

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

June 21, 2022

MINUTES

CALL TO ORDER

Chairperson Elkins called the meeting of the Genesee County Board of Road Commissioners to order at 10:04 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: Timothy Elkins, Chairperson
Cathy Lane, Vice Chairperson
John Mandelaris, Commissioner (excused)
David Arceo, Commissioner
Cloyce Dickerson, Commissioner

Others Present: Fred Peivandi, Eric Johnston, Randy Dellaposta, Anthony Branch, Donna Poplar, Tracy Khan, Stephanie Jaeger, Kylie Dontje, Genesee County Road Commission Staff; Angela Eberline (ADP), Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins

APPROVAL OF AGENDA

June 21, 2022 – Agenda

Chairperson Elkins stated that there would be an amendment to the agenda with the addition of a Workshop for Tuesday, June 28, 2022 and addition of X. Discussion - Item A-10 - Bridge Reconstruction (MDOT) Webster Road over Pine Run Creek.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the June 21, 2022 agenda as amended.

VOTE ON MOTION

Yes: Lane, Dickerson, Mandelaris, Arceo, Elkins

No: None.

MOTION CARRIED.

APPROVAL OF MINUTES

June 07, 2022 – Board Meeting Minutes

ACTION TAKEN – Motion by Dickerson, seconded by Mandelaris, to approve the minutes of the June 07, 2022 Board Meeting.

VOTE ON MOTION

Yes: Dickerson, Mandelaris, Arceo, Elkins, Lane

No: None.

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Tuesday, June 21, 2022

10:05 a.m. – Presentation by ADP – HR/Payroll Software

Tuesday, June 28, 2022 – Special Board Meeting/Workshop – Mundy Township Hall, 3478 Mundy Ave, Swartz Creek - GCRC Organizational Chart and Managing Director Annual Evaluation Review

Monday, July 04 and Tuesday, July 05, 2022

GCRC closed (non-essential operations) in observance of the 4th of July holiday

Wednesday, July 06, 2022

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

PRESENTATION

ADP – HR/Payroll Software Presentation – Mr. Randy Dellaposta stated that he, along with the Human Resource Director and Finance Director have been researching a solution to provide a single source database between the Human Resource and Payroll functions in this organization as well as to automate many of the Human Resource tasks. ADP Software was the lone bidder on the RFQ. Mr. Dellaposta added that Precision Software will stay remain in place for our other needs. This is just an added software we are implementing to aid the Human Resource and Finance Departments. Mr. Dellaposta added that ADP District Manager Ms. Angela Eberline is here this morning to introduce the Board to the ADP capabilities.

Ms. Eberline presented an ADP PowerPoint presentation to the Board outlining the services of ADP and how it can reduce the current Human Resource processing that is currently being done manually at the Road Commission. Ms. Eberline stated that ADP, in addition to working with the Road Commission, would also be working closely with Brown & Brown (GCRC third party benefits provider) to streamline the single source database process through a partner advantage program. Ms. Eberline stated some of the features offered by ADP include:

Finance Department - Payroll and timekeeping, tax filing (941), employee portal

Human Resources – Help with recruitment and acquisition through an applicant database, partnering with ZipRecruiter for postings and salary comparisons, assist with the onboarding process of new employees, employment verification, signing up for or changing benefits.

Chairperson Elkins asked in regards to payroll how would the employees log or clock in daily. Randy Dellaposta explained that the ADP system will allow the employee to swipe their ID card at the front door and that will clock them in rather than going to a kiosk as the employees currently do. In the future, we may be able to use a Geofence solution, which is a location-based service.

Ms. Eberline fielded questions by the Board and staff members and finalized the presentation by providing a timeline as to when the ADP services could be activated.

Timeline for ADP Implementation

- July 6, 2022 ADP Sales Agreement Board Approval
- July 15 - ADP Sales Agreement Signed
- July 27- Project Kick Off
- 12 weeks –Payroll Live
- 18 weeks – Human Resource Services Live
- 40 weeks–ADP Workforce Management Live

Chairperson Elkins asked Ms. Poplar and Ms. Khan how they felt about the ADP Software implementation. Ms. Poplar stated she is very excited about it and believes it will be an asset for the overall operation of the Road Commission. She added that she is very confident and comfortable with ADP and stated that this is long overdue. Ms. Khan agreed with Ms. Poplar and added that it will also help the departments work together. Randy Dellaposta said that our legal counsel has already reviewed the agreement. Commissioner Mandelaris asked Ms. Eberline if she could provide the board with a hard copy of the PowerPoint presentation. Staff stated they would provide a copy to the Board. The presentation concluded at 10:40 a.m.

CORRESPONDENCE

INCOMING

None.

OUTGOING

None.

INTERNAL

None.

INFORMATION

None.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Michigan Department of Transportation Contract No. 22-5237 – Installation of a High Friction Surface on Seymour Road at a curve 1,500 feet N. of Farrand Road, Montrose Township – In a memorandum dated June 13, 2022, staff requested the board approve the Michigan Department of Transportation Contract No. 22-5237 for the installation of a High Friction Surface on Seymour Road at a curve 1,500 feet N. of Farrand Road, Montrose Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the Michigan Department of Transportation Contract No. 22-5237 for the installation of a High Friction Surface on Seymour Road at a curve 1,500 feet N. of Farrand Road, Montrose Township and further, authorize two board members to sign the contract for and on behalf of the Board of County Road Commissioners.

VOTE ON MOTION

Yes: Mandelaris, Arceo, Elkins, Lane, Arceo

No: None

MOTION CARRIED.

Michigan Department of Transportation Contract No. 22-5260 – Installation of ground mounted solar beacons at the intersection of Lake and Webster Roads, Vienna Township – In

a memorandum dated June 13, 2022, staff requested the board approve the installation of ground mounted solar beacons at the intersection of Lake and Webster Roads in Vienna Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the Michigan Department of Transportation Contract No-22-5260 for the installation of ground mounted solar beacons at the intersection of Lake and Webster Roads in Vienna Township and further, authorize two board members to sign the contract for and on behalf of the Board of County Road Commissioners.

VOTE ON MOTION

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

MOTION CARRIED.

Approval of Amendment to Existing Wetland Mitigation Inspection Purchase Order, South Dort Highway South Phase, Grand Blanc Charter Township – In a memorandum dated June 13, 2022, staff requested the Board approve the amendment to the existing wetland mitigation inspection Purchase Order, South Dort Highway – South Phase, Grand Blanc Charter Township. (Copy filed with official minutes.)

Ms. Lane said this is for a five-year monitoring process. If we have some difficulties during this five-year process, will the contractor be liable? Mr. Johnston stated that the contractor has already done what they were supposed to do, so the Road Commission would be responsible for anything that happens.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the amendment to the existing Purchase Order to ASTI for Construction Inspection in an increase of \$25,000.00 bringing the new amount to \$37,000 for the wetland mitigation inspection project on South Dort Highway – South Phase. Grand Blanc Charter Township.

VOTE ON MOTION

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

MOTION CARRIED.

Approval of Amendment to Existing Consultant Inspection Purchase Order, Bristol Road Bridge over W. Branch of the Swartz Creek, Flint Township – In a memorandum dated June 13, 2022, staff requested the Board approve the amendment to the existing blanket Purchase Order to Rowe PSC for construction inspection for the Bristol Road Bridge over W. Branch of the Swartz Creek project. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the amendment to the existing blanket Purchase Order to Rowe PSC for Construction Inspection in an increase of \$57,500, bringing the new amount to \$125,500.00 for the Bristol Road Bridge over W. Branch of the Swartz Creek.

VOTE ON MOTION

Yes: Lane, Dickerson, Mandelaris, Arceo, Elkins

No: None.

MOTION CARRIED.

Selection of Consultant for Design Services for Hill Road from Fenton Road to Saginaw Road) Traffic Signal Interconnect Design Project, Grand Blanc Township – In a memorandum dated June 14, 2022, staff requested the Board approve assignment of Rowe Professional Services to prepare construction plans for the proposed Hill Road (Fenton Road to Saginaw Road) Traffic Signal Interconnect Design Project, Grand Blanc Charter Township. (Copy filed with official minutes.)

Commissioner Lane asked if this project is going to include the intersection for people to cross at Ali Drive in Grand Blanc Township. Mr. Johnston stated that this would include Fenton Road, Ali Drive, the signalized subdivision intersection, Porter Road and Saginaw Road.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve assignment of Rowe Professional Services, a consultant in Group ‘A’ category to prepare construction plans for the proposed Hill Road (Fenton Road to Saginaw Road) Traffic Signal Interconnect Design Project and further, to authorize the Chairperson of the Board to sign the Consultant Agreement on behalf of the Board of County Road Commissioners.

VOTE ON MOTION

Yes: Dickerson, Mandelaris, Arceo, Elkins, Lane

No: None.

MOTION CARRIED.

Traffic Control Order Controlling Speed, Jennings Road between Lahring Road northerly 0.5 miles, Section 9 and 10, Fenton Township – In a memorandum dated June 13, 2022, staff requested the Board adopt the resolution to approve the Traffic Control Order for Speed on Jennings Road from Lahring Road northerly for 0.5 miles, Fenton Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to adopt the resolution to approve the Traffic Control Order for Speed on Jennings Road from Lahring Road northerly for 0.5 miles and to set the speed limit to 45 mph, Fenton Township.

VOTE ON MOTION

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

MOTION CARRIED.

Fiscal Year 2022 Budget Adjustment - In a memorandum dated June 07, 2022, staff requested the Board approve the following budget adjustment. (Copy filed with official minutes.)

Dept. 81 Administration – Capital Outlay	(\$6,000)
Dept. 81 Labor – Managing Director	<u>\$6,000</u>
Net Increase/Decrease to Fund Balance	\$ 0

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the \$6,000 budget adjustment to Department 81, Administration Department for fiscal year 2022 budget to account for the salary increase awarded to the Managing Director in January 2022. The funds will be transferred from the unused Capital Outlay line item to the Labor - Managing Director line item.

VOTE ON MOTION:

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

MOTION CARRIED.

Amendment to Purchase Order for Perma-Zyme – In a memorandum dated June 13, 2022, staff requested the Board approve the amendment of Purchase Order #852287 to Substrate for Perma-Zyme. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the amendment to Purchase Order #85287 to Substrata for Perma-Zyme, reflecting an increase of \$94,471.00, raising the total amount to \$134,017.00.

VOTE ON MOTION:

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

MOTION CARRIED.

Ratification of Voucher Nos. 40810, 40811, 40812, 40813 and 40814 totaling \$1,851,009.23 – (Copies filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to ratify the following Vouchers totaling \$1,851,009.23:

Voucher #40810 in the amount of \$42,750.34
Voucher #40811 in the amount of \$343,405.70
Voucher #40812 in the amount of \$520,115.95
Voucher #40813 in the amount of \$122,143.27
Voucher #40814 in the amount of \$822,593.97

VOTE ON MOTION:

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

MOTION CARRIED.

Bridge Reconstruction – Webster Road over the Pine Run Creek, MDOT Bridge Bundling Program Phase II, Vienna Township – In a memorandum dated June 08, 2022, staff requested the Board review and sign the resolution, authorizing the Michigan Department of Transportation to proceed with the reconstruction of the Webster Road Bridge, Vienna Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Dickerson, to review and sign the resolution of commitment and support authorizing the Michigan Department of Transportation to proceed with the bridge reconstruction of the Webster Road Bridge over the Pine Run Creek, Vienna Township.

VOTE ON MOTION:

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

MOTION CARRIED

CONSENT

Equipment Items to be sold on the Government Internet Auction website Item Nos. 7018, 1062, 2548, 1104, 2865 and 2974 – In a memorandum dated June 16, 2022, staff requested the Board approve the following equipment items to be sold on the Government Internet Auction website and further, authorize the return of the V-Box Salter #7024 with attached Wetting System #2426 back into the fleet.

EQUIPMENT #	DESCRIPTION
#7018	Monroe VBox Salter with Truck #4026.
#1062	2000 GMC 3500 Sierra Welding Truck
#2548	2002 Vinair Viper Air Compressor on 1062
#1104	1993 Chevrolet Step Van
#2865	1966 Smith Torch Welder on 1104
#2974	2001 Mille Bluestar Welder on 1104

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the listed equipment items to be auctioned as conveyed in the Board approved GCRC Disposal of Surplus Equipment and Personal Property Policy and further, authorize the return of the V-Box Salter #7026 with attached Wetting System #2426 back into the fleet

VOTE ON MOTION:

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

MOTION CARRIED

MANAGING DIRECTOR REPORT

2022 Paving Projects - Managing Director Peivandi stated that we are finishing up with this year's paving projects. We have paved approximately 56.1 miles of roads and only have about 10 miles more to do. After the upcoming holiday, we will start on the chip seal projects. The GCRC has over 140 miles of chip seal to do and we will try to get all of these projects done by the end of September.

Dort Highway Extension – South Phase - Mr. Johnston informed the board that we are paving the Dort Highway Extension - South Phase this week.

International Operating Engineers - Local 324 Negotiations - Deputy Managing Director Randy Dellaposta commented that he, Human Resource Director Donna Poplar and GCRC Labor Attorney Andrew Cascini met with the negotiating team of the International Operating Engineers Local 324 to discuss an agreement but there are no new updates for the board at this time.

COMMISSIONER'S CONCERNS

Commissioner Arceo wanted to thank the staff for the pamphlet concerning subdivisions. He added that it is very informative and one of the best he has ever seen.

Commissioner Lane commented that she drove by the Bristol Road and I-475 project, saw the sidewalk, and thought that was a great addition to the project.

Summary Evaluations for the Managing Director – Commissioner Mandelaris asked Chairperson Elkins when the Managing Director evaluations are due back to the Chairperson. Chairperson Elkins stated that they should be finalized and turned in to the Chairperson by July 19, 2022 and approved by the Board on August 02, 2022.

Commissioner Mandelaris stated that he read in the newspaper that Oakland County has had increases in their current project costs. Will we be reassessing our budget? Managing Director Peivandi stated that we are currently working on next fiscal year's budget so we are taking the increase in costs into consideration. Regarding this year's budget, Mr. Dellaposta

stated that each department at the Road Commission has been diligently working on keeping their budget costs down.

Chairperson Elkins reminded the members that we have a board calendar. If you see anything that should be added to the calendar, please let him or the board secretary know.

ADJOURNMENT

Chairperson Elkins, without objection, adjourned the meeting at 11:11 am.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
/lbk 06/21/22