

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

July 1, 2020 at 10:30 a.m.

Meeting was held via Teleconference per Executive Order from Governor Whitmer Discontinuing
In-Person/Large Meetings due to the Coronavirus 19 Pandemic

MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Todd White, MDOT

Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP
Cheryl Granger, DTMB/CSS
Gloria Strong, MDOT

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

Members Absent:

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Public Present:

Amber Hicks, MIC

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

The meeting was called to order at 10:31 a.m. Everyone was welcomed to 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 April 15, 2020 Meeting Minutes (Attachment 1)

Motion: D. Bradshaw made a motion to approve the April 15, 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 and gave a brief review of the updated TAMC Budget Financial Report – FY2018-FY2020.

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

5.1. – Budget Process Timeline and Supporting Information

Work has begun on the FY 2021 contracts. At this time, there has been no actions taken to reduce the TAMC budget and has not been impacted by constraint of the state's budget shortfall from COVID-19. However, it is unknown if there will be actions coming that effect FY 2022. The current TAMC budget is \$1,876,400.00. R. Belknap will provide details of how the reporting agencies are expending their allocations. For those that are not using all of their allotted funds, TAMC will look at possibly reallocating those funds to other agencies

that need the additional funds in future TAMC budgets. A recission clause should be added stating that their contracts may need to be modified in the future if TAMC funds are reduced.

Action Item: R. Belknap will review past invoices and provide details on how the reporting agencies are expending their allocations.

5.2. – FY 2021 Regional/Metropolitan Planning (RPO/MPO) Allocations and Unified Work Program (Memo and Attachment 3)

R. Belknap proposed no-cost time extension amendment to the RPO/MPO contracts giving them permission to spend and invoice their FY 2020 funds through the month of December 2020 into FY 2021. The RPO/MPO funds are Michigan Transportation Funds (MTF) and the Culvert funds were specifically allocated for the culvert pilot project. D. Bradshaw suggested extending the contracts further into June 2021 because having only a quarter year extension will not do much good. R. Belknap will check with MDOT Financial Services to see if this longer extension is possible. Because the field work is going further in the year, the ACE Committee feels it would be better and useful if the contracts can be extended until June 2021. The Committee wants to be assured that there will not be any billing issues and/or problems with the FY 2021 funds if this extension happens. This extension should be only used towards data collection invoicing. R. Belknap held coordinators calls and most were stating they are waiting on directions to commence on data collection. Some stated it will be a long time before they do their data collection. They are able to currently do non-federal aid data collection. Some have asked if they need to have a trained individual in the car for non-federal aid data collection. For non-federal aid data collection, TAMC will allow one trained person from 2018/2019 in the vehicle and each agency should follow their own safety protocols. TAMC modified the training requirement for 2020 to allow anyone trained in 2018 or 2019 to collect data since most 2020 training events had been cancelled. This is a modification to the TAMC non-federal aid data collection policy. This subject will be discussed further at the next ACE Committee meeting and should be added to the meeting agenda.

D. Bradshaw is getting several questions on federal aid road data collection with a three-person team. TAMC will not allow them to collect this year with a two-person team and still get reimbursed. MDOT staff are not able to be in vehicles with other people due to the current executive orders requiring social distancing due to COVID-19. An agency could possibly collect data on their own but it will not be reimbursed if they do not follow the procedures outlined in the TAMC Policy for the Collection of Roadway Condition Data. It was suggested to move money forward from this year to next year and the agencies can do local roads and non-federal aid roads for FY 2020, then next year they do all federal aid roads in 2021/2022. This may make a significant impact to the RPO/MPO budget and activities within each agency.

Motion: T. White made a motion for TAMC to investigate the options of TAMC not having agencies perform federal aid data collection for calendar year 2020, work to extend FY 2020 contracts as far into the future as allowable, and in FY 2021 do as much federal aid road data collection as possible; D. Bradshaw seconded the motion. The motion was approved by all members present.

Action Item: R. Belknap will contact MDOT Financial Services and find out how long TAMC can extend the FY 2020 contracts into FY 2021 for TAMC Federal Aid Data Collection reimbursements.

6. Review and Discussion Items:

6.1. – TAMC Conferences – R. Belknap/G. Strong

Due to the social distancing requirements mandated by the Governor of Michigan due to COVID-19 pandemic, it is not recommended to hold an in-person conference in October. The ACE Committee recommends that TAMC cancel the fall conference and would like to explore web alternatives. G. Strong will return the checks to all sponsors once MDOT staff is allowed to return to the office.

Motion: D. Bradshaw made a motion to cancel the fall TAMC Conference and explore web alternatives due to COVID-19; T. White seconded the motion. The motion was approved by all members present.

Action Item: G. Strong will return the checks to all sponsors with a “*Thank You*” note from TAMC when she returns to the office.

6.2. – TAMC Awards 2020 Update – R. Belknap (Memo)

R. Belknap reported that TAMC has received two good nominations for the TAMC Carmine Palombo and Organizational awards. The ACE Council feels it would be best to make the presentation at the next in-person TAMC Conference. Doing this would give the opportunity of the award recipients to tell their story and give background on their activities and progress.

Motion: T. White made a motion to present the TAMC awards at the next in-person TAMC Conference; D. Bradshaw seconded the motion. The motion was approved by all members present.

6.3. - TAMC Work Program and 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 4)

The ACE Committee recommended that a Strategic Planning Session for TAMC be scheduled for September 9, 2020 at MDOT Aeronautics Building in Lansing as well as via MDOT Teams, just in case in-person meetings are still not allowed by September. A conference line should also be reserved for those not comfortable with attending in person due to COVID-19 and will allow them to call in and participate in the session. The TAMC Work Program has been reviewed by all TAMC Committees and R. Belknap will provide those updates at the session.

Motion: T. White made a motion to schedule a TAMC Strategic Planning Session for September 9, 2020 at the MDOT Aeronautics Building for in-person participation, MDOT Teams and teleconference; D. Bradshaw seconded the motion. The motion was approved by all members present.

6.4. – Update on TAMC Articles for Michigan Local Technical Assistance Program’s “The Bridge” Newsletter and American Public Works Association’s “Reporter” Newsletter – D. Jennett

D. Jennett has completed two articles and will use one of them for the APWA “Reporter” Newsletter.

Action Item: D. Jennett will check past meeting minutes to see what topics were previously requested for articles and work with APWA to assure the TAMC article meets their deadline.

7. Public Comments:

None

8. Member Comments:

None

9. Adjournment:

T. White made a motion to adjourn the meeting; D. Bradshaw seconded the motion. The motion was approved by all members present. The meeting adjourned at 12:06 p.m. The next meeting will be held August 5, 2020 at 10:30 a.m., via Microsoft Teams.

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 SYSTEM 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