

# **SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION**

## **BOARD OF DIRECTORS MEETING**

### **APPROVED MINUTES – March 26, 2020**

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, March 26, 2020 at 2:00 PM. The meeting was held via a digital public video conference.

#### **ATTENDANCE**

<b>SMART Board of Directors:</b>	Chairperson	Ms. Hilarie Chambers
	Vice-Chairperson	Mr. Khalil Rahal
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Bret Rasegan
		Mr. John Paul Rea
<b>Absent:</b>		Ms. Vicki Wolber
<b>SMART Board Secretary:</b>		Ms. Tiffany Martin-Patterson
<b>SMART General Manager:</b>		None
<b>SMART Staff Present:</b>		Ms. Truvae Adams
		Ms. Beverly Anderson
		Mr. Fred Barbret
		Ms. Haley Barrett
		Mr. Darren Beach
		Mr. Ronald Beier
		Ms. Sabrina Clay
		Mr. Robert Cramer
		Mr. Dennis Ellis
		Mr. Melvin Evans
		Mr. Avery Gordon
		Ms. Sarah Gryniewicz
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Mr. Ian Holme
		Ms. Lynn Hurt
		Ms. Vickie Jordan
		Mr. Monuvell Kemp

Ms. Nichole Peters

Ms. Lacey Shepard  
Mr. David Sabuda  
Ms. Leeya Sutter  
Mr. Darrell Taylor  
Ms. Michelle Thomas  
Mr. Andrew Thorner  
Ms. Madonna Van Fossen  
Mr. Sridhar Venkatachari  
Mr. Tony Vinson  
Ms. Patty Waling  
Mr. D'Andrea Whitley  
Ms. Brenda Ynclan

**Public Registered:** Joey's Towing  
Public  
Public  
Public  
Public  
Public

Mr. Joey Bushway  
Mr. Chuck Altman  
Mr. Nick Bachand  
Ms. Gabby Bray  
Mr. Vincent Calhoun  
Mr. Jim Lang

**Participants by phone:**

1.313.433.**58
1.248.943.**64
1.810.441.**26
1.313.289.**32
1.313.495.**69
1.734.347.**86
1.313.354.**47
1.586.337.**45
1.313.461.**24
1.313.461.**19
1.313.461.**23
1.313.400.**68
1.248.943.**64
1.810.441.**26
1.734.347.**86
1.734.347.**86
1.734.347.**86
1.313.588.**91
1.313.461.**24
1.586.337.**45
1.248.342.**45

1.734.347.**86
1.313.461.**23

## 1. Call to Order

A) Pledge of Allegiance

## 2. Roll Call

**Present:** Chairperson Ms. Hilarie Chambers, Vice-Chairperson Mr. Khalil Rahal, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Bret Rasegan, and Mr. John Paul Rea Ms. Vicki Wolber and

**Absent:** Vicki Wolber

**A quorum was present.**

## 3. Public Notice and Rules of Order

The Secretary read the Public Notice and Rules of Order into the record.

## 4. Adoption of Agenda

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Khalil Rahal, to approve the Agenda for the March 26, 2020 meeting after removing current agenda item K, Ratification of Exigent Purchase of Electrostatic Disinfecting Services, and adding new agenda item K, 5310 Program of Projects.

### **DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

## 5. Minutes

### A. Regular Board Meeting Minutes for January 23, 2020

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the meeting minutes for January 23, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### B. Special Board Meeting Minutes for March 13, 2020

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, to approve the meeting minutes for March 13, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### C. Executive Session Meeting Minutes for March 13, 2020

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Executive Session meeting minutes for March 13, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation

Chairperson Ms. Hilarie Chambers declared the meeting open for Public Participation.

**DISCUSSION:**

None

## 7. Chairperson's Report

### **DISCUSSION:**

Chairperson Ms. Hilarie Chambers stated that she appreciates the SMART staff for making wise decisions during this difficult time and keeping the Board updated.

## 8. Staff Report

Mr. Robert Cramer, Deputy General Manager, reported on the following:

### **Delayed Items:**

- Quarterly Financial Reports will be provided in April
- The SMART Path Plan ("COA") will be presented in April

### **Exigency\* Purchases:**

- Electrostatic Bus Spraying Contract  
*(will come before Board for ratification in April)*
- Zoom Web Meetings – Business Plan
- Chromebooks and other work from home equipment
- Added Electrostatic Terminal Services to existing contract  
*\*All of these purchases were completed in compliance with our Exigency Committee Policy*

### **COVID-19 Response Measures –Telecommuting**

- Started phasing in telecommuting on March 17, 2020
- Over 80 employees working from home all or part of the time
- Includes several sections

### **COVID-19 Response Measures – Service**

- Managed cut runs and trips when necessary from call-offs
- Instituted 30% service reduction on Monday, March 23, 2020
  - Additional reductions may be made in the future
- Our goal is based on input from State, Federal, and major employers to do everything possible to keep some service on the road as long as we can

### **COVID-19 Response Measures – Cleaning/Disinfecting**

- Added electrostatic spraying to terminal janitorial vendor, all locations every 5 days
- Signed new exigency contract with vendor to electrostatic spray all buses every 5 days
- Requested spraying for downtown office space as part of landlord janitorial services
- Added field cleaning crews to sanitize mid-run
- Purchased and distributed hand sanitizer to drivers

### **COVID-19 Response Measures – Human Resources**

- Evaluating suspected/test pending/confirmed cases, including requiring those who came in close contact w/in 14 days to quarantine at home (and telecommute, if possible)

- Removed all restrictions on use of all paid leave for all staff
- Instituted emergency paid leave through April 1, 2020 for quarantined staff (who can't telecommute)
- After April 1, 2020, the new Act goes into effect and will provide up to 80 hours of leave related to COVID-19

**COVID-19 Response Measures - Financial**

- Tracking all expenses related to our response
- FTA allowed 5307 funds to be used for response costs
- New stimulus includes \$25 billion that will come to SMART as additional funds through 5307 as well
- For any local funds spent, they will qualify for State Act 51 reimbursement (~30%)

**Quarantined Staff:**

- Directed by health care professional: 29
- Directed by SMART: 65
- Total self-quarantining: 94
- Unknowns
  - How to handle paid leave if required to quarantine more than once
  - What else the future might bring
- Next Steps
  - Continue contingency planning for further reductions
  - Planning for restoring/restarting service

**DISCUSSION:**

Mr. Royce Maniko wanted to know the percentage of workforce impacted by COVID-19. Mr. Cramer said SMART is down by 10%.

**9. New Business**

**DISCUSSION:**

Mr. Abdul Haidous inquired if one Motion could be made for all the agenda items presented. Mr. Avery Gordon, General Counsel, informed the Board that each agenda item has to be voted on individually.

**A. Resolution: Authorization to Award a Contract for Dell FC640 Servers and VNWare Licenses with support/subscriptions for three (3) years**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to purchase Dell FC640 servers and VMWare licenses with support/subscriptions for three (3) years from Microwise Inc., located at

21477 Bridge Street, Suite H, Southfield, MI 48033. The amount of the contract shall not exceed \$93,154.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Authorization to Award a Contract for Panasonic Toughbook Laptops & Docking Stations**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to purchase Panasonic Toughbook and docking stations from PCMG Inc., located at 6450 Poe Avenue, Suite 200, Dayton, OH 45414. The amount of the contract shall not to exceed \$166,433.75.

**DISCUSSION:**

Mr. Royce Maniko asked if the maximum amount of Panasonic Toughbooks Docking station was 25. Mr. Robert Cramer confirmed..

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization to Award a contract for Heavy Duty Batteries**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a 3-year contract for heavy duty batteries, with 2-one year option renewals, for a total maximum value of \$367,500.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Authorization to Award a Primary and Secondary Contract for Towing Services**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award contracts for towing services to Boulevard & Trumbull Towing as the primary contractor and Official Towing as the secondary contractor. The contracts are for three-year terms with two renewal options of one year each.

The primary contract base for three year total is estimated to be \$546,750.00. The five year total is estimated to be \$911,250.00. The secondary contract base three year total is estimated to be \$128,250.00. The five year total is estimated to be \$208,250.00.

**DISCUSSION:**

Mr. Rasegan asked if SMART utilized the towing companies in the past. Mr. Robert Cramer said SMART has utilized Boulevard & Trumbull Towing, but he was not sure about Official Towing.

Mr. Royce Maniko asked if Boulevard & Trumbull Towing was involved in a lawsuit. Mr. Avery Gordon explained the former owners of Boulevard & Trumbull Towing were accused of wrongdoing. The new owners have gone through SMART's solicitation process with very minor infractions. SMART does not anticipate any future problems.

**VOTE: THE MOTION CARRIED.**

**E. Resolution: Authorization to Award a Contract for One Medium Duty Bus w/Lift for LETC**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (1) Medium Duty Bus w/Lift from Hoekstra Transportation. The bus will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for the Medium Duty Bus w/Lift is \$140,625.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Brick Wall Repair for LETC**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #1 in the amount of \$39,573.00 to Ram Construction Services.



**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**G. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Additional Bus Inspections**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA in the amount of \$11,760.00 to Vehicle Technical Consultants.

**DISCUSSION:**

Chairperson Ms. Hilarie Chambers asked if the buses were ordered in September. Mr. Keith Taylor, Manager of Maintenance, said the buses were not supposed to go on line until the fall. The manufacturer and dealer started the production early and the vehicles are currently being assembled.

**VOTE: THE MOTION CARRIED.**

**H. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Additional Office Furniture**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a Purchase Order Change Action (POCA #2) notice for additional office furniture purchases, changes, and installation to Kentwood Office Furniture in the amount of \$93,819.28.

**DISCUSSION:**

Mr. Royce Maniko asked if the furniture was ergonomically suitable. Mr. Robert Cramer confirmed that some of the furniture was.

**VOTE: THE MOTION CARRIED.**

**I. Resolution: Authorization to Award a File Petition and Execute Agreement Relative to the Peltier Drain to Allow Construction to continue at SMART's Macomb Terminal**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby authorizes the General Manager, or the individual designated by the Board to

Act on behalf of the General Manager, to petition the Macomb County Drain Commission and enter into agreements to facilitate the relocation of the Peltier Drain which allows SMART to proceed with construction at the Macomb Terminal.

**DISCUSSION:**

Chairperson Ms. Hilarie Chambers asked about the process to file the petition. Mr. Avery Gordon explained the process and confirmed SMART worked directly with Macomb County to file the petition.

**VOTE: THE MOTION CARRIED.**

**J. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Fueling System Improvements & Macomb Pavement Reconstruction Additions**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA # 4 in the amount of \$159,502.87 to R.W. Mercer Co.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**K. Resolution: 5310 Programs of Projects**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of SMART authorizes the General Manager of SMART to submit the Revised Program of Projects for FY 2018-2019 to FTA in compliance with the requirements of 49 U.S.C. Section 5310, as amended.

**DISCUSSION:**

Mr. Royce Maniko wanted to know if there was enough disinfectant for three to four months. Mr. Robert Cramer said he was not sure. Mr. Maniko requested that SMART look into having six months of disinfectant available in case. Mr. Cramer agreed to this.

**VOTE: THE MOTION CARRIED.**

## **10. Board Member Business**

### **DISCUSSION:**

The Board established a Budget Committee consisting of Mr. John Paul Rea, Macomb County, Mr. Abdul Haidous, Wayne County, and Mr. Bret Rasegan, Oakland County, and agreed to meet at 1:00 PM on Thursday, April 23, 2020 to discuss SMART's budget.

Chairperson Ms. Hilarie Chambers thanked SMART staff for all of their efforts in making the virtual meeting possible.

### **Adjournment**

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Mr. Royce Maniko, and unanimously carried, the meeting adjourned at 3:19 PM.

Respectfully submitted,

Tiffany C. Martin-Patterson  
Secretary to the Board of Directors