



Michigan  
Transportation Asset  
Management Council

## **Administrative, Communication and Education Committee Meeting Agenda**

**Wednesday, November 4, 2020 @ 10:30 AM**

*In accordance with [Executive Order 2020-154 \(COVID-19\)](#), this will be an online Microsoft Teams meeting.  
Persons needing accommodations for participating in this meeting should contact Roger Belknap  
at least 24 hours prior to the start of this meeting: [belknapr@michigan.gov](mailto:belknapr@michigan.gov) Phone: (517) 230-8192*

Meeting Telephone Conference Line: +1 248-509-0316 Access Code: 361 628 582#

Web Meeting Access Link: [Join Microsoft Teams Meeting](#)

- 1. Welcome - Call to Order – Introductions**
- 2. Changes or Additions to the Agenda (*Action Item as needed*)**
- 3. Public Comments on Non-Agenda Items**
- 4. Consent Agenda (*Action Item*)**
  - 4.1. Approval of the August 5, 2020 Meeting Minutes (*Attachment 1*)
  - 4.2. TAMC Financial Report (*Attachment 2*)
- 5. TAMC Conferences**
- 6. 2021 TAMC ACE Committee Proposed Meeting Schedule (*Attachment 3*)**
- 7. 2021 Data Collection and Training Procedures (*Memo & Attachment 4*)**
- 8. Perspectives on Culvert Data Collection (*Memo & Attachment 5*)**
- 9. Transportation Asset Management Plan Review & Acceptance (*Memo*) (*Action*)**
- 10. Public Comments**
- 11. Member Comments**
- 12. Adjournment: *Next meeting December 1, 2020.***

**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.

### **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

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

DRAFT





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## **2021 ACE Committee Meeting Dates**

**Meeting Time 10:30 AM**

*Meetings are generally held on the first Wednesday of every month at MDOT Aeronautics Building – 2<sup>nd</sup> Floor Commission Room, 2700 Port Lansing Rd., Lansing, unless otherwise noted.*

### **DATES:**

January 6<sup>th</sup>

February 3<sup>rd</sup>

March 3<sup>rd</sup>

April 7<sup>th</sup>

May 5<sup>th</sup>

June 2<sup>nd</sup>

July 7<sup>th</sup>

August 4<sup>th</sup>

September 1<sup>st</sup>

October 6<sup>th</sup>

November 3<sup>rd</sup>

December 1<sup>st</sup>





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# Memo

**To:** TAMC & ACE Committee Members  
**From:** Roger Belknap  
**Date:** November 1, 2020  
**Re:** 2021 Data Collection and Training Procedures

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## **Recommendations**

Provide guidance to Michigan Technological University's Center for Technology and Training (MTU-CTT) for 2021 Training and Education program for data collection procedures.

## **Background**

TAMC contracts with MTU-CTT to provide training guidance for pavement condition data collection ahead of the field collection season. Executive orders and partnering agency procedures has limited the program from performing data collection as outlined in the TAMC Policy for the Collection of Roadway Condition Data. TAMC will need to provide direction to MTU-CTT on chosen methods to administer collection and training procedures for 2021 so MTU-CTT can respond with a formal Training and Education Program proposal to be presented to TAMC at the December 2, 2020 meeting. MTU-CTT has performed outreach activities across Michigan to obtain perspectives from local and regional agencies that are involved in this process. MTU-CTT will provide background of their findings including survey results.

## **Attachments**

Attachment 4 contains a slide presentation of tentative options that will be presented at the meeting.

# 2021 TAMC Data Collection Options

November 4, 2020 TAMC Full Council Meeting

**DRAFT**



# 2020 Situation

- Discontinued training after first round (182 Trained), waived training if rater was trained last year.
- Maintained existing protocol for fed aid collection teams and collection mechanics (3 people, 3 agencies on all ratings)
- Did not collect federal aid system, expectation that local system would be collected or 100% fed aid next year

# Guidance From Strategic Plan Meeting

- 1) Must collect federal aid data in 2021 (skipping is not an option)
- 2) TAMC open to different teams as long as data is consistent
- 3) 2 person teams ok with both road agencies in vehicle during rating
- 4) Single agency rating (2 people from same agency) requires concurrence checks by road agency peers.
- 5) The collection can't cost significantly more than a normal year

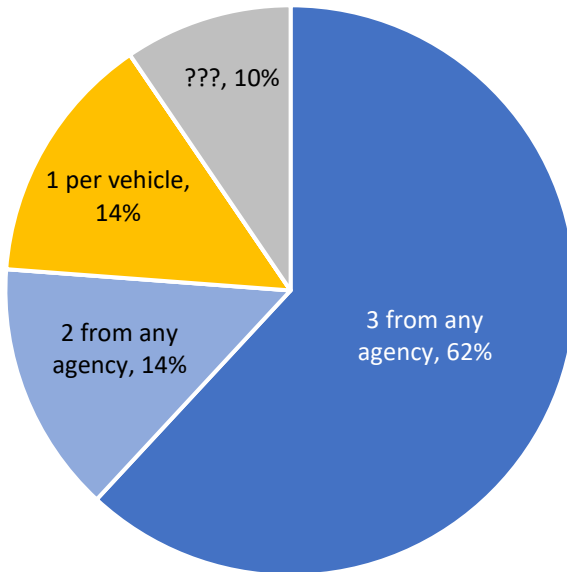
# Travel Policy Ad-hock Survey

- Not a formal survey
- Ideally need more data from cities
- Have good feedback from RPO's and MPO's

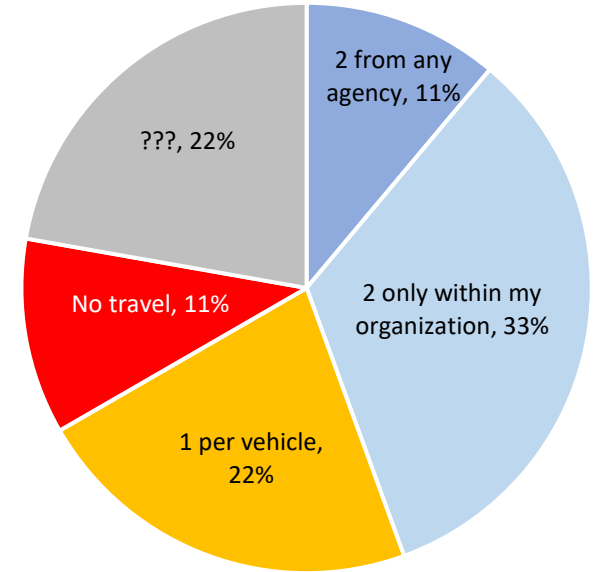


	3 From Any	2 From Any	2 From My Organization	1 Per Vehicle	Employee Decide	No Travel	No Response	Grand Total
County	62%	14%	0%	14%	0%	0%	10%	100%
Metro	0%	11%	33%	22%	0%	11%	22%	100%
Region	31%	0%	0%	31%	8%	15%	15%	100%
Top 40	17%	0%	0%	0%	0%	17%	67%	100%
Total	37%	8%	6%	18%	2%	8%	20%	100%

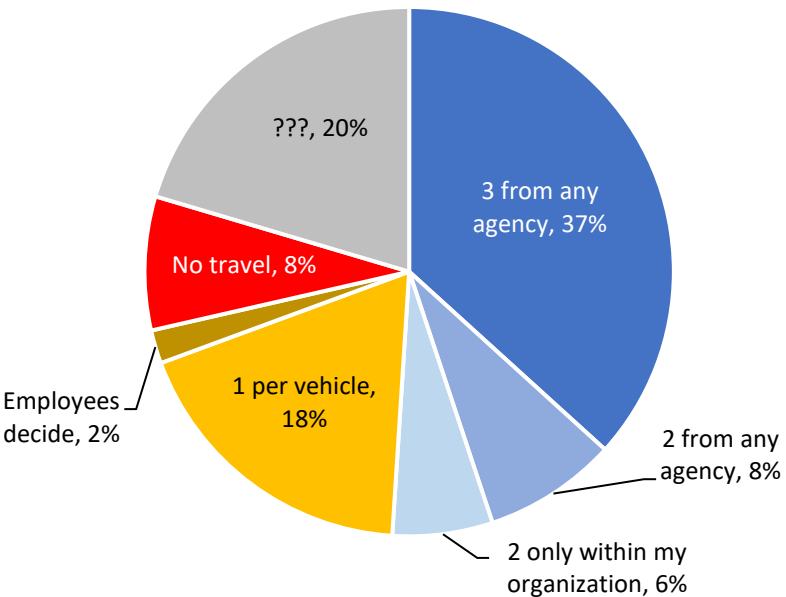
County - 21 Surveyed



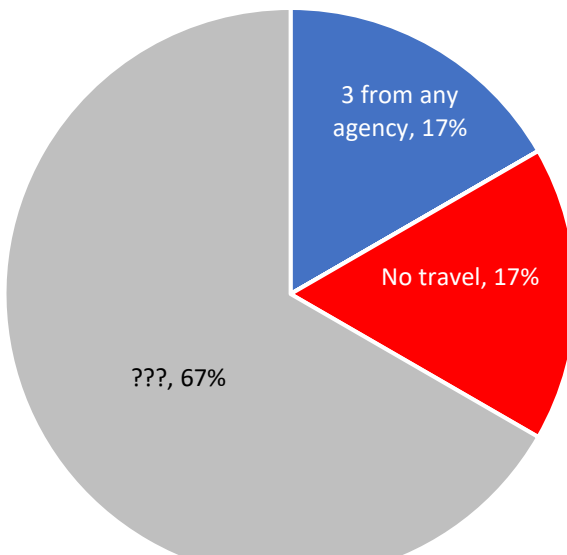
Metro - 9 Surveyed



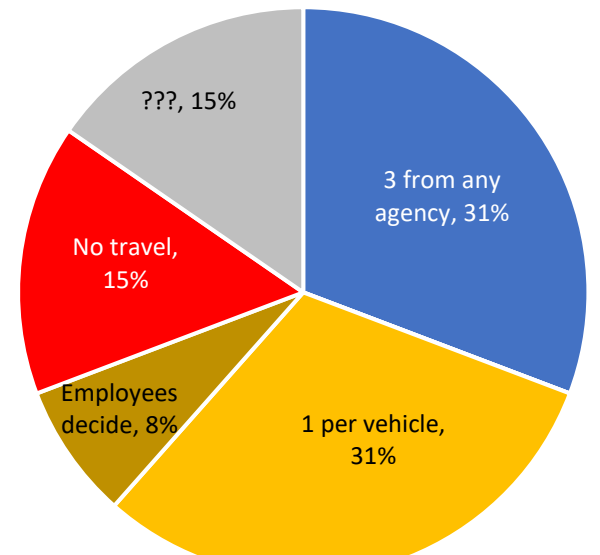
Grand Total - 49 Surveyed



Top 40 - 6 Surveyed



Region - 13 Surveyed



# Options

- 1) Stay with current policy (3 agency teams) and require partners to provide staff or contractors that can travel with 2 others.
- 2) 2 Person, 2 road agency teams. MDOT and Local agency rate roads together. RPO / MPO joins if possible for collection and managers process.
- 3) 2 Person, 1 road agency teams. Road agency rates their own roads, one of other 2 partners does concurrence checks on rated roads.
- 4) 2 Person, 1 road agency teams. Road agency rates their own roads, no concurrence checks, use only normal quality review process



# Comments On Option 1

- 1) Stay with current policy (3 agency teams) and require partners to provide staff or contractors that can travel with 2 others.
  - Consistent with current process
  - May not have enough contractors or designees that can meet conditions
  - May cut out agencies that want and could participate in a 2 person set up.
  - Does not provide several benefits if many agencies can not participate

# Comments On Option 2

2) 2 Person, 2 road agency teams. MDOT and Local agency rate roads together. RPO / MPO joins if possible for collection and managers process.

- Increases local agency participation over option 1
- Not entirely different from current process, just less productive
- Lower need for outside contractors than in option 1

# Comments On Option 3

3) 2 Person, 1 road agency teams. Road agency rates their own roads, one of other 2 partners does concurrence checks on rated roads.

- Different from current process, so need to train and give guidance on concurrence process
- Lower need for outside contractors than in option 1 or 2
- Concurrence checks require new software tools and business processes
- Higher burden on RPO/MPO to coordinate more teams and more data

# Comments On Option 4

4) 2 Person, 1 road agency teams. Road agency rates their own roads, with no concurrence checks.

- Similar to current process with less people
- Lower need for outside contractors than in option 1, 2 or 3
- No timely check on data quality until after collection.
- No peer review from outside agency





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# Memo

**To:** TAMC & ACE Committee Members  
**From:** Roger Belknap  
**Date:** November 1, 2020  
**Re:** TAMC Perspectives on Culvert Data Collection Policy

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## **Recommendations**

- TAMC Bridge Committee seeking TAMC direction on future of culvert asset management program activities considering TAMC's policies for roadway and bridge data collection.
- TAMC Support Staff also recommends providing Michigan Technological University's Center for Technology and Training (MTU-CTT) \$15,000 for completing the FY20 Culvert Activities program with an additional activity of incorporating the latest AASHTO guidance on culverts with balance of unspent funds from MTU-CTT's TAMC Education and Training contract, which was \$92,467.17 as of September 17, 2020 and expires on December 31, 2020.

## **Background**

After completion of the FY18 Local Agency Culvert Data Collection Pilot program, the summary of activities for TAMC to consider is the future of data collection for culverts. There are two directions TAMC could take:

1. TAMC Funds Local Agency Collection with a policy that provides direction to the various roles and procedures by which funds flow from program budget to local agencies (similar to [TAMC Policy for the Collection of Roadway Condition Data](#)).
2. TAMC provides recommendation for culvert data elements and assessment standards for agencies that collect culvert data from their own resources (similar to [TAMC Bridge Data Collection Policy](#)).

The FY20 MTU-CTT contract for Culvert Activities includes reporting of the tasks and findings. MTU-CTT submitted a draft of this report on August, 21, 2020 ahead of the August 27 TAMC Bridge Committee meeting. On August 13, 2020 the AASHTO Culvert & Storm Drain System Inspection Guide was released. TAMC Bridge Committee recommended that the MTU-CTT culvert activities report contain a review of this latest guidance for use by agencies in Michigan and therefore has

requested additional work for MTU-CTT to complete this additional task. However, the FY20 MTU-CTT Culvert Activities contract expired on September 30, 2020 therefore, the only opportunity to complete these tasks under FY20 contracts is through adding these tasks to the FY20 MTU-CTT TAMC Education and Training Contract. MTU-CTT has advised there will be sufficient funds balance of this contract for these added tasks due to not administering several on-site PASER training events this year due.

**Attachments**

Attachment 5 is a memorandum on additional culvert activities work from MTU-CTT.

**To:** Roger Belknap & Beckie Curtis  
**From:** Chris Gilbertson  
**Date:** October 23, 2020  
**Re:** TAMC Culvert Condition Evaluation – Additional Work

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The Center for Technology & Training (CTT) at Michigan Technological University has been working with TAMC and the Bridge Committee to provide training and resources to local agencies in an effort to inventory and inspect their culvert assets. The current effort was an extension of the 2018 TAMC Local Agency Culvert Pilot. The work plan for the 2020 TAMC Culvert Initiative consisted of the following three tasks which were to be completed by September 30, 2020:

- **Task 1: Conduct Culvert Condition Assessment Training**
  - Provided five total offerings of two webinars designed to train participants in the use of Roadsoft for culvert data collection and the process of condition evaluation of culverts using a method based on the 1986 FHWA Culvert Inspection Guidelines.
- **Task 2: Evaluate Culvert Data from Combined Sources**
  - The primary focus of this task was to consider culvert data from multiple sources (MDOT, MDNR, and TAMC) and review this dataset for conflicts, specifically in the form of duplicate data. This task was the first step in developing a state level shared map for culverts. It is expected that this task will help establish a protocol for sharing culvert data amongst multiple agencies while maintaining individual agency needs, each agency's standards for data collection, and the ability of an agency to update and manage their data with respect to shared data.
- **Task 3: Culvert Condition Assessment System Translation**
  - There are currently two culvert condition assessment systems in use in Michigan. Most local agencies use the modified FHWA Culvert Inspection System used in Roadsoft. MDOT has its own condition assessment system that was developed in-house for its own purposes. This task compared the two methods for condition evaluation and established that while the process was different, the two systems could generally be compared at a good/fair/poor/severe level in a dashboard format.

- In addition to these three tasks the Bridge Committee asked and the CTT was able to accommodate the inclusion of a review of other agencies who either collect their own culvert data or benefit from the use of culvert data and conduct interviews with these agencies to better understand the value and interest in a combined culvert database.
- The CTT also assisted the effort of the bridge committee to establish policy guidance by reaching out to the 2018 pilot participants to collect feedback on their use of culvert data a year or more after their original participation in the pilot study.

The final report for these task was submitted in draft form on August 21, 2020. AASHTO announced the availability of their Culvert & Storm Drain System Inspection Guide on August 13<sup>th</sup>, 2020. This guide is intended to replace the 1986 FHWA Culvert Inspection Manual, however its release date precluded its inclusion into the final report.

During the August 27<sup>th</sup> meeting the Bridge Committee asked that the CTT revise Task 3 to include the AASHTO method of culvert evaluation. After review of the comparison, should the TAMC Bridge Committee choose to accept AASHTO as the preferred means of evaluating culverts, the CTT will outline changes required in the training material to reflect adoption of the AASHTO method.

## **WORK PLAN FOR ADDITIONAL WORK**

The AASHTO Culvert & Storm Drain System Inspection Guide, in principal covers the evaluation of similar culvert elements as the TAMC and MDOT pilot methods. However, the organizational structure of how these elements are considered differs. The TAMC pilot method was based on categorizing first by culvert material type. Applicable elements were then evaluated and the controlling rating was recorded. The AASHTO method categorizes culvert elements by system components which contain one or more characteristics. The controlling rating of these characteristics is recorded for the system.

Some of the AASHTO characteristics correspond directly with elements from the TAMC and MDOT pilot systems, however, additional characteristics not included in the TAMC or MDOT pilot systems may be considered when determining the controlling rating for the system component. While some elements may compare directly to either a system component or a characteristic within the new AASHTO system it is not expected that a direct comparison (translation) will be possible between the three methods. The focus of this task will be to compare the general magnitude of good/fair/poor/severe descriptions between the three systems recognizing that an individual culvert may rate differently between the three systems but an understanding of the general comparison would provide guidance for dashboard level display of the three data sets.



The CTT proposes to split the additional work into three tasks. The tentative completion dates are based on CTT being given the go ahead to start the work on November 5, 2020:

- **Task A1: Compare AASHTO, TAMC, and MDOT TAMS Culvert Evaluation Methods – November 18<sup>th</sup>**
  - Compare and contrast the similarities and differences between the AASHTO, TAMC, and MDOT TAMS methods of culvert condition evaluation for the purpose of determining the appropriateness of comparing the good/fair/poor/severe ratings in dashboards. Revise draft final report from the 2020 TAMC Culvert Condition Assessment project to include evaluation of the AASHTO method. Submit revised draft final report to TAMC bridge committee to allow one week of review prior to their November meeting. Submit final report, addressing committee comments, at the December meeting of the TAMC Bridge Committee.
- **Task A2: Present Findings to TAMC Bridge Committee – November 25<sup>th</sup>**
  - Present overview of systems and results of Task A1 to the TAMC Bridge Committee at their November meeting for their consideration in setting TAMC policy on culverts. Presentation to be delivered virtually.
- **Task A3: TAMC Culvert Evaluation Training Revisions – December 23<sup>rd</sup>**
  - The CTT currently provides two training webinars created for the pilot; Culvert Data Collection using Roadsoft and Culvert Condition Evaluation. These trainings are in need of an update to include more specific examples of distress and deterioration along with a few organizational changes based on presenter and participant feedback.
    - Photographs used for the pilot training were limited to those available at the time of the pilot. The CTT would like to collect photographs that better describe the condition of a culvert being evaluated in the training either through selection of photos collected and shared during the pilot effort or collected through on-site field visits.
    - A revised training outline will be created to serve as a basis for revisions to take place as part of next year's training program. This is proposed to allow for adoption of the new AASHTO method. Should the committee choose to support this method for future efforts there would not be enough time during the extended contract to fully update the training however, the ground work could be laid out for completion with next year's training contract.

The CTT estimates the cost of additional work to not exceed \$15,000 based on schedule and available time to perform the work.



# Memo

**To:** TAMC & ACE Committee Members

**From:** Gloria M. Strong, TAMC Departmental Technician

**Date:** November 1, 2020

**Re:** TAMP Group A – Due October 1, 2020 - Status and Recommendations

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TAMC has been tasked by Public Act 32512 to receive and review Transportation Asset Management Plans from local road agencies responsible for 100 or more certified miles of road. There are 41 local agencies in Group A that are required to submit their TAMPs by October 1, 2020. As of October 30, 2020, TAMC has received 29 City and Local Agency TAMPs uploaded into the IRT for TAMC review. TAMC support staff has reviewed each of the TAMPs submitted for the seven required elements as mandated by Public Act 325: 1) Pavement, Bridge, Culvert, & Traffic Signal Assets Inventory, 2) Performance Goals 3) Performance Outcomes 4) Revenues and Expenses 5) Project Coordination with Other Entities 6) Risk of Failure, and 7) Proof of Acceptance by the Local Agency's Governing Board.

**Recommendation for TAMP Approval:**

Below are agencies that have submitted a TAMP meeting all of the requirements per Public Act 325 and are recommended approval of their TAMP:

1. Ottawa County	10. City of Walker
2. Iosco County Road Commission	11. City of Lansing
3. Oceana County Road Commission	12. Muskegon County
4. Cheboygan County Road Commission	13. City of Livonia
5. Alger County Road Commission	14. Osceola County Road Commission

6. Wayne County Road Commission	15. Monroe County Road Commission
7. Macomb County Department of Roads	16. St. Joseph County Road Commission
8. Genesee County Road Commission	17. Calhoun County
9. Berrien County Road Department	

**Agency TAMPs Requiring Additional Information**

The following agency TAMPs require additional information as noted. TAMC support staff will work with each agency to assist them with meeting the Act requirements.

1. City of Romulus – Agency only submitted a one-page project table. Agency has been contacted by email 10/28/2020 and agency responded that they will upload their complete TAMP into the IRT ASAP.
2. City of Troy - No meeting minutes/resolution; only a signed certification for Proof.
3. Huron County Road Commission - No meeting minutes/resolution; only a signed certification for Proof.
4. Lenawee County Road Commission - No meeting minutes/resolution; only a signed certification for Proof.
5. City of Wyoming – Missing Bridges, Culverts and Traffic Signal Asset Inventories and Agency Proof of TAMP Approval. Agency has been contacted by email 10/29/2020.
6. Road Commission of Kalamazoo County – Needs Agency Proof of TAMP Approval. Agency has been contacted by email 10/29/2020.
7. City of Grand Rapids – Submitted document is an older document modified from 2011 and 2017. Additional review and contact with the agency is needed.
8. Sanilac County – TAMC Support is unable to open the submitted document. TAMC support staff will contact the agency to resolve.
9. Clinton County Road Commission – No signed certificate/meeting minutes accepting the TAMP.
10. City of Royal Oak – Missing Bridge and Culvert assets and Meeting Minutes or Resolution showing approval of TAMP.
11. City of Ann Arbor – Still under review. Agency submitted in a PowerPoint presentation which does not meet the requirements of Public Act 325. Additional review and contact with agency is needed.
12. Dickinson County Road Commission – Needs Traffic Signal Assets; TAMC support staff will contact agency.