

GENESEE COUNTY ROAD COMMISSION
BOARD MEETING MINUTES

February 19, 2019

CALL TO ORDER

Vice Chairperson Johnson called the meeting of the Genesee County Board of Road Commissioners to order at 10:00 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley St., Flint, Michigan 48503-3995.

ROLL CALL

Present: Robert Johnson, Vice Chairperson
 David Arceo, Commissioner
 Cloyce Dickerson, Commissioner
 Shirley Kautman-Jones, Commissioner

Absent: John Mandelaris, Chairperson (excused)

Others Present: Fred Peivandi, Anthony Branch, Eric Johnston, Randy Dellaposta, Coetta Adams, Donna Poplar, Stephanie Jaeger, (Genesee County Road Commission Staff), Pamela Hill, Amanda Cronk, Emily Wahl (Plante Moran), Margaret Perry (Genesee County resident), Linda Kossak, Secretary of the Board of Road Commissioners.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairperson Johnson.

APPROVAL OF AGENDA

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to approve the agenda for February 19, 2019.

MOTION CARRIED.

APPROVAL OF MINUTES

January 22, 2019 – Board Meeting Minutes

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the minutes for the January 22, 2019 Board Meeting.

MOTION CARRIED.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Tuesday, February 19, 2019

10:05 a.m. – Presentation by Ms. Pamela Hill and Ms. Amanda Cronk, Plante Moran, Fiscal Year ending September 30, 2018 Financial Audit.

Tuesday, March 05, 2019

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

(None)

CORRESPONDENCE

INCOMING

(None)

OUTGOING

(None)

INTERNAL

(None)

INFORMATION

(None)

PRESENTATION

Ms. Pamela Hill and Ms. Amanda Cronk, Plante Moran PLLC, gave a presentation to the Board regarding Plante Moran’s Independent Auditors Report and a general overview for fiscal year ending September 30, 2018, Financial Statements. In reviewing the audit, Ms. Hill stated the Road Commission did an excellent job in keeping their expenses and their budget down and there were no findings for fiscal year ending September 30, 2018. Ms. Hill said her team spent over 300 hours on this years’ audit and indicated that the Road Commission has made continual improvements and their funding levels are very good. Ms. Hill thanked Managing Director Fred Peivandi, Finance Director Coetta Adams, and Accounting Coordinator Dianna Robertson for their assistance with the audit.

BOARD OF ROAD COMMISSIONERS’ DECISIONS

DISCUSSION

Fiscal Year Ending September 30, 2018 – Audited Financial Statements – In a memorandum dated February 04, 2019, staff requested the Board approve the Genesee County Road Commission financial statements, for the fiscal year ending September 30, 2018. (Copy of memorandum, Auditors Letter and Financial Report filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the financial statements presented to the Board of Road Commissioners by Plante Moran on February 19, 2019, for the fiscal year ending September 30, 2018.

MOTION CARRIED.

Payment to Willy’s Contracting Inc., for Ditching Work on State Highways M-13 and M-21 – In a memorandum dated February 06, 2019, staff requested the Board approve payment to Willy’s Contracting, Inc. for ditching work completed on State Highways M-13 and M-21 at the request of the Michigan Department of Transportation. (Copy of memorandum and invoices filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to approve the payment to Willy’s Contracting, Inc., in the amount of \$13,725 for ditching work completed on State Highways M-13 and M-21 at the request of the Michigan Department of Transportation. The entire amount will be reimbursed by the Michigan Department of Transportation in accordance with the Trunkline maintenance contract.

MOTION CARRIED.

Administrative Services Contract - Blue Cross Blue Shield (BCBS) of Michigan – In a memorandum dated February 06, 2019, staff requested the Board authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan (BCBS) for the quarterly settlement. (Copy of memorandum and payment schedule filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan (BCBS) for the quarterly settlement for the period covering September 2018 through November 2018 payable in three equal payments of \$250,734 prior to the first day of March 2019, April 2019 and May 2019.

MOTION CARRIED.

Fiscal Year 2019 Budget Adjustment for Capital Road Equipment Expenditures totaling \$570,000 – In a memorandum dated February 08, 2019, staff requested the Board approve the fiscal year 2019 budget transfer totaling \$570,000. (Copy of memorandum and request for budget transfer filed with official minutes.)

Dept. 30 Fleet Maintenance & Facilities	\$570,000
Decrease to Fund Balance	(\$570,000)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the fiscal year 2019 budget transfer in the amount of \$570,000, which will increase the amount in Department 30 - Fleet Maintenance & Facilities with a decrease in Fund Balance for the purchase of Road Equipment ordered but not delivered prior to FY ending September 30, 2018.

MOTION CARRIED.

Fiscal Year 2019 Budget Adjustment for Capital Road Equipment Expenditures totaling \$355,712 – In a memorandum dated February 08, 2019, staff requested the Board approve the fiscal year 2019 budget transfer totaling \$355,712. (Copy of memorandum and request for budget transfer filed with official minutes.)

Dept. 30 Fleet Maintenance & Facilities	\$355,712
Decrease to Fund Balance	(\$355,712)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the fiscal year 2019 budget transfer in the amount of \$355,712 increasing the budget amount by \$355,712 in Department 30 - Fleet Maintenance & Facilities with a decrease of \$355,712 to Fund Balance for the purchase of Road Equipment (Freightliner w/Vactor) budgeted as lease, but using Fund Balance for purchase in full.

MOTION CARRIED.

Declaration of Restrictive Covenant for Knight Enterprises, Inc. @ Knight Station #K-317, G-5277 Corunna Road, Section 20, Flint Township - In a memorandum dated February 11, 2019, staff requested the Board authorize the Managing Director to sign and have notarized Exhibit 6B – Consent of Easement Holders for the Knight Station #K-317 Restrictive Covenant. (Copy of memorandum and Declaration of Restrictive Covenant filed with official minutes.)

Commissioner Kautman-Jones stated she would like to include the memorandum provided by environmental engineering firm BLDI in the notarized exhibit.

ACTION TAKEN – Motion by Ms. Kautman-Jones, seconded by Mr. Arceo, to authorize the Managing Director sign and have notarized Exhibit 6B – Consent of Easement Holders for the Knight Station #K-317 Restrictive Covenant and further, to include the memorandum provided by environmental engineering firm BLDI which clarifies concerns expressed by the Board at the January 22, 2019 Board meeting become part of the exhibit.

MOTION CARRIED.

Dort Highway Extension Right-of-Way Contract - Right of Way Acquisition Costs, Grand Blanc Charter Township – In a memorandum dated February 11, 2019, staff requested the Board approve the right of way acquisition payments and direct the Finance Department to draft checks

on behalf of the Board of County Road Commissioners. (Copy of memorandum, Dort Status Report and the Administrative Settlement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the right-of-way acquisition payments for the Dort Highway Extension Right-of-Way Contract and further, direct the Finance Department to draft four (4) checks on behalf of the Board of County Road Commissioners. Checks shall be made payable to ‘Transnation Title Agency’ and drawn from account 201-451-67-B50128-802.002-91.

Parcel No. 9: Marjorie Rich

Right-of-Way acquisition = \$244,524.00

Buyers Title Insurance = \$1,251.00

Parcel No. 10: John Sortman

Right-of-Way acquisition = \$224,814.00

Buyers Title Insurance = \$1,188.00

Commissioner Kautman-Jones asked staff when the closing date will be for the two parcels and who from GCRC will be attending the closing. Staff stated the closing date has not been determined yet, but approximately after the next Board meeting and Managing Director Fred Peivandi will attend the closing.

MOTION CARRIED.

Bid Results and Award of Contract for Green Valley Subdivision, Grand Blanc Charter Township - In a memorandum dated February 04, 2019, staff requested the Board accept the low bid submitted by Ace-Saginaw Paving Company for the rehabilitation/reconstruction of Green Valley Subdivision, Grand Blanc Charter Township. (Copy of memorandum and bid comparisons filed with official minutes.)

Human Resource Director, Donna Polar, would like to confirm that there is an EEOP on file for Ace-Saginaw Paving Company. Purchasing Administrator, Stephanie Jaeger stated that there is a current EEOP on file for this company.

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to accept the low bid of \$352,223.00, authorize the award and sign the construction contract after staff has received and accepted the contract, bonds and insurance submitted by Ace-Saginaw Paving Company for the rehabilitation/reconstruction of Green Valley Subdivision, Grand Blanc Charter Township.

MOTION CARRIED.

Resolution of Support for Fiscal Years 2020-2023, Transportation Improvement Program (TIP) – In a memorandum dated January 30, 2019, staff requested the Board approve the Resolution of Support for the Road Commission’s proposed Federal Aid projects in the fiscal years 2020-2023. (Copy of memorandum and resolution filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the Resolution of Support for the Road Commission’s proposed Federal Aid and State Aid projects in the fiscal years 2020-2023 Transportation Improvement Program (TIP).

MOTION CARRIED.

Resolution of Support for Teachout Trail – Richfield Park to the Gale Road/Mt. Morris Road intersection (Iron Belle) – Transportation Alternative Program (TAP), Richfield Township – In a memorandum dated February 11, 2019, staff requested the Board approves the Resolution of Support for Teachout Trail – Richfield Park to the Gale Road/Mt. Morris Road Intersection (Iron Belle). (Copy of memorandum and resolution filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo to approves the Resolution of Support for the Genesee County Road Commission’s role as lead agency with the Michigan Department of Transportation for the Teachout Trail – Richfield Park to the intersection of Gale Road/Mt. Morris Road (Iron Belle), Richfield Township.

MOTION CARRIED.

Resolution of Support for Perry Road Trail – White Tail Drive to Gale Road (Iron Belle) – Transportation Alternative Program (TAP), Atlas and Grand Blanc Charter Townships – In a memorandum dated February 11, 2019, staff requested the Board approve the Resolution of Support for Perry Road Trail – White Tail Drive to Gale Road (Iron Belle), Atlas and Grand Blanc Charter Townships. (Copy of memorandum and resolution filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to approve the Resolution of Support for the Genesee County Road Commission’s role as lead agency with the Michigan Department of Transportation for the Resolution of Support for Perry Road Trail – White Tail Drive to Gale Road (Iron Belle), Atlas and Grand Blanc Charter Townships.

MOTION CARRIED.

Selection of Consultant for Design Services, Reid Road over Swartz Creek Bridge Replacement Project, Mundy Township – In a memorandum dated February 11, 2019, staff requested the Board approve assignment of Wade Trim, a consultant in Group ‘B’ category to prepare construction plans for the proposed Reid Road over the Swartz Creek Bridge Replacement project, Mundy Township. (Copy of memorandum and design consultant assignment (bridges) filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the assignment of Wade Trim, a consultant in Group ‘B’ category to prepare construction plans for the proposed Reid Road over the Swartz Creek Bridge Replacement project in Mundy Township and further, to direct the Chairperson to sign the Consultant Agreement when returned.

MOTION CARRIED.

Selection of Consultant for Design Services, Hill Road over Alger Creek Bridge Replacement Project, Gaines Township – In a memorandum dated February 11, 2019, staff requested the Board approve assignment of Rowe Professional Services, a consultant in Group ‘B’ category to prepare construction plans for the proposed Hill Road over the Alger Creek Bridge Replacement project,

Gaines Township. (Copy of memorandum and design consultant assignment (bridges) filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the assignment of Rowe Professional Services, a consultant in Group ‘B’ category to prepare construction plans for the proposed Hill Road over the Alger Creek Bridge Replacement project in Gaines Township and further, to direct the Chairperson to sign the Consultant Agreement when returned.

MOTION CARRIED.

Local Road Agreement for Construction, Lang Road Culvert at the Lobban Drain, Davison Township – In a memorandum dated February 04, 2019, staff requested the Board approve and sign the duplicate originals of the Local Road Agreement with Davison Township for the replacement of the Lang Road Culvert at the Lobban Drain. (Copy of memorandum and agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve and sign the duplicate originals of the Local Road Agreement with Davison Township for the replacement of the Lang Road Culvert at the Lobban Drain.

Genesee County Road Commission	\$41,250.00
Davison Township	<u>\$13,750.00</u>
Total Project Cost	\$55,000.00

MOTION CARRIED

Genesee County Road Commission Travel Regulations Policy – In a memorandum dated February 13, 2019, staff requested the Board of County Road Commissioners approve and adopt the proposed Travel Regulations Policy for Board members and employees of the Road Commission.

Commissioner Kautman-Jones had recommended eliminating specific dollar amounts in the policy because rates will vary year to year and are guided by per diem rates for the State of Michigan established by the current U.S. General Services Administration (gsa.gov).

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Kautman-Jones, to approve and adopt the Genesee County Road Commission Travel Regulations Policy for Board members and employees of the Road Commission.

MOTION CARRIED.

Ratification of Vouchers totaling \$1,729,127.48 – (Copies filed with official minutes.)

Voucher #V-40443

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40443 in the amount of \$5,387.13.

VOTE ON MOTION:

Yes: Dickerson, Johnson, Arceo, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40444

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40444 in the amount of \$766,057.18.

VOTE ON MOTION:

Yes: Dickerson, Johnson, Arceo, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40445

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40445 in the amount of \$797.53.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson

No: None

MOTION CARRIED.

Voucher #V-40446

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40446 in the amount of \$322,837.89.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson

No: None

MOTION CARRIED.

Voucher #V-40447

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40447 in the amount of \$634,047.75.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson

No: None

MOTION CARRIED.

CONSENT

(None)

MANAGING DIRECTOR REPORT

Operations Manager Position - Human Resource Director, Donna Poplar stated that on February 12, 2019, the Road Commission conducted interviews for the Operations Manager position. The interview committee unanimously made a decision to give the position to Randy Dellaposta. In addition, after much discussion the committee decided that rather than having an Operations Manager title, that Randy would become the Director of Operations and maintain his directorship over Fleet Maintenance & Facilities. This promotion is effective February 16, 2019. In return we are also going to hire an Equipment Department Manager, and if this position is filled internally we will also have to on-board an Equipment Department Supervisor, however we will not know until the interviews are conducted. Ms. Poplar stated by promoting Randy Dellaposta to Director of Operations and maintaining his directorship over Fleet Maintenance & Facilities, this will result in a cost savings to the Road Commission.

Human Resource Assistant – Human Resource Director, Donna Poplar said that the new part-time Human Resource Assistant will be starting in approximately 2 weeks.

COMMISSIONERS CONCERNS

Commissioner Dickerson congratulated Randy Dellaposta for his promotion to the Director of Operations and also congratulated Donna Poplar for the on-boarding of the Human Resource Assistant.

Commissioner Kautman-Jones stated that she is grateful that the Director of Operations position was filled and feels that this position is key to adding more communication between the Road Commission and the Townships and as well as the County. She agrees that Randy Dellaposta was a great choice for this position. Managing Director Fred Peivandi stated that the decision to promote Randy Dellaposta was unanimous from the interview committee.

Remote Attendance Policy - Vice Chairperson Johnson would like to adopt a policy to allow remote attendance by members of the Road Commission Board, under limited circumstances, and suggests the Board make a motion to allow remote attendance under special or limited circumstances.

Commissioner Kautman-Jones suggested that the GCRC legal counsel for the Road Commission draft a policy for remote attendance by Board members.

Secretary's note dated March 19, 2019: Chairperson Mandelaris would like the Board to consider a revision to these minutes for the February 19, 2019 Board meeting as it pertains to the Remote Attendance Policy.

ACTION TAKEN on March 19, 2019 - Motion by Mr. Dickerson, seconded by Mr. Arceo, to revise these minutes for the February 19, 2019 Board meeting reflecting a revision to the Remote Participation Policy of Board members and further, to approve the amended policy as revised at the Tuesday, March 19, 2019 Board meeting.

MOTION CARRIED.

Revised Remote Attendance Policy

ACTION TAKEN on March 19, 2019 - Motion by Mr. Dickerson, seconded by Mr. Arceo, to request the GCRC legal counsel to draft a policy to allow a physically absent member of the Genesee County Road Commission Board to participate remotely (by phone) at the Genesee County Road Commission Board meetings under special or limited circumstances and further, the request must be submitted at least 24 hours in advance of meeting; the remote connectivity is sufficient and will not interfere with the progress of the meeting; the absent Board member's participation shall not be considered attendance for the purpose of establishing a quorum; nor may the participating absent member vote.

VOTE ON MOTION

Yes: Arceo, Dickerson, Kautman-Jones, Johnson

No: None

MOTION CARRIED.

Commissioner Kautman-Jones stated that the Remote Attendance Policy will need to be added to the Board Governance policy.

ADJOURNMENT

With no objections, Vice Chairperson Johnson adjourned the meeting at 11:11 a.m.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of Road Commissioners

lbk

2/19/19