

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

March 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
Cloyce Dickerson, Commissioner

Absent:

Others Present: Fred Peivandi, Anthony Branch, Coetta Adams, Randy Dellaposta, Felicia Ivey, Donna Poplar, Stephanie Jaeger (Genesee County Road Commission Staff) Larry Green, Mt. Morris Township Supervisor, Karyn Miller, Flint Township Supervisor, Doreen Northrup, Eric Bell, Tina Weigles, MaryAnn Savage, Louie Kassob, Donald Fee, Jay Hoffman, (Genesee County residents and business owners), 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

Chairperson Kautman-Jones would like to add Discussion Item A-12 – Adjustment of start time for the April 17, 2018 Board meeting to the agenda.

March 20, 2018 – Agenda

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to approve the agenda for March 20, 2018 with the addition of Discussion Item A-12 - Adjustment of the April 17, 2018 meeting start time.

MOTION CARRIED.

APPROVAL OF MINUTES

January 24, 2018 – Special Board Meeting – Customer Service Workshop

February 09, 2018 – Special Board Meeting – Discussion of a legal letter

February 20, 2018 – Board Meeting

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the minutes for January 24, 2018, February 09, 2018 and February 20, 2018, as printed and presented.

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Friday, March 30, 2018

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

Tuesday, April 03, 2018

10:00 a.m. – Board Meeting

Sunday April 15 thru Tuesday, April 17, 2018

Commissioner’s Seminar – Bavarian Inn Lodge, 1 Covered Bridge Lane, Frankenmuth, MI

Tuesday, April 17, 2018

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

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

Mr. Larry Green, Mt. Morris Township Supervisor, addressed the Board concerning the current Road Commission’s policy on hiring and firing personnel. That authority currently falls under the responsibility of the Manager-Director. He would like the Board to consider reviewing that policy and changing that authority to the Board of Road Commissioners.

Grand Blanc Road Bridge Closure – Residents and business owners addressed the Board this morning concerning the closure of the Grand Blanc Road Bridge over the Swartz Creek in Mundy Charter Township, and explained the impact the closure has had on their businesses along that route as well as homeowners that are having difficulties getting to and from work and home. They would like the Board and staff to consider installing a temporary traffic light which would allow one lane of traffic to remain open during the repairs on the Grand Blanc Road Bridge. Currently the bridge is closed in both directions to all traffic. Chairperson Kautman-Jones thanked the residents and business owners for attending today’s Board meeting.

Chairperson Kautman-Jones told the residents and business owners present, that this item is on this morning's agenda and will be discussed later in the meeting.

CORRESPONDENCE

INCOMING

Letter Correspondence from Michigan State Representative Joseph Graves, 51st District re: Accounting for Dort Highway Extension Grant Monies – In correspondence dated March 01, 2018, State Representative Joseph Graves and State Senator David Robertson, requested a full accounting of the grant monies received by the Genesee County Road Commission for the Dort Highway Extension project (Copy filed with official minutes.)

Letter Correspondence from State Representative Joseph Graves, 51st District - re: Loon Lake Association's request to re-install the dual culvert system that was previously permitted in 1994. Year – In correspondence dated February 27, 2018, State Representative Joseph Graves, wrote a letter to the Michigan Department of Environmental Quality supporting the Loon Lake Association's request to re-install the dual culvert system that was previously permitted in 1994. (Copy filed with official minutes.)

Letter Correspondence from Fenton Township resident Mr. Douglas Cryer, 13144 Torrey Road, Fenton Township - re: Street Drainage Issues on Torrey Road - In correspondence dated February 20, 2018, Fenton Township resident Mr. Douglas Cryer, 13144 Torrey Road, Fenton, MI provided a list of concerns he had regarding the street drainage issues on Torrey Road in front of his home. (Copy filed with official minutes.)

Letter Correspondence from Ms. Gayle Cummings, Director, Michigan County Road Commission Self-Insurance Pool - re: Candidates for MCRCSIP Board of Directors Positions – In a letter dated March 02, 2018, Ms. Gayle Cummings, Administrator, Michigan County Road Commission Self-Insurance Pool informed MCRCSIP members that they will be soliciting resumes or letters of candidacy from member commissioners and/or staff interested in serving as a member of the Michigan County Road Commission Self-Insurance Pool Board of Directors (MCRCSIP). (Copy filed with official minutes.)

OUTGOING

Letter Correspondence to Mr. Michael Dach, Phoenix Network – re: Client Relationship Agreement – In a letter dated March 07, 2018, Interim Co-Manager-Director & County Highway Engineer, Mr. Fred Peivandi, informed Mr. Michael Dach, Phoenix Network that the Road Commission is providing a 30 day notice of termination of the existing agreement between the Road Commission and Phoenix Network. The Road Commission will no longer use Phoenix Network on a retainer basis but instead on an as needed basis. (Copy filed with official minutes.)

Letter Correspondence to Mr. Douglas Cryer, 13144 Torrey Road, Fenton Township - re: Street Drainage issues on Torrey Road – In correspondence dated March 07, 2018, Mr. Fred Peivandi,

Co-Interim Manager Director & County Highway Engineer responded to Mr. Cryer's letter dated February 28, 2018. Mr. Peivandi provided some history and background in regards to Torrey Road and informed Mr. Cryer of the improvements that will be considered in 2019 as part of a state-wide Highway Safety Improvement Program. (Copy filed with official minutes.)

Letter Correspondence to State Representative Joseph Graves, 51st District – re: Grant Funding Status and the Accounting for the Dort Highway Extension Project – In correspondence dated March 15, 2018, Mr. Fred Peivandi, Co-Interim-Manager Director & County Highway Engineer, responded to State Representative Joseph Grave's request, regarding providing a report detailing a full accounting, including expenses and interest earned for the Dort Highway Extension project. (Copy filed with official minutes.)

INTERNAL

Memorandum from Ms. Tracy Khan, Retirement Services Administrator, Genesee County Employees' Retirement System – re: John H. Daly's Formal Application for Retirement from the Road Commission – In a memorandum dated February 27, 2018, Ms. Tracy Kahn informed Chairperson Shirley Kautman-Jones, that John H. Daly III, has made formal application on February 27, 2018 for retirement from the Genesee County Road Commission. His last day of employment will be April 02, 2018 and his retirement is effective April 03, 2018. (Copy filed with official minutes.)

INFORMATION

Weekly Legislative Reports from GCRC Lobbyist, Mr. Ronald DeCook, Government Policy & Strategies for the Month of 2018 – Included in the Board packet, were weekly reports from GCRC Lobbyist, Mr. Ronald DeCook, for the month of February 2018, outlining Michigan Legislative issues as they pertain to roads and road funding. (Copy of weekly reports 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

Bid Results and Award of Contract for 2018 Proposal B-1, Thetford and Vienna Charter Township – In a memorandum dated March 12, 2018, staff requested the Board accept the low bid submitted by Ace-Saginaw Paving Company for the construction of the 2018 Proposal B-1 (Copy of memorandum and bid sheet with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to accept the low bid of \$1,673,571.41 submitted by Ace-Saginaw Paving Company and further, authorizing the award and sign the construction contract after staff has received and accepted the contract, bonds and insurance submitted by Ace-Saginaw Paving Company for construction of the 2018 Proposal B-1.

MOTION CARRIED.

ACT 51 Annual Report – In a memorandum dated March 12, 2018, staff requested the Board sign and date the certification on the title sheet of the certification maps on the Act 51 Annual Report. (Copy of memorandum and certification maps filed with official minutes.)

Vice-Chairperson Mandelaris questioned why the City of Burton is on the certification map. Mr. Fred Peivandi stated he would check with staff on why the City of Burton is on the certification maps.

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the Chairperson to sign and date the certification on the title sheet for the Act 51 Annual Report.

MOTION CARRIED.

Fiscal Year 2018 Budget Transfer for Increase in Salary of the Co-Interim Manager-Directors, Mr. Fred Peivandi, P.E. and Mr. Anthony Branch – In a memorandum dated March 09, 2018, staff requested the Board approve budget transfers to transfer money from the Manager-Director labor line item in Department 81 to the labor line item in the Co-Interim Manager-Directors departments. (Copy of memorandum and budget transfer sheet filed with official minutes.)

| | |
|---------------------------------------|------------|
| Department 81 Administration – Labor | \$ (5,082) |
| Department 15 Engineering – Labor | \$ 5,082 |
| Department 81 Administration – Labor | \$ (5,082) |
| Department 20 Maintenance – Labor | \$ 5,082 |
| Net Increase/Decrease to Fund Balance | \$ 0.00 |

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the budget adjustment to transfer funds from Department 81 Administration - Labor to Department 15 - Labor and Department 20 Maintenance – Labor. This budget transfer results in no increase or decrease to fund balance.

MOTION CARRIED.

Authorization to add Signer on all Genesee County Road Commission Bank Accounts – In a memorandum dated March 10, 2018, staff requested Board authorization to add Chairperson, Shirley Kautman-Jones as a signer on all Genesee County Road Commission bank accounts. (Copy of memorandum and certificates filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to authorize Ms. Shirley Kautman-Jones, Chairperson of the Genesee County Road Commission, to be added as a signer on all Genesee County Road Commission bank accounts.

MOTION CARRIED.

Service Employees International (SEIU) Local 517 Contract Update – Chairperson Kautman-Jones opened the discussion concerning the Service Employees International (SEIU) Local 517 Contract. She shared correspondence from Attorney Tom Derderian, Michael R. Kluck & Associates, related to the contract that was presented to the Board in January, 2018 for review. Attorney Derderian spoke to Mr. Howard Gordon, SEIU Union Representative, about the language issue changes that were to be made. Mr. Gordon came to Attorney Derderian’s office and signed the original contract with the language changes. Attorney Derderian mailed the original signed document to the Road Commission, Human Resource Department. Chairperson Kautman-Jones stated that when the contract comes back, the Board will review it again due to the language changes that were recently made.

Human Resource Director, Ms. Donna Poplar stated that the Human Resource Department has received the SEIU Contract and after she reviews the changes to language that were made, she will make copies for the Board and then contact Chairperson Kautman-Jones so she may present the contract to the Board for review.

ACTION TAKEN – None

Board approval to allow the Director of Fleet Maintenance and Facilities to pursue information, requests and inquiries regarding 310 W. Oakley Street, Flint – Chairperson Kautman-Jones requested a motion be made to approve the Director of Fleet Maintenance and Facilities, Mr. Randy Dellaposta, to pursue any inquiries that may come in for the building at 310 W. Oakley Street, Flint MI, and be able to answer any questions or proposals for that building from the public, while the Board and staff discusses the future use of the building.

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve Director of Fleet Maintenance & Facilities, Mr. Randy Dellaposta to pursue any inquiries that may come in for the building at 310 W. Oakley Street, Flint, MI, and be able to answer any questions or proposals for that building from the public while the Board and staff discusses the future use of the building.

Commissioner Arceo stated he was contacted by an organization last week showing interest in the building at 310 W. Oakley St. and he will forward that inquiry to Mr. Randy Dellaposta.

MOTION CARRIED.

Board Policy regarding ACH, Wire Transfers and Electronic Transactions for the Genesee County Road Commission – Finance Director Ms. Coetta Adams, stated that a policy for ACH, Wire Transfers and Electronic Transactions was written in 2002 but we still have not located that policy. Ms. Adams stated that because she does not currently have a policy to modify, she

must write a new policy and she would like to thoroughly research the policy needs and review it internally with staff before she submits the policy to the Board for approval. Ms. Adams stated she should have the policy completed in the next month.

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to authorize the Finance Director to create a policy regarding ACH, Wire Transfers and Electronic Transactions to be presented to the Board of Road Commissioners for approval.

MOTION CARRIED.

Discussion regarding updating the Genesee County Road Commission Website - Chairperson Kautman-Jones asked that Mr. Mike Lewis, Information Technology Administrator, share with the Board and staff on where we are currently with the GCRC website. Mr. Fred Peivandi stated that he had Ms. Vicki Bachakes update the current projects on the website, as well as notices on the website. Mr. Mike Lewis stated he has projects slated for a change in the look and feel of the website. Chairperson Kautman-Jones stated the Board would like to have the IT department develop proposals for an outside agency to update the website, but still be maintained by the GCRC IT staff. The Finance Director stated that there is money in the budget for these updates.

ACTION TAKEN - Motion by Mr. Mandelaris, seconded by Mr. Arceo to approve the Information Technology Department to pursue updating the Road Commission website using outside agencies to help with the update.

MOTION CARRIED.

Ratification of Vouchers totaling \$747,637.68 – (Copies filed with official minutes.)

Voucher #V-40347

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Mandelaris, to ratify Voucher #40347 in the amount of \$277,238.47.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Voucher #V-40348

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Mandelaris, to ratify Voucher #40348 in the amount of \$470,399.21.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Emergency Bridge Repairs, Grand Blanc Road Bridge over the Swartz Creek, Mundy Charter Township – In a memorandum dated March 19, 2018, staff has requested the Board accept the low bid submitted by Z Contractors for the emergency bridge repairs needed for the Grand Blanc Road Bridge over the Swartz Creek in Mundy Charter Township. (Copy of memorandum and bid sheet filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to accept the low bid of \$40,000.00 and further, authorizes the award and signs the construction contract after staff has received and accepted the contract, bonds, and insurance submitted by Z Contractors for the structural repairs of the Grand Blanc Road over the Swartz Creek in Mundy Charter Township.

MOTION CARRIED.

Discussion of Executive Search Firm for the Manager-Director Position – Chairperson Kautman-Jones stated that two firms are being considered for the Executive Search for the Manager-Director positions, Mr. Todd Surline, Hiring Solutions LLC and Ms. Cheryl Ronk from MSAE. Chairperson Kautman-Jones stated that both firms had excellent references. She checked with numerous organizations and every reference said both firms were very professional as well as flexible. Commissioner Mandelaris stated that Ms. Cheryl Ronk, MSAE emphasized leadership in her presentation which he felt was very important.

Commissioner Arceo commented that Ms. Cheryl Ronk, MSAE has already worked in Genesee County with the appointment of the 911 Director, which he felt was very favorable. Commissioner Dickerson requested the Board consider postponing the appointment of an executive search firm until the April 03, 2018 Board Meeting so the Board can review the firms in more detail.

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo to postpone the appointment of the Executive Search firm until the April 03, 2018 Board Meeting so the Board can review the firms in more detail.

MOTION CARRIED.

Rescheduling the Genesee County Regular Board Meeting Time for the April 17, 2018 Board Meeting – Chairperson Kautman-Jones stated the GCRC Board members will be attending the 50th Commissioners Seminar on April 15 thru April 17, 2018 in Frankenmuth, MI. The seminar does not end until 10:15 a.m. and she would like to suggest a motion be made to amend the April 17, 2018 GCRC Board Meeting starting time from 10:00 a.m. until 1:00 p.m.

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo to amend the start time of the April 17, 2018 GCRC Board Meeting from 10:00 a.m. until 1:00 p.m.

MOTION CARRIED.

CONSENT

(None.)

MANAGER-DIRECTOR REPORT

Disciplinary Process - Human Resource Director, Ms. Donna Poplar addressed the Board regarding outside sources that often want to interfere with our disciplinary process at the Road Commission. She would caution the Road Commission from considering outside sources being part of the disciplinary process within the Road Commission. We should never try to change our rules or disciplinary process due to influences from outside sources. We are part of a collective bargaining unit, and we have to follow the steps as outlined in the collective bargaining agreement. Chairperson Kautman-Jones stated that some Board members do have questions on how the process works and whether or not the Manager-Director should be informed of all disciplinary actions. She hopes that the conference that the Board will be attending in two weeks will help educate the Board members on many of these procedures.

COMMISSIONERS CONCERNS

Disciplinary Process - Commissioner Dickerson stated that as a Board member, he does not want to be involved in the employee disciplinary process. We have professionals that work at the Road Commission, as well as Union Representation. As long as the rules are followed, Commissioner Dickerson sees no need for the Board to be involved in disciplinary actions.

Travel and Training Policy for Board Members - Chairperson Kautman-Jones would like the Board to develop a policy for travel and training for the Road Commissioners.

Genesee County Recycle Days and Employee Newsletter - Chairperson Kautman-Jones reminded everyone that the Genesee County Recycle Days are May 12 and September 15 this year and also suggested that staff consider the development of an employee newsletter.

With no objections, Chairperson Kautman-Jones adjourned the meeting at 11:20 a.m.

JOHN J. GLEASON
Clerk/Register

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

lbk

3/20/18