

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE MEETING
February 2, 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
Rob Surber, DTMB/CSS, Marshall, MI

Ryan Buck, MTPA, Lansing, MI

Support Staff Present:

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

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

Members Absent:

Gary Mekjian, MML
Todd White, MDOT

Public Present:

None

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

The meeting was called to order at 10:34 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. Consent Agenda – D. Bradshaw (Action Item):

4.1. - Approval of the January 5, 2022 Meeting Minutes (Attachment 1)

4.2. – TAMC Financial Report and Budget Update (Attachment 2)

R. Belknap did a review of the FY 2021 and FY2022 budget. He is receiving invoices for the FY 2021 and FY 2022 budget contracts. He has only received three invoices for FY 2022. There has been a lot of invoicing activity against the FY 2021 budget due to the contract extension from last year. There is still a lot of funds remaining for FY 2021 and FY 2022. As of yet, culvert trainings have not been submitted for reimbursement by the agencies as of yet. The funds for MTU for 2021 training and activities contracts still have monies available. A new vendor was chosen to do the MDOT QA/QC. The contractor is doing the review for 2021 but has not billed for it yet. Because there is so much funding still available in the TAMC budget and not

always used each year by each agency, the TAMC ACE Committee would like R. Belknap to discuss with the agencies at the Regional Coordinators Meetings, to see if they still need as much funding as is line itemed to them in the TAMC budget and find out where they are at with their spending. Federal Training Funds (FTF) are currently not available for MDOTer's to attend the 2022 TAMC Conference. R. Belknap showed a line item in the TAMC Budget of \$30,000 that can be used towards paying MDOTer's registration fees to attend the conference. R. Buck does not feel these monies should go towards MDOTer's to attend the conference due to them not doing their data collection during the pandemic. MDOT policy would not allow MDOTer's to be in the data collection van with additional people due to the COVID pandemic. It was suggested that if this is extended to MDOTer's to use these funds to pay their registration fees, this should also be extended to the agencies to use. R. Belknap explained that some agencies are already using these funds to get reimbursed the registration fees and other travel expensed to attend the TAMC conferences. It was also suggested to offer the conference free of charge. T. Colling explained from past experience, if no fees are charged, people will sign up to attend the conference, however, will not always attend the conference. Therefore, monies will be spent on catering costs, etc. for these attendees and those funds will be wasted because they do not attend. When funds are spent, people are more likely to attend. The TAMC conference fees were raised from \$10 to \$65 in the past. TAMC ACE Committee requested that the Conference Planning Committee discuss this at their first meeting and make a decision as to whether or not to charge the normal \$65 fee or make the conference free to everyone to attend.

Motion: R. Surber made a motion to approve the Consent Agenda; R. Buck seconded the motion. The motion was approved by all members present.

Action Item: Because there is so much funding still available in the TAMC budget and not always used each year by each agency, the TAMC ACE Committee would like R. Belknap to discuss with the agencies at the Regional Coordinators Meetings, to see if they still need as much funding as is line itemed to each of them in the TAMC budget and find out where they are at with their spending.

5. Center for Technology and Training Report – T. Colling:

5.1. – December 2021 (Attachment 3)

5.2. – Pavement Surface Evaluation and Rating (PASER) Training Feedback

T. Colling reported that MTU had 125 people register to attend the February PASER training. For the second training they have 82 people signed up so far. However, there is a concern for the on-site Kalamazoo and Ann Arbor PASER trainings attendance. So far MTU only has four people signed up for each training session.

MTU still plans to hold the on-site trainings. MTU are also already monetarily committed with the venues to hold the trainings.

6. Transportation Asset Management Plans – G. Strong (Action Item):

6.1. – Group A (Attachment 5)

G. Strong provided a status update of TAMP submissions for Public Act 325 Group A and Group B agencies.

For Public Act 325, Group A, there are 41 agencies due under Public Act 325; 21 TAMPs were received by the October 1, 2020, deadline. A total of 34 TAMPs of the 41 TAMPs due have been received, seven agencies did not submit a TAMP, and one TAMP, City of Portage, was recently submitted, reviewed and approved by the TAMC ACE Committee to go on to the Council for approval.

J. Johnson is working with the County Road Association (CRA) to contact the counties that have not submitted their TAMPs and see if there is a way that TAMC and/or CRA can assist them with the completion of their TAMP.

Gary Mekjian, TAMC MML representative, was to contact the remaining two cities that did not submit their TAMPs and offer assistance to them with the completion of their TAMP. G. Mekjian heard back from the City of Romulus who stated they could not figure out how to upload their TAMP into the IRT. The City of

Romulus had previously only uploaded a project listing in the IRT as their TAMP. This will be their second submission into the IRT.

Action Item: G. Strong will contact the City of Romulus to assist them with the upload of their TAMP document.

6.2. – 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 10 TAMPs received after the October 1, 2021 deadline. A total of 16 agencies did not submit a TAMP as required by Public Act 325. G. Strong has done a review of the submitted TAMPs where six TAMPs were found to need additional information. G. Strong is recommending today to the ACE Committee approval of the following three Group B TAMPs: City of Dearborn, Shiawassee County Road Commission, and Missaukee County Road Commission.

At the January 5, 2022, TAMC ACE Committee meeting, the Committee approved the following agencies to go on to the Council for their review and approval: City of Port Huron and Gogebic County Road Commission.

Motion: R. Buck made a motion to accept the recommendations of approval of the PA 325 Group B TAMPs from the City of Dearborn, Shiawassee County Road Commission, and Missaukee County Road Commission made by G. Strong and forward the recommendations on to the Council for their final approval of the TAMPs; R. Surber seconded the motion. The motion was approved by all members present.

7. TAMC Budget Amendment Request – R. Belknap (Action Item/Memo)

R. Belknap reported that the Saginaw Area Transportation Agency (SATA), who had previously reported that they had overspent on their 2021 costs by \$16,773.44 and had found a solution to stay within their 2021 budget, has found that what they thought was a solution to the shortfall was not workable. R. Belknap also received a late notice from the Bay City Area Transportation Study (BayCATS) that they will also have a shortfall in their FY 2021 budget by \$2,568. After review of the TAMC budget R. Belknap feels there are areas within the budget that will allow coverage of these overages.

Motion: R. Surber made a motion to recommend approval of the budget amendment as presented to the Council at the next TAMC meeting after R. Belknap receives the formal letter of request from the agencies and notifies the TAMC ACE Committee where the shortages will be paid out of in the TAMC Budget; R. Buck seconded the motion. The motion was approved by all members present.

Action Items: The TAMC ACE Committee has requested that R. Belknap request each agency submit a formal letter stating why they have overspent for FY 2021 and how much additional funding they are requesting. The Committee also would like R. Belknap to let them know exactly where the funds will be taken from within the TAMC budget to cover the overages.

8. Unified Work Program (UWP) for Planning Organizations – R. Belknap (Action Item/Memo/ Attachment 6)

The UWP language needs to be changed to include any changes adopted last month in the TAMC policies. TAMC approval is needed to amend the UWP language. R. Belknap provided a draft of language for the MPO/RPO UWP's. It is required that the MPO/RPO make a formal call for interest for NFA data collection reimbursements for their respective Act 51 agencies annually and that requests by act 51 agencies are submitted to their respective MPO/RPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The TAMC ACE Committee reviewed the highlighted areas in the amended language provided by R. Belknap and made slight modifications to the language which were noted by R. Belknap.

Motion: R. Buck made a motion to accept the amended UWP language as presented by R. Belknap with the modifications made by the ACE Committee; R. Surber seconded the motion. The motion was approved by all members present.

9. 2022 TAMC 20 Year Celebration and Conference – G. Strong:

9.1. – Conference Venue and Contract Update

G. Strong continues to work with MDOT staff to get the contract with Great Wolf Lodge, Traverse City, MI, reviewed and signed by MDOT Finance and the Michigan Attorney General's Office. It is taking some time to get the contract package through however, she is hopeful that the contract will be reviewed and signed by next week.

Action Item: The TAMC ACE Committee requested G. Strong schedule the meetings for the TAMC Conference Planning Committee and begin planning for the conference with the hopes that the contract will be reviewed and signed in the near future. The ACE Committee would also like the Conference Planning Committee to discuss the possibility of offering the conference free of charge as discussed under agenda item 4.2.

9.2. - TAMC Awards (Attachment 7)

R. Belknap updated the awards letter for the call for nominations letter and requested that the ACE Committee review the letter and provide any feedback or changes to him by the next TAMC ACE Committee meeting.

10. Asset Management Orientation for New Staff (for Planning Agencies and Local Agencies):

This agenda item was tabled until the next TAMC ACE Committee meeting.

11. TAMC Michigan Roads and Bridges Annual Report:

D. Jennett gave an update on the status of the annual report and went over the changes being made within the report. It was again asked, what topics, like bridge bundling, does the Council want to put in the report, if any? Some of proposed topics from TAMC support staff are the 2022 TAMC 20-year celebration and conference, MIC/WAMC, IJA (Infrastructure Investment and Jobs Act) – maybe use next year, Bridge Bundling, culverts training, traffic signal efforts, and technology major updates. TAMC would like to show that asset management is for everyone, and that TAMC would like to be leaders by showing TAMC has met their long-term goals.

12. 2022 TAMC Event Support and Sign-Ups (Attachment 8):

R. Belknap has asked for TAMC ACE Committee members to review the attached list of events and if available, sign up to do brief presentations on behalf of the Council. R. Buck stated he will present at the July 26-29, 2022, Michigan Transportation Planning Association (MTPA) Conference. R. Surber stated he will present at the March 8, 2022, IRT training on behalf of the TAMC.

13. Public Comments:

D. Jennett will out for shoulder surgery February 3, 2022 - March 17, 2022.

14. Member Comments:

None

15. Adjournment:

The meeting was adjourned at 11:59 a.m. The next meeting is scheduled for March 2, 2022 at 10: 30 a.m. via Microsoft Teams.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT 51	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.
ADA	AMERICANS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
CUPPAD	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
ESL	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING

IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM
WATS	WASHTENAW AREA TRANSPORTATION STUDY

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