

TUG 2003: Burlington, Vermont
Minutes of Business Meeting
September 10, 2003

Business Meeting

The TUG Chair Jennifer McAllister called the meeting to order at 1:38 pm.

Official Roll Call of Agencies

Member	Representative
Alabama	Alton Treadway
Arkansas	Bill Bradberry
Colorado	Paul Neumann
Connecticut	Joe Bouchey
Florida	Juanita Moore
Georgia	John Solomon
Indiana	Mike Jenkins
Iowa	Roger Bierbaum
Kansas	John Saiki
Kentucky	Cherie Shelton-Proxy
Louisiana	Wayne Weick
Michigan	Loren Lemmen
Minnesota	Todd Bergland
Missouri	Lisa Mueller
Mississippi	Don Grayson
Montana	Joni Wissinger-Proxy
Nebraska	Shirley Daugherty
New Brunswick	Bruce Stapleton
New Mexico	Pablo Griego
New Jersey	John Tidd-Proxy
New York	Mike Arther
Ohio	Jeff Hisem
Oklahoma	John Kidd
South Carolina	Tim Lindburg
Texas	David Debo
Vermont	Mike Fowler-Proxy
Virginia	Barbara Scruggs
Wisconsin	David Castleberg
Wyoming	John Childers-Proxy

There being 29 of 43 members present a quorum was declared.

A motion to approve the minutes from the 2002 TUG Business Meeting in Austin TX, November 8, 2002 as distributed to the TUG User Reps prior to the business meeting was made by Mike Jenkins and second by John Kidd. The motion carried.

A motion to approve the Treasurer's Report as presented by Secretary-Treasurer David Castleberg was made by John Kidd, second by Mike Jenkins. The motion carried.

Ballot Item Discussion:

Proposal Thru Award TAG as presented by David Bollie

Endorsed the following ballot items: 4345, 4660, 6579, 7155, 5011, 5125

Removed the following ballot items: 6662, 6665, 6666

Recommendation to combine ballot items L41 and 3650 was an error.

Materials TAG as presented by Denis Glascock

Introduced the following new ballot items: 7193, 7194, 7195, 7196, 7197

Removed the following ballot item: 6403

Construction Management TAG as presented by Richard Meador

Introduced the following new ballot items:

Three ballot items were submitted by Arkansas at the TAG meeting as follows:

- 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. It was noted this proposal might also pertain to Enhancement TMR 4097.
- Add spell check for DWR record work item remarks and other areas.

One new item was introduced from the floor as submitted by Connecticut:

- Apply estimate approval rules of logic to CO override approvals rules. Description: If a PM does not use agency defined normal change order approval rules and elects to override them, a selection list of approval groups and associated users (not holding those with contract authority) appear. After the PM selects the approvers and groups, the CO is sent to the first approver. Anyone with subsequent approval authority can not approve until the first approver has approved the CO. Like the Estimate Approval rules, subsequent approvers should be allowed to approve COs for those lower in sequence order. A system operational parameter would be added to enable or disable this functionality at the system level. Need: When using the Override CO approval rules, the nature of the practice is to expedite the approval process. However, often someone in the chain of approvers is just not available. The only option is to back out the CO and reselect a new group. This can be very time consuming when the CO is complicated in explanation and items.

Cost Estimation TAG as presented by Mike Fowler

Endorsed the following ballot items: 6577, 4066, 4067, 4615, 4625, 4684, 4931, 4937, 4945, 5146, 5465 (2002 TAG recommended that this should be automatic with software, not an enhancement), 5693, 7147 (seems similar to 4252. TAG will ask NJ to consider combining)

Removed the following ballot items: 4837, 4901, 5178 (will be resubmitted by agency), 7141, 7142 (not supported by TAG), 4835 (to be resubmitted by Florida. See below.)

Introduced the following new ballot items:

Ballot item 4835 reintroduced by Florida for CES:

- Display Scatter plot and price basis for bid histories. Description: On the price basis for items and cost groups, would like the option to click on a button to display the specifications from the DSS model profile used to produce a particular regression or average. For a regression price, under View Bid-Based Graphs and Information,

include a scatter diagram in the graph showing each of the hits in relation to the regression curve.

The TAG introduced the following for Estimator:

- Add a filter to the bid history catalog in order to make it easier to find and review specific items.

Recommended that a language change to ballot item 1377 be done, and request that the TUG chair reword this ballot item to make it consistent across all modules.

Contract Monitoring TAG as presented by Barbara Scruggs

Endorsed the following ballot items: 4489, 4839, 4840, 5046, 6128, 7171, 7125

Removed the following ballot items: 4785, 5114, 6077, 6594, 4848

Introduced the following new ballot items:

7125 by Nebraska:

7171 by Ohio:

Field Management TAG as presented by Kevin Fox

Endorsed the following ballot items: 5920, 5994, 6046, 6299

Removed the following ballot item: 5937

Introduced the following new ballot items:

- Add a new level of inquiries that provides information spanning multiple contracts. This will be called System Level Inquiries (or alternative name by mutual agreement). Add an option to the Utilities menu called System Level Inquiries to display only those inquiries in the system level inquiries list. Place a new button to access the system level inquiries list after the Quick Queries fly out and before the Filter button in the window toolbar on the contracts list window only. The system level inquiries list will be similar to the current inquiries list except it will contain only inquiries at the system level. These inquiries will allow users to see the status of contracts on an overall view rather than choosing each contract separately. This would be especially useful for management in both the field and at the central office.
- On the IDR – Contractors tab, add the ability to associate each individual Personnel and Equipment entry to a specific work item. Also, add this new information to the IDR Report.

Recommended language changes to the following ballot items: 5076, 5926, 5931, 5935, 5994 (see final ballot for revisions)

Information Technology TAG as presented by Mitch Hendricks

Endorsed the following ballot items: 7171, 6912

New Ballot Items submitted from the floor

Janet Weigand, Virginia DOT proposed the following new ballot item for Site Manager:

- Virginia would like to have the functionality in SiteManager to restrict the item code table that is displayed in the Change Order Item screen to the item code table designated at the Contract level. This would allow the user to choose only those items that are associated with the specification year of the contract. Currently, the display of all items in all item code tables/spec years is causing problems with the ease to accidentally choose an item from the incorrect spec year (wrong units). Once the change order is approved,

another change order has to be created to replace that item with a negative item, plus the correct one. This also increases the probability that the inspector in the field might pay on the incorrect item or negative item. This enhancement will be added as an installation option to allow the licensee to utilize a contract specific filter or not.

The original proposal language was revised based on comments by Brad Parks (InfoTech Inc.). There was a motion to accept the proposal as revised by Barbara Scruggs, second by Don Grayson; motion carried.

Brad Parks, Info Tech Inc. proposed that two SiteManager ballot items 6573 and 6574 be combined into one ballot item as they address the same issue. After brief discussion on clarification there was a motion to combine the two items by Bruce Stapleton, second by Mike Jenkins; motion carried.

Resolutions:

Construction Management TAG proposed the following resolution as presented by Richard Meador:

Whereas, there exists in SiteManager a problem with the edit mask on numeric and date fields and,

Whereas, the edit mask problem has and continues to cause numerous data entry errors and,

Whereas, said data entry errors cause frustration to users and errors in contractor payments and,

Whereas the Construction Management and Materials TAGs agree that the problem should be corrected,

Be it therefore resolved that the Trns•port User's Group beseeches the Trns•port Task Force to adopt a standard that will eliminate the existing problem and,

Be it further resolved that the new standard will be applied to any screen that is modified by any maintenance or enhancement change and,

Be it further resolved that the changes to any screen will include all "tabs" on the modified screen.

Richard Meador motioned to adopt the resolution, second by Alton Treadway. There was no discussion. The motion carried.

Cost Estimation TAG proposed the following resolution as presented by Mike Fowler:

Whereas the Trns•port User Group (TUG) is comprised of representatives of all licensees of the Trns•port modules available from AASHTO, and

Whereas the TUG views one of its many responsibilities to be an advocate for the Trns•port products and a voice to the Trns•port Task Force regarding issues and actions that will be taken to further the form and function of the product,

We hereby resolve that the TUG requests the Trns•port Task Force make every effort to substantially increase its expenditures in the coming fiscal year in the area of balloted Trns•port enhancements, above those budgeted in the current fiscal year.

Mike Fowler motioned to adopt the resolution, second by Mike Jenkins. Discussion as follows:

David Debo asked what this resolution means. He suggested that the TTF should put more money towards ballot items and enhancements.

Jeff Hisem commented that only 5 ballot items were completed last year and that we should be making efforts to increase the number of completed ballot items.

Shirley Daugherty said that the TTF has a certain amount of money to allocate towards 1) maintenance, 2) support, and 3) enhancements. Different years have had a different percentage to each. Users have indicated a desire to spend more on maintenance to remove TMR's and get the product stable.

Virginia DOT asked in response if this wasn't what the TAG's were supposed to be doing by narrowing down the list of what they feel are most important.

Jennifer McAllister said that this is what the TAG's are doing when they endorse an item.

Shirley Daugherty mentioned that the TAG's might not be doing a close scrutiny of the ballot items.

Mike Fowler and other TAG representatives disagreed with Shirley's statement and said that the TAG's do spend quality time looking ballot items over.

Shirley Daugherty said that she did not want to imply that the TAG's were not doing their job.

Jeff Hisem drew the discussion back to the resolution as presented and called for a vote.

Motion carried.

Information Technology TAG proposed the following resolution as presented by Mitch Hendricks:

Whereas, the IT TAG endorses the solution suggested by InfoTech to move forward on development of a "Web Based" Transport, to ensure the products are evolving with current technological trends; not to replace any portion of the product suite but to evolve along side the current client server products.

Mitch Hendricks motioned to accept the proposal, second by David Debo. Discussion as follows:

Joe Bouchey was concerned with the amount of money this would require. That it would take away from other important enhancements.

David Debo supports the resolution.

Todd Bergland said that the current approach to web enabling Transport is going to be incremental.

Denis Glascock wondered if this resolution could be in direct conflict with the resolution previously submitted by the Cost Estimation TAG.

Mitch Hendricks said no. That this resolution is to just let Info Tech know we would like them to investigate web enabling.

Roger Bierbaum speaking on behalf of the TTF said they have asked ITI to look at web enabling. No scoping is completed yet but the TTF has instructed ITI to go ahead with a CES web enabling project.

Roger Bierbaum speaking as a TUG rep said that this resolution seems counterproductive to the CE TAG resolution and may send a mixed message to the TTF.

Mike Fowler asked if the resolution should be rewritten.

There was a call for vote on the resolution. Two votes for, and the remainder against by show of hands. Resolution was defeated.

Member Issues

David Bollie: Presented an idea to make the TEA/TUG a non-profit organization. Discussion as follows:

Mike Fowler strongly supports this idea. He had talked to a tax attorney about doing this and it appears possible.

Mike Jenkins said that Loren Lemmen looked at it in the past and there may be issues for the home state and tax reporting purposes.

Shirley Daugherty looked into it with the IRS in the past and they said that it could be done.

Jeff Hisem said that as the TEA chair he will work with David Bollie (TUG chair) to get the non-profit status initiated.

Jim Ferguson (Nebraska): Indicated that the Proposal thru Award TAG spent a lot of time on how the TUG procedures work. He wondered if a pamphlet on TUG procedures could be created or to hold a meeting prior to the TUG for new delegates. Discussion as follows:

David Bollie said that he is planning on a "TUG primer" at the beginning of the 2004 TUG.

Jennifer McAllister (Ohio): Posed a question on who can attend our meetings and why? This year as TUG chair, several vendors had ask her to participate and set-up in the demo room. She wondered should the TUG pass a resolution to identify that vendors can not attend unless they are an AASHTO recognized vendor that is working with Trns•port. Discussion as follows:

Mike Jenkins said that TUG has guidelines for associate membership.

Mike Fowler asked how do we set standards to exclude.

Jennifer McAllister offered to draft some rules for David Bollie and the TUG Board to follow-up on.

Karen Veenstra (Florida) Asked, do we then exclude vendors that are working with states like Citrix or Bentley?

There was a suggestion from the floor to have AASHTO decide.

Chuck Conley (AASHTO) said that there are official guidelines for user groups to be followed.

We don't want it to become a trade show. A vendor must demonstrate their relationship to a state and Trns•port.

Barbara Scruggs: Responding to the web enabling demonstration that was given during the conference asked if the TTF should send out information to the states on what web enabling is. Tell the states what the plan is and what the potential costs are. The Task Force has identified an initial project to web enable a portion of CES but many in the (TUG) group wanted SiteManager enabled. Discussion as follows:

Paul Neumann said that the TTF is putting out a survey to come out with the ballot. The Task Force does not have a plan yet but they want input from states to put the plan together.

Barbara Scruggs said she understands that the plan so far is to spend \$300,000 plus on web enabling a portion of CES.

Paul Neumann responded that that is correct, but the Task Force does not have a plan for web enabling everything. The current MSE does have the CES Parametric Estimating web product.

Jennifer McAllister said that the TTF minutes are posted and TUG reps and others should go out, read the minutes, and respond if you have questions.

Jim Johnson (Florida) said that a survey on web enabling was given out at last years TUG, with very few returned. Those that did respond said to fix what doesn't work first.

Invitation to TUG 2004

David Bollie extended an invitation to attend the 2004 TEA/TUG in Mobile, Alabama. The conference dates are October 9-15 at the Adams Mark Hotel. Rooms priced at \$57/night. Banquet theme will be Mardi gras.

Offers to host TUG 2005

Maine offered to host the 2005 TUG in Portland, Maine.

Florida offered to host the 2005 TUG in either Destin or Orlando, Florida.

Florida was selected by secret ballot in conjunction with votes from TEA. Motion to destroy the balloting slips by Mike Jenkins, second by Shirley Daugherty. Motion carried on voice vote.

Election of Officers

Nominations were received for the position of Vice Chair: Barbara Scruggs, Jim Ferguson, and Denis Glascock were nominated. A motion to close the nominations was made by Alton Treadway, second by John Kidd; motion carried. Jim Ferguson was elected by secret ballot. A motion to destroy ballots was made by Mike Jenkins, second by Alton Treadway; motion carried.

Nominations were received for the position of Secretary Treasurer: Barbara Scruggs, Gus Wagner (Minnesota), David Castleberg, and Brian Parnell (South Carolina) were nominated with Barbara Scruggs declining. A motion to close the nominations was made by Shirley Daugherty, second by Mike Jenkins; motion carried. David Castleberg was elected by secret ballot. A motion to destroy ballots was made by Mike Jenkins, second by John Kidd; motion carried.

2004 TUG Board Members:

Chair: David Bollie

Vice Chair: Jim David Ferguson

Secretary Treasurer: David Castleberg

Past Chair: Jennifer (David ?) McAllister

Closing Business

Jennifer McAllister recognized the efforts of Mike Fowler and the Vtrans group for an excellent conference.

Jennifer motioned to adjourn, second by Mike Jenkins; motion carried.