

TRANSPORTATION ASSET MANAGEMENT COUNCIL MEETING
January 5, 2022 at 1:00 p.m.
MEETING MINUTES

This 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](tel: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 List attached**

Members Present:

Derek Bradshaw, MAR, Lansing, MI
Joanna Johnson, CRA, Lansing, MI – Chair
Gary Mekjian, Lansing, MI
Rob Surber, DTMB/CSS, Lansing, MI
Todd White, MDOT, Lansing, MI

Ryan Buck, MTPA, Lansing, MI
Bill McEntee, CRA, Lansing, MI – Vice-Chair
Robert Slattery, MML, Mount Morris, MI*
Brad Wieferich, MDOT, Lansing, MI

* Via Microsoft Teams

Support Staff Present:

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

Tim Colling, MTU/LTAP
Dave Jennett, MDOT

Public Present:

Ed Hug, SEMCOG

Members Absent:

Kelly Jones, MAC
Jennifer Tubbs, MTA

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:02 p.m.. Everyone was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda (Action Item, as needed):

Motion: D. Bradshaw made a motion to add 5.5, 2022 TAMC Celebration and Conference, and 5.6., Region Increase in Budget Adjustments to the agenda; B. McEntee seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda (Action Item):

4.1. – Approval of November 3, 2021 Meeting Minutes (Attachment 1)

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap provided an updated copy of the TAMC Budget Financial Report.

Motion: B. McEntee made a motion to approve the Consent Agenda; G. Mekjian seconded the motion. The motion was approved by all members present.

5. Action Items – R. Belknap (Memo/Action):

5.1. - Consideration of Adopting the 2022 – 2024 TAMC Strategic Work Program (Attachment 3):

R. Belknap provided an updated Strategic Work Program which includes changes made at the August 2021 Strategic Planning Session and the previous Strategic Work Program. It was noted that Christopher Bolt attended the Strategic Planning Session as a representative of the MAC in August 2021. Kelly Jones is his replacement.

Motion: G. Mekjian made a motion to approve the 2022-2024 TAMC Strategic Work Program; B. McEntee seconded the motion. The motion was approved by all members present.

5.2. – Consideration of Policy for the Collection of Roadway Surface Condition Data for 2022 (Attachment 4):

R. Belknap reported that what has been included in this policy is what was implemented in 2021 and specifically includes the option of two or three member rating teams and maintains the training programs as they were in the past. The big change is going back to the collection of no less than 50 percent of federal aid roads as was policy prior to 2021.

D. Bradshaw requested that the policy be cleaned up to clearly show the agencies have an option and it is permissible to use a two or three-member team for PASER data collection instead of just using a two-member team as they did this past season for safety reasons. J. Johnson stated it is up to the road commission or region if they want to use a two or three-member team and this information should be added to page 2 of the policy. In Section B of the policy, it is recommended that the regions make a formal call for projects. It is required that the Regional Planning Organization/Metropolitan Planning Organization (RPO/MPO) make a formal call for interest for non-federal aid data collection and all requests should be received by October 1. T. Colling also requested that it is allowable for MTU to provide PASER training as a hybrid in the Policy. R. Buck suggests having the last virtual training pushed as far prior to the data collection season as possible. The Council is supportive of both virtual and in-person trainings.

Motion: D. Bradshaw made a motion to accept the Policy for the Collection of Roadway Surface Condition Data for 2022 as amended per discussions above at today's meeting; G. Mekjian seconded the motion. The motion was approved by all members present.

Action Item: R. Belknap will make the discussed modifications to the subject policy and finalized the policy.

5.3. – Consideration of Policy for the Submittal and Review of Transportation Asset Management Plans for Roads, Bridges, and Transportation Infrastructure (Attachment 5):

This policy update has been worked on by the TAMC ACE Committee and focused mostly on recent TAMP legislation to incorporate into the policy. It was noted that on page one, second paragraph, the policy states that small agencies that submit a TAMP to switch funds from major to minor, under Public Act 51, will be encouraged to include in their TAMP the seven element

requirements as stated in Public Act 325. It should also be noted that TAMC does not have authority to approve switching of funds from major to minor.

Motion: T. White made a motion to approve the subject policy with the amendments as discussed; B. Wieferrich seconded the motion. The motion was approved by all members present.

Action Item: R. Belknap work with J. Johnson and send out the Policy for the Collection of Roadway Surface Condition Data for 2022 and the Policy for the Submittal and Review of Transportation Asset Management Plans for Roads, Bridges, and Transportation Infrastructure via EGov once they are finalized.

Action Item: T. Colling will share the above policies at the MTU trainings.

5.4. – Consideration of Approval of Transportation Asset Management Plans for Groups A and B – D. Bradshaw/G. Strong (Attachment 6):

Group A TAMPs

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, and seven agencies did not submit a TAMP. One TAMP, City of Portage, was recently submitted, reviewed and approved on November 3, 2021, by the TAMC ACE Committee to go on to the Council for their review and possible approval.

Action Item: G. Mekjian has agreed to reach out to the two cities from Group A that have not submitted their TAMPs to inquire if MML or TAMC can provide any assistance with the completion of their TAMP as required by PA 325.

Group B TAMPs

For Public Act 325, Group B, there are 41 agencies due; 15 TAMPs were received by the October 1, 2021, deadline. There has been six TAMPs received after the October 1, 2021 deadline. A total of 21 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 recommended today to the ACE Committee approval of the following three Group B TAMPs: City of Port Huron, Gogebic County Road Commission, and the City of Dearborn. The ACE Committee approved the three Group B TAMPs to go on to the Council at their February 2022 meeting for their review and possible approval.

At the November 3, 2021, TAMC ACE Committee meeting, the Committee approved the following agencies to go on to the Council for their approval at the January 5, 2022, TAMC meeting:

1. Emmet County Road Commission
2. Washtenaw County Road Commission
3. City of Rochester Hills
4. Livingston County Road Commission
5. Road Commission of Oakland County
6. Alpena County Road Commission
7. City of Battle Creek
8. City of Kalamazoo

9. City of Saginaw
10. Marquette County Road Commission
11. Wexford County Road Commission
12. Houghton County Road Commission
13. Mackinac County Road Commission

Motion: D. Bradshaw made a motion to approve the above listed agencies from Group A and B as recommended by G. Strong and the TAMC ACE Committee as having met the requirements of Public Act 325; R. Buck seconded the motion. The motion was approved by all members present.

5.5. – 2022 TAMC 20 Year Celebration and Conference – D. Bradshaw/G. Strong

G. Strong did an on-site visit to Great Wolf Lodge located in Traverse City, Michigan, and found the venue to be an appropriate location to hold the TAMC 20 Year Celebration and Conference. It is her recommendation to the ACE Committee to hold the event at the Great Wolf Lodge, Traverse City on September 28, 2022. Once the location has been approved and contracted, G. Strong will set up the TAMC Conference Planning Committee meetings and will invite Council members to participate to give their input to the event. Past TAMC chairpersons and award recipients will be invited to the grand event.

Motion: T. White made a motion to hold the TAMC 20 Year Celebration and Conference at the Great Wolf Lodge in Traverse City, MI on September 28, 2022; G. Mekjian seconded the motion. The motion was approved by all members present.

5.6. – Region Increase and Budget Adjustments – D. Bradshaw/R. Belknap

R. Belknap reported that the Saginaw County Road Commission, who had previously reported that they had overspent on their 2021 costs for PASER data collections, has found a solution to stay within their 2021 budget. However, the Northeast Council of Government (NEMCOG) reported that they will have a \$8,528.49 shortfall in their 2021 budget. The ACE Committee approved R. Belknap's recommendation to go on to the Council to request the TAMC budget be modified by using the TAMC Spring Conference funds (\$10,000) to pay the additional \$8,528.49 to NEMCOG that will not be used this year to cover the shortfall.

Motion: D. Bradshaw made a motion to approve the budget amendment as presented to the Council to use the \$10,000 from the TAMC Spring Conference funds to pay the \$8,528.49 NEMCOG funds shortage; B. McEntee seconded the motion. The motion was approved by all members present.

Action Item: R. Belknap will submit a budget amendment request to MDOT Finance on behalf of TAMC.

6. Michigan Infrastructure Council Update – J. Johnson:

No representative from the MIC was present at today's meeting. J. Johnson reported that the MIC continues to search for a new Director. L. Steckelberg, continues to act as the Interim Executive Director for the MIC.

7. Correspondence & Announcements: 2022 TAMC Schedule of Activities and Trainings – R. Belknap (Attachment 7):

R. Belknap provided a list of TAMC activities and trainings to the Council. J. Johnson encouraged all Council members to share any events from the respective agencies to be placed on the TAMC list if relative to TAMC. Visibility from the Council at MTPA, MML, and CRA events helps make people aware of services TAMC offers to agencies. The Council would like TAMC support staff to continue doing the TAMC booths at events. On December 15, 2021, R. Belknap and D. Jennett did a brief TAMC update at the RUCUS conference.

Action Item: T. Colling will check to see if it is possible for TAMC to have a booth at the upcoming Regions Conference at Shanty Creek.

8. Committee Review and Discussion Items:

8.1. – Bridge Committee Update – B. Wieferrich

The Bridge Committee discussed the revised Bridge Policy and investment infographics. R. Curtis will be pulling additional bridge information together for these items. Discussions were had on the possible use of the IJA funds that many people in transportation are awaiting.

8.2. – ACE Committee Update – D. Bradshaw

The ACE Committee met today and approved additional TAMPs that will be forwarded to the Council at their February 2022 meeting for possible approval. Also, ACE Committee also discussed the subjects under today's agenda items 5.4., 5.5., and 5.6.

8.3. – Data Committee Update – B. McEntee

The data collection season has ended. Agencies are indicating they are wrapping up their PASER data collections. The goal was 100 percent federal aid data collection. Two regions have significant turn-over with staff and they have not submitted all their data in the system as of yet. Around 102,000 federal aid and non-federal aid miles have been reported. They have a lot of information for the data analyst to work with for the 2021 annual report. The latest release from CSS are the TAMP and STIP changes. They will active these when Council tells them to. They are also working on culvert data from Roadsoft to MGF then to TAMC and other smaller TAMC tasks. For IRT training on December 15th CSS had over 50 participants. CSS will provide the new 2022 training dates to R. Belknap

Dashboards are all updated and completed on November 1, 2021. MDOT will likely pursue the same avenue this year as they did last year for their data collection. R. Belknap is looking for Council member volunteers to do a 20-minute presentation for the PASER and IRT trainings. Slides are ready to go. There is an IRT training on January 25, 2022, and February 22, 2022, they need Council members to sign up to do the presentation as soon as possible. J. Johnson volunteered to do the January 25, 2022 training presentation, and R. Slattery will do the February 22, 2022 training presentation.

Action Item: Roger will send the list out so Council members can sign up.

9. Public Comments:

T. Colling complimented the TAMC for accomplishing their goals and meeting their deliverables for 2021. Ed Hug shared that he is happy that they collected 100 percent of their roads for PASER data. Even though it was a lot of work to accomplish, it is nice to have a good PASER data set. It was determined that TAMC is not responsible for international crossing data sets. It is a public vs. private issue and possible GIS issue. In the past it was excluded. It may be possible that private agencies are handling these inspections. T. White stated he will check to see who has done this in the past. E. Hug also spoke with Carmine Palombo, who was hoping TAMC would hold their 2022 conference in Traverse City. He will share this information with C. Palombo that TAMC is working on plans to hold the 2022 TAMC 20 Year Celebration and Conference at the Great Wolf Lodge in Traverse City, Michigan.

10. Member Comments:

- G. Mekjian will be out of town for the February 2022 TAMC and ACE meetings.
- J. Johnson sent out an email on December 16, 2021, inquiring if any TAMC members wish to change committees. If any Council members are interested in changing to please let her know.
- When tasks are assigned, it would be nice to have deadlines assigned to each task.

- The MIC will be doing another Asset Management Champions Program.
- Just a reminder that Data Committee meetings now begin at 1:30 p.m. instead of 1:00 p.m.

11. Adjournment:

The meeting adjourned at 2:19 p.m. The next meeting is scheduled for February 2, 2022, 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, Lansing, Michigan

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	
DI	DISTRESS INDEX	
ESC	EXTENDED SERVICE CONTRACT	
ETL	Exchange, Transfer, and Load	
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	
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN	
TPM	TRANSPORTATION PERFORMANCE MEASURES	
UWP	UNIFIED WORK PROGRAM	
WATS	WASHTENAW AREA TRANSPORTATION STUDY	

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