

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

February 02, 2021

MINUTES

CALL TO ORDER

Chairperson Dickerson called the meeting of the Genesee County Board of Road Commissioners to order at 10:08 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan 48503-3995.

ROLL CALL

Present: Cloyce Dickerson, Chairperson
John Mandelaris, Vice Chairperson (remotely from Flint Township)
David Arceo, Commissioner
Cathy Lane, Commissioner
Timothy Elkins, Commissioner

Absent: None

Others Present: Fred Peivandi, Eric Johnston, Randy Dellaposta, Donna Poplar, Tracy Khan, Anthony Branch (Genesee County Road Commission Staff), Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Dickerson.

APPROVAL OF AGENDA

February 02, 2021 – Agenda

ACTION TAKEN – Motion by Mr. Elkins, seconded by Ms. Lane, to approve the February 02, 2021 agenda with the addition of a presentation by Plante Moran – Audited Financial Statements on February 16, 2021 and moving Appointments for the Board to Item VI after (IV) Approval of Agenda and (V) Approval of Minutes.

VOTE ON MOTION:

Yes: Arceo, Mandelaris, Elkins, Dickerson, Lane

No: None

MOTION CARRIED.

APPROVAL OF MINUTES

January 05, 2021 Board Meeting Minutes

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the January 05, 2021 board meeting minutes.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris
No: None

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Monday, February 15, 2021

GCRC closed (non-essential operations) in observance of President's Day.

Tuesday, February 16, 2021

9:00 a.m. - Roads & Bridges Advisory Committee Meeting (Virtually)

10:00 a.m. - Board Meeting

10:05 a.m. - Presentation by Plante Moran, Audited Financial Statements

10:45 a.m. - Closed session – Presentation/Update from Attorney Andrew Cascini,
Henn Lesperance PLC, Branch v GCRC

PUBLIC ADDRESS THE BOARD

None.

APPOINTMENTS FOR THE BOARD COUNTY ROAD COMMISSIONERS

Appointments to Parks and Recreation Commission Board, Retirement Commission, Transportation Advisory Committee (TAC), Water and Waste Committee, and Genesee-Lapeer-Shiawassee Region V Planning & Development Commission – Chairperson Dickerson recommended appointments be made for representation by the Board on the Parks and Recreation Commission, Retirement Commission, Transportation Advisory Committee (TAC), Water and Waste Committee, and Genesee-Lapeer-Shiawassee Region V Planning & Development Commission.

ACTION TAKEN – Motion made by Ms. Lane, seconded by Mr. Elkins, to appoint Chairperson Dickerson to sit on the Parks and Recreation Commission Board, Vice Chairperson Mandelaris to sit on the Retirement Commission Board, Commissioner Elkins to sit on the Transportation Advisory Committee (TAC) Board, Commissioner Arceo to sit on the Water & Waste Committee Board, and Commissioner Lane to sit on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission.

VOTE ON MOTION:

Yes: Lane, Elkins, Mandelaris, Arceo, Dickerson
No: None

MOTION CARRIED.

CORRESPONDENCE

INCOMING

Letter Correspondence from County Road Association Self-Insurance Fund (CRASIF) regarding Judicial Update on the Commuting “To and From Work” Doctrine - In a letter dated January 15, 2021, Mr. Jim DeSpelder, Administrator and CEO of CRASIF, shared a detailed case analysis from defense counsel, Mr. James Helminski, regarding the judicial update on the commuting “to and from work “ doctrine. (Copy filed with official minutes.)

Commissioner Elkins asked staff who currently has access to county vehicles. Operations Director Randy Dellaposta commented that normally 20 county vehicles are issued to employees on a regular basis. That number includes 14 supervisors, 4 directors and 2 managers (seasonally). Mr. Dellaposta explained that with the onset of COVID-19, approximately 9 engineering aides were issued county vehicles on a temporary basis so they could report directly to the job site and lessen the number of employees in the road commission buildings. Mr. Dellaposta will provide the Board with a list of employees who are authorized to use a county vehicle.

Mr. Anthony Branch, Maintenance Director added that the supervisors are considered first responders. Therefore, they are in direct contact with Genesee County 911, township offices as well as police and fire departments. Mr. Branch explained in order for them to respond in a rapid manner, they must take their county vehicle home because they are on call 24 hours.

OUTGOING

None.

INTERNAL

None.

INFORMATION

None.

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to receive and file the correspondence as presented.

VOTE ON MOTION:

Yes: Dickerson, Mandelaris, Arceo, Lane, Elkins:
No: None

MOTION CARRIED

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Resolution to enter into Mutual Aid and Assistance Agreement with neighboring Road Commissions – In a memorandum dated January 22, 2021, staff requested the Board approve the Mutual Aid and Assistance Agreement and authorize the Managing Director to sign and execute the Agreement via the attached resolution. (Copy of memorandum, agreement and resolution filed with official minutes.)

Commissioner Lane commented that while reading this agreement, she questioned why it is only for a one-year period and renewed on an annual basis. Mr. Dellaposta stated that initially it is only for one year but can be renewed for a longer period if needed. Ms. Lane asked who would be the contact person at the Road Commission. Mr. Dellaposta stated that Mr. Branch, as the Maintenance Director will be the contact person in case mutual aid is needed. Mr. Dellaposta stated that northern road commissions have utilized these mutual aid agreements in the past so this is not a new concept. Mr. Branch commented that in the past we have utilized other road commissions (Saginaw and Livingston) to assist with trunklines at the request of the Michigan Department of Transportation. Commissioner Elkins asked if we would be compensated for labor and equipment costs. Mr. Dellaposta stated that yes, once the event is completed, we will compile the costs incurred for the event. Commissioner Lane added that townships have been utilizing mutual aid for years with neighboring fire departments and would be a good source of information if the need arose. Commissioner Arceo stated he would like to see a presentation regarding this mutual aid and assistance program at a future board meeting.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the Mutual Aid and Assistance Agreement with neighboring road commissions to receive and provide additional staff and resources during a significant event and further, to authorize the Managing Director to sign and execute the Mutual Aid and Assistance Agreement and resolution.

VOTE ON MOTION:

Yes: Elkins, Mandelaris, Arceo, Lane, Dickerson

No: None

MOTION CARRIED.

Amendment to Purchase Order #83907 for Item #8 – QPR – In a memorandum dated January 26, 2021, staff requested the Board approve the amendment of Purchase Order #83907 to Unique Paving Material Corporation for Item #8 – QPR. (Copy of memorandum and Purchase Order filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the amendment of Purchase Order #83907 to Unique Paving Material for Item #8 – QPR, reflecting an increase of \$40,000, raising the total amount not to exceed \$60,000. The Finance Director will move the \$40,000 from line item Cold-Patch CP6 to the QPR line item in the Department 20, fiscal year 2021 budget.

Commissioner Lane asked Finance Director Tracy Khan, when adopting the budget, does GCRC do a line item approval process. Ms. Khan stated that yes, we do the budget by line item and that is why we bring these type of changes to the board for approval.

VOTE ON MOTION:

Yes: Dickerson, Mandelaris, Arceo, Lane, Elkins,

No: None

MOTION CARRIED

Ratification of Vouchers totaling \$1,375,376.30 – (Copies filed with official minutes.)

Voucher #V-40649

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to ratify Voucher #40649 in the amount of \$406,361.96.

Vice Chairperson Mandelaris requested clarification on check #110768 that was issued to Mr. Steven Haubenstricker Jr. in the amount of \$2,500 (settlement). Staff stated that this was due to Mr. Haubenstricker's separation of employment. Staff stated that after consulting with legal counsel, GCRC issued a settlement payment rather than going through arbitration, which would have been more costly.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Elkins, Lane, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40650

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to ratify Voucher #40650 in the amount of \$525,065.25

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Elkins, Lane, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40651

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to ratify Voucher #40651 in the amount of \$14,422.69.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Elkins, Lane, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40652

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to ratify Voucher #40652 in the amount of \$429,526.40.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Elkins, Lane, Dickerson

No: None

MOTION CARRIED.

Amendment to Purchase Order #83913 to Action Traffic Maintenance, Inc. for Guardrail Placement and Repair Services – In a memorandum dated January 27, 2021, staff requested the Board approve the amendment of Purchase Order #83913 to Action Traffic Maintenance, Inc. for guardrail placement and repair services. (Copy filed with official minutes.)

Commissioner Lane asked staff if the project had been this large when the bidding process took place, would the bid price have been lower or bid on by other providers. Staff stated that this is a very competitive market and because it involves numerous locations rather than one large project, the bid price probably would not have changed in the bid process. Small projects mean the vendor will need to go to numerous locations as opposed to one large project. Mr. Branch added that GCRC starts creating the budget in July of the previous year, but we do not receive the MDOT budget until November. Mr. Branch said that we know we are going to do this type of work but we do not know until the budget is already completed if MDOT will request additional services or repairs. Commissioner Elkins asked if this is part of the MDOT contract, do they pay for the service and repairs? Mr. Branch stated that yes, MDOT pays for this project.

Mr. Mandelaris commented that the Linden Road guardrail project was done very well

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the amendment of Purchase Order #83913 to Action Traffic Maintenance, Inc. for guardrail placement and repair services, reflecting an increase of \$504,000, raising the total amount not to exceed \$554,000.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

CONSENT

Work Request for Storm Sewer Repair on Hubbard Road, west off State Road (M-15) between the addresses of 9340 and 9400, Richfield Township – In a memorandum dated January 19, 2021, staff requested the board approve the work request for storm sewer repair work on Hubbard Road, west off State Road (M-15) between addresses 9340 and 9400. (Copy of memorandum and cost sheet filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, approve the work request for storm sewer repair on Hubbard Road, west off State Road (M-15) between the addresses of 9340 and 9400, Richfield Township with the cost breakdown as follows:

Richfield Township	\$8,545.00
GCRC	\$ 0.00
Total	\$8,545.00

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Dickerson, Mandelaris
No: None

MOTION CARRIED.

MANAGING DIRECTOR REPORT

County Road Association of Michigan Annual Highway Conference - Managing Director Fred Peivandi stated that the County Road Association's annual highway conference is limiting attendance to only three (3) individuals from each county this year due to COVID-19. Mr. Peivandi asked those present to let him know if they would like to attend the conference.

Recognition for Commissioner Robert Johnson – Managing Director Fred Peivandi presented a card and clock that the board and staff members purchased for outgoing Road Commissioner Robert Johnson in appreciation and recognition for his outstanding service to the Genesee County Road Commission. Mr. Peivandi stated that Mr. Johnson was unable to attend the board meeting this morning but the Road Commission would like to thank him for his 13 years of dedicated service to the Genesee County Road Commission. Mr. Johnson served as a Road Commissioner from August 2007 through January 2021.

COVID-19 Update - Human Resource Director, Donna Poplar provided an update on the COVID-19 situation at the GCRC. As of today, twelve (12) GCRC employees have tested positive for COVID-19. Among these twelve employees, one is still recovering from the illness four months later. Since April 2020, GCRC has had 52 employees either testing positive for the illness or quarantined for safety reasons. At this time, there are no other employees quarantining for COVID-19 with the exception of the one employee. Staff continues to wear masks and employees are social distancing to stay safe. The CDC is recommending individuals' double mask for added protection. Ms. Poplar added that we are still waiting on vaccines to become available for employees.

Audited Financial Statements – Finance Director Tracy Khan stated that Plante Moran will be giving a presentation at the February 16, 2021 board meeting regarding the fiscal year ending September 2020 audited financial statements. Ms. Khan said the audit this year was performed remotely due to the COVID-19 virus and she and Managing Director Peivandi met virtually with the auditors yesterday, and they have found no significant findings. Ms. Khan commented that because she contracted the virus just before the audit started, her staff had to provide much of the information to the auditors in her absence. Ms. Khan said her finance staff did an excellent job in her absence. Ms. Khan stated that Plante Moran would be presenting their audit results at the February 16, 2021 board meeting.

Finance Manager Promotion – Finance Director, Tracy Khan stated that Ms. Brenda Kleinfeld, GCRC Senior Accountant has been promoted to Finance Manager and said Ms. Kleinfeld’s previous position will be posted this week.

COMMISSIONERS’ CONCERNS

Newly Appointed Road Commissioners - Chairperson Dickerson welcomed newly appointed commissioners, Ms. Cathy Lane and Mr. Timothy Elkins to the Board of the Genesee County Road Commission and said he looks forward to working with them.

County Road Association Conference - Commissioner Arceo commented that he recommends the new commissioners’ Cathy Lane and Timothy Elkins be given the opportunity to attend the County Road Association Highway Conference along with Chairperson Dickerson since they are limiting it to only three from each county. Chairperson Dickerson stated he still does not feel comfortable attending large gatherings at this time due to COVID-19 so someone else may attend the conference in his place.

Crosswalks in Grand Blanc Township - Commissioner Lane stated that Ali Drive and Hill Road in Grand Blanc Township have recently had new construction. Due to the large number of residents in the area that like to walk, Ms. Lane asked whom should she should direct her concerns to regarding adding crosswalks to this area. Staff stated the Engineering Department would be happy to address into her concerns.

Virtual ZOOM Meetings - Vice Chairperson Mandelaris would like anyone speaking during the meeting to speak into the microphone, as it is not always audible when the meeting is held virtually via ZOOM.

ADJOURNMENT

Chairperson Dickerson, without objection, adjourned the meeting at 10:58 a.m.

JOHN J. GLEASON
Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
2/02/2021