

**TRANSPORTATION ASSET MANAGEMENT COUNCIL**

July 1, 2020 at 1:00 p.m.

Meeting was held via Teleconference per Governor Gretchen Whitmer’s Executive Order  
Discontinuing In-Person/Large Meetings Due to the Coronavirus 19 Pandemic

**MINUTES**

**\*\* Frequently Used Acronyms List attached**

**Members Present:**

Christopher Bolt, MAC  
Joanna Johnson, CRA/RCKC – Chair  
Robert Slattery, MML  
Rob Surber, DTMB/CSS  
Todd White, MDOT

Derek Bradshaw, MAR/GLS Region V  
Bill McEntee, CRA – Vice-Chair  
Jonathan Start, MTPA/KATS  
Jennifer Tubbs, MTA  
Brad Wieferich, MDOT

**Support Staff Present:**

Niles Annelin, MDOT  
Tim Colling, MTU/LTAP  
Cheryl Granger, DTMB/CSS  
Gloria Strong, MDOT

Roger Belknap, MDOT  
Jesus Esparza, MDOT  
Dave Jennett, MDOT

**Public Present:**

Amber Hicks, MIC  
Jessica Moy, MIC

**Members Absent:**

Gary Mekjian, MML

**1. Welcome – Call-To-Order:**

The meeting was called-to-order at 1:04 p.m. Everyone was introduced and welcomed to the meeting. Attendance was verified by roll call by G. Strong.

**2. Changes or Additions to the Agenda (Action Item):**

None

**3. Public Comments on Non-Agenda Items:**

None

**4. Consent Agenda (Action Item):**

**4.1. – Approval of the May 6, 2020 Meeting Minutes (Attachment 1)**

Motion: J. Start made a motion to approve the May 6, 2020 meeting minutes; D. Bradshaw seconded the motion. The motion was approved by all members present.

**4.2. – TAMC Financial Report (Attachment 2)**

R. Belknap provided a copy and gave an update on the TAMC Budget Financial Report – FY 2018 - FY 2020.

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

**5. – Correspondence & Announcements:**

**5.1. – State Transportation Commission (STC) July 23, 2020 Annual Report Presentation**

The TAMC 2019 Michigan Roads and Bridges Annual Report will be discussed at the July 23, 2020 STC meeting. R. Belknap will confirm where the meeting will be held.

## **6. Michigan Infrastructure Council (MIC) Update – J. Moy**

### **6.1. – June 11, 2020 MIC Meeting**

The MIC held a meeting on June 11, 2020. The next MIC meeting is scheduled for September 10, 2020. MIC is progressing on the data portal and the asset management scale (plans are to conduct assessment collections in late September and December).

### **6.2. – MIC Glossary of Terms Update**

Definitions and Standards Group are making good progress on the MIC Glossary of Terms. They are also using national, local and statewide sources to complete the glossary.

### **6.3. – Water Asset Management Council (WAMC)**

The next WAMC meeting is scheduled to meet on July 23, 2020.

### **6.4. - MIC and WAMC Budget Update**

The FY 2021 budget has not been decided.

## **7. Old Business:**

### **7.1. – FY 2020 Data Collection, Trainings, and Communications – J. Johnson/T. Colling/R. Belknap (Memo and Attachment 3)**

R. Belknap has received several questions on FY 2020 data collection efforts and timeframes. ACE Committee went into great detail at their meeting today on how data collection can continue, what the TAMC message should be, and how collections can proceed due to the Governor's Executive Order restrictions. ACE discussed the option of not collecting federal aid data for FY 2020 due to the restrictions. R. Belknap suggested extended the FY 2020 funds for data collection reimbursement into the FY 2021 first quarter. However, ACE Committee does not feel that would be enough time for agencies to conduct their data collections and invoice for the work completed. The ACE Committee discussed the possibility of agencies going out now and collecting only non-federal aid data and still get reimbursed because they can use a 2-person team in the data collection truck. R. Belknap will check with MDOT Financial Services and Contracts to see if FY 2020 funds for data collection only, can be extended into July 2021, which will provide the agencies time to do the federal aid data collections and invoicing. TAMC will need to consider what kind of affect this will have on each individual agency's budget and activities. There is concern that doing this may affect TAMC's budget. In recent correspondence to data collection agencies, TAMC did not make a change in the policy regarding having a three-person team in the collection vehicle. The Council feels they should collect non-federal aid data this year and as much federal-aid data next year if the FY 2020 data collection funds are able to be extended to July 2021. In the TAMC Work Program agencies are required to collect 100 percent of federal aid roads every two years. If the agencies are able to collect any federal aid data, they should still collect it if restrictions are lifted. The issue is the three-person team is not possible for federal aid data collection due to executive orders related to COVID-19. Some agencies may not have the staffing to collect 100 percent federal aid pavement data all in FY 2021 during the data collection season. The Council wants to assure the agencies that TAMC understands 100 percent may not be collected due to time, staffing and restrictions within the two years. TAMC wants to assure the data collections are done with the same high standards as in the past. TAMC may also need to be more prescriptive on where monies will be spent.

**Motion:** J. Johnson made a motion that TAMC send out to the Metropolitan Planning Organizations (MPOs), Regional Planning Organizations (RPOs), and transportation agencies a revised memo to clarify to the agencies that TAMC understands that at this time agencies may not be able to collect 100 percent of federal aid roads data within the next 2 years as required in the TAMC Work Program; D. Bradshaw seconded the motion. The motion was approved by all members present.

**Action Item:** R. Belknap will draft the revised memo and forward to J. Johnson for her review and comments. R. Belknap will then send the memo to the MPOs/RPOs and transportation agencies.

#### **7.2. – Reporting FY 2018 and FY 2019 Non-Federal Aid Data Collection and Reimbursement (Memo and Attachment 4)**

In 2018, TAMC was approved for an additional \$250,000 to the TAMC budget. Part of those funds are to be used towards the reimbursement of non-federal aid roads data collection and asset management plans. The invoice forms have been changed and expanded to require more detail from the agencies and regions regarding their spending towards PASER data collection and activities. R. Belknap provided a summary of non-federal aid PASER data collection by planning agency for FY 2018 and FY 2019 which shows an additional \$35,000 has been spent on data collection. Some agencies collected and reported their data however, the data was coded in the Roadsoft Laptop Data Collector software as non-TAMC related. R. Belknap stated he is working on updating the requirements for agency invoicing. There is a mile's differential from FY 2017 (\$11.65 per centerline mile) and FY 2019 (estimated \$7.00 per centerline mile). FY 2017 there was a budget of \$30,000 to use towards non-federal aid data collection on a first-come/first-served basis for the agencies. Some agencies do not request reimbursement for non-federal aid data collection. TAMC is now spending approximately \$200,000 on non-federal aid data collection. It seems TAMC is now getting more value for the money. This also helps to identify which agencies require more funding. Looking at the report, it appears there are a few regions that TAMC support staff will need to contact to give them additional direction and discuss the possibility of getting them additional funds or reducing their funds.

**Action Item:** This subject will be placed on next month's TAMC full Council agenda.

#### **7.3. – 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 5)**

The TAMC Strategic Planning Session will be held September 9, 2020 either at the MDOT Aeronautics Building, if possible, or via Microsoft Teams. A conference line will be available for those that are not comfortable with attending an in-person session due to COVID-19. R. Belknap provided a status update on the TAMC activities and tasks listed in the current strategic plan work program. Each TAMC Committee has reviewed their specific tasks in the Work Program. The TAMC Strategic Planning Session will be discussed at the August meeting and the Council can make a final decision as to how this meeting will be held, either in-person or via Microsoft Teams.

### **8. Committee Review and Discussion Items:**

#### **8.1. – Bridge Committee Update– B. Wiefierich/T. Colling**

B. Wiefierich gave a review of the last Bridge Committee Meeting discussions. The Bridge Committee reviewed the annual report, culvert tasks, and reviewed the Bridge Committee priorities in the TAMC Strategic Work Program.

##### **8.1.1. – Investment Reporting Tool Bridge Project Data – B. McEntee/J. Esparza/ D. Jennett**

Support staff found a few issues with the project costs in the IRT. A lot of agencies have a significant amount of construction costs data entry errors. Support staff sent out a general form letter to 10 agencies and included an individualized spreadsheet showing what is in the IRT and requesting the agencies to make necessary changes in the IRT. Three agencies have already gone out into the IRT and updated their data. Because of this effort, this will give a much better project costs estimate analysis in the future.

##### **8.1.2. – Integration of FY 2018 Culvert Pilot Project Data into TAMC Dashboards and Interactive Map**

CSS is currently working on the culvert dashboards and interactive maps.

### **8.1.3. – Culvert Pilot Participation Survey Results – T. Colling**

Christopher Gilbertson, MTU, is getting feedback from the pilot participants and reaching out to other entities to get culvert data and information on how they are doing their collections. He has also sent out a survey requesting specific information from the agencies that participated in the FY 2018 Culvert Pilot Project. The survey results have been received. About 70% of the survey participants stated they are routinely using the culvert data they collected from the culvert pilot. They are also not interested in getting culvert data from the fisheries or resource agencies.

MTU is looking at a method of integrating culvert data from local agencies, the culvert data from the FY 2018 Culvert Pilot Project, MDOT, and Michigan Department of Natural Resources into the IRT. MTU is working with CSS, who has a set of tools, that will meet the needs to do this integration. They are working to create a rule set.

The Bridge Committee will wait until MTU has given their findings on culvert data collections and then decide how to proceed and what to collect during the data collections for culverts.

Bridge Committee is still trying to get a final culvert funds amount from MDOT Finance. They currently have an estimated amount. There is a process that can be done if the funds remaining from the FY 2018 Culvert Pilot Project are not all spent this fiscal year. TAMC will need to come up with a plan on how to use the remaining funds. This will be discussed at the July 23, 2020 TAMC Bridge Committee Meeting.

## **8.2. – ACE Committee Update – J. Start**

### **8.2.1. – Status of FY 2021 Program Contracts and TAMC FY 2022 Budget Preparations**

Currently, the TAMC budget remains the same for FY 2021. R. Belknap will check with MDOT Finance to see if FY 2022 TAMC funds will be reduced due to budget constraints brought on by the COVID-19 pandemic.

### **8.2.2. – 2020 TAMC Fall Conference**

The Council has agreed to cancel the 2020 TAMC Fall Conference due to the restrictions brought on by the COVID-19 pandemic and for the safety of all involved. It is also felt people may not feel comfortable at this time attending an on-site conference. It was suggested that TAMC consider holding the conference virtually. This will require further discussions to see if this is possible.

**Motion:** J. Start made a motion to cancel the on-site 2020 TAMC Fall Conference and investigate the possibility of holding a conference virtually; J. Tubbs seconded the motion. The motion was approved by all members present.

**Action Item:** R. Belknap will schedule a meeting with the Conference Planning Committee to get ideas and suggestions as well as, contact the Michigan Municipal League, and inquire how they are conducting their virtual conference.

### **8.2.3. - TAMC Awards**

TAMC has received two good award recommendations for the Carmine Palombo and Organizational Awards. The ACE Committee recommends that the TAMC Awards be presented at the next on-site TAMC Conference. At that time, each recipient can give an update on where they are now.

The ACE Committee has asked G. Strong to return the sponsorship checks to the sponsors with a “Thank You” note when she returns to the office.

**Motion:** J. Start made a motion that the awards be presented at the next on-site TAMC conference, which will possibly be held in FY 2021. B. Slattery seconded the motion. The motion was approved by all members present.

**Motion:** J. Start made a motion to return the TAMC Conference Sponsorship checks; J. Tubbs seconded the motion. The motion was approved by all members present.

**Action:** G. Strong to return the sponsorship checks to the sponsors with a “Thank You” note when she is allowed to return to the MDOT office.

### **8.3. – Data Committee Update – B. McEntee**

#### **8.3.1. – Pavement Forecast and Statewide Investment Strategy**

There was nothing new to report.

#### **8.3.2. – Creation of TAMC Glossary for TAMC Website – C. Granger**

CSS is working on finalizing the Glossary of Terms list for the TAMC website. They expect to release the glossary mid-to-late August 2020.

#### **8.3.3. – Status of Investment Reporting Compliance and Act 51 – R. Belknap (Memo and Attachment 6)**

R. Belknap provided an updated report showing reporting requirement activities as of June 18, 2020 for FY 2018, FY 2019, and FY 2020. The non-compliance letters that staff sends to the agencies helps to quickly resolve any problems that arise with some agencies.

#### **8.3.4. – Traffic Signal Inventory Update – T. Collings**

MTU continues to work on the traffic signal inventory. They plan to send out a survey and try to get a total count on local agency roads. They are using crash data reports to help achieve this. Using this method MTU anticipates they will get 98% of the signals. MTU will be doing an additional test on this process and if time allows, will do more ground truth surveying.

### **8.4. – Michigan Center for Shard Solutions Update – C. Granger**

#### **8.4.1. – Activities and Priorities Update**

R. Surber participated in the June training sessions and felt they went very well and were very well attended. The Gaylord June 2, 2020 training had 18 attendees and the June 3, 2020 training had 7 attendees. CSS will hold another training session on August 11, 2020 in Saginaw, Michigan, which will conclude their FY 2020 trainings.

CSS is working on the STIP 3-year Planned Projects task which will be a big release. There is only one item that needs to be done for this task to be completed. The release is anticipated in the next couple of weeks. J. Start suggested adding local agency projects that do not go through federal aid be included. C. Granger will check into adding the local projects next year.

CSS has also been very busy working on other TAMC tasks. Culverts have been added to the IRT Interactive Map and will also be released within the next couple of weeks. CSS has added Google Analytics to the interactive map and it is ready to be moved into User Acceptance Testing (UAT.) Legislative Districts printing and display modifications have been updated and they anticipate the TAMC Glossary will be out in August 2020. C.

Granger is also working on setting some TAMC priorities for next year and providing an estimated cost for each task.

**8.4.2. – Training Update**

CSS provided training feedback under 8.4.1.

**8.5. – Michigan Technological University/Technical Assistance Reports – T. Colling**

**8.5.1. – Monthly Activities Report (April 2020) (Attachment 7)**

A copy of their April Activities and Trainings Reports was provided to the Council for their review. T. Colling reported that MTU has just completed their Spring trainings. MTU felt their was good interaction with the participants during the classroom sessions. The next Pavement and Bridge Asset Management Training will be held in August in Lansing. They are planning on doing on-site training but if it is not allowed, will change it to web based.

**8.5.2. – Monthly Training Report (January/February 2020) (Attachment 8)**

See above discussions (8.5.1.)

**9. Public Comments:**

None

**10. Member Comments:**

T. White reported that the July 23, 2020 State Transportation Commission meeting originally scheduled to be held on-site in Detroit has been changed to a Microsoft Teams Meeting.

**11. Adjournment:**

J. Tubbs made a motion to adjourn the meeting; J. Start seconded the motion. The motion was approved by all members presents. The meeting adjourned at 3:08 p.m. The next full Council meeting is scheduled for August 5, 2020, at 1:00 p.m., via Microsoft Teams Meeting.

<b>TAMC FREQUENTLY USED ACRONYMS:</b>		
<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS	
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)	
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.	
<b>ADA</b>	AMERICANS WITH DISABILITIES ACT	
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM	
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)	
<b>CFM</b>	COUNCIL ON FUTURE MOBILITY	
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE	
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)	
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)	
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS	
<b>DI</b>	DISTRESS INDEX	
<b>ESC</b>	EXTENDED SERVICE CONTRACT	

<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT	
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION	
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)	
<b>FY</b>	FISCAL YEAR	
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION	
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL	
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM	
<b>IBR</b>	INVENTORY BASED RATING	
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX	
<b>IRT</b>	INVESTMENT REPORTING TOOL	
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY	
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION	
<b>LDC</b>	LAPTOP DATA COLLECTORS	
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM	
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES	
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)	
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS	
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION	
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET	
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION	
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION	
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE	
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION	
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION	
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS	
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION	
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY	
<b>NBI</b>	NATIONAL BRIDGE INVENTORY	
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS	
<b>NFA</b>	NON-FEDERAL AID	
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION	
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM	
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING	
<b>PNFA</b>	PAVED NON-FEDERAL AID	
<b>PWA</b>	PUBLIC WORKS ASSOCIATION	
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL	
<b>RBI</b>	ROAD BASED INVENTORY	
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY	
<b>ROW</b>	RIGHT-OF-WAY	
<b>RPA</b>	REGIONAL PLANNING AGENCY	
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION	
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS	
<b>STC</b>	STATE TRANSPORTATION COMMISSION	
<b>STP</b>	STATE TRANSPORTATION PROGRAM	
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL	

<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION	
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN	
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES	
<b>UWP</b>	UNIFIED WORK PROGRAM	

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