

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE**

July 24, 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
Jonathan Start, MTPA/KATS – Vice Chair
Jennifer Tubbs, MTA

Bob Slattery, MML, via Telephone
Rob Surber, DTMB/CSS

Support Staff Present:

Roger Belknap, MDOT, via Telephone
Cheryl Granger, DTMB/CSS
Dave Jennett, MDOT
Tim Lemon, MDOT
Craig Newell, MDOT

Tim Colling, LTAP/MTU, via Telephone
Mark Holmes, DTMB/CSS
Tim Lauxmann, DTMB/CSS
Kyle Nelson, MDOT
Gloria Strong, MDOT

Members Absent:

None

Public Present:

Erin Chelotti, MDOT
Aaron Verhelle, RCOC

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

The meeting was called-to-order at 1:00 p.m. Everyone was welcomed to the meeting.

2. Public Comments on Non-Agenda Items:

None

3. Consent Agenda:

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

3.2. – TAMC Budget Update (Attachment 2)

An updated financial report (04/19/2019) was provided to the committee.

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

4. Traffic Signal Pilot Efforts – B. McEntee (Attachment 3):

The Committee needs to determine which data elements to collect for traffic signals and add to the TAMC IRT. Based upon past discussions with subject matter experts, a document was created listing the possible elements that need to be collected for traffic signals. This document was shared with the committee for their review. On the local level there is a value to know how many signals agencies have. On the state level, there is no value to know the count of the local system. MTU has drafted an asset management plan template (per Public Act 325) and the template requests the basic information for signals. If there is not a lot of automation changes needed, MTU can add additional areas to

the template in a timely manner. It is the Committee's recommendation that there be no further action on behalf of the Council at this time, but later do a rough statewide estimate. A suggestion was that the Committee come up with some broad categories in signal work then assign a good estimated cost figure to them. It was suggested that the committee do either an agency pilot project or survey to find out basic information on agencies current traffic signals inventory. The committee decided to send out a survey within the next couple of months. The Council needs to know how much the signals cost with different scenarios. This list of elements to collect does not have to be finalized prior to the due date of the Asset Management Plan template, which is October 1, 2019. Currently, there is a placeholder in the template for culverts and traffic signals. Number of culverts, cost, and how many should be replaced each year are currently fields in the template. The majority of the elements are already in Roadsoft. MTU can create a one button push element in Roadsoft to make it easy for the agencies to complete.

Action Item: MTU will create a survey that will be sent out to agencies within the next couple of months regarding their current traffic signals and ask what data elements they feel would be useful for TAMC to collect. TAMC could also get the agencies definition of things, such as pole types, from this same survey.

5. Presentation: TAMC Pavement Condition Forecast System Scenario – G. Chesbro/T. Lemon:

G. Chesbro and T. Lemon presented a PowerPoint presentation on the Statewide Paved Federal-Aid Condition Forecast. The Committee would like a forecast of miles of reconstruction of the NFC. Two models can be done – one that handles NHS and another that handles the rest of the NFC. A recommended change in strategy to inform to the public and/or the legislature for the NFC system. One of the ways to use the \$800,000,000 funds increase is to increase the investment and reconstruction on the trunkline system. Further discussions will need to be had on how to quality check data analysis. TAMC will work on strategies to get the best outcome possible, assuming the bill gets the \$800,000,000 revenue increase.

Action Item: T. Lemon and G. Chesbro will create an easy to explain statewide strategy to get the roads repaired for the NFC only to present to the public and the legislature. On the forecast document, there will need to be a note stating that the improvement will not be uniform for all road types. The Committee would like this strategy shared with the full Council at their August 4, 2019 meeting.

6. Review and Discussion Items:

6.1. – Draft TAMC Asset Management Plan Template – T. Colling - Action Item (Attachment 4) -

T. Colling shared a draft TAMC Asset Management Plan Template created by MTU with the Committee for their review and approval. With this template, an agency can do a Roadsoft data import into a word document template, and then make it specific to their agency. When the plan is final, it will be approximately 80 pages in length. MTU followed the modular set-up component that simplifies any changes for the agencies. The Committee felt the template was good however, they would like MTU to add a pdf cover letter to the template.

Action Item: MTU will add a pdf cover letter to the template.

Motion: J. Tubbs made a motion to move the Draft Asset Management Plan template created by MTU on to the full Council on August 4, 2019, for their review and action; J. Start seconded the motion. The motion was approved by all members present.

6.2. – Investment Reporting Compliance Review Update – R. Belknap (Attachment 5) -

R. Belknap provided a brief review of the document “Summary Statistics – TAMC Investment Reporting Compliance as of July 19, 2019.”

6.3. – Status of 2019 PASER Data Collection – R. Belknap (Attachment 6) -

R. Belknap provided a brief review of a “2019 – PASER Status by County” document. A simple list of the files that have been uploaded for non-federal aid data sets has been added to this report. Collection of PASER data will pick up again in September/October.

6.4. – Draft Work Program Review – R. Belknap – Action Item (Attachment 7) -

R. Belknap provided an updated Draft TAMC Work Program from the June 5, 2019 Strategic Planning Session. R. Belknap needs the Data Committee to review their sections for completeness. It was suggested to place reminders in the meeting packets of what is needed from Committee members for any attachments and/or action items.

Action Item: Data Committee members must review the Draft TAMC Work Program prior to the August 4, 2019 full Council meeting and be prepared to present any changes/comments at the meeting, if necessary. Committee members can also forward those comments/changes to R. Belknap prior to the August meeting.

Action Item: R. Belknap will add reminders in the meeting packets of what is needed from Committee members for any attachments and/or action items.

Motion: J. Start made a motion for the draft TAMC Work Program to go forward to the full Council at their August 4, 2019 meeting for their review and action. However, Data Committee reserves the right to make changes at the meeting; J. Tubbs seconded the motion. The motion was approved by all members present.

6.5. – Website/Dashboard/Investment Reporting Tool (IRT) Update – C. Granger/M. Holmes:

6.5.1. – CSS 2020 Work Plan and Budget – Action Item (Attachment 8) -

M. Holmes provided a copy and reviewed the draft FY 2020 TAMC Work Plan for CSS dated 07/16/2019. The document covers work area, tasks, description of the tasks, estimate of hours to complete, and an estimated cost. The total FY 2019 Budget for CSS is \$378,560.00 and the proposed total budget for FY 2020 is \$374,950. A surplus will remain from FY 2019. CSS has included funds under “Application Changes and Improvements,” item 6, in their FY 2020 Work Plan to complete changes needed to the IRT in the asset management plan section, that will assist agencies and support staff in making sure all elements of Public Act 325 are included in the agencies plan when their plan is submitted. CSS will work on their FY 2021 budget once the 2020 budget is approved.

CSS would like to remind the locals that they are now required to report their planned projects.

Motion: J. Start made a motion to move the draft CSS 2020 Work Program and Budget on to full Council at their August 4, 2019 meeting; J. Tubbs seconded the motion. The motion was approved by all members present.

6.5.2. – IRT – Warranty Updates – C. Granger

CSS plans to have the warranty information out before September. CSS will work with MTU on an interface if they are going to collect warranty information in Roadsoft. CSS will also need to figure out how to get the warranty data transferred over into the IRT from Roadsoft. Legislation requires that if a warranty is not provided, there needs to be a reason why it was not included or what the reason was for the exception. MDOT did not include the warranty information in their report. Erin Chelotti, MDOT, stated it is not necessary to provide the warranty information in the report. The Committee thought it was required. E. Chelotti will double check to see if it is a requirement of the legislation or not, and let the Committee know her findings. MDOT has never placed this information in their report in past years.

Action Item: E. Chelotti will inform the committee if warranties are required in the MDOT report at a future meeting or by email.

6.5.3. – 3-Year Planned Improvements and State Transportation Improvement Program (STIP) Integration – D. Jennett

D. Jennett gave an update on the progress that is being made on getting STIP planned projects into the IRT. TAMC has not officially asked MDOT to work with them on this effort. C. Newell suggests that be done to assure MDOT staff time and resources are not overly tasked. CSS is planning to add to the IRT a mechanism that informs the agencies that it is now a requirement they fill out the section for planned projects. Depending on the type of project and road system, some projects may not show up in the database (such as light and heavy CPM projects). A “Non-applicable” check box may need to be added to the IRT.

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

D. Jennett is working on the format for the IRT for agencies to submit their required Transportation Asset Management Plans under Public Act 325.

Action Item: D. Jennett will send out to the Committee the updated screen shot of the asset management plan questions/checklist for their review.

6.6. – 2019 TAMC Annual Report Early Planning – B. McEntee

The Data Committee needs to think of ways to make improvement changes to the 2019 TAMC Road and Bridges Annual Report. B. McEntee asked D. Jennett to send out to the committee changes that were discussed in the past that may improve the report.

Action Item: D. Jennett will send out an email of possible changes for the 2019 annual Report and the Committee will discuss at their next meeting in August.

7. Public Comments:

R. Belknap had a request from Bridge Committee for any Data Committee members interested in participating in a sub-group to assist with added culvert project efforts. B. McEntee volunteered to be on the sub-committee.

8. Member Comments:

None

9. Adjournment:

Motion: J. Start made a motion to adjourn the meeting; J. Tubbs seconded the motion. The motion was approved by all members present. The meeting adjourned at 3:30 p.m. The next TAMC Data Committee meeting is scheduled for August 21, 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.
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 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
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
RCOC	ROAD COMMISSION OF OAKLAND 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
WAMC	WATER ASSET MANAGEMENT COUNCIL
X-Council	A GROUP OF KEY PEOPLE FROM MIC/TAMC/WAMC

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.04.24.2019.GMS