

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners

FROM: Roy D. Townsend, P.E.
Managing Director

SUBJECT: Staff Report – 9-26-16 to 10-9-16

DATE: October 18, 2016

TOWNSHIP REPORTS

OPERATIONS REPORT

A. Maintenance

Scraping of gravel roads and patching of paved roads was performed throughout the county. In addition, the following maintenance activities were performed in individual townships:

ANN ARBOR TOWNSHIP

- Boom Mow – Clark Road, Hogback Road
- Clean Pipes – Maple Road
- Fallen Tree – Ford Road
- Limestone Patch – Warren Road: 36 tons
- Repair Culvert – Warren Road
- Repair Washout – Dixboro Road

AUGUSTA TOWNSHIP

- Boom Mow – Hitchingham Road, Judd Road, McCrone Road, Pitman Road
- Ditching – Oak Road, Stony Creek Road, Torrey Road
- Fallen Tree – Liss Road
- Limestone Patch – Tuttle Hill Road: 80 tons

BRIDGEWATER TOWNSHIP

- Gravel Patch – Eisman Road: 12 tons
- Limestone Patch Shoulders – Austin Road: 15 tons

DEXTER TOWNSHIP

- Clean Pipes – Island Lake Road
- Ditching – Island Lake Road, N Territorial Road
- Drainage Improvements – Colby Road, Lima Center Road, McKinley Road, Riker Road
- Fallen Trees – Island Lake Road, Stinchfield Woods Road, Waterloo Road
- Limestone Patch – Island Lake Road, Wylie Road: 16 tons
- Roadside Trash Removal – Colby Road, Dexter Townhall Road, McKinley Road
- Seed and Straw – Island Lake Road

FREEDOM TOWNSHIP

- Fallen Tree – Bemis Road
- Gravel Patch – Steinbach Road: 6 tons
- Limestone Patch Shoulders – Pleasant Lake Road
- Street Sweeping – Ellsworth Road, Parker Road, Pleasant Lake Road, Spies Road, Waters Road

LIMA TOWNSHIP

- Drainage Improvements – Jerusalem Road, Lima Center Road
- Gravel Patch Shoulders – Freer Road, Trinkle Road: 18 tons
- Limestone Patch Shoulders – Freer Road: 3 tons
- Roadside Trash Removal – Jerusalem Road
- Seed and Straw – Jerusalem Road
- Township Wide Ditching – Jerusalem Road

LODI TOWNSHIP

- Boom Mow – Bethel Church Road, Weber Road
- Drainage Improvements – Alber Road, Bethel Church Road, Diuble Road, Ellsworth Road, Gensley Road, Grass Road, Noble Road, Saline Waterworks Road, Textile Road, Waters Road, Weber Road
- Gravel Patch – Weber Road: 12 tons
- Limestone Patch – Dell Road, Saline Waterworks Road, Textile Road, Zeeb Road: 134 tons
- Limestone Patch Shoulders – Ann Arbor-Saline Road: 25 tons

LYNDON TOWNSHIP

- Ditching – Werkner Road
- Fallen Tree – Waterloo Road
- Gravel Patch Shoulders – Hadley Road: 6 tons
- Repair Washout – Guinan Drive
- Roadside Trash Removal – Hadley Road

MANCHESTER TOWNSHIP

- Boom Mow – Austin Road, Kuhl Road, Noggles Road, Sandborn Road, Watkins Road
- Cut Tree – Bowens Road
- Local Road Dust Control
- Repair Manhole – Austin Road
- Tree and Stump Removal – Nollar Road, Sutton Road

NORTHFIELD TOWNSHIP

- Cut Bleeders – Hellner Road, Jennings Road, Joy Road, Kearney Road
- Cut Tree – Nollar Road
- Limestone Patch – Earhart Road

PITTSFIELD TOWNSHIP

- Adopt-a-Road – Ellsworth Road
- Cleaned Drain – Lake Pointe Lane
- Culvert Replacement – State Road
- Fallen Tree – Golfside Road, Lohr Road, Maple Road
- Limestone Patch – Bemis Road, Morgan Road: 21 tons
- Limestone Patch Shoulders – Carpenter Road: 30 tons
- Repair Curb – Merlot Court

SALEM TOWNSHIP

- Cleaned Drain – Currie Road
- Cut Tree – Dixboro Road, McFadden Road
- Fallen Tree – Currie Road
- Limestone Patch – Dixboro Road: 32 tons
- Limestone Patch Shoulders – Seven Mile Road, Six Mile Road: 39 tons
- Local Road Dust Control
- Roadside Trash Removal – Six Mile Road

SALINE TOWNSHIP

- Local Road Dust Control

SCIO TOWNSHIP

- Clean Drains – Parker Road, Tubbs Road
- Cut Bleeders – E Delhi Road, Pineview Drive East, Pineview Drive West, W Delhi Road
- Limestone Patch – Liberty Road, Park Road, Parkridge Drive, Strieter Road: 100 tons
- Local Road Dust Control
- Delhi Court Limestone Resurfacing – 770 tons
- Knight Road Limestone Resurfacing – 1,993 tons
- Park Road Limestone Resurfacing – 3,292 tons
- Peters Road Limestone Resurfacing – 3,368 tons
- Scio Road Limestone Resurfacing – 2,959 tons

SHARON TOWNSHIP

- Boom Mow – Lehman Road, Peckins Road, Waldo Road
- Gravel Patch – Easudes Road, Walker Road: 12 tons

SUPERIOR TOWNSHIP

- Adopt-a-Road – Superior Road
- Clean Drain – Barrington Drive
- Cut Tree – Ashton Court
- Fallen Tree – Plymouth Road
- Local Road Dust Control
- Roadside Trash Removal – Vreeland Road

SYLVAN TOWNSHIP

- Cut Tree – McKinley Road
- Fallen Tree – Heim Road, McClure Road
- Seed and Straw – Notten Road

WEBSTER TOWNSHIP

- Clean Drain – Joy Road, Mast Road
- Cut Bleeders – Chamberlin Road, Huron River Drive, Jennings Road, Scully Road, Strawberry Lake Road, Walsh Road
- Limestone Patch – Barker Road, Bell Road, Chamberlin Road, Gregory Road, Huron River Drive, Jennings Road, Strawberry Lake Road, Walsh Road, Webster Church Road: 88 tons

YORK TOWNSHIP

- Ditching – Carpenter Road
- Local Road Dust Control

YPSILANTI TOWNSHIP

- Adopt-a-Road – Grove Road
- Clean Drains – Chevrolet Avenue, Dorothy Street, Fall River Road, Harmon Avenue, Harry Street, June Avenue
- Culvert Replacement – McCartney Road
- Fallen Tree – Hayes Road
- Limestone Patch – Bemis Road: 72 tons
- Repair Drain – Commonwealth Avenue, Delaware Avenue
- Repair Guardrail – Harris Road
- Roadside Trash Removal – Huron Road, Rawsonville Road
- Saw Cut – Aveline Avenue, Mansfield Street

STATE TRUNKLINE

- Built Construction Drive – US-23 at I-94
- Cleaned Culvert – US-23 at I-94
- Culvert Extension – US-23
- Patrol Patching – I-94, M-17, US-23

SHOP REPORT

Shop Repairs

- Tires Repaired – 7
- Vehicles Serviced – 11
- Vehicles Serviced by Suburban Chevrolet – 3
- Work Orders Completed – 32

Equipment Repairs

- Dozer 834 – Replaced the brake master and slave cylinders
- Truck 241 – Replaced the bucket swing cylinder
- Truck 377 & 183 – Replaced the battery
- Truck 252 – Replaced the tie rod ends

BUILDING & GROUNDS REPORT

Yard One

- Routine Maintenance was performed
- Maintenance on exhaust fans in the salt dome
- Winterized sprinkler system
- Fire extinguisher monthly checks
- Repaired and replaced lights
- Finished the kitchenette in the shop

Yard Two

- Lawn maintenance
- Maintenance to emergency lights
- Installed a new A/C unit in the server room
- Repaired lights
- Winterized the sprinkler system

Yard Three

- Lawn Maintenance

Kaiser Well

- Lawn Maintenance

ADDITIONAL STAFF REPORTS

INFORMATION TECHNOLOGY REPORT

SERVERS / NETWORK

- Archive Manager – Performed full DB backup; troubleshoot / repaired files returning server errors
- Exchange Server- Created additional resources for SCF
- APP Server– Updated Symantec software version to address Win 10 compatibility issues
- Complete systems updates for all Network Switches and Servers
- Troubleshoot / Replacement of Server UPS batteries
- Investigation of Network Segmentation (VLAN vs Dedicated Router) and SSL site certificate resolution

FIREWALL / BACKUPS

- Transferred URL filtering objects between firewalls for consistency
- Monitoring of traffic on DMZ / brute force attacks – created new block policy by Country
- Review of high CPU spikes on PA500
- Completed systems updates on both Firewalls
- Investigation with connection speeds between yards

HARDWARE

- Purchased new Laptop system for Administration
- Troubleshoot and replaced tablet for Operations
- Research, quotes, and purchase of replacement plotter and MFPs for several locations

SOFTWARE

- Troubleshoot / Updated: Precision Permitting issues
- Assisted users with PowerPoint presentation and SeeClickFix connectivity
- Imported agency website in preparations for redesign

PHONES

- Cell – Configured and pushed out several new phones for staff in Operations; continued reinstalls of Meraki system on remaining handsets.
- Troubleshoot and replaced cell phones for users in Engineering and Operations
- Removed all cost based features from co-op phones; added features for users in Operations
- Wiped additional cell phones in preparation for recycling credits.
- Network settings for required interfacing completed for AT&T elimination and SIP install
- Installed equipment in phone room for SIP capabilities

TRAINING/MEETINGS

- Training: Ethical Hacking (Butler); Provisions to staff on Professional Development
- Conference Calls: Comcast, Suntel; NESC Electrical needs
- Meetings - Internal: Reviewed RFP/Vendor info for new website, review of final selection
- Webinars - Enterprise Cybersecurity / Network Analysis
- Staff attended the Detroit Tech Summit

MISCELLANEOUS

- Performance and Goal Review w/staff
- Began review of common I.T. business processes/procedure documentation

FINANCE REPORT

FEDERAL AID

- Federal aid information and final accountings were processed.

SAD

- Numerous questions were answered regarding SAD payoffs.
- Various SAD payoffs were received.
- Completed the final setup of Lone Oak special assessment for tax roll purposes.
- Held the closing for the Lone Oak special assessment bonds.
- All 2016 winter tax information was prepared, verified and submitted to all related townships as well as the county.
- All special assessment debt schedules were updated.

BUDGET

- The August updated budget to actual numbers were provided to the Management team.
- The August budget numbers were provided to Traffic and Safety.

MISCELLANEOUS MONTH END ACCOUNTING

- August journal entries were prepared and posted to general ledger.
- The books were closed through August
- The August bank, outstanding check listing and cash reconciliation was prepared.
- September cash journal entry was prepared and posted to the general ledger.

STATE TRUNKLINE

- An update of state trunkline expenditures through September was provided.

PA 283

- The fourth invoice was submitted for reimbursement.

MISCELLANEOUS INVOICING

- A final invoice was prepared and submitted to Pittsfield Township for the Lohr-Textile Greenway II project.

Working with Precision and Brown and Brown to update the financial programs for the new 1095 affordable care act tax forms.

Completed a questionnaire from Standard and Poors regarding the Road Commission's credit rating.

HUMAN RESOURCES REPORT

Benefits

- Open Enrollment for health care benefits will begin by the end of October.

Staff/Hiring Update

- New hire Brandon Fagan will start as a Heavy Truck Driver for the Heavy Equipment Crew on October 17th.
- Currently recruiting temporary heavy truck drivers for the 2016/2017 winter season.

Misc. HR

- Retiree John "Mike" Pace passed away October 7th.
- Costco in Pittsfield Township has offered Washtenaw County Road Commission employees to shop their store without a membership October 22-23.
- Deferred compensation representatives will be available to meet with employees at the pancake breakfast November 2nd.
- MERS will be on site for one-on-one 20 minute meetings with employees after work on October 25th.
- Staff continues to review and revise HR procedures, policies, and forms.
- Two (2) Teamster employees are on short term disability leave and two (2) Teamster employees are out on worker's compensation.

MEETINGS

- 10/05 M. Bernbeck attended the soil borings for the NESC site
- 10/06 M. Bernbeck attended the soil borings for the NESC site
- 10/07 M. Bernbeck attended a pre-con meeting at Scio Township for the Zeeb Road pathway project.
- 10/05 – 10/7 J. Harmon, A. Lape, K. Harris, D. Kint, P. Schneider attended the 42nd annual Association of County Road Superintendents of Michigan seminar, held in Manistee, Michigan.