

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**June 15, 2021**

**MINUTES**

**CALL TO ORDER**

Chairperson Dickerson called the meeting of the Genesee County Board of Road Commissioners to order at 10:01 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  
David Arceo, Commissioner  
Timothy Elkins, Commissioner  
Cathy Lane, Commissioner

Absent: None

Others Present: Fred Peivandi, Randy Dellaposta, Anthony Branch, Eric Johnston, Donna Poplar, Bonnie Wood, Stephanie Jaeger (remotely), (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**

June 15, 2021 – Agenda

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the June 15, 2021 agenda as presented.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

**APPROVAL OF MINUTES**

May 18, 2021 Board Meeting Minutes

**ACTION TAKEN** – Motion by Mr. Mandelaris, seconded by Mr. Elkins, to approve the May 18, 2021 board meeting minutes as presented.

VOTE ON MOTION:

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

**MOTION CARRIED.**

**MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION**

Monday, July 05, and Tuesday, June 06, 2021

GCRC closed (non-essential operations) in observance of the 4<sup>th</sup> of July holiday.

Wednesday, July 07, 2021

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

None.

**CORRESPONDENCE**

**INCOMING**

None.

**OUTGOING**

None.

**INTERNAL**

None

**INFORMATION**

None

**BOARD OF ROAD COMMISSIONERS’ DECISIONS**

**DISCUSSION**

Best Practices Policy for the Board of County Road Commissioners – In a memorandum dated June 09, 2021, staff requested the Board approve the Best Practices Policy governing the Genesee County Road Commission Board. (Copy of memorandum and policy filed with official minutes.)

Commissioner Lane thanked all the board members for their input on the Best Practices Policy.

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to adopt the June 2021 Best

Practices Policy for the Genesee County Board of Road Commissioners.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Michigan Department of Transportation Contract No. 21-5136 – Design of the Seymour Road High Friction Surface Project 1500’ N. Farrand Road, Montrose Township - In a memorandum dated June 07, 2021, staff requested the Board approve the Michigan Department of Transportation Contract No. 21-5136, for the acceptance of preliminary engineering funds associated with the design of the Seymour Road high friction surface project in Montrose Township. (Copy of memorandum and contract filed with official minutes.)

Federal Funds (PE only)	\$12,500.00
GCRC Local Share	<u>\$12,500.00</u>
Total Project Cost	\$25,000.00

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Arceo, to approve Michigan Department of Transportation Contract No. 21-5136, for the acceptance of preliminary engineering funds associated with the design of the Seymour Road high friction surface project in Montrose Township and further, to direct two board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Michigan Department of Transportation Contract No. 21-5165, Gale Road rehabilitation from Green Road to McCandlish Road in Atlas Township – In a memorandum dated June 07, 2021, staff requested the Board approve MDOT Contract No. 21-5165 for the rehabilitation of Gale Road from Green Road to McCandlish Road in Atlas Township. (Copy of memorandum and purchase order filed with official minutes.)

Federal Funds (PE only)	\$375,000.00
GCRC Local Share	<u>\$119,800.00</u>
Total Project Cost	\$494,800.00

**ACTION TAKEN** – Motion by Mr. Elkins, seconded by Mr. Arceo, to approve MDOT Contract No. 21-5165, for the rehabilitation of Gale Road from Green Road to McCandlish Road in Atlas Township and further, to direct two board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners, Atlas Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Baldwin Road Culvert over Cargill Drain Local Road Agreement – In a memorandum dated June 08, 2021, staff requested the Board approve the Local Road Agreement for the replacement of the Baldwin Road Culvert over the Cargill Drain, Gaines Township. (Copy of memorandum filed with official minutes.)

Genesee County Road Commission	\$ 56,000.00
Gaines Township	<u>\$ 56,000.00</u>
Total Project Cost	\$112,000.00

Commissioner Elkins asked if funds are available in this fiscal year for this project. Mr. Johnston stated that yes, the funds are available under primary road drainage.

**ACTION TAKEN** – Motion by Mr. Elkins, seconded by Mr. Arceo, to approve and sign the Local Road Agreement for the replacement of the Baldwin Road Culvert over the Cargill Drain in Gaines Township. (Copy filed with official minutes.)

VOTE ON MOTION:

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

**MOTION CARRIED.**

Approval of Consultant for Material Testing, Grand Blanc Road from Dort Highway to Grand Blanc City Limits, Grand Blanc Township – In a memorandum dated June 07, 2021, staff requested the Board approve the issuance of a blanket Purchase Order to PSI for Material testing for Grand Blanc Road from Dort Highway to Grand Blanc City Limits, Grand Blanc Township. (Copy filed with official minutes.)

Commissioner Lane asked if this construction project would be done this year. Mr. Johnston said yes, it will be done this year.

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the issuance of a blanket Purchase Order to PSI for Material Testing in an amount of \$22,500.00 for Grand Blanc Road from Dort Highway to Grand Blanc City Limits, Grand Blanc Township.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Selection of Consultant for Design Services, Lapeer Road (I-69 Bridge to 0.5 mile easterly) Road

Lane Widening, Davison Township – In a memorandum dated June 07, 2021, staff requested the Board approve assignment of Wade Trim, a consultant in Group ‘A’ category to prepare construction plans for the proposed Lapeer Road (I-69 Bridge to 0.5 mile easterly) road lane widening project, Davison Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Elkins, seconded by Ms. Lane, to approve assignment of Wade Trim, a consultant in Group ‘A’ category to prepare construction plans for the proposed Lapeer Road (I-69) Bridge to 0.5 mile easterly) road lane widening project in Davison Township and further, to direct the Chairperson to sign the Consultant Agreement when returned.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Approval of Consultant for Construction Inspection and Staking - Flint Township SAD#2 – In a memorandum dated June 01, 2021, staff requested the Board approve the issuance of a blanket Purchase Order to Kraft Engineering & Surveying, Inc. for construction inspection and staking for the Flint Township SAD#2 project. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the issuance of a blanket Purchase Order to Kraft Engineering & Surveying, Inc. for construction inspection and staking in an amount of \$88,500 for the Flint Township SAD #2 project.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Bid Results and Award of Contract for Flint Township Commercial SAD#3 – Holiday Drive and Austins Parkway – In a memorandum dated June 08, 2021, staff requested the Board accepts the bid and authorizes the award contingent of Flint Charter Township’s approval of the special assessment amounts of the public hearing on June 21, 2021 for the rehabilitation of the Flint Township Commercial SAD#3 project. (Copy filed with official minutes.)

	<u>As bid Amount</u>	<u>Agreement Amount</u>
Holiday Drive	\$1,067,692.50	\$ 770,000.00
Austins Parkway	<u>\$ 552,742.00</u>	<u>\$ 500,000.00</u>
Totals	\$1,620,434.50	\$1,270,000.00

Commissioner Lane asked staff with the increase in cost will Flint Township want to continue with the project. Mr. Johnston stated that Flint Township wants to continue with the project and because it is only \$1,000 per lot, it should not be an issue.

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Ms. Lane, to accept the bid of \$1,620,434.50, authorize the award contingent upon Flint Charter Township’s approval of the special assessment amounts at the public hearing on June 21, 2021, and sign the construction contract after staff has received and accepted the contract, bonds and insurance submitted by Diamond Excavating for the rehabilitation of Flint Township Commercial SAD#3.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Notice to the Public regarding Abandonment of a portion of Triple-Oak Drive located off Fenton Road, Fenton Township – In a memorandum dated June 07, 2021, staff requested the Board approve the Notice to the Public regarding the proposed abandonment of a portion of Triple-Oak Drive, Fenton Township. (Copy filed with official minutes.)

Commissioner Lane asked staff how will the properties will be divided up. Mr. Johnston stated half will go to one property owner and the other half will go to the other property owner. Mr. Elkins asked if any of these properties would be land-locked. Mr. Johnston stated that no, they would not be land-locked.

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the Notice to the Public, regarding the proposed abandonment of a portion of Triple-Oak Drive located off Fenton Road as shown in the recorded Supervisor’s plat of Triple-Oak Homesites, Liber 17, Page 36, Section 12, Fenton Township.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Ratification of Vouchers totaling \$2,302,509.75 – (Copies filed with official minutes.)

Voucher #V-40692

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to ratify Voucher #40692 in the amount of \$516,226.35.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Voucher #V-40693

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to ratify Voucher #40693 in the amount of \$58,534.32.

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Dickerson, Mandelaris

No: None

**MOTION CARRIED.**

Voucher #V-40694

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to ratify Voucher #40694 in the amount of \$504,308.48.

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Dickerson, Mandelaris

No: None

**MOTION CARRIED.**

Voucher #V-40695

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to ratify Voucher #40695 in the amount of \$757,503.15

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Dickerson, Mandelaris

No: None

**MOTION CARRIED.**

Voucher #V-40696

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to ratify Voucher #40696 in the amount of \$465,937.45.

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Dickerson, Mandelaris

No: None

**MOTION CARRIED.**

**CONSENT**

Work Request for Roadside Ditching on Duffield Road from Miller Road going towards I-69, Clayton Township – In a memorandum dated June 03, 2021, staff requested the Board approve the work request for roadside ditching on Duffield Road from Miller Road going north towards I-69

in Clayton Township, with the funding as follows:

Clayton Township	\$11,070.07
GCRC	<u>\$ 0.00</u>
Total	\$11,070.07

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the work request for roadside ditching on Duffield Road from Miller Road going north towards I-69, Clayton Township.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing on Fairbanks Road from Lahring Road to Thompson Road, Fenton Township – In a memorandum dated June 03, 2021, staff requested the Board approve the work request for aggregate resurfacing on Fairbanks Road to Thompson Road in Fenton Township, with the funding as follows:

Fenton Township	\$ 60,809.53
GCRC	<u>\$ 60,809.52</u>
Total project cost	\$121,619.05

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the work request for aggregate resurfacing on Fairbanks Road from Lahring Road to Thompson Road in Fenton Township.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing on Hogan Road from Lahring Road to Smith Road, Fenton Township – In a memorandum dated June 03, 2021, staff requested the Board approve the work request for aggregate resurfacing on Hogan Road from Lahring Road to Smith Road in Fenton Township, with the funding as follows:

Fenton Township	\$25,419.77
GCRC	<u>\$25,419.78</u>
Total project cost	\$50,839.55



(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Elkins, to approve the work request for aggregate resurfacing on Hogan Road from Lahring Road to Smith Road in Fenton Township.

VOTE ON MOTION:

Yes: Lane, Elkins, Dickerson, Mandelaris, Arceo

No: None

**MOTION CARRIED**

Work Request for HMA Resurfacing on Reid Road from Anna Street W'ly to End of Pavement, Grand Blanc Township – In a memorandum dated June 03, 2021, staff requested the Board approve the work request for HMA resurfacing on Reid Road from Anna Street W'ly to End of Pavement, Grand Blanc Township, with the funding as follows:

Grand Blanc Township	\$23,125.00
GCRC	<u>\$23,125.00</u>
Total project cost	\$46,250.00

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the work request for HMA resurfacing on Reid Road from Anna Street W'ly to End of Pavement, Grand Blanc Township.

VOTE ON MOTION

Yes: Lane, Elkins, Dickerson, Mandelaris, Arceo

No: None

**MOTION CARRIED.**

Work Request for HMA Resurfacing on Reid Road from Fenton Road E'ly to End, (includes cul-de-sac), Grand Blanc Township – In a memorandum dated June 03, 2021, staff requested the Board approve the work request for HMA resurfacing on Reid Road from Fenton Road E'ly to End (includes Cul-de-sac) Grand Blanc Township, with the funding as follows:

Grand Blanc Township	\$45,000.00
GCRC	<u>\$45,000.00</u>
Total project cost	\$90,000.00

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the work request for HMA resurfacing on Reid Road from Fenton Road E'ly to End (includes Cul-de-sac), Grand Blanc Township.

VOTE ON MOTION

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

**MOTION CARRIED.**

**MANAGING DIRECTOR REPORT**

Human Resource Director, Ms. Donna Poplar thanked the Board for the get-well card and those individuals that sent out separate cards to her during her illness.

COVID-19 Update – Ms. Donna Poplar updated the Board on the current COVID-19 cases at the GCRC. A total of 73 employees were affected by the COVID-19 virus, either getting the virus or having to quarantine. Currently Ms. Poplar stated, we have had 17 employees testing positive with the virus. Of those 17, only one employee is out on extended leave due to the virus and no employees are quarantining at this time. Chairperson Dickerson extended the Board’s best wishes to the employee that is still recovering from the virus.

Ms. Poplar stated that out of 151 employees, 40% of employees have been fully vaccinated, 20 employees are waiting for their 1<sup>st</sup> or 2<sup>nd</sup> vaccine shot and 23 employees are still undecided if they will be receiving the vaccine. The remaining employees did not answer the questionnaire.

Ms. Poplar stated that moving forward, those employees that are fully vaccinated will not have to wear a mask. For those employees that are not vaccinated or have not responded to the questionnaire, they must still wear a mask in public places until the Managing Director reviews the plan, then we will come before the board for their approval regarding the mask mandates. Employees will have to bring a copy of their vaccination card to Human Resources to prove that they have been vaccinated.

Commissioner Lane asked staff to convey to the individual that is suffering through this COVID-19 recovery the board’s thoughts and prayers for their full recovery.

Receptionist Position – Ms. Donna Poplar stated that the Receptionist position would be put back into the union and reclassified from Human Resource Assistant to Receptionist. Ms. Poplar is waiting to hear back from AFSCME, approving the position to be placed back into the union. Ms. Poplar said that the Managing Director would like the position moved from labor grade 4 to a labor grade 1. Chairperson Dickerson asked if the union was notified of this labor grade request change. Ms. Poplar said that yes, the union will be meeting to discuss the proposed change in labor grade status. Ms. Poplar stated that throughout the history of the GCRC, we have never had a receptionist at labor grade 1; it has always been a labor grade 4. The previous Managing Director, John Daly made this position salary at will. It was agreed at that time, that once the position became vacant, it would go back into union but the duties would remain the same.

Managing Director Peivandi stated that this labor grade 1 classification is in the contract. He stated that the Union President (Corey Jarbeau) said if we have the proper job description, he has no problem changing this labor grade.

Actuary Report – Finance Director, Tracy Khan, stated that the county’s actuary gave a

presentation yesterday and she would like to inform the Board of their findings. The actuary is in the process of finalizing the valuation. Ms. Khan stated that GCRC has 140 active members, as of 12/31/2020. Fifteen are terminated-vested awaiting collection and 220 are in receipt of benefits. Ms. Khan stated that the assets of the plan did very well with an 8.77% return, but that did not help our funding level due to changes in assumptions.

Ms. Khan stated the Retirement Board agreed to adopt a new mortality table as recommended by the auditors. The table showed that county employees are living longer than employees in the general public and private entities. In addition, we lowered the discount rate from 7.4% to 7.25% and will continue to do that until we reach a return of 7%. It has been projected that 7% is where most public plans are settling. We ended up going from a 37.9% contribution, and next year we will be required to contribute 39.9%. So it did not increase that much and even though our plan assets had better returns, it is those changes in assumptions that brought us back to a little bit of improvement. Ms. Khan stated that we went from 64.64% funded to 66.68% funded.

Commissioner Elkins asked what is the percentage that the employees are contributing. Ms. Khan stated that it depends on the bargaining agreement and said GCRC employees contribute between 1 – 6% dependent on their agreement.

## **COMMISSIONERS' CONCERNS**

Organizational Chart - Vice Chairperson Mandelaris requested an updated organizational chart be sent to all Board members.

PowerPoint Presentation - Chairperson Dickerson stated that he had a conversation with Donna Poplar regarding a presentation she was preparing to give to the Board. Ms. Poplar commented that the presentation was finalized at the end of 2019. The presentation highlights the accomplishments of the Human Resource department over the last 5 years. The presentation was given to the Managing Director last year, but because of COVID-19 it was put on hold. About a week ago, Ms. Poplar said she contacted the Managing Director about giving the presentation. She stated that she received an email from the Managing Director denying her the opportunity to give her presentation. His reason was that no other director is allowed to give a presentation on his or her department's accomplishments. Ms. Poplar commented that she could not go against the Managing Director's wishes so she would like to give the Board a copy of the presentation so they can review it.

Commissioner Lane stated that she would appreciate getting a copy of the Human Resources PowerPoint presentation.

Vice Chairperson Mandelaris stated that he wanted to complement Mr. Anthony Branch on the GCRC Maintenance Department Spring/Summer schedule booklet. Mr. Mandelaris commented that there is a lot of detail in it and valuable information. He also wanted to complement Randy Dellaposta on the PowerPoint presentation he gave at the Roads and Bridges Advisory Committee meeting. Mr. Mandelaris added that if there were a PowerPoint presentation available from the Human Resources department, he would enjoy seeing it, if that is all right with the Managing Director.

Commissioner Lane wished all employees a happy Juneteenth day.

Commissioner Lane thanked staff for recognizing Ruth Lebarge's retirement and giving her a party and stated she would like to send cards to those employees that are ill, retiring etc. from the Board members. Ms. Lane asked staff members to notify her when employees are retiring or ill so the Board can send cards to them.

## **ADJOURNMENT**

Chairperson Dickerson, without objection, adjourned the meeting at 10:48 a.m.

JOHN J. GLEASON  
Clerk/Register

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

6/15/21