

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners
FROM: Sheryl Soderholm Siddall, P.E.
Managing Director
SUBJECT: Staff Report – 6-11-18 to 6-24-18
DATE: July 3, 2018

TOWNSHIP REPORT

OPERATIONS REPORT

MAINTENANCE

Patching of paved roads took place throughout the County. In addition, the following specific maintenance activities were performed in individual townships.

ANN ARBOR TOWNSHIP

- Chipseal – Dixboro Road
- Limestone Patch Shoulders – Pontiac Trail: 10 tons
- Sweeping – N Dixboro Road, Earhart Road

AUGUSTA TOWNSHIP

- Limestone Patch – Arkona Road, Fuller Road, Gooding Road, Macey Road, Talladay Road, Tuttle Hill Road: 471 tons
- Local Road Dust Control
- Roadside Debris – Bunton Road, Hitchingham Road, Judd Road, McKean Road, Rosbolt Road

BRIDGEWATER TOWNSHIP

- Gravel Patch – Neblo Road, Eisman Road, Schellenberger Road: 88 tons
- Limestone Patch – Kies Road, Willow Road: 82 tons
- Limestone Patch Shoulders – Austin Road: 66 tons
- Local Road Dust Control
- Roadside Debris – Schellenberger Road
- Burmeister Road Limestone Resurfacing – 562 tons
- Kaiser Road Limestone Resurfacing – 5,446 tons

DEXTER TOWNSHIP

- Fallen Trees – Dexter-Pinckney Road, Wylie Road
- Gravel Patch Shoulders – Dexter-Pinckney Road, Dexter-Townhall Road, Island Lake Road, N Territorial Road: 35 tons
- Limestone Patch – Brand Road, Riker Road, Wylie Road: 16 tons
- Primary Road Dust Control

FREEDOM TOWNSHIP

- Limestone Patch Shoulders – Pleasant Lake Road: 13 tons
- Gravel Patch – Spies Road: 48 tons
- Sweeping – Fletcher Road, Reno Road, Schneider Road

LIMA TOWNSHIP

- Brush Removal – Dexter-Chelsea Road
- Drainage and Backslopes – Gross Road, Steinbach Road
- Fallen Trees – Easton Road, N Dancer Road
- Gravel Patch – Dancer Road, Trinkle Road: 33 tons
- Limestone Patch – Dancer Road, Easton Road: 20 tons
- Local Road Dust Control
- Primary Road Dust Control
- Jerusalem Road Limestone Resurfacing – 6,277 tons

LODI TOWNSHIP

- HMA Mill and Resurface – Ann Arbor-Saline Road
- Limestone Patch – Dell Road, S Zeeb Road: 29 tons
- Local Road Dust Control
- Primary Road Dust Control

LYNDON TOWNSHIP

- Gravel Patch – Cassidy Road: 12 tons
- Gravel Patch Shoulders – Island Lake Road, N Territorial Road, Waterloo Road, Werkner Road: 21 tons

MANCHESTER TOWNSHIP

- Gravel Patch – Lakeview Drive, Mull Road, N Lake Drive, Van Tuyle Road, Wolff Road: 60 tons
- Limestone Patch – Wolff Road: 4 tons
- Local Road Dust Control

NORTHFIELD TOWNSHIP

- Culvert Replacement – Hellner Road
- Cut Trees – Seven Mile Road
- Limestone Patch – Dixboro Road, Five Mile Road, Jennings Road, Kearney Road, Nollar Road, Northfield Church Road, Six Mile Road: 188 tons
- Limestone Patch Shoulders – Seven Mile Road: 10 tons

PITTSFIELD TOWNSHIP

- Fallen Trees – W Bemis Road
- HMA Mill and Resurface – Campus Parkway
- Roadside Debris – Bemis Road, Crane Road, Hitchingham Road, Lohr Road, Munger Road, Oak Valley Drive, Rosbolt Road
- Sweeping – Textile Road

SALEM TOWNSHIP

- Berming – Currie Road
- Drainage and Backslopes – Currie Road
- Roadside Debris – N Territorial Road

SALINE TOWNSHIP

- Drainage and Backslopes – Macon Road
- Limestone Patch – Case Road, Willow Road: 18 tons

SCIO TOWNSHIP

- Drainage and Backslopes – Huron River Drive
- Limestone Patch – Robinwood Drive: 15 tons
- Local Road Dust Control
- Repair Washouts – Knight Road, Lakeview Avenue, Peters Road, Scio Road

SHARON TOWNSHIP

- Gravel Patch – Smythe Road: 27 tons

SUPERIOR TOWNSHIP

- Culvert Replacement – Cherry Hill Road, N Harris Road
- Drainage and Backslopes – Gale Road, Sheffield Drive, Stamford Road
- Local Road Dust Control
- Repair Shoulder – Cherry Hill Road
- Repair Storm Drain – Sheffield Drive, Stamford Road
- Roadside Debris – N Harris Road

SYLVAN TOWNSHIP

- Brush Removal – Kalmbach Road
- Limestone Patch – McClure Road, Shoreview Drive: 22 tons
- Local Road Dust Control
- Primary Road Dust Control

WEBSTER TOWNSHIP

- Berming – Valentine Road, Webster Church Road
- Drainage and Backslopes – Webster Church Road, Zeeb Road
- Limestone Patch – Merrill Road: 15 tons
- Local Road Dust Control

YORK TOWNSHIP

- Drainage and Backslopes – Willis Road
- Fallen Trees – Stony Creek Road
- Local Road Dust Control
- Sweeping – Saline-Milan Road, Willis Road

YPSILANTI TOWNSHIP

- Chipseal – Huron River Drive, Textile Road, Whittaker Road
- Cut Trees – Draper Avenue

- Drainage and Backslopes – Andrea Street, Briar Ridge Drive, Glenwood Avenue, George Avenue, Harry Street, Par View Drive, Shelly Street
- Fallen Trees – Danielle Drive, Hillcrest Boulevard, Jeffery Street
- HMA Mill – Lakecrest Drive, Lakecrest Court
- HMA Mill and Resurface – Gates Avenue, Tyler Road, Hawthorne Avenue, Parkwood Avenue
- Repaired Drain – Arthur Street, Shirley Drive
- Roadside Debris – Airport Drive, Bemis Road, Beverly Street, Cadillac Street, Congress Street, N Hewitt Road, Munger Road, Stoneham Drive, Stony Creek Road, Watson Street
- Shoulder Repair – Hubbard Street
- Sweeping – Huron River Drive, Textile Road, Whittaker Road

NESC Updates

Warranty work is ongoing and we are working with contractors for additional equipment installation. Work with Electronic Security Systems, Inc. to complete our security initiatives for NESC, SESC and the main yard gate controls are ongoing.

SHOP REPORT

Shop Repairs

- Tires Repaired – 3 tires
- New Tire Installation – 4 tires
- Vehicles Serviced – 3
- Vehicles Serviced by Suburban Chevrolet – 3
- Work Orders Completed – 43

Equipment Repair

Note: Replaced partial plumbing on 2 brine trucks and repaired 4 A/C systems

- Loader 843 – Constructed and installed a new fender
- Truck 204 – Replaced the alternator
- Truck 316 – Replaced the turbo
- Truck 330 – Replaced a leveling valve
- Truck 362 – Installed a new tarp crank drive
- Truck 366 – Installed lift axle, fuel tank, hydraulic tank and pump for conversion to tanker

BUILDING & GROUNDS REPORT

Yard One

- Lawn care
- Janitorial
- Recycle
- Plumbing repair
- Electrical work on new loading bar on brine system
- Service rooftop A/C on Administration Building

Yard Two

- Replumbed power washer hard lines with stainless steel
- Lawn care

Yard Three

- Service furnace and A/C unit
- Lawn Care

Yard Four

- Lawn care
- Fuel system repair
- Serviced Furnace and A/C unit
- Installed new refrigerator

NESC

- Spread topsoil
- Picked rocks
- Removed silt fences
- Brine Well
- Adjusted packings
- Greased and monitored

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.

BUDGET

- Work continues on setting up the second quarter budget documents.

MISCELLANEOUS MONTH END ACCOUNTING

- The May outstanding check listing, cash and bank reconciliation was prepared.
- All May journal entries were prepared and posted.
- The books were closed through May.

STATE TRUNKLINE

- MDOT increased the budget to account for winter overruns.

COUNTY MILLAGE

- Working with the City of Ann Arbor to finalize their 2016 and 2017 millage project costs.
- Submitted invoices for the City of Ann Arbor as well as the City of Ypsilanti for 2017 millage project work.

MISCELLANEOUS INVOICING

- Invoices were prepared to: Salem Township for the Currie Road culvert, County Parks for work on the Huron Waterloo Loop Phase 1.

MISCELLANEOUS

- Work continues customizing the payroll module in Precision to automate the reporting for the Health Care Saving Program changes for Non-union new hires.
- The State of Michigan Form 5572 that relates to pension and OPEB reporting was completed and submitted per PA 202 of 2017 Pension Report.
- Working on providing information to Gabriel, Roeder, Smith and Company to comply with GASB 75 as it related to the reporting of OPEB liabilities.
- Ordered an electronic signature for check signing purposes for the new Managing Director.
- Discussed a few questions from MDOT with regards to the 2017 Act 51 report.

IT REPORT

Help Desk

- Staff has received numerous help desk requests and is working to address as many as they can as quickly as possible. The number of outstanding tickets has decreased in the past few weeks. Staff is also working on reports to monitor the number of requests; how many were closed and how many are open. All open requests will then be prioritized.

Network Redesign

- All components have been ordered related to the new network. Once received, our consultants will work on setting everything up as well as testing offsite. Once everything is working properly, the system will be installed. This redesign will have the proper resiliency, adequate processing and optimal efficiencies to run the various applications that are crucial to the daily functions of the agency. Sufficient security and backups are also included in the redesign to protect the integrity of the new system. A new firewall and switches have been installed. Since a new firewall was installed new VPN instructions were provided to staff.

Traffic Network Redesign

- Participated in a planning meeting with consultants to discuss the timeline as well as determine who is responsible for what components of this initiative.

Migration to Office 365/email to the cloud

- Migrated all email from on-premises Exchange servers to Office 365 cloud infrastructure
 - access to email even if network is down at Zeeb Road office
 - a greater mailbox size (100 GB vs 5 GB on the local server)
 - lower strain on local network since all the processing is done remotely
 - allows for cancellation of AppRiver Anti-spam services because Office 365 has anti-spam built in.

Computer Replacements

- Several outdated computers, laptops and monitors have been replaced. This work is ongoing. Set up PCs for summer employees that requested access to email and/or Office products.

Phone System work

- The updates have assisted with the stability of the One-X plug in but there remain some compatibility issues that prevent using certain aspects of the software. Staff is working on correcting this issue. Staff met with a representative from CBTS (formally known as SunTel) to discuss the various issues with the phone system. The phone system will be put on the new firewall on 6/29 and that should eliminate some of the reliability problems.

Reconfigured entire Wifi system

- Changed password for the employee wifi that services tablets, laptops, and wireless time kiosks
- Setup new guest wifi system that has no access to local servers and only goes to internet
- Both wifi systems have much greater signal strength and speed

Miscellaneous

Dominant Systems continues to develop a master document of all software and hardware. This includes how to troubleshoot as well as install and remove programs.

A job offer was extended and accepted by Chris Quinter for a Systems Administrator with a start date of June 27th.

The old antivirus software license was expiring and Sophos was installed to replace it. Sophos is less of a drain on the system and has better real-time virus detection. It is also easier to administer.

Added several truck driver personnel email addresses to include them on emails that are sent to all PC users.

A cell phone was ordered for the new Systems Administrator.

A laptop was provided for the traffic count crew.

HUMAN RESOURCES REPORT

Staff/Hiring Update

- Retirements: R. Townsend 06/19, D. Kint 06/28, R. Jedele 06/28.
- M. MacDonell accepted the position of Director of Engineering effective 06/20.
- K. Jones title changed to Design & Construction Senior Project Manager, moving Project Development employees under her supervision as well.
- M. McCulloch is transferring to Permits Senior Project Manager effective 07/02.
- C. Brown accepted the position of Engineering Technician I – Traffic & Safety effective 07/02.
- T. Hackbarth accepted the position of Foreman II for State Trunkline effective 06/29.
- Effective 07/02 J. Ott is appointed Group Leader II for State Trunkline and N. Brown Group Leader I for District 4.
- Staff is recruiting for a Mechanic, a Heavy Truck Driver, and an Engineering Technician.

Misc. HR

- Retiree Earl Hughes passed away 06/25.
- Had random drug screens were conducted on-site.
- Staff continues to review and revise HR procedures, policies, and forms.
- Two Non-Union employees are out on maternity, one Teamster is out on FMLA, three Teamster employees and one Non-Union employee are out on workers compensation and one Teamster employee is out on short-term disability.

MEETINGS ATTENDED

6/13 The American Red Cross summer blood drive was held in the Assembly Room

6/21 The monthly Supervisors meeting was held in the Assembly Room