

**Washtenaw County Road Commission
TOWNSHIP/STAFF REPORT**

For the period of August 10, 2020 thru August 23, 2020

Board Meeting Date: September 1, 2020

TOWNSHIP 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

- Chip Sealing – Earhart Road, Pontiac Trail
- Limestone Patch Shoulders – Maple Road: 2 tons
- Local Road Dust Control – Belgrade Notch Street, Blakeway Street, Chalmers Drive, Country Club Road, Danbury Lane, Dhu Varren Road, Earhart Road, Ford Road, Englave Drive, Gleaner Hall Road, Landsdowne Road, Maple Road, Oakcleft Street, Riverside Drive, Stein Road, Thornoaks Drive, Warren Road, Wayside Drive, Woodland Road: 31,700 gallons

AUGUSTA TOWNSHIP

- Boom Mow – Marion Road, Willis Road
- HMA Resurfacing – Willis Road
- Limestone Patch – Bunton Road, Hitchingham Road, Liss Road, McCrone Road, Talladay Road, Tuttle Hill Road: 110 tons
- Limestone Resurfacing Project – Judd Road, Liss Road: 7,717 tons
- Local Road Dust Control – Butler Road, Hitchingham Road, Macey Road, McKean Road, Pitman Road, Talladay Road, Tuttle Hill Road: 22,900 gallons
- Primary Road Dust Control – Liss Road, McCrone Road: 4,900 gallons

BRIDGEWATER TOWNSHIP

- Local Road Dust Control – Hogan Road, Schwab Road: 4800 gallons
- Primary Road Dust Control – Braun Road: 10,000 gallons

DEXTER TOWNSHIP

- Gravel Patch – Webbs Shore Drive: 2 tons
- Limestone Patch – Island Lake Road, McKinley Road, N Lake Road, Riker Road, Waterloo Road: 79 tons
- Repair Washouts – McGuinness Road, Winston Road: 22 tons

FREEDOM TOWNSHIP

- Culvert Replacement – Ernst Road, Schneider Road
- Drainage and Backslopes – Schneider Road, Schwab Road

LIMA TOWNSHIP

- Gravel Patch – Dancer Road: 2 tons
- Limestone Patch – Dancer Road: 1 ton
- Shoulder Maintenance – Old US-12

LODI TOWNSHIP

- Boom Mow – Scio Church Road, Waters Road
- Culvert Installation – Dell Road
- Drainage and Backslopes – Dell Road

LYNDON TOWNSHIP

- Gravel Patch – Bartell Road, Beeman Road, Bowdish Road, First Street, Goodband Road, Island Lake Road, Joslin Lake Road, N Lake Road, Second Street, Wild Goose Lake Road: 78 tons
- Gravel Patch Shoulders – North Territorial Road: 3 tons
- Limestone Patch – Beeman Road, Guinan Drive, Island Lake Road, Joslin Lake Road, Loveland Road, Waterloo Road: 41 tons
- Limestone Patch Shoulders – North Territorial Road: 2 tons
- Local Road Dust Control – Beeman Road, Bowdish Road, Boyce Road, Bush Road, Cassidy Road, Clark Lake Road, Farnsworth Road, Gaddis Road, Guinan Drive, Jaycox Road, Joslin Lake Road, Leeke Road, Lingane Road, Oakridge Road, Osius Road, Roe Road: 47,500 gallons
- Primary Road Dust Control – Roepke Road: 13,500 gallons
- Repair Washouts – Lindley Road, Mester Road: 12 tons

MANCHESTER TOWNSHIP

- Gravel Patch – Van Tuyle Road: 17 tons
- Limestone Patch – Buss Road, English Road, Kuhl Road, Lamb Road, Noggles Road: 32 tons
- Local Road Dust Control – Allen Road, Ayres Highway, Boetger Road, Bowens Road, Burtless Road, Buss Road, English Road, Fahey Road, Geiske Road, Grossman Road, Henzie Road, Herman Road, Hogan Road, Hudson Road, Kirk Road, Kuhl Road, Lamb Road, Lake Drive North, Lakeview Drive, Lemm Road, Logan Road, Mahrle Road, Mull Road, Mulvaney Road, Noggles Road, North Drive, Parr Road, Round Court, Sandborn Road, Schleweis Road, Schwab Road, Scully Road, Sharon Hollow Road, Sooten Road, Tracey Road, Van Tuyle Road, Wolff Road: 102,100 gallons
- Primary Road Dust Control – Sharon Hollow Road: 5,800 gallons

NORTHFIELD TOWNSHIP

- Chip Sealing – Pontiac Trail, Six Mile Road, Sutton Road
- Fallen Trees – Seven Mile Road
- Limestone Resurfacing Project – Nollar Road: 2,704 tons
- Local Road Dust Control – Hellner Road, Joy Road, Maple Road, Northfield Church Road: 20,300 gallons
- Primary Road Dust Control – Rushton Road: 3,600 gallons

PITTSFIELD TOWNSHIP

- Concrete Resurfacing – Lohr Circle
- Rebuilt Structures – Dayton Drive, Colony Way
- Road Closure Signs – Ellsworth Road, Lohr Road
- Roadside Debris – Carpenter Road
- Structure Maintenance – Ellsworth Road
- Swept Aprons – Bemis Road, Campbell Road, Crane Road, Hunters Ridge Drive, Iris Lane, Marton Road, Merritt Road, Morgan Road, Payeur Road, Stone School Road, Tamarack Drive, Thomas Road, Warner Road, Winchester Drive

SALEM TOWNSHIP

- Chip Sealing – Gotfredson Road, Pontiac Trail, Seven Mile Road, Six Mile Road
- Fallen Trees – Joy Road
- Limestone Resurfacing Project – Currie Road, Weed Road: 4,088 tons

SALINE TOWNSHIP

- Boom Mow – Braun Road, Marion Road, Macon Road
- Limestone Patch – Mooreville Road: 30 tons
- Primary Road Dust Control – Case Road, Lindsley Road, Mooreville Road, Willow Road: 21,900 gallons

SCIO TOWNSHIP

- Local Road Dust Control – Blueberry Lane, Burton Road, Cottontail Lane, Craig Road, Daleview Drive, Delhi Court, E Delhi Road, W Delhi Road, Deerfield Place, Elizabeth Road, Hickory Road, Lamplighter Drive, Laurel Hill Road, Laurentide Drive, Liberty Road, Luella Street, Marshall Road, Morrison Drive, Myrtle Avenue, Park Road, Parkridge Drive, Pheasant Drive, Pineview Drive E, Pineview Drive W, Railroad Street, Riverbend Drive, Robinwood Drive, Roseland Drive, Scio Road, Staebler Road, Stein Road, Strieter Road, Stowe Street, Tubbs Road, Wagner Court, West Street, Whipporwill Lane, Woodlea Drive: 59,100 gallons

SHARON TOWNSHIP

- Fallen Trees – Jacob Road
- Local Road Dust Control – Easudes Road, Hayes Road, Heim Road, Jacob Road, Kendall Road, Lamb Road, Parr Road, Schwab Road, Sharon Hollow Road, Sylvan Road, Trolz Road, Walker Road, Washburne Road: 27,200 gallons

SUPERIOR TOWNSHIP

- Chip Sealing – Clark Road, Gotfredson Road, Mott Road
- Fallen Trees – Leforge Road
- Gravel Patch – Sylvan Road: 17 tons
- Limestone Resurfacing Project – Gale Road, Gotfredson Road, Vreeland Road, Warren Road: 3,257 tons
- Local Road Dust Control – Vorhies Road, Warren Road: 6,000 gallons

SYLVAN TOWNSHIP

- Boom Mow – Bush Road, Conway Road, Sylvan Road
- Fallen Trees – Notten Road, Old US-12
- Gravel Patch – Loveland Road, Winters Road: 54 tons
- Local Road Dust Control – Bush Road, Garvey Road, Hoppe Road, Kalmbach Road, Kilmer Road, Lingane Road, Notten Road, Reiman Road: 21,500 gallons
- Repair Washouts – Lingane Road, Loveland Road, McLure Road, Shoreview Drive: 27 tons

WEBSTER TOWNSHIP

- Boom Mow – Huron River Drive, North Territorial Road
- Culvert Replacement – Webster Church Road
- Gravel Patch – Danell Drive, Pine Tree Lane, Sunrise Drive, Yankee Lane: 3 tons
- Limestone Patch – Merrill Road: 1 ton
- Repair Washout – Chamberlin Road, Merrill Road, Walsh Road: 23 tons

YORK TOWNSHIP

- Limestone Resurfacing Project – Crane Road, Judd Road
- Local Road Dust Control – Arkona Road, Crane Road, Sheryl Drive, Steven Court: 4,000 gallons
- Primary Road Dust Control – Willow Road: 2,400 gallons

YPSILANTI TOWNSHIP

- Chip Sealing – Hitchingham Road, Munger Road
- Cut Trees – North Clubview Drive, Dubie Road, Lester Avenue
- Debris Removal – Hitchingham Road
- Fallen Trees – Firwood Street, Indian Wells Drive
- Limestone Patch Shoulders – Stony Creek Road: 2 tons
- Repaired Drain – Colony Way, Glengrove Avenue, Joe Hall Drive, Jonquil Lane, Oakbrook Drive, Oakhurst Drive, Ringneck Drive

STATE TRUNKLINE REPORT

- Culvert Repair – US-12 Bypass

AFTER HOURS CALL-INS

- Debris in Roadway – 31
- Damaged Guardrail – 2
- Fallen Trees – 20

SHOP REPORT

Shop Repairs

- Work Orders Completed – 60
- New Tire Installation – 26 tires
- Tires Repaired – 5 tires
- Vehicles Serviced – 18
- Vehicles Serviced by Suburban Chevrolet – 0

Equipment Repair

- Gradall 880 – Replaced the upper engine radiator
- Swivel Head 1892 – Fabricated and installed deflectors in mower deck
- Trailer 1198 – Replaced 4 leaf springs
- Truck 127 – Replaced front and rear brakes
- Truck 160 – Replaced battery
- Truck 226 – rebuilt front end, replaced all tires and had front end aligned
- Truck 348 – Reworked turbo, replaced right cab mount, repaired A/C system
- Truck 359 – Replaced brine tank, framework, plumbing and exhaust, and built new stairs

BUILDING & GROUNDS REPORT

Yard One

- Removed chairs in board room due to COVID-19 Protocols
- Built box for new piping for water booster pump
- Crack sealed front sidewalk of Administration Building
- Caulked windowsills of Administration Building
- Sprayed for weeds
- Janitorial cleanup
- Lawnmowing

Yard Two

- Re-secured exterior siding of salt barn
- Prepped and painted salt barn
- Sprayed for weeds
- Lawnmowing

Yard Three

- Prepped and painted salt barn
- Re-secured exterior siding of salt barn
- Sprayed for weeds
- Lawnmowing

Yard Four

- Repaired drinking fountain filtration system
- Sprayed for weeds
- Lawnmowing

Yard Six

- Sprayed for weeds
- Monthly checks
- Lawnmowing

Kaiser Well

- Replaced packing on well pump
- Sprayed for weeds
- Rebuilt fill system
- Lawnmowing

HR REPORT

Benefits

- Managing Director and Human Resources Manager met with all employees either virtually or socially distant to educate about changing to Delta Dental and discuss any current events and answer questions.

Staff/Hiring Update

- C. Brown transferred from Engineering Technician – Traffic & Safety to Heavy Truck Driver on State Trunkline August 21.
- Staff is recruiting for Sign Erector and Heavy Truck Drivers.

Misc. HR

- Held mediation for grievance 19-396 with TPOAM August 6, TPOAM has chosen to advance grievance to arbitration. Held arbitration for grievance 19-181 with TPOAM August 11.
- We have 1 non-union employee off on worker's compensation and 2 TPOAM employees off on short-term disability.

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 2021 and 2022 federal aid and non-federal aid project spreadsheets were updated to include the recently approved county millage.

MISCELLANEOUS MONTH END ACCOUNTING

- The July outstanding check listing, cash and bank reconciliation was prepared.
- The books were closed for July.

STATE TRUNKLINE

- Work continued on the 2018 state trunkline audit.

COUNTY MILLAGE

- Two WCRC county millage invoices were submitted and paid.

MISCELLANEOUS INVOICING

- An invoice was prepared to; several townships for work on various culverts, Michigan Egle for costs on the Stormwater/Asset Management/Wastewater (SAW) grant, MDOT for various construction and preliminary engineering reimbursements, Washtenaw County Parks for costs on Huron Waterloo Trail, Border to Border Trail, and Border to Border Trail Segment 3.

GENERAL MISCELLANEOUS

- Staff continues to increase the number of payments to vendors electronically.
- Staff continues to monitor any revised estimates related to the Michigan Transportation Funds. Current information suggests a reduction of 5 – 10% for each month of the Stay Home/Stay Safe directive due to the COVID-19 pandemic.
- Added an additional inventory department per the Operations Department.
- Started preparing for the annual County Road Association Self Insurance Fund (CRASIF) workers compensation audit.
- Updated the Michigan County Road Commission Self Insurance Pool (MCRCSIP) values for all WCRC properties for insurance purposes.

IT REPORT

HELP DESK

- Staff received 76 new tickets and closed 79.

COMPUTER REPLACEMENTS

- 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.

PHONE SYSTEM WORK

- The Avaya One-X app has been discontinued for our server infrastructure. Staff is researching all possible next steps going forward.

TRAFFIC & SAFETY NETWORK UPGRADE

- Work is progressing with Integral Blue.
- Working on outstanding items with the vendor in order to begin using the new technology.
- Training for additional staff will take place in the future.

OUTSIDE YARDS

- The motherboard for the card reader at the Southeast Service Center was replaced.

DISASTER RECOVERY

- In the event there is an issue at the main yard, a replica server needs to be in place at the SESC. This is something that IT and the management team will be discussing.

MISCELLANEOUS

- The I.T. Manager continues to develop a master document of all software and hardware. This includes how to troubleshoot as well as install and remove programs
- Looking at adding new badge readers at the main yard.
- Looking at training options for staff.
- The upgraded and dedicated fiber connection to the main building was completed. This will increase internet speeds and the dedicated connection will offer additional stability. All servers were successfully migrated to the fiber line. The fiber line is currently running parallel with our existing connection. The previous connection will be eliminated after a few weeks assuming there are no issues.
- Looking at moving FuelMaster to the cloud. A meeting was held with the vendor. This has the potential to be a great improvement to the system, while lifting a large amount of support off of IT.
- Staff has focused their effort on supporting a majority of office employees with telecommuting. There have been some minor issues but this seems to be working well. The utilization of Microsoft Teams organization-wide has increase by 96%! Staff is able to remain connected while conducting business remotely. In addition, headsets were provided to various staff in order to improve the sound quality of teleconferencing.
- The I.T. Manager has been assisting staff with multiple Zoom calls.
- IT has rolled out SecureDen as its password management program. This will be monitored for utilization over the course of the next year.
- IT is looking at moving forward the 2020 printer refresh program.
- Provided Jaclyn Henderson access to our Verizon account to review invoices on behalf of the Engineering Department.
- The Duo Two Factor Authentication was tested and re-enabled for staff.
- The IT Manager led an IT question and answer discussion with the Commissioners.