



**TUG 2008: Saratoga Springs, New York
Business Meeting
October 10, 2008**

Business Meeting: 1:00 p.m. - 5:00 p.m.

Call the meeting to order: David Debo, TUG Chair

Official Roll Call of Agencies: Joel Hysmith, TUG Secretary Treasurer

| | |
|--|------------------------------|
| Alabama Department of Transportation | Deborah Hornsby |
| Arkansas State Highway & Transportation Department | Bill Bradberry |
| California Department of Transportation | Bill Kodani (Proxy) |
| Colorado Department of Transportation | Janie Valdez (Proxy) |
| Delaware Department of Transportation | Phillip Winder |
| Florida Department of Transportation | Juanita Moore |
| Idaho Department of Transportation | Mike McClure |
| Indiana Department of Transportation | Mike Jenkins |
| Iowa Department of Transportation | Roger Bierbaum |
| Kansas Department of Transportation | LouAnn Hughes (Proxy) |
| Kentucky Transportation Cabinet | Bob Lewis |
| Louisiana Department of Transportation and Development | Sarah Collins |
| Maine Department of Transportation | Scott Bickford (Proxy) |
| Michigan Department of Transportation | Kevin Fox (Proxy) |
| Minnesota Department of Transportation | Gus Wagner (Proxy) |
| Mississippi Department of Transportation | Don Grayson |
| Missouri Department of Transportation | Jeremy Kampeter (Proxy) |
| Montana Department of Transportation | Joni Wissinger |
| Nebraska Department of Roads | Jim Ferguson |
| New Brunswick Department of Transportation | Melanie Douglass |
| New York State Department of Transportation | Thomas J. Behan |
| Nova Scotia Department of Transportation | Phillip MacKinnon |
| Ohio Department of Transportation | Jennifer McCallister (Proxy) |
| Oklahoma Department of Transportation | Joel HySmith (Proxy) |
| Oregon Department of Transportation | Steve Specht |
| South Carolina Department of Transportation | Tim Lindburg (Proxy) |
| Tennessee Department of Transportation | Vonda Kellett |
| Texas Department of Transportation | David Debo |
| Virginia Department of Transportation | Marcita Wade |
| Wisconsin Department of Transportation | David Castleberg |

*Not pre-established members

*The Philippines - Department of Public Works and Highways

*New York State Thruway Authority

B. Elizabeth E. Yap

Mike Perry

Question: We thought Pennsylvania Turnpike Commission and New York State Thruway Authority were associate members. Definition of Member and Associate were reviewed. They could vote as a member as long as they license from AASHTO.

A quorum was declared.

Review of 2007 TUG Business Meeting Minutes: Sheri Meyerhoff, TUG Vice-Chair

CRLMS TAG: change “Jim Ferguson is the new TAG Coordinator.” To “Jim Ferguson is the new Assistant TAG Coordinator.” on Page 3

Change CMRLS to CRLMS on page 3

Tom Behan, NYSDOT made a motion to accept the minutes
Melanie Douglas, NBDOT seconded
All accepts

Review of the 2006 Treasurer’s Report: Joel Hysmith

Joel Hysmith presented the 2006 Financial Report
Total quantity on the dollars did not change
Charter Buses change \$600.00 from TUG side to TEA side.
This changed the total dollar amounts for the TEA and the TUG.
Questions or concerns? No.
Motion to accept 2006 Financial Statement : Jennifer McAllister - Ohio
Roger Bierbaum – Iowa seconded
Approved

Review of the 2007 Treasurer’s Report: Joel Hysmith

Joel Hysmith presented the 2007 Financial Statement
Any questions/Concerns
New totals from the revised 2006 statement were forwarded to the 2007 Financial Statement

Motion to approve 2007 Financial statement – Roger Bierbaum - Iowa
Tom Behan - New York – seconded

Refunded Registration fees – should this be a negative value? Yes, and it’s the expense column.
Therefore, it’s ok.

Approved

Review of Resolutions from 2007 with TTF and ITI responses: David Debo

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

Ballot Item Discussion: David Debo

Need to correct template from TAG Chair to TAG Coordinator

TAG REPORTS

Refer to <http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/TagReports08.htm> for Mission Statement, Short Term goals, Long Term goals, and TMR/ballot information for each TAG.

CRLMS TAG

CRLMS TAG Meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/CRLMS%20TAG%20Meeting%20Notes.pdf>

Mission Statement

Mission Statement was approved

Short term goals:

Short Term Goals were modified and approved

Long term goals: Long Term Goals were modified and approved

Meeting minutes from 2007

Last year's minutes approved as presented

Officers

2008 -Jim Ferguson approved to be the TAG Coordinator

2008 - Charles Groshens approved to be the Assistant Coordinator

TMR/Ballot Discussion

Refer to CRLMS TAG meeting minutes

Presentations

Update on CRLMS – Where it is at today?

See Jim Ferguson's report

CRLMS Demo – John Oberdiek

Implementation Plan – John Oberdiek, Kathy James

AASHTO National Fraud Awareness Conference

Charles Groshens, Labor Compliance Supervisor

CRLMS Round Table Discussion and Demo

Construction TAG

Construction Management TAG Meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/2008%20Const%20Mgmt%20TAG%20Meeting%20Minutes.pdf>

Members or proxies in attendance

10 members in attendance

Total Attendees = at least 50 (no one counted)

Mission Statement

The mission statement was reviewed. A motion to keep the mission statement as posted carried.

Short term goals:

The short-term goals were reviewed. A motion to keep the short-term goals as posted carried.

Long term goals:

2008 TUG Business Meeting Agenda

The long-term goals were reviewed. A motion to keep the long-term goals as posted carried.

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed. A motion to approve minutes as posted carried.

Election of officers

2008 Coordinator: Tom De La Portilla-TX

2008 Assistant Coordinator: Bob Lewis-KY

Updates from past year

SiteManager 3.9 was released; LIMS was a major component, as well as a number of Construction enhancements. TRT for Web Trns*Port was active this past year. It was noted that Windows 2000 will come off the list as a supported platform for client/server in the coming year; Windows Vista will become a tested platform for client/server next year.

TMR/Ballot Discussion

Refer to Construction Management TAG meeting minutes

Items from Floor

There was discussion for a proposed resolution for full support for client/server SiteManager until the majority of the user community implements Web Trns*Port Construction and all interfaced modules. No agreement was reached although concern was noted; this issue was tabled until next year.

Cost Estimation TAG

Cost Estimation TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/2008%20Cost%20Estimating%20TAG%20Meeting%20Minutes.pdf>

Members or proxies in attendance

6 members in attendance

Total Attendees = 46

Mission Statement

The mission statement was reviewed and revised.

Short term goals:

The short term goals were reviewed and minor adjustments made

Long term goals:

The review of the long range goals resulted in goal number 2 being modified

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed as approved as posted.

Election of officers

2008 Coordinator: Mike Jenkins, Indiana DOT

2008 Assistant Coordinator, Marc Connolly, New York State DOT

Updates from past year

TMR/Ballot Discussion

The discussion of TMRs and ballot items was completed via e-mail in advance of this meeting. Refer to Cost Estimation TAG meeting minutes

Items from Floor

Mike Jenkins led a discussion of the current activities of the Cost Estimation Technical Review Team (CE TRT).

There was a brief discussion on the possibility of developing a national or regional database of bid histories affording states the opportunity to share historical data with neighboring agencies or regional peers.

Two attendees requested the opportunity to join the Cost Estimating TAG; Asif Mali from the New York State Thruway Association, and Gus Bieber from the Colorado DOT. These requests will be forwarded to the TUG Chair for consideration of approval.

Contract Monitoring TAG

Contract Monitoring TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/2008%20Contract%20Monitoring%20TAG%20Meeting%20Minutes.pdf>

Members or proxies in attendance

5 members in attendance

Total Attendees = 19

Mission Statement and Goals:

The mission statement and goals were reviewed.

Short term goals: Two additions were proposed to the short term goals:

Long term goals: One addition was proposed to the long term goals:

Election of officers:

2008 TAG Coordinator: Turner Bond, Missouri DOT

2008 Assistant Coordinator – Steve Heller, Indiana DOT

TMR/Ballot Discussion

Refer to the Contract Monitoring TAG Meeting minutes

Items from Floor:

Events included a presentation from a SAS software engineer using demonstrating the use of DSS/TRNS*PORT data with Enterprise Guide, a video interview with a federal investigator from US-DOT Office of Inspector General and a SAS programming competition. .

There was some discussion from the floor about the title and purpose of the Contract Monitoring TAG.

Jim Johnson of the TRNS*PORT Task Force made a presentation requesting resumes for the purpose of forming a TRT for the Contract Monitoring TAG.

A SAS software engineer from Boston demonstrated examples of developing ad hocs with SAS Enterprise Guide, after which the TAG meeting was adjourned.

Field Management TAG Minutes

Field Management TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/2008%20FM%20TAG%20Mtg%20Minutes%20at%20TUG.pdf>

Mission Statement

The mission statement was reviewed a motion to modify the mission statement carried.

Short term goals:

The short-term goals were reviewed and a motion to modify the short-term goals was carried.

Long term goals:

The long-term goals were reviewed and a motion to keep the long-term goals was carried.

Meeting minutes from 2007

Meeting minutes from 2008 were discussed during a Pre-TUG Conference Call.

The minutes of the September 15, 2008 pre-TUG conference call were reviewed and a motion to approve minutes as posted was carried

Election of officers – no election was held this year

2008 Coordinator Janet Wastenev

2008 Assistant Coordinator Cliff Farr

TMR/Ballot Discussion

Refer to the Field Management TAG meeting minutes

Updates from past year

Ian Baldwin gave a presentation of what was done in the FieldManagement suite and FieldNet during the past year and what is planned for the coming year. David Castleberg gave a presentation of how Wisconsin uses the FieldManager and the FieldNet programs.

Information Technology

Information Technology TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/IT%20TAG%20Meeting%20Minutes%2020081007a%20.pdf>

Members or proxies in attendance

12 members in attendance

Total Attendees = 39

Mission Statement

The mission statement was reviewed and a motion was made and carried to keep the mission statement as posted.

Short term goals:

The short-term goals were reviewed and a motion was made and carried to keep the short-term goals as posted.

Long term goals:

The long-term goals were reviewed and a motion was made and carried to keep / modify the long-term goal.

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed. A motion was made and carried to approve minutes as posted.

Election of officers

2008 TUG Coordinator: Thane Mitchell, Texas DOT

2008 Assistant Coordinator: Marcita Wade, Virginia DOT

Two people expressed an interest to join the IT TAG.

Updates from past year

This past year the Technical TRT was formed. Don Grayson gave a review of the teams activities. He also asked for new members.

TMR/Ballot Discussion

Refer to the Information Technology TAG meeting minutes

Presentation

Bob DeHoff gave a presentation on the Fitness Test and also explained Code obfuscation.

Materials TAG

Materials TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/20081007%20Materials%20JAD%20Meeting%20Minutes%20V2.pdf>

Materials TAG Meeting.**Members or proxies in attendance**

12 Material TAG members, from 22 total Material TAG members
52 total attendees

Mission Statement

The mission statement was reviewed and a motion was made and carried to keep the mission statement.

Short term goals:

The short-term goals were reviewed and a motion was made and carried to modify the short-term goals.

Long term goals:

The long-term goals were reviewed and a motion was made and carried to modify the long-term goals .

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed and a motion was made and carried to approve minutes as posted.

Election of officers

2008 TAG Coordinator: David Bernard NYDSOT
2008 Assistant TAG Coordinator: Mark Higdon KY DOT

TMR/Ballot Discussion

Refer to the Materials TAG meeting minutes

SM LIMS – Implementation Details Meeting (not on the agenda)

Presented a System Administrator's view of setting up SM LIMS
8 Agencies attended

Materials Management Technical Review Team (TRT) Update

- Tim Lindberg (TTF) hosted the meeting
- TRT team making good progress documenting business requirements, using Fitness to store the details on the web
- Requirements approximately 50 % complete

Joint Materials/Construction Roundtable

- Cross-functional SiteManager issue discussed
- presentation by New York SM-M & SM-C, showing new process in SM Construction to document Material Acceptances like certification needed to pay items in estimates
- leverages new LIMS and several new DWR enhancements in SM 3.9
- new DWR enhancements include:

Concerns about C/S Enhancement funding

the Materials TAG has concerns about limited Client/Server enhancement funding from the TTF
Materials TAG understands: that web Trans-Port is the correct long term strategic strategy for
AASHTO, and that more Client/Server enhancements means a large scope for web development
However, the Material TAG needs the TTF to be respectful in terms of enhancement funding for
existing C/S software needs

Preconstruction TAG

Preconstruction TAG meeting minutes are located at:

<http://tug.cloverleaf.net/2008TUG/TAG%20Meeting%20Minutes/Preconst%20TAG%20Meeting%20Minutes.pdf>

Members or proxies in attendance

17 members in attendance
34 Attendees from various states
6 Attendees from ITI
Total Attendees = 51

Mission Statement

The mission statement was reviewed and a motion was made and carried to keep / modify the mission statement.

Short term goals:

The short-term goals were reviewed and a motion was made and carried to keep / modify the short-term.

Long term goals:

The long-term goals were reviewed and a motion was made and carried to keep / modify the long-term goals.

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed and a motion was made and carried to approve minutes as posted.

Election of officers

Resignation of Lisa Mueller as Coordinator
2008 Coordinator: Roger Bierbaum

TMR/Ballot Discussion

Refer to Preconstruction TAG meeting minutes

Presentations

Bid Scopes and Alternates
Presenter: Juanita Moore

wT -> Expedite -> Bidx -> wT Demo
Presented by: Dave Huber, InfoTech

Data Classification of Items Resolution
Mike Jenkins

Items from Floor

Jim Johnson
Difference between Ballot/Enhancement/Backlog Items

Jennifer McAllister
Continued support of Client Server with web Trns•port releases

New Ballot Items submitted from the floor: David Debo

None

Resolutions: David Debo

There is a preconstruction resolution

Resolution

“Whereas, there is an identified need to share data beyond the confines of geographical boundaries;

And whereas, the various Technical Review Teams and TAGs solicited agree that this need could be facilitated via minor modifications to the web Trns.port database;

And whereas, these modifications can be leveraged in the long-term for yet to be identified purposes;

Let it hereby be resolved that the Trns•port Task Force and product specific Technical Review Teams determine the appropriate method of collecting and housing shared data across geographical boundaries.”

With this resolution it would tell the task force we want it done now and not later with item grouping

Would there be a TRT to pull together the categories

They want it to be considered to be in wT and not client

How would we work together? It would be part of the product across geographical boundaries. You could put what ever items you want in it.

Jennifer McAllister - There was a study that allowed items to be classified due to the region of the country
You could take advantage through watching the items

Would it allowed to identify the cost of an item. Yes

Jennifer McAllister will get study on web

Jennifer McAllister – when data in databaseget people to populate the data base

Tom Behan – concerned that we won’t want to use it. Then what? An agency won’t have to use it.

Turner Bond – if you have your items class it help you tract the level of the stuff

Sheri Meyerhoff– Is this for web Trns•port and not for client-server? Yes.

Needs to go to the task force

Preconstruction discussion that this would have more weight than ballot items.....yes

Up to the taskforce
This is in planning to go to wT

David Debo – did you talk to the preconstruction TRT about this or CRLMS? Not CRLMS
If you make a change, the requirements you need to talk to the TRTs and TAGS that have a basis
in the information

Are the TRT's ok with it

Are we looking at getting the same item classes?

Resolution has nothing to say about item classes. It's how each state wants to use it

Andy – doesn't see a problem with it.

CRLMS won't be affected

Barbara Scruggs - Doesn't see an issue with the way it's being added

Jennifer McAllister - doesn't say the data is being houses in the same database

Turner Bond– wants to share other data such as vendor data with other states.....

no. this is not the intention of the resolution.

All they are asking is for the taskforce to look at this

Motion made by Jennifer McAllister, Ohio, to approve
Gus Wagner, Minnesota, seconded it
Motion carried

Member Issues: David Debo

New webmaster:

Jennifer will be retiring and will like resign as the webmaster
The meeting minutes and presentations for this conference will be going to Jennifer McAllister.
David Debo: We want to thank her for all she has done
Jennifer McAllister made a speech of thanks and passed on words of encouragement

Andy Crenshaw – three people will announce their retirement Jim Johnson, David Debo, and
Loren Lemon and we would like to thank them

Since Leslie Wootan-Hartung isn't here, Jim will talk it over with her to see who wants to be the
webmaster

Jim.Ferguson@nebraska.gov
(Leslie Wootan-Hartung) lwootanhartung@mt.gov

Invitation to TUG 2009: Sheri Meyerhoff, Nebraska DOR representatives

Jim Ferguson, Nebraska DOR gave the invitation

Offers to host TUG 2010: Sheri Meyerhoff

Sarah Collins from Louisiana put in an offer on behalf of Louisiana

Mike Jenkins made motion to accept the offer

Scott Bickford seconded
Motion passed

Election of Officers: Sheri Meyerhoff

Vice Chair

Jennifer McAllister nominated Juanita Moore, Florida DOT
Mike Jenkins seconded
Juanita Moore accepted the nomination

David Castleberg nominated Gus Wagner, Minnesota DOT
Scott Bickford seconded
Gus accepted nomination

David Debo nominated Joel HySmith, Oklahoma DOT
Jim Ferguson seconded
Joel accepted nomination

New vice chair is Juanita Moore

Mike Jenkins made motion to destroy the ballots
Jennifer McAllister seconded
Motion carried

Secretary/Treasurer

Mike Jenkins nominated Kevin Thornton, Arkansas DOT
Jennifer McAllister seconded the nomination
Kevin Thornton accepted nomination

Steve Spect nominated Turner Bond, Missouri DOT
Janie Valdez seconded the nomination
Turner Bond accepted the nomination

Jim Ferguson nominated Kathy James, Montana DOT
Gus Wagner seconded the nomination
Kathy accepted the nomination

Kathy James is the new Secretary/Treasurer

Mike Jenkins made nomination to destroy the ballots
Philip MacKinnon seconded
Motion carried

2009 TUG Board Members:

Sheri Meyerhoff – TUG Chair
Juanita Moore – TUG Vice Chair
Kathy James – TUG Secretary/Treasurer
David Debo – Past Chair

Closing Business

Mike Jenkins made motion to close the business meeting
Bob Lewis seconded
Motion carried