districts meetings, it will be an international meeting as well with a southern flavor. There will be fun events and technical meetings.

### **Old Business**

- **Nonprofit Status(Amy Burch):**
  - TSITE has achieved our nonprofit status for and received the determination letter from the IRS, stating non profit status.

### **New Business**

- **Young Member initiatives – Lauren Gaines**
  - An email blast was sent out regarding Lauren Gaines (designated by the Board) working with ITE and other professional organizations to grow TSITE and add more young members in Middle TN and Nashville. It is for next Friday with other young member organizations
  - If you have a young member interested in volunteering, please send their email address to Lauren at [Lauren.Gaines@bargedesign.com](mailto:Lauren.Gaines@bargedesign.com)
- **TSITE Administrator Position – TSITE Board – Greg Dotson**
  - TSITE is trying to model on the district level to avoid the carousel of officers do every year, relearning, and looking for continuity. It is something that is going to happen. The board voted at the 2017 Summer Meeting on the Administrator Position. This position is appointed by the board to help take the load off of the Secretary/Treasurer, and to have transition consistency with TSITE Office Positions.
- **T-STEM Initiatives in Tennessee and beyond – Greg Dotson**
  - How wonderful it is to partner with Dr. Ivy on the initiatives throughout the South East. She oversees the South East Transportation Workforce Development, and was instrumental in establishing the T-STEM process which is geared toward transportation at East High School in Memphis: Transportation focused High school.
  - We help add to the curriculum, to make suggestions, and help with real world projects and some are able to critique the projects.
- **SDITE Leadership Academy – Chris Kirby- not in attendance**
  - Spoke on earlier-Greg Dotson
  - ALSITE Collaboration: (Cindy Pionke) Leadership Students are hand-selected to be in the program to get it evenly distributed with the public and private sector across the state so that there is a nice mix. Hopefully you will attend the meeting in Gatlinburg. The teams that were formed out of the Leadership class are going to represent. We have seen some good preliminary information on this. They will be recognized in addition to



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the presentation at the big summer event. Chris Kirby is looking to do the leadership class in Lexington, Kentucky next year. Dowell Squirer may also be involved-still TBD

- **ITS TN Scholarship – David McGill**

- Mark Washing discussed the ITS TN Scholarship along with the ITS 5C Summit. The scholarship application deadline has passed for the scholarship.
- Visit <http://www.its5csummit.com/> for more information on the ITS 5C Summit in Jacksonville, Florida. This convention has five states coming to one location for an ITS Conference.

- **Engineering Excellence Award - Angie Cannon-not in attendance**

- 50<sup>th</sup> Anniversary
- 2018 Engineering Excellence Awards (EEA): America Council Engineering Companies (ACEC) TN's Engineering Excellence Awards event offers statewide recognition of innovative contributions to the community and industry. EEA showcases firm expertise at the annual Gala. This year the Golden Gala that not only rewards outstanding engineering efforts, but also celebrates 50 years of organizational accomplishments. Therefore, the goal is to exceed 50 submissions to honor ACEC TN's 50th anniversary. Small and large sub-categories have been added to each of the 11 original categories; total project costs exceeding \$2.5M will be judged in the large sub-category and anything under \$2.5M will be judged in the small sub-category. They are also providing a promotion for multiple entries. Upon submitting the initial entry application online and paying the entry fee, the entrant will receive 25% off every additional project entered into the competition.
  - Online Entry Submission Steps to Completion:
    - Complete online initial entry application and pay entry fee online by June 15, 2018. You may start, save, and continue projects at any point in the process.
    - Complete submission including a physical panel delivered to ACEC HQ by August 3, 2018.
    - Register to attend our EEA Gala & 50th Anniversary Celebration in Nashville, TN on October 26, 2018. Local and state cannot submit unless you worked with a consultant you encourage them to do it.
  - EEA Eligibility:
    - All engineering and surveying firms in Tennessee are eligible to nominate a project for award consideration. Eligible projects may be located anywhere worldwide provided they are managed by a Tennessee firm. All engineers are encouraged to participate; the competition is not limited to ACEC member firms.
    - Please Note: Projects entered in the Tennessee EEA competition must be substantially complete and ready for use between November 1<sup>st</sup> - July 31<sup>st</sup>



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- **Traffic Signal Users Group through ACEC (Kevin Comstock and Steve Bryan):** This is mostly for the local agencies for the state of TN. Each of the four regions will get two sessions each to learn about equipment use, funding, things that agencies want to know to better deliver traffic signal maintenance and operations. We have FHWA, TDOT, University of Tennessee, Local Agencies, Consultants, we have reached out to the TSITE and ITS Board to encourage people to participate, come to the meetings, and sponsorship. It is time for local organization to speak to TDOT, etc. about concerns, and to listen to concerns. Thank you to Kevin, Greg, and the Board for support.
- **Lee Smith:** Wanted to know if it would it be possible to have a joint meeting with ITS TN at the Summer Meeting and Kevin followed up that this has happened in the past and is slated for the near future.
- **Craig Hanchey:** ITE needs to get liability insurance-general liability for about \$500.00 for a one million dollar policy, which is basically a liability policy. If someone were to sue the organization, they can also sue the officers. This is something to think about and weight the risk vs. cost.

**Call to Adjourn:** President Greg Dotson asked for a motioned to adjourn. Kevin Comstock motioned. Steve Meyer seconded. Motion Carried at 2:06 pm.