Administrative, Communication and Education Committee
Meeting Agenda

Wednesday, August 7, 2019 @ 10:30 AM
Aeronautics Building – 2nd Floor Commission Room
2700 Port Lansing Rd.,
Lansing, MI

Meeting Telephone Conference Line: 1-877-336-1828   Access Code: 8553654#

Web Meeting Access Link: http://michigandot.adobeconnect.com/r1ezg6haow4f/

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 July 10, 2019 Meeting Minutes   *(Attachment 1)*
    - **4.2.** TAMC Financial Report   *(Attachment 2)*

5. **Review & Discussion Items:**
    - **5.1.** TAMC Conferences: Updates on Dates and Collaboration – *Strong/Belknap/Mekjian* *(Attachment 3)*
    - **5.2.** Local Technical Assistance Program's *The Bridge* Newsletter Article Update - *Jennett*
    - **5.3.** Update on Draft TAMC Asset Management Plan Template – *Belknap/Colling/Bradshaw*
    - **5.4.** Asset Management Plan Submittals in Investment Reporting Tool (IRT) Demonstration – *Jennett*
    - **5.5.** TAMC Policy of the Collection of Roadway Surface Condition Data – *Start* *(Attachment 4)*
    - **5.6.** 2020-2022 TAMC Work Program – *Start /Belknap* *(Action Item)* *(Attachment 5)*
    - **5.7.** Methods to Promote Data Entry of 3 Year Planned Projects in the IRT – *Start/Jennett*

6. **Public Comments**

7. **Member Comments**

8. **Adjournment:** *Next meeting September 4, 2019 at 10:30 AM – Aeronautics 2nd Floor Commission Room, 2700 Port Lansing Rd., Lansing, MI*

Chair: Jon Start, MTPA – Vice Chair: Gary Mekjian, MML
Derek Bradshaw, MAR – Rob Surber, MCSS – Todd White, MDOT

TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
July 10, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

**Frequently Used Acronyms Attached

Members Present:

Derek Bradshaw, MAR, via Telephone
Jonathan Start, MTPA/KATS – Chair

Gary Mekjian, MML
Todd White, MDOT

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP, via Telephone
Dave Jennett, MDOT
Gloria Strong, MDOT

Roger Belknap, MDOT
Cheryl Granger, DTMB/CSS
Craig Newell, MDOT

Members Absent:

Rob Surber, DTMB/CSS

Public Present:

None

1. Welcome – Call-to-Order – Introductions:
The meeting was called to order at 10:35 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 10, 2019 Meeting Minutes (Attachment 1)

    Motion: G. Mekjian made a motion to approve the April 10, 2019 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 and did a quick review of the July 2, 2019 TAMC Budget Expenditure Report.

5. Review and Discussion Items:
    5.1. – TAMC Conferences – G. Strong/G. Mekjian
    The TAMC 2019 Fall Conference will be held October 30, 2019 at the Holiday Inn of Marquette. TAMC and the American Public Works Association (APWA) are also planning to hold another collaborative conference in Spring 2020. G. Mekjian informed the Council that APWA plans to hold the conference again at the Treetop Resort in Gaylord, Michigan. There were several comments on the May 22, 2019 TAMC/APWA Spring Conference post-conference attendees survey regarding Treetops that ACE Committee will review before making a final decision to hold the TAMC conference at this location.

Action Item: ACE Committee will review the survey results regarding holding the 2020 Spring Conference at Treetops.

5.2. – Draft TAMC Asset Management Plan Template – T. Colling (Attachment 3)

Public Act 325 created new reporting and submission requirements for Asset Management Plans. By 2025, all agencies with 100 or more centerline miles are required to submit an asset management plan that has been approved by their governing body. It is also required that TAMC provide an Asset Management Plan Template by October 1, 2019. T. Colling, MTU, provided a draft Asset Management Plan Template for the committees review and approval. The template fits with the bridge asset management plan. MTU has set the template up in modules to allow easy additions if the Council needs to add more sections to the template. To complete the template, data will be taken from Roadsoft and the MiBridge system, which will automatically fill in sections of the template, which will make it easy for the agencies to complete their required plan. For the Revenue and Resources, they are asked to take the information from the TAMC dashboards. When they get to the city majors/city locals (minor) they ask them to do an average of what they spend. What did you pay and what are you getting for what you are paying for? This is what the plan will show. In the template, for culverts and signals, it currently just asks for a list of their culverts and signals that they may have. For the Gap Requirement they must show the different ways that they make their goals or different ways to use their funds in order to meet their goals. Once TAMC receives their plans: 1) The agencies can look at the local roads goal level, 2) Tells them whether or not they can meet their goal or not, 3) We will have a more complete understanding of the majority of the system., 4) This is a good transparency item for the local officials and the public, 5) It shows where areas are focusing their mix and fixes and what their priorities are, 6) It will show that some agencies do not have goals, 7) It will show that sometimes the expectations of the community are not realistic and give them a platform to take to their elected officials regarding funding needs, and 8) It will show the state of good repair targets and targets that we think we can achieve with their current budget – this is an aspirational goal and a planned achievable realistic goal. The gap analysis will give everyone a more realistic achievable goal and tell them whether or not they can make their aspirational goal. If they are achieving their goal, in the gap analysis portion, they can state that they are meeting their goals but give examples of how to better achieve them next time.

In Public Act 325, agencies are allowed to revise their plan to meet their necessary goals. Local agencies are having short falls in their funding, so it is felt that there is a good chance that they will need to be modified after they submit their plan. A planning goal can be set that is less than the current condition.

An area of concern in Public Act 325, is who is required to review and approve the asset management plans. It was suggested that the agencies self-certify themselves in the IRT by providing the Proof of Acceptance by the Governing Body for the agency, check off the seven requirements (noting where the requirements can be found by page number in the plan), and then check off a statement saying that all requirements are met and the plan is complete. Support staff would then check for the Proof of Acceptance by the Governing Body, check to see if all seven requirements are in the plan as certified by the agency, then check off in the IRT that TAMC support staff has reviewed the plan and found the plan in compliance/non-compliance. The TAMC support staff would then provide a status report of all plans submitted in the IRT to the Council. The Act specifically states that the plan must be reviewed by the Council, and that if the Council does not approve the plan, it will go to MDOT and then MDOT will review the plan. To assure TAMC is adhering to the law, T. White will check with the Attorney General's Office for clarification and guidance as to who must review the plans.

Motion: G. Mekjian made a motion for the ACE Committee to forward the Draft Asset Management Template on to full Council for their review and comments; T. White seconded the motion. The motion was approved by all members present.

Action Item: T. White will seek the advice of the Attorney General's Office regarding the agencies self-certifying their asset management plans and TAMC MDOT support staff giving the final approval of the plans in the IRT and report back to the Council.

5.3. – Draft TAMC Policy for the Submittal and Review of Asset Management Plans- R. Belknap (Attachment 4)

R. Belknap provided to the committee a draft of the TAMC Policy for the Submittal and Review of Asset Management Plans for Roads, Bridges and Transportation Infrastructure Pursuant to Public Act 325 of 2018 and Public Act 338 of 2006, dated April 5, 2019. All updates submitted by the Council and support staff have been added to the draft. TAMC support staff will continue to work with Act 51 staff, who has also reviewed and approved the draft policy. This policy will also be used as a guidance document for the locals.

If an agency does not complete the steps for the asset management plan submittal, they are out of compliance and may not be able to continue to get funding until they meet the requirement. MDOT will send the agency a letter of non-compliance and inform them of what is missing and inform the agency of what is needed to become compliant. The agency will be given a deadline in which to make the changes. If the agency still does not complete the necessary requirements, funding will be withheld.

Motion: T. White made a motion for the April 5, 2019 Draft of the TAMC Policy for the Submittal and Review of Asset Management Plans go on to the full Council for their review and approval with the understanding that more discussions will need to be had on aspirational goals; G. Mekjian seconded the motion. The motion was approved by all members present.

5.4. – TAMC Policy of the Collection of Roadway Surface Condition Data – J. Start (Attachment 5)

This item will be tabled until the next meeting. J. Start noted changes that still needed to be made to the policy.

Action Item: R. Belknap will review the policy to assure all corrections have been made, specifically regarding the three-year certification.

5.5. – Draft 2020-2022 TAMC Work Program/Budget – J. Start/R. Belknap – (Attachment 6)

R. Belknap has updated the TAMC Work Program based upon discussions at the June 5, 2019 TAMC Strategic Planning Session. The Council and all council committees will need to review their section in the drafted work program. The ACE Committee did a quick review of their section and has requested that support staff also review to see if there are any concerns or changes that they feel should be made. The Committee would like to create a process for when and how TAMC creates its budget from the work program. A conference call with ACE Committee members will be held prior to the next committee meeting in August to discuss the ACE Committee Goals and Objectives from the draft TAMC Work Program (pages 11-13). The 2020-2022 TAMC Work Program must be finalized and approved by full Council no later than October.

Motion: G. Mekjian made a motion that subject to all committees reviewing their sections of the draft work program and after their review, the final draft work program may be forwarded to the full Council for review and comment; T. White seconded the motion. The motion was approved by all members present.

Action Item: MDOT support staff must review pages 11-13 (ACE Committee section) of the drafted work program to assure they will not have any problems with assisting the committee in meeting those tasks.

6. Public Comments:
None

7. Member Comments:
None

8. Adjournment:

The meeting adjourned at 12:07 p.m. The next meeting will be held August 7, 2019 at 10:30 a.m., 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	ADULTS 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
DI	DISTRESS INDEX
ESC	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 21ST 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

Michigan Transportation Asset Management Council

	(most recent invoice date)	FY17 Budget $	FY17 Actual Spent	Balance	FY18 Budget $	FY18 Actual Spent	Balance	FY19 Budget $	FY19 Year to Date Spent	Balance	FY20 Budget $
I. Data Collection & Regional-Metro Planning Asset Management Progam											
Battle Creek Area Transportation Study	3 QTR 19	20,000.00	15,444.03	4,555.97	20,500.00	20,213.36	286.64	20,500.00	6,100.76	14,399.24	20,500.00
Bay County Area Transportation Study	2 QTR 19	20,000.00	10,794.42	9,205.58	21,100.00	8,028.84	13,071.16	21,100.00	8,655.16	12,444.84	19,900.00
Central Upper Peninsula Planning and Development	2 QTR 19	40,471.00	40,471.00	-	47,000.00	47,000.00	-	47,000.00	9,487.29	37,512.71	50,000.00
East Michigan Council of Governments	June	95,995.00	80,092.75	15,902.25	111,000.00	81,559.65	29,440.35	111,000.00	55,886.10	55,113.90	108,000.00
Eastern Upper Peninsula Regional Planning & Devel.	3 QTR 19	20,000.00	20,000.00	-	23,100.00	23,100.00	-	23,100.00	10,522.89	12,577.11	25,000.00
Genesee Lapeer Shiawasse Region V Planning Com.	May	39,423.00	37,172.06	2,250.94	46,000.00	45,954.99	45.01	46,000.00	4,219.38	41,780.62	46,000.00
Grand Valley Metropolitan Council	3 QTR 19	20,000.00	18,974.64	1,025.36	25,000.00	12,060.69	12,939.31	25,000.00	9,869.35	15,130.65	24,000.00
Kalamazoo Area Transportation Study	3 QTR 19	20,000.00	19,128.11	871.89	22,000.00	21,588.77	411.23	22,000.00	11,553.11	10,446.89	22,000.00
Macatawa Area Coordinating Council	3 QTR 19	20,000.00	7,405.66	12,594.34	20,200.00	9,575.57	10,624.43	20,200.00	4,622.68	15,577.32	19,000.00
Midland Area Transportation Study	2 QTR 19	20,000.00	17,660.54	2,339.46	21,000.00	20,857.81	142.19	21,000.00	1,680.88	19,319.12	21,000.00
Northeast Michigan Council of Governments	June	43,426.45	43,426.45	-	52,200.00	52,200.00	-	46,000.00	32,318.91	13,681.09	51,000.00
Networks Northwest	2 QTR 19	61,316.00	61,316.00	-	72,000.00	71,915.46	84.54	72,000.00	15,097.56	56,902.44	75,000.00
Region 2 Planning Commission	2 QTR 19	37,940.00	24,743.56	13,196.44	42,000.00	29,362.33	12,637.67	42,000.00	12,472.00	29,528.00	40,000.00
Saginaw County Metropolitan Plannning Commission	3 QTR 19	20,000.00	11,585.29	8,414.71	22,200.00	22,000.00	200.00	22,200.00	11,475.89	10,724.11	21,000.00
Southcentral Michigan Planning Commission	3 QTR 19	53,162.00	36,915.67	16,246.33	57,300.00	37,137.28	20,162.72	57,300.00	15,280.62	42,019.38	55,000.00
Southeast Michigan Council of Governments	May	135,680.00	135,679.60	0.40	174,000.00	174,000.00	-	174,000.00	64,567.66	109,432.34	174,000.00
Southwest Michigan Planning Commission	3 QTR 19	37,030.00	37,030.00	-	41,000.00	41,000.00	-	41,000.00	14,315.05	26,684.95	41,000.00
Tri-County Regional Planning Commission	3 QTR 19	33,786.00	33,786.00	-	40,000.00	21,680.54	18,319.46	40,000.00	15,926.00	24,074.00	40,000.00
West Michigan Regional Planning Commission	June	82,467.00	82,467.00	-	91,000.00	74,351.07	16,648.93	91,000.00	45,865.37	45,134.63	88,000.00
West Michigan Shoreline Regional Development Com.	June	46,781.56	46,145.01	636.55	54,000.00	51,333.45	2,666.55	54,000.00	26,932.33	27,067.67	54,000.00
Western Upper Peninsula Regional Planning & Devel.	2 QTR 19	34,867.00	34,847.53	19.47	40,000.00	40,000.00	-	40,000.00	11,521.12	28,478.88	42,000.00
MDOT Region Participation & PASER Quality Control	7/13/19	62,750.00	85,337.50	(22,587.50)	80,000.00	52,914.97	27,085.03	91,440.00	82,322.29	9,117.71	80,000.00
Fed. Aid Data Collection & RPO/MPO Program Total		**965,095.01**	**900,422.82**	**64,672.19**	**1,116,400.00**	**957,834.78**	**158,565.22**	**1,116,400.00**	**470,692.40**	**645,707.60**	**1,116,400.00**
II. PASER Data Collection (Paved, Non-Federal-Aid System)											
PASER PNFA Data Collection Total		**40,760.39**	**40,760.39**	**-**	*(FY18 PNFA Moved Into Data Collection Program Above)*			*(FY19 PNFA Moved Into Data Collection Program Above)*			*(FY20 PNFA Move*
III. TAMC Central Data Agency (MCSS)											
Project Management	7/31/19	37,800.00	$40,064.00	(2,264.00)	42,000.00	46,585.00	(4,585.00)	60,000.00	63,023.00	(3,023.00)	380,000.00
Data Support /Hardware / Software	7/31/19	60,200.00	$58,833.00	1,367.00	68,800.00	67,800.00	1,000.00	55,000.00	15,075.00	39,925.00	-
Application Development / Maintenance / Testing	7/31/19	83,280.00	$78,238.00	5,042.00	114,475.00	115,250.00	(775.00)	135,000.00	76,475.00	58,525.00	-
Help Desk / Misc Support / Coordination	7/31/19	66,600.00	$65,652.00	948.00	70,200.00	68,200.00	2,000.00	61,900.00	43,225.00	18,675.00	-
Training	7/31/19	27,600.00	$29,133.00	(1,533.00)	34,950.00	24,850.00	10,100.00	28,660.00	17,110.00	11,550.00	-
Data Access / Reporting	7/31/19	47,155.00	$45,696.00	1,459.00	49,575.00	52,175.00	(2,600.00)	38,000.00	23,125.00	14,875.00	-
FY17 Off Budget: IRT Re-write - $241,000	9/30/17	241,040.00	260,023.00	(18,983.00)							
TAMC Central Data Agency (MCSS) Total		**322,635.00**	**317,616.00**	**5,019.00**	**380,000.00**	**374,860.00**	**5,140.00**	**378,560.00**	**238,033.00**	**140,527.00**	**380,000.00**
IV. TAMC Training & Education (MTU) Calendar Year Z1	6/22/19	**210,000.00**	**208,658.90**	**1,341.10**	**235,000.00**	**234,534.14**	**465.86**	**220,000.00**	**103,618.47**	**116,381.53**	**220,000.00**
V. TAMC Activities (MTU) Z15/R1	6/22/19	**70,000.00**	**60,253.50**	**9,746.50**	**115,000.00**	**114,089.32**	**910.68**	**120,000.00**	**38,845.06**	**81,154.94**	**120,000.00**
VI. TAMC Expenses											
Fall Conference Expenses	12/11/18	6,000.00	8,312.40		10,000.00	7,269.00		10,000.00	7,507.40		10,000.00
Fall Conf. Attendence Fees + sponsorship Fees	12/11/18	-	2,625.00		-	4,405.00		-	6,755.00		-
Net Fall Conference	12/11/18	8,625.00	8,312.40	312.60	14,405.00	7,269.00	7,136.00	16,755.00	7,507.40	9,247.60	-
Spring Conference Expenses	6/27/19	8,000.00	6,721.80	-	3,800.00	7,439.36		10,000.00	-		10,000.00
Spring Conf. Attendence Fees + sponsorship Fees	6/27/19	-	6,140.00		-	8,350.00		-	9,790.00		-
Net Spring Conference	6/27/19	14,140.00	6,721.80	7,418.20	12,150.00	7,439.36	4,710.64	19,790.00	8,562.18	11,227.82	10,000.00
Other Council Expenses	7/9/19	3,915.29	8,483.24	(4,567.95)	10,000.00	7,301.72	2,698.28	10,000.00	4,131.10	5,868.90	10,000.00
TAMC Expenses Total		**26,680.29**	**23,517.44**	**3,162.85**	**36,555.00**	**22,010.08**	**14,544.92**	**46,545.00**	**20,200.68**	**26,344.32**	**20,000.00**
VII. Culvert Pilot Project											
Central Data Agency (MCSS)	10/16/18	-	-	-	15,000.00	9,312.00	5,688.00	25,000.00	-	-	-
MTU Project Management & Training	1/2/19	-	-	-	172,100.00	172,100.00	-	15,000.00	-	-	15,000.00
TAMC Administration & Contingency	11/7/18	-	-	-	84,438.00	-	84,438.00	-	-	-	-
Central Upper Peninsula Planning and Development	3 qtr 18	-	-	-	88,641.00	51,909.64	36,731.36	-	-	-	-
East Michigan Council of Governments	SEPT	-	-	-	328,607.00	259,229.13	69,377.87	-	-	-	-
Eastern Upper Peninsula Regional Planning & Devel.	4 qtr 18	-	-	-	5,688.00	5,034.70	653.30	-	-	-	-
Genesee Lapeer Shiawasse Region V Planning Com.	SEPT	-	-	-	124,909.00	54,266.60	70,642.40	-	-	-	-
Grand Valley Metropolitan Council	4 qtr 18	-	-	-	77,782.00	69,733.25	8,048.75	-	-	-	-
Kalamazoo Area Transportation Study	SEPT	-	-	-	50,402.00	15,879.64	34,522.35	-	-	-	-
Northeast Michigan Council of Governments	SEPT	-	-	-	33,506.00	21,781.96	11,724.04	-	-	-	-
Networks Northwest	SEPT	-	-	-	184,513.00	163,641.05	20,871.95	-	-	-	-
Region 2 Planning Commission	3 qtr 18	-	-	-	54,900.00	22,776.80	32,123.20	-	-	-	-
Southcentral Michigan Planning Commission	SEPT	-	-	-	93,456.00	36,137.17	57,318.83	-	-	-	-
Southeast Michigan Council of Governments	SEPT	-	-	-	87,644.00	45,757.96	41,886.04	-	-	-	-
Southwest Michigan Planning Commission	4 qtr 18	-	-	-	101,849.00	67,138.17	34,710.83	-	-	-	-
Tri-County Regional Planning Commission	4 qtr 18	-	-	-	47,587.00	6,962.44	40,624.56	-	-	-	-
West Michigan Regional Planning Commission	SEPT	-	-	-	241,511.00	181,441.39	60,069.61	-	-	-	-
West Michigan Shoreline Regional Development Com.	SEPT	-	-	-	144,238.00	89,092.30	55,145.70	-	-	-	-
Western Upper Peninsula Regional Planning & Devel.	4 qtr 18	-	-	-	63,229.00	46,960.41	16,268.59	-	-	-	-
Culvert Pilot Project Total		**-**	**-**	**-**	**2,000,000.00**	**1,319,154.62**	**680,845.38**	**40,000.00**	**-**	**40,000.00**	**-**
Total Program		**1,635,170.69**	**1,233,613.05**	**83,941.64**	**3,882,955.00**	**3,022,482.94**	**860,472.06**	**1,921,505.00**	**871,389.61**	**1,050,115.39**	**1,856,400.00**
Appropriation		**1,626,400.00**		**5.13%**	**3,876,400.00**		**22.16%**	**1,876,400.00**		**54.65%**	**1,876,400.00**

Michigan
Transportation Asset
Management Council

Memo

To: TAMC ACE Committee

From: Roger Belknap, TAMC Coordinator

Date: August 2, 2019

Re: TAMC Policy for Collection of Roadway Surface Condition Data

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Recommendation for the TAMC ACE Committee
No Action is necessary at this time.

Background
TAMC Support Staff was asked to confirm that the TAMC Policy for the Collection of Roadway Surface Condition Data has been updated to reflect council's action taken on March 6, 2019. The approved updates included two items:
1. Metropolitan Planning Organizations and Regional Planning Organizations are required to send at least one member of the planning agency to attend the PASER/IBR training;
2. Certified raters are required to attend on-site training every fourth year and recertify by taking the certification exam.

Page 3 of the policy contains the language as follows:
- RPO/MPO representatives are required to send at least one member of staff to attend PASER and IBR training events every year. Other RPO/MPO staff members can apply for certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

Page 4 of the policy contains the language as follows:
- Certified raters are required to attend on-site PASER training every fourth year and recertify by taking the certification exam.

Attachments with Agenda Packet
Attachment 4 is the TAMC Policy for the Collection of Roadway Surface Condition Data, as approved by TAMC 3-6-19.

Summary
Support Staff hereby confirms that the requested changes approved by TAMC on 3-6-19 have been incorporated into the TAMC Policy for the Collection of Roadway Surface Condition Data.

Policy for Collection of Roadway Surface Condition Data

The Transportation Asset Management Council adopted this policy on March 6, 2019.

Introduction:
The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid eligible and Non-Federal Aid eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities.

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Michigan Department of Transportation (MDOT) shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction. Additionally, procedures and requirements developed and presented by the TAMC shall, at a minimum, include the areas of training, data storage and collection, reporting, development of a multiyear program, budgeting and funding, and other issues related to asset management.

The TAMC has given the responsibility of managing the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs.

This policy applies to the collection of roadway surface condition data on:
- Federal-aid (FA) eligible network of public roads and streets using the Pavement Surface Evaluation and Rating system (PASER),
- Non-Federal-aid (NFA) eligible network of public roads and streets using the PASER system, and
- Unpaved roads and streets on either the FA or the NFA networks using the Inventory Based Rating™ (IBR) system.

Rating Teams
> NOTE: Refer to the *PASER Training/Certification* Requirements section of this policy for training and certification requirements.

Data collection logs MUST contain rating team members' or observers' names and agencies, mileage, rating dates, and rating times. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

FA Rating Teams
Rating teams must be comprised of a minimum of three raters: one (1) member from MDOT, one (1) member from the RPO/MPO and one (1) member/representative from the Act 51 road agency being rated (County, City/Village). All of these members must meet the training and/or certification requirements.

Additional participants may be included however, they must meet the training/certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO for their effort. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

NFA Rating Teams

a. If TAMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TAMC's state wide database:

The Act 51 road agency may establish their own collection schedule and collect data on their NFA network.

The rating team shall consist of a minimum of one rater: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

b. If TAMC reimbursement is being requested:

Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection.

Road agencies must submit a written request for reimbursement; the request should include the miles of NFA rated and the total estimated cost (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

The RPO/MPO decision on what requests for reimbursement are approved will consider:
- available budget,
- absence or age of the NFA data that will be collected,
- last year of reimbursement to the road agency for that NFA data set. No more frequently than once every three [3] years,
- rating team members' training and/or certification status

The rating team shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

PASER Training/Certification Requirements:
Training:
- Any rater who participates in the PASER data collection and influences the rating activity <u>MUST</u> attend an on-site PASER training in the same year the data collection occurs.
- New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) <u>MUST</u> attend one (1) supplemental PASER webinar training session in addition to attending one (1) on-site session.
- Individuals who are PASER Certified Raters are exempted from on-site training as defined in PASER Certification Eligibility Requirements section of this policy.
- Any rater who participates in the data collection for unpaved roads shall attend IBR training within three years of the year IBR data collection is conducted.
- New IBR raters (never attended IBR training before) and seasoned raters (who did not attend IBR training within three calendar years of the IBR data collection) <u>MUST</u> attend one (1) IBR training session.
- RPO/MPO representatives are required to send at least one member of staff to attend PASER and IBR training events every year. Other RPO/MPO staff members can apply for certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

Certification Eligibility Requirements:
To be considered a candidate to take the PASER certification exam the rater must meet the following criteria:

- All raters: Six (6) or more years (not including current year) of attendance of PASER on-site training as verified through the Center for Technology & Training (CTT) records.
- Raters who are licensed professional civil engineers: Three (3) or more years (not including current year) of attendance of PASER on-site training as verified through CTT records.
- Raters who actually rated a portion of their road network during TAMC collection for the same number of years trained (not including current year). This will be verified by a signed letter from the individual stating their rating experience.
- Raters who attended the annual TAMC PASER on-site training portion of the workshop as well as the examination administration portion of the workshop.

Certification Exam:
- The written certification exam will be administered at the on-site sessions of PASER training to eligible candidates.
- Raters must pass the written certification exam during the on-site training sessions. The passing score is 70% correct or will be adjusted using the normal distribution (bell curve) of the scores depending on the difficulty of the exam questions at the discretion of CTT staff.
- Raters who do not pass the certification exam will be able to attend another on-site PASER training session and retake the exam as many times in one year as space and CTT administration allows.
- The TAMC will hold exam results and exam questions as documents that are not open to the public without a freedom of information act request to prohibit development of files of exam questions that can be used to memorize facts rather than learning concepts.

There is no current certification exam for IBR (unpaved road) data collection.

Certification Responsibilities:
- Certified raters are required to attend on-site PASER training every fourth year and recertify by taking the certification exam.
- Certified raters are required to attend an organizational webinar for updates to business rules and changes to the data collection process as necessary. This webinar is required to keep certified raters informed of new guidance in the program and provides raters with an opportunity to interact with TAMC members.

MDOT Region Representative Responsibilities

NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source for the TAMC.
- Ensuring that a trained and/or certified MDOT rater participates on the rating team for the annual FA data collection.
- Providing an MDOT vehicle for the annual FA data collection.
- Ensuring non-MDOT members of rating team are provided with State of Michigan travel and reimbursement rate schedules at the start of the rating season.

RPO/MPO Regional Coordinator Responsibilities

NOTE: Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for the TAMC.
- Establishing the data collection schedule and coordinating the dates for FA road rating with the respective rating teams.

  NOTE: The TAMC outlines policies for the data collection cycle schedule as well as first and last days of annual data collection in the *Data Collection* section.

- Ensuring/verifying the rating team has the required number of trained and/or certified raters from the Act 51 road agency(ies) collecting the road surface condition data (see the *Rating Teams* and the PASER Training/Certification Requirements sections of this policy for more information).
- Ensuring daily data collection logs which <u>MUST</u> contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
- Verifying/checking the miles of road surface condition data collected.
- Performing quality control checks of the data collected.

  NOTE: The RPO/MPO Regional Coordinator MUST review the collected data—looking for missing entries (zeros), valid surface type, missing surface type, valid number of lanes, missing lane information, and large increases/decreases in PASER scores for road segments that have had no treatments—before sending it to the Center for Shared Solutions (CSS).

- Ensuring that the completed PASER data export file is the correct file type and submitting the PASER data export file to the CSS (see the *Data Submission/Standards* section of this policy for more information).
- Submitting RPO/MPO invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts,

quality control, and data submission activities. Including copies of daily collection logs and any other backup information as attachments to the invoice.

Data Collection

- FA data collection must be completed in a two- (2) year cycle for the entire FA network.
- NFA data collection is encouraged with or without TAMC reimbursement.
- Each rating team must complete the following logs when being reimbursed for their work:
  - Daily data collection logs which <u>MUST</u> contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
  - Prepare a list that includes rater's names and agencies, as well as the certification that all raters were appropriately trained/certified.
- Data collection on paved roads must be consistent with the current *TAMC PASER Training Manual*, the *Sealcoat Revised Rating Guide for Michigan,* and, when appropriate, the *Asphalt, Concrete,* and *Sealcoat PASER Manuals* (accessible at http://michiganltap.org/paser-resources).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the *IBR Field Guide*.
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday in April of each year; the last day for data collection shall be the last Friday in November of each year.

Data Submission/Standards

- FA/NFA data collected is to be submitted to the CSS by the RPO/MPO Regional Coordinator, who will submit the data following quality assurance and quality control guidelines.
- The export file from Roadsoft MUST be in a shapefile format; exports containing text files are not accepted. See the current *TAMC PASER Training Manual* (accessible at http://michiganltap.org/paser-resources) for additional information**.**
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the first Friday of December.

Reimbursement

Note: Act 51 road agencies must receive prior authorization from the RPO/MPO for reimbursement for NFA data collection. Please refer to the earlier section on NFA Rating Teams: b. If TAMC reimbursement is being requested section.

The TAMC has given the responsibility of managing portions of the TAMC work program to the RPO/MPOs. The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TAMC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TAMC.
- Rating team members who represent Act 51 (county, city, or village) road agencies will be reimbursed, for FA data collection and, with prior authorization, for NFA data collection

activities, and for expenses directly related to the data collection effort (i.e., time, travel, meals, vehicle) via annual RPO/MPO project authorization with the TAMC. The TAMC will not directly reimburse Act 51 road agencies. Act 51 road agencies shall submit invoices and supporting information to the RPO/MPO for costs associated with PASER data collection that has been authorized by the RPO/MPO. The RPO/MPO will request payment from MDOT and subsequently reimburse the road agency following receipt of payment from MDOT.

- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 road agency's associated cost invoice(s) detailing expenses directly related to data collection (i.e., time, travel and/or meal reimbursements), and data submission activities. Time, travel and/or meal reimbursements will be processed according to State of Michigan travel and meal rates. Copies of daily collection logs and any other backup information will be included as attachments to the invoice.

If you have any questions relating to this policy, please contact:
TAMC Asset Management Coordinator
Michigan Department of Transportation
P.O. Box 30050, 425 W. Ottawa Street
Lansing, MI 48909
(517) 335-4580
www.michigan.gov/tamc

Michigan
Transportation Asset
Management Council

Memo

To: TAMC ACE Committee

From: Roger Belknap, TAMC Coordinator

Date: August 2, 2019

Re: 2020-2022 TAMC Work Program

Recommendation for the TAMC ACE Committee
Consideration of approving the ACE Committee Goals and Objectives as written in the 2020-2022 TAMC Strategic Work Program DRAFT 2 document found on pages 11-13.

Background
TAMC will be considering adoption of the 2020-2022 TAMC Strategic Work Program at the September 4, 2019 TAMC meeting. Prior to this adoption, each TAMC committee has been asked to establish the Goals and Objectives for their respective committees.

In order to plan for the FY2021 TAMC Budget and for TAMC-related contracts, TAMC should have an approved Strategic Work Program in place prior to the start of FY2020, which starts October 1, 2019.

The ACE Committee reviewed the language of its Goals and Objectives section at the July 10, 2019 meeting. An additional conference call was held on July 23 among members for further conversation about these items.

Attachments with Agenda Packet
Attachment 5 is Draft 2 of the 2020-2022 TAMC Strategic Work Program; pages 11-13 contain the ACE Committee Goals and Objectives.

DRAFT 2

Strategic Work Program

Michigan Transportation Asset Management Council

Chair: Joanna Johnson, CRA: Vice-Chair: Bill McEntee, CRA: Gary Mekjian, MML:
Bob Slattery, MML: Jon Start, MTPA: Todd White, MDOT: Brad Wieferich, MDOT:
Christopher Bolt, MAC: Derek Bradshaw, MAR: Jennifer Tubbs, MTA: Rob Surber, MCSS

Table of Contents

TAMC Overview

The Transportation Asset Management Council (TAMC) is expanding the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges through coordination and collaboration among state and local transportation agencies. The Council's activities include surveying and reporting the condition of roads, bridges, and surface transportation system by functional classification categories and assessing completed and planned investments in roads and bridges. TAMC also supports the development of appropriate asset management methodologies and provides education and training on the benefits of developing road improvement programs using asset management principles and procedures. A key component for the TAMC is providing value to transportation agencies for training, education, reporting and analysis.

TAMC is comprised of professionals from county road agencies, cities, township officials, regional and metropolitan planning organizations, and state transportation department personnel. The Council reports directly to the Michigan Infrastructure Council and is a resource for the State Transportation Commission and the Michigan Legislature. Council members are appointed to 3-year terms. The Center for Shared Solutions (CSS) is the central data storage agency of the Council and serves as a non-voting member. The activities of the Council are supported by the TAMC Coordinator and Michigan Department of Transportation (MDOT).

Vision: A national leader, promoting asset management principles and practices, to guide investment decisions among Michigan's Transportation Agencies

Mission: To develop and support excellence in managing Michigan's Transportation assets by:

1. Advising the Legislature, the State Transportation Commission (STC), the Michigan Infrastructure Council (MIC), Transportation Committees, and others
2. Promoting Asset Management Principles
3. Providing tools and practices for road agencies
4. Collaborate and coordinate with Water Asset Management Council (WAMC) and other asset owners

Purpose

The purpose of this work program is to provide guidance on the strategies, financial and tactical tasks associated with carrying out the TAMC program as required under Michigan law. The work program also provides tactical objectives directing the various committees, contractors, support staff and program partners for the timeframe of –2020-2022.

TAMC Legislation and Public Act 51

TAMC was formed under Public Act (PA) 499 of 2002 followed by several amendments, including PA 338 of 2006, PA 199 of 2007, PA 257 of 2010, PA 298 of 2012, PA 506 of 2012, PA 323 and PA 325 of 2018. PA 499 of 2002 established TAMC as an organization with membership and staffing within MDOT and created the responsibility to prepare an annual report detailing its activities during the previous year and plans for upcoming years. Initially, under PA 499 TAMC was accountable to the State Transportation Commission; in 2018 this changed under PA 323, where the Michigan Infrastructure Council would have oversight responsibility of TAMC as well as the Water Asset Management Council (WAMC).

The TAMC's current list of statutory responsibilities includes:
- Advising the State Transportation Commission (STC) on a statewide asset management strategy (MCL 247.659a(2));
- Advising the STC on the processes and necessary tools needed to implement asset management strategies on a statewide basis, beginning with the federal-aid eligible highway system and, once completed, continuing with the county road and municipal systems, in a cost-effective, efficient manner (MCL 247.659a(2));
- Developing such procedures and requirements as are necessary for the administration of the asset management process, including (MCL 247.659a(5));
  - Data collection
  - Data storage and accessibility
  - Training
  - Reporting
  - Development of a multi-year program,
  - TAMC budgeting and annual funding requests
  - Addressing other issues related to asset management that may arise from time to time.
- Adopting quality control standards and protocols consistent with any existing federal requirements and regulations and existing government accounting standards;
- Setting requirements for asset management plans prepared by counties, cities, and villages (MCL247.663(13)(6));
- Working with the Michigan Department of Transportation (MDOT) and all other road agencies in the state to develop and implement a pavement management system for all federal-aid eligible roads in Michigan (MCL 247.651g);
- Allowing road agencies in the state to link to the TAMC dashboards to improve government transparency as it relates to transportation infrastructure (P.A. 257);
- TAMC is also permitted, under the act, to appoint technical advisory panels, made up of representatives from the transportation construction associations and related transportation road interests (MCL 247.659a(6));
- TAMC is permitted to direct the technical advisory panel to research issues, or it can assign projects to the panel that would assist in the development of statewide

policies. The technical advisory panel's recommendations are considered advisory only and not binding on TAMC (MCL 247.659a).

- TAMC is required to provide an annual report no later than May 2 of every year describing the current state of Michigan's roads and bridges and describing the activities of TAMC during the previous year. At a minimum, the annual report is to be delivered to the STC, the Senate Majority Leader, the Speaker of the House, and the Chairs of the House and Senate Transportation Committees (MCL 247.659a(9)).

TAMC also plays a variety of roles that support and promote the asset management process. These roles include:

- Communication conduits to and from the constituent organizations, ensuring that the needs and concerns of the various stakeholder organizations are aired during TAMC deliberations, and that TAMC decisions and policies are then shared with, and when necessary, discussed with those same organizations.
- Ensuring that certain activities prescribed in the authorizing legislation are completed in accordance with that legislation (MCL 247.659a).
- Ensuring that any additional activities undertaken by the TAMC are completed within the timeframe and budget established by the TAMC, and accordance with the overall intent of the authorizing legislation.

Appendix B contains Public Act 51 legislation as amended into Michigan Codified Law.

Appropriation & Budget
Once established in Michigan Compiled Law in 2002, TAMC was provided an appropriation of $1,626,400 from the Michigan Transportation Fund (MTF). This amount remained consistent until 2017 when TAMC made a request for an additional $250,000. The State of Michigan fiscal year budget of 2018 provided $1,876,400 to TAMC. At this time, it is anticipated that the FY2020 TAMC budget will be based upon $1,876,400 for revenues.

In January of 2018, a second appropriation of $2,000,000 was provided to TAMC out of the State of Michigan's Infrastructure Fund. Under House Bill 4320 (S-3), a supplemental appropriation was given to TAMC for the purpose creating a pilot project for the collection of data and the evaluation of culverts owned by local transportation agencies within Michigan. This appropriation will not be continued in FY2020, however funds still remain from this initial allocation.

Appendix C contains the TAMC financial and budget report. This report also includes the expenditures and fund balance from the 2018 supplemental appropriation for the culvert pilot project.

TAMC Organizational Structure

The TAMC was created to promote asset management principles and the asset management process, and the legislation designates that TAMC members are appointed by various public stakeholder organizations within the transportation community. This requires a series of well-orchestrated and coordinated efforts, carried out by a multitude of actors and organizations in both a formal and informal manner. What follows is a high-level description of the formal entities that have roles and responsibilities for administration of the TAMC, the TAMC Work Program, the various technical and contractual assistance provision and ongoing operational support staff required to perform TAMC's statutory reporting and various defined and undefined roles.

Note: These descriptions are intended to be summaries and are not an exhaustive reporting of all aspects of TAMC coordination.

TAMC - Council

From the formal legislation that created TAMC and responsibilities it charged TAMC with completing, it can be inferred that TAMC members are expected to attend and participate in meetings of the organization, to chair and/or serve on at least one committee and/or subcommittees of the organization, and such other responsibilities as are assigned and necessary for the organization to achieve its goals (by-laws). TAMC and committee chairs are expected to work with the TAMC support staff to prepare agendas for their meetings and to arrange for speakers, exhibits, and/or presentations on topics of interest to the committee or TAMC.

Michigan Compiled Law defines the council representation and partner organizational membership. Currently, TAMC shall consist of 10 voting members approved by the MIC. The council shall include 2 members from the county road association of Michigan, 2 members from the Michigan municipal league, 2 members from the state planning and development regions, 1 member from the Michigan townships association, 1 member from the Michigan association of counties, and 2 members from MDOT. Nonvoting members shall include 1 person from the Central Data Storage Agency (CDSA) or office selected as the location for central data storage.

It is the responsibility of each member organization to seek out qualified individuals for nomination to the TAMC. Once the nomination is received, it must be acted upon by the MIC. The position of the CDSA shall be nonvoting and shall be for as long as the agency continues to serve as the data storage repository. All terms for TAMC members shall be for 3 years, except for the MDOT and central data storage agency representatives.

The chairperson shall be selected from among the voting members of the council. All voting members of the TAMC are eligible to be Chairperson or Vice- chairperson of the TAMC. The Chairperson and Vice-chairperson's Terms of Office shall be three years. Officers may be reelected to additional terms by the TAMC. Terms may be consecutive. Elections for

Chairperson and Vice-chairperson of the TAMC shall be held during the September TAMC meeting in the last year of the 3-year term or as needed to fill a vacant officer position. Election shall be by a majority vote of the attending voting TAMC members during a regular TAMC meeting where a quorum is present. It is the responsibility of the Chairperson to chair monthly meetings, publicly represent the TAMC and speak on its behalf. It is the responsibility of the Vice-chairperson to perform these duties in the absence of the Chairperson. If the Chairperson or Vice-chairperson fails to meet this responsibility, the voting membership of TAMC may dismiss the Chairperson or Vice-chairperson by majority vote.

TAMC- Committees

At a minimum, each voting member shall serve on one TAMC Committee. The TAMC Chairperson shall select TAMC members for each committee. Member assignments may be reviewed and changed by the TAMC Chairperson as necessary during the Chairperson's term of office. Each committee of the TAMC shall have a Chairperson and a Vice-chairperson selected by majority vote of the voting membership of each Committee. Each committee Chairperson and Vice-chairperson shall serve a 3-year term. In the absence of the committee Chairperson, the committee Vice-chairperson shall manage the committee meetings. Any committee may include for support, technical, or other reasons; non-TAMC members as non-voting advisory participants in the committees.

The TAMC has three permanent committees as follows:
1. Administrative, Communications and Education (ACE Committee): Committee comprised of 3 to 5 TAMC members that advises the TAMC on matters pertaining to training, communications, education and budget.
2. Data Committee: Committee comprised of 3 to 5 TAMC members that advises the TAMC on matters pertaining to data collection, quality, and analysis.
3. Bridge Committee: Committee comprised of 3 to 5 TAMC members that advises the TAMC on matters pertaining to application of asset management principles to bridges and the creation of guidance materials and training program.

The TAMC or the TAMC Chairperson may establish other 'ad hoc' committees as necessary for the operation of the TAMC. Such committees shall operate until the TAMC or TAMC Chairperson disbands them.

Appendix D includes the TAMC member roster, representative organizations, terms of service and committee assignments.

Support Staff

In addition to having two seats on TAMC, MDOT is also directed to provide qualified administrative staff to support the TAMC's functioning. There are a multitude of tasks that are included in the coordination of the TAMC program. At a high level, this includes managing the TAMC work program, providing TAMC with regular updates on progress of the program and

assisting in the periodic creation of new work programs and ensuring that TAMC is fulfilling statutory obligations as defined in legislation and compiled law.

Operationally, support also includes preparations with TAMC Chairperson and Committee Chairpersons for preparations for meeting agendas, scheduling, ensuring compliance with the Open Meetings Act, budgetary, contracting and accounting functions and coordinating TAMC communications with partner agencies, contracting entities as well as the general public. TAMC support staff also coordinate and manage the logistics and facility contracts for conferences, meetings and various other ad-hoc and routine activities. Support staff also ensure adherence to State of Michigan requirements and regulations pertaining to lodging, meals and travel reimbursements for TAMC members, partner organizations and local agency participants.

MDOT also participates in the annual Federal-Aid data collection effort by providing trained staff members for the rating teams. This effort also includes provision of vehicles and coordination with the respective Regional Planning Agency and Metropolitan Planning Organization (RPA/MPO) and local agencies to schedule and collect data.

Lastly, TAMC policy, MDOT contractual guidelines and Act 51 regulation establishes a series of compliance requirements that TAMC contractors and local agencies are subject to follow. Support staff at MDOT have the responsibility to ensure compliance with these Act 51 requirements. This includes reporting of the status of compliance for reporting requirements on an ongoing basis as well as act Program Manager with oversight of technical assistance, training and work program contracts with the CDSA, RPA/MPO contracts and the contracts for training, technical assistance and TAMC-sponsored conferences, meetings and workshops.

Central Data Storage Agency
In addition to having one non-voting seat on TAMC, the CDSA is also responsible for providing a secure data storage facility, ensuring that the data is accessible to the TAMC, the 617 transportation agencies in the state, the 14 regional planning agencies, metropolitan planning organizations and to the greater public. The CDSA is also responsible for the coordination of any activities contracted for with TAMC such as the development, operation and maintenance of TAMC's Investment Reporting Tool (IRT), TAMC's interactive performance dashboards, interactive maps and website. Currently, the CDSA designation for TAMC is the Michigan Department of Technology, Management and Budget's (DTMB) Center for Shared Solutions (CSS).

Appendix E contains the Work Program for CSS.

Technical Assistance – Regional and Metropolitan Planning (RPA/MPO)
In addition to MDOT support staff, the TAMC annually contracts with Michigan's Regional Planning Agencies and Metropolitan Planning Organizations (RPA/MPO) to provide technical assistance related to the promotion of asset management principles, PASER data collection and

other activities within each regional boundary. The TAMC Budget contains annual allocations to the RPA/MPO, and MDOT support staff coordinates and administers the Unified Work Program for asset management. At a high level, RPA/MPO allocations provide funding for training, equipment and data collection expenses incurred by planning staff as well as local agencies that participate in TAMC program activities. RPA/MPO work programs also include provision of technical support to local agencies for asset management plan development, data sharing and assistance with compliance with TAMC and Public Act 51 reporting requirements.

Appendix H contains the Unified Work Program for RPA/MPO; appendix C is the TAMC Budget which includes allocations to each of the RPA/MPO contracts involved with TAMC's program.

Technical Assistance – Michigan Technological University (MTU) Center for Technology & Training (CTT)

As part of its function to provide staff support for TAMC, MDOT has contracted with Michigan Technological University's Center for Technology and Training (CTT) to develop and administer a training program that has the principle components to meet the needs of TAMC's audience as well as prepare participants and certify their competence to perform annual data collection activities. Due to its expertise in managing registrations for the variety of training programs hosted by CTT, MTU also has the roles of registering participants in the TAMC spring and fall conferences, managing the audio/visual tech for the conferences, and collecting and analyzing the feedback from conference participants.

MTU is the creator of the Roadsoft software that was selected by TAMC as the preferred data collection tool for PASER ratings. As the owner of the software, MTU is also responsible for training in the use of Roadsoft, tech support for any issues associated with Roadsoft, coordinating with CSS for the efficient and accurate collection and transfer of TAMC data from Roadsoft to CSS's database, developing new tools that speed and simplify the collection of TAMC data or other data of use by transportation agencies, as well as perform annual updates of the Roadsoft software.

CTT also functions as a technical advisor to TAMC providing insights into current research practices in the field of asset management, and providing explorative, applied research activities to meet the needs of TAMC programs. This includes providing technical briefings, pilot studies or professional opinion when requested.

Appendix F contains the MTU CTT Training contract; appendix G contains the MTU CTT Activities contract.

TAMC Goals & Objectives 2020-2022

Strategic Sessions

On June 6, 2018 TAMC held a Strategic Planning Session to guide TAMC's future work programs and provide direction to the various partner and contractual entities that assist TAMC in the deployment of asset management. After a thorough review of pending legislation, TAMC members revised the Mission Statement and Vision Statement (as found on page 2) as well as debated the potential impacts of the legislation on partner agencies and TAMC. TAMC also reviewed elements identified from both the Regional Asset Management Pilots project and the 21st Century Infrastructure Council Report. Lastly, TAMC also discussed assignments of action items to various TAMC Committees and partners. Outcomes of the June 6, 2018 Strategic Session included a commitment to maintain the program tenants that have been deployed over the last decade.

On June 5, 2019 TAMC held another Strategic Planning Session to review TAMC's goals and priorities in light of recent amendments to Public Act 51, including PA 323, PA 324 and PA 325 of 2018. Again, outcomes of the June 5, 2019 Strategic Session included a commitment to maintain the foundation of the program as well as pursuit of tasks that align TAMC's program with legislative requirements.

TAMC is committed to reviewing priorities, relevant changes in legislation and changes in the transportation landscape. To this end, TAMC will review and update the Work Program on an annual basis. TAMC has targeted the month of June as an appropriate timeframe to hold strategy meetings to ensure budgetary and contractual considerations are met.

TAMC Priorities

PA 499 of 2002 created TAMC and established the structure and organizational membership. Additional legislation thereafter increased reporting requirements for local agencies as well as TAMC. TAMC has monitored these changes and has responded with Work Program updates and priorities to continue progress of the statewide asset management strategy, incorporating updates in technology, industry standards, and changes in public policy and demands for service. The following goals and objectives are the result of TAMC's engagement in these areas during 2018 and 2019.

TAMC Council

Goal 1: Promote the principles of asset management statewide to enhance the productivity of investment in Michigan's roads and bridges through coordination and collaboration among state and local transportation agencies; TAMC will promote and communicate

this statewide strategy with the legislature, MIC, STC and other transportation committees.

Objectives

1. Surveying and reporting the condition of roads and bridges by functional classification and legal system ownership categories.
2. Analyzing completed and planned investments in roads and bridges.
3. Supporting the development of appropriate asset management methodologies.
4. Providing education and training on the benefits of asset management principles and procedures.
5. Additional forecasting to create a statewide strategy built on the basis of a mix of fixes.
6. Coordinate/education and communication activities with the MIC/WAMC.
7. Share information around the world on asset management practices.

Goal 2: Provide fiscal and budgetary accountability for TAMC's budget appropriation as well as all other supplemental appropriations, funding grants and financial resources.

Objectives

1. Develop an annual budget categorized by work program activity, regional allocations for technical assistance and data collection, CDSA operations, contractual funding for technical assistance and activity support as well as TAMC-specific activities.
2. Include TAMC budget as part of annual reporting to MIC, STC and legislature.
3. Report financial status of contracts and TAMC budget status on a monthly basis.
4. Create a consistent timeline for TAMC budget submissions and needs to the MDOT.
5. Create a draft three-year budget plan to match the work program goals.
6. Review and define allocation to our regional partners across the State.

Goal 3: Coordination of asset management with MIC, WAMC and other partner organizations such as MDOT, County Road Association (CRA), Michigan Municipal League (MML), Michigan Association of Regions (MAR), Michigan Transportation Planning Association (MTPA), Michigan Association of Counties (MAC) and the Michigan Township Association (MTA).

Objectives

1. Develop coordinated approach to condition assessment and other areas when applicable.
2. Communicate with MIC/WAMC on transparency and what needs to be coordinated.
3. Attend and monitor MIC meetings.

4. Attend and monitor WAMC meetings.
5. Participate on MIC/WAMC/TAMC X-Council (cross council).
6. Support TAMC partner agencies at various trainings, conferences and workshops.
7. Define the process to seek procurement of TAMC assistance from outside vendors or consultants for coordinated activities.

Goal 4: Evaluate asset management plan submissions and make recommendations regarding compliance.

Objectives
1. Update TAMC asset management plan template accounting for all required elements per PA 325.
2. Provide training and workshops for use of the asset management plan template.
3. Establish TAMC policy for the submittal and review of asset management plans for PA 325 requirements as well as PA 338 of 2006.
4. Report monthly on the number and compliance status of local agency submittal of asset management plans.
5. Identify technology that may expedite data collection for PA 325 requirements, including the IRT.

TAMC Committee Priorities
The following goals and objectives are the result of TAMC's engagement of current and ongoing activities at the committee level during 2018 and 2019. Many of these objectives have been directed to the appropriate committee by TAMC.

ACE Committee

Goal 1: Evaluate asset management plan submissions and make recommendations regarding compliance for agencies with a minimum of 100 certified miles.

Objectives
1. Recommend TAMC asset management plan template accounting for all required elements per PA 325 and make assessible to public.
2. Provide training and workshops for use of the asset management plan template.
3. Recommend TAMC policy for the submittal and review of asset management plans for PA 325 requirements as well as PA 338 of 2006.
5. Review monthly on the number and compliance status of local agency submittal of asset management plans.
6. Recommend technology that may expedite data collection for PA 325 requirements, including the IRT.

7. Discuss how other infrastructure assets will be considered for future data collection and asset management plan inclusion.

Goal 2: Increase awareness and improve familiarity with TAMC annual report.

Objectives
1. Coordinate press releases and report cover letters in well-orchestrated manner to ensure maximum exposure and accessibility of TAMC members and support staff.
2. Provide summary reports of Michigan road and bridge conditions by legislative district with distribution of annual report; each legislator receives both conditions for local district as well as statewide summaries found in report.

Goal 3: Raise awareness of asset management principles; promote outstanding agency performance in the area of asset management.

Objectives
1. Establish an annual schedule and develop 4 articles each year for the Local Technical Assistance Program's *The Bridge* Newsletter.
2. Seek nominations and highlight best practices of organizations and individuals through the TAMC Awards program; develop scoring matrices evaluate and update selection process of award recipients.
3. Coordinate 2 educational conferences per year; incorporate "best practice case-studies" into educational sessions for high-performing agencies to advocate their learning and methods; provide formal presentation of TAMC Award recipients at conferences and in conference materials.
4. Distribute press releases outlining TAMC Awards program recipients.
5. Explore social media platforms.
6. Pilot two 90-second videos.

Goal 4: Ensure TAMC's training programs and policies are appropriate and optimized for ongoing support of TAMC's data collection and reporting requirements; ensure these programs and policies are well-communicated among partnering agencies and participants.

Objectives
1. Continue review and update of TAMC Policy for the Collection of Roadway Surface Condition Data to accommodate technological updates, appropriateness of training certification for qualifying participants and in response to changing or challenging trends in technology or industry needs.

2. Provide monthly Regional Coordinator conference calls from April through December each year for communicating TAMC policies, announcements, training opportunities and provide forum for participants to raise issues and respond to inquiries.
3. Update and maintain TAMC website, TAMC brochure and TAMC training resources as appropriate to incorporate changes in legislation, reporting requirements, TAMC policy and procedures as well as technological advancements.
4. Create a decision-tree/policy which can be utilized to determine when a request for work from CSS/MTU can be approved at the committee level.
5. Create a training program for culverts and traffic signals, and/or other infrastructure assets.

Bridge Committee

Goal 1: Ensure TAMC's training programs and policies are appropriate and optimized for ongoing support of TAMC's bridge data collection and reporting requirements; ensure these programs and policies are well-communicated among partnering agencies and participants.

Objectives
1. Continue review and update of TAMC Policy for the Collection of Bridge Condition Data to accommodate technological updates and in response to changing trends in technology or changes in Federal/State industry reporting standards.
2. Work with TAMC to ensure TAMC Dashboards and Interactive Map applications are compatible with data structure and reporting standards of the Michigan Bridge Inventory.
3. Compare and analyze bridge condition data and TAMC IRT data for planned bridge project data; incorporate IRT data into Bridge Forecasting Tool.
4. Review potential for bridge cost information to be included in the ADARS reporting.

Goal 2: Continue progress of roadway culvert asset management integration building upon lessons learned from 2018 TAMC Local Agency Culvert Inventory Pilot project as well as culvert data collection efforts performed by MDOT, other transportation agencies and other stakeholder organizations including WAMC, Michigan Department of Environment, Great Lakes and Energy (EGLE) and Michigan Department of Natural Resources (DNR).

Objectives
1. Develop data governance and standards for roadway culverts.

2. Develop culvert performance metrics for local agency reporting and integration into asset management plans and TAMC technological reporting.
3. Establish TAMC Policy for the Collection of Culvert Condition Data to provide guidance and directives for ongoing culvert inventory updates, condition assessment, and data integration procedures.
4. Provide tools and training for the ongoing collection of roadway culvert inventory and condition assessment.
5. Incorporate culvert inventory and condition data into TAMC Dashboards and Interactive Map applications.
6. Review other agencies for culvert information which can be incorporated into inventory for reduction in duplication of effort, i.e. EGLE, DNR, Drain Commissioners, etc.

Data Committee

Goal 1: Ensure TAMC's training programs, policies and technological applications are appropriate, current with most recent data and optimized for continuation of TAMC's Federal Aid, Non-Federal Aid and Inventory-based Rating System data collection efforts; TAMC will continue collecting no less than ½ of Federal Aid system annually.

Objectives
1. Continue review and update of TAMC Policy for the Collection of Roadway Surface Condition Data to accommodate technological updates.
2. Ensure Framework Base Map, Roadsoft and TAMC Investment Reporting Tool (IRT) applications are compatible and up-to-date to accept pavement condition data.
3. Report on Road Data Collection progress on a monthly basis during the collection season.
4. Annually perform quality control assessment of pavement condition data collected by rating teams.
5. Develop data for costs-per-mile of data collection.
6. Ensure TAMC's Dashboards, Interactive Map, and IRT applications are updated routinely with latest available data sets.

Goal 2: Ensure TAMC's training programs and IRT applications are appropriate and optimized for continuation of the annual investment reporting requirements as part of Act 51.

Objectives
1. Ensure Roadsoft, MDOT's Act 51 Distribution and Reporting System (ADARS) and TAMC IRT applications are compatible and up-to-date.
2. Monitor IRT compliance and report compliance status on a monthly basis.

3. Perform quality checks on IRT data and report on quality of information.
4. Update Average Project Cost data by improvement category on an annual basis.
5. Compare pavement condition data and IRT planned road project data.
6. Develop an understanding of roadway asset deterioration.
7. Develop means to upload 3-year capital project data into the IRT from electronic State Transportation Improvement Program (STIP) and RPA/MPO Transportation Improvement Programs (TIP).
8. Develop condition forecasting tool that uses IRT planned project data.
9. Incorporate pavement warranty data fields into IRT for ongoing reporting and compliance.

Goal 3: Develop traffic signal asset management integration building upon guidance from traffic signal subject matter experts at MDOT and other local transportation agencies.

Objectives
1. Develop data governance and standards for traffic signals.
2. Develop traffic signal performance metrics for local agency reporting and integration into asset management plans and TAMC technological reporting.
3. Establish TAMC Policy for the Collection of Traffic Signal Data to provide guidance and directives for ongoing inventory updates and data integration procedures.
4. Provide tools and training for the ongoing collection of traffic signal inventories and condition assessments.
5. Incorporate traffic signal inventory data into TAMC Dashboards and Interactive Map applications.

APPENDICES