

*Northland Chapter Of*  
**ATSSA**   
**Annual Meeting July 27, 2010**  
**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m. by Chapter President Tim Marthe.

**ROLL CALL AND DETERMINATION OF QUORUM**

A quorum of 1/10 of the member companies was determined by Chapter President, Tim Marthe.

**INTRODUCTIONS**

There were self introductions by everyone attending the meeting.

**APPROVAL OF MINUTES**

The minutes for the March 15, 2010, meeting, were posted on the Chapter Website. Rick Shomion moved to accept the minutes as posted. Jay Blanchard seconded the motion. There was no discussion, the motion passed unanimously.

**REPORTS**

**Treasurer's Report** – Rick Shomion

A Treasurer's report was distributed by Rick Shomion for Gary Clark. Jay Blanchard moved to accept the report. Marko Vojcanin seconded the motion. After a brief discussion the motion passed unanimously. Note: copies of the Chapter Treasurer's reports are available in the member's section of the chapter website at: [www.northlandatssa.com](http://www.northlandatssa.com)

**Secretary's Report** – Jon Jackels

Jon Jackels reported that he assumed the duties of Chapter Secretary and that he made the committee meetings announcements. Minutes and Announcements will be posted on the Chapter website.

**National Report** – Blake Balzart

Blake Balzart made a presentation on National ATSSA activities. Refer to the attached power point for details.

**Board Report** – Tim Marthe

The board determined that we should post an official version of the Chapter's Standard Operating Procedures. These procedures are intended to ensure uniform treatment and decisions for chapter operations. The Board will update these from time to time as necessary. The current copy will be posted on the Chapter website.

**Poster Contest** – Rick Shomion

Complete details on the Northland Poster Contest are on the website at: <http://www.northlandatssa.com/Poster.html>  
All Chapter members are encouraged to participate in this important educational event. It is NOT difficult and does not take too much time. If you make a personal contact with the teacher or school principal they are more than willing to work this into their curriculum. The best time to take this to a school is in September or October since deadline for submission is February 15 of each year.

There was a related discussion on supporting a driver's education program in area high schools.

**ACTION:** Jon Jackels will discuss this with Sue Groth as part of Minnesota's TZD program and report back at the next meeting.

#### **TERRA – Emily Fischer**

This is the first year that NLATSSA has been a member of the Transportation Engineering and Road Research Alliance (TERRA). This membership is \$2000 per year and the Chapter is committed to a three year membership. Additional information on TERRA is available on the web at: <http://www.terraroadalliance.org>

One research project being forwarded by TERRA is the development of a new font for road signs that is in the public domain. This is important for federal funding since proprietary items are not eligible for federal funding.

Emily will be attending the annual meeting in Madison Wisconsin on August 19, 2010.

**ACTION:** Emily will report at the next Chapter meeting.

The Chapter's membership in TERRA allows us two seats on TERRA.

**ACTION:** Anyone interested in participating should contact Emily.

#### **MCEA Safety Committee – Jon Jackels**

There was a meeting in June in Alexandria. Each County and all Mn/DOT Districts are developing highway safety plans. These plans are based on Minnesota's Strategic Highway Safety Plan and each is identifying traffic safety issues in each jurisdiction and identifying needs and solutions for implementation.

#### **Mn/DOT ADA in Work Zones Demonstration and Workshop – Jay Blanchard, Ken Johnson and Marv Sohlo**

There was a TPAR demonstration and workshop held on June 23-24, 2010. Details can be found on Mn/DOT's website at: <http://www.dot.state.mn.us/trafficeng/workzone/tpar.html> There was an attached article forwarded to National ATSSA for inclusion in the ATSSA Flash.

The Northland Chapter approved up to \$3000 for this workshop at the March 2010 meeting. These funds were not needed.

Mn/DOT's goal is to incorporate the workshop findings into MUTCD standards and guidelines and project special provisions.

A special thanks to Blake Balzart for getting the national companies involved in providing products for the demonstration. Another thank you goes to Jay Blanchard and Safety Signs of Minnesota for coordinating the delivery of these devices and for having Safety Signs crews deliver and install the devices.

Two critical issues for pedestrian access in work zones remain: First, we need to remember this is a civil rights issue, not a traffic standards issue. Second the duration of work needs to be incorporated into the new standards and guidelines.

#### **ATSSA/NLATSSA Scholarship to National Convention and Traffic Expo – Tim Marthe**

Jay Blanchard made a motion to approve up to 10 individual scholarships of up to \$350 each (\$3500 total) for city or county employees from Minnesota, North Dakota or South Dakota to attend the 2011 How To. These scholarships are intended for city or county employees whose agency has never participated in a How To. The scholarships will be administered by the Northland Chapter Board. The motion was seconded by Emily Fischer. There was discussion and the motion passed by unanimous vote.

### **NEW BUSINESS**

#### **Amend Bylaws for Officers – Judd Robe**

Judd Robe moved that the Northland Chapter of ATSSA form a task force to amend the appropriate bylaws of the Northland Chapter, dated November 19, 2007, to include the Treasurer and Secretary as elected officers of the Chapter. As with other members they shall serve a two year term, however, there shall be no term limits for these positions. Ken Nelson seconded the motion. There was discussion regarding why the bylaws did not include the Treasurer and Secretary and elected positions in the chapter. The motion failed.

**2010 Golf Tournament – Rick Shomion**

The first Curt Larson Memorial Foundation Golf Tournament was held Sunday, July 25, 2010. There were 12 golfers and 10 corporate sponsors. The tournament raised \$2000.00 for the ATSS Foundation. This is key since the Chapter has always supported the Foundation and this will allow us to use the additional funding for this or other Chapter activities to advance traffic safety.

**ACTION:** We are planning to make this an annual Chapter event and hope to hold the next one on Monday, July 25, 2011, in Ottertail MN.

**2011 How To Training Workshop – Ryan Otte**

The next How To Training Workshop is scheduled for March 15 and 16, 2011, in Fargo ND. We had a successful planning meeting on Monday, July 26, 2010. The chapter is planning once again to hold a delegate reception on Monday evening preceding the How To.

The following Standard Operating Procedure was discussed for How To Speakers:

*How To Committee members are encouraged to select speakers that will be attending the How To. If a How To speaker normally attends the How To the speaker is expected to pay the normal registration fee, the chapter will not make this registration complimentary. If it is advantageous to select a speaker that does not attend the How To, then the chapter will provide a complimentary registration to that speaker at the discretion of the Board. Occasionally, the Board will provide for additional expenses for speakers under special circumstances. How To Committee members should not negotiate any expenses for speakers without prior approval of the Chapter Board. The Board will inform the How To Chair of any and all decisions regarding complimentary expenses.*

**ACTION:** The Board will include this in the Standard Operating Procedures for the Chapter.

**Striping Meeting Report – Tim Marthe**

There was a special striping meeting held on Monday, July 26, 2010, to discuss the paint shortage and other striping issues. The agenda for this meeting is on the Northland ATSSA website.

Thanks to all of the DOT and Striping Company representatives that took the time to attend this meeting. There was a discussion on the pavement marking materials shortages and how we may be able to deal with this. The goal is to insure that all highways that need striping would be appropriately marked before opening them to traffic.

**ACTION:** A task force was formed to work together to develop a common latex paint specification for Minnesota, North Dakota, and South Dakota. Members of that task force are: Tim Marthe, Epic Solutions; Laurie Schultz, SD DOT; Jack Sholtz, ND DOT; and Mitch Bartelt, Mn/DOT. The task force also agreed to discuss development of a uniform specification for glass beads and grooving requirements.

**ROUND ROBIN****Rural Road Safety Workshop – Dave Levi, ND LTAP**

In November 2009 there was a five state (Minnesota, North Dakota, South Dakota, Montana, and Wyoming) interactive video conference for the Rural Road Safety workshop developed by Minnesota's LRRB (Local Road Research Board). A follow up session, (add title), has been developed by LRRB, presenting opportunities to highway maintenance workers to improve highway safety while performing their daily duties. This 2-1/2 hour workshop has been introduced in Minnesota, but has not seen state-wide distribution. Dave Levi asked for support to present this workshop on interactive video in the five state area.

Rick Shomion moved to provide up to \$2000.00 to facilitate this effort. The motion was seconded by Chad Weatherman. There was a short discussion to work with the various LTAP centers to advertise and deliver the program. It would be preferred to hold this video during the first two weeks for March 2011 and to advertise the How To Workshop during the presentation. The motion passed.

**Annual Report** – Jon Jackels

Since the Chapter has been involved in so many projects and outreach efforts the Board decided that we should post an annual report on our website that can be used as a record of activities, used to market to perspective members, and advise national ATSSA of our activities.

**ACTION:** Jon volunteered to draft this report and present it before the March meeting.

**HSIP Liaison** – Jay Blanchard

Jay is the NLATSSA representative to Minnesota's HSIP efforts. These activities will be added to the annual report to advise membership of the opportunities that exists with the development of safety plans for all 87 Minnesota counties and the 8 Mn/DOT Districts. Thank you, Jay, for your efforts with this program.

**Bike Ride Event** – Emily Fischer

Emily has begun an investigation for a fund raiser and awareness event of holding a NLATSSA Bike Ride that ends at the State Capital.

**ACTION:** Emily will provide more details at the March 2011 meeting.

**ELECTION OF NEW OFFICERS**

An election was held for President Elect and a Director position. Rick Shomion, Mn/DOT, ran unopposed for the President Elect position. Three members: Mike Leaf, Highway Technologies; Troy Gilbertson, ND DOT; and Tim McChesney, Century Fence were candidates for the Director Position.

Nominating Committee Chair, Judd Robe, announced the successful candidates:

President Elect – Rick Shomion

Director – Troy Gilbertson

Thank you to Judd for chairing the nominating committee and thanks to all of the Candidates for volunteering their time and talents and congratulations to those elected.

**NEXT CHAPTER MEETINGS**

The next Chapter meeting is scheduled for Monday, March 14, 2011, in Fargo ND

The next Annual meeting is scheduled for Tuesday, July 26, 2011, in Ottertail MN

Respectably submitted by Jon Jackels, September 10, 2010.