# ACM User’s Group Meeting

September 9, 2015  10:00 a.m.
Teleconference Line: 1-888-557-8511, Access Code 5276393,

<table>
<thead>
<tr>
<th>Facilitator:</th>
<th>Jennifer Oldenburg, NW Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notetaker:</td>
<td>Jennifer Oldenburg, NW Region</td>
</tr>
</tbody>
</table>

### Attendees:

- Kelly Addison - SW Region, Madison
- Paul Butler - NE Region, Green Bay
- Diane Cichy - NC Region, Wisconsin Rapids
- Jennifer Fowler – SW Region, La Crosse
- Judy Geurts - NE Region, Green Bay
- Jerry Glentz - SW Region, La Crosse
- Kris Goodwill - NW Region, Superior
- Jennifer Oldenburg – NW Region, Eau Claire
- Karen Roberts - SE Region, Waukesha
- Jennifer Trudeau - NC Region, Rhinelander
- Sandi Villiesse - Statewide Local Program
- David Castleberg – Publications and Construction Standards/Technology Unit
- Don Greuel – Project Services Section Manager
- Annette Czerneski - Publications and Construction Standards/Technology Unit
- Adam Bleskacek – CITS North, Eau Claire
- Peter Dobrogowski – CITS East, Waukesha
- Steve Nies – CITS North, Green Bay
- Tim Hintz – CITS South, Madison
- Theresa Vydrzal – CITS South, La Crosse
- Sherry Wheaton – CITS North, Superior
- Vacant – CITS North, Rhinelander
- Vacant – CITS North, Wisconsin Rapids
- Jennifer Zavada – NE Region, Green Bay

### Agenda Items

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>All</td>
<td>5 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00-10:05</td>
</tr>
<tr>
<td>Review Last Meetings Minutes</td>
<td>All</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:05-10:20</td>
</tr>
<tr>
<td>ACM Installations</td>
<td>Annette / All</td>
<td>10 Minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:25-10:35</td>
</tr>
<tr>
<td>Pantry 2015</td>
<td>Annette / Adam</td>
<td>10 Minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:35-10:45</td>
</tr>
<tr>
<td>Pantry 2016</td>
<td>All</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Topic</td>
<td>Speaker/Attendees</td>
<td>Duration</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>DT1591 Form Templates &amp; Instructions</td>
<td>Annette / All</td>
<td>10 Minutes 10:55-11:05</td>
</tr>
<tr>
<td>Mobile Inspector</td>
<td>Annette / David</td>
<td>10 Minutes 11:05-11:15</td>
</tr>
<tr>
<td>Finals Tracking Report</td>
<td>Kristin Van Hout</td>
<td>15 Minutes 11:15-11:30</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>All</td>
<td>15 Minutes 11:30-11:45</td>
</tr>
<tr>
<td>Next Meeting</td>
<td>All</td>
<td>5 Minutes 11:45-11:50</td>
</tr>
</tbody>
</table>
Agenda Items

1. Last Meetings Minutes Action Items:

REVIEW OF 2/12/2015 MINUTES:

Project Tracking Con. Mod. Dollar Amounts Are Not Updating Correctly: David is working with Atwood Systems - Ongoing.

Electronic Semi-Final Notice: This is tied to the Project Tracking update and is not completed yet. Judy has requested some additional language be added to the notice. Ongoing - Completed.

Contract Modification Time Extensions: Ongoing (Don talked to David and they are currently dealing with them on a case by case basis). This affects finals reporting. David will talk to Don about the administration of the plant establishment period - Completed.

REVIEW OF 5/14/2015 MINUTES:

Support in Kristen’s absence and status of filling the position: It’s been nearly two months since Kristen left. She’s been generous in fielding calls and emails. David got clearance and has been utilizing assistance from Annette for Field Manager and Field Net during the time that he has been working to fill position. David’s in the process of sending recommendation to HR and hopes to make an offer next week. – Completed – position filled by Annette. Be sure to include her in any email support correspondence.

SEMI-FINAL (SF) NOTICE (This topic was added by David during the meeting): David/Judy wondering if ok with group to add additional language to auto email reminders. At the last meeting everyone agreed we would send the 30 and 15 day reminder. Possibility to update the notice to add additional language that says we need SF estimate, DT2509 and the Subcontractor’s Final Payment and Retainage Certification back. SWR stated that their letters already include this reminder. There was not a lot of feedback on the subject. One region shared not all contractors return the DT2509, but sounded like most do. DT2509 says, “…contractors are required to complete...” yet it is not contractual. The Subcntr Final Payment and Retainer Cert is however. David will add the language to the auto email notices – Completed.

MOBILE INSPECTOR UPDATE: Nine (9) people piloted the iPads in the field last year. This year the department purchased 25 more devices which were deployed to the Zoo and I-39 regions. The hardware has been distributed but they are still to deploy the Field Manager (FM). Testing has been delayed due to issues with firewalls, etc. They have been working with IT groups to get the bridge communication software to run the FM software to the iPads. That’s in testing now and they hope to deploy soon. The current site license permits the connection of 40 devices. There are currently six (6) unused connections that could be used for departments who might purchase their own hardware. David just requested 50 licenses for 2016. Although there have been numerous inquiries from consultants, they are not allowing consultants to use the mobile software at this time. – on agenda.

AASHTOWARE PROJECT – WEB IMPLEMENTATION STATUS: They are working on pre-construction implementation and have it installed in a test environment. They are currently working on report design. David will share a look at those with the minutes from this meeting. The reports include the DOT logo and look nice. They are also working on screen configurations at this time. They got a sticker shock last week when they received quotes on having some of the current Access reports converted. All existing reports pulling data from current client server database.

The pre-construction implementation date was originally October 2015. The current projected implementation date is February 2016. There are performance issues that need to be worked out. Letting reports were timing out during testing. There may be a need to update servers and/or memory to improve performance. Another option is to have Infotech host the information using cloud storage. David asked Jerry Zogg to reach out to the PDS chiefs to get resources so that persons from each office could provide input. David asked ACMUG
members to think about who might be best for your region to help with that effort. Eventually, when they get to construction process they will want some of the ACM members to be a part of it. – Ongoing effort, no firm implementation date. Initial date was pushed off. Should hopefully be sometime next year.

**DQIs (This topic was added by David in the meeting):** There has been a flurry of phone calls about closed contracts with only 1 DQI. This is done at the project level. CQI’s are done at the contract level. If the project has been archived Annette un-archives into FM, merges to FIT, then has someone needs to enter data for the missing DQI. Annette then has to remove project from FM and FIT. David wishes we didn’t have to go through this time-consuming process and we could do paper. David is working to make it clearer in the Construction Admin manual that the DQI needs to be done for each project id. Contract Specialists could help by making sure there’s a DQI for each project when final boxes are submitted. **Barb will make sure it’s clear in Spring Construction training.** David asked Barb how many projects statewide don’t have it. Barb wasn’t sure. The reason this came up now is that there is greater emphasis on reporting and accountability. Part of what is being looked at is the quality of work being designed by the department vs. consultants. – Keep for November 2015 meeting.

**ASBUILTS and RETAINING WALLS (This topic was added by Judy during the meeting):** Judy asked how to handle retaining walls when they involve more than one Project ID. **Judy will ask Dave Buschkopf.** Sarah stated they include notes stating that the other portion of the wall will be constructed under Project ID X. That way when they pull the file they can know where the rest of the information is. – Required for any structure. **Need separate title sheet for each structure.** David asked if there was updated CMM information.

---

2. ACM Installations:

Standard install process / install issues / upgrade issues

1. Make sure to follow standard install process.
2. Make sure to upgrade FieldManager or check to see if there are existing contracts or possible future contracts for that year if it’s just a Fieldbook request.
3. Pantry needs to be in the standard install location to be sure it gets loaded.
4. Machines need to look alike.
5. Ran list of id’s that still have old FM versions. List needs to be gone through. **Annette will send out to ACM group for clean-up. Check to be sure in FieldNet that no contracts are assigned. Then check to see if the software can be wiped out if id no longer needed.**

---

3. Pantry 2015:

Standard install location on region file servers to easily apply yearly & unexpected updates

Need to have a standard install location for when there are updates made to the system.

---

4. Pantry 2016:

Discuss & document process / due dates for each region to submit Pantry files & forms for 2016 Construction Season

Each region has a region n drive location. Would like to standardize where that drive is located so that **Adam can write a script to make it easier to get updates done.** Could do one batch file to get out to everyone. Only
updates that would be sent out would be the statewide forms or spreadsheets. Region specific files would not be affected. All regions should send to Annette & Adam where their Pantry folders are located and contact name to work with in Region. For the 2016 release, N://Apps folder as a possible location?
5. DT1591 Form Templates & Instructions:

Discuss handling new external design consultants & local program master design & construction consultants. Discuss handling consultants who no longer work for WisDOT (DT1591 form submittals, SecureID cards, software uninstalls, & deleting user from AASHTOWare Project).

2 separate forms now: 1 for external design consultant (PES, Estimator, etc.) to get a soft token secureID card. Form has instructions on how to fill it out. Sent to ACM support & to security contact for region. Annette gets a report of expiring id’s each month, so this will make it easier for her to contact people when needed.

Other form is for the local program consultants. Region in charge of making sure form is filled out correctly & that when staff are added or removed that it gets updated and sent in. Annette does not get expiration report. They possibly go to the supervisor.

Old DT1591 will not be accepted by DOT computer security.

6. Mobile Inspector:

Approval process (to transfer device) & installation process

In production phase this year. Had 9 pilot devices to the regions last year. This year added more Ipads – about 25 more. Had to make firewall changes to allow connections to the cloud. Have new installation guide.

If moving around more than once in a construction season, would not allow the PL to have email set up on it because of the involved process to install email. Keep them on longer jobs. For regions without larger jobs, the ipads can be used, but may end up sitting around for a few months when the job is done. Outlook web access can still be used on the ipad.

All moves have to be approved by the administrator’s office at this time.

There is a mobile device initiative being reviewed. SE Region is working on a pilot project to mimic something similar to mobile inspector. Mobile inspector is available for Android & IOS only at this time. Not available for Windows.

Mobile inspector & web AASHTOWare – new release was just made available. Has not been tested yet.

There are also 1 or 2 android devices that are using it.

7. Finals Tracking Report:

Starting an analysis team. Have had changes with report & would like to get feedback.

1. Need to enable macros, but that loses all filtering. Known issue that is being worked on. Don’t save anything if you are going to come back into it.
2. Detail section – Requested that life cycle 40 & 50 projects not be removed on report. Kristin will work on this.
3. If they enter an initial completion of planting date & no plant establishment date – messes up data. Have looked for more recent ones & worked with regions to get it cleaned up.
4. If there is a negative number, check to see what might need to be corrected. If there is a preliminary review date, document in the project notes.
5. Contract Records Issues Resolved – complete date whether or not there are issues. Semi Final Issues Resolved does not need to be entered if there are no issues. Concerns from regions about filling in dates just to satisfy the report. Fill out dates as accurately as possible based on the information you get.
6. Graphing changed – not as many as there used to be. Have a statewide tab & region tab. Used to determine trends on potential problem areas to focus on.

Semi final issues resolved helps central office to determine when there are problem contractors who come up with issues at the last minute rather than taking care of them during the course of the project. Kelly suggested a drop-down to capture those types of problems.
8. Miscellaneous:

**HMA pavement letters:** ASP-6 eliminated October 15 letters. Don working on a common letter that everyone can use. Only letters that should be sent is if we direct them to pave or if temperature is under 36 degrees for sur Vance or 32 degrees for lower levels by contract specialist. Contractors are still requesting the letters despite ASP-6.

13. Next Meeting:

Next meeting is scheduled for November 12, 2015 & will be facilitated by Southeast Region – Karen will schedule.
| Next Teleconference | All | 5 Minutes  
11:55-12:00 |