

GENESEE COUNTY ROAD COMMISSION
BOARD MEETING MINUTES

March 19, 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: Fred Peivandi, Anthony Branch, Randy Dellaposta, Coetta Adams, Donna Poplar, Stephanie Jaeger, Monica Pearson (Genesee County Road Commission Staff), 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 Ms. Kautman-Jones, to approve the agenda for March 19, 2019.

MOTION CARRIED.

APPROVAL OF MINUTES

Secretary’s note dated March 19, 2019: Chairperson Mandelaris would like the Board to consider a revision to these minutes for the February 19, 2019 Board meeting as it pertains to the Remote Attendance Policy.

ACTION TAKEN on March 19, 2019 - Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the minutes of February 19, 2019 with a revision to the Remote Participation Policy of Board members and further, to approve the amended policy as revised at the Tuesday, March 19, 2019 Board meeting.

MOTION CARRIED.

Revised Remote Attendance Policy

ACTION TAKEN on March 19, 2019 - Motion by Mr. Dickerson, seconded by Mr. Arceo, to request GCRC legal counsel to draft a policy to allow a physically absent member of the Genesee County Road Commission Board to participate remotely (by phone) at the Genesee County Road Commission Board meetings under special or limited circumstances and further, the request must be submitted at least 24 hours in advance of meeting; the remote connectivity is sufficient and will not interfere with the progress of the meeting; the absent Board member's participation shall not be considered attendance for the purpose of establishing a quorum; nor may the participating absent member vote.

VOTE ON MOTION

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

No: None

MOTION CARRIED.

Commissioner Kautman-Jones stated that the Remote Attendance Policy would need to be added to the Board Governance Policy. Chairperson Mandelaris agreed that staff should add this to the policy.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Tuesday, April 02, 2019

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

(None)

CORRESPONDENCE

INCOMING

Letter Correspondence re: Winter Road Maintenance on Louis Drive, Flint Township – In correspondence dated March 02, 2019, Flint Township resident Ms. Dorothy Gaines commented on the good job the GCRC road crews did keeping the roads clear this winter on Louis Road and surrounding areas in Flint Township. (Copy filed with official minutes.)

OUTGOING

(None)

INTERNAL

Quarterly Summary Statement of Investments - In a memorandum dated February 25, 2019, staff provided the Board with the Quarterly Summary Statement of Investment of Funds. (Copy of memorandum and Activity and Fund Balance Summary filed with official minutes.)

Retirement Acknowledgement Certificates – Included in the Board packet were copies of retirement acknowledgement certificates for retiring employees, William Scott Conway and Ricky Schmaltz. (Copy filed with official minutes.)

INFORMATION

Press Release from Bishop International Airport re: Selection of Deputy Airport Authority Director – In a press release dated March 04, 2019, Bishop International Airport Authority announced the selection of Mr. Nino Sapone, A.A.E., Deputy Airport Director, Operations and Maintenance. (Copy of press release filed with official minutes.)

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

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Strategic Risk Management for Engineer Liability Issues – In a memorandum dated March 12, 2019, staff requested the Board of County Road Commissioners adopt the resolution to defend, indemnify and hold harmless the County Highway Engineer for professional liability. (Copy of memorandum and resolution filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to adopt the resolution to defend, indemnify and hold harmless the County Highway Engineer for professional liability while employed by the Genesee County Road Commission.

MOTION CARRIED.

Michigan Department of Transportation – Contract No. 19-5091, Carpenter Road Bridge over the Flint River, Genesee Township – In a memorandum dated March 11, 2019, staff requested the Board approve the Michigan Department of Transportation Contract No. 19-5091, Carpenter Road Bridge over the Flint River, Structure #2725, Genesee Township. (Copy of memorandum and MDOT Contract 19-5091 filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the MDOT Contract No. 19-5091 for the rehabilitation of Carpenter Road Bridge over the Flint River in Genesee Township, Structure #2725 and further, directs both the Chairperson and Vice-Chairperson to sign the duplicate original contracts for and on behalf of the Board of County Road Commissioners.

MOTION CARRIED.

Mileage Rate Reimbursement – In a memorandum dated March 11, 2019, staff requested the Board adopt the standard mileage rate, as calculated by the Internal Revenue Service. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Ms. Kautman-Jones, seconded by Mr. Dickerson, to adopt the standard mileage rate, as calculated by the Internal Revenue Service when reimbursing for GCRC business use of a personal vehicle.

MOTION CARRIED.

Fiscal Year 2018-2019 Budget Transfer – In a memorandum dated March 08, 2019, staff requested the Board approve the fiscal year 2018-2019 budget transfer to obtain HR Consulting Services from Sage Solutions Group. (Copy of memorandum and request for budget transfer filed with official minutes.)

| | | |
|-----------------------------|---------------------|------------|
| Dept. 81 - Administration | Contracted Services | (\$10,000) |
| Dept. 90 – Non-Departmental | Contracted Services | (\$16,800) |
| Dept. 60 – Human Resources | Contracted Services | \$ 26,800 |

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the fiscal year 2018-2019 budget transfer to obtain HR Consulting Services from Sage Solutions Group.

MOTION CARRIED.

Amendment to Purchase Order #82294 to Action Traffic Maintenance for Guardrail Placement or Repair Services – In a memorandum dated March 07, 2019, staff requested the Board approve the amendment of Purchase Order #82294 to Action Traffic Maintenance reflecting an increase of \$100,000, raising the total amount to \$350,000. (Copy of memorandum and blanket purchase order filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the amendment of Purchase Order #82294 to Action Traffic Maintenance reflecting an increase of \$100,000, raising the total amount to \$350,000 for guardrail placement or repair services.

MOTION CARRIED.

Issuance of a Purchase Order to Todd Wenzel Buick GMC to Purchase Pickup Trucks - In a memorandum dated March 05, 2019, staff requested the Board approve the issuance of a Purchase Order to Todd Wenzel Buick GMC for the purchase of two (2) GMC Sierra 1500 4WD Pickup Trucks. (Copy of memorandum and price quote filed with official minutes.)

| | |
|--|------------------|
| GMC Sierra 1500 4WD Double Cab w/6.5' Bed w/options (Tool Box, Remote Start and Back Rack w/Light Brackets) | \$30,358.00/each |
|--|------------------|

| | |
|--|--------------------|
| Total for two (2) 2019 GMC Sierra 1500 4WD Trucks | \$60,716.00 |
|--|--------------------|

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Todd Wenzel Buick GMC for the purchase of two (2) GMC Sierra 1500 4WD Double Cab w/6.5' Bed w/options (Tool Box, Remote Start and Back Rack w/light brackets) in an amount of \$60,716.00.

MOTION CARRIED.

Amendment of Purchase Order #82792 to Truck & Trailer Specialties to Upfit additional GMC Sierra Pickup Trucks – In a memorandum dated March 05, 2019, staff requested the Board approve the amendment of Purchase Order #82792 to Truck & Trailer Specialties for equipment to upfit (2) additional GMC Sierra Pickup Trucks. (Copy of memorandum and quote filed with official minutes.)

- Install Low-Profile Smoke Bugshield
- Install Roadwatch display in Pillar pod on driver side.
- Install Unity Spotlight on driver side pillar
- Install (1) Mini Lightbar (green/amber)
- Install (4) L.E.D. green/amber mini strobes
- Install Weathertech front floor liners

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the amendment of Purchase Order #82792 to Truck & Trailer Specialties for equipment to upfit two (2) additional GMC Sierra Pickup Trucks reflecting an increase of \$6,515.04, raising the total amount \$33,898.06

MOTION CARRIED.

Ratification of Vouchers totaling \$1,060,797.46 – (Copies filed with official minutes.)

Voucher #V-40452

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40452 in the amount of \$505,945.85.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Voucher #V-40453

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to ratify Voucher #40453 in the amount of \$554,851.61.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

ACT 51 Annual Report for Mileage Certification – In a memorandum dated March 14, 2019, staff requested the Chairperson of the Board sign and date the certification of the title sheet of the ACT 51 Certification Maps. (Copy of memorandum and addition and deletions report filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the Chairperson of the Board of County Road Commissioners sign and date the certification of the title sheet of the ACT 51 Annual Report Certification Maps.

MOTION CARRIED.

CONSENT

Equipment Items to be sold on the Government Internet Auction, Item #2432, 2518, 2519, 2520, 2521, 2427 – In a memorandum dated March 01, 2019, staff requested the Board authorize equipment items to be sold on the Government Internet Auction. (Copy of memorandum filed with official minutes.)

| <u>Equipment #</u> | <u>Year/Description</u> |
|--------------------|---------------------------------|
| 2432 | 2003 Game Traffic Counter |
| 2518 | 2003 Game Traffic Counter |
| 2519 | 2003 Gama Traffic Counter |
| 2520 | 2003 Gama Traffic Counter |
| 2521 | 2003 Gama Traffic Counter |
| 2427 | 2007 Delta IIIB Traffic Counter |

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize Equipment Items, 2432, 2518, 2519, 2520, 2521, and 2427 to be sold on the Government Internet Auction website.

MOTION CARRIED.

Work Request for Crack Sealing in the Country Village Subdivision including Alton Avenue and Bedford Road, Mundy Township – In a memorandum dated March 06, 2019, staff requested Board approval for crack sealing in the Country Village Subdivision including Alton Avenue and Bedford Road, Mundy 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 crack sealing in the Country Village Subdivision including Alton Avenue and Bedford Road, Mundy Township with the funding as follows:

| | |
|----------------|----------------|
| Mundy Township | \$8,131.78 |
| GCRC | <u>\$ 0.00</u> |
| Total | \$8,131.78 |

MOTION CARRIED.

Work Request for Crack Sealing in the Coventry Farms Subdivision, Mundy Township – In a memorandum dated March 06, 2019, staff requested Board approval for crack sealing in the Coventry Farms Subdivision, Mundy 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 crack sealing in the Coventry Farms Subdivision, Mundy Township with the funding as follows:

| | |
|----------------|----------------|
| Mundy Township | \$8,131.78 |
| GCRC | <u>\$ 0.00</u> |
| Total | \$8,131.78 |

MOTION CARRIED.

Work Request for Crack Sealing in the Hidden Farms Subdivision, Mundy Township – In a memorandum dated March 06, 2019, staff requested Board approval for crack sealing in the Hidden Farms Subdivision, Mundy 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 crack sealing in the Hidden Farms Subdivision, Mundy Township with the funding as follows:

| | |
|----------------|----------------|
| Mundy Township | \$9,070.41 |
| GCRC | <u>\$ 0.00</u> |
| Total | \$9,070.41 |

MOTION CARRIED.

Work Request for Crack Sealing in the Birkshire Subdivision, Mundy Township – In a memorandum dated March 06, 2019, staff requested Board approval for crack sealing in the Birkshire Subdivision, Mundy 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 crack sealing in the Birkshire Subdivision, Mundy Township with the funding as follows:

| | |
|----------------|------------|
| Mundy Township | \$7,193.15 |
| GCRC | \$ 0.00 |
| Total | \$7,193.15 |

MOTION CARRIED.

Work Request for Crack Sealing on Lexa Lane, Stybert Road, Brookhaven Drive, Southwyck Drive and Pilgrim Road, Mundy Township – In a memorandum dated March 06, 2019, staff requested Board approval for crack sealing on Lexa Lane, Stybert Road, Brookhaven Drive, Southwyck Drive and Pilgrim Road, Mundy 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 crack sealing on Lexa Lane, Stybert Road, Brookhaven Drive, Southwyck Drive and Pilgrim Road, Mundy Township with the funding as follows:

| | |
|----------------|------------|
| Mundy Township | \$8,131.78 |
| GCRC | \$ 0.00 |
| Total | \$8,131.78 |

MOTION CARRIED.

MANAGING DIRECTOR REPORT

Human Resource Administrative Assistant - Human Resource Director, Ms. Donna Poplar introduced Ms. Monica Pearson, Administrative Assistant in the Human Resource department. Ms. Poplar stated that Monica has 15 years’ experience in contracts and Human Resources. Ms. Poplar would like to thank the Board for recognizing the need for an Administrative Assistant in the HR Department.

COMMISSIONERS CONCERNS

GCRC Retirees - Commissioner Kautman-Jones would like to publically acknowledge the two retirees whose retirement certificates were included in the Board packet, William Scott Conway and Ricky Schwartz. Both employees have 25 years of service with the Genesee County Road Commission.

Updated Travel Policy with Mileage Rate Establishment Adoption - Commissioner Kautman-Jones would like the Board to receive an updated Travel Policy that includes the Mileage Rate Establishment Adoption included in today's Board packet (Discussion Item A-3) which adopted the standard mileage rate, as calculated by the Internal Revenue Service when reimbursing for GCRC business use of a personal vehicle.

Allocation Funds - Commissioner Kautman-Jones stated she would like the Road Commission to collectively come together and try to communicate to the Townships the difficulty [Townships] have in understanding the excess money that is left from the allocation funds. Ms. Kautman Jones said that we at the Road Commission understand that the money comes back into the Road Commission, but the Townships want the money for their residents and Township roads. Managing Director, Fred Peivandi stated that GCRC would be working on this issue with the Townships.

ADJOURNMENT

With no objections, Chairperson Mandelaris adjourned the meeting at 10:34 a.m.

JOHN J. GLEASON
Clerk/Register

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

lbk

3/19/19