

**TRANSPORTATION ASSET MANAGEMENT COUNCIL**

July 10, 2019 at 1:00 p.m.

MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

**MINUTES**

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

**Members Present:**

Christopher Bolt, MAC, via Telephone  
Joanna Johnson, CRA/RCKC – Chair  
Gary Mekjian, MML  
Jonathan Start, MTPA/KATS  
Jennifer Tubbs, MTA  
Brad Wieferich, MDOT

Derek Bradshaw, MAR/GLS Region V  
Bill McEntee, CRA – Vice-Chair  
Robert Slattery, MML, via Telephone  
Rob Surber, DTMB/CSS  
Todd White, MDOT

**Support Staff Present:**

Niles Annelin, MDOT  
Tim Colling, MTU/LTAP, via Telephone  
Dave Jennett, MDOT  
Craig Newell, MDOT

Roger Belknap, MDOT  
Cheryl Granger, DTMB/CSS  
Tim Lauxmann, DTMB/CSS  
Gloria Strong, MDOT

**Public Present:**

Jessica Moy, MIC Executive Director

**Members Absent:**

None

**1. Welcome – Call-To-Order:**

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

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

2.a. –J. Johnson would like to remove agenda item 4.2. – Approval of the June 5, 2019 Strategic Planning Session Minutes.

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

None

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

**4.1. – Approval of the April 10, 2019 Meeting Minutes (Attachment 1)**

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

R. Belknap provided the July 2, 2019 TAMC Budget Expenditure Report for the Council’s review.

**Motion:** J. Start made a motion to approve the items under the Consent Agenda with the amendment to remove Consent Agenda item 4.2.; B. McEntee seconded the motion. The motion was approved by all members present.

**5. Correspondence and Announcements:**

**5.1. – Update on 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 TAMC Spring Conference at Treetops in collaboration with APWA.

### **5.2. – Organizational Awards Press Releases – R. Belknap**

R. Belknap sent out the Organizational Awards Press Releases. He had a discussion with Berrien County regarding a statewide evaluation of agencies on a “bomb chart” that shows the movement of agencies in agency performances. Beyond the TAMC dashboards, we do not have any evaluations such as this to help determine or back-up our selection of award winners. It was suggested to have past award winners come back and state what they are currently doing.

**Action Item:** Add to the Data Committee agenda to possibly have B. McEntee do an analysis of agency progresses such as he had provided at a past TAMC meeting.

**5.3. – MDOT Michigan Mobility 2045 Stakeholders Group – TAMC Volunteers – J. Johnson**  
J. Johnson thanked G. Mekjian and C. Bolt for volunteering on behalf of TAMC to be in the 2045 Stakeholders Group.

## **6. – Michigan Infrastructure Council Update – J. Johnson/J. Moy:**

### **6.1. – X-Council Meeting Update**

There were discussions at the last X-Council meeting regarding MIC, TAMC, and the Water Asset Management Council (WAMC) working together across the councils on marketing opportunities. WAMC has access to contracts through the state of Michigan that they can leverage but they need to get a better understanding of scope. They want to find a better way to share success stories that are seen across the state between the Councils. Discussions were had to possibly get a consultant to assist with this effort. There are existing contracts, but they may need a cross council’s sub-group to handle this. They want the legislatures to understand what the Councils are doing and why.

J. Johnson recently spoke with Rep. Jack O’Malley, chair of the Michigan House of Transportation, at a town hall meeting, who stated he may be able to bring TAMC before the House Transportation Committee to talk about the TAMC Annual Report, MIC, and WAMC. TAMC will need to provide hard copies of the annual report to the committee. J. Johnson will contact him in the near future to get TAMC on their agenda.

**Action Item:** J. Johnson will contact Jack O’Malley to get TAMC on the agenda at a House Transportation Committee meeting.

### **6.2. – Regional Summits Update – J. Moy**

MIC just finished up their first round of 16 summits in 15 communities. There were 450 participants and over 879 pieces of feedback given. Most attendees were happy that someone personally called to ask them to attend. They enjoyed the summits and found them very informative. People are now requesting to come to the fall summits. Some even signed up to attend another summit outside of their region. The individual feedbacks will be compiled and placed on the MIC Website. There were a lot of good comments in the feedbacks. MIC is working with their Graphics Division and compiling the summit results into a four-page, graphic filled report similar to the TAMC Culvert Report Summary. The next round of summits will be in the fall. MIC sent out dates to the regions to help schedule the next fall summits.

Canadian Network of Asset Managers (CNAM) was awarded for their Readiness Assessment in Canada that they use to state where they are with asset management. All of their information is nonproprietary, and they are giving MIC access to their content. A kick-off was done this morning, training will be done with the regions, and an assessment will be rolled out at the fall summits.

### **6.3. – TAMC attended the June 27, 2019 WAMC Meeting – J. Johnson**

TAMC support staff - T. Colling and R. Belknap, and Council members - B. Slattery and B. McEntee attended the June 27, 2019 WAMC meeting and providing information regarding TAMC happenings, which was very much appreciated by WAMC. TAMC is always looking for opportunities to collaborate and share information regarding TAMC.

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

### **7.1. – Bridge Committee – J. Johnson**

The items below will be on the agenda for the next Bridge Committee meeting, which will be held on July 25, 2019.

#### **7.1.1. – Review Draft 2020-2022 TAMC Work Program**

#### **7.1.2. – Review Draft TAMC Asset Management Plan Template**

#### **7.1.3. – Culvert Data Collection Update**

### **7.2. – ACE Committee – J. Start**

#### **7.2.1. – Review Draft 2020-2022 TAMC Work Program**

At this morning's ACE Committee meeting the committee provided a brief review of their section of the draft work program from the June 5, 2019 TAMC Strategic Planning Session. They will do a more detailed review prior to the August ACE Committee meeting. Each committee will need to review their section of the draft document and provide any comments/corrections to R. Belknap. One concern was who will do the actual reviewing of the plans. The legislation specifically states that "the Council..." review the plans for adherence to Public Act 325.

**Action Item:** ACE Committee will hold a teleconference to review their section of the draft TAMC Work Plan prior to their August committee meeting.

**Action Item:** T. White will contact the Attorney General's Office and inquire if TAMC support staff can review on behalf of TAMC and bring their recommendation to the Council for final approval or does the Council need to do the actual reviewing of each of the plans. T. White will report to the ACE Committee his findings at the next ACE Committee meeting.

#### **7.2.2. – Review Draft Policy for Submittal and Review of Asset Management Plans**

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 was reviewed at today's meeting. 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.

The ACE Committee recommended that the draft 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.

The committee also reviewed the draft Asset Management Template provided from MTU and agreed to the template. An item of discussion was goals for the agencies – aspirational vs. realistic. It is felt goals will be different to many communities. The Council will need

to figure out a way to evaluate each agencies goal's and if they are meeting those goals. As an agency they can make a goal, they can show the gap, then show where they are and what their targets will be. The ACE Committee will make a recommendation towards this and welcomes any comments from full Council.

The Committee had a discussion about how the plans could be reviewed in the IRT by CSS creating a series of check boxes in the IRT that covers the seven required elements per Public Act 325. When the agency submits their plan, they must check the boxes and provide page numbers of where the elements are within their plan and then check a box stating that their Asset Management Plan has been approved by their governing body. More to come on this.

The ACE Committee recommended that the template move on to full Council for their review and comment.

### **7.2.3. – Review Draft Policy for the Collection of Roadsoft Surface Condition Data**

There was no need to discuss this policy at today's ACE Committee meeting.

## **7.3. – Data Committee – B. McEntee**

### **7.3.1. – Review Draft 2020-2022 TAMC Work Program**

The committee has not received their section of the Work Program for review and has not met since the strategic planning session in June. It will be reviewed at the next Data Committee meeting on July 24, 2019.

### **7.3.2. - Investment Reporting Compliance Summary Report (Attachment 3)**

A copy of the July 2, 2019 Summary Statistics was shared with the Council. Committee members felt the Council will need to look at the level of participation in the IRT trainings and recommend agencies attend the trainings available to them.

### **7.3.3. - Update on Paving Warranties Reporting and the TAMC IRT – B. McEntee**

CSS is about 90 % done with adding the warranty applications that will need to be used in order for agencies to submit their statewide warranty projects in the IRT. The main goal is to be able to generate a statewide report and map showing warranty projects across the state for all agencies. It is expected that this task will be completed by August. MTU will provide the training on the warranty program and this will begin sometime in January and February 2020. Warranty training will also be provided to the elected officials. CSS is testing the applications with two agencies. Those projects costing \$2 million or higher are required to have warranties under state law. Projects below that amount are not required to be reported. There are currently 900 projects reported in the data set as having warranties. TAMC must have the warranty applications completed by September 2019, as everyone must have their program approved by September 12, 2019.

CSS will check to see if they can link to the State Transportation Improvement Program (STIP)/TIPs and if that warranty information can be uploaded into the IRT.

### **7.3.4. – Traffic Signal Survey/Inventory Pilot and Subject Matter Experts Update**

Traffic signal inventory survey is on hold subject to the template. Currently, agencies just need to inform TAMC what inventory they currently have and then they will work on getting that information uploaded into the IRT.

CSS is close to completion for the integrated mapping for planned projects. It is in development and needs to be polished. They will complete the planned project task after the culverts task. CSS will give an update on progress with the culvert task.

#### **7.4. - Michigan Center for Shared Solutions – M. Holmes**

CSS met today with MDOT on important collaboration efforts that have come about from new staffing and new legislation. CSS also would like to discuss how to prioritize the tasks TAMC assigns to them and have the right level of participation from the Council. CSS will be providing quarterly proposals on TAMC tasks and priorities. For large tasks, CSS will need to inform the Council if they have time, staffing, monies, etc. to complete the tasks necessary for the Council. TAMC committees will need to be involved with this. The Council has asked CSS to forward the proposals on to the appropriate TAMC committee for review and then the committee forward on to the full Council with a recommendation.

CSS is also working on Legislative District Rating Maps for Monica Ware from MRPA. There are approximately 100 districts involved. CSS will take the maps once completed to Data Committee for their discussions on whether or not the Council may want to add the maps to the dashboards.

CSS would like to know what the Bridge Committee needs to see in the IRT for culverts. This is on the agenda for the next Bridge Committee Meeting, July 25, 2019.

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

The Draft TAMC Asset Management Plan Template is on hold until all committees have reviewed the template and the Council submits their final decision to MTU. The template is approximately 80 pages. MTU has also created a shortened version of the template. The trainings are complete and MTU plans to provide the training workshops in the fall and will also hold training Webinars. The data from PASER trainings will be shared in the near future. Framework base map work information has been going out through MTU through the Round-Up and R. Belknap provided this information at the last Regions Coordination teleconference. They have also released an updated version of Roadsoft that they will be sharing with the regions.

**Action Item:** R. Belknap will send out the draft Asset Management Plan Template to the TAMC Committees and Council to review.

##### **7.5.1. – Monthly Activities Report (Mar-Apr-May 2019) (Attachment 4)**

A copy of the Activities Report for the reporting period of March 1- April 30, 2019, was provided to the Council.

##### **7.5.2. – Monthly Training Report (Mar-Apr-May 2019) (Attachment 5)**

A copy of the Training Report for the reporting period of May 1-31, 2019, was provided to the Council.

#### **8. Public Comments:**

The MIC will not meet in July or August 2019. When TAMC is ready to approve the asset management plans, the MIC is asking that support staff let MIC/WAMC know to have an opportunity to listen in and the same for WAMC. WAMC plans to possibly use Survey Monkey to send out the requirements to their 600+ agencies who already under regulatory permits, to see if they meet the necessary mandated requirements. WAMC is working with some interesting dynamics with their agencies.

#### **9. Member Comments:**

G. Strong and R. Belknap will be presenting on July 25, 2019 at the MTPA Conference at the Radisson Hotel, Lansing, on the Public Act 325 requirements.

J. Johnson will be speaking at the July 18, 2019 State Transportation Commission meeting on behalf of TAMC, reporting on the annual report.

G. Strong has a new work cell phone number, 517-243-7748.

C. Bolt is currently in Las Vegas to accept, on behalf of the Jackson County Department of Transportation, a National Award for their Road Recycling Program and a Best in Class Award for the transportation category.

**12. Adjournment:**

The meeting adjourned at 2:18 p.m. The next full Council meeting will be held August 7, 2019 at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2<sup>nd</sup> Floor Conference Room, Lansing, Michigan.

<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>	ADULTS 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 LIFE
<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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