

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE MEETING  
April 6, 2022 at 10:30 a.m.  
MEETING MINUTES**

The meeting was held via hybrid with Microsoft Teams and at the Michigan Department of Transportation Aeronautics Building Auditorium, 2700 Port Lansing Road, Lansing, Michigan. Below are meeting minutes as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act. Accommodations can be made for persons who require mobility, visual, hearing, written, or other assistance for participation. Large print materials, auxiliary aids or the services of interpreters, signers, or readers are available upon request. Please contact Orlando Curry at 517-335-4381 or complete Form 2658 for American Sign Language (ASL). Requests should be made at least five days prior to the meeting date. Reasonable efforts will be made to provide the requested accommodation or an effective alternative, but accommodations may not be guaranteed.

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Derek Bradshaw, MAR, Flint, MI – Chair  
Jacob Hurt, MAR, Jackson, MI  
Todd White, MDOT, Lansing, MI

Ryan Buck, MTPA, Lansing, MI  
Rob Surber, DTMB/CSS, Marshall, MI

**Support Staff Present:**

Tim Colling, MTU/LTAP  
Robert Green, MDOT  
Eric Mullen, MDOT

Cheryl Granger, DTMB/CSS  
Dave Jennett, MDOT  
Gloria Strong, MDOT

**Members Absent:**

Gary Mekjian, MML

**Public Present:**

None

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

The meeting was called to order at 10:40 a.m. Everyone was welcomed to the meeting. G. Strong verified attendance by roll call.

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

None

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

None

**4. Selection of New TAMC ACE Committee Chair – D. Bradshaw (Action Item):**

**4.1. – Departure of Derek Bradshaw, MAR Representative for TAMC**

Today is D. Bradshaw's last day with TAMC. He was thanked for his great leadership and input to the Council.

**4.2. – Jacob Hurt, New MAR Representative for TAMC**

J. Hurt will be replacing D. Bradshaw as the MAR representative for TAMC. He is the Executive Director of the Region 2 Planning Commission in Jackson, MI.

**4.3. – Request to install Jacob Hurt at the 04/21/2022 State Transportation Commission Meeting**

A letter has been received from the Michigan Association of Regions requesting appointment of J. Hurt as the new MAR Representative for TAMC. This letter will be provided to the State Transportation Commission

(STC) and J. Johnson will request the appointment of J. Hurt to the TAMC from the STC at their April 21, 2022, meeting.

#### **4.4. – Joanna Johnson’s Appointment of Jacob Hurt to the TAMC ACE Committee**

It is requested that all Council members also serve on a TAMC Committee. J. Johnson has appointed J. Hurt to serve on the ACE Committee. D. Bradshaw is the current ACE Committee Chair. Due to his departure, a new ACE Committee chair must be selected.

**Motion:** T. White made a motion that G. Mekjian, current ACE Committee Vice Chair be moved into the position as ACE Committee Chair and R. Buck become the ACE Committee Vice Chair; D. Bradshaw seconded the motion. The motion was approved by all members present.

### **5. Consent Agenda – D. Bradshaw (Action Item):**

#### **5.1. - Approval of the February 2, 2022 Meeting Minutes (Attachment 1)**

#### **5.2. – TAMC Financial Report and Budget Update (Attachment 2)**

R. Green provided an updated TAMC Financial Report and Budget to the Committee for their review.

#### **5.3. – 2022 TAMC Event Support and Sign-ups (Attachment 3)**

TAMC ACE Committee members were encouraged to sign up for the remaining events where TAMC representation is needed. Bob Slattery is no longer available to attend the highlighted trainings and represent TAMC, therefore, there is an immediate need to cover those trainings. If any of the ACE Committee members are available, please contact R. Green right away.

**Motion:** R. Buck made a motion to approve the February 2, 2022 Meeting Minutes; D. Bradshaw seconded the motion. The motion was approved by all members present.

**Motion:** T. White made a motion to approve the updated 2022 TAMC Financial Report and Budget; R. Buck seconded the motion. The motion was approved by all members present.

### **6. Center for Technology and Training Report – T. Colling:**

#### **6.1. – February 2022 (Attachment 4)**

#### **6.2. – Pavement Surface Evaluation and Rating (PASER) Training Feedback**

T. Colling reported that MTU will hold their second round of PASER trainings next week. The first training has 115 attendees signed up and the second training has 154 attendees signed up to participate. The trainings have been very well attended. MTU is doing investment reporting requirements using Roadsoft training today with 54 attendees. MTU is looking at other states doing asset management and plan to look at all 50 states.

### **7. Transportation Asset Management Plans – G. Strong (Action Item):**

#### **7.1. – Group B (Attachment 6)**

For Public Act 325, Group B, there are 41 agencies due; 15 TAMPs were received by the October 1, 2021 deadline. There has been 13 TAMPs received after the October 1, 2021 deadline. A total of 13 agencies did not submit a TAMP as required by Public Act 325. G. Strong has done a review of the submitted TAMPs where four TAMPs were found to need additional information. G. Strong is recommending today to the ACE Committee approval of the following four Group B TAMPs: City of Taylor, Arenac County Road Commission, Charlevoix County Road Commission, and Menominee County Road Commission.

**Motion:** T. White made a motion to accept the recommendations of approval of the PA 325 Group B TAMPs from the City of Taylor, Arenac County Road Commission, Charlevoix County Road Commission, and Menominee County Road Commission made by G. Strong and forward the recommendations on to the Council for their final approval of the TAMPs; R. Buck seconded the motion. The motion was approved by all members present.

**8. 2022 TAMC 20 Year Celebration and Conference – G. Strong:**

The TAM 20 Year Celebration and Conference will be held September 24, 2022, at the Great Wolf Lodge in Traverse City, Michigan. G. Strong reported that planning for the event is going very well. MTU has sent out a Call for Presenters. The deadline for that Call ends on April 15, 2022. G. Strong and MTU has also distributed the Conference Save-the-Date and has already received some inquiries to register for the event. The responses are very encouraging. The next meeting of the Conference Planning Committee is April 22, 2022, where the entries received for presentations will be reviewed and selected.

**9. Approval of CSS Culvert Work Budget Adjustments – C. Granger (Action Item):**

CSS gave an estimate of \$58,200 for them to complete all of the culvert work. They were originally given \$70,000 in their already approved CSS budget. 1Spatial recently billed unexpectedly for \$29,939 and C. Granger will need to figure out where this invoice will be billed, either from Mark Holmes' budget or take something out of scope from the CSS TAMC budget for a short period of time to cover this expense. D. Bradshaw would like CSS to keep the ACE Committee informed and TAMC can possibly pull funds from other areas to help cover those expenses. This was originally an action item, but with the additional charges from 1Spatial, the budget will need to be refined and C. Granger will report back to the ACE Committee next month on her findings.

**Action Item:** This item should be added to next month's TAMC ACE Committee meeting agenda.

**10. Staff Participation at Member Organizations Events/TAMC Coordinator Position – D. Bradshaw/R. Green:**

MDOT is working on options on filling the TAMC Coordinator's position. There are discussions to either fill internally or contract out. MDOT leadership is looking at what is the best use of the staff resources. There are no significant changes at this time.

**Action Item:** This item should be added to next month's TAMC ACE Committee meeting agenda.

**11. Asset Management Orientation for New Staff (for Planning and Local Agencies/Center for Technology and Training)**

Many agencies are getting new staff and TAMC needs to find a way to get them up to speed regarding TAMC. It could be in a one-hour zoom or in-person meeting. The zoom meeting could be recorded, and the recording used also as a resource. It can be a combination of training regarding data collections, such as talking to the local road agencies through regions, quality control, billings, policies, and then if people have a question, they can bring them up at the training. Some agencies have quick turn-over and don't know how our processes work. Both TAMC and the agencies need to know both the planner and regional side as well as, the TAMC side of the processes. R. Buck suggested doing a sample document with links (an onboarding document) that people can use to understand the processes. This is for agencies that have new staff coming on board. Each person's role can also be provided. MTU could do a mastering Roadsoft data collections cycle for regions and the Metropolitan Planning Organizations. This document could provide additional information also on the technical process. TAMC need to let agencies know who to contact for basic questions as well as, specific questions. Also tell MDOT staff roles. Perhaps the TAMC Coordinator can pull this together when they come on board. Updates at Regional Coordinator Calls would also be helpful.

**12. TAMC Michigan Roads and Bridges Annual Report – D. Jennett/R. Green:**

D. Jennett had nothing specific to discuss with the Ace Committee today and will provide a full review of the annual report at today's TAMC meeting.

**13. Public Comments:**

None

**14. Member Comments:**

T. White would like the ACE Committee to consider and review how TAMC operates the subcommittees. TAMC subcommittees may not need to be as formal as they have been in the past. TAMC subcommittees could possibly do a small report and submit it into the Council packet and if the Council has any questions, then they can ask during their meeting. For the subcommittee meetings, the public does not need to be invited and could be closed meetings. Items discussed could be noted from the subcommittee meetings.

**15. Adjournment:**

The meeting was adjourned at 11:28 a.m. The next meeting is scheduled for May 4, 2022 at 10: 30 a.m. via Microsoft Teams.

<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>CUPPAD</b>	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
<b>ESL</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
<b>WATS</b>	WASHTENAW AREA TRANSPORTATION STUDY

[S/GLORIASTRONG/TAMC](#) FREQUENTLY USED ACRONYMS.03.15.2021.GMS