

# **Construction Management TAG**

## **September 07, 2003**

### **Adirondack Ballroom, Radisson Hotel Burlington, VT**

#### **Minutes**

TAG Coordinator, Richard Meador, called the meeting to order. Introductions were made. A list of those in attendance follows. This TAG has only 19 member states at present; non-member states were encouraged to apply for membership.

#### **Minutes**

A copy of the 2002 Construction Management TAG minutes was distributed to those in attendance. Special committee per Robert's Rules of Order has approved the minutes. The special committee to approve the 2003 minutes will be made up of Jim Ferguson (NDOR) as chair, Sheri Meyerhoff (INDOT), and Wayne Weick (LA DOTD).

#### **Election of Coordinator and Assistant Coordinator**

There will be no election of coordinator or assistant coordinator this year as Richard Meador (MODOT) and Susan Powe (ALDOT) are currently serving the second year of their second 2-year term as Construction TAG Coordinator and Assistant Coordinator respectively. Therefore, an election for these positions will need to take place next year.

It was noted only official members of the TAG are allowed to vote, and only one member is permitted per agency. Agencies do not have to license the products to become members. Any agency that is not a TAG member was encouraged to submit an application for membership.

#### **Mission Statement**

The mission statement was reviewed.

"To provide a forum for users of AASHTO Trns\*Port construction management applications to discuss maintenance issues related to the respective modules and to discuss proposed enhancements to said modules, thereby making recommendations to the User Group general body and the Trns\*Port Task Force."

There was a motion and a second to accept the mission statement as presented in the minutes. The motion carried.

#### **Short Term and Long Term Goals**

Short Term goals:

1. Regularly monitor the continued maintenance and development of AASHTO Trns\*Port construction/contract administration software.
2. Provide recommendations to the Trns\*Port Task Force on maintenance issue priorities.

Long Term Goals

1. Ensure the Trns\*Port construction/contract administration software continues to be upgraded and enhanced to meet the users' needs, including innovative contracting practices and technological advancements.
2. Provide feedback to the Trns\*Port Task Force on the long-range plan for convergence of the construction managements.

There was a motion and a second that both the short term and long term goals remain as written in the minutes. The motion carried.

#### **CIRT Report**

Bruce Stapleton (NB DOT) reported Susan Powe has chaired a committee to prioritize the maintenance TMRs. He stated input from the agencies is needed to help prioritize. The CIRT has requested a short

review period prior to implementation of enhancements. InfoTech is looking into this. Shirley Daugherty (NDOR) stated she would discuss how TMRs are selected and implemented in a general session on Monday.

### **Enhancement Proposals from the Floor**

The following enhancement proposals have been submitted by Arkansas.

- Add work item summary panel on the DWR "Record Work Item" panel to allow the user to review previous entries for the currently selected work item.
- Ability to create a system-generated email message through the DOT's native email system notifying users of the need to take a specific action in SiteManager. The representative from NM reports they have such a system in place for change orders, and it is working very well. They will be making a presentation in the demo room Monday morning at 10:00 a.m. Detailed technical notes are available. The representative from FL reports they have developed something similar for estimates. It was noted this proposal might also pertain to Enhancement TMR 4097.
- Add spell check for DWR record work item remarks and other areas. It was noted this is a re-introduction of one that is continuously brought up.

There was a motion and a second to have the TAG make a proposal to add these three to the ballot. The motion carried.

Denis Glascock (MODOT) brought an issue from the Materials TAG where Enhancement TMR 4366 was discussed. This TMR proposes to improve the edit mask for numeric fields. Because the current edit mask has a tendency to cause errors, the Materials TAG has proposed changing the standard for both numeric and date fields. It was noted this issue had been discussed during the Construction TAG last year. Agencies were to list the most problematic fields and send the list to Richard Meador, who would present it to the Task Force. He received no input.

Following lengthy discussion on how changing the standard might be accomplished, a motion was made and seconded to present a resolution to the Task Force stating there is a problem with the edit mask of numeric and date fields and asking InfoTech to change the standard.

### **Existing Enhancement TMRs**

Existing Enhancement TMRs were reviewed with discussion on the following:

**TMR 5015:** Revise centralized/exportable master list

Pros and cons of having only those with contract authority being included on Daily Staff master list was discussed. It was noted some states do not give all staff on a job contract authority.

**TMR 5460:** No in-box message received from C-O reviewer

The representative from Texas noted they are not using the in-box now so this is no longer an issue for them.

**TMR 6403:** Ability to modify Material Test Template labels at any time

INDOT withdrew this TMR.

### **Other Business**

The representative from New Mexico stated they would like to have the Summary to Contractor RTF report set back to contract authority as they now have contractors on line who are able to see other contractors' reports. InfoTech noted there is a workaround for this, which will be discussed at the "RTF Tips and Tricks" presentation Tuesday evening.

With no further business, the meeting was adjourned

Respectfully submitted,  
Wilma J. DeGraffenreid

### Construction Management TAG Attendees

<b>Name</b>	<b>Agency</b>	<b>Name</b>	<b>Agency</b>
Richard Meador.....	MoDOT	Jim Johnson.....	FLDOT
Wilma DeGraffenreid ....	MoDOT	Sidney Hodgson .....	InfoTech
Jeremy Kampeter .....	MoDOT	Norma Stephens .....	InfoTech
Denis Glascock .....	MoDOT	Duane Thompson .....	ALDOT
Tim Pockette .....	VAOT	Kevin Thornton .....	AHTD
Tom Chase .....	VAOT	David B. Henning.....	AHTD
Bill Ahearn .....	VAOT	Bruce Stapelton .....	NB DOT
Brian Parnell.....	SCDOT	Melissa Horne .....	MDOT
Leah Brigman .....	SCDOT	B.B. House.....	MDOT
Tim Lindberg .....	SCDOT	Dave Carrow .....	InfoTech
Wanda Webb .....	SCDOT	Brad Parks .....	InfoTech
Kenneth Standley .....	FLDOT	John Giannini .....	CT DOT
Tracey Fagan .....	ALDOT	David Debo .....	TXDOT
Alton Treadway .....	ALDOT	Kevin Fox .....	Michigan DIT
Chris Bump .....	VAOT	Marty Flores .....	WFL-FHWA
Chris Achilles .....	VAOT	Jack Tregoe .....	FHWA-EFLHD
Mark Peloquin .....	VAOT	Joe Brown .....	HDR w/ NMDOT
Robert D. DuPont .....	LA DOTD	Cherie Shelton.....	KYTC
Wayne Weick .....	LA DOTD	Quincy Honaker.....	KYTC
Rosana Ruiz.....	NMDOT	Frances Thomas .....	FLDOT
Robert D. Ortiz .....	NMDOT	Janet Weigand .....	VA DOT
Rick Yunker.....	INDOT	Brandon Crowley .....	TDOT
Sheri Meyerhoff .....	INDOT	John Solomon .....	GADOT
Greg Wilkerson.....	MISS DOT	Charles Thurmon .....	OKDOT
Shirley Daugherty .....	NDOR	Loren Lemmen .....	Michigan
Jim Ferguson .....	NDOR	Durwood P. Graham .....	Mississippi DOT
David Bernard .....	NYSDOT	Don Grayson.....	Mississippi DOT
Jim Hanley .....	NYSDOT	Sonya Dooley .....	InfoTech
Frank Hartley .....	NYSDOT	John Carpenter.....	InfoTech

(Those listed above signed the attendance sheet. If we have missed anyone or misspelled a name, we apologize.)