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General Information – Meeting of the Bridge Task Force

Date: Thursday, September 19, 2019

Participants:

AASHTO	Judy Tarwater	AASHTO	Project Manager
SCOA	Tim Armbrecht - absent	Illinois DOT	SCOA Liaison
T&AA	Will Holmes	Kentucky TC	T&AA Liaison
BrM Task Force	Eric Christie	Alabama DOT	Vice-Chair
	Derek Constable	FHWA	FHWA Liaison
	Beckie Curtis	Michigan DOT	Bridge Management
	David Hedeem	Minnesota DOT	Bridge Management
	Kent Miller	Nebraska DOT	Bridge Management
	Craig Nazareth	Rhode Island DOT	Bridge Management
BrDR Task Force	Todd Thompson	South Dakota DOT	Chair
	Dean Teal	Kansas DOT	Bridge Rating (BrR)
BrM Contractor	Josh Lang	Mayvue	Bridge Management
	Zac Boyle	Mayvue	Bridge Management
	Anthony Hutskow	Mayvue	Bridge Management
Guests	Akeia Carter	AASHTO	Marketing
	Tinika Fowlkes	AASHTO	Customer Success
	Douglas Blades	FHWA	Bridge Management

General Discussion

Eric Christie convened the meeting at 8:00am.

Agenda Item 00: Review Agenda / Assign Minutes Recorder

Judy Tarwater and Anthony Hutskow will take the meeting minutes. The agenda was reviewed and one additional topic was added:

- New Agenda Item 5c: BrM License Risk Assessment

Agenda Item 01: Prior Business

1a. Review June Meeting Minutes

Minutes from the June 11 - 13, 2019, Task Force meeting held in Traverse City, MI were reviewed and approved as-is.

1b. Review June Meeting Summary Minutes

The Summary Minutes for the June Task Force Meeting in Alexandria, VA were reviewed and approved as-is.

Agenda Item 02: Project Update

2a. Budget and Schedule

Mayvue presented the budget report for the FY20 MSE contract. All billings reported include invoices issued through 09/10/19. The overall budget spent to date = 23% while the MSE completion complete as



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of 09/10/19 = 19.73%. Mayvue advised that several of the MSE line items are currently projecting an overrun similar to what was experienced on the FY2019 MSE project. The majority of Mayvue's focus this month has been on preparing for the BrMUG and focusing on finalizing (developing, reviewing, testing, and documenting the 6.3 work plan enhancements). Mayvue pointed out that the BrMUG budget would experience a significant overrun due to the presentation preparation and planning needs. The budget figures presented do not reflect the hours for attendance at this week's BrMUG.

Mayvue presented the budget report for the BrM 6.3 Project contract. All billings reported include invoices issued through 08/31/19. The overall budget spent to date = 26%. TM1 (Task Force Directed Work) is 24% complete. FP1 (Enhancements to the Inspection Assignment Module), FP2 (NBI Deterioration Updates), FP3 (Tunnel Work Candidates – Tunnel Module Enhancements), FP4 (Schedule Processes Functionality) and FP5 (Other Enhancements) are all 30% complete as of 08/31/19.

BrM 6.3 development status:

- Mayvue provided the beta testers with specific functionality of the 6.3 enhancements on 09/04/19.
- Another beta phase will be released in the near term (planned for 09/30/19) and will include the remaining functionalities, except for Active Directory. Active Directory will be delayed until the full beta testing period because Mayvue must work with specific agencies to get it to work. Caltrans and Kentucky have volunteered to be part of this testing.
- Phase 2 of 6.3 beta testing will include:
 - Multi-asset work candidates
 - NBI deterioration functionality (UI only provided previously)
 - Inspection assignment enhancements
 - Schedule processes functionality
 - BrM forms designer
- The 6.3 work plan has a contract end date of 10/31/2019, which will need to be extended to 01/30/20 to support the need to finalize the implementation of Active Directory and ensure the release is effectively tested.

Planning for BrM 6.4:

- The plan is to determine what funding from the states is available to accomplish top priorities within the next major release. Once this information is known, the Task Force can determine which priorities it can help fund and ultimately which enhancements should be included in the 6.4 work plan.

2b. Customer Support Statistics

Mayvue presented an overview of the customer support hours by agency as of 09/10/19. California, Kentucky, Michigan, Tennessee, and Texas have used support hours exceeding 25. The volume of customer support hours is consistent with the numbers over the last few years. The hours are projected to be over 2,000 customer support hours this fiscal year again. Mayvue advised, and the Task Force agreed, that the contractor will push back on support requests which are deemed agency-specific / environment issues.



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2c. Service Unit Project Status Report

Judy Tarwater presented the service unit status report as of 09/10/19. A majority of the service unit projects are on track. Mayvue will continue to send service unit status reports to all agency end user designees. Future communiques will also include information on the service tickets submitted by the licensee during the reporting period.

2d. License Revenue Report

Judy Tarwater provided a summary of FY20 license activity (and revenue) as of 09/05/19. Agencies are still renewing their licenses. PennDOT is the only agency that we are aware of that dropped BrM this fiscal year. Anthony plans to reach out to PennDOT to keep them informed on BrM and may send them the BrMUG presentations.

Mayvue will send a service unit summary email to each agency in the near term. The plan is to complete those every six months.

- The email notifications will be sent out in the new format (worked with Craig to define) which should be easier for the licensees to understand.
- Mayvue discussed Paul Cooley’s idea of sending a summary of all submitted tickets with this email. The idea being that agencies may decide to use service units on hand to fund the enhancement tickets they’ve submitted.
- It was also discussed that this email should be sent to other known BrM users in addition to the BrM end user designee for each agency. Sometimes the end-user designee is an IT point of contact vs. the true users of the software. Oklahoma DOT was specifically discussed. Mayvue should send this email to Tony Sutton and Colin Osborne because they are the primary users of BrM.
- Beckie Curtis discussed the possibility of ordering additional service units for her state’s planned work.
 - A change order may be needed for the MSE to increase the service unit work budget to ensure the increased service unit activity for MIDOT can be paid under the MSE contract. Judy Tarwater advised that the MSE contract mod will be pursued when in conjunction with the approval of a Notice to Proceed(s) which warrant the increase.
- Hawaii’s two separate entries for 8 service unit purchases each is correct. The first entry is for their pavement module and the other entry is for there bridge needs.
- Mayvue advised that they are still in waiting mode on the planned South Carolina service unit project. Emily Berry (SCDOT) is having discussions with the SCDOT financial group weekly to try and push this along, but they are moving slowly at this point.

License Type	Quantity
BrM Evaluation License	1
BrM Educational License	1
HAO Service Units	22*
BrM Local/Small Agency License	2
Local/Small Agency Support	1
Service Units	155**



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BrM Super Site License	39
BrM Developer License	2

*In addition to DDOT and RMTA, the Iowa DOT will take advantage of Mayvue hosted services in FY2020.

**67 of the 155 Service Units were purchased by the Michigan DOT.

2e. Service Unit Allocation Report

Judy Tarwater provided a summary of service unit activity as of 09/05/19. 155 new service units have been purchased in FY20.

Agenda Item 03: FHWA Report

Derek Constable provided the following FHWA update.

NBIS and Coding Guide Update

- The public comment period is upcoming (NPRM).
- FHWA is currently reconciling comments from the White House Office of Management and Budget.
- Following Office of Management and Budget review, the guide will be published in the Federal Register with a 60-day comment period. This publication is likely to occur sometime within the next few months.
- Specifications for the National Bridge Inventory (coding guide) will be made available for comment with NBIS.
- After comment, FHWA must finalize, receive final approval, and publish for implementation.
- For current status, refer to USDOT site <https://www.transportation.gov/regulations/report-on-significant-rulemakings>
- After release for comment, FHWA will seek input from the Bridge Task Force on reasonable implementation timeframes. The final release is expected to specify implementation milestones.

TAMPs

- Complete TAMPs and demonstrated implementation submitted by 06/30/19. All Complete TAMPs have been approved and can be found at <https://www.fhwa.dot.gov/asset/plans.cfm>
- Interested parties should monitor the FHWA Asset Management page for new and updated resources.
 - Q&As consistently updated.
 - Life-cycle planning handbook recently posted.
- Upcoming
 - Case study on life-cycle planning implementation.
 - Documenting best practices for developing TAMPs.
 - Guidance on the relationship between asset management and performance management.
 - Fully implementing management systems and incorporating preservation into TAMPs.
- The FHWA Workshop on Bridge Management Systems (BMS) was recently made available for scheduling. Announcements were sent to State DOT bridge management leads and FHWA Division Offices. This three-day workshop is free to public agencies.



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- FHWA may pursue an update to the FHWA Converter Program profiles for converting element data to general condition ratings. Update would be based on a larger data set and may separate conversions by component type (deck, super, sub). FHWA may also investigate a separate conversion that is based on health index in addition to the condition state quantities.

Agenda Item 4: BrM TAG Activities

4a. Testing TAG

- Mayvue provided a testing site for BrM 6.3 (beta phase 1) in early September which the testing TAG is currently using to test specific 6.3 functionality.
- The purpose of the beta testing in phases is to allow focused testing on 6.3 enhancements as the development of remaining 6.3 functionality continues. This allows the TAG to begin testing earlier in the process and streamline the final beta testing phase.
- Optimizer issues on the test site have been corrected.
- The next beta testing phase will include remaining functionality except for Active Directory as previously discussed. Mayvue is targeting a phase 2 beta testing period by the end of the month (9/30/19).

4b. Reports TAG

- SSRS reports were discussed.
- The sharing of reports is still an important item. There's a benefit for agencies to know what custom reports have been created as they may be reports that can benefit the wider user community (e.g. Alabama's custom reports). The term used was a reports warehouse.

The Task Force discussed addressing reports going forward each time a functional design spec is finalized to determine if/what reports should be included with the specific enhancement. The Task Force made the decision to disband the Reports TAG.

4c. Database TAG

The database TAG is waiting for the new entity-relationship diagram (ERD) for version 6.3. This is assigned to Mayvue via action item 2019-BrM-070, which is currently In-Progress. Mayvue will provide an updated ERD with the start of the complete 6.3 beta testing phase. A majority of the ERD is created but will be finalized before the final beta phase is available to the TAG.

4d. Possibility of an Optimizer TAG

Todd Springer (VDOT) brought up the idea of establishing a TAG (or a support group) to share information on use of the BrM optimizer. Beckie Curtis has agreed to lead the Optimizer TAG.

Agenda Item 05: BrMUG Debriefing

5a. Meeting Discussion / Feedback

The Task Force discussed the outcome of the 2019 BrMUG meeting. Overall the meeting was positive and engaging.

- There were many first-time attendees (approximately 30% of the attendees).
- The message of 'BrM works out of the box' seemed to gather interested from the users.



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- There seemed to be a lot of interest in the advanced NBI deterioration as well.
- No one seemed alarmed about increasing the license fee. Everyone seemed to understand why this is necessary and that a solicitation would still be needed for the new coding guide changes.
- There was interest in Mayvue's mobile presentation.

The Task Force discussed the Mayvue-hosted contractors' meeting held during the BrMUG business meeting. One of the requests from the contractor licensee community was for Mayvue to establish contractor accounts in Jira Service Desk to allow them to report bugs and enhancement suggestions. It was decided that Jira contractor access should be established as a separate group with visibility set to allow them access to only the information submitted by them and the other contractors.

Mayvue advised that the contractor meeting was overall productive and well-received; however, if this meeting is held in conjunction with future BrMUGs, AASHTO or Task Force presence in this meeting is recommended to answer questions beyond Mayvue's purview.

5b. BrMUG Survey Results

The Task Force reviewed the survey results summary PowerPoint. 31 agencies responded (15 agencies did not respond). The responses were largely positive. There was only one respondent which was deemed "negative". The negative response seems to be tied to communication issues which could be explained by the fact that he is not the end-user designee.

- This is the first year where SQL users outweighed Oracle for the respondents. However, not everyone responded to the survey.
- There was a comment about looking into speed improvements. This is hard to gauge because it's primarily related to an agency's setup. For instance, many of the speed issues reported are not seen on Mayvue's test, demo, and production sites.
- The group discussed the benefit of adding training to the front or end of the BrMUG next year for the new users.
 - Approximately 30% were new users. Is this trend going to continue? Need to consider the longevity of the BrM end users.
 - The training would need to be recalibrated each year.
 - What is the cost-benefit analysis of a one-day, on-site training (significant cost due to hotel expenses, etc.)? Could this training be completed effectively via remote training?
 - We know when end-user designees change because it's reported in Angel's licensee summary.
 - There would be a benefit for sending new users / end-user designees a "what you need to know" document like what BrDR sends to its new users.
 - Judy provided Anthony with the BrDR New User Information document.

5c. BrM License Risk Assessment

Mayvue presented a BrM License Risk Assessment spreadsheet which documents the potential level of risk associated with current BrM licensees continuing to license the software going forward. The assessment originated from a recent bi-weekly Task Force call, which discussed a need for a targeted customer success/marketing initiative to identify and address potentially vulnerable BrM states. We know that once a state properly configures BrM to their needs/requirements, and understands how to properly use the software, they are very satisfied with the software and its output. This leads to extensive use of the



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software, quick adoption of available modules, and investments in the core product. The Task Force and Mayvue have made various attempts (e.g. presentations, reminders of service unit projects for training, and a forthcoming addition of a line item to the AASHTOWare catalog for set up, configuration, and training) to educate the user community that BrM requires investments in the set up and configuration up front to yield anticipated results that are expected. However, some states remain quiet and/or do not have the resources available to complete this critical step.

The table provided Mayvue's assessment of each state's vulnerability to potentially drop their BrM license. This assessment should be a great tool to assist the Task Force in identifying state licensees which should be targeted proactively. Mayvue's recommendation is to proactively target these vulnerable states to determine hesitations, confusions, and/or perceived lack of functionality and address before the state decides to drop BrM or issue an RFP.

The Task Force discussed the states classified by Mayvue as "High Risk". The Task Force reviewed Mayvue's assessment and suggested minor changes.

Agenda Item 6: BrM Enhancements

Based on feedback from the BrMUG meeting, the Task Force made the decision to move forward with a license fee increase. The users seemed to have an appetite for an increase approaching a fee of \$50,000. Licensing the software by module at this point was not well-received by the user community.

Several states expressed concerns about how the new FHWA coding guide could negatively impact their bridge inspection program (for those using external software such as InspectTech, Agile Assets and InspectX). The Task Force also discussed the possibility of establishing an Inspection TAG to direct the effort associated with the changes needed to support the new coding guide.

6a. User Priority Survey

The Task Force reviewed the summary results from the BrM survey. Overall the survey results were positive. The Task Force asked Mayvue to look at possible changes that could be made to speed up the time required to move from one page to another. Mayvue advised that some of the speed issues are likely due to the installation environment, the location of the database, etc.

The Task Force discussed developing a document for new end user designees to give them an overview of what they need to know about BrM.

6b. BrMUG Voting Results

The 2019 user enhancement priority list was discussed thoroughly. The priorities were shuffled around a little and new enhancements were added this year. The 2019 user priorities are as follows.

		Champion?	2019 BrMUG Votes	Prev Est.	Previous Possible Funding	Action
1	QA/QC Module	ryan.cram@ky.gov	AK, CO, DE, FL, HI, ID, KY, MN, MS, NH, NJ, NM, ND,	35	HIDOT = 1 ITD = 5	Complete the FDS. Conduct Webinar



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			OH, RI, SC, SD, UT, VT, VA, WI, WY, PR ≥80 = DE, SC		KYTC = 5 RIDOT = 1 UTDOT = 1	
2	Funding by Allocation Project Category	todd.springer@vdot.virginia.gov	AK, CT, GA, HI, ID, IA, KS, MA, MN, NH, NJ, NM, ND, OH, OK, TX, UT, VA, WA, WI, PR ≥44 = GA, OK, TX	??	VDOT = ? GDOT = ?	Solicit reqmts from VA and GA. Create an FDS under Task Force directed work. Work with VA and GA to secure funding
3	Multimedia Interface	ryan.cram@ky.gov	AL, CO, HI, KS, KY, MN, NH, ND, OH, RI, SD, WI, WYM PR =80 = AL	22 - 39	HIDOT = 1 ITD = 1 KYTC = 4 RIDOT = 1 ALDOT = 4	Mark Faulhaber to send current FDS to the user community to solicit funding support.
4	VDOT - Ability to Schedule additional types of inspections with item 31		AL, AK, CA, FL, MA, MI, NM, VA, WI, WY =80 = MI			Solicit reqmts from VA. Mayvue to develop an FDS
5	HI - Optimizer look ahead rule		AK, DE, GA, HI, ID, IA, KS, MA, MN, NH, NJ, NM, ND, OH, TX, UT, VT, WI, WY =44 = TX			Solicit reqmts from HI. Mayvue to develop an FDS for the 'Easy Button' method.
6	RI - Inspector Qualifications of all assets		AL, CO, ID, KY, MI, MS, NE, ND, RI, UT, WI, WY =50 = NE			Mayvue to work with Beckie Curtis to identify reqmts
7	Mobile Inspection		AL, CO, HI, IA, KY, MS, NM, ND, OK, TX, WI, WY, PR =43 = OK			No Action
8	Clearance Tab	ryan.cram@ky.gov	AK, CA, CO, ID, IA, KY, MS, NJ, RI, SD, UT, PR	7 - 10	ITD = 1 KYTC = 1	Ryan Cram to send current FDS to the user



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			=40 = UT		RIDOT = 1	community to solicit funding support.
9	Report Elements from Optimizer results		FL, GA, HI, IA, MA, MS, NJ, ND, OH, UT, VT, WA, PR			
10	Utility Value and Health Index		AK, CT, GA, ID, KS, MA, MS, NJ, ND, OH, RI, TX, UT, VT, WA, WI			
11	Detailing Results by Optimization		AK, GA, IA, KS, MA, NH, NJ, OH, TX, UT, VT =50 = MA			
12	Allow Multiple Report Writers		CA, KY, NE, OR, VA, WA =50 = NE, OR			
13	General Dashboards		AL, AK, CT, IL, KY, MS, NJ, OH, RI, SD			
14	Expanded Export/Import Options		AK, CO, CT, NH, VT, WI =30 = WI			
14	Training Videos (User Group will Form a Committee for Guidance)		AK, FL, KS, ND, OH, RI, PR			
16	Performance Measures by Formula		AK, CT, MA, NJ, OH, TX, VT			
16	Project Completion Date by Year, More Detail, Open to Traffic		CA, CO, CT, MN, NJ, VT			
18	OR - Button to clean out database of junk		DE, ID, KY, MA, OH, OR, WA			
19	CAL - Enhance security multi asset		CA, ID, IL, WI =50 = IL			
20	OR - New inspection button on condition page and schedule inspection page		ID, KY, NH, OK, OR, WY			



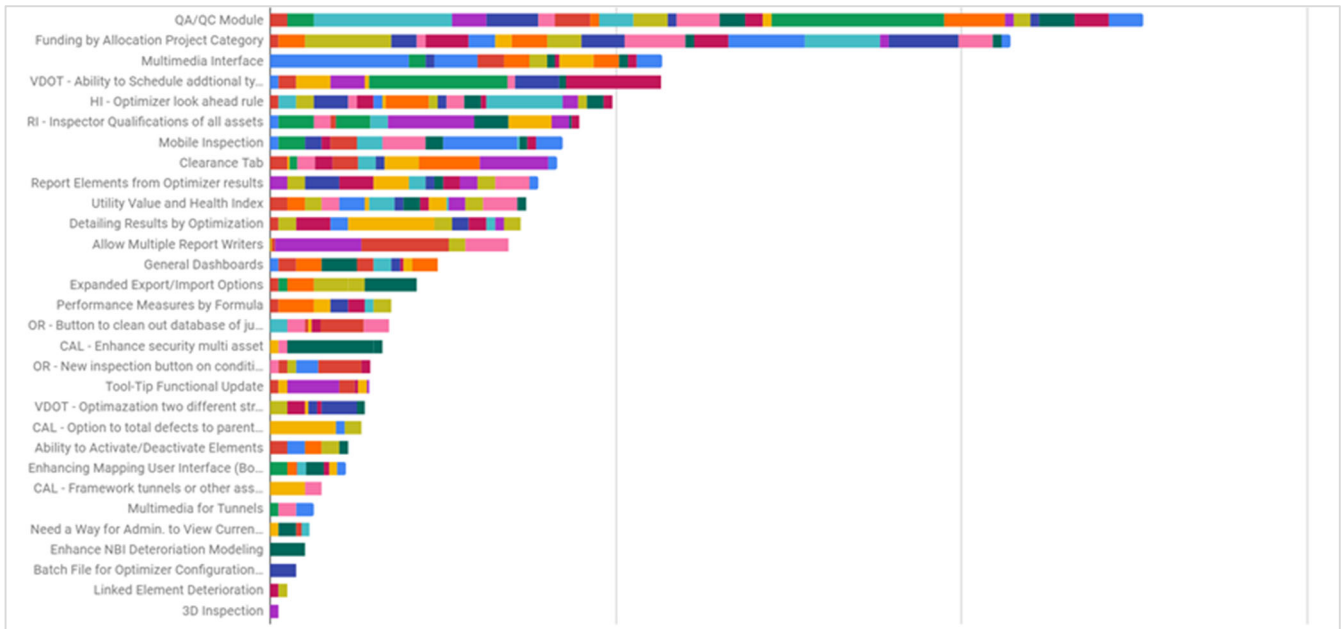
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21	Tool-Tip Functional Update		AK, CA, FL, KY, OH, RI, UT			
22	VDOT - Optimization two different structure weights		GA, IA, MA, NJ, OH, VA, WI			
23	CAL - Option to total defects to parent element		CA, KS, NH =38 = CA			
24	Ability to Activate/Deactivate Elements		AK, KS, MN, VT, WI			
25	Enhancing Mapping User Interface (Bounding Boxes, GIS Friendly)		CO, CT, KY, MS, ND, OH, RI, PR			
26	CAL - Framework tunnels or other assets types for the elements		CA, ID			
27	Multimedia for Tunnels		CO, ID, PR			
28	Need a Way for Admin. to View Current Users		CA, IL, KY, MS			
29	Enhance NBI Deterioration Modeling		IL			
29	VDOT - Ability to conceal elements that are not part of the inspection		CO, VA			
31	Batch File for Optimizer Configurations & Tools for Analysis		NJ			
32	Linked Element Deterioration		OH, VT			
32	KY- Cross Sections as scheduling type of inspections		ID			
34	3D Inspection		UT			
34	Project Workflow		PR			
	LCCA, Bridge by Bridge		No Votes			



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	Work Candidates for Tunnels		No Votes			
	Maintenance Records Module		No Votes			
	More Finite Control of Fields (Security by Role)		No Votes			
	Enhance Metric Reports		No Votes			



Agenda Item 7: Standard / Sample BrM RFP Documentation (Handout BrM-LK-7a)

Mayvue prepared and presented a BrM Frequently Asked Questions (FAQ) document for Task Force review and comment. The document was developed to support the ongoing increase in the number of states issuing requests for proposals (RFPs) for bridge/asset inspection and management systems. As agencies evaluate other software products or wish to relicense the AASHTOWare Bridge Management software, there may be state laws that require the agency to issue formal, competitive RFPs prior to selecting a software solution. As a result, the Task Force identified the need to develop this informational document to help interested agencies understand BrM’s core features/functionalities, appreciate the benefits of AASHTO’s software development approach, and conclude that BrM is the best product to meet their states’ requirements for managing its bridges and other critical infrastructure. In addition, if the agency determines that BrM is the most reasonable solution, these questions and responses can be used to help the agency develop firm requirements for its RFP.

The document currently contains the top 25 questions and answers that are considered to best represent the BrM software. Although there was not much discussion during the meeting, the Task Force raised no initial concerns with the document. The document will be revisited in more detail during the November Task Force meeting.



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Agenda Item 8: Review Action Items

Judy Tarwater reviewed the action items recorded during the meeting.

Agenda Item 9: Draft Quarterly Status Report Content

The Task Force made the decision to not send out a Quarterly Status Report following this meeting given the fact that the enhancement priority lists and champions' communication will be emailed in the near term. The last Quarterly Status Report was emailed to the BrM community on 08/06/19. The next planned quarterly status update will be sent following the November Task Force meeting.

Agenda Item 10: Executive Session

The meeting adjourned at 4:15pm.



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BrDR Reports TAG (RTAG)

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