

**TRANSPORTATION ASSET MANAGEMENT COUNCIL MEETING**

December 2, 2020 at 1:00 p.m.

The 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  
Brad Wieferich, MDOT

Derek Bradshaw, MAR  
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  
Jesus Esparza, MDOT  
Cheryl Granger, DTMB/CSS  
Kyle Nelson, MDOT  
Mike Toth, MDOT

Roger Belknap, MDOT  
Eric Costa, MDOT  
Chris Gilbertson, MTU/LTAP  
Dave Jennett, MDOT  
Gloria Strong, MDOT

**Public Present:**

Ryan Buck, WATS/MTPA  
Jessica Moy, MIC  
Steve Stepek, MTPA

Amber Hicks, MIC  
Brad Sharlow, MDOT  
Philip Trapp, MI Dept. of Treasury

**Members Absent:**

None

**1. Welcome – Call-To-Order:**

The meeting was called-to-order by Vice-Chair, B. McEntee, at 1:03 p.m. Everyone was introduced and welcomed to the meeting. Ryan Buck, MTPA, was introduced. Attendance was verified by roll call by G. Strong.

**2. Changes or Additions to the Agenda:**

None

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

None

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

**4.1. – Approval of the November 4, 2020 Meeting Minutes (Attachment 1)**

C. Gilbertson and B. Wieferich requested minor changes to section 8.1.

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

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

**Motion:** J. Start made a motion to approve the Consent Agenda with the changes requested by C. Gilbertson and B. Wieferrich; R. Slattery seconded the motion. The motion was approved by all members present.

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

### **5.1. – Michigan Mobility 2045 Long-Range Plan Update – B. Sharlow**

B. Sharlow went over some of the key accomplishments and next steps for the Michigan Mobility 2045 Long Range Plan. This presentation was just to keep the Council updated on the happenings of the Plan. There are six goals for the Plan – Safety and Security, Network Condition, Mobility, Quality of Life, Economy and Stewardship, and Partnerships. For the benchmark data they are using data received through 2018. B. Sharlow wanted to know if TAMC agrees with their 85 percent on local roads to do the analysis of roads and bridge needs? It was suggested that B. Sharlow consult with the regions, MTPA, and MML to see what benchmark they would be comfortable with. They hope to have the plan adopted in October of next year. A copy of Mr. Sharlow's presentation will be placed on the TAMC Website.

### **5.2. – TAMC Schedule of Activities and Training (Attachment 3) – R. Belknap**

This is the time to begin lining up TAMC trainings. Many trainings will be moved to webinars due to COVID-19 restrictions. December 8, 2020 is the first IRT training. CSS is seeking Council members to assist with the formal trainings. R. Belknap asks that the Council members review the dates of the TAMC trainings and send R. Belknap the dates that they are available to assist with the trainings. R. Belknap will send them the slides they will use for the trainings.

The MML Capital Conference is scheduled for March 16 and 17, 2021 at the Lansing Center if the conference is allowed to be in-person. The MML Convention is tentatively scheduled for September 22-24, 2021 at the Amway Grand Hotel in Grand Rapids if the conference is allowed to be in-person. R. Slattery volunteered to assist with doing any presentation on behalf of TAMC for these two events. There are no PASER trainings on the list as it is still a work in progress for the dates and platforms. R. Belknap will update the list when that information is made available.

### **5.3. – TAMC Committee Assignments and Attendance (Memo and Attachment 4) –**

#### **R. Belknap**

R. Belknap introduced R. Buck who is replacing J. Start representing MTPA in February 2021. If any Council member would like to switch to a different committee it will need to be discussed with the TAMC chair. The TAMC Council and Committees have approved their 2021 meeting schedules. R. Belknap shared an attendance sheet of the Council members attendance to TAMC meetings. J. Johnson would like any changes sent to support staff and she also informed Council members that if they are interested in being TAMC Chair or TAMC Assistant Chair, to let her know. This is an opportunity for anyone interested in stepping up to the leadership role, if interested. The Council will have further discussions of this at their January 2021 meeting.

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

### **6.1. – MIC Meeting**

The next MIC meeting will be held virtually on December 10, 2020. This is their annual meeting for the MIC where a lot of administrative duties get handled at that time such as election of leaderships, meeting schedules, bylaws, etc. J. Moy will provide an update to TAMC after this meeting.

### **6.2. – Budget Update**

Some of MIC's initiatives that were previously discussed such as, MIC receiving funds to continue their operations. This will allow their work to progress; specifically, with the network of asset

managers and the work they are doing with the asset management readiness assessment. They are having a challenge with the regions with the asset management scale and to bring in results by the end of the year and look forward to those results coming in that will give them a statewide perspective of asset management maturity across the state. The MIC is also getting ready to release the project portal shortly after the new year.

### **6.3. – Glossary Update**

The MIC Definitions and Standards Group will present at this month’s MIC meeting and present their first set of integrated terms and once those are approved by the MIC they will bring the terms to TAMC and WAMC as they continue to build the integrated terms. J. Johnson, on behalf of TAMC, and Scott Houst, on behalf of WAMC, both sit on the subgroup and provide input during the entire process.

## **7. Old Business:**

### **7.1. – 2021 “Pilot” Training and Data Collection Policy (Memo and Attachment 5) (Action Item) – R. Belknap**

Based upon past discussions with the Council and Data Committee, Option 2 (with the two-person, two-agency team or their designee) is favored. Work is being done on the language of the 2021 pilot data collection policy. The ACE Committee reviewed the Draft Policy for Pilot Collection of Roadway Surface Condition Data. Data Committee has not reviewed the policy. R. Belknap went over the areas that ACE Committee reviewed and had discussions on at their meeting today. There are some complications with giving certifications from a web-based training. MTU will be working with the Council to resolve these issues. Language was added to the drafted pilot policy so that agencies would have access to vehicles to do their data collections and how rental vehicles could be reimbursed through TAMC by using the state of Michigan Schedule C hourly rates.

TAMC wants to be sure to verify all expenses when agencies invoice for reimbursements. J. Start stated that the ACE Committee had a lot of discussion on the rating team. Using a two-person, two-agency team does not preclude the agency from designating a region person, where there could be two region persons that the city agreed to allow do the rating on their behalf (whomever they designate). There should be some documentation that the city or county agency agrees to allow two people from the same agency to do the ratings on their behalf. Because raters must take an exam in-person to become certified, this poses a problem. It was decided that anyone certified less than four years would be able to rate. Therefore, anyone trained in 2018 and 2019 are eligible to rate. However, there are new raters that still need to be trained and only web-based trainings are available. T. Colling reported that PASER trainings depend a lot on engagement with the trainee and it will be difficult to do the trainings web based. Concurrence ratings would require a lot of changes made by MTU. The Council all agree that for the federal aid rating teams two people from different agencies or their designees is acceptable. The goal is to collect as much quality federal aid data as possible and TAMC needs to be understanding that there are going to be some budgetary limitations. MTU is in good shape for trainings.

**Motion:** J. Johnson made a motion that TAMC revise the policy for Pilot Collection of Roadway Surface Condition Data for 2021 that incorporates the two-person/two-agency or their designee and eliminate any reference to the certification exam and that anyone certified in 2018 and 2019 are eligible to participate in federal aid data collection and there will be opportunities in 2021 for training; D. Bradshaw seconded the motion. The motion was approved by all members present.

### **7.2. – 2021-2023 TAMC Strategic Work Program (Memo and Attachment 6) (Action Item) – R. Belknap**

R. Belknap provided a draft 2021-2023 TAMC Strategic Work Program for the Council's review and approval. This is the final opportunity for everyone to give any modifications for the work program. R. Belknap will be presenting this to the Council for final approval along with the TAMC budget at the January 2021 meeting. The CSS Work Program and MTU will also be reviewed in January 2021.

**Motion:** J. Johnson made a motion to approve the 2021 – 2023 Strategic Work Program; J. Start seconded the motion. The motion was approved by all members present.

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

### **8.1. – Bridge Committee Update – B. Wieferich**

The last meeting was largely about the culvert ratings and culvert issues. MTU submitted to the bridge committee their report on culverts that includes the new AASHTO culvert guidelines. MTU also had a task to work on culvert evaluation trainings which they are scheduled to have submitted to TAMC by December 23, 2020. B. Wieferich made a recommendation to hold a workshop to specifically talk about the culvert policy and come out with a draft culvert data collection policy.

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

#### **8.2.1. – FY 2021 Budget Amendment Request (Memo and Attachment 7) (Action Item)**

MTU has request a minor budget amendment request to their contracts which makes a final change of \$856.52 of the two budget amendment requests switching monies from two categories in the contract and MTU to use the \$10,000 remaining in the budget from the conference funds.

**Motion:** J. Start made a motion that TAMC approve these changes to the MTU contracts; J. Johnson seconded the motion. The motion was approved by all members present.

#### **8.2.2. – Draft FY 2022 TAMC Budget (Memo and Attachment 8)**

R. Belknap provided a draft 2022 budget to the ACE Committee today. The FY 2022 budget is the same as FY 2021. There is no change in the allocations at this time. However, they will have to look at those funds if the budget gets reduced. The remaining \$465,000 culvert pilot funds will be reviewed to get those funds put into a budget so that they can be used to possibly give back to the agencies to complete their culvert activities and data collections. The ACE Committee and J. Johnson is looking for the Bridge Committee to make suggestions on how to use the remaining \$465,000 2018 Culvert Pilot Project funds. These funds need to be earmarked as soon as possible.

**Motion:** J. Johnson made a motion that TAMC adopt the FY 2022 TAMC budget; R. Slattery seconded the motion. The motion was approved by all members present.

#### **8.2.3. – Transportation Asset Management Plans (Memo) (Action Item)**

G. Strong did a review of seven TAMPs and found that they meet the seven element requirements of Public Act 325. The ACE Committee supported G. Strong's recommendation to approve the TAMPs however, based upon the recent opinion received by the Michigan Attorney General's Office, it is unclear as to whether or not the TAMPs received after the October 1, 2020 due date can be approved as they do not meet the due date requirement of Public Act 325. The response from the Attorney General's Office is that any TAMP submitted after the deadlines established by the TAMC is considered out of compliance but there is no penalty. TAMC will do additional investigations of Public

Act 164 and Public Act 325 to make a decision on whether or not agencies that submitted after the October 1 due date is totally out of compliance.

It may be unreasonable that an agency is unable to move major primary street funding to local minor street for three years until their next TAMP submission just because they were late in submitting their TAMP. The agencies that have submitted their TAMP prior to or on October 1, 2020 and have been found in conformity of Public Act 325 can be recommended for approval. The TAMPs received after the October 1, 2020 are in question. TAMC decided to hold a separate meeting in January 2021 to review the legislation and discuss how to proceed with TAMPs received after the due dates. J. Start made a motion regarding the TAMPs and J. Johnson chose to abstain from voting due the Road Commission of Kalamazoo County's TAMP was included in the seven TAMPs up for approval today. The Council allowed J. Johnson to vote as the majority felt there was no conflict of interest.

**Motion:** J. Start made a motion that the seven TAMPs be found in conformity if they meet the requirements of Public Act 325 and the Michigan Attorney General's opinion regarding submission's received by the October 1, 2020 due date; J. Tubbs seconded.

**Motion Tabled:** After much discussion, J. Start made a motion to table his previous motion until the compliance issue is resolved; B. Slattery seconded the motion. The motion was approved by all members present to table this issue until this is reviewed further.

**Action Item:** TAMC support to set up a meeting in January 2021 to review Public Act 164 and 325 and issues of compliance.

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

#### **8.3.1. – TAMC Dashboard Schedule and Updates**

The fall dashboards have been updated however, safety data was delayed due to a database and website shut down because of the elections. They will be rerunning financials also due to some people not getting their information entered.

#### **8.3.2. – Traffic Signal Program Update – T. Colling**

T. Colling gave a presentation on MTU's final traffic signal report. MTU will provide a copy of their report at the next meeting. The goals were to get a signal count and an estimate of cost to give the Council a perspective on the size of this effort. Three years of traffic crash records in crash reports were used to create the report. Looking at the different components are going to be very informative and will help with the MIC and TAMC glossaries. ITE has a state of practice that they do every five years on signal technology. This may be something TAMC could use in the future.

TAMC Data Committee is working on the update of the IMAP for traffic signals and will be working with CSS in the near future.

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

#### **8.4.1. - Activities and Priorities Updates**

The current activities and priorities release 2.8 is very large and contains STIP/JobNet projects an several IMAP changes. It is hoped that testing will be completed by Friday and moved into production by the holiday.

**8.4.2. - Training Feedback and Updates**

The first IRT training is December 8, 2020. CSS is still looking for a Council member to represent TAMC. The next trainings will be held January 12, 2021, February 9, March 30, April 27, May 18, and June 8, 2021. CSS could only do seven trainings due to the integration of JobNet in November 2020. CSS needs Council members to sign up to do the presentation for these dates.

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

**8.5.1. – TAMC Training and Education Program Report – October 2020 (Attachment 9)**

The annual training and implementation reports will be coming out by the end of this year. The final report for signals will be sent out to TAMC by the January 2021 meeting.

**8.5.2. – TAMC Technical Assistance Program Report – October 2020 (Attachment 10)** See under 8.5.1.

**9. Public Comments:**

None

**10. Member Comments:**

J. Johnson, B. Slattery, and J. Tubbs wished everyone happy holidays and thanked J. Start for his work with TAMC. J. Johnson also welcomed Ryan Buck to the TAMC. R. Buck has been nominated by MTPA to replace J. Start in February 2021 on the TAMC pending approval from the State Transportation Commission. J. start thanked everyone and plans on being with TAMC through January 2021 and R. Buck will replace him in February 2021.

**11. Adjournment:**

J. Tubbs made a motion to adjourn the meeting; J. Johnson seconded the motion. The motion was approved by all members present. The meeting was adjourned at 3:30 p.m. The next full Council meeting is scheduled for January 6, 2021, 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>ETL</b>	Exchange, Transfer, and Load	
<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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