

Washtenaw County Board of Road Commissioners

555 North Zeeb Road, Ann Arbor, MI 48103

Virtual Board Meeting Minutes of February 2, 2021

- Board Present: Road Commissioners Barbara Fuller – Chair, Rod Green – Vice Chair, Douglas Fuller, Gloria Llamas, Jo Ann McCollum
- Staff Present: D. Ackerman, C. Brochue, J. Harmon, K. Harris, E. Kizer, M. MacDonell, N. Peterson, C. Ryan; S. Siddall, J. Summerhill
- Others Present: C. Sanders, County Commissioner, District 4; S. Shink – County Commissioner, District 2; C. Swensen

The meeting was called to order at 1:00 p.m. by Barbara Fuller, Chair.

Roll Call of Attendance:

Barbara Fuller, Chair – remote from Sharon Township, Washtenaw County, Michigan
Rod Green, Member – remote from Superior Township, Washtenaw County, Michigan
Doug Fuller, Member – remote from Scio Township, Washtenaw County, Michigan
Gloria Llamas, Member – remote from Pittsfield Township, Washtenaw County, Michigan
Jo Ann McCollum, Member – remote from Ypsilanti Township, Washtenaw County, Michigan
Sheryl Siddall, Managing Director
Matt MacDonell, Director of Engineering/County Highway Engineer
Jim Harmon, Director of Operations
Dan Ackerman, Director of Finance & IT

MOMENT OF SILENCE

Chair Fuller asked that we observe a moment of silence out of respect for the countless essential workers who continue to serve and for those 441,000 Americans, including nearly 15,500 Michiganders, who have perished because of the COVID-19 virus.

APPROVAL OF AGENDA

RC21-119 G. Llamas moved, R. Green seconded to approve the agenda as presented.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACCEPTANCE OF MINUTES

RC21-120 J. McCollum moved, R. Green seconded to approve the Board Meeting Minutes of January 19, 2021 as presented.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

RC21-121 R. Green moved, G. Llamas seconded to approve the Working Session Minutes of January 19, 2021 as presented with one correction.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

PUBLIC COMMENT

No public comment.

WRITTEN COMMUNICATIONS

None.

COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT

No public comment.

CONSENT AGENDA

The items approved on the Consent Agenda are as follows:

RC21-122 G. Llamas moved, J. McCollum seconded the approval of the Consent Agenda for February 2, 2021 as presented.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2021 Hot Mix Asphalt (HMA) Resurfacing Program Bid

RC21-123 G. Llamas moved, J. McCollum seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby accepts and approves the as-read low bid for the 2021 Hot Mix Asphalt Resurfacing Program as submitted by Cadillac Asphalt, LLC, 1785 Rawsonville Rd, Belleville, MI 48111. It is further understood that the Managing Director and Director of Operations are authorized to execute a contract.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2021 Seasonal Requirements Snow & Ice Control Abrasive Bid

RC21-124 G. Llamas moved, J. McCollum seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby accepts the low bid and second low bid for 2021 seasonal requirements of snow and ice control abrasive as submitted by Osburn Industries, 5850 Pardee Road, Taylor, MI 48180 and Farmer & Underwood Trucking LTD, 7401 Rawsonville Road, Belleville, MI 48111.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Debt Service SAD Bond Issues

RC21-125 G. Llamas moved, J. McCollum seconded the Board hereby approves Voucher 362-202101 totaling \$242,443.50 for Debt Service SAD Bond Issues.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Harris Road Improvement Agreement – Superior Township

RC21-126 G. Llamas moved, J. McCollum seconded that upon the recommendation of the Director of Engineering / County Highway Engineer and concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director to sign the Road Improvement Agreement between the Washtenaw County Road Commission and Superior Charter Township in connection with the development of a new Ypsilanti District Library facility located on Harris Road south of Geddes Road in Section 35 of Superior Township.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Monopole Installation Project – MDOT Contract 20-5535

RC21-127 G. Llamas moved, J. McCollum seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and Managing Director to sign the MDOT Agreement (Contract No. 20-5535) for the 150 foot Monopole install project, agreeing to perform the routine maintenance and paying 100% of the maintenance and construction cost.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Payroll & Bills for January 20, 2021

RC21-128 G. Llamas moved, J. McCollum seconded the Board hereby approves Voucher #10438 totaling \$343,679.80 for payroll of January 20, 2021, and Voucher #10439 totaling \$2,751,290.12 in payment of bills for January 20, 2021.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACTION ITEMS

Annual Leave Conversion Policy

Sheryl Siddall, Managing Director, stated that staff has discussed this annual leave conversion policy for quite some time. Sheryl explained that staff can carryover 240 hours of annual leave on their anniversary date. During the COVID pandemic situation, the cap on the amount of annual carryover was temporarily suspended. This annual leave conversion policy extends the 240 hours of carry overtime by 80 hours which can be converted to a lump sum payment into any approved Deferred Compensation Plan (such as a 457 account), subject to annual contribution limits/guidelines for these plans.

RC21-129 J. McCollum moved, R. Green seconded that upon the recommendation of the Human Resources Manager, and with the concurrence of the Managing Director, the Board hereby approves the attached Annual Leave Conversion Policy.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Border-to-Border Non-Motorized Pathway – Segment D3, Briston Parcel ROW Acquisition

RC21-130 G. Llamas moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and concurrence of the Managing Director, the Board hereby approves the acquisition of an 789 square foot nonmotorized pathway easement and a 3,361 square foot grading permit from the owner, John C. Briston, upon a parcel of property commonly known as 5449 W. Huron River Drive, Dexter, MI, and referred to as Tax Parcel Number H-08-10-246-007, in the amount of Fifteen Thousand Six Hundred & NO/100 (\$15,600.00) Dollars.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

REPORTS

COUNTY COMMISSIONER REPORTS

County Commissioner Sue Shink

County Commissioner Shink reported that the COVID vaccine rollout is slower than anticipated. The Health Department is receiving fewer vaccine doses each week than they have been told they would receive. The County has contacted the State Legislators as well as Congresswoman Dingell to ask for help in this matter.

County Commissioner Caroline Sanders

County Commissioner Sanders reported that the County has received two surveys; one is the 2021 Commission Priorities. Commissioner Sanders commended Sheryl Siddall, Managing Director, for reaching out to offer her congratulations on her new role as a County Commissioner and offering any assistance with information on the WCRC.

ROAD COMMISSIONER REPORTS

Commissioner Doug Fuller

Commissioner Doug Fuller offered his thanks to the workers for the fine job dealing with the snow event last week.

Commissioner Fuller offered his compliments to the HR Department and everyone involved with the Skyline High School Career Path Day.

Commissioner Barb Fuller

Commissioner Barb Fuller attended the following meetings virtually:

- 1/27 Road Funding 101 Webinar: A well organized, information rich presentation. Attended by 19 elected township officials, 4 staff and 3 commissioners.
Border-to-Border Trail Informational Update: General overview with specific details about the Dancer to Wylie Road segment of the Dexter-Chelsea Trail.
- 1/28 Pre-Audit Discussion with Keith Szymanski, Plante & Moran, PLLC, regarding the upcoming WCRC financial audit. This was a customary 'interview' with the WCRC Board Chair.
Road Funding 101 Webinar: this was a repeat of the January 27, 2021 session. This session was attended by 14 elected township officials, four staff and one commissioner.
- 2/1 CRA Southeast Council Meeting. This meeting was attended by three WCRC staff and one Road Commissioner from Washtenaw County.

Commissioner Rod Green

No report.

Commissioner Jo Ann McCollum

Commissioner Jo Ann McCollum attended the following meetings virtually:

1/27 Road Funding 101 session.

1/27 There was a special meeting with Washtenaw County Parks & Rec regarding the Botsford partnership purchase of 20 acres in Scio Township. Commissioner McCollum stated that there is an existing building next to this parcel in which an agreement was signed to construct a parking lot occupying two acres of this 20-acre parcel. Parks & Rec did not feel this would overly impact this parcel and moved forward with the purchase of the 20 acres.

Commissioner Gloria Llamas

1/27 Commissioner Llamas enjoyed the Chat with the Road Commission session with our first visitor to this session for this year.

1/27 Attended the Road Funding 101 session virtually.

MANAGING DIRECTOR'S REPORT

Sheryl Siddall, Managing Director

- Sheryl reported that we have received a lot of positive feedback on the Road Funding 101 sessions.
- Sheryl commented she appreciated the last Chat with the Road Commission session with Commissioner Gloria Llamas and chatting with one visitor who heard about the Chat with the Road Commission sessions on the Ypsilanti Township Message Board. There is another citizen registered for tomorrow's Chat with the Road Commission.
- Nicole Peterson, HR Manager, attended a meeting yesterday that was put together by the County's Office of Economic Development and Washtenaw Community College specifically focusing on CDL drivers. This was an introductory meeting including three people from the Washtenaw OCED office, a representative from Michigan Works and two representatives from Golden Limo. The newest addition is Jose Reyes, Director of Workforce and Community Development at Washtenaw Community College. The goal of this meeting was to have collaborative discussion on obstacles recruiting truck drivers holding a CDL. The areas we are focusing on are the underrepresented population in the area. Nicole has volunteered the Road Commission to participate in a pilot program where the WCRC in coordination with Michigan Works would be recruiting and training people to get their CDL and then placing with appropriate employers

FINANCE & IT REPORT – Dan Ackerman, Director of Finance & IT

- Michigan Transportation Fund Receipts (MTF) – the initial MTF budget was about \$31 million. We ended up at \$29.7 million. Dan stated that this difference represents the pandemic and people driving less.
- Staff is participating in day 2 of the annual financial audit. This audit is 100% virtual this year.
- The Budget numbers for 2020 are looking good.

OPERATIONS REPORT – Jim Harmon, Director of Operations

- We have had a few days that required salt application to the road surfaces with icy conditions. On January 24th, there was 500 tons of salt used county-wide and on January 26th, there was a little over 1,300 tons of salt used county-wide. The crews have performed winter maintenance on 33 separate days with a cost of a little over \$800,000 dollars just in salt. Jim stated that this is about 20% higher than where we normally are at this time of the season.
- Operations is monitoring the forecast carefully for this week with more snow expected.
- Operations took receipt of one new heavy truck cab chassis with the other three coming in shortly.
- Operations received delivery of the new Gradall.
- Operations is preparing for the 2021 construction season. Staff is working on preparing the yearly township proposals which will be distributed to each township.

ENGINEERING REPORT – Matt MacDonell, Director of Engineering

- Engineering is preparing for the 2021 construction season. This Friday there are several projects in MDOT's bid letting totaling over \$6 million. Included in this month's letting is the bridge bundle with four bridges we will be building or rehabilitating in 2021. Also included is the Dixboro Trail and Dixboro Road/Plymouth Road intersection project and paving work on Ford Road and Bemis Road. Matt stated that recently with staff changes at MDOT, the MDOT agreements have not been flowing as quickly as they normally do. Matt will report on the bid results.

ADJOURNMENT

RC21-131 R. Green moved, J. McCollum seconded to adjourn the February 2, 2021 meeting at 2:14 p.m.

Roll Call Vote:

YEAS: D. Fuller, R. Green, G. Llamas, J. McCollum, B. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Barbara Fuller, Chair

Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: _____