

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

February 21, 2023

MINUTES

CALL TO ORDER

Chairperson Elkins 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, Flint, Michigan 48503-3995.

ROLL CALL

Present:

Timothy Elkins, Chairperson
Cathy Lane, Vice Chairperson
John Mandelaris, Commissioner
David Arceo, Commissioner
Cloyce Dickerson, Commissioner

Others Present: Fred Peivandi, Randy Dellaposta, Eric Johnston, Anthony Branch, Tracy Khan, Kendra Love-Brezzell, Kylie Dontje (Genesee County Road Commission Staff), Attorney William Henn (Henn Lesperance PLC), Karen Shafik, Partner, CPA (UHY, LLP Certified Public Accountants). Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins.

APPROVAL OF AGENDA

February 21, 2023 – Agenda

Chairperson Elkins stated that the agenda has been amended with the addition of consent item B3 – Employment Agreement for Deputy Managing Director Randall Dellaposta and a closed session to discuss a privileged written letter from MCRCSIP with legal counsel, per MCL 15.268 (1)(e), MCL 15.268 (1)(h), MCL 15.243(1)(g) and MCL 15.267(1).

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the amended agenda with the addition of an employment agreement and a closed session.

VOTE ON MOTION:

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

MOTION CARRIED.

APPROVAL OF MINUTES

February 07, 2023 - Board Meeting Minutes

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the amended February 07, 2023 board meeting minutes.

VOTE ON MOTION:

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

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Tuesday, February 21, 2023

10:05 am – Presentation by Ms. Karen Shafik, CPA, Partner with UHY LLP, Fiscal Year Ending September 30, 2022 Audited Financial Statements

Tuesday, March 07, 2023

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

CORRESPONDENCE

INCOMING

None.

OUTGOING

None.

INTERNAL

None

INFORMATION

None.

PRESENTATION

Ms. Karen Shafik, CPA, Partner with UHY Certified Public Accountants LLP, gave a brief overview of the audited financial statements of the Genesee County Road Commission for fiscal year ending September 30, 2022. Ms. Shafik noted that the audit is in accordance to the auditing standards generally accepted in the U.S. and applicable to financial audits contained in the

Government Auditing Standards. Ms. Shafik added the audit included internal controls, policy changes as well as compliance and stated the financial audit found no material weaknesses or significant deficiencies. One item noted for improvement was included in attachment A – Technology policies and procedures should be generated and implemented.

Deputy Managing Director, Randall Dellaposta stated that he and his staff are currently working on a Technology Policy and Procedure that the Road Commission would be implementing regarding a formal IT Security Policy, a formal user access review process and a formal disaster recovery plan, which will satisfy the one area noted for improvement in the audit.

Ms. Shafik thanked Ms. Khan, Mr. Peivandi and their staff members for their help during the audit.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Approval of the Fiscal Year Ended September 30, 2022 Audited Financial Statements - In a memorandum dated February 15, 2023, staff requested the Board of County Road Commissioners approve the Genesee County Road Commission audited financial statements for the fiscal year ending September 30, 2022. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the Genesee County Road Commission audited financial statements as presented by Mr. Karen Shafik, CPA, Partner, UHY LLP, Certified Public Accountants for the fiscal year ended September 30, 2022.

VOTE ON MOTION:

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

MOTION CARRIED.

Secretary's Note: Commissioner Dickerson left the Board Meeting at 10:30 a.m.

Administrative Services Contract BCBS of Michigan – In a memorandum dated February 14, 2023, staff requested the board approve the BCBS Quarterly Settlement Report for September 2022 to November 2022. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the BCBS Quarterly Settlement report for September 2022 to November 2022 and further, authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan in the amount of \$327,531 each, prior to the first day of March, April and May 2023.

VOTE ON MOTION

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

MOTION CARRIED.

Bid Results and Award of Contract for 2023 Primary Culvert Package – Part 1 Culvert Replacements on Primary Roadways – In a memorandum dated February 13, 2023, staff requested the Board accept the low bid of \$841,329.25 submitted by Superior Contracting Group for the 2023 Culvert Contract No. 1. (Copy filed with official minutes.)

Commissioner Lane commented that there are other culverts in the county that need to be replaced, will we be doing more in the future? Mr. Peivandi commented that these are primary road culverts, local road culverts require township participation. We are concentrating on the primary road culverts right now.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to accept the low bid of \$841,329.25 for the 2023 Primary Culvert Package and further, authorizes the award and signs the construction contract after staff has received and accepted the contract, bonds and insurance submitted by Supervisor Contracting Group for the 2023 Culvert Contract No. 1.

VOTE ON MOTION

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

MOTION CARRIED.

Bid Results and Award of Contract for Enid Boulevard/Golden Shores Subdivision, Fenton Charter Township – In a memorandum dated February 21, 2023, staff requested the Board accept the low bid of \$804,904.85 submitted by F. Allied Construction Company, Inc. Group for the rehabilitation of Enid Boulevard and Golden Shores Subdivision in Fenton Charter Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to accept the low bid of \$804,904.85 submitted by F. Allied Construction Company for the rehabilitation of Enid Drive and Golden Shores Subdivision in Fenton Charter Township and further, authorize the Chairperson and Vice Chairperson to sign the construction contract after staff has received and accepted the contract, bonds and insurance.

VOTE ON MOTION:

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

MOTION CARRIED.

Amendment to GCRC Permit Agreement, Pavement Rehabilitation of Lavelle Road from Flushing Road to Pasadena Avenue, Flint Charter Township - In a memorandum dated February 04, 2023, staff recommended that the Board approve the permit amendment to allow Flint Charter Township to utilize additional allocation funds for the pavement rehabilitation of Lavelle Road in Flint Charter

Township. (Copy of memorandum and contractors estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the permit amendment to allow Flint Charter Township to utilize an additional \$63,216.31 in allocation funds for the pavement rehabilitation of Lavelle Road from Flushing Road to Pasadena Avenue in Flint Charter Township.

VOTE ON MOTION:

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

MOTION CARRIED.

Local Road Agreement for Roadway Surveying on Ridge Road from the end of pavement S’ly to Lakeshore Drive, Atlas Township – In a memorandum dated February 13, 2023, staff requested the Board approve the local road agreement for surveying on Ridge Road in Atlas Township. (Copy filed with official minutes.)

| | |
|--------------------|--------------------|
| Atlas Township | \$ 7,500.00 |
| GCRC | <u>\$ 7,500.00</u> |
| Total Project Cost | \$15,000.00 |

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the local road agreement for surveying on Ridge Road from the end of pavement S’ly to Lakeshore Drive in Atlas Township and further, authorize both the Chairperson and Vice Chairperson to sign the local road agreement for and on behalf of the Board of County Road Commissioners.

VOTE ON MOTION:

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

MOTION CARRIED.

Selection of Consultant for Design Services, Ridge Road from End of Pavement S’ly to Lakeshore Drive, Atlas Township – In a memorandum dated February 13, 2023, staff requested the board approve assignment of Rowe Engineering to prepare surveying and staking for Ridge Road from the end of pavement S’ly to Lakeshore Drive, Atlas Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to approve assignment of Rowe Engineering (a consultant in Group ‘C’ category) to prepare surveying and staking for Ridge Road from End of Pavement S’ly to Lakeshore Drive and further, authorize the Chairperson of the Board to sign the Consultant Agreement on behalf of the Board of County Road Commissioners.

VOTE ON MOTION:

Yes: Arceo, Elkins, Lane, Mandelaris

No: None
Absent: Dickerson

MOTION CARRIED.

Board approval of Reimbursement for Rental Equipment Vandalism – In a memorandum dated February 10, 2023, staff requested the board approve the issuance of a Purchase Order to Alta Equipment Company for reimbursement of rental equipment vandalism. (Copy filed with official minutes.)

Commissioner Lane asked if a police report was written. Staff stated that yes, we have a police report and they are investigating the vandalism.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to approve the issuance of a Purchase Order to Alta Equipment Company for reimbursement of rental equipment vandalism in an amount of \$28,700.19. On August 13, 2022, the Volvo Sheepfoot Pad Roller we were renting was vandalized while at the worksite. The vandalism resulted in damage totaling \$28,700.19. MCRCSIP approved the claim and issued a check to GCRC in the amount of \$28,200.19, less a \$500 deductible. The GCRC is responsible for paying Alta Equipment Company.

VOTE ON MOTION:

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

MOTION CARRIED.

Ratification of Vouchers #40896, 40897, #40898 and #40899 totaling \$1,498,633.69 – (Copies filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to ratify the following Vouchers totaling \$1,498,633.69:

Voucher #40896 in the amount of \$588,882.58
Voucher #40897 in the amount of \$179,880.62
Voucher #40898 in the amount of \$267,742.78
Voucher #40899 in the amount of \$462,127.71

VOTE ON MOTION:

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

MOTION CARRIED.

CONSENT

Board Approval to place IT Department Equipment Items in the Government Internet Auction – In a memorandum dated February 09, 2023, staff requested the Board authorize the placement of IT Department equipment items in the Government Internet Auction. (Copy filed with official minutes.)

| <u>EQUIP#</u> | <u>DESCRIPTION</u> | |
|---------------|--------------------|----------------------------------|
| 1789 | Optima | EP753 Projector |
| 2131 | ELO | Touch Screen Monitor |
| 2174 | HP | Probook 4720s |
| 2209 | HP | Probook 4730s |
| 2286 | HP | Laserjet Pro 400 |
| 2316 | Apple | iPad Air |
| 2323 | Dell | Precision M4700 |
| 2335 | Microsoft | Surface |
| 2338 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2339 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2340 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2341 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2342 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2343 | Cradlepoint | CBA70B/MC200LE-VZ Cellular Modem |
| 2347 | Microsoft | Surface |
| 2349 | Microsoft | Surface |
| 2361 | HP | All-In-One Elite 800 G1 |
| 2362 | HP | All-In-One Elite 800 G1 |
| 2363 | HP | All-In-One Elite 800 G1 |
| 2366 | Microsoft | Surface Pro 4 |
| 2367 | Microsoft | Surface Pro 4 |
| 2371 | HP | All-In-One Elite 800 G2 |
| 2380 | Microsoft | Surface Pro 4 |
| 2402 | Microsoft | Surface Pro 4 |
| 2441 | HP | Elitebook 820 G4 |
| 2476 | HP | Laserjet Pro 426fdw |

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the placement of IT Department equipment items in the Government Internet Auction.

VOTE ON MOTION:

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

MOTION CARRIED.

Board approval to change the March 2023 GCRC Regular Board Meeting Dates – Managing Director Peivandi requested the Board approve the change in meeting dates for the March 2023 regular board meetings of the Genesee County Road Commission.

Current Scheduled Date
Tuesday, March 07, 2023
Tuesday, March 21, 2023

New Meeting Date
Tuesday, March 14, 2023
Tuesday, March 28, 2023

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to approve the change in meeting dates for the GCRC March 2023 regular board meetings due to conflicting meetings.

VOTE ON MOTION:

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

MOTION CARRIED.

Deputy Managing Director Employment Agreement – A copy of the Deputy Managing Director Employment Agreement was distributed to the Board Members for their review. Chairperson Elkins stated that those items in red were areas that were changed, including a correction made to Mr. Dellaposta’s original promotion date, the wage amount was changed to reflect his current wage, and the date of the agreement was changed to reflect today’s date. Commissioner Mandelaris asked about the 60 days’ notice required if Mr. Dellaposta leaves the GCRC. Chairperson Elkins states that it puts a level of comfort in there with the 60 days’ notice if we were to have to look for a replacement for the Managing Director or Deputy Managing Director once they retire.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the Deputy Managing Director’s Employment Agreement.

VOTE ON MOTION:

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

MOTION CARRIED.

MANAGING DIRECTOR REPORT

None.

COMMISSIONER’S CONCERNS

Commissioner Arceo thanked Ms. Khan and Ms. Sharif for the audit presentation.

Chairperson Elkins asked for a motion to enter into closed session.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to enter into closed session to discuss a privileged written letter from MCRCSIP with legal counsel regarding Jackson v GCRC, per MCL 15.268 (1)(e), MCL 15.268 (1)(h), MCL 15.243(1)(g) and MCL 15.267(1).

VOTE ON MOTION:

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

MOTION CARRIED.

At 10:59 a.m., the Board entered into closed session.

At 11:30 a.m., the Board reconvened into open session.

ADJOURNMENT

Chairperson Elkins, without objection, adjourned the meeting at 11:31 a.m.

Domonique Clemons
Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
lbk – 2/21/2023