

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

February 16, 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)
Timothy Elkins, Commissioner
David Arceo, Commissioner
Cathy Lane, Commissioner

Absent: None

Others Present: Fred Peivandi, Eric Johnston, Randy Dellaposta, Donna Poplar, Tracy Khan, Brenda Kleinfeld, Anthony Branch (Genesee County Road Commission Staff), Amanda Cronk, Joe Kowalski, Garrett Gauthier (Plante Moran – remotely), Attorney Andrew Cascini, (Henn Lesperance PLC), 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 16, 2021 – Agenda

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the February 16, 2021 agenda as presented.

VOTE ON MOTION:

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

MOTION CARRIED.

APPROVAL OF MINUTES

January 19, 2021 Board Meeting Minutes

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the January 19, 2021 board meeting minutes.

VOTE ON MOTION:

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

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Tuesday, February 16, 2021

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

Tuesday, February 16, 2021

10:45 a.m. – Closed session – Attorney Andrew Cascini, Henn Lesperance PLC,
Branch v. GCRC

Tuesday, March 02, 2021

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

PRESENTATION

Mr. Joe Kowalski, CPA, Partner, Plante Moran, Ms. Amanda Cronk, CPA, Senior Manager, Plante Moran and Mr. Garrett Gauthier, Staff Auditor, Plante Moran, presented their findings to the board regarding the audited financial statements for fiscal year ending September 30, 2020. Ms. Cronk stated that she wanted to thank Finance Director, Tracy Khan, her staff and Managing Director Fred Peivandi for all of their help with the audit. Mr. Kowalski commented that due to the COVID-19, the audit had to be performed entirely remotely and said the audit went very well and the staff was very responsive. Both Ms. Cronk and Mr. Kowalski stated they were able to conduct their normal audit procedures even though the audit was held remotely. Ms. Cronk congratulated the Road Commission on a clean opinion, which is the highest level of assurance of your financial statements.

Mr. Gauthier stated the biggest changes to revenue and expenditures on the financial statements were due to the Dort Highway project. The road commission had a twelve (12) million dollar decrease in revenue from the previous year due to the Dort Highway project but this was expected because the Dort Highway revenue was recognized in the previous year. Expenditures increased by six (6) million dollars due to the Dort Highway project. Mr. Gauthier stated that through 2021, the road commission would continue to see expenses related to the Dort Highway project.

Commissioner Arceo commented that he appreciates the amount of effort put in with reference to the audit by the Finance Director, her staff and Managing Director Fred Peivandi. On page 2 of the report, Commissioner Arceo cited that Plante Moran stated they had no significant difficulties in dealing with management in performing and completing the audit.

Ms. Cronk agreed with Commissioner Arceo's comments and stated that they are grateful that the GCRC team was so helpful. Ms. Cronk commented that Plante Moran's letter of internal control stated that the audit found no material weaknesses or deficiencies this year, no journal entries were needed and there were no internal controls that were lacking. In addition, Ms. Cronk said everything went according to plan and they had no deviations from the plan during the audit. Areas Ms. Cronk mentioned that should be continuously followed in the future were any legislative changes that may occur; continue to focus on cyber security and legacy cost controls. Ms. Cronk congratulated the road commission on being proactive in the legacy cost controls they currently have in place. Ms. Cronk also recommended that the Road Commission keep 3 months operating expenses or roughly 20 million dollars in their fund balance, which currently GCRC has a fund balance of 35 million dollars.

Vice Chairperson Mandelaris commended Plante Moran on Notes 9 and 10 of report.

Chairperson Dickerson requested a motion be made to accept the presentation by Plante Moran on the audited financial statements for fiscal year ending September 30, 2020.

ACTION TAKEN - Motion by Ms. Lane, seconded by Mr. Elkins, to accept the presentation by Plante Moran on the audited financial statement for fiscal year ending September 30, 2020.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Lane, Elkins, Dickerson

No: None

MOTION CARRIED.

CORRESPONDENCE

INCOMING

Proposed Code of Conduct and Best Practices for County Road Commission Boards – In an email dated February 09, 2021, Ms. Shelby Eva, Event & Development Manager, County Road Association of Michigan requested that county road commission boards review and approve the documents pertaining to the updated Commissioners' Code of Conduct and Best Practices for County Road Commission Boards. (Copy filed with official minutes.)

Managing Director Peivandi asked if the Board would like to discuss a Code of Conduct Policy for the Board at the next meeting. Vice Chairperson Mandelaris commented that we should not tie our hands by adopting a Code of Conduct. Commissioner Lane stated she would like to pursue a Code of Conduct for this Board.

OUTGOING

None.

INTERNAL

None.

INFORMATION

Informational Budget Comparison Report – In a memorandum, dated February 09, 2021, staff included the departmental budget to actual expenditure comparison reports for October 2020 through January 2021. (Copy filed with official minutes.)

Vice Chairperson Mandelaris suggested the name of the departments be added to this report along with the department number for clarification purposes.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Ms. Lane, to approve the correspondence as printed and presented.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Fiscal Year Ended September 30, 2020 Audited Financial Statements – In a memorandum dated February 03, 2021, staff requested the Board approve the Genesee County Road Commission financial statements for fiscal year ending September 30, 2020. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to approve the Genesee County Road Commission audited financial statements for fiscal year ending September 30, 2020

VOTE ON MOTION:

Yes: Elkins, Dickerson, Mandelaris, Arceo, Lane

No: None

MOTION CARRIED.

Administrative Services Contract BCBS of Michigan - In a memorandum dated February 05, 2021, staff requested the Board authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan for the quarterly settlement. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, to authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan in the amount of \$289,990 prior to the first day of March 2021, April 2021 and May 2021 for the quarterly settlement of the Administrative Services Contract.

VOTE ON MOTION:

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

MOTION CARRIED.

Michigan Department of Transportation Contract No. 20-5505, Bristol Road Bridge over the W. Branch Swartz Creek, Flint Charter Township – In a memorandum dated February 05, 2021, staff requested the Board approve the Michigan Department of Transportation Contract No. 20-5505 for the rehabilitation of Bristol Road Bridge over the W. Branch Swartz Creek in Flint Charter Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to approve the Michigan Department of Transportation Contract No. 20-5505 for the rehabilitation of Bristol Road Bridge over the W. Branch Swartz Creek in Flint Charter Township and further, directs two board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners.

VOTE ON MOTION:

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

MOTION CARRIED.

Michigan Department of Transportation Contract No. 20-5534, Belsay Road Bridge over the Thread Creek, Grand Blanc Charter Township – In a memorandum dated February 08, 2021, staff requested the Board approve MDOT Contract No. 20-5534 for the rehabilitation of Belsay Road Bridge over the Thread Creek in Grand Blanc Charter Township. (Copy filed with official minutes.)

State Local Bridge Funds	\$663,100.00
GCRC Local Share	<u>\$ 35,900.00</u>
Total Project Cost	\$699,000.00

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve MDOT Contract No. 20-5534 for the rehabilitation of Belsay Road Bridge over the Thread Creek in Grand Blanc

Charter Township and further, directs two Board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners.

VOTE ON MOTION:

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

Vice Chairperson Mandelaris commented that he does not see the stamp by the State of Michigan on these two MDOT contracts. Vice Chairperson Mandelaris asked, “Has the state reviewed these contracts”? Engineering Director Eric Johnston stated that it is a different procedure now with the electronic process but yes, MDOT has reviewed the contracts.

MOTION CARRIED.

Construction Inspection Services – 2021 Consultant Selection – In a memorandum dated February 05, 2021, staff requested the Board accept the cost proposals from Fleis & VandenBrink, Kraft Engineering & Surveying, Rowe Professional Services, OHM Advisors and Wade Trim to perform construction inspection service for the 2021 calendar year. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, to accept cost proposals from Fleis & VandenBrink, Kraft Engineering & Surveying, Rowe Professional Services, OHM Advisors and Wade Trim to perform construction inspection service for the 2021 calendar year and that those services will be utilized to the best advantage of the Genesee County Road Commission.

Commissioner Lane commented that when she first came on the board she saw a list of twelve (12) engineering firms that the road commission board had approved. Ms. Lane asked why there are only six (6) on this list. Mr. Johnston commented that we try to keep the work in the county as much as possible. However, Mr. Johnston said, there are some out of the county consultants we have to rely on for their specialized work such as PSI, which is located in Bay City.

VOTE ON MOTION

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

MOTION CARRIED.

Construction Surveying & Staking 2021 Consultant Selection – In a memorandum dated February 05, 2021, staff requested the Board accept the cost proposals from OHM Advisors, Flint Surveying & Engineering, Wade Trim, Rowe Professional Services, Kraft Engineering & Surveying and Fleis & VandenBrink to perform construction surveying and staking services for the 2021 calendar year.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to accept the cost proposals from OHM Advisors, Flint Surveying & Engineering, Wade Trim, Rowe Professional Services, Kraft Engineering & Surveying and Fleis & VandenBrink to perform construction surveying and

staking services for the 2021 calendar year and that those services will be utilized to the best advantage of the Genesee County Road Commission.

VOTE ON MOTION

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

MOTION CARRIED.

Maintenance and Administration Roof Restoration – In a memorandum dated February 03, 2021, staff requested the Board approve the issuance of a Purchase Order to Garland/DBS Inc. for the roof restoration on the Maintenance and Administration buildings.

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to approve the issuance of a Purchase Order to Garland/DBS Inc. for the roof restoration on the Maintenance and Administration buildings in an amount of \$161,814.00

VOTE ON MOTION

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

MOTION CARRIED.

Ratification of Vouchers totaling \$856,991.49 – (Copies filed with official minutes.)

Voucher #V-40653

ACTION TAKEN – Motion by Arceo, seconded by Mr. Elkins, to ratify Voucher #40653 in the amount of \$69,518.26.

VOTE ON MOTION:

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

MOTION CARRIED.

Voucher #V-40654

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to ratify Voucher #40654 in the amount of \$253,110.22.

VOTE ON MOTION:

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

MOTION CARRIED.

Voucher #V-40655

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to ratify Voucher #40655 in the amount of \$536,363.01.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Elkins, Lane, Dickerson

No: None

MOTION CARRIED.

CONSENT

Traffic Control Order Place STOP Sign for Averill Avenue on Richfield Road, Genesee Township, Section 33; T-152 - In a memorandum dated February 08, 2021, staff requested the Board approve the placement of a Traffic Control Order – STOP Sign for Averill Avenue at Richfield Road, Genesee Township, Section 33; T-152. (Copy filed with official minutes.)

Vice Chairperson Mandelaris asked if we are replacing a traffic signal with a STOP sign. Staff stated that yes, the existing traffic signal was deteriorating and Traffic Engineering did a warrant study and did not see any warrants for a traffic signal. Commissioner Lane asked if Genesee Township has been notified of this change and are they in agreement? Staff stated that they would get back to the Board with that answer.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the placement of a Traffic Control Order – STOP Sign for Averill Avenue at Richfield Road, Genesee Township, Section 33; T-152.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Lane, Elkins, Dickerson

No: None

MOTION CARRIED

MANAGING DIRECTOR REPORT

None.

COMMISSIONERS' CONCERNS

Resident Complaints - Commissioner Lane stated that she has had some residents call her regarding complaints and wanted to know where to direct those for follow up. Chairperson Dickerson said that he contacts Maintenance Director, Anthony Branch whenever he has received a complaint from a resident and Mr. Branch has always followed through on the complaints.

CRA Workshop in Frankenmuth - Commissioner Arceo reminded the Board that the County

Road Association would be hosting an event in April in Frankenmuth for Commissioners. He would like to suggest the Board be able to attend this workshop.

Closed Session – Legal Opinion Branch v GCRC

At 10:54 a.m., Chairperson Dickerson requested a motion be made to go into closed session to discuss a legal opinion regarding the Branch v GCRC lawsuit. Managing Director Peivandi asked that only the Attorney, Board members, Managing Director and Secretary remain for the closed session.

ACTION TAKEN - Motion by Mr. Arceo, seconded by Mr. Elkins, to go into closed session with legal counsel for the purpose of discussing a legal opinion regarding the Branch v GCRC lawsuit, per MCL 15.268(e); MCL 15.267(1) because an open meeting would have a detrimental effect on the Road Commission.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Dickerson, Lane, Elkins

No: None

MOTION CARRIED.

(At 10:54 a.m., the Board of Road Commissioners entered into closed session.)

(At 12:06 p.m., the Board of Road Commissioners reconvened back into open session.)

ADJOURNMENT

Chairperson Dickerson, without objection, adjourned the meeting at 12:06 p.m.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
2/16/2021