

## **Washtenaw County Board of County Road Commissioners**

555 North Zeeb Road, Ann Arbor, MI 48103

### **Virtual Board Meeting Minutes of March 16, 2021**

Board Present: Road Commissioners Barbara Fuller – Chair, Rodrick Green – Vice Chair, Douglas Fuller, Gloria Llamas, Jo Ann McCollum

Staff Present: D. Ackerman, J. Harmon, E. Kizer, M. MacDonell, J. Mann, N. Peterson, C. Quinter, C. Ryan, S. Siddall

Others Present: M. Anzaldi; T. Johnson; C. Sanders – County Commissioner, District 4; S. Shink – County Commissioner, District 2; C. Swensen

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

#### Roll Call of Attendance:

Barbara Fuller, Chair – remote from Sharon Township, Washtenaw County, Michigan  
Rodrick Green, Vice Chair – remote from Superior Township, Washtenaw County, Michigan  
Douglas Fuller, Member – remote from Scio Township, Washtenaw County, Michigan  
Gloria Llamas, Member – not present for roll call vote  
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 534,000 Americans, including nearly 16,760 Michiganders, who have perished because of the COVID-19 virus.

To put the Michigan number into perspective, it would be roughly equal to the total population of the following six Washtenaw County Townships (Sharon, Manchester, Bridgewater, Freedom, Saline and Lodi).

## **APPROVAL OF AGENDA**

RC21-159 J. McCollum moved; R. Green seconded to approve the agenda as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: G. Llamas

ABSTAIN: None

Motion Carried.

## **ACCEPTANCE OF MINUTES**

RC21-160 D. Fuller moved; R. Green seconded to approve the Board meeting minutes of March 2, 2021 as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: G. Llamas

ABSTAIN: None

Motion Carried.

## **PUBLIC COMMENT**

No public comment.

Gloria Llamas, remote from Pittsfield Township, Washtenaw County, Michigan entered the Board meeting at approximately 1:06 p.m.

## **WRITTEN COMMUNICATIONS**

### **Bridge Replacement**

- Dennison Road between Hack Road and Mooreville Road in York Township. Dennison Road closed March 8<sup>th</sup> thru early September 2021.

### **Signal Optimization and Installation of Turn Lanes**

- Intersection of Ann Arbor-Saline Road and Oak Valley Drive in Pittsfield Township.

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## **Other Communications**

FROM: Michael Bulger

SUBJECT: Geddes/Ridge Road Bridge Project - thank you for administering a professional and efficient virtual project meeting and appreciation on the WCRC website design.

## **COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT**

No public comment.

## **CONSENT AGENDA**

The items approved on the consent agenda are as follows:

G. Llamas moved to approve items 1 through 6 on the consent agenda with the removal of item 7. The motion fell to the floor for lack of a second.

RC21-161 D. Fuller moved, J. McCollum seconded to approve items 1 through 7 on the consent agenda.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

## **2018 Gasoline and Diesel Fuel Bid Extension**

RC21-162 D. Fuller moved; J. McCollum seconded that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board hereby approves the option of extending the bid for gasoline and diesel fuels as submitted by Lenawee Fuels Inc., 4070 Allen Road, Tecumseh, Michigan 49286 for the period of April 1, 2021 through March 31, 2022. It is understood that the Detroit Market Area Oil Price Information Service ("OPIS") daily rack contract average will be the basis of pricing.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

## **2018 Lubricating Oils Bid Extension**

RC21-163 D. Fuller moved; J. McCollum seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board approves the option of extending the bid for lubricating oils as submitted by Shrader Tire & Oil, 2045 Sylvania Avenue, Toledo, OH 43613 for the period of April 1, 2021 through March 31, 2022.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

**Automotive and Heavy-Duty Batteries Bid**

RC21-164 D. Fuller moved; J. McCollum seconded that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board accepts the qualified overall low bid and alternate low bid for 2021 requirements of automotive and heavy duty batteries as submitted by Rowerdink, Inc., 252 Airport Industrial Drive, Ypsilanti, Michigan 48198.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

**Bolts/Nuts/Washers – Hardware Bid**

RC21-165 D. Fuller moved; J. McCollum seconded that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board accepts the qualified overall low bid for the 2021 requirements of bolts, nuts and washers as submitted by Elkay Fastening Systems, 1804 Reed Avenue, Kalamazoo, Michigan 49001.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

**FuelMaster Live Upgrade – Purchase Authorization**

RC21-166 D. Fuller moved, J. McCollum seconded that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board hereby approves the fuel system upgrade to FuelMaster Live as submitted by Oscar W. Larson Co., 10100 Dixie Highway, Clarkston, MI 48348 in the amount of \$63,590.00 using Sourcewell Cooperative Purchasing Program, Contract #022217-SYS.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

### **Payroll & Bills for March 3, 2021**

RC21-167 D. Fuller moved; J. McCollum seconded the Board hereby approves Voucher 10444 totaling \$357,927.45 for payroll of March 3, 2021, and Voucher 10445 totaling \$1,780,541.88 in payment of bills for March 3, 2021.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

### **Procurement Policy**

RC21-168 D. Fuller moved; J. McCollum seconded that upon the recommendation of the Managing Director, the Board hereby approves the attached updated Procurement Policy and directs staff to develop such procedures as are appropriate to maintain best procurement practices.

Roll Call Vote:

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

NAYS: G. Llamas

ABSENT: None

ABSTAIN: None

Motion Carried.

## **REPORTS**

### **COUNTY COMMISSIONER REPORTS**

#### **County Commissioner Sue Shink**

County Commissioner Sue Shink reported that tomorrow night the Board of Commissioners will be supporting a request to implement a state of emergency in Washtenaw County to allow public boards to continue to meet remotely.

#### **County Commissioner Caroline Sanders**

County Commissioner Caroline Sanders supports the request to continue to meet remotely. County Commissioner Sanders stated that she appreciates the communications that the Road Commission sends out to residents making them aware of projects the Road Commission is working on.

### **ROAD COMMISSIONER REPORTS**

#### **Commissioner Doug Fuller**

No report.

### **Commissioner Barb Fuller**

- 3/3 SWWCOG (Southwest Washtenaw Council of Governments) Virtual Meeting:
- Lt. Al Hunt of the Washtenaw County Sheriff's Office is overseeing the territory "west of US-23".
  - Manchester Village is planning for "a quarter million dollars in road improvements". On March 4 at 10:00 a.m. there was a hearing by the State Boundary Commission regarding their application to become a city.
  - Manchester Township reported that a 140-acre solar farm is planned at Sharon Hollow and Herman Roads. The Hidden Lake RV Park will begin "moving dirt this spring". Parks & Rec have begun clearing the railroad bed for the non-motorized trail from Watkins Lake State Park. The route into the Village has not been fully determined.
  - In Sharon Township, Stoneco is in the phase of demonstrating need for gravel extraction. A new winery and event barn was approved located on M-52 north of the Village. Expansion of the cemetery at the Township Hall is underway.
  - The next SWWCOG Meeting will be June 2, 2021 at 7:00 p.m. The format to be announced.
- 3/15 Commissioner Fuller participated in a webinar conducted by SEMCOG with Senator Gary Peters providing an update on the American Rescue Plan Act. There will be significant sums of money coming to Michigan for this economic boost that is being proposed and implemented by the Federal Government. There is an infrastructure bill being introduced with significant dollars specifically for the Sault Locks as well as roads and bridges.

### **Commissioner Rod Green**

No report.

### **Commissioner Jo Ann McCollum**

The Michigan Wetlands Board (MiWB) and the Washtenaw County Road Commission (WCRC) have identified a need to establish a wetland mitigation bank within Washtenaw County. ASTI Environmental (Brighton) was hired to conduct a search for suitable locations using computer analysis. Their preferred criteria for a suitable site include:

- Agricultural land that likely was a wetland prior to cultivation
- 10 or more acres of wetland could be created (15+ preferred)
- Located within the Huron River Watershed and within Ecoregion VI.1.2 as defined by the Michigan Department of Environment, Great Lakes and Energy (EGLE) Wetland mitigation will be required by EGLE to complete the B2B Trail project – either by purchasing credits in a private wetland mitigation bank (can cost \$100,000 or more per acre/credit) or through other means. Mitigation credits are usually purchased at credit to a construction impact ratio of 2 or 3 to 1 (2:1 or 3:1) as determined by EGLE. WCRC and WCPARC have a history of a successful partnership on projects such as the B2B Trail and the WCRC has agreed to allow WCPARC to use a small portion of a credit in a wetland bank in Perry, MI for an upcoming TAP funded project (total impact approximately 0.22 acres over 1.8 miles of new trail). WCRC has indicated that this is intended to be a short-term solution to keep the B2B Trail segment and grant funding on track since their bank is intended for road projects.

## **Commissioner Gloria Llamas**

No report.

## **MANAGING DIRECTOR'S REPORT**

### **Sheryl Siddall, Managing Director**

- **COVID Update**

Sheryl stated that she was pleased to continue to work with the Washtenaw County Health Department and due to Jim Harmon, Director of Operations working with the EOC and the Homeland Security Task Force, we were able to obtain 15 vaccine spots for WCRC. As essential workers, WCRC is considered to be priority 1B, Group C. WCHD requested that WCRC employees be granted vaccine spots based on age. On Friday, we had less than 30 minutes notice to submit a list of staff to receive the vaccine but intend to have a list of those interested in vaccination prepared in the future should vaccines become available.

- Sheryl stated that WCRC is currently operating under the MIOSHA Rule which requires those who have the ability to work remote continue to work remotely. Nicole Peterson, HR Manager, will attend a meeting this afternoon regarding direction from the state in moving forward. Sheryl stated we are interested in bringing as much staff back into the building as possible and will look for direction from the state regarding this. Sheryl also stated that the current Open Meetings Act which allows public boards to hold meetings virtually expires at the end of March 2021. There is a Senate Bill 207 being proposed to extend virtual meetings through the end of June 2021. Should these actions not take place a hybrid board meeting would take place as of the April 6, 2021 board meeting.

### **OPERATIONS REPORT – Jim Harmon, Director of Operations**

- Staff has remained very productive this time of year maintaining the county road system. The Operations Department is preparing for a very large 2021 construction season.
- Staff has engaged all 20 townships providing the yearly township proposals for the 2021 season for their consideration. Staff has developed approximately \$22 million dollars in road improvements throughout the townships.

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

#### **FINANCE REPORT**

Michigan Transportation Fund Receipts (MTF) – January 2021 MTF compared to 2020 is a little under 1% higher which is below our budget. Staff will continue to monitor the MTF. MDOT provided some updated projections for MTF which are in line with where our budget is.

Sheryl Siddall and Dan Ackerman met with the auditors to review the 2020 financials. This report will be shared with the Board at the second board meeting in April 2021 as well as the First Quarter 2021 budget review.

Dan stated that every two years the Governmental Accounting Standards Board (GASB) requires an actuary report be submitted for our Other Post-Employment Benefits (OPEB). Staff is in the process of preparing for this report for fiscal year 2020.

## **IT REPORT**

Chris Quinter and Dan Ackerman met with NetSmart Plus, our new IT service provider. Dan stated they are a very professional company that is reasonably priced and is excited about partnering with them for the Road Commission's IT needs.

## **ENGINEERING REPORT – Matt MacDonell, Director of Engineering/County Highway Engineer**

- Engineering is preparing for the 2021 construction season.
- Seasonal weight restrictions remain in effect.
- The Dennison Road Bridge project is underway.
- Staff has received favorable bid results for paving work.
- The US 12 & M-17 project has been advertised. This is a project partnering with MDOT and Ypsilanti Township. The bids are due April 9, 2021. The cost estimate is \$5.4 million for this project.
- Border-to-Border Trail Project – we are still working on obtaining all permits. The tree contract is underway. We are still waiting for the Amtrak and EGLE permits.
- Miller Road Bridge Project – Miller Road remains closed. The crews will resume work after the seasonal weight restrictions are lifted and paving plants reopen in May 2021.

## **ADJOURNMENT**

RC21-169 J. McCollum moved; R. Green seconded to adjourn the March 16, 2021, meeting at 1:51 p.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Barbara Ryan Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: \_\_\_\_\_