

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING MINUTES

April 16, 2019

CALL TO ORDER

Chairperson Mandelaris 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 St., Flint, Michigan 48503-3995.

ROLL CALL

Present: John Mandelaris, Chairperson
Robert Johnson, Vice Chairperson
David Arceo, Commissioner
Cloyce Dickerson, Commissioner
Shirley Kautman-Jones, Commissioner

Absent: None

Others Present: Anthony Branch, Eric Johnston, Coetta Adams, Donna Poplar, Stephanie Jaeger, (Genesee County Road Commission Staff), Aaron Christner, Matt Mayne (City of Goodrich Public Works Department), Linda Kossak, Secretary of the Board of Road Commissioners.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Mandelaris.

APPROVAL OF AGENDA

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Johnson, to approve the agenda for April 16, 2019.

MOTION CARRIED.

APPROVAL OF MINUTES

ACTION TAKEN - Motion by Mr. Arceo, seconded by Ms. Kautman-Jones, to approve the minutes for the March 19, 2019 Board meeting.

MOTION CARRIED.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Friday, April 19, 2019

GCRC closed (non-essential operations) in observance of the Good Friday holiday.

May 07, 2019

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

CORRESPONDENCE

INCOMING

Email Correspondence from S&P Global re: Pre-publication notice for GCRC’s Long-Term Bond Rating – In email correspondence dated March 13, 2019, Mr. Michael Mooney, S&P Global Ratings, provided staff with a pre-publication notice of the Genesee County Road Commission’s long-term bond rating for review prior to publication. (Copy of email and rating notice filed with official minutes.)

OUTGOING

(None)

INTERNAL

Letter Correspondence re: Security Precautions and Safeguards for Cyber Security in the Road Commission Organization - In an email dated April 08, 2019, Network Administrator, Mr. Michael Lewis provided an overview of the various systems, security precautions and safeguards in place at the Road Commission for insuring cyber security in the organization. (Copy of memorandum filed with official minutes.)

INFORMATION

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to receive and file the presented correspondence.

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS’ DECISIONS

DISCUSSION

Road Use Agreement between Genesee County Road Commission and Consumers Energy for the Construction of the 2019 Saginaw Trail Pipeline – In a memorandum dated April 03, 2019,

staff requested the Board of County Road Commissioners approve the road use agreement for the proposed 2019 Saginaw Trail Pipeline project. (Copy of memorandum and Agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the road use agreement for the proposed 2019 Saginaw Trail Pipeline project. All cost of road repairs will be 100% paid by Consumers Energy.

MOTION CARRIED.

Selection of Consultant for Emergency Design Repair of the Genesee Road Bridge over the Flint River, Genesee Charter Township – In a memorandum dated April 11, 2019, staff requested the Board accept the low bid submitted by Rowe Professional Services Company to proceed with the design of emergency structural repairs of the Genesee Road Bridge over the Flint River, Genesee Charter Township. (Copy of memorandum and proposals filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to accept the low bid of \$3,500 and authorize Rowe Professional Services Company to proceed with the design of emergency structural repairs of the Genesee Road Bridge over the Flint River in Genesee Charter Township.

MOTION CARRIED.

Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Annual 2019 Renewal Invoice – In a memorandum dated April 02, 2019, staff requested the Board approve the single payment to Michigan County Road Commission Self-Insurance Pool for the Annual 2019 Renewal Invoice. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the payment of the annual 2019 renewal invoice to the Michigan County Road Commission Self-Insurance Pool (MCRCSIP), in the amount of \$676,139.00 for General, Auto and Trunkline liability insurance prior to the May 01, 2019 due date.

MOTION CARRIED.

ACT 51 Annual Financial Report – In a memorandum dated April 09, 2019, staff requested the Board approve the ACT 51 Annual Financial Report. (Copy of memorandum and report filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the 2018 ACT 51 Financial Report for the Genesee County Road Commission and further, to approve the Chairperson of the Board to sign the attest form and authorize the Finance Director to electronically submit the report to the State of Michigan.

MOTION CARRIED.

Issuance of a Purchase Order to the Competitive Network Management for Item #103 Email Servicer Mitigation – In a memorandum dated April 04, 2019, staff requested the Board approve the issuance of Purchase Order to Competitive Network Management for Item #103, Email Server Migration. (Copy of memorandum and bid tabulations filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the approve the issuance of Purchase Order to Competitive Network Management for Item #103, Email Server Migration in the amount of \$18,336.00.

MOTION CARRIED.

Extension of Salt Bid Contract and Issuance of a Purchase Order to Detroit Salt Company for Item #32 – Bulk Rock Salt - In a memorandum dated April 03, 2019, staff requested the Board approve the extension of the salt bid contract and issuance of a purchase order to Detroit Salt Company for Item #32 – Bulk Rock Salt. (Copy of memorandum and agreement email filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve extension of the salt bid contract at a unit price of \$59.07/ton and issuance of a purchase order for Item #32 - Bulk Rock Salt on an as needed basis to Detroit Salt Company in an amount of \$1,500,000.00 for the 2019/2020 winter season.

MOTION CARRIED.

Ratification of Vouchers totaling \$750,486.16 – (Copies filed with official minutes.)

Voucher #V-40458

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40458 in the amount of \$231,120.06.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40459

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40459 in the amount of \$458,418.41.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40460

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40460 in the amount of \$4,577.02.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40461

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40461 in the amount of \$56,370.67.

VOTE ON MOTION:

Yes: Kautman-Jones, Dickerson, Arceo, Johnson, Mandelaris

No: None

MOTION CARRIED.

CONSENT

Work Request for Paving Overlay on Henderson Road, between Wilson Road and Mosher Road, in Forest Township – In a memorandum dated March 27, 2019, staff requested Board approval for paving overlay on Henderson Road, between Wilson Road and Mosher Road in Forest Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Henderson Road between Wilson Road and Mosher Road in Forest Township with the funding as follows:

Forest Township (50%)	\$ 92,648.33
GCRC (Forest Twp. Allocation Funds - 50%)	\$ <u>92,648.34</u>
Total	\$185,296.67

MOTION CARRIED.

Work Request for Aggregate Resurfacing on Ray Road between Fenton Road and Torrey Road, Fenton and Mundy Township(s) – In a memorandum dated March 27, 2019, staff requested Board approval for aggregate resurfacing on Ray Road between Fenton Road and Torrey Road in Fenton and Mundy Township(s). (Copy of memorandum and cost estimates filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for aggregate resurfacing on Ray Road between Fenton Road and Torrey Road, Forest and Mundy Townships with the funding as follows:

Fenton Township	\$ 50,282.45
Mundy Township	\$ 25,141.22
GCRC (Mundy Twp. Allocation Funds)	<u>\$ 25,141.23</u>
Total	\$100,564.00

MOTION CARRIED.

Work Request for Milling and Paving on Mott Avenue between Jennings Road and Clio Road, Mt. Morris Township – In a memorandum dated March 27, 2019, staff requested Board approval for milling and paving on Mott Avenue between Jennings Road and Clio Road, Mt. Morris Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for milling and paving on Mott Avenue between Jennings Road and Clio Road, Mt. Morris Township with the funding as follows:

Mt. Morris Township (100%)	\$128,270.84.
GCRC (Mt. Morris Twp. Allocation Funds)	<u>\$ 0.00</u>
Total	\$128,270.84

MOTION CARRIED.

Work Request for Mowing at Various Locations in Montrose Township – In a memorandum dated March 27, 2019, staff requested Board approval for mowing at various locations in Montrose Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for mowing at various locations in Montrose Township with the funding as follows:

Montrose Township (100%)	\$23,349.60
GCRC (Montrose Twp. Allocation Funds)	<u>\$ 0.00</u>
Total	\$23,349.60

MOTION CARRIED.

Work Request for Paving Overlay on Dodge Road from Duffield Road to M-13, Montrose Township – In a memorandum dated March 29, 2019, staff requested Board approval for paving overlay on Dodge Road from Duffield Road to M-13, Montrose Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Dodge Road from Duffield Road to M-13 in Montrose Township with the funding as follows:

Montrose Township (50%)	\$ 94,454.14
GCRC (Montrose Twp. Allocation Funds – 50%)	<u>\$ 94,454.14</u>
Total	\$188,908.28

MOTION CARRIED.

Work Request for Paving Overlay on Seymour Road and Lake Road, Montrose Township – In a memorandum dated March 29, 2019, staff requested Board approval for paving overlay on Seymour Road from Lake Road to primary section of Seymour Road and, from Lake Road from Nichols Road to Seymour Road, Montrose Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Seymour Road from Lake Road to Primary Section of Seymour Road and Lake Road from Nichols Road to Seymour Road, Montrose Township with the funding as follows:

Montrose Township	\$ 114,625.32
GCRC (Montrose Twp. Allocation Funds)	\$ <u>52,368.86</u>
Total	\$ 166,994.18

MOTION CARRIED.

Work Request for Aggregate Resurfacing on McCumsey Road between Hurd Road and Lake Road, Thetford Township – In a memorandum dated March 27, 2019, staff requested Board approval for aggregate resurfacing on McCumsey Road between Hurd Road and Lake Road, Thetford Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for aggregate resurfacing on McCumsey Road between Hurd Road and Lake Road, Thetford Township with the funding as follows:

Thetford Township (50%)	\$20,325.68
GCRC (Thetford Twp. Allocation Funds-50%)	\$ <u>20,325.69</u>
Total	\$40,651.37

MOTION CARRIED.

Work Request for Chip Seal on Farrand Road between the Railroad Tracks and Clio Road, Vienna Township – In a memorandum dated March 27, 2019, staff requested Board approval for chip seal on Farrand Road between the railroad tracks and Clio Road, Vienna Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for chip seal on Farrand Road between the railroad tracks and Clio Road in Vienna Township with the funding as follows:

Vienna Township (100%)	\$18,618.67
GCRC (Thetford Twp. Allocation Funds)	\$ <u>0.00</u>
Total	\$18,618.67

MOTION CARRIED.

Work Request for Fog Seal on Farrand Road between the Railroad Tracks and Clio Road, Vienna Township – In a memorandum dated March 27, 2019, staff requested Board approval for fog seal on Farrand Road between the railroad tracks and Clio Road, Vienna Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for Fog Seal on Farrand Road between the railroad tracks and Clio Road in Vienna Township with the funding as follows:

Vienna Township (100%)	\$6,524.18
GCRC (Thetford Twp. Allocation Funds)	\$ 0.00
Total	\$6,524.18

MOTION CARRIED.

Work Request for Paving Overlay on Francis Road between Linden Road and Elms Road in Vienna and Mt. Morris Township(s) – In a memorandum dated March 27, 2019, staff requested Board approval for paving overlay on Francis Road between Linden Road and Elms Road in Vienna and Mt. Morris Township(s). (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Francis Road between Linden Road and Elms Road in Vienna and Mt. Morris Township(s) with the funding as follows:

Vienna Township	\$ 79,978.31
Mt. Morris Twp. Allocation Funds)	\$ 80,620.21
GCRC (Vienna & Mt. Morris Twps. Allocation Funds)	\$ 159,314.73
Project Total	\$ 319,913.25

MOTION CARRIED.

Work Request for Paving Overlay on Neff Road between Tuscola Road and Karen Drive, Vienna Township – In a memorandum dated March 27, 2019, staff requested Board approval for paving overlay on Neff Road between Tuscola Road and Karen Drive, Vienna Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Neff Road between Tuscola Road and Karen Drive, Vienna Township with the funding as follows:

Vienna Township (50%)	\$ 50,756.92
GCRC (Vienna Twp. Allocation Funds-50%)	\$ 50,756.92
Total	\$101,513.85

MOTION CARRIED.

Work Request for Aggregate Resurfacing on McCumsey Road between Hurd Road and Lake Road, Vienna Township – In a memorandum dated March 27, 2019, staff requested Board approval for aggregate resurfacing on McCumsey Road between Hurd Road and Lake Road, Vienna Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for aggregate resurfacing on McCumsey Road between Hurd Road and Lake Road, Vienna Township with the funding as follows:

Vienna Township (50%)	\$ 20,325.68
GCRC (Vienna Twp. Allocation Funds - 50%)	<u>\$ 20,325.69</u>
Total	\$ 40,651.37

MOTION CARRIED.

Work Request for Paving Overlay on Reid Road in Grand Blanc Charter Township – In a memorandum dated March 27, 2019, staff requested Board approval for aggregate resurfacing on Reid Road from Porter Road going west to Grand Blanc Middle School west, Grand Blanc Charter Township. (Copy of memorandum and cost estimate filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the work request for paving overlay on Reid Road from Porter Road going west to Grand Blanc Middle School west, Grand Blanc Charter Township with the funding as follows:

Vienna Township (50%)	\$ 70,123.86
GCRC (Vienna Twp. Allocation Funds - 50%)	<u>\$ 70,123.87</u>
Total	\$140,247.73

MOTION CARRIED.

MANAGING DIRECTOR REPORT

Human Resource Director, Ms. Donna Poplar congratulated Finance Director, Ms. Coetta Adams on her upcoming retirement after 26 years of service. Ms. Poplar stated that Dianna Robertson would be Interim Finance Director until a final candidate is chosen for the position.

Finance Director Salary - Commissioner Dickerson asked about the advertised salary for the posted position of Finance Director and inquired why it is so much lower than the current salary range for that position. Commissioner Kautman-Jones stated that it is easier to go up in salary than to go down. Ms. Poplar indicated that it will be difficult to attract a qualified candidate when the salary is lowered.

Financial Statements – Finance Director Adams stated that she provided the Board with a copy of the quarterly financial statements through March 31, 2019.

ACT 51 Overpayment – Finance Director, Coetta Adams informed the Board that ACT 51 over estimated their payments to road agencies last year and will be deducting this overpayment from their distributed 2019 MTF fund payments. Ms. Adams stated that she would be meeting with the auditors from Plante Moran to discuss the overpayment. This may result in a budget adjustment needing to be made in the future. Ms. Adams said that she had anticipated this overpayment being taken back so it will not have much effect on the Road Commission budget.

COMMISSIONERS CONCERNS

Security Precautions and Safeguards for Cyber Security - Commissioner Kautman-Jones thanked Network Administrator, Mr. Mike Lewis for information included in the Board packet regarding the security and safeguards in place at the Road Commission concerning ransomware attacks.

Hot Mix Asphalt plants - Chairperson Mandelaris inquired if the hot mix asphalt plants are open yet and staff replied that the Holly plant is open but the Flint plant opening would be delayed. Chairperson Mandelaris stated he had a pothole complaint from a resident he will pass on to the Maintenance department.

ADJOURNMENT

With no objections, Chairperson Mandelaris adjourned the meeting at 10:33 a.m.

JOHN J. GLEASON
Clerk/Register

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

lbk

4/16/19