

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

February 20, 2018

MINUTES

CALL TO ORDER

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

Absent: Cloyce Dickerson, Commissioner (excused)

Others Present: Fred Peivandi, Anthony Branch, Coetta Adams, Randy Dellaposta, Felicia Ivey, Donna Poplar, Stephanie Jaeger, Ron Latimer, Genesee County Road Commission Staff, Dennis Dombrowski (Atlas Township resident), Mary Laetz, (Genesee County Clerk's office), Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

APPROVAL OF AGENDA

February 20, 2018 – Agenda

Chairperson Kautman-Jones would like to move Discussion Item A-8, Posting of Load Restrictions on Vassar Road Bridge over Butternut Creek to Consent B-1, and add Discussion Item A-12, Amendment to Purchase Order No. 81309 - Detroit Salt Company to the Agenda.

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to approve the agenda for February 20, 2018, with the change of Discussion Item A-8, Posting of Load Restrictions on Vassar Road Bridge over Butternut Creek, placed under Consent B-1, and the addition of Discussion Item A-12, Amendment to Purchase Order No. 81309 - Detroit Salt

Company.

MOTION CARRIED.

APPROVAL OF MINUTES

January 23, 2018 – Board Meeting

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to approve the minutes for January 23, 2018, as printed and presented.

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Monday, February 19, 2018

GCRC closed (non-essential operations) in observance of President's Day.

Tuesday, February 20, 2018

10:10 a.m. – Presentation by Plante Moran – Overview of the Audit of Financial Statements for Fiscal Year Ending September 30, 2017.

Tuesday, March 06, 2018,

10:00 a.m. – Board Meeting

Tuesday, March 20, 2018

9:00 a.m. – Roads and Bridges Advisory Committee Meeting

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

Mr. Dennis Dombrowski, 10058 E. Maple Avenue, Atlas Township addressed the Board this morning concerning his flooding issues at his home on Maple Avenue in Atlas Township. He stated that this is the fifth time he has addressed the Board and his flooding problem still not been fixed. The flooding is causing damage to his property and the trees in front of his home. Mr. Dombroski gave two suggestions on how the flooding issues could be resolved. Mr. Dombrowski stated that Co-Manager Director & County Highway Engineer, Mr. Fred Peivandi P.E., has been very helpful to him. Mr. Dombrowski said that Mr. Peivandi introduced two very good solutions to this problem. Mr. Dombrowski hopes the GCRC will use one of these solutions soon.

PRESENTATION

Ms. Pamela Hill, CPA, Plante Moran Partner and her staff, presented an overview of the Audit of Financial Statements for the fiscal year ending September 30, 2017, for the Genesee County Road Commission. Ms. Hill thanked the Road Commission for welcoming them back as their Financial Auditor. The Auditors went through the financial statements with the Board and staff and answered questions during and after the presentation. Ms. Hill thanked Manager-Director John Daly, Finance Director Coetta Adams, Finance Manager Dianna Robertson and the entire finance team for all the help they provided during the financial audit.

CORRESPONDENCE

INCOMING

Letter Correspondence from Mr. Byron Lane, P.E., Chief, Hydrologic Studies and Dam Safety, Michigan Department of Environmental Quality - re: Atlas Dam, Dam ID 57, Genesee County – In correspondence dated January 31, 2018, Mr. Byron Lane, Chief, Hydrologic Studies and Dam Safety, stated that the Atlas Dam, ID 57, located in Atlas Township, Genesee County, is required to have a safety inspection and report submitted to his office by December 31, 2018. Safety reports must be prepared, signed and sealed by a professional engineer licensed in the State of Michigan. Mr. Lane stated that the Road Commission could also request the MDEQ perform the inspection and report for the Atlas Dam. (Copy filed with official minutes.)

Letter Correspondence from Mr. John J. Pavone, Acquisition Partner, Burton-Katzman LLC – re: Sale Leaseback Proposal for 2727 Lippincott Blvd – In correspondence dated January 25, 2018, Mr. John J. Pavone, Acquisition Partner, Burton-Katzman LLC requested Mr. John Mandelaris consider a proposal to purchase the facility located at 2727 Lippincott Boulevard, Flint MI. (Copy filed with official minutes.)

Email Correspondence from GCRC Staff, Chairperson Kautman-Jones and Mundy Township Supervisor, Mr. Dave Guigear re: 2017 Invoices and Contracts for Brewer Road and Sharp Road in Mundy Township – In email correspondence dated, February 12, 2018, Mr., Dave Guigear, Mundy Township Supervisor, requested the Board and staff review contracts and invoices billed by the Road Commission to Mundy Township for projects on Brewer Road and Sharp Road in Mundy Township. Mr. Guigear requested the Board review these projects that went over the estimated amounts. Finance Director Ms. Coetta Adams, stated that these invoices were adjusted accordingly after meeting with Mundy Township Supervisor, Mr. Dave Guigear in November 2017. (Copies of emails filed with official minutes.)

OUTGOING

Letter Correspondence to Mr. Byron Lane, P.E., Chief, Hydrologic Studies and Dam Safety Program, MDEQ re: Atlas Dam, Dam ID 57, Atlas Township – In a letter dated February 05, 2018, Mr. Fred Peivandi, P.E., County Highway Engineer responded to Mr., Byron Lane's requirement to have the Atlas Dam, Dam ID 57, Atlas Township inspected. Mr. Peivandi requested that the Atlas Dam, Dam ID 57, be inspected by the MDEQ to meet the required inspection and to prepare an inspection report for the condition of the Atlas Dam. (Copy filed

with official minutes.)

INTERNAL

(None)

INFORMATION

Summary of Occupational Injuries and Illnesses in the Workplace – In a report dated February 01, 2018, Ms. Cherry Grant, Senior Benefits Coordinator, Human Resources, provided a copy of the MIOSHA 2017 Year End Report of the Summary of Occupational Injuries and Illnesses. (Copy of memorandum and report filed with official minutes.)

Request to Approve Correspondence:

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

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Financial Report with Supplemental Information for Fiscal Year Ending September 30, 2017
Included in the Board packet was a copy of the Audited Financial Report for Fiscal Year Ending September 30, 2017. (Copy of Memorandum, Plante Moran Auditors Report and Financial Report with Supplemental Information filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the Fiscal Year Ending September 30, 2017, Audited Financial Statements with Supplemental Information.

MOTION CARRIED.

Administrative Services Contract Blue Cross Blue Shield of Michigan – In a memorandum dated February 09, 2018, staff requested the Board authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan for the quarterly settlement. (Copy of filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan in the amount of \$312,724, prior to the first day of March, April and May 2018.

MOTION CARRIED.

MDOT Contract No. 18-5030 for Fenton Road from Cook Road to Grand Blanc Road, Mundy

Charter Township and Grand Blanc Charter Township – In a memorandum dated February 12, 2018, staff requested the Board of County Road Commissioners approve MDOT Contract No. 18-5030 for resurfacing of Fenton Road from Cook Road to Grand Blanc Road, Mundy Charter Township and Grand Blanc Charter Township. (Copies filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to MDOT Contract NO. 18-5030 for resurfacing of Fenton Road from Cook Road to Grand Blanc Road, Mundy Charter Township and Grand Blanc Charter Township and further, to direct both the Chairperson and Vice-Chairperson to sign the duplicate originals for and on behalf of the Board of County Road Commissioners.

MOTION CARRIED.

MDOT Contract NO. 17-5555 for Seymour Road from Baldwin Road to Cook Road, Gaines Township – In a memorandum dated February 12, 2018, staff requested the Board approve MDOT Contract No. 17-5555 for resurfacing Seymour Road from Baldwin Road to Cook Road in Gaines Township. (Copies filed with official minutes.)

Federal/MDOT	\$610,300.00
GCRC Local Share	<u>\$152,600.00</u>
Total Project Cost	\$762,900.00

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to approve MDOT Contract NO. 17-5555 for resurfacing Seymour Road from Baldwin Road to Cook Road in Gaines Township and further, to direct both the Chairperson and the Vice-Chairperson to sign the duplicate originals for and on behalf of the Board of County Road Commissioners.

MOTION CARRIED.

Local Road Agreement for Roadway Rehabilitation and HMA Resurfacing Atherton Country Club Estates – In a memorandum dated February 12, 2018, staff requested the Board approve the Local Road Agreement for Roadway Rehabilitation and HMA Resurfacing, Atherton Country Club & Nos. 2-5, Davison Township. (Copy filed with official minutes.)

Davison Township (Construction)	\$660,000.00
GCRC (Engineering & Inspection)	<u>\$147,000.00</u>
Total Project Cost	\$807,000.00

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve and sign the Local Road Agreement for Roadway Rehabilitation and HMA Resurfacing of Atherton Country Club Estates and Nos. 2-5 subdivision.

MOTION CARRIED.

Selection of Consultant for Design Services, Atherton Country Club Estates, Davison Township

- In a memorandum dated February 12, 2018, staff requested the Board approve assignment of Fleis & Vandenbrink (a consultant in Group 'C' category) to prepare construction plans for Atherton Country Club Estates. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve assignment of Fleis & Vandenbrink (a consultant in Group 'C' category) to prepare construction plans for Atherton Country Club Estates, and furthermore, to direct the Chairperson to execute the Consultant Agreement when it is returned.

MOTION CARRIED.

Selection of Consultant for Design Services, Carpenter Road over Flint River Bridge Rehabilitation Project, Genesee Township – In a memorandum dated February 12, 2018, staff requested the Board approve assignment of Rowe Professional Services(a consultant in Group 'B' category) to prepare construction plans for the proposed Carpenter Road over Flint River Bridge Rehabilitation project. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve assignment of Fleis & Vandenbrink (a consultant in Group 'B' category) to prepare construction plans for the proposed Carpenter Road over Flint River Bridge Rehabilitation project and further, to direct the Chairperson to sign the Consultant Agreement when returned.

MOTION CARRIED.

Construction Surveying & Staking Services – 2018 Consultant Selection – In a memorandum dated January 31, 2018, staff requested the Board of County Road Commissioners accepts cost proposals from Wade Trim, Kraft Engineering & Surveying, Rowe Professional Services, Flint Surveying and Engineering, OHM Advisors and Fleis & Vandenbrink to perform construction surveying and staking services for the 2018 calendar year. (Copy filed with official minutes.)

Wade Trim	\$136.00/Hour	\$200.00/Hour
Kraft Engineering & Surveying	\$140.00/Hour	\$160.00/Hour
Rowe Professional Services	\$145.00/Hour	\$145.00/Hour
Flint Surveying and Engineering	\$145.00/Hour	\$165.00/Hour
OHM Advisors	\$150.00/Hour	\$150.00/Hour
Fleis & Vandenbrink	\$185.00/Hour	\$230.00/Hour

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to accept cost proposals from Wade Trim, Kraft Engineering & Surveying, Rowe Professional Services, Flint Surveying and Engineering, OHM Advisors and Fleis & Vandenbrink to perform construction surveying and staking services for the 2018 calendar year and that those services will be utilized to the best advantage of the Genesee County Road Commission.

MOTION CARRIED.

Construction Inspection Services – 2018 Consultant Selection – In a memorandum dated

January 30, 2018, staff requested the Board of County Road Commissioners accept cost proposals from OHM Advisors, Rowe Professional Services, Kraft Engineering & Surveying, Fleis & Vandenbrink and Wade Trim to perform inspection services for the 2018 calendar year. (Copy filed with official minutes.)

OHM Advisors	\$75.00/Hour	\$ 90.00/Hour
Rowe Professional Services	\$89.00/Hour	\$ 89.00/Hour
Kraft Engineering & Surveying	\$90.00/Hour	\$100.00/Hour
Fleis & Vandenbrink	\$92.00/Hour	\$105.00/Hour
Wade Trim	\$97.00/Hour	\$113.00/Hour

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to accept cost proposals from OHM Advisors, Rowe Professional Services, Kraft Engineering & Surveying, Fleis & Vandenbrink and Wade Trim to perform inspection services for the 2018 calendar year and that those services will be utilized to the best advantage of the Genesee County Road Commission.

MOTION CARRIED.

Ratification of Vouchers totaling \$996,982.48 – (Copies filed with official minutes.)

Voucher #V-40340

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40340 in the amount of \$50,819.56.

VOTE ON MOTION:

Yes: Arceo, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40341

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40341 in the amount of \$528,611.95.

VOTE ON MOTION:

Yes: Arceo, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40342

ACTION TAKEN – Motion by Johnson, seconded by Mr. Arceo, to ratify Voucher #40342 in

the amount of \$417,550.97

VOTE ON MOTION:

Yes: Arceo, Johnson, Mandelaris, Kautman-Jones
No: None

MOTION CARRIED.

Ratification of Amendment to Purchase Order No. 81399 to Detroit Salt Company – In a memorandum dated February 12, 2018, staff has requested the Board ratify the actions of Interim Co-Manager Director & County Highway Engineer, Mr. Fred Peivandi to amend the Purchase Order No. 8139 to Detroit Salt Company, reflecting an increase of \$388,000.00 to the purchase order.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to ratify the actions taken by Co-Interim Manager-Director & County Highway Engineer, Mr. Fred Peivandi, to amend purchase order No. 81399 to Detroit Salt Company, reflecting an increase of \$388,000.00, raising the total amount of the purchase order to \$1,768,000.00.

MOTION CARRIED

CONSENT

Revised Posting of Load Restrictions for the Vassar Road Bridge over the Butternut Creek, Thetford Township – In a memorandum dated February 12, 2018, staff informed the Board of the revision to the posted load restrictions of the Vassar Road Bridge over the Butternut Creek, Thetford Township. (Copy of memorandum filed with official minutes.)

<u>Existing Load Restrictions</u>	<u>Revised Load Restriction</u>
One Unit Vehicle 42 Ton	One Unit Vehicle 21 Ton
Two Unit Vehicle 58 Ton	Two Unit Vehicle 26 Ton
Three Unit Vehicle 70 Ton	Three Unit Vehicle 39 Ton

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to ratify the actions of the Engineering Department to revise the posted load restrictions of the Vassar Road Bridge over the Butternut Creek in Thetford Township and further, to authorize the GCRC Sign Shop to update signage denoting these revised maximum truck loads.

MOTION CARRIED.

MANAGER-DIRECTOR REPORT

Co-Manager Director & County Highway Engineer, Mr. Fred Peivandi, stated he would like to meet with Chairperson Kautman-Jones, Vice-Chairperson Mandelaris and Co-Manager-Director & Maintenance Director, Mr. Anthony Branch, after the Board meeting this morning to discuss some questions he and Mr. Branch had concerning GCRC Attorneys, the GCRC Public Relations Firm and the GCRC Lobbyist firm.

Load Restrictions/Frost Laws - Co-Manager Director & Maintenance Director, Mr. Anthony Branch stated that the load restrictions were placed on the roads on Monday, February 19, 2018 at 6:00 a.m. We are following MDOT's schedule on the load restrictions.

COMMISSIONERS CONCERNS

310 W. Oakley Street Building - Commissioner Arceo requested that any activity or excessive maintenance that needs to be done in relationship to the property at 310 W. Oakley Street, Flint be moved to the decision of the Board of Road Commissioners. Chairperson Kautman-Jones requested that a monthly report on the building expenses, outlining the utilities and maintenance currently incurred by the Road Commission should be given to the Board, so we can review expenditures we are currently experiencing on the building.

Chairperson Kautman-Jones stated as a Board, we need to be conscious of what we spend our budget on. We have manpower needs that we need to address as well as a search for a new Manager-Director to conduct. The Board needs to carefully consider our future expenditures.

Letter to Staff and Employees - Chairperson Kautman-Jones stated that as a Board, we have written a letter to all staff and employees that will be included in the paychecks, related to the retirement of Mr. John Daly and the future of the Road Commission. There is a lot of speculation and uneasiness at the Road Commission right now. We know as a Board that the Road Commission will operate as it has in the past, but we need to address our past deficiencies and reassure our employees that the Road Commission will continue to operate in the future as well. As a Board, we want to be involved and listen to the employee and staff issues. Chairperson Kautman-Jones also stated that she and Vice-Chairperson Mandelaris will be meeting on a regular basis, with Co-Interim Manager-Directors, Mr. Branch and Mr. Peivandi to address any problems or questions they may have.

Executive Search Firms - Chairperson Kautman-Jones stated that she will be contacting two Executive Search firms to consider them for the search for a new GCRC Manager-Director. She will set up dates and times for their presentations. Hopefully we can get those presentations set up in the next few weeks.

Chairperson Kautman-Jones without objection, adjourned the meeting at 11:37 a.m.

JOHN J. GLEASON
Clerk/Register

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

2/20/18