

## TRANSPORTATION ASSET MANAGEMENT COUNCIL

August 5, 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  
Gary Mekjian, MML  
Jonathan Start, MTPA  
Jennifer Tubbs, MTA

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

#### **Support Staff Present:**

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

Roger Belknap, MDOT  
Jesus Esparza, MDOT  
Mark Holmes, DTMB/CSS  
Kyle Nelson, MDOT  
Mike Toth, MDOT

#### **Public Present:**

Amber Hicks, MIC  
Jessica Moy, MIC

#### **Members Absent:**

Brad Wieferich, MDOT

#### **1. Welcome – Call-To-Order:**

The meeting was called-to-order at 1:01 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 July 1, 2020 Meeting Minutes (Attachment 1)**

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

R. Belknap provided a copy of the TAMC Budget Financial Report – FY 2018 - FY 2020.

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

#### **5. – Correspondence & Announcements:**

**5.1. – 2020 Pavement Surface Evaluation and Rating (PASER) Data Collection Correspondence - (Attachment 3)**

On July 15, 2020 updated correspondence regarding the 2020 PASER data collection was sent out to the transportation partners.

## **5.2. – Statewide Pavement Management Advisory Committee (SPMAC) Update**

R. Belknap and D. Jennett gave a TAMC update and IRT demonstrations, including culvert dashboards and interactive maps, at the July 29, 2020 SPMAC meeting.

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

### **6.1. – Next MIC Meeting – September 10, 2020**

The MIC held a meeting on June 11, 2020. The next MIC meeting is scheduled for September 10, 2020.

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

Definitions and Standards Group are making good progress on the MIC Glossary of Terms. Nothing new to report.

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

WAMC met at the end of July and decided to push their asset management plan submittals by one year and will still be in compliance with the legislation. In the legislation they must have the 3-year plans done by 2024. They will also be moving to quarterly meetings. TAMC is required by Public Act 325 to have the first group of local agencies submit their asset management plans by October 1, 2020. TAMC Support staff has not had any agencies state they are not going to be able to meet the required deadline. All but eight agencies in Group A have attended MTU's TAMP training class. MTU feels agencies are comfortable and well prepared to submit their TAMPS.

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

The FY 2021 budget has not been decided. Nothing new to report.

## **7. Old Business:**

### **7.1. – State Transportation Commission (STC) Annual Report Presentation – R. Belknap/J. Johnson**

R. Belknap did a brief update to the STC on July 23, 2020 on the 2019 TAMC Roads and Bridges Annual Report. The hope is that the legislature is aware of the condition of Michigan's road and bridge system when they make their decisions on funding.

### **7.2. - FY 2020 Data Collection and Contracts, and Communications – J. Start/R. Belknap (Memo and Action Item)**

The 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. The ACE Committee recommends that the FY 2020 federal aid data collection funds be extended to June 30, 2021. This will allow agencies to focus on non-federal aid data collection this year and next year concentrate on collecting as much federal aid data as possible. In the TAMC Work Program agencies are required to collect 100 percent of federal aid roads every two years. The issue is the three-person team is not possible for federal aid data collection due to executive orders related to COVID-19 regarding social distancing. 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. The ACE Committee wants to assure the data collections are done with the same high standards as in the past therefore, feels it is necessary to still have a three-person PASER rating team and giving the agencies the extension until June 30, 2021, will help ease their efforts. TAMC will need to send out correspondence to transportation partners that federal aid data collection will not occur for this year and provide the information on the June 30, 2021 extension. J. Johnson stated she is disappointed with MDOT for making the decision to not participate in federal aid data collections this year due to COVID-19.

**Motion:** J. Start made a motion that the FY 2020 contracts be amended extending funding for federal aid data collection to June 30, 2021, and that MTU get an extension to December 31, 2020 to complete tasks related to their TAMC CTT Activities Contract; R. Slattery seconded the motion. The motion was approved by all members present.

### **7.3. – Reporting Non-Federal Aid Data Collection and Reimbursement – R. Belknap (Memo and Attachment 4)**

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 and reviewed 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 and FY 2019. Some agencies do not request reimbursement for non-federal aid data collection. R. Belknap will be contacting the agencies that have information that needs to be clarified.

### **7.4. – 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 5)**

The TAMC Strategic Planning Session will be held September 9, 2020 either an in-person or via Microsoft Teams. The preference of the Council is to hold the session in the morning. The ACE Committee meeting has been canceled for September 9, 2020. 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 will need to do a final review of their specific tasks in the Work Program. J. Johnson and R. Belknap will make a final decision as to how this meeting will be held, either in-person or via Microsoft Teams, in near future.

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

### **8.1. – Bridge Committee Update – C. Bolt/R. Belknap**

#### **8.1.1. – Investment Reporting Tool Bridge Project Data**

Support staff found that a few agencies had construction cost errors in the IRT tool. Support staff sent out correspondence requesting the agencies make necessary changes in the IRT. Some agencies have responded. Support staff is still waiting on other agencies to respond. This effort will provide a much better project costs estimate analysis in the future.

#### **8.1.2. – 2020 Bridge Inspections (Attachment 6)**

This is just a reminder that FHWA has confirmed that the 2020 bridge inspections are still being conducted and should be noted if they are going to be delayed.

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

Brad Wieferich provided an email update that stated R. Belknap has received final culvert remaining funds number. There is no forecasted budget provided. The total amount remaining from the 2018 Culvert Pilot Project is \$552,874.97, which includes the FY 2020 encumbrances of \$55,011.46 to MTU and the budgeted \$25,000 to CSS. Other items discussed at the last Bridge Committee meeting were:

- MTU is already authorized to continue training.
- MTU is working with CSS to see the data submitted format/etc. to better understand how the data will be shared.
- The Bridge Committee is working with CSS to put the culvert information on the dashboard.
- Bridge Committee is working with an external partner group to identify area of data sharing/cross benefit.

- MTU will assist in the external partner information gathering, including doing interviews of data usage, finding additional potential external partners, and documenting case studies on the value of specific instances. Based on the findings of the external partner sharing, any modifications to the data standards/inspection information will need to be made by MTU.
- The Bridge Committee has therefore decided that we need to hold off on distributing any funding for data collection until we finalize the statewide data standards over collection of additional data from individual agencies; likely at the last summer/fall this year.
- MTU has some deliverables to do for the Bridge Committee and will provide their findings to the Bridge Committee for them to make a decision on what should be in the policy outline that will be provided to the full Council.

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

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

Support staff has submitted project authorization forms to MDOT Contract Services for FY2021 to be processed with the MPOs/RPOs. There have not been any adjustments in the FY 2021 and FY 2022 budgets. If a budget reduction of 10 percent comes along, TAMC will make those adjustments.

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

The ACE Committee today approved for recommendation to full Council to hold a virtual fall TAMC conference at the end of October or beginning of November, two half-day sessions at no cost for registration. The Conference Committee can choose the date. G. Strong suggested the dates of October 28 & 29, 2020. The attendees will also get continuing education credit. It was suggested that TAMC charge for people to attend the conference to help assure that they will in fact attend. It was felt if people pay even a small fee, they will attend, as opposed to if they did not have to pay, they may not attend even if they register for the conference. Normally, it would add value to charge attendees to come to the conference, but it may preclude many people from coming even if a small fee is charged. It is believed that there is a moratorium on MDOTers to attend any trainings or conferences that have a fee due to current restraints in the state's budget due to COVID-19. It is required that MDOTers justify why they should attend the conference. Forms and procedures would have to be completed and followed in order to possibly get a blanket approval for MDOTers to attend. If a fee is not charged, it is felt it would simplify many MDOTers who wish to attend, to get the training they need, as well as their continuing education credits. It was also felt that budgets are very strained due to COVID-19, and since TAMC has the funds in their budget to easily meet the financial cost to put on the virtual conference at a very low cost, TAMC would not charge for anyone to attend the conference.

**Motion:** J. Start made a motion for TAMC to hold the annual fall conference virtually at the end of October or beginning of November; T. White seconded the motion. The motion was approved by all members present.

**Motion:** J. Tubbs made a motion that the conference should be offered at no cost to attendees; J. Start seconded the motion. The motion was approved by all members present.

### **8.2.3. – Transportation Asset Management Plans**

This is an activity in the MPO/RPO work program to provide technical support to local agencies with their TAMPs if the local agency seeks prior approval from the MPO/RPO and they will get reimbursed if the monies are within the budget. There is no need to

change the verbiage in the contracts for the transportation and bridge asset management plans. There is also verbiage in the work plan that the agencies will use the TAMC TAMP template.

### **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 – B. McEntee**

CSS has completed the Glossary of Terms list for the TAMC website. They expect to release the glossary late August 2020.

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

MTU continues to work on the traffic signal inventory. They sent out a survey and they are reviewing the results. They are using crash data reports to help get additional information on Michigan traffic signals inventory. Using this method MTU anticipates they will get 98% of the signals. MTU will be doing an additional test on this process and do more ground truth surveying.

#### **8.3.4. – Status of Investment Reporting Compliance and Act 51 – R. Belknap**

There are only a few who need to complete their Act 51 reporting requirements. FY 2019 is almost complete. There is a training on August 11, 2020. An update meeting was held with the ACT 51 team yesterday. Things are progressing well.

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

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

CSS has reviewed their FY 2021 budget and priorities with TAMC support staff and the ACE Committee and there were no issues. CSS is working on the 2.17 release which includes the STIP project to the IRT and culverts added to the dashboards and interactive maps. They are currently in the user acceptance testing phase.

#### **8.4.2. – Training Update**

CSS will be providing their last training for this fiscal year on August 11, 2020. CSS still plans on doing four on-site and four webinar trainings for next year. They are all caught up with updates with all the data that they have received. CSS does not anticipate any issues with the November updates which includes the 2019 data. CSS and the Act 51 team feel it would be beneficial to collaborate on ADARS and IRT trainings in the future.

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

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

A copy of their May 1-31, 2020 (dated June 26, 2020) Activities and Trainings Reports were provided to the Council for their review. MTU will be providing Pavement and Bridge TAMPS webinar trainings on August 24, 25, and 27, 2020. Culvert training will be provided on September 17 and 24, 2020. At the end of this year, MTU will provide some additional asset management workshops. They have not been scheduled or finalized at this time.

#### **8.5.2. – Monthly Training Report (May 2020) (Attachment 8)**

See above discussions (8.5.1.)

## **9. Public Comments:**

M. Toth received clarification from the Council that there will not be any 2020 MDOT PASER Federal Aid data collection in 2020. He would like to know if there is still a need for the PASER QR Vender Contract?

R. Belknap does not feel that it is needed because there will not be any data to compare it to since there was only a small amount of federal aid road data gathered this year.

**10. Member Comments:**

J. Johnson and R. Belknap will inform everyone of the specific time and location that the September 9, 2020 Strategic Planning Session will be held as soon as possible.

Per J. Johnson there were some cuts to the 2020 Transportation Budget but not to the TAMC budget. She also wants to get out notification right away on the various recommendations that were made today to our transportation partners.

**11. Adjournment:**

The meeting adjourned at 2:57 p.m. The next full Council meeting is scheduled for September 9, 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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