| TRANSPORTATION ASSET MANAGEMENT COUNCIL |
| DATA COMMITTEE |
| August 21, 2019 at 1:00 p.m. |
| MDOT Aeronautics Building, 2nd Floor Commission Conference Room |
| 2700 Port Lansing Road |
| Lansing, Michigan |
| **MINUTES** |

**Frequently Used Acronyms Attached

Members Present:

Bill McEntee, CRA – Chair   Bob Slattery, MML
Jonathan Start, MTPA/KATS – Vice Chair   Rob Surber, DTMB/CSS
Jennifer Tubbs, MTA

Support Staff Present:

Niles Annelin, MDOT   Roger Belknap, MDOT
Chris Gilbertson, MTU/LTAP via Telephone   Cheryl Granger, DTMB/CSS
Dave Jennett, MDOT   Tim Lauxmann, DTMB/CSS
Tim Lemon, MDOT   Kyle Nelson, MDOT
Craig Newell, MDOT   Gloria Strong, MDOT

Members Absent:

None

Public Present:

None

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

The meeting was called-to-order at 1:05 p.m. Kyle Nelson, MDOT, was introduced and welcomed to the meeting.

2. Public Comments on Non-Agenda Items:

None

3. Consent Agenda:

3.1. – Approval of July 24, 2019 Data Committee Meeting Minutes – *Action Item* **(Attachment 1)**

3.2. – TAMC Budget Update (Attachment 2)

An updated financial report (08/15/2019) was provided to the committee. R. Belknap gave a brief general update.

3.3. – TAMC Fall Conference – Save-the-Date, October 30, 2019, Marquette - G. Strong/R. Belknap (Attachment 3)

The TAMC Fall Asset Management Conference will be held at the Holiday Inn of Marquette, October 30, 2019, jointly with the Central Upper Peninsula Planning and Development Regional Commission (CUPPAD)/Michigan Infrastructure Council (MIC) Asset Management Summit in the afternoon. Summits will be held on Monday, Tuesday, and Thursday of the same week, the Houghton, Escanaba, Sault Ste. Marie.

Motion: J. Start made a motion to approve the July 24, 2019 draft meeting minutes with two minor amendments to page 2; R. Slattery seconded the motion. The motion was approved by all members present.

Motion: R. Slattery made a motion to approve the Consent Agenda; J. Start seconded the motion. The motion was approved by all members present.

4. TAMC Pavement Condition Forecast System Scenarios Presentation – T. Lemon:
T. Lemon was unable to present today due to having other high priority work items that he had to perform. He will provide a forecast to the committee at a later date. There is progress being made however on the forecasting data efforts. The Bridge Committee was also asked to provide the same type of forecasting for bridges and will present those results at the November full Council Meeting.

5. Review and Discussion Items:
> **5.1. – Next Steps for the Traffic Signal Pilot Effort – B. McEntee (Memo/Attachment 4)**
> B. McEntee informed the committee that there is nothing to update on this effort since the last Data Committee meeting.

> **5.2. – Investment Reporting Compliance Review Update – R. Belknap (Attachment 5)**
> R. Belknap gave a brief update on the status of local agencies investment reporting compliance efforts as of August 15, 2019.

> **Action Item:** Support staff will create a procedural document for the IRT that will show how it connects to mandatory legislation, such as Act 51, Public Act 325, etc., policies, and what is in the IRT.

> **5.3. – Status of 2019 PASER Data Collection – R. Belknap (Attachment 6) -**
> R. Belknap provided a brief review of a "2019 – PASER Status by County" document through August 15, 2019. A simple list of the files that have been uploaded for non-federal aid data sets has been added to this report.

> **5.4. – Michigan Technological University's Center for Technology and Training 2020 Work Plan (Memo) – C. Gilbertson**
> The work plan is basically the same as last year with an additional proposal for a culvert work plan.

>> **5.4.1. – MTU-CTT TAMC 2020 Education Proposal (Attachment 7)**
>> The content is the same as last year with an additional PASER training in Detroit, and an additional bridge asset management training. Trainings for the asset management plans are also included in this proposal.

>> **5.4.2. – MTU-CTT TAMC 2020 Activities Proposal (Attachment 8)**
>> The content is the same as last year except as previously discussed above.

>> **Motion:** J. Start made a motion that the Data Committee approve the MTU work plans for training education and technical assistance activities, and forward on to the full TAMC for their review and approval; J. Tubbs seconded the motion. The motion was approved by all members present.

> **5.5. – Website/Dashboard/Investment Reporting Tool (IRT) Update – C. Granger**
>> **5.5.1. – IRT-Warranty Updates**
>> CSS is currently wrapping up warranty work. They have been testing it with a few counties and it is working well. They received suggestions for possible changes that will be addressed at a later date. They will keep the warranties section "hidden" in the IRT until questions are answered about program responsibilities and trainings are conducted in October and November. Agencies must have a resolution by September 18, 2019, as to whether or not they are going to participate in the program.

5.5.2. – 3-Year Planned Improvements and State Transportation Improvement Program (STIP) Integration – B. McEntee

The work program that was provided by CSS did not include this effort. The ADARS rewrite project has been postponed until FY 2020. CSS added future planned projects from the STIP coordination efforts to this fiscal year, which mostly includes analysis that will be performed this fiscal year. Because of the Michigan Geographic Framework (MGF) efforts, Mark Holmes, DTMB/CSS, will take on a portion of this effort, which will bring the TAMC participation time down to approximately 150 hours to do the portal, which will make it more efficient and produce better quality data.

It was requested that CSS modify their work program with an estimate of costs to begin working on these efforts. Data mapping and other efforts may need a small amount of extra funding added towards these efforts to the past work program. The projects in the STIP are mostly MDOT projects and all federally funded projects are from the local agencies. TAMC would like both the MDOT and local agencies projects integrated. JobNet may be a good starting point to get information from towards this effort. CSS believes it will take approximately 400 hours to complete the planned projects integration effort for the whole STIP project - CSS estimated 150 hours for analysis and 250 hours for the dashboard portal.

Motion: B. Slattery made a motion for CSS to use the current approved FY 2020 budget which utilizes 400 hours and redirect those hours towards the STIP/JobNet analysis and integration of planned projects into the IRT followed by dashboard updates; J. Start seconded the motion. The motion was approved by all members present.

Action Item: CSS will add an acronym and glossary list to the TAMC Website.

5.5.3. – IRT Modifications for the Submittal of Asset Management Plans – D. Jennett

D. Jennett informed the committee that their current focus is on the TAMP submissions. CSS and TAMC support staff have been working on the entry page in the IRT for agencies to complete for the required TAMP template. Agencies may use the template provided by MTU or they may use one of their choosing as long as requirements of Public Act 325 are met in the plan.

5.6. – 2019 TAMC Annual Report Early Planning – B. McEntee

The Data Committee plans to have more discussions on messaging with the MIC and WAMC. A couple of suggestions were to create a short video that simplifies what MIC, TAMC, and WAMC does and/or report out on a 3-year rotation for non-federal aid roads. These can be discussed with T. Lemon, the TAMC Data Analyst.

B. McEntee did a very informative comparison PowerPoint presentation "Understanding PASER Rating: Bringing Conversations Home." It is a comparison of upkeep of an average home to the upkeep of roads to simplify road issues and upkeep for the average citizen. It is a presentation that was felt would be good to share with the public and legislation. B. McEntee would like to include a couple of these comparisons in the annual report. Any comments are welcome and should be provided to B. McEntee.

6. Public Comments:
None

7. Member Comments:
None

8. Adjournment:
Motion: R. Slattery made a motion to adjourn the meeting; J. Start seconded the motion. The motion was approved by all members present. The meeting adjourned at 2:56 p.m. The next TAMC Data Committee meeting is scheduled

for September 18, 2019, at 1:00 p.m., MDOT Aeronautics Building, 2nd Floor Commission Conference Room, 2700 Port Lansing Road, 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.
ADA	AMERICANS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE CONTRACT
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