

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

April 15, 2020 at 10:30 a.m.

Meeting was held via Teleconference per Governor Gretchen Whitmer's Executive Order Discontinuing
In-Person/Large Meetings Due to the Coronavirus 19 Pandemic

MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Jonathan Start, MTPA/KATS – Chair
Todd White, MDOT

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP
Cheryl Granger, DTMB/CSS
Craig Newell, MDOT

Roger Belknap, MDOT
Jesus Esparza, MDOT
Dave Jennett, MDOT
Gloria Strong, MDOT

Members Absent:

None

Public Present:

Amber Hicks, MIC

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

The meeting was called to order at 10:30 a.m. Everyone was welcomed and introduced at the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Item):

4.1. - Approval of the February 5, 2020 Meeting Minutes (Attachment 1)

Motion: D. Bradshaw made a motion to approve the February 5, 2020 meeting minutes; T. White seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report – R. Belknap (Attachment 2)

R. Belknap provided a copy of the April 8, 2020 TAMC Budget Financial Report – FY2018-FY2020. R. Belknap did a brief review of the report and answered questions from the Committee. J. Start also noted South Central Michigan has not submitted billings since first quarter and requested R. Belknap check with them to find out the status of their billings.

Action Item: R. Belknap will check with South Central Michigan and find out the status of their activities and invoices.

5. Transportation Asset Management Council Program Budget – R. Belknap:

5.1. – Budget Process Timeline and Supporting Information

R. Belknap is still working with MDOT Finance reviewing invoices, etc. and MTU is also reviewing their culvert expenditures in order to find out how much money remains available from the \$2 million 2018 Culvert Pilot Project appropriation. Part of the remaining culvert funds will be used by MTU and CSS to develop best practices. The TAMC Bridge Committee is also working on making decisions on how TAMC can use the remaining culvert funds for additional culvert data collections.

R. Belknap explained that there have been ongoing discussions on how TAMC can improve their budget timelines and processes. The 2021 TAMC Budget was approved in January of 2020. TAMC is funded through the Michigan Transportation Funds (MTF). The allocations for FY 2021 for the planning regions were kept the same as the current FY 2020 allocations.

Action Item: R. Belknap will continue to review invoices and records with MDOT Finance/MTU to find out how much money remains from the 2018 Culvert Pilot Project funds.

5.2. – Regional and Metropolitan Planning Allocations and Unified Work Program (Memo and Attachment 3)

The allocations for FY 2021 for the planning regions were kept the same as the current FY 2020 allocations. It was suggested that if TAMC were to change the language in the Unified Work Programs, it should be discussed at the strategic planning session and have those changes take effect in 2022. This will be placed on the Strategic Planning Session agenda.

6. Review and Discussion Items:

6.1. – TAMC Conferences and Sponsored Trainings – G. Strong/T. Collings/C. Granger/R. Belknap

The TAMC Conference has been postponed until further notice due to the Governor's ban on conferences during the Coronavirus pandemic. G. Strong gave the Committee options for holding a conference one of which was to cancel the spring conference for 2020. Even after the ban is lifted there may be some concerns from others about TAMC holding a conference when the state of Michigan is under a financial constraint. A. Hicks stated she is not aware of MIC having any concerns at this time. T. White feels the optics are not so great. There is also a moratorium on MDOTers attending conferences (Governor Whitmer's Executive Order Directive 2020-03 banning non-essential travel and trainings until further notice) so this will be an issue as the majority of our attendees are MDOTers. It takes TAMC support staff at least 3-4 months to pull together a conference. The ACE Committee decided to cancel the conference and focus on doing the TAMC fall conference in the upper peninsula this year. The ACE Committee would like to do the 2021 spring TAMC conference at the Amway Grand Plaza Hotel next year if possible. This virus may come back we need to keep that in mind and plan accordingly for the fall conference; it may also need to be canceled.

Motion: A Motion was made by D. Bradshaw to cancel the 2020 Spring TAMC Conference and only have a Fall TAMC Conference in 2020. If possible, hold the 2021 Spring Conference at the Amway Grand Hotel; T. White seconded the motion. A roll call was conducted for committee members to cast their votes. The motion was approved by all members present.

Action Item: T. Collings will take down the conference registration from their Website.

Action Item: G. Strong will contact the sponsors and get direction on their sponsorship checks received.

T. Collings reported that MTU has changed their training dates for new raters. They have added new dates in June 2020. The Asset Management Plan trainings are going on as planned. The onsite trainings that were scheduled for May of 2020 are being changed over to web-based trainings. MTU will also be experimenting with doing an office hour to sit in small groups to work on agency asset management plans. MTU will conduct a Compliance Plan training webinar tomorrow.

C. Granger reported that CSS conducted an IRT training webinar yesterday and had approximately 20-25 participants. CSS is currently working on moving the onsite trainings to web-based trainings but have had some issues. They plan to hold webinar trainings in June for the Upper Peninsula and Gaylord. With the moratorium on state workers going to trainings and conferences (Governor Whitmer's Executive Order Directive 2020-03 banning non-essential travel and trainings until further notice) CSS has canceled the on-site Saginaw IRT training and will reschedule it to a webinar training possibly using Microsoft Teams app to conduct the training. CSS will change the April – June trainings to Web-based.

Motion: D. Bradshaw made a motion to change the Saginaw, Gaylord and Upper Peninsula IRT trainings to web-based trainings; G. Mekjian seconded the motion. A roll call was conducted for committee members to cast their votes. The motion was approved by all members present.

6.2. - TAMC Awards 2020 Update – R. Belknap (Memo and Attachment 4)

R. Belknap sent out a request for award nominations through the TAMC and Act 51 ListServe system. TAMC has two awards that are given - an Organization Achievement Award and the Carmine Palombo Award. The two awards are usually presented to the award winners during the spring TAMC conference. The award nomination deadlines have been extended through May 2020. So far, no nominations have been given. In the past, TAMC has not received many nominations. R. Belknap requested that the ACE forego presenting the two awards this year. The ACE Committee decided to wait and see if TAMC receives any nominations for the two awards. If nominations are received and approved by the ACE Committee, they will be presented at the October 2020 TAMC Fall Conference.

R. Belknap would like to give a service award to Peter Vanstien, a coordinator from CUPPAD, who is retiring and has been very active with the TAMC program, and Mary Crane who is also active with the TAMC program and assisting with Roadsoft. The service award is not an asset management award but an individual award for people that have assisted the Council in some way. The ACE Committee supports giving the service awards to these two individuals at the October 2020 Fall Conference. R. Belknap stated that they do not need a motion from the ACE Committee to provide an award plaque to the recipients. If anyone else has someone that they feel they should receive a service award at the 2020 Fall Conference they can submit those names to the ACE Committee and R. Belknap for consideration and approval.

6.3. – Preparations for the 2019 Michigan Roads and Bridges Annual Report – D. Jennett

D. Jennett gave a brief update and review of a few areas that he wanted to share with the ACE Committee on the annual report. He will review the full annual report this afternoon at today's Full Council meeting. He thanked everyone for their contributions to the completion of the annual report.

6.3.1. – Timing of Press Releases, Distribution of the Annual Report and Due Date – R. Belknap/D. Jennett

R. Belknap provided a draft cover letter that will go with the annual report and the press release. The Committee approved the cover letter and press release but would like R. Belknap to contact the Council Chair, Joanna Johnson, for quotes to be added to the press release. As always, if there are any media inquiries they should go to the Chair, J. Johnson for response.

6.3.2. – Website, Dashboards and Interactive Map Updates – C. Granger

The annual report will be placed on the TAMC website at the time the formal annual report goes out. The ACE Committee would like the annual report released on Thursday, April 30, 2020. They will verify this date with full Council at today's full Council meeting this afternoon. Simultaneously, the new dashboards and interactive map will be released. The dashboards are in the test mode and have found a couple of minor issues that need to be resolved. CSS feels they will still be able to release the dashboards and interactive maps on April 30, 2020, to stay consistent with the release of the annual report.

Motion: D. Bradshaw made a motion to adopt the annual report; G. Mekjian seconded the motion. A roll call vote was conducted for committee members to cast their votes. The motion was approved by all members present.

Action Item: R. Belknap to contact J. Johnson, TAMC Chair, for quotes for the annual report press release.

Action Item: 2019 Roads and Bridges Annual Report, press release, website update, dashboards and interactive maps all to be released on Thursday, April 30, 2020.

6.4. – Status of ACE Committee Priorities in the TAMC Work Program and the June 3, 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 6)

R. Belknap has reviewed the current TAMC Work Program goals and objectives and provided status updates on each item listed in the work program for the ACE Committee. He would like to provide the final updated list to the full Council prior to the June TAMC Strategic Planning Session. The ACE Committee will review the document provided from R. Belknap and provide him with any feedback/comments/corrections. The Committee will also need to provide to R. Belknap any additions that they would like to see on the Strategic Planning Session agenda. These are needed to make the next TAMC Work Program.

Action Item: All ACE Committee members to review the TAMC Work Program document and provide R. Belknap will any comments/corrections to the document as well as any agenda items that they would like added to the TAMC Strategic Planning Session agenda.

6.5. – TAMC Articles for the Michigan Local Technical Assistance Program’s “The Bridge” Newsletter and the American Public Works Association’s Reporter Newsletter – D. Jennett/T. Collings

D. Jennett will contact Vicki Sage at MTU to discuss what TAMC will need to provide to place an article in the next “The Bridge” newsletter (version 33.1). MTU will need the drafted article by early June 2020 per T. Colling.

Action Item: D. Jennett will contact Vicki Sage at MTU to discuss the TAMC article for the “Bridge” newsletter as soon as possible.

7. Public Comments:

None

8. Member Comments:

None

9. Adjournment:

D. Bradshaw made a motion to adjourn the meeting; G. Mekjian seconded the motion. The motion was approved by all members present. The meeting adjourned at 11:53 a.m. The next meeting will be held July 1, 2020 at 10:30 a.m., MDOT Aeronautics Bldg., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	AMERICANS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
CUPPAD	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
ESL	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY

RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.11.27.2018.GMS