

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

August 5, 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  
Gary Mekjian, MML  
Todd White, MDOT

Jonathan Start, MTPA – Chair  
Rob Surber, DTMB/CSS

**Support Staff Present:**

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

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

**Members Absent:**

None

**Public Present:**

Amber Hicks, MIC

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

The meeting was called to order at 10:32 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)**

**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.

**Motion:** D. Bradshaw made a motion to approve the Consent Agenda; T. White seconded the motion. The motion was approved by all members present.

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

**5.1. – FY 2020 Data Collection, Contracts and Communication – R. Belknap/J. Start (Action Item and Memo)**

Most agencies are behind in their program expenses from where they were last year due to COVID-19 restrictions. TAMC support staff has received approval from MDOT Contract Services to extend the MPO/RPO contracts for FY 2020 to expire on June 30, 2021, for federal aid PASER data collections. MTU has also received an extension of their FY 2020 training contract from September 30, 2020 to December 31, 2020 for traffic signal tasks.

TAMC ACE Committee was asked to reconsider having a two-person team and allow federal aid data collections to occur at this time as opposed to waiting until next year to collect federal aid PASER data when and if COVID-19 restrictions are lifted. The ACE Committee feels that having the three-person team is important to data quality and now that the agencies have an extension to do the federal aid PASER data collection until June 30, 2021, this takes the pressure off of them. The potential concern is if they are collection non-federal aid data, they may not have enough funding to cover federal aid data collections. So that agencies do not over-spend on non-federal aid data collections, TAMC will need to get the extension information out to the agencies right away so that they know they have an extension until June 30, 2021 to collect federal-aid PASER data.

**Motion:** D. Bradshaw made a motion to recommend to the TAMC full Council that MPO/RPO contracts for FY 2020 be extended through June 30, 2021 for federal aid PASER data collection; T. White seconded the motion. The motion was approved by all members present.

**Motion:** T. White made a motion to extend the time of the MTU contract from September 30, 2020 to December 31, 2020 for TAMC activities; D. Bradshaw seconded the motion. The motion was approved by all members present.

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

TAMC support staff provide the UWP language to the MPOs/RPOs. Back in June 2018 the language for the UWPs as created and since then the culvert mapping pilot information has been added. Two of the highest priorities in the UWPs are federal aid data collection and meeting TAMP requirements. The ACE Committee feels the work program language was written with flexibility of each MPO/RPO to work within each individual budget in meeting their requirements. The regions have asked specifically if they are allowed to use their asset management plan budget to help the local agencies in developing their TAMP, especially the rural areas. The ACE Committee feels that this is a task mandated by law and is part of the TAMC tasks that must be done so therefore, it is a reimbursable task as long as it is within the regions budget, the locals contact and work with their MPO/RPO to receive prior approval to get reimbursed for TAMP assistance, and the plan is for transportation. The funding is to be used for transportation related activities only.

## **5.3. - 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. The budget will be discussed at the September 9, 2020 TAMC Strategic Planning Session. T. White suggested that the Council break the FY 2022 tasks into high priority and low priority categories. In case there is a potential reduction in funding, it may also be wise for the Council to look at what a 10 percent reduction in the TAMC budget may look like. In FY 2018 and FY 2019, there were monies left on the table and in general terms it may not be a catastrophic event if it is necessary to make a 10 percent reduction in the budget. R. Belknap provided a graph showing the TAMC Program Expenses for Work Items 2017-2019 not including grants or special appropriations, and average percentage of program expenditure's by work type category.

For the remaining 2018 Culvert Pilot Project funds, support staff is working through the recommendations of how to use the remaining funds in FY 2021 and FY 2022. Part of the TAMC Work Program tasks for culverts is continuing education. An update will be provided at the next Bridge Committee meeting being held this month where they may have to approve a budget amendment. A more detailed update will be provided at the September 9, 2020 Strategic Planning Session. There is a possibility that the work programs may be amended to add the culvert tasks, if necessary. The culvert funds will be rolled over into the FY 2021 budget. The culvert funds were specifically allocated for the culvert pilot project.

#### **5.4. – FY 2021 CSS Work Program and Budget for TAMC – C. Granger (Memo and Attachment 5)**

C. Granger provided a copy of the draft FY 2021 TAMC Work Plan for CSS. They went through the TAMC priorities with R. Belknap and created a draft FY 2021 TAMC Work Plan for CSS. A copy of the work plan was provided to the ACE Committee for their review. C. Granger reviewed the work plan for the Committee. CSS has decided to go with the same budget as they requested for FY 2020. Since culvert work is under a different budget, the culvert work is not reflected in this work plan.

### **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. TAMC support staff have been exploring options to hold a virtual web-based conference. A TAMC Conference Committee meeting was held yesterday. TAMC support staff proposed to hold a free of cost, two-day conference for three-hours per day (9:00am-12:00pm) at the end of October, and have approximately six presentations within those two days with trivia or short films to allow for short breaks and entertainment. They are looking at providing pavement/bridge data collection and management information on one day and possibly technical, IRT or asset management resources presentations on the second day, depending on who they can get to do the presentations. Since there are no issues, such as weather, location, how many can fit in a venue, etc., this may bring a more diverse audience and more attendees. At the Conference Committee meeting someone felt that charging a fee would help assure that people that register to attend would show up for the conference, even if it is a very minimal charge. The ACE Committee agreed the conference would be free of charge for simplicity reasons and due to the lower cost of hosting a virtual event. The costs will be very minimal for virtual connection of each person attending. The teleconference fees would be approximately \$500-\$1800 based upon how many people attend. Because there are no added fees such as venue, catering, hotel, etc., there is no need for sponsorships and there is enough funding in the TAMC budget to hold the conference free of charge. It is a possibility that TAMC will get a large number of people to register and about half may attend. The ACE Committee feels TAMC should not be concerned with how many people attend and, because people everywhere are working with constrained budgets now, especially due to COVID-19, the Committee feels TAMC should not charge for the conference. This would also eliminate TAMC support staff having to do extra work to get MDOTers approval to pay to attend the conference. MTU does not have any concerns with attendee's size on the platform that they are planning on using.

**Motion:** G. Mekjian made a motion to hold a free of cost, virtual two-day/three-to-four hour per day fall conference; T. White seconded the motion. The motion was approved by all members present.

#### **6.2. – TAMC Work Program and 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 5)**

R. Belknap provided the status of the updated 2020-2022 goals and objectives of tasks for the ACE Committee. It is requested that the ACE Committee members review the document and provide any comments to R. Belknap prior to the TAMC Strategic Planning Session that will be held on September 9, 2020.

A consensus was made that the ACE Committee cancel their September 9, 2020 meeting due to members attending the Strategic Planning Session which will be held on the same day.

#### **6.3. – Update on TAMC Articles for Michigan Local Technical Assistance Program's "The Bridge" Newsletter and American Public Works Association's "Reporter" Newsletter – D. Jennett**

"The Bridge" newsletter is a shorter version article with the same content regarding agencies adjusting with the times and the TAMC Annual Report. Because the "Reporter" newsletter has a broader audience D. Jennett has provided more detail but the same content. The articles will be coming out at the end of September or early October. For the next article TAMC will submit articles on the STIP integration project and TAMPs.

## **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 12:01 p.m. The next meeting will be held November 4, 2020 at 10:30 a.m., via Microsoft Teams.

<b>TAMC FREQUENTLY USED ACRONYMS:</b>	
<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 SYTEM 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

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