
**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)
POLICY COMMITTEE**

**FOR FURTHER INFORMATION
CONTACT:**

**Steven Duke, Executive Director
Susan Richardson, Senior Planner
Region 2 Planning Commission
(517) 788-4426**

DATE: THURSDAY, MARCH 17, 2016

TIME: 8:00 A.M.

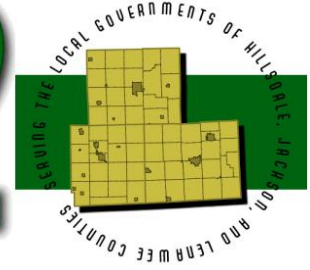
**PLACE: Jackson Co. Tower Bldg.
120 W. Michigan Ave. - 5th Floor
Jackson, MI 49201**

A G E N D A

Comments will be solicited on each item following discussion and prior to any final action.

1. Call to Order / Introductions
2. Public Comment
3. Approve Minutes of the Policy Committee Meeting of February 18, 2016 and Receive the Minutes of the Technical Advisory Committee Meeting of February 9, 2016 (enclosed) – **ACTION**
4. Agency Status Reports (enclosed) – **DISCUSSION**
 - City of Jackson
 - Jackson Area Transportation Authority
 - Jackson County Department of Transportation
 - Michigan Department of Transportation
 - Jackson County Airport-Reynolds Field
 - Enterprise Group (<http://www.enterprisegroup.org>)
5. **OPPORTUNITY FOR PUBLIC COMMENT** - JACTS FY 2014-2017 Transportation Improvement Program (TIP) Amendments (see enclosure) – **ACTION**
 - Michigan Department of Transportation
6. JACTS FY 2017-2020 Transportation Improvement Program Development – **DISCUSSION**
7. Asset Management – 2016 Collection of Paved Non-Federal Aid Eligible Roads and Streets (see enclosure) - **DISCUSSION**
8. Other Business
 - FHWA Update
 - MDOT Update
9. Public Comment
10. Adjournment

Region 2 Planning Commission



Jackson Area Comprehensive Transportation Study

MINUTES

JACTS POLICY COMMITTEE

Jackson County Tower Building
120 W. Michigan Avenue – 5th Floor
Jackson, Michigan

Thursday, February 18, 2016

Members Present: Elwin Johnson, Region 2 Planning Commission
John Lanum, MDOT – Lansing
Phil Moilanen, Jackson Area Transportation Authority
Steve Shotwell, Chair, Jackson County Commission
Mike Trudell, Summit Township
Todd Brittain, Leoni Township
Bill Jors, Mayor, City of Jackson
Patrick Burtch, City of Jackson
Pete Jancek, Blackman Charter Township
Marston Fortress, Spring Arbor Township

Members Absent: Joe Michalsky, JACTS Technical Advisory Committee
Keith Acker, Sandstone Charter Township
Mike Overton, Jackson County Department of Transportation
Dan Wymer, Napoleon Township
John Feldvary, Jackson County Airport-Reynolds Field

Others Present: Aaron Dawson, Region 2 Planning Commission
Chris Gulock, MDOT – University Region

ITEM 1 CALL TO ORDER

Chair Shotwell called the meeting to order at 8:05 AM. A quorum was present.

ITEM 2 PUBLIC COMMENT

No public comments were received.

JACTS POLICY COMMITTEE MINUTES

February 18, 2016

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ITEM 3 **APPROVE MINUTES OF THE POLICY COMMITTEE MINUTES OF JANUARY 21, 2016 AND RECEIVE THE TECHNICAL ADVISORY COMMITTEE MEETING MINUTES OF JANUARY 12, 2016**

The motion was made by Mr. Trudell, supported by Mr. Britton, to approve the Policy Committee meeting minutes of January 21, 2016 and to receive the Technical Advisory Committee meeting minutes of January 12, 2016 as presented. The motion carried unanimously.

ITEM 4 **AGENCY STATUS REPORTS**

Project status updates were reviewed by the City of Jackson, Jackson Area Transportation Authority, Jackson County Department of Transportation, Michigan Department of Transportation, and Jackson County Airport – Reynolds Field.

City of Jackson – Wisner St. project is in the February 5 bid letting and construction will start in April 2016. Mechanic St. project design is currently being reviewed. In downtown Jackson: Jackson, Mechanic, and Blackstone will all be milled and resurfaced to better match the Michigan Ave. project. This will be much faster than the Michigan Ave. timeline. Chairman Shotwell asked if the City will be using the dig Jackson resources and Mr. Burtch replied they will be rebranding it for this series of projects.

JATA – Mr. Moilanen reviewed all of the vehicle purchase and building upgrade projects in the packet. Mayor Jors indicated that there were some complaints regarding advertising on JATA vehicles. Mr. Moilanen said that this is currently under review, and that all sponsorship of advertisements must be displayed.

Jackson County DOT – There was a brief discussion of the new hiring and restructuring in the JCDOT. No members were present to discuss current projects, but a list is included in the meeting packet.

MDOT – Mr. Gulock reviewed the included projects, and notified the Committee that a Context Sensitive Solutions meeting regarding I-94 will be held on March 2nd, 4-7 PM at the Commonwealth Commerce Center in downtown Jackson.

Jackson County Airport – the Committee was informed that the current construction project is on winter hold, and that tree removal is almost complete. The trees will be replaced with grass or wildflowers to prevent invasive plants. Mr. Jancek added that where the trees were removed there was confusion about property ownership. This has since been fixed and the property has been returned to the ownership of the County.

ITEM 5 **JACTS FY 2014 – 2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS**

Mr. Gulock presented two small project additions to the JACTS FY 2014-2017 TIP. The projects added were for US-127/US-223 Bridge Scoping and I-94 freeway delineation. A motion was made by Mr. Moilanen, supported by Mr. Jancek, to approve the JACTS FY 2014-2017 TIP amendments as presented. The motion carried unanimously.

JACTS POLICY COMMITTEE MINUTES

February 18, 2016

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ITEM 6 LEONI TOWNSHIP – FIFTH STREET STREETScape PROJECT UPDATE

Mr. Dawson briefly discussed that the project is in the final approval phase with Amtrak, and that a permit to construct should be issued by Amtrak in 30 days or less.

ITEM 7 OTHER BUSINESS

Mr. Lanum informed the Committee that there is an estimated 5% increase in funding under the new FAST Act and that JACTS could see an increase in obligation authority of 1%-2%. These are currently just estimates. There will also be UWP update meeting held for all MPO's in the state.

No other business was brought before the Committee.

ITEM 9 PUBLIC COMMENT

No additional public comments were received.

ITEM 10 ADJOURNMENT

There being no further business, Chair Shotwell adjourned the meeting at 8:33 AM.

Aaron Dawson
Senior Planner

MINUTES

JACTS TECHNICAL ADVISORY COMMITTEE

Jackson City Hall
161 W. Michigan Avenue - 10th Floor
Jackson, Michigan

Tuesday, February 9, 2016

Members Present: Joe Michalsky, Jackson County Dept. of Transportation
Jon Dowling, City of Jackson – Engineering
Steve Duke, Region 2 Planning Commission
Mike Rand, Jackson County Dept. of Transportation
Troy White, City of Jackson – Engineering
Amy Torres, The Enterprise Group
Simon Foster (Alt.), JATA
Christopher Bolt, Jackson County Dept. of Transportation
Rick Fowler, MDOT- Lansing
Todd Knepper, City of Jackson Public Works

Members Absent: Andrea Dewey, FHWA (Ex-officio)
Kent Maurer, Jackson County Airport – Reynolds Field
Jack Ripstra, Blackman Charter Township
Kari Martin, MDOT – University Region

Others Present: Donald Mayle, MDOT – Urban Travel Analysis Section
Tyler Kent, MDOT – Urban Travel Analysis Section
Aaron Dawson, Region 2 Planning Commission
Angela Kline, JCDOT / Calhoun County

ITEM 1 **CALL TO ORDER**

Chair Michalsky called the meeting to order at 9:32 AM. Introductions were made.

ITEM 2 **PUBLIC COMMENT**

Chair Michalsky asked if anyone from the public wished to address the Committee. No public comments were offered.

ITEM 3 **APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF JANUARY 12, 2016 AND RECEIVE THE POLICY COMMITTEE MINUTES OF JANUARY 21, 2016**

A motion was made by Mr. Rand, supported by Mr. Fowler, to approve the Technical Advisory Committee meeting minutes of January 12, 2016 and receive the Policy Committee meeting minutes of January 21, 2016. The motion passed unanimously.

JACTS TECHNICAL ADVISORY COMMITTEE

February 9, 2016

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ITEM 4 AGENCY STATUS REPORTS

Project status updates were presented by the City of Jackson, Jackson Area Transportation Authority, Jackson County Department of Transportation, Michigan Department of Transportation, Jackson County Airport-Reynolds Field, and the Enterprise Group. Copies of the agency status reports were included in the meeting packet. Some highlighted items:

- City of Jackson – Wisner St. project bids were 15% under the engineer's estimate. Michigan Paving was the low bidder.
- JCDOT – Robinson Rd. project has already begun cutting trees in preparation.
- JCDOT – The ROW permit has been acquired for the Fifth St. project. Currently under plan review by Amtrak.
- Mr. Duke asked if there has been an public information meeting set for the downtown I-94 BL two-way conversion. Mr. Dowling said it has not.
- Several MDOT projects have been updated with work start dates.
- Ms. Torres stated that The Enterprise Group is now working on a five year plan to create shovel ready sites for business expansion in the area.
- Mr. Simon stated that JATA is currently seeking vendors for ADA compliant software and available technologies. Also the FY 2016 vehicle purchases are 5 vehicles, not 3.

ITEM 5 JACTS FY 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS

Mr. Fowler presented and briefly discussed the two requested amendments included in the meeting packet. Ms. Torres inquired about the "Install freeway delineation" project, and Ms. Kline explained the project would add signage and markers for mileage. A motion was made by Ms. Torres, supported by Mr. Rand, to approve the TIP amendments as presented. The motion passed unanimously.

ITEM 6 LEONI TOWNSHIP – FIFTH STREET STREETScape PROJECT UPDATE

Chair Michalsky updated the Committee on the status of the Fifth St. project. JCDOT is still waiting on the funds to be awarded by the State, and is hoping to begin work on the project in May of 2016. Rawhorn Electric is the contractor for this project. Ms. Torres asked if the plans were available publicly, and Ms. Kline noted that they would be available on the MDOT "work for MDOT" website. Mr. Duke inquired about curb repair, and Mr. Michalsky said that they will be replacing curb where needed. Chair Michalsky also noted that there will be significant drainage improvements from Page Ave. to Broad St. Mr. Duke suggested that information be sent to property owners as soon as possible regarding the project timeline.

ITEM 7 OTHER BUSINESS

- FHWA: No other business was discussed.
- MDOT: No other business was discussed.

JACTS TECHNICAL ADVISORY COMMITTEE

February 9, 2016

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ITEM 8 **PUBLIC COMMENT**

Chair Michalsky asked if anyone from the public wished to address the Committee. There were several announcements from Committee members:

- Mr. Bolt gave a presentation on the restructuring of the Jackson County and Calhoun County DOTs. He stated that he will be requesting a staff increase for the organization to 82 full-time equivalent positions. This will allow the department to operate much more efficiently with less overtime. Mr. Bolt said this reorganization will allow the DOT to retain its current employees and prevent “burnout” from excessive overtime.
- Mr. Duke requested that all organizations approve their submitted Draft FY 2017-2020 project lists as soon as possible.
- Ms. Torres notified the Committee of a public meeting on February 22, 2016 to discuss lift station and sewer improvements. This is to create more shovel ready sites for economic development opportunities.

ITEM 9 **ADJOURNMENT**

There being no further business, Chair Michalsky adjourned the meeting at 10:18 AM.

Aaron Dawson
Senior Planner

TO: JACTS Technical Advisory and Policy Committees

DATE: March 1, 2016

FROM: Jon H. Dowling, P.E.

SUBJECT: TIP Project Status

2012

Trail St at Railroad Crossing (Local Safety Program) – Construct non-motorized crossing and bridge sidewalk repair. MDOT contract is finalized. City received the payment from the bond company. Final work to be completed in the Spring.

2015

Wisner: Argyle to Boardman (Cat F) – Mill and resurface with new sidewalk on the east side. Hubbell, Roth and Clark (HRC) is the City's consultant. **Bids opened in the February MDOT letting with Michigan Paving and Materials as the low bidder being 15.73% under the Engineer's Estimate.**

West Ave: Bloomfield to High (urban) - Reconstruct pavement with curb repairs. Wade-Trim is the City's consultant. Bailey Excavating is the City Contractor. **Project is complete except for Spring restoration.**

Lewis Street Bridge (Local Bridge) – Bridge replacement over the Grand River. FTC&H is the City's consultant. Bridge is complete.

Lansing-Ganson Signal (Urban) – New box span signal with a south bound left turn lane add. FTC&H is the City's Consultant. Bids received in September, Bailey Exc is the low bidder. Construction in early Spring.

2016

Mechanic: Morrell to Washington (Urban) - Reconstruction with water main replacement. DLZ is the City's consultant. **GI was held on February 23 and final plans need to be submitted to MDOT by March 18 to be in the June letting.**

2017

Kibby Road: City Limits to West Ave (Urban) - Reconstruct pavement with curb repairs on boulevard islands and curb replacement on outside lanes to reduce pavement width to one lane. **Proposals from consultants are due March 1, with scheduled award by City Council on March 15.**



2350 EAST HIGH STREET

JACKSON, MICHIGAN 49203-3490

(517) 787-8363 FAX (517) 787-6833

**Projects
2014-2017 TIP
(March, 2016 Report)**

FY 2014

1. Vehicle procurements
 - a. 5 Ford Transits and 1 El Dorado have been ordered
 - b. Will begin taking delivery of Ford Transits this month
2. Transit Center Refurbishment
 - a. Contract has been awarded
 - b. Projected project completion by Spring 2015
3. HVAC replacement and upgrade at Main Base
 - a. Contract has been awarded
 - b. Projected start date 2nd Quarter FY2016

FY 2015

1. ADA Compliant Software for increasing rider mobility
 - a. Researching vendors and available technologies
 - b. Plan on starting project in 2016.

FY 2016

1. Bus engine replacements
 - a. Replace all Gillig motors to extend useful life of busses
 - b. Projected start date 4th Quarter of FY2016
2. Vehicle procurements
 - a. Replace 3 minivans with Ford Transits
 - b. Projected start date 4th Quarter of FY2016



DEPARTMENT OF
TRANSPORTATION

Christopher J. Bolt, MPA, PE
Managing Director

Robert D. Griffis
Director of Operations

Vacant
Director of Engineering

Shawn R. Surque
Project Manager

Vacant
Administrative Services Manager

**Jackson Area Comprehensive Transportation Study (JACTS)
Technical Advisory Committee & Policy Committee
March 8, 2016**

2016 PROJECTS:

ROBINSON ROAD: WEST MICHIGAN AVENUE TO MCCAIN ROAD (STUL): was in the March 2016 letting, now May letting

DEARING ROAD: COUNTY FARM ROAD TO M – 60 (SPRING ARBOR ROAD) (STP-Rural): Cold-mill and resurface from I-94 to MACI Blvd.; Wedge, chip seal and fog seal remaining sections; GI is/was March 2nd

MT. HOPE ROAD: GRASS LAKE VILLAGE TO I – 94 (STP-Rural): Wedge, chip seal and fog seal; GI is/was March 2nd

FRANCISCO ROAD/CLEAR LAKE ROAD: EAST MICHIGAN AVENUE TO I – 94 (STP-Rural): Wedge, chip seal and fog seal; GI is/was March 2nd

FIFTH STREET: PAGE AVENUE TO BROAD STREET (Category F and Streetscape TAP Grant): Amtrak has issued the ROW permit; plan being reviewed

WEST MICHIGAN AVENUE BRIDGE OVER MDOT RAILROAD AND RAILROAD STREET (Local Bridge): Preliminary plan drawings were submitted to MDOT; railroad meeting upcoming. Construct in 2017

2017 PROJECTS

ROBINSON ROAD: SPRING ARBOR ROAD TO KIBBY ROAD (STUL): Preliminary plans underway

EAST MICHIGAN AVENUE UNDER THE RAILROAD VIADUCT (STP-Rural): Preliminary plans underway

BERRY ROAD: RIVES EATON ROAD TO LANSING AVENUE (STP-Rural): Preliminary plans underway

RIVES EATON ROAD: PERRINE ROAD TO BERRY ROAD (STP-Rural): Preliminary plans underway

WEST MICHIGAN AVENUE: GLASGOW ROAD THROUGH PARMA VILLAGE (STP-Rural): No activity

*****NEW FY 2018 – 2020 TIP PROJECTS (PRELIMINARY)*****

2018 PROJECTS

WEST MICHIGAN AVENUE: M – 60 TO GLASGOW ROAD (STUL):

NORVELL ROAD: EAST MICHIGAN AVENUE TO PHAL ROAD (STP-Rural)

2019 PROJECTS

WEST MICHIGAN AVENUE: PARMA VILLAGE TO M - 99 (STP):

LAURENCE AVENUE: RR ROW TO WILDWOOD AVENUE (STUL):

LAURENCE AVENUE: WILDWOOD AVENUE TO WEST ARGYLE STREET (STUL):

2020 PROJECTS

O'NEILL DRIVE: AIRPORT ROAD TO THE DEAD END (STUL):

SPRINGPORT ROAD: COUNTY FARM ROAD TO RIVES JUNCTION ROAD (STUL)

NORVELL ROAD: PHAL ROAD TO RABY ROAD (STP-Rural):

Your Local Road Professionals
2400 North Elm Road, Jackson, Michigan 49201-7643
Telephone (517) 788-4230 * Fax: (517) 788-4237
<http://www.jcrc-roads.org>



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

March 8, 2016

FY 2016

I-94 (OV Parma Rd, UN Gibbs Rd, OV Blackman Rd.) - Shallow and deep concrete overlays, full depth deck patches, concrete T-beam repairs, substructure repairs, bridge railing repairs, approach work, partial painting, thrie beam railing retrofit, concrete surface coating and traffic control. Project was let in December and will start in mid-April.

I-94 (M-99, Michigan Ave, EB & WB over Concord Road, Dearing Rd, Sandstone Rd, Airport Rd) - Deck patching, joint replacement, epoxy overlay, partial paint, steel and concrete beam repairs, steel beam high load hit repairs, substructure repairs, approach work, barrier rail patching and maintaining traffic. Project was let in December and will start in mid-April.

M-50 (Ganson to North and Michigan to Wildwood) – Full pavement reconstruction with drainage and other improvements. Project is set for a March Letting

Lansing Ave over I-94-Bridge repair due to a high load hit this fall. Project is a partial deck replacement and beam repairs. Project was let in December and will start in in early June

M-60 (EB & WB OV I-94), (PE, SUB & ROW) – Bridge Replacement
Project scope is under development.

FY 2017

I-94 BL/W. Michigan Ave. (Brown St. to Washington / Louis Glick) – Full concrete pavement roadway reconstruction with water main, lighting and sidewalk replacement. Also includes City of Jackson initiated two-way conversion of Louis Glick Hwy. and Washington. Continuing to work on plan development. Right-of-Way acquisition will begin this summer.

M-50 (Rives Junction to Pope Church Road) – Micro-surface of existing roadway pavement.

I-94 BL (Cooper Street to Dwight Street) – Single course mill and resurfacing with ADA sidewalk ramp improvements.

M-106 (Bunker Hill to East of Sayers Road) – Single course mill and resurfacing.

M-50/US-127 BR (North Street to Boardman) – Longitudinal joint repair with asphalt mastic and micro-surface materials.

M-99 (Railroad St. to Jackson/Eaton County Line) – Fiber mat placement with single course micro-surface.

FY 2018

M-60 (Emerson to Renfrew) – HMA cold milling and 2 course overlay with joint repairs, intermittent curb and gutter replacement, minor drainage improvements and intersection improvements. Project design began fall 2015.

M-60 (Chapel Rd to Emerson Rd) - Rehabilitation and intermittent reconstruction including widening for center left-turn lane between Chapel Road and Dearing Road; drainage improvements, sidewalk upgrades and possible non-motorized work. Project design began fall 2015.



Jackson County Airport – Reynolds Field

Flying Jackson Forward!

Kent L. Maurer, Airport Manager

JACTS Airport Report March 2016

- Runway 7-25 in Final Design phase with 50% plans submitted to FAA for review
- Tree clearing on Maynard Street completed and waiting for spring for seeding
- Other runway construction is in a holding pattern



- Ornathopter by DaVinci



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

March 8, 2016

Mr. Steve Duke, Executive Director
Region 2 Planning Commission
Jackson County Tower Building
120 W. Michigan Avenue, 9th Floor
Jackson, Michigan 49201

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of six amendments to the FY 2014-2017 Transportation Improvement Plan (TIP).

The MDOT TIP amendments are as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding
2016 JN 129213	M-99	Railroad Street to Jackson Co Line	Fiber Reinforcement/Bit Mem w/ Single Micro	Preliminary Engineering Federal: \$ 14,318 ST State: 3,175
2016 JN 129154	M-106	Ganson to Porter	Single course mill and resurface	Preliminary Engineering Federal: \$ 65,910 NH State: 14,615
2016 JN 129162	M-106	Bunkerhill Rd to 1300 ft. west of Sayers Rd	Single course mill and resurface	Preliminary Engineering Federal: \$ 12,457 ST State: 2,762
2016 JN 129189	M-50 / US-127BR	North St to Boardman Rd	Restore and rehabilitate longitudinal joints	Preliminary Engineering Federal: \$ 20,846 ST State: 4,622
2016 JN 129151	M-50	Rives Junction to Pope Church Rd.	Micro surface, warranty	Preliminary Engineering Federal: \$ 11,641 ST State: 2,581
2016 JN 129153	I-94	I-94 to Elm	Reconstruct Interchange	Early Preliminary Engineering Federal: \$ 45,000 IM State: 5,000

Fiscal Year	Project Name	Limits	Project Description	Funding
Move from 2016 to 2017 JN 113565	I-94 BL	Brown to Louis Glick	HMA reconstruction including concrete curb and gutter, storm sewer, sidewalks & sidewalk ramps (ADA), water main, sanitary sewer, and traffic signal upgrade (Wisner & West).	Construction Federal: \$ 6,985,163 NH State: 1,339,301 Local: 544,847

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-335-2641

Sincerely,

Rick Fowler, Transportation Planner



Michigan
Transportation Asset
Management Council

MEMORANDUM

Date: February 16, 2016
To: Transportation Agencies of Michigan
From: Michigan Transportation Asset Management Council (TAMC)

RE: 2016 Collection of Paved Non-Federal Aid Eligible (PNFA) Roads and Streets

On May 6, 2009, the Transportation Asset Management Council (TAMC) established a policy to set aside a portion of the annual data collection budget to reimburse transportation agencies for collecting PASER data on Paved Non-Federal Aid (PNFA) roads. Many local road agencies have taken part in this reimbursement program to the extent funds have allowed. The TAMC is also aware of many local road agencies that periodically collect PASER data on PNFA roads without reimbursement from the TAMC. For 2016, funds for reimbursement of PNFA roads will be allocated in a first come-first served order until the budget of \$25,000 is exhausted.

For locally collected PNFA PASER data collection expenses to be reimbursed by TAMC it must meet these following additional requirements:

- Agencies request in writing to the TAMC Coordinator **by the end of the first week in March** that they intend to collect and submit data in the manner established by the TAMC. The request shall include the total number of miles anticipated in the data collection and the name of the Act 51 Agency that owns the roads that are to be rated.
- The season schedule for field data collection shall begin the first week of April and terminate on the last Friday in November.
- All agencies that participate in the data collection effort will be required to provide an export shapefile from RoadSoft of the PNFA roads and streets collected. Agencies will be responsible for submitting this RoadSoft export file to their regional or metropolitan planning (RPA/MPO) agency for initial quality control of the export file and to upload to the Michigan Center for Shared Solutions (CSS) through the Investment Reporting Tool (IRT) **by the first Friday in December**.

Chair: Joanna Johnson, CRA: **Vice-Chair:** Bill McEntee, CRA: Bob Slattery, MML: Dale Kerbyson, MML: Jon Start, MTPA: Dave Wresinski, MDOT: Brad Wieferich, MDOT: Don Disselkoen, MAC: John Egelhaaf, MAR: Jennifer Tubbs, MTA: Rob Surber, MCSS

- The TAMC will reimburse each participating transportation agency for this effort at a rate of \$11.65 per mile for 2016. Agencies will be reimbursed by the TAMC after confirmation has been received from CSS that the correct RoadSoft export file has been received.
- Invoices must be sent by the agency that did the actual data collection to the TAMC Coordinator stating the expense (based upon mileage rate) for PASER data collection, the total number of miles rated, and the names of each person on the data collection team.

The TAMC would like to request submission of PNFA PASER data that local or regional agencies may have collected for their own purposes. If an agency is currently collecting PNFA PASER data without TAMC reimbursement, the TAMC would like to kindly request submission of this data. Your submission of PNFA data, with or without reimbursement, allows the TAMC to have a better indication as to the status of the State's local road system. Data submitted before December 15th of each year can be included in the TAMC Annual Report.

For locally collected PNFA PASER data to be accepted by TAMC and included in the 2016 TAMC Annual Report, it must meet the following requirements:

- Data Collection must be consistent with business rules taught in the annual TAMC PASER training. Business rules can be found in the current TAMC PASER Training Manual on the Michigan Tech University, Center for Technology and Training (CTT) web site. The latest version of this document can be found here:
<https://www.ctt.mtu.edu/sites/default/files/resources/paser/paser-training-manual.pdf>.
- The use of the RoadSoft Laptop Data Collector (LDC) is required. See *Section 2: Data Collection Procedure* in the current TAMC PASER Training Manual for information on the use of RoadSoft and the LDC for this data collection, or call CTT's technical assistance line at (906) 487-2102 for assistance or clarification of any of these steps.
- Data collectors must be current on PASER training educational requirements consistent with other data collected by the TAMC.

The TAMC will continue to review our policy for collection of data on the PNFA roads. We appreciate local and regional transportation agencies commitment to asset management data collection to enhance the productivity of investing in Michigan's roads and bridges through coordination and collaboration among state, regional and local transportation agencies.

If you have any questions on requirements or how to submit data, please contact Roger Belknap, TAMC Coordinator, at (517) 373-2249.