

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE MEETING**

**February 3, 2021 at 10:30 a.m.**

The meeting was held via Teleconference due to the discontinuing of in-person/large meetings due to the Coronavirus 19 Pandemic. Below are meeting minutes as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act. Persons needing accommodations for participating in TAMC meetings should contact Roger Belknap, Council Coordinator, at least 24 hours prior to the start of meetings: [belknapr@michigan.gov](mailto:belknapr@michigan.gov) or Telephone: (517) 230-8192.

**MEETING MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Derek Bradshaw, MAR, Flint, MI – Chair

Gary Mekjian, MML, Farmington Hills, MI – Vice Chair

Todd White, MDOT, Mt. Pleasant, MI

Ryan Buck, MTPA, Ann Arbor, MI

Rob Surber, DTMB/CSS, Marshall, MI

**Support Staff Present:**

Niles Annelin, MDOT

Tim Colling, MTU/LTAP

Cheryl Granger, DTMB/CSS

Eric Mullen, MDOT

Roger Belknap, MDOT

Jesus Esparza, MDOT

Dave Jennett, MDOT

Gloria Strong, MDOT

**Members Absent:**

None

**Public Present:**

None

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called to order at 10:33 a.m. Everyone was welcomed to the meeting. G. Strong verified attendance by rollcall.

**2. Election of Committee Officers:**

**Motion:** G. Mekjian made a motion for D. Bradshaw to become TAMC ACE Committee Chair; T. White seconded the motion. The motion was approved by all members present.

**Motion:** T. White made a motion for G. Mekjian to become TAMC ACE Committee Vice-Chair; D. Bradshaw seconded the motion. The motion was approved by all members present.

**3. Changes or Additions to the Agenda:**

None

**4. Public Comments on Non-Agenda Items:**

None

**5. Consent Agenda – D. Bradshaw (Action Item):**

**5.1. - Approval of the December 2, 2020 Meeting Minutes (Attachment 1)**

**5.2. – TAMC Financial Report – R. Belknap (Attachment 2)**

R. Belknap provided an updated TAMC Budget Financial Report.

**Motion:** R. Buck made a motion to approve the Consent Agenda; G. Mekjian seconded the motion. The motion was approved by all members present.

#### **6. 2021 TAMC Conferences – G. Strong/R. Belknap**

The Office of the State Employer stated due to the COVID-19 Pandemic restrictions State of Michigan employees will be working remotely until at least May 1, 2021. It is difficult to plan a conference at this time because the Council does not know what is going to happen with the pandemic and people being allowed to attend or wanting to attend in-person conferences. R. Buck suggested possibly combining the Fall and Spring TAMC Conferences, and doing something after Labor Day (September 6, 2021) and possibly doing a hybrid conference. T. Colling indicated that although hybrid conferences are harder to do and not ideal, it is possible for MTU to do just very difficult. The biggest challenges are having enough time to plan, contracts, location, costs for catering, and who will show up after a pandemic. T. White suggested doing possibly a pre-recorded presentation where Joanna Johnson, TAMC Chair, could deliver a message giving an update on TAMC and TAMC related issues with a dedicated mailbox where any questions can be answered. T. Colling suggested that the presentation be short as the feeling is a lot of people may not listen to it if it is too long or they may not look at it at all. It was also suggested to possibly do a hybrid conference in the Fall and send out a short message for the Spring Conference or do a virtual half-day conference. G. Strong has been working with TAMC support staff and the TAMC Conference Committee on selecting a date for the TAMC Spring Conference at the end of May 2021 if the Council decides to hold the conference virtually or in-person. The Amway Grand Plaza Hotel in Grand Rapids is still one of the possible venues to hold the Spring conference if an in-person conference is decided on. The last TAMC Conference that was held virtually had a record high attendance of over 300 participants. The ACE Committee would like support staff to hold a meeting to discuss the suggested options and their logistics with the TAMC Conference Committee prior to the next ACE Committee meeting and report back with their recommendation on how to hold the next TAMC Conference.

#### **7. 2021 TAMC Awards Program – G. Strong/R. Belknap**

TAMC ACE Committee decided to present the TAMC Awards at the next in-person TAMC Asset Management Conference after Labor Day or in the fall.

#### **8. Transportation Asset Management Plan Review and Acceptance (Memo)(Action Item) – G. Strong:**

Per Public Act 325, 32 of the 41 Group A agencies have submitted their TAMPs to TAMC in the IRT. G. Strong did a review of the 32 TAMPs to assure that they met the requirements of the Act. Seventeen of the 31 TAMPs were recommended and approved at the November 4, 2020 TAMC ACE Committee and TAMC full Council meetings. G. Strong recommended approval for seven TAMPs at the December 2, 2020 ACE and TAMC meetings where the TAMPs were approved by the ACE Committee, however, were tabled until further discussion on whether or not a TAMP can be considered in compliance or approved if received after the October 1, 2020 due date at the December 2, 2020 TAMC full Council meeting. One TAMP had been submitted and was pending review in the IRT which today, G. Strong is now also recommending approval. At the December 2, 2020 TAMC meeting and the special meeting held by TAMC on January 11, 2021 to discuss the new legislation pertaining to TAMPs, one of the tasks that the ACE Committee was given by the Council was to go back and review whether or not a TAMP is considered in compliance if received after the October 1, 2020 due date.

The ACE Committee would like to simply notify the agency that they meet the elements of an asset management plan per Public Act 325. TAMC should just simply let them know this and not worry about the date the agency submitted their plan in the IRT. The ACE Committee feels all of the enforcement should be done by other people such as the Act 51 team to determine what the ramifications should be. The Council does not do this. The ACE Committee feel they do not need to go into these details.

**Action Item:** Further discussions will need to be had at the next ACE Committee meeting on what is an acceptable TAMP for small agencies per recent legislation, such as Public Act 164, and if TAMC will need to modify their current policy regarding what the Council requires in a small agency TAMP.

**Action Item:** T. White requested that TAMC support staff provide TAMP review flow charts for small agencies and the large agencies submitting TAMPs per Public Act 325 to the ACE Committee at their March 3, 2021 meeting. R. Belknap has a flow chart he created approximately three years ago for the small agencies that he will share at the next ACE Committee meeting.

**Action Item:** G. Strong will draft a letter to notify agencies that they meet the elements of an asset management plan per Public Act 325.

**Motion:** A motion was made by G. Mekjian to recommend that the 25 agencies that have met the elements of an asset management plan per Public Act 325 be forwarded on to the Council for their final approval and each of these agencies be sent correspondence notifying them that their TAMP was received on whatever date they submitted their TAMP in the IRT and they have met the seven elements of Public Act 325; T. White seconded the motion. The motion was approved by all members present.

**9. Public Comments:**

None

**10. Member Comments:**

None

**11. Adjournment:**

The meeting was adjourned at 11:27 a.m. The next meeting will be held March 3, 2021 at 10:30 a.m., via Microsoft Teams.

**TAMC FREQUENTLY USED ACRONYMS:**

<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYSTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADA</b>	AMERICANS WITH DISABILITIES ACT
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)
<b>CFM</b>	COUNCIL ON FUTURE MOBILITY
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>CUPPAD</b>	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
<b>ESL</b>	EXTENDED SERVICE LIFE
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX
<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY

<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RBI</b>	ROAD BASED INVENTORY
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM
<b>WATS</b>	WASHTENAW AREA TRANSPORTATION STUDY

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