

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
December 13, 2023 - 7:00 a.m.

000716

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes:
6. Public Comment:
7. Unfinished Business:
8. New Business:
 - A. Voucher 24-08, 24-09, 24-10 & 24-11
 - B. Approval to Hire Additional Full-Time Truck Driver / Equip Operator
 - C. Policy HR1.00 Revision Approval
 - D. October Financial Statements
 - E. 2023 OPEB Report
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
13. Public Comment:
 - A. Interview Matt Silkworth
 - B. Interview Tanner Gonzalez
 - C. Interview Chance Rao
14. Adjournment

1. Call Meeting to Order

The meeting was called to order by Chairman T. Klarich at 7:00 am.

2. Roll Call: The roll was called for the Commissioners.

Present: Thomas Klarich
Dale DuFour
Robin LaCroix
Randy Lund
Keith Rochefort

Absent: None

Also in Attendance: Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, James Johnson, Assistant Foreman. Jean Vanderville, Managing Director, was not in attendance.

3. Pledge of Allegiance: The pledge was recited.**4. Approval of Agenda:**

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the agenda as presented.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of November 22nd, 2023, as presented.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment: None**7. Unfinished Business: None**

8. New Business:

A. Vouchers 24-08 & 24-09, 24-10 & 24-11:

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve vouchers 24-08, 24-09, 24-10 and 24-11 as presented.

Roll Call:

Lund - Yes

Rochefort – Yes

DuFour - Yes

LaCroix – Yes

Klarich – Yes

Motion Carried

- B. Approval to Hire Additional Full-Time Truck Driver / Equip Operator:** T. Hoar provided a proposal to hire two additional full-time drivers in the spring. The proposal would be financially viable if temp drivers were lowered from 8 to 6 in the winter and winter temps not starting until November 8th and running only through March 15th. Additionally, there would be no temps in the summer. SCRC will also get reimbursed for retiree healthcare premiums beginning in 2024, based on their most recent actuarial where it shows they are over 100% funded. This will save ~\$50,000 for 2024. Discussion was held on why the Road Commission did not hire more full-time employees a few years ago. The main reasons were because the State of Michigan funded our pension with \$1,800,000 in 2023. This reduced our additional payments from ~\$500,000 per year to \$60,000 per year; the increase in summer temps cost which will be eliminated; and the over 100% funding of the OPEB liability, which reduces the contributions from \$120,000 per year to \$0.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the hire of two additional full-time employees in the spring of 2024, or sooner if needed.

Roll Call:

LaCroix – Yes

Lund - Yes

Rochefort – Yes

DuFour - Yes

Klarich - Yes

Motion Carried

- C. Policy HR1.01 Revision Approval:** A. Peterson provided an overview of the updates for the Hiring Process and Procedures Policy, making it clear as to the procedures for

full-time hiring and temp hiring. After discussion, it was agreed that there will be a few edits. Those edits include:

- Full-time positions, Item 3, Advertising: Add “or any additional necessary advertising.”
- Temporary positions: Add “Inform board of candidates prior to interviews. Members of the board may wish to be present for interviews. If so, they will contact management to let them know. If three or more are present, comprising a quorum, the interviews will become an open meeting and will be advertised as such”.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the updated policy with the changes discussed above.

Roll Call:

LaCroix – Yes

Rochefort – Yes

DuFour - No

Lund - Yes

Klarich - No

Motion Carried

- D. October Financial Statements:** T. Hoar provided an overview of the October 2023 Financial statements.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to accept the October Financial Statements as presented.

Roll Call:

Rochefort – Yes

DuFour - Yes

Lund - Yes

LaCroix – Yes

Klarich – Yes

Motion Carried

- E. 2023 OPEB Report:** T. Hoar provided an overview of the 2023 Watkins Ross OPEB Report. She proposed that \$50k be taken out of the Constellation Trust for retiree health insurance premiums at year-end, which is 136% funded.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, accept the 2023 OPEB Report as presented, with the proposal outlined above.

Ayes: Five
Nays: None

000720

Motion Carried

9. Manager's Report:

Rail Crossing CR 434: No updates from CRA yet.

Drain Commission: There have been many meetings and discussions surrounding Carpenter Dam. The most recent development is a potential authorization of a drawdown. A meeting will be scheduled with EGLE to get said approval. Stacey has continued to work on all other control structures to get properly set legal lake levels and special assessment districts. There are many steps to work on for the Manistique Lakes control structure based on location and ownership of the control structure.

Local PASER Reimbursement: J. Vanderville spoke with Dotty, and she is still working on getting the reimbursement for collection figured out.

First Amendment Policy: Education sessions will be included in our spring and fall safety meetings.

Ruggles Road: On hold currently, waiting for final decisions on turnaround and proof of ownership. Research indicates ownership by the road commission but allowing the property owner to complete their research.

RTF Regional Meeting: The regional group approved all projects for each county. A copy of the project lists was included in the board packets. MDOT provided an overview of their upcoming projects for their 5-year plans. Copies of the project lists will be available to view at the board meeting.

Ryan advised that 12A was due to nominate a chair and vice chair, which takes place on odd years. Bob Lindbeck was nominated as Chair and Alex Elsenheimer was nominated as Vice Chair.

Cybersecurity Meeting with Sinetech: Due to recent cybersecurity issues, we requested a meeting with Sinetech to go over our issues and successes within our system. Topics discussed included:

- General Network Overview
- Data Map
- Backups
- Biggest Concerns
- Best Defenses

J. Vanderville requested estimates to address some of the biggest concerns:

- Removal of old camera and old keypad system
- Updating the server and moving Roadsoft to the updated version
- RMM monitoring
- Dropbox backup
- Trend advanced version
- Future cybersecurity training for all departments

GLTPA Meeting Luce County: J. Vanderville and I. Stampfly were invited to attend and discuss the Stutts Bridge project at the GLTPA meeting held in Newberry at Northland Harvesting. The meeting went well and the GLTPA directors gave great recognition to Schoolcraft CRC for recognizing the importance and proper usage of Category E funds.

Legal Symposium & Education Training Session: Topics discussed included good policy writing and the effects of the ROW with the new broadband dollars. The second part of the day was focused on crisis training. Most specifically they discussed active shooter situations.

Autosist: R. Martin and J. Vanderville have started the onboarding of the new Autosist software. J. Vanderville is currently building the trucks, equipment and employees into the program. They are still shooting for a January 1st rollout.

Emissions Issues: We have continually been experiencing more issues with trucks emissions and d-rating. After much research, we believe many of the issues are directly related to wiring harness issues. R. Martin will be requesting Truck & Trailer to reduce the length of the wiring harness and hook it more directly rather than the current practice of looping it back and forth. If this reduces issues, we will look to rerouting the wiring harnesses on the other trucks. If not, back to the drawing board.

Additional Full-Time Employees: T. Hoar has provided a memo with details of how we came up with the need to increase our staff by an additional 1 or 2 full-time employees and the financial impact. J. Vanderville recommends the board consider and approve adding two full-time employees. (See Item 8.B. above)

Bridge Bundle Bid Results: The 3 bridge projects (133088, 212298 & 212294) came in over 10% above the engineer's estimate. The total cost overrun was \$54,766.10, or 11.16% over. We were able to justify the project to move forward. Copies of bid results were included in the packets.

February Straits Area Council Meeting: Just a heads up that the SAC meeting may be moved because of the conflict with the CEW. Once the new date is known the board will be notified.

10. Engineer's Report:

FLAP Projects: I. Stampfly received approval on the proposed design exceptions.

CR-433 & CR-453: The invites have been sent and the proposal has been advertised. The bids are due on December 20th and award, or rejection will take place at our next meeting.

Township Work: I. Stampfly has finished Mueller's 5-year plan and will be presenting it to them at their meeting this week.

Ross Lake Road Presentation: The presentation is finished and has been sent to the conservation district. They did state that there will be another grant opportunity this year and I plan to apply again when it is available.

CEW Presentation: I. Stampfly has finished the presentation and plans to review it one more time prior to submission.

CR-448 @ Stutts Creek: I. Stampfly has not received the comments back yet.

CR-433 (2023 Construction): I. Stampfly has received comments back from MDOT and has started to address them. He hopes to have the comments addressed by early January.

Fish Passage (Ross Lake Road): All documents have been submitted and I. Stampfly has not heard of any corrections that are needed so far.

CRA Legal Symposium/Education Event: J. Vanderville and I. Stampfly attended the CRA committee meetings and education event in Mount Pleasant.

Various Schedules: Continued work on the various schedules and planned with the management group for 2024 priorities.

Incident Command System (ICS): The education event in Mount Pleasant focused on incident management during emergencies. This is like the crisis recovery playbook that we developed with CRA's templates. I. Stampfly made one addition to the crisis book and that is the incident command structure for our organization. We think this will be helpful should there ever be an emergency where the system is required, it will provide a clear picture to other organizations that are familiar with ICS who to talk to for various information and improve cross organization communication.

11. Department Heads:

James Johnson: The Seney crew has been plowing when necessary and doing brushing for MDOT. The temps are working out well and Night Shift is getting by.

Kim Rochefort: The Manistique crew have been cutting trees for the state, as well as county trees. They have also been working on berm removal, with Inwood Township being the last township to complete.

Roger Martin: The shop crew has been working on a new transmission for E538. E543 has been having problems as well. The analyzers pass all tests, but the message keeps saying "regen required". Commissioner K. Rochefort asked if issues with the trucks were due to slow speeds, which R. Martin verified. Commissioner Rochefort suggested speaking with Senator McBroom regarding an exemption. I. Stampfly noted that he did speak to McBroom and Preston. They found out that even firefighting equipment is not exempt.

Tanya Hoar: None

Ann Peterson: Notified the board that the administration is looking at potentially hiring Tony Goiun from Gladstone to come on-site to conduct drug tests for the quarterly random draws. He works directly with Drug Screens Plus. The difference in cost would be about \$9 less than we pay SMH (\$30 per test plus \$.75 per mile). Having someone come on-site would be faster, easier and more convenient for the foremen who have to round them up to bring them in one at a time.

Jonathan Guertin's return to work is still unknown.

12. Meeting Notices:

None

13. Public Comment:

- A. Chance Rao – An interview was conducted for a temp CDL driver.
- B. Tanner Gonzalez – An interview was conducted for a temp CDL driver.
- C. Matt Silkworth – An interview was conducted for a temp CDL driver.

14. Adjournment: The meeting was adjourned at 8:56 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director