

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

December 2, 2020 at 10:30 a.m.

The meeting was held via Teleconference per Executive Order from Governor Whitmer Discontinuing
In-Person/Large Meetings due to the Coronavirus 19 Pandemic until further notice

MEETING 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:

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:

None

Public Present:

Steve Stepek, MTPA

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. 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 November 4, 2020 Meeting Minutes (Attachment 1)

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

R. Belknap provided an updated TAMC Budget Financial Report – FY 2018 – FY 2020.

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. Proposed FY 2021 Budget Amendments (Memo and Attachment 3) (Action Item) – R. Belknap

R. Belknap reported that there were two MTU contracts approved at last month's meeting and he has submitted the required forms to execute the contracts to MDOT Finance. The FY 2021 TAMC budget will need to be updated to reflect contract costs for the MTU 2021 Training and Education Program as well as, the 2021 TAMC Technical Assistance Activities Program. The FY 2021 approved budget allocated \$225,000 for the training program however, the approved contract actual amount was \$211,391.21. The two contract dollar amounts were adjusted according to the MTU work tasks. The FY 2021 approved budget allocated \$115,000 for Technical Assistance Activities however, the approved contract amount was \$129,464.81. These two changes will increase the MTU program budgets by

\$856.02, which has little effect to the overall TAMC program budget. Since the approved budget also included \$10,000 for the Fall 2020 TAMC Asset Management Conference, TAMC may consider moving the \$10,000 into the Unallocated Contingency since TAMC did not incur travel, catering, or lodging costs against the \$10,000 because the conference was held in a web-based platform.

Motion: G. Mekjian made a motion to accept the modified actual contracts amounts as stated in the revised MTU contracts as provided; D. Bradshaw seconded the motion. The motion was approved by all members present.

6. Proposed FY 2022 TAMC Budget (Memo and Attachment 4) – R. Belknap

R. Belknap provided a copy of the TAMC FY 2021 approved budget and a proposed FY 2022 budget. He is hoping to have the FY 2022 budget adopted at the January 6, 2021 TAMC meeting. R. Belknap is not suggesting any changes to the proposed MPO/RPO budget at this time. The changes that were just approved under agenda item #5 for MTU are reflected in the 2022 budget. Support staff has not received any notification of a budget reduction for TAMC. Currently, the remaining \$465,000 culvert pilot project funds have not been designated to any specific culvert tasks. The Bridge Committee may have something to suggest in January 2021 of how to use the remaining funds. The ACE Committee would like the Bridge Committee to come up with suggestions on how to use the remaining funds as soon as possible. TAMC received the culvert funds in the spring of 2018. Once the Council decides on how to use the remaining 2018 culvert funds, they will need to begin revising the agency work programs.

Motion: D. Bradshaw made a motion to approve the draft 2022 budget as presented; G. Mekjian seconded the motion. The motion was approved by all members present.

7. 2021 Pilot Data Collection and Training Policy (Memo and Attachment 5) (Action Item)

At the November 4, 2020, TAMC meeting the following four options were discussed and most members supported Option 2. At the November 18, 2020 TAMC Data Committee meeting, a recommendation of option 2 was formally approved.

The four options are:

- 1.) Keep the three-person teams and continue with current and past practice.
- 2.) Use a two-person two-agency team.
- 3.) Use a two-person one-agency team having another agency review and concur with the data gathered set by a sample.
- 4.) Use a two-person one-agency team with no review of data until after the fact QA/QC is done statewide.

S. Stepek stated that MTPA liked the flexibility of options 2 through option 4. TAMC supported Option 2 to use a two-person, two-agency team to do the data collection. MTPA and other local agencies want to be able to make that local decision on who makes up the two-person team that will be in the data collection vehicle. They want to have a say on who the people are in the vehicle. Currently, the agencies can have their own designee. The road owner designates their designee. TAMC has always allowed the agencies to decide who will be their designated person. A decision needs to be made if persons in the vehicle should be two from the same agency or a consultant, etc. or a two-person separate agency team designated by the road owner. It was suggested that a form be signed showing that the road agency has designated a specific person to do the rating so that there is a paper trail showing that the agency approved the people in the data collection vehicle. Most are in favor of temporarily approving a two-person team from two-agencies who has been trained and certified within the last three years. If both agencies do not have a problem with the two-person team being from the same agency, they can simply complete a consent form showing that both agencies are approving the two-person same agency rating team.

A 11/25/2020 Draft Pilot Policy for Collection of Roadway Surface Condition Data was reviewed, and several modifications were suggested and noted by support staff. Anyone who had been trained in 2018, 2019, and 2020 is allowed to be reimbursed for data collection this year. MTU has money in their budget to do training. The safest

way to train for the data collection is a web-based training. The rating certification is difficult to do web-based however, MTU is trying to figure out how to better train for the rating exercise. There are two issues that MTU is having and those are not being able to verify that a person was physically there, but they do have to sign something that says they were physically there. The other is using web-based, T. Colling feels people are going to demand using web-based training from now on. It is understood that there is value in training in-person but at this time not possible due to the COVID-19 restrictions. In the past, the first web-based trainings normally would begin in February. The first on-site trainings (3-4 hours sessions) are in February, March and April of each year. It is difficult to interact with people in web-based trainings. T. Collings suggested not allowing certification for this year as it would be difficult to proctor it. It would be difficult to assure that no one else took the test for them. As long as someone has been certified within the last three years, they are still certified.

For MPO/RPO responsibilities using equipment and vehicles for doing ratings, a minor issue about what they should do about using rented vehicles arose. The agency can reference Schedule C for reimbursements and if a vehicle is rented, the agency will need to reference where the vehicle was rented from and show rental contracts in order to get reimbursed.

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

Per Public Act 325, 31 of the 41 Group A agencies have submitted their TAMPs to TAMC in the IRT. G. Strong did a review of the 31 TAMPs to assure that they met the requirements of the Act. Seventeen of the 31 TAMPs were recommended for approval at the November 2020 ACE Committee meeting. G. Strong is recommending approval today for seven of the 31 TAMPs that have been submitted in the IRT to TAMC. She has provided a listing in the memo for the Committees review detailing all her findings in the submitted TAMPs. G. Strong is still awaiting needed information from some agencies that did not submit all of the necessary documentation into the IRT. For the agencies that TAMC is not able to approve at this time that do not meet the requirements in their TAMP, there is no penalty to these agencies until October 2024.

The ACE Committee will recommend to the full Council later today at the full Council meeting that approval be granted to the agencies G. Strong has recommended approval stating they have met all of the requirements of Public Act 325, except for those agencies that have submitted past the October 1, 2020 due date. The agencies that have submitted past the October 1, 2020, deadline may not be in compliance of Public Act 325. T. White will review the Michigan Attorney General's Opinion that was recently received by MDOT regarding the TAMPs to verify if an agency is out of compliance with Public Act 325 if their TAMP was not received by the due date.

Motion: D. Bradshaw made a motion to recommend approval to the full Council pending the review of the Attorney General's opinion if the TAMC can state the agency is in compliance with Public Act 325 if the TAMP was received after the October 1, 2020 due date; T. White seconded the motion. The motion was approved by all members present.

9. 2020 TAMC Annual Report Update – D. Jennett

D. Jennett has begun work on the 2020 TAMC Roads and Bridges Annual Report. He is currently working on the SharePoint to get it operational for Council members and support staff to share documents that need to be reviewed for the report. Eric Costa, MDOT/TAMC Data Analyst, is working on the data analysis.

10. Public Comments:

None

11. Member Comments:

J. Start informed the ACE Committee that he will be replaced as representative of the MTPA by Ryan Buck. J. Start's last meeting will be in January 2021. The State Transportation Commission (STC) will have to take action to approve Ryan Buck to TAMC at their January 2021 meeting. Mr. Buck will begin working with TAMC in February 2021 if approved by the STC.

12. Adjournment:

T. White made the motion to adjourn the meeting; D. Bradshaw seconded the motion. The motion was approved by all members present. The meeting was adjourned at 11:54 a.m. The next meeting will be held January 6, 2021 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 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

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