MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE MEETING
February 22, 2017 at 1:00 p.m.
Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan

** Frequently Used Acronyms Attached

Members Present:

Bill McEntee, CRA - **Chair**   Bob Slattery, MML
Jonathan Start, MTPA/KATS   Rob Surber, DTMB/CSS

Support Staff Present:

Rob Balmes, MDOT   Roger Belknap, MDOT
Gil Chesbro, MDOT   Dave Jennett, DTMB/CSS
Frank Kelley, MDOT   Hugh McNichol, MDOT
Gloria Strong, MDOT   Bill Tansil, MDOT
Mike Toth, MDOT   Ron Vibbert, MDOT
Tim Colling, MTU, Via Telephone

Members Absent:

Jennifer Tubbs, MTA
David Wresinski, MDOT-**Vice-Chair**

Others Present:

Jerri Francetic, DTMB/CSS

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

The meeting was called-to-order at 1:05 p.m. Everyone present was introduced.

2. Public Comments on Non-Agenda Items:

None

3. Correspondence and Announcements – R. Belknap

   3.1. - Transportation Asset Management Council (TAMC) Spring Conference,
   May 25, 2017, Mount Pleasant, Michigan

   The preparation for the conference is moving along nicely. The conference will be held
   May 25, 2017 at the Comfort Inn and Suites Hotel and Conference Center in Mount
   Pleasant, Michigan. The Save-the-Date has been shared and the Conference Planning
   Committee is completing the agenda.

3.2. - 21st Century Infrastructure Commission Report – Governor Snyder's Response Letter
The link to the report is http://www.miinfrastructurecommission.com   A copy of the January 17, 2017, letter from Governor Rick Snyder to TAMC thanking them for their interest in the 21st Century Infrastructure Commission Report was shared.   There are several regions that are interested in participating in doing the 21st Century Infrastructure Pilot, if the $2 million dollars is approved in the Fiscal Year (FY) 2018 budget. There is a legislative bill in the house to form a permanent State of Michigan 21st Century Infrastructure Council. TAMC will likely be a part of this in the future.

3.3. – Non-Federal Aid Data Collection 2017 Memorandum – R. Belknap
A copy of the memo dated February 17, 2017, from R. Belknap on behalf of TAMC, to member agencies and coordinating partners outlining reimbursement of 2017 collection of paved non-federal aid eligible roads and streets was shared.

4. **Consent Agenda:**
    4.1. - Approval of the January 25, 2017 Meeting Minutes (Action Item)
    B. Slattery made a motion to approve the meeting minutes of January 25, 2017; J. Start seconded the motion. The motion was approved by all members present.

5. **Work Program:**
    5.1. – 2016 Pavement Surface Evaluation and Rating (PASER) Update – G. Chesbro
    G. Chesbro gave a brief presentation showing lane miles collected by month and percent lane miles collected after September. The majority of the data is collected June-August.
    If an agency collects late one year and gets paid in the next fiscal year, and then collects early for their next data collection, they may get paid twice in the same year. If an agency is not going to ask to be reimbursed they can collect any time they like. The Metropolitan Planning Organization's (MPOs) and regions left $299,000 on the table last year and completed the same amount of work as the previous year. We need to find out how this happened. Any funds that TAMC does not spend are returned to the Michigan Transportation Fund account. The regional coordinators teleconferences are a good way to keep everyone up on the status of the data collection schedule. There are plans to create of list of coordinators within the Michigan Department of Transportation (MDOT), the MDOT Transportation Service Centers, and regions that can participate in the calls.

    5.2. - FY 2017-2019 Data Committee Work Program
    5.2.1. – Regional and Metropolitan Planning Agency Unified Work Program (UWP) Update – J. Start
    J. Start and Derek Bradshaw are working with MDOT's Statewide Planning Section (John Watkin) to rewrite the Unified Work Plan (UWP) for the MPOs and Regional Planning Organizations (RPOs). Jon drafted a new UWP for the MPO/RPOs. Each MPO/RPO have different needs and TAMC must identify and prioritize the items that they must complete. The MPOs/RPOs need to receive a prioritized list of what

TAMC expectations are and given flexibility to complete them. The target date of completion for the UWP is June 1, 2017.

5.2.2. – Justification for Asset Management Plans – R. Belknap
MDOT support staff shared a copy of the template they created showing why an asset management plan is important and the benefits that derive from having a plan.

5.2.3. – Asset Management Plan Template – R. Belknap
Support staff also created a basic asset management plan template for the agencies. This document may be added to the IRT page. OPUS has provided a very high level asset management plan document that may not be appropriate for the agencies. The template that support staff have created is a lot less intimidating and less costly for the agencies. The OPUS document is available on the TAMC Website. The OPUS plan requires a lot of internally focused and policy based information. This is not something that smaller agencies need to do and this also discourages them. Michigan Technological University (MTU) will also be providing training on creating a unique to each agency asset management plan.

5.2.4. – 2016 TAMC Annual Report
H. McNichol has begun updating the report. The report must be to the Legislature and State Transportation Commission by May 2, 2017. Generally, it is released a couple of days before that. The final report must be approved at the April, TAMC meeting. H. McNichol has added a chapter on the Investment Reporting Tool and it will need to be decided at the next TAMC Full Council meeting when to close the book on Investment Reporting Tool (IRT) reporting – either December 31st or March 1st. It may also need to be mentioned in the report that there was a lot of money left over from last year. We can add documentation to the report showing why the numbers are off; next years annual report will give a better and more complete picture of what is happening. There was also a suggestion to place in stats that are not annually based.

Photos have been received to possibly be on the report cover or within the report. A decision has not been made as to which of the photos will be used, if any.

5.3. - Budget Update for FY 2016 and FY 2017
The information provided was not completely updated. There was some roll-over from 2016 however, most of the budget reported is from 2017. An updated budget report will be provided at the next meeting. MDOT Contract Services Division will be doing a workshop tomorrow, February 23, 2017, introducing the new invoicing for the MPOs/RPOs.

6. Review and Discussion Items:
6.1. – Non-Federal Aid Data Collection Policy – R. Belknap
Support staff continues to update the policy. They are waiting on a decision as to whether or not the timeframe for collecting data will be changed.

**6.2. – Michigan Tech/Local Technical Assistance Program/Roadsoft Update –
T. Colling**

      6.2.1. – Training Updates

      MTU has already completed two PASER Training Webinars; next week the first on-site training will be held. They have 166 people registered for the Webinars and 265 people registered for the PASER Training; the numbers are where they were for the last couple of years. On March 13, 2017, there is an Investment Reporting Tool Using Roadsoft Webinar.

      6.2.2. – Local Agency Capital Preventative Maintenance Extended Treatment Life Study and TAMC Recommendations (p.26)

      A copy of the document was provided and page 26 was referenced and discussed. Part of the recommendations state the results of this study show that a high quality extended service life analysis is possible with the data collected on a routine basis by local agencies. This study also shows that local agencies have the tools necessary to complete this analysis. The research team would recommend that "TAMC should consider repeating this study in four to six years (we are currently on 4 years now) when there will likely be more high quality data available, which will provide a larger data set to analyze." TAMC should continue to encourage local agencies to collect and evaluate data using systems such as Roadsoft, and TAMC should support agencies in routinely assessing their own Extended Service Life for the Capital Preventative Maintenance fixes they use. The Council will need to determine what they can afford. TAMC will need to review the budget. MTU may possibly do a Webinar on how agencies can do assessments themselves. It may be possible to provide examples of agencies that have been more successful to agencies not as successful, and have them modify their process.

6.3. – Act-51 Distribution and Reporting System and IRT – B. McEntee/R. Belknap

      6.3.1. – Asset Management Plan Section of IRT – R. Belknap

      A few basic Asset Management Plan questions have been added to the IRT entry page. The only required question is #1 – "Does your agency have a written Asset Management Plan?" in order to go on and submit their IRT data.

      6.3.2. – Compliance Status and Annual Report Information – R. Belknap

      Nothing further will be completed on this until after March 1, 2017. Support staff will provide a new report on compliance next month.

      6.3.3. – IRT Rewrite – D. Jennett

      See 6.3.1. D. Jennett will place the questions regarding the asset management plan that will be on the IRT entry page out on the TAMC Sharepoint for anyone that would like to review the questions and provide comments.

Special IRT Rewrite Update – Jerri Francetic, R. Surber, and D. Jennett
IRT updates will be done in two parts with the first phase being done by April 2017 and the second phase by June 2017. Some items have not been funded and the project is taking longer than expected. CSS are identifying several areas in the old application and getting it staged so that it is ready to go by April to coincide with the Roadsoft release. They will add it later to the new technologies. TAMC will need to identify what they want prioritized and then identify the funding. One of the work items was customized treatments. CSS will be able to meet their current deadlines. There should be no problem with the Act 51 agencies meeting the Asset Management Plan requirements/questions that have been added to the IRT entry page. The conversion to the new platform is on target. Some things are being postponed due to CSS will not be able to accomplish them with their current budget. There are approximately eight things that have gone beyond the initial proposal. By April 1, 2017, D. Jennett will schedule training for agencies. The development of the system will be done by June 1, 2017. MDOT may want to place a special module in the IRT system in order to identify and track warranties. A representative from MDOT (Tracie Leix) may attend one of the Data Committee meetings and share what they are interested in retrieving for warranties in the system. MDOT will provide their own funding to do add the warranty information to the TAMC IRT system. The warranty information will need to start being collected by FY 2018. TAMC will be responsible for the application. There is already a tool in Roadsoft regarding warranties per T. Colling. Part of the concern is whose data is it? If there is a warranty project request, who will handle those requests? TAMC will need to address this sometime in the near future. Part of the April 1, 2017, release is requiring a "yes" or "no" answer as to whether or not there is a warranty for the project if the project is over $2,000,000.

6.4. - Website Update – D. Jennett
Center for Shared Solutions (CSS) has placed a shortcut to get to News and Events and will be adding the pdf's for the new meetings. CSS will also add the February 17, 2017 – 2017 Collection of Paved Non-Federal Aid Eligible Roads and Streets memo to the landing page.

6.5. - Dashboard Update – D. Jennett
Bridge updates will be completed by May 1. The Mobile version of the Pavement Dashboard is unable to use the entire data set. They can only use three years of data for all agencies or have five years of data if split up into two screens with state, region, counties on one and city and villages on another. Important data set issues are Traffic Safety, Pavement Conditions, and Congestion. MPO boundaries are in the framework but not sliced out. People have been having problems with downloading and getting to the dashboards. CSS is resolving this issue.

7. <u>Member Comments:</u>
None

8. <u>Public Comments:</u>
None

9. <u>Adjournment:</u>
The meeting adjourned at 3:12 p.m. The next meeting will be held March 22, 2017, at 1:00 p.m., MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

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.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
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
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

RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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