

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners

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

SUBJECT: Staff Report – 6-12-17 to 6-25-17

DATE: July 5, 2017

TOWNSHIP REPORT

OPERATIONS REPORT

A. Maintenance

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

ANN ARBOR TOWNSHIP

- Fallen Trees – Dixboro Road
- Mill and HMA Resurface – Clark Road
- Repair Washout – Dixboro Road

AUGUSTA TOWNSHIP

- Chip Seal – Willow Road
- Limestone Patch – Arkona Road, Gooding Road, Hitchingham Road, Macey Road, Rosbolt Road: 150 tons
- Local Road Dust Control

BRIDGEWATER TOWNSHIP

- Boom Mow – Austin Road
- Chip Seal - Clinton Road
- Ditching – Austin Road, Ernst Road
- Fallen Trees – Kies Road, Sheridan Road
- Limestone Patch – McCollum Road: 8 tons
- Local Road Dust Control

DEXTER TOWNSHIP

- Boom Mow – Wylie Road
- Fallen Trees – Lima Center Road
- Street Sweeping – Dexter-Pinckney Road, Dexter Townhall Road, Island Lake Road

FREEDOM TOWNSHIP

- Berming/Ditching – Ernst Road
- Boom Mow – Bethel Church Road, Ellsworth Road, Ernst Road, Kothe Road, Pleasant Lake Road
- Fallen Trees – Parker Road

LIMA TOWNSHIP

- Gravel Patch – Wylie Road: 5 tons
- Local Road Dust Control
- Jerusalem Road Limestone Resurfacing – 2,625 tons
- Lima Center Road Limestone Resurfacing – 2,980 tons

LODI TOWNSHIP

- Limestone Patch – Zeeb Road: 30 tons
- Local Road Dust Control
- Primary Road Dust Control

LYNDON TOWNSHIP

- Boom Mow – Boyce Road, N Territorial Road, Roe Road, Waterloo Road
- Local Road Dust Control

MANCHESTER TOWNSHIP

- Fallen Tree – Ayres Road, English Road
- Local Road Dust Control

PITTSFIELD TOWNSHIP

- Boom Mow – Morgan Road
- Brush and Limb Removal – Morgan Road
- Crackseal – Windmill Way
- Cut Tree – Morgan Road
- Fallen Tree – Crane Road
- Local Road Dust Control
- Primary Road Dust Control
- Repair Shoulder – State Road
- Roadside Trash Removal – Ann Arbor-Saline Road, Morgan Road

SALEM TOWNSHIP

- Local Road Dust Control

SALINE TOWNSHIP

- Chip Seal – Austin Road
- Fallen Tree – Willow Road
- Local Road Dust Control
- Repair Washout – Austin Road

SCIO TOWNSHIP

- HMA Crush and Resurface – Parker Road
- Local Road Dust Control

SHARON TOWNSHIP

- Fallen Trees – Meyers Road
- Local Road Dust Control

SUPERIOR TOWNSHIP

- Chip Seal – Geddes Road
- Fallen Tree – Clark Road, Warren Road
- Limestone Patch – Clark Road, Frains Lake Road: 22 tons
- Local Road Dust Control
- Roadside Trash Removal – Geddes Road

SYLVAN TOWNSHIP

- Berming/Ditching – Garvey Road, Hoppe Road, Jerusalem Road
- Boom Mow – Fahrner Road, Kilmer Road, Notten Road
- Boom Mow Intersections – Cavanaugh Lake Road, Old US-12 Road
- Fallen Trees – Liebeck Road, Pierce Road
- Gravel Patch – Loveland Road: 7 tons
- Jerusalem Road Limestone Resurfacing – 208 tons
- Limestone Patch – Loveland Road: 4 tons
- Local Road Dust Control
- Street Sweeping – Cavanaugh Lake Road

WEBSTER TOWNSHIP

- Cut Trees – Jennings Road
- Ditching – Jennings Road
- Repair Washouts – Barker Road, Merkel Road, Walsh Road

YORK TOWNSHIP

- Chip Seal – Milkey Road
- Crack Sealing – Saline-Milan Road
- Fallen Trees – Carpenter Road, Mooreville Road, Willow Road

YPSILANTI TOWNSHIP

- Chip Seal – Textile Road
- Cut Trees – Eileen Street
- Fallen Trees – Borgstrom Avenue, Glory Lane, Textile Road,
- Local Road Dust Control
- Repaired Drains – Mansfield Street
- Replace Storm Drain Lid – Harry Street
- Roadside Trash Removal – Bemis Road, Textile Road

NESC Updates

The underground utilities were completed and the concrete floor in the Salt Building was placed. The steel erection crew has started and completed about 75%.

STATE TRUNKLINE

- Patrol Patching – I-94, US-23

SHOP REPORT

Shop Repairs

- Tires Repaired – 5
- New Tire Installation – 13 tires
- Vehicles Serviced – 9
- Vehicles Serviced by Suburban Chevrolet – 7
- Work Orders Completed – 38

Equipment Repair

- Truck 120 – Replaced the front brakes
- Truck 316 – Replaced the fuel pump
- Truck 341 – Replaced the drag link, rear torque arm and cab air bag
- Truck 375 – Repaired ECM harness
- Truck 387 – Repaired the bent forward door on the RDS body
- Gradall 844 – Cleaned up and painted a rusty wheel and replaced the water pump

BUILDING & GROUNDS REPORT

Yard One

- Janitorial
- Recycling
- Courtyard landscape
- Shop door replacement
- Plumbing repair
- Fuel system repair
- Enclose storage area in stockroom

Yard Two

- Shop and cold storage door replacement
- Repaired gates
- Fuel system repair
- Lawn Care
- Repaired server room A/C

Yard Four

- Fuel system repair
- Brine Well
- Serviced water filters
- Monitored and greased well

OTHER REPORTS

INFORMATION TECHNOLOGY REPORT

SERVERS / NETWORK

- Exchange Server – Troubleshoot email non-deliverables within our server
- File Server – Updates to Active Directory; removal of user access; permission changes & forwarding
- Update for D-Pack (Server Analysis)
- Review of Network w/AmeriNet - changes and improvements of DNS for Domain PCs to reduce redirect vulnerability
- Updated ArcGIS Licensing server; troubleshoot licensing issues

FIREWALL / BACKUPS

- Changed DNS Rules and policies on the Firewall - Blocked internal PCs from making external DNS request; changed external DNS requests to only occur from specific servers
- Updated Firewalls at SESC and Main Yard to v.8.0
- Reformatted, configured and setup replacement Kiosk for Yard 3
- Updates to firewall URL filtering

HARDWARE

- Reassembly and hardware setup after facility painting (Y4)
- Configured and set up additional Engineering Summer Co-Op Stations
- Reformatted and Configured existing Laptop in Engineering

SOFTWARE

- Installation: AutoCAD Light; OmniPage; Adobe Creative Suites; Roadsoft; Symantec (due to Windows update); GPS to PC sharing for use with Roadsoft LDC
- Updates: Windows 10 latest release; Version Upgrade for Nuance; Firefox (security flaws);
- Troubleshoot / Updated: Precision; Nuance; Avaya Voicemail Pro; Outlook issues with invalid characters in attachments
- Additional updates to AppRiver (email) whitelist request; IP Address modifications
- Review of Cloud Collaborative sites; review of agency software requests
- Review of MSDS Online Search / services
- Setup of DropBox Trial – Folder structure and staff information

PHONES / INTERNET

- Basic cell phones updates / activated for additional summer co-op use;
- Review of current promotion opportunities (upgrades)
- Troubleshoot potential malware texting received on cells
- Replaced damaged cell phones for Engineering and Operations

TRAINING/MEETINGS

- Training: Agency Prf. Development – staff setup; Training of Co-ops on Agency software
- Meetings: Employee Central Review; Security Equipment Needs; Review of Software; Review of Dropbox; Security Data Sharing; Review of Standards; Supervisor; Director's
- Webinars: eRepublic Resources; Choose the Right Cloud
- Conference Call: County – Application practices

MISCELLANEOUS

- Review of Employee Central & SDS Online opportunities w/Management
- Assisted Summer co-ops on PC / Network use
- Testes new paperwork-flow for Operations
- Processed license renewals on multiple agency software needs

HUMAN RESOURCES REPORT

Benefits

- Staff has been working on creating the 'Employee Central' web page on the WCRC website.

Staff/Hiring Update

- Staff is recruiting for a Heavy Truck Driver to fill a vacancy at District 2 and a Mechanic for the Main Yard.
- Alan Gorris, Enginee, resigned from WCRC with a last day of June 9th.
- Adam Lape was promoted to Superintendent of Maintenance June 2nd and Katie Parrish was promoted to Communications Manager June 15th.
- New employee Steve Gibson started June 19th as a Heavy Truck Driver for State Trunkline.

Misc. HR

- Met with the City of Ann Arbor on May 30th to discuss the Ann Arbor Be Safe Program.
- Debbie Rochester from MERS held appointments on-site after hours for employees to discuss our MERS Defined Benefit program on May 31st.
- Attended MPELRA meeting June 2nd at Barton Hills Country Club.
- Staff is creating an employee Facebook page for added communication and community.
- Staff continues to review and revise job descriptions, HR procedures, policies, and forms.
- One Teamster employee is out on worker's compensation with an expected return to work date of July 3rd.

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

- The second quarter budget documents were updated.
- May budget to actual numbers were provide to Department Directors.

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.
- The second quarter non-road equipment depreciation was calculated and updated to the general ledger.

STATE TRUNKLINE

- A Transportation Work Authorization (TWA) was created for tree trimming on M-52.
- A TWA was setup for traffic control on M-14.

COUNTY MILLAGE

- The initial reimbursement request for the Road Commission was submitted and received.

MISCELLANEOUS INVOICING

- A majority of the 1st township billings were prepared and submitted.

MISCELLANEOUS

- The third draw from the contractor for the Northeast Service Center was received and processed.
- The installment purchase agreement for 4 heavy trucks was completed and submitted to the Board
- Work began on providing information for the 2016 Other Post-Employment Benefits (OPEB) evaluation.
- Prepared and processed the annual PCORI fees that are a requirement of the Affordable Care Act.

MEETINGS

06/15 Monthly Supervisors meeting was held in the Assembly Room

06/21 Monthly Safety Committee meeting was held in the Assembly Room