



**TUG 2007: St. Louis, Missouri
Business Meeting Minutes
October 10, 2007**

Business Meeting 1:15 p.m. – 4:15 p.m.

Call the meeting to order: Brian Parnell, TUG Chair

Official Roll Call of Agencies: Sheri Meyerhoff, TUG Secretary Treasurer

Member

Alabama Department of Transportation
Arkansas State Highway & Transportation Department
California Department of Transportation
Colorado Department of Transportation
Delaware Department of Transportation
Florida Department of Transportation
Georgia Department of Transportation
Indiana Department of Transportation
Iowa Department of Transportation
Kentucky Transportation Cabinet
Louisiana Department of Transportation and Development
Maine Department of Transportation
Maryland State Highway Administration
Michigan Department of Transportation
Minnesota Department of Transportation
Mississippi Department of Transportation
Missouri Department of Transportation
Montana Department of Transportation
Nebraska Department of Roads
New Brunswick Department of Transportation
New Mexico Department of Transportation
New York State Department of Transportation
Nova Scotia Department of Transportation
Ohio Department of Transportation
Oklahoma Department of Transportation
Oregon Department of Transportation
South Carolina Department of Transportation
Tennessee Department of Transportation
Texas Department of Transportation
Vermont Agency of Transportation
Virginia Department of Transportation
Wisconsin Department of Transportation

Representative

Deborah Hornsby
Bill Bradberry
Gene Mallette (Proxy)
Janie Valdez (Proxy)
Phil Winder (Proxy)
Juanita Moore
John Soloman
Mike Jenkins
Roger Bierbaum
Bob Lewis
Sarah Collins
Larry Childs
Andrea Spriggs
Kevin Fox (Proxy)
Todd Bergland
Don Grayson
Jeremy Kampeter (proxy)
Joni Wissinger
Jim Ferguson
Melanie Douglass
Kristina Fernandez
Thomas Behan
Beverley Easton
Jeff Hisem
Joel HySmith (Proxy)
Doug Sloan (Proxy)
Brian Parnell
Brandon Crowley
David Debo
Bridgitte Codling (proxy)
Marcita Wade (Proxy)
David Castleberg

A quorum was declared.

Review of 2006 TUG Business Meeting Minutes: David Debo

Tony Compton

Information Technology (IT) Tag endorsed ballot items last year which are not indicated in the meeting minutes. Last year's IT Tag meeting minutes will be checked. Last year's Business Meeting minutes accepted based on the results of checking last year's IT Tag meeting minutes.

Mike Jenkins moved to accept the minutes.

Jim Ferguson seconded.

Voted on and Passed

Review of the 2006 Treasurer's Report: Sheri Meyerhoff

The Treasurer's report is the same as what was e-mailed out prior to the conference with the following exceptions:

- TEA/TUG INC. (balance from 2005 Conference) section
 - The portions for the TEA and TUG were included.
 - Forwarded to Missouri for 2007 Conference was removed due to this entry would be part of the 2007 TEA TUG Financial Statement.
- Jim Ferguson noted that last year's taxes for TEA TUG Inc. will need to be updated due to he filed the taxes in April. Therefore, the information on the TUG website does not match the financial statement.
- Sheri Meyerhoff noted that the difference between the information that Jim used to file and the current financial statement is from refunded registration fees for conference attendees who cancelled registration prior to the registration deadline date.

Roger Bierbaum moved to accept the report.

Mike Jenkins seconded.

Voted on and Passed

Review of Resolutions from 2006 with TTF and ITI responses: Brian Parnell

First Proposed Resolution:

- Brian Parnell: They [TTF] looked into it. Right now it doesn't seem like it's feasible, but they are looking at licensing for Web Trns*port which could be different from licenses now.
- Would there be any benefit for submitting resolution again?
- Jim Johnson: We [TTF] will continue to review and keep abreast of changes that occur in addition to looking at Web Trns*port licenses. We [TTF] will continue to look at it.
- Is it worth looking at resubmitting?
- Jim Johnson: No, TTF is continuously reviewing.
- Bridgette Codling: Licensing evaluation, is this only for Web Trns*port?
- Jim Johnson – We are looking at different ways at looking at Web Trns*port, but were not saying we may not do anything to the Client Server license fee structure. We may look at other options that become available

Second Proposed Resolution:

Brian Parnell: TTF is looking at alternative means at funding alternative products per executive meeting this week

Ballot Item Discussion: Brian Parnell

Note: TAG Meeting Minutes are located on the TUG Website.

- **Civil Rights TAG Report**
 - No ballots items to discuss
 - Elections were held
 - Jim Ferguson is the new TAG Coordinator
 - Short Term Goal: change to mission statement, spelling of the word insure to ensure
 - Short Term Goal: Removed “that”
 - Long Term Goal: Removed “That”
 - Went over what has been developed so far on the CMRLS

- **Construction Management TAG Report**
 - No ballot items to discuss
 - TAG Report
 - 70 attendees
 - No new TMR’s
 - Same Long Term Goals and Short Tag Goals
 - No elections, both coordinators will be in their position 1 more year
 - Met with combined SiteManager and Field Manager tags to go over TRT actions

- **Cost Estimation TAG Report**
 - 36 attendees
 - Introducing 5 new ballot items
 - Withdraw and resubmitting 1 ballot item
 - Withdraw 4 ballot items
 - Will endorse 2 ballot items
 - There was a demonstration of cost groups by Jim Patton
 - There was a discussion of Cost Estimation TRT by John Riedl
 - Reviewed Mission Statement and Goals
 - Mission Statement stays the same

- **Contract Monitoring TAG Report**
 - 9 present member
 - 59 people in attendance
 - Updated mission statement
 - Updated Goals
 - Reviewed Long Term Goals
 - DSS is more about collusion detection, which is addressed in Long Term Goals .
 - 40 states license BAMS/DSS. Concern of updating modules in Web Trns*port, certainly, the DSS function is one that is very concerned about and has sat on the wayside for quite sometime and states have used their own resources to figure out DSS. Want to get all 40 states to get involved together.
 - Remove 2611, 2624
 - Endorse, 7171, 8570
 - Collusion Detection Seminar in Feb 2008
 - Web transport and DSS: a TRT is being formed. Jim Johnson asked for resumes for DSS modules. Jim urged states to send in resumes from at least one of their people in each agency to review TRT needs
 - Asked each state to identify where DSS function lies, number of people involved in DSS and major things that DDS is used.
 - If state is not listed in TAG, suggest getting involved in the TAG.
 - US DOT/OIG Fraud conference = May 2008, Chicago IL. Notice was sent from AASHTO. Contact AASHTO if conference information has not been received from AASHTO.
 - New TAG Coordinator – Turner Bond
 - Assistant TAG Coordinator – Steve Heller
 - Will contact states with survey and return results to the states

- **Field Management TAG Report**
 - The TAG held pre-TUG conference calls to take care of most of the tag business
 - Coordinator: Janet Wastaney

- Assistant Coordinator: Cliff Farr
 - Adjusted the Mission statement
 - Short Term Goals – deleted short term goal number 2
 - Long Term Goals – stayed the same
 - Endorsed – 6196, 6317, 8091, 9205
 - Deleting ballot items
 - FieldNet : endorsed 9914
 - 17 attend, 4/8 states represented
 - InfoTech gave update on plans for the coming year
 - Discussion amongst states using FieldManager or intend to use FieldManager
 - Participated in Round Session of Comparison of FieldManager and SiteManager
- **Information Technology TAG Report**
 - Reviewed the TAG Meeting notes
 - 6/14 represented + 2 proxies
 - 36 attendees including ITI and TTF member
 - Approved to change NGT to Web Trns*port in the Mission Statement, Long Term Goals and Short Term Goals
 - Endorse 9607, 9655
 - Bob DeHoff of ITI led a discussion on remote access to Trns*port through a data services layer. There was a discussion on the Technical TRT for Web Trns*port. It was asked that the representatives from IT TAG or any agency to send a resume to participate in the Technical TRT
 - Andy Crenshaw – Coordinator
 - Marcita Wade – Asst. Coordinator
- **Materials TAG Report**
 - 66 attendees
 - No changes to Short Term Goals, Long Term Goals or mission statement other than NGT was changed to Web Trns*port
 - Mark Higdon was elected to be Assistant Coordinator
 - Discussion on 15 TMR's, 3 re-written, 34 removed
 - Presentation of Louisiana upgrades to 3.8
 - Round Table – LIMS component in 3.9
- **Proposal Thru Award TAG Report**
 - Presentations – Bid Express, NGT Sprint 27
 - Summary of agency feedback
 - Met every month since last TUG
 - Thanks to TAG members and Peggy Higgins
 - Also met September 6 to discuss ballot items
 - Attendance 60 attendees
 - No one allowed to resign
 - New member – Kathy James Montana
 - Mission statement – no change
 - Long Term Goal– Changed bullet point 1
 - Short Term Goals – revised to address Web Trns*port throughout the goals
 - Lisa Muller TAG Coordinator
 - Penny Higgins – Asst Tag Coordinator
 - Juanita will help both new coordinators
 - All PES/LAS and Expedite ballot items were reviewed during the teleconference. Four (7091, 7321, 8501, 9803) were marked as obsolete, due to web Trns*port.
 - Previously endorsed: 3650, 4345, 5011, 7155, 3724, 5950, 1614, 7062, 7150, 7156, 3651, 4849, 8498, 8505. The following additional ballot items were endorsed: 5800, 9569, and 9570.
 - One ballot items was added and endorsed: TMR 9954

New Ballot Items submitted from the floor: Brian Parnell

No ballot items were received from the floor.

Resolutions: Brian Parnell

From Juanita Moore – TAG Coordinator

Rename Proposal to Award TAG to Preconstruction TAG and change category on the ballot items on the PES/LAS to Preconstruction.

Juanita Moore moved
Mike Jenkins seconded
Voted and Passed

Member Issues: Brian Parnell

Turner Bond: Travel day on Sunday, no business on Saturday's or Sundays for the TUG.

Jennifer McAllister. – this would require more time out of the office, would prefer to work on the weekend to lessen the number of days out of the office

Juanita Moore – State will not pay for per diem if the TEA/TUG is split by a weekend.
Cannot have inactive days in between unless there are two separate conferences

Mike Fowler – Those that attend both TEA/TUG, TCCE, there's an advantage to starting TEA on Monday and go concurrently with TUG on Tuesday with TUG ending on Friday, those doing both would only be out of the office for one week, there would be more choices of speakers (consolidate presentations between both groups). TEA is not present to discuss today.

Gus Wagner – Looking at agenda with small group roundtables, it would lead to estimators being in their own roundtables and activities. TEA could be covered in a round table. Originally TEA was primarily estimators, now there are more construction and materials than originally.

Jennifer McAllister– first workshop was Cost Estimation workshop and combined with TUG to save money. Original group did not primarily deal with estimators. There can't be a round table for TEA and TUG, together. There are two separate agendas

Andy Crenshaw – Do not apply this concept to the New York TUG, maybe the following year.

Gene Mallette – states might sponsor if in one week.

Turner Bond – speakers at TEA are appealing for Turner in Contract Monitoring. TEA could take advantage of TUG and TUG could take advantage of TEA. If people are straddling both TEA and TUG, work larger group on Sunday night, and move TEA people forward to work on Saturday. For folks with kids and church, it presents a recurring conflict that we don't really need to have.

Mike Jenkins: We've had this discussion several times. Requirements are different between TEA/TUG, Vendor participation and non-participation. It's hard to share resources. It adds to the complexity of the conference.

Jeff Hisem: TEA used to be Cost Estimation workshop from AASHTO trying to establish Cost Estimation software. Then wanted to talk about estimating, not the tools of estimating. So many estimators go to the TUG, and some TUG go to TEA, that's why they wanted to be put together, to eliminate travel time.

We'd be glad to have you [Turner Bond] at the TEA next year. Jeff likes being gone only one weekend instead of 2 weekends. Separate is good, but close enough together; but not require the attendees to have to pay the per diem. Jeff likes the way it is. He encourages the board on TEA and TUG to discuss this transition.

Brian Parnell: Board will take these thoughts into account. Jennifer McAllister is the chair of the TEA .

John Riedl: TTF pays the contractor to be here. Keep in mind the cost of the TTF. Efficient and shorter is better.

Tom Rothrock: TTF is only for the TUG, not TEA.

Turner Bond: Fly in on Sunday for TUG. TEA start a day later and return on Saturday.

Brian Parnell: work with TEA and possibly switch the TEA and TUG on opposite years.

Proposed Amendments to the Trns*port Users Group Constitution –

Article VI, Section 4: Continuing Education Units (CEU) – David Castleberg

Evaluate TUG conference agenda to determine Continuing Education Units (CEU) and print certificates for TUG conference attendees

At the end of last years' conference, Alabama, who created the docs in the past as a courtesy to TUG, did not want to carry forward the CEU program. We needed to determine what needed to be done to continue the CEU. The TUG Board met to determine how to administer the CEU program. Therefore, the proposed amendment was created to add to the host responsibilities the task of determining the number of CEU's and to also create the certificates. Since then, David investigated what is needed to administer and keep track of the CEU program. As far as CEU program, Dennis Glascock also mentioned, this type of program is an accredited type o f program that required an agency to be accredited to administrator and give out CEU's. Therefore it could be burdensome to become accredited. Dennis put together the info if an individual wanted to keep track of the Professional Development Hours that could be turned into CEU's.

Proposing not to adopt this amendment, but use a program similar to Dennis' sheet and have the Secretary/Treasurer to come up with a document similar to Dennis'. Then the users would keep track of the hours.

Let Dennis Glascock know if you want a certificate for this year's conference.

There was a proposal from the TUG Board to withdraw proposed amendment.
David Castleberg – first
Mike Jenkins – second

Amendment was modified to:

Article V, Section 12

Secretary/Treasurer

Upon the completion of the TUG conference agenda, prepare Professional Development Hour (PDH) documentation for TUG conference. The PDH documentation will be given to the host state prior to the TUG conference for distribution at the conference. Attendees will keep track of their qualifying hours at the conference.

Motion: Don Grayson
Second: Larry Childs
Voted and Passed

Article V, Section 9: TUG Chair and Vice Chair Expenses – Brian Parnell

The Chair and the Vice Chair shall adhere to the U.S. General Services Administration rates for determining meals, incidental expenses and mileage reimbursement rates for privately owned automobiles.

Motion: Jim Ferguson
Second: Bob Williams
Voted and Passed

Invitation to TUG 2008: Brian Parnell, Mike Arthur (New York State DOT representative)

Dates:

TCCE September 30, 2008 – October 1, 2008

TEA October 2, 2008 – October 3, 2008

TUG October 4, 2008 to October 8, 2008

Offers to Host TUG 2009: David Debo

Nebraska was the only offer for 2009 in both the TEA and the TUG. A hand vote was taken and Nebraska was selected. The conference will be in Omaha, Nebraska.

Motion: Jeff Hisem
Second: Juanita Moore
Voted and passed

Election of Officers: David Debo

Nominations for the position of Vice Chair:

Nominated: Sheri Meyerhoff (nominated by Brian Parnell) accepts nomination

Nominated: Jeff Hisem (nominated by Jim Ferguson) accepts nomination

Juanita Moore – declined nomination

Silent ballots

Sheri Meyerhoff selected Vice-Chair

Motion to destroy ballots: Bob Williams

Second: Roger Bierbaum

Voted and passed

Nominations for the position of Secretary Treasurer:

Nominated: Susan Powe (Melanie Douglas) accepts nomination

Nominated: Joel Hysmith (nominated by Bob Lewis) accepts nomination

Silent ballots

Susan selected for Secretary Treasurer

Motion to destroy ballots: Roger Bierbaum

Second: Bob Williams

Voted and passed

2008 TUG Board Members:

Chair: David Debo
Vice Chair: Sheri Meyerhoff
Secretary Treasurer: Susan Powe
Past Chair: Brian Parnell

Closing Business: David Debo
Recognition of Host state and past TUG Chair

Mike Jenkins moved to adjourn
Jim Ferguson seconded.
Voted and passed.