



## WASHTENAW COUNTY ROAD COMMISSION

### TOWNSHIP/STAFF REPORT – February 5, 2019

For the period of January 7 thru January 27, 2019

## TOWNSHIP REPORT

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### OPERATIONS REPORT

#### 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

- Limestone Patch – Earhart Road: 17 tons

#### AUGUSTA TOWNSHIP

- Boom Mow – Mooreville Road, Ridge Road, Stony Creek Road
- Limestone Patch – Brandywine Street, Country Lane, Hitchingham Road, Judd Road, Long Meadow Lane, Macey Road, Pinehurst Lane, Pitman Road, Rosbolt Road, Rustic Lane, Talladay Road, Tea Ticket Lane, Torrey Road, Tuttle Hill Road: 551 tons

#### BRIDGEWATER TOWNSHIP

- Boom Mow – Hogan Road
- Cut Trees – Eisman Road, Hogan Road
- Installed Delineators – Hogan Road, Wilbur Road
- Gravel Patch – Hogan Road: 17 tons
- Limestone Patch – Neal Road: 21 tons

#### DEXTER TOWNSHIP

- Boom Mow – N Territorial Road
- Cut Trees – Island Lake Road
- Limestone Patch – Brand Road, N Lake Road, McKinley Road: 10 tons

#### LIMA TOWNSHIP

- Boom Mow – Fletcher Road, Sager Road
- Fallen Tree – Lima Center Road
- Limestone Patch – Dancer Road, Gross Road, McKinley Road: 9 tons

#### LODI TOWNSHIP

- Boom Mow – Bethel Church Road, Saline Waterworks Road, Weber Road
- Limestone Patch – Dell Road, Ellsworth Road, Saline Waterworks Road: 60 tons

## LYNDON TOWNSHIP

- Boom Mow – N Territorial Road
- Brush Removal – Waterloo Road
- Fallen Trees – Cassidy Road, Waterloo Road
- Gravel Patch – Boyce Road, First Street, Joslin Lake Road, N Lake Road, Wild Goose Lake Road: 32 tons
- Limestone Patch – N Lake Road: 4 tons

## MANCHESTER TOWNSHIP

- Boom Mow – Boetger Road, Hogan Road, Kirk Road, Logan Road, Sooten Road, Tracey Road
- Cut Trees – Burtless Road, Noggles Road
- Installed Delineators – Hudson Road, Lemm Road

## NORTHFIELD TOWNSHIP

- Limestone Patch – Ash Road, Brookside Drive, Earhart Road, Five Mile Road, Jennings Road, Kearney Road, Leland Road, Lincoln Drive, Northfield Church Road, Six Mile Road, Walnut Drive, Whitmore Lake Road: 255 tons
- Roadside – Whitmore Lake Road

## PITTSFIELD TOWNSHIP

- Roadside Debris – State Road
- Roadside Debris – Ellsworth Road, Lohr Road, Munger Road, Packard Road, State Road, Textile Road, Thomas Road

## SALEM TOWNSHIP

- Fallen Tree – Curtis Road
- Limestone Patch – Brookville Road, Dixboro Road, Five Mile Road, Joy Road, N Territorial Road, Tower Road: 145 tons

## SCIO TOWNSHIP

- Boom Mow – Baker Road, Huron River Drive, Marshall Road, Miller Road, W Pine View Drive, Shield Road
- Cut Trees – Abigail Way, Bellflower Court, Butterweed Court, Chicory Ridge Road, Cranberry Court, Harley Drive, Hedgenettle Court, Meadowinds Drive, Reserve Way, Scio Ridge Road, Snowberry Ridge Road, Wakerobin Court, Windside Court, Wintergreen Court

## SUPERIOR TOWNSHIP

- Grind Stumps – Ashton Court, Berkshire Drive
- Limestone Patch – Cherry Hill Road, Gotfredson Road: 38 tons
- Roadside Debris – Berry Road, Gotfredson Road, Vreeland Road, Warren Road

## WEBSTER TOWNSHIP

- Boom Mow – Barker Road, Merrill Road, Valentine Road
- Drainage and Backslopes – Mast Road
- Limestone Patch – Cobble Lane, Gregory Road, Merkel Road, Walsh Road, Zeeb Road: 27 tons

## YORK TOWNSHIP

- Boom Mow – Mooreville Road, Ridge Road, Saline-Milan Road, Stony Creek Road
- Limestone Patch – Begole Road, Judd Road, Warner Road: 45 tons

## YPSILANTI TOWNSHIP

- Cut Trees – Ecorse Service Drive, Hudson Street, Oregon Street, Parkwood Avenue
- Drainage and Backslopes – Hitchingham Road
- Grind Stumps – Cedarcliff Drive, Coleman Street, Fall River Road, Woodglen Avenue
- Limestone Patch – Bemis Road, Rawsonville Road, Tea Ticket Lane: 222 tons
- Limestone Patch Shoulders – Textile Road, Wiard Road: 94 tons
- Replace Manhole Covers – Oak Valley Drive, Waters Road
- Roadside Debris – Oaklawn Avenue, Pageant Avenue

## **NESC REPORT**

Warranty work and additional equipment installation by contractors is on-going.

## **SHOP REPORT**

### Shop Repairs

- Tires Repaired – 13 tires
- New Tire Installation – 8
- Vehicles Serviced – 8
- Vehicles Serviced by Suburban Chevrolet – 5
- Work Orders Completed – 82

### Equipment Repair

Note: Performed several hydraulic and electrical repairs and adjusted the swing pressures on several scrapers.

- Truck 333 – Replaced an injector, the starter and rewired the battery disconnect switch
- Truck 383 and 386 – Repaired engine controls wiring
- Truck 186 – Upgraded alternator and put vehicle into service
- Truck 316 – Replaced 2 broken springs, installed new battery box, batteries and exhaust stack
- Truck 314 – Replaced the flight chain
- Spreader 795 – Replaced the “Y chute” assembly

## **BUILDING & GROUNDS REPORT**

### **Yard One**

- Repaired rapid unit in Shop
- Repaired office HVAC
- Repaired south gate
- Janitorial and recycling
- Fuel system maintenance
- Winter maintenance

### **Yard Two**

- Retrofit LED parking lot lights
- Replaced high bay lights to LED in parking garage and shop
- Repaired power washer
- Service office furnace
- Installed light at brine tanks
- Fuel system maintenance

### **Yard Four**

- Fuel system maintenance

## **HR REPORT**

### **Benefits**

- 2018 total compensation statements were completed and mailed to all employees.

### **Staff/Hiring Update**

- Rod Harris resigned effective January 9th.
- Attendance at U of M engineering career fair on January 30<sup>th</sup> was canceled due to extreme cold weather conditions.
- Staff is recruiting for Mechanics, Heavy Truck Drivers, and a Civil Engineer.

### **Misc. HR**

- The Safety Committee title and by-laws have been updated to also include wellness.
- HR staffed an intern over student holiday break to work on intern recruitment and orientation for this coming spring.
- All grievances with TPOAM have been withdrawn.
- Required Reasonable Suspicion and Drug Recognition training for supervisors was held on January 18th by Washtenaw County Sheriff Doug McMullen.
- One TPOAM employee is out on short-term disability.

## **IT REPORT**

### **Help Desk**

- Staff received 73 new tickets and closed 73.

### **Network Redesign**

- Looking at migrating all SQL databases to one database in 2019.

### **Computer Replacements**

- Staff continued to work on a PC replacement program. This includes standardizing laptops and desk tops to meet the organizational needs. The goal is to have a consistent number of updates on an annual basis. The budget will be able to support this. Within a few years, computers will be replaced shortly after the 3 year warranty is expired.
- All budgeted 2019 computer PC replacements were received during this timeframe.

### **Phone System work**

- Staff has requested a quote from Avaya to move our voicemail system to a virtual server. This will improve efficiency and reliability.

### **Traffic & Safety Network Upgrade**

- The digital signage setup was complete and is functioning at the Southeast Service Center. Staff is managing the content and is looking for feedback in order to provide pertinent information to the workforce.
- Staff is working with Dominant as well as Traffic and Safety to determine a suitable firewall solution for the proposed traffic network.

### **Stormwater, Asset Management, and Wastewater (SAW) Grant**

- Staff received the laptops for the Operations Department. They were all configured and a meeting was held with the foremen to provide training. Staff is asking for feedback with regards to any issues with this new technology. Staff also setup dual monitors for all foremen. The new laptops will have air cards for connecting remotely and are designed to work in extreme temperatures.
- Looking into truck mounts for all foremen laptops. There are a few vendors that we are considering.

### **Cell Phones**

- Configured a phone for a new group leader.

### **Outside Yards**

- Assisted with issues related to the gate camera at the NESC.
- Resolved various Kiosk issues at Manchester.
- Firewalls were ordered for SESC and NESC.

## **Miscellaneous**

- The Systems Administrator continues to develop a master document of all software and hardware. This includes how to troubleshoot as well as install and remove programs
- Working continues on cleaning up the X & W drives.
- Purchased a new license for Lansweeper (PC management system) .
- The Duo 2 factor authentication license was renewed and implemented during this timeframe. This is to protect the integrity of our network when employees remotely connect to the network.
- Staff held several meetings with print/copier vendors to take inventory of what we have as well as develop a replacement program.
- An IT Self-Service Portal was developed and rolled out during this timeframe. The site has several informative articles, basic IT information, a link to submit help desk tickets, and other information. This is now a link on all employees' computers.
- Assisted communications with rolling out a 100<sup>th</sup> Anniversary Outlook Signature.
- Staff created a script to install most "standard" software on new computers as well as a script to migrate a user's data quickly prior to a computer upgrade. These will both save a significant amount of time when setting up new computers.
- A report on the 2018 State of IT as well as recommendations for the future was prepared and discussed at the 1/15 Working Session with the Board.
- Researching a way to lock in pricing for our Adobe Acrobat products.
- Ongoing maintenance has been completed by Dominant for all network servers.
- Staff purchased a remote for the projector at the main building since it has been misplaced. The new remote will be managed by IT.

## **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.
- Prepared and processed the February bond principal and interest payments for all outstanding SAD issues.

### **BUDGET**

- Continued to monitor the 2018 budget to actual costs.

### **MISCELLANEOUS MONTH END ACCOUNTING**

- The November and December outstanding check listing, cash and bank reconciliation was prepared.
- All November and December journal entries were prepared and posted.
- The books were closed through November and December.
- The annual physical inventory counts took place during this timeframe.
- 2018 inventory was finalized and reconciled. All inventory files were setup for 2019.

- Payroll was reconciled for 2018. All files were archived and setup for 2019.
- The 2018 W2s were processed, reviewed and distributed to all employees.
- Processed all remaining 2018 vendor payments.
- The accounts payable files were reviewed and archived for 2018 as well as setup for 2019.
- All 2018 1099s were reviewed, prepared and distributed.
- The 4<sup>th</sup> quarter 941 was prepared and mailed.
- All 2018 cash receipts were finalized, archived and setup for 2019.
- Significant time was spent in preparation for the 2018 annual audit. The audit begins on February 4<sup>th</sup>.
- Worked on the 2018 actual to budget as well as Act 51 report.

#### **STATE TRUNKLINE**

- The 2017 state trunkline audit continued. A majority of the information that was requested was provided via a SharePoint site.
- A Transportation Work Authorization (TWA) was created.

#### **MISCELLANEOUS INVOICING**

- Invoices were prepared to: Manchester Township for Henzie Road structure replacement as well as an invoice for Van Tuyle, County Parks for the Huron Waterloo Pathway, MDEQ for the third SAW request.

#### **MISCELLANEOUS**

- Submitted information to Gabriel, Roeder, Smith and Company to comply with GASB 75 as it related to the reporting of OPEB liabilities.
- Provided information to MERS to reflect the changes to both pension and Health Care Savings Programs (HCSP) related the TPOAM contract. All changes were updated in their system.
- Assisted HR with providing information that will be used for the annual compensation statements to employees.

#### **MEETINGS**

- 01/18 The monthly Supervisors meeting was held in the Assembly Room
- 01/23 The 2019 Winter Blood Drive was held in the Assembly Room
- 01/24 The Operations Department Supervisors meeting was held in the Board Room