

**WASHTENAW COUNTY BOARD OF COUNTY ROAD COMMISSIONERS
VIRTUAL WORKING SESSION MINUTES OF
April 20, 2021**

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, T. Lobbestael, M. MacDonell, M. McCulloch, N. Peterson, C. Quinter, S. Siddall

Others Present: J. Young, Plante Moran; K. Szymanski, Plante Moran; S. Shink – County Commissioner, District 2

Roll Call of Attendance:

Barbara Fuller, Chair – remote from Scio Township, Washtenaw County, Michigan
Douglas Fuller, Member – remote from Scio Township, Washtenaw County, Michigan
Rodrick Green, Vice Chair – remote from Superior 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

PUBLIC PARTICIPATION

No public comment.

2020 Audit Findings – Plante Moran

Dan Ackerman introduced Jean Young and Keith Szymanski from Plante Moran.

Jean Young presented the 2020 year-end report. The audit was completed March 15, 2021 and WCRC received a clean audit. There were no significant findings with the OPEB or pension estimates and the self-insurance claims were consistent with no concerns. There were no difficulties or disagreements with management and no corrected or uncorrected misstatements.

Keith Szymanski presented a PowerPoint review of the financial graphs noting that the Road Commission has a very strong fund balance and is well positioned going into 2021.

2021 First Quarter Budget Review

Dan Ackerman presented a PowerPoint presentation of the 2021 First Quarter budget review.

Dan reported that COVID-19 continues to impact MTF. We expect to see a ~\$750,000 decrease in MTF which we will review in Q2. Dan noted that we've seen unanticipated increases in township revenues due to the timing of receipts, as well as increases due to changes in the scope of the 2021 non-federal aid projects.

Staff is recommending no installment purchases for this year's heavy truck purchases and making a cash payment since we have built up our equipment reserves from the state trunkline audits. Dan also noted that we budgeted \$25,000 in 2020 for shop equipment that we did not receive last year will need to be carried over into 2021. Changes and updated engineer's estimates to non-federal aid projects resulted in an increase for various projects.

Dan reports that overall we have a healthy fund balance and a projected fund balance of 18% of expenditures, which is on the leaner side but not alarming. Sheryl agreed that we have a healthy fund balance, especially in light of the pandemic. Dan acknowledged Jim and Matt's staff on how well everyone works together to have productive conversations and to make our budget stronger. We will closely monitor the second quarter budget to review for 2021 and 2022 estimates.

10 MINUTE BREAK

Summary of Changes to WCRC Permit Rules & Regulations

This topic was first discussed at the February 16th working session and a public hearing was held on March 24th to receive public comments. Matt and Mark provided a second draft of the proposed permit regs with minor changes in response to public comments.

Mark noted that there was a small change to the 5G language in Section 4 and additional language regarding a permit holder's responsibility for ADA compliance if they disrupt a sidewalk feature as part of their permit activities. Staff added a section for non-motorized trails in the right of way since third parties are coming to the road commission with funds that are eligible to be implemented for trails within the right of way.

Language was added for reduced sight distance requirements on lower traffic volume roads. Reduced sight distance requirements mean less trees or brush that will need to be removed.

Staff has adjusted permit fees to cover current staff costs to review and monitor permits and there were no public concerns on increasing the fee schedule.

There was a conversation with DTE Gas regarding the current requirement to pressure grout all abandoned mains. Staff is recommending that any abandoned pipe that is 6 inches or greater will need to be pressure grouted.

ADJOURNMENT

R. Green moved; G. Llamas seconded to adjourn the April 20, 2021, Working Session at 11:27 a.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Barbara Ryan Fuller, Chair
Washtenaw County Board of Road Commissioners

Sheryl Soderholm Siddall, Deputy Clerk
Washtenaw County Board of Road Commissioners