

Automated Construction Management User's Group (ACMUG) Minutes

Thursday, May 8th, 2025

9 a.m. – 11 a.m.

Teams Meeting

Join on your computer or mobile app.

[Click here to join the meeting](#)

Or call in (audio only) 608-571-2209.

Conference ID: 785 602 019#

Facilitator/Note taker: Karen Roberts (SER)

Attendees (highlighted) : David Castleberg (BPD), Adam Bleskacek (BPD), Annette Czerneski (BPD), Anthony Reddy (BPD), Trisha Ganshert (BPD), Lisa Koca (NC), Carolyn LaVake (NC), Kendra Jelinek (NC), Laura Debaere (NE), Adrienne Protokowica (NW), Denise Foster (NW), Josephine Dagley (SW), Sharayah Streich (SW), Patrick Tubbs (SW), Craig Wilkinson (SW), Vanessa Chapman (SW), Brian Boothby (BPD), Chad Hayes (BPD), Nicolas Perna (FHWA), Kristin VanHout (NE), Heidi Peterson (SE)

Introduction: SER

Accepted 02/13/2025 meeting minutes.



ACMUG Meeting
Minutes-02132025.d

Action Items:

ACM Distribution Lists –

• DOT DL ACM -Additions/Deletions

- NWR –
- SWR –
- Central Office
- SER – Remove Karen Roberts (Retired)
- NER –
- NCR –

Agenda Items:

**Agenda
Item #1**

- **AWP 5.03 upgrade – Annette Czerneski**
Upgrade to 5.03 completed on April 25th. Went pretty well. Have some outstanding call tickets that they are working on with InfoTech. Printing global reports issue was resolved yesterday. Issues outstanding include marking items complete, when you select to mark complete it only marks the 1st 50, you must repeat the process again and mark the next 50. Looking for a hot fix. Another issue going to affect us is setting contract time on all sites. We changed the order of how they start their time. They set the status to active 1st and then go over to units and dates and enter the time charges start date. If you do it in reverse order the active box will say no. To fix it, set the site to inactive, save it

	<p>and then set it back to active. Weekly Report of Time Charges was a custom report to keep the days of the week in order. The upgrade broke that custom report, working with Infotech to get that fixed. The report still works but Page 3 is a little bit off.</p> <p>FAQ-Annette resorted the FAQ, put them in alphabetical order and sorted them (payment estimates, DWR's, Site Times). Now found under Construction and Materials as Construction & Materials FAQs.</p> <p>AWPKB ribbon - Annette combined the Construction and Materials sections at the top. Materials is coming to AWP. Shadow projects are being administered by Krissy VanHout and Ellie Miller from NC region. They are acting as PE's doing data entry for materials, making sure roles are working correctly and adjusting things. We will be doing a pilot project next year with materials solely in the new system.</p> <p>PMB contracts-Annette removed the "how to administer a PBM contract". The maintenance team has not been using AWP for a couple of years now.</p> <p>Downloads – Annette moved it down under Construction & Materials and changed it to Materials Information Tracking (MIT) system as this is the only thing they are downloading.</p> <p>Contract Status Dates AV – Anthony working on changing this AV. Must be updated to a new version of the code before we go to 5.04 this fall. Making this AV read only. All dates will now be entered on the Informational Times tab by CS and PE. Materials Dates are still unknown at this time. May add a statement at the top of page that says go to informational times to enter dates.</p> <p>Final Records AV no one uses, can remove it. Reviewed By field to be hidden on the Contract Status AV? Consensus is to enter the name in the Comments Field under the Information Times tab.</p> <p>ECIP/WPDES AV – Josephine Dagley would like to have a N/A automatically populate on the Contract Status AV (WPDES Notice of Termination field) when there is no WPDES on the contract. Consensus is everyone agrees with this change in the new version.</p> <p>Materials 3 dates on the Agency View Summary tab – who will enter the dates and where? CS or Materials folks? Dates entered in MTS can't be pulled into AWP. Don't need to decide now but will in the future.</p> <p>New Contract Status Dates AV – implement now or wait until Fall. Consensus is wait until the Fall.</p> <ul style="list-style-type: none"> • Materials implementation – David Castleberg There may be some pilot projects in the November letting. Ahead of that there's been an effort to do some testing with shadow projects. Taking a couple of projects from previous construction and running them through Construction Materials AWP. Krissy and Ellie doing the testing. Meeting being held on Friday May 16th for PE's and Materials Coordinators from each region and InfoTech. This will be a fact-finding meeting to find out what the PE's are currently doing.
Agenda Item #2	<ul style="list-style-type: none"> • HaulHub: E-ticketing – David Castleberg Shared spreadsheet listing 21 projects that are using Haul Hub for their E-ticketing. Training being set up next week Wednesday May 14th for PM's and PE's training using the haul hub platform. • OnStation: stationing – David Castleberg Platform that we've been piloting the last few years. Field Staff can use for locating themselves on a project using station and offset. We have a contract for 100 licenses and 5 of those are administrative ones. 95 available for our own staff and currently 85 are being used. Some licenses were extended to consultants. If anyone in your region would like a license to use on station send them to David Castleberg.
Agenda	

Item #3	<ul style="list-style-type: none"> • Trimble Mobile Measure - David Castleberg A tool that we were piloting last year. Trimble data collectors are used out in the field to do measurements (SF, LF, Volume). They can put mobile inspector rate on the Trimble data collector and the calculated quantities can directly be put into a daily work report. Need to come up with a policy on accepting quantities as measured from the Trimble mobile measure. They are pretty costly but we are trying to get some out in each of the regional offices so they can be shared.
Agenda Item #4	<ul style="list-style-type: none"> • US Census Bureau Requests – Krissy VanHout NE Region still receiving Census Bureau letters and forms asking for information. If other regions receive these types for forms, we can ignore them. • WisDOT Productivity Data Collection Tools Tools haven't worked for a long time. We are telling staff to save their data in the finals folder in whatever shape or form they have it. Chad Hayes working with O'Riley for an update. Developing a simplified survey to collect raw data. • Re-Opening contracts after finals Looking for guidance, resend semi-final and final and completion cert again? If you have a project to reopen there should be more discussion on what the situation is. Is it appropriate to reopen it? First off, and then what do we need to do or not do regarding it after. More to come.
Agenda Item #5	<ul style="list-style-type: none"> • Contract review after 1st payment estimate – Annette Czerneski AWP Support reviews first payment estimates to see if they are missing any information and work with the PE to have the missing info entered. Should they continue to do this or is this something that the contract specialists should be doing? • Summary of Construction & Materials Changes for March, April and May <i>March:</i> <ul style="list-style-type: none"> • Pantry Updates, Statewide spreadsheets and Region-Specific updates. • Contractor Evaluations - a To Be Evaluated filter was created to hide subcontractors that do not need to be evaluated. (TRCK, BOND, HGCN, CNCS) <i>April:</i> <ul style="list-style-type: none"> • Pantry Updates, Statewide spreadsheets and forms, Region-Specific updates. <i>May:</i> <ul style="list-style-type: none"> • AWPKB – combined the Construction and Materials menus into Construction & Materials as we move closer to testing and implementing the Materials portion of the module at WisDOT. • MIT – Rename Materials. Downloads to Materials Information Tracking (MIT) System and placed under the Construction & Materials menu. • External Resources – relocated under AASHTOWare project Basics. • Pantry Committee – Chad Hayes Would like to create a master list to be kept in BOX and only shared with the Pantry Forms and Spreadsheet Committee members that includes Pantry Forms and Spreadsheets with passwords. Have found several spreadsheets/forms where a password is needed, and no one has them. David suggested Chad check with Anthony, he may have suggestions.
NEXT MEETING: August 14th, 2025, NE Region to Host	
Future Topics: <ol style="list-style-type: none"> 1. Topics that are highlighted in the minutes above. 	