

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – April 23, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, April 23, 2020 at 2:08 PM. The meeting was held via a digital public video conference.

ATTENDANCE

| | | |
|----------------------------------|------------------|------------------------------|
| SMART Board of Directors: | Chairperson | Ms. Hilarie Chambers |
| | Vice-Chairperson | Mr. Khalil Rahal |
| | | Mr. Abdul Haidous |
| | | Mr. Royce Maniko |
| | | Mr. Bret Rasegan |
| | | Mr. John Paul Rea |
| Absent: | | Ms. Vicki Wolber |
| SMART Board Secretary: | | Ms. Tiffany Martin-Patterson |
| SMART General Manager: | | None |
| SMART Staff Present: | | Ms. Truvae Adams |
| | | Mr. Brandon Adolph |
| | | Ms. Beverly Anderson |
| | | Mr. Fred Barbret |
| | | Ms. Haley Barrett |
| | | Mr. Darren Beach |
| | | Mr. Ronald Beier |
| | | Ms. Jasmine Bridges |
| | | Mr. K. Brown |
| | | Mr. LeJuan Burt |
| | | Ms. T. Carmichael |
| | | Ms. Sabrina Clay |
| | | Mr. Austin Colson |
| | | Mr. Robert Cramer |
| | | Mr. Wes Dulemba |
| | | Mr. Dennis Ellis |
| | | Mr. Melvin Evans |
| | | Ms. Alyssa Gartrelle |
| | | Ms. Beth Gibbons |

Mr. Avery Gordon
Ms. Sarah Gryniewicz
Mr. Dustin Hagfors
Ms. Melissa Hightower
Mr. Dana Hilthon
Mr. Ian Holme
Ms. Lynn Hurt
Ms. Carol Jones
Ms. Dianne Jones
Mr. Tory Jones
Ms. Vickie Jordan
Mr. Monuvell Kemp
Mr. Dan Kennedy
Mr. Cal Khzouz
Mr. Joe Kim
Mr. Darko Kraus
Mr. Greg Lorenz
Mr. McClanahan
Ms. Anika Parker
Ms. Nichole Peters
Mr. Stephen Payne
Mr. Ralph Rayner
Mr. D. Rellis
Mr. David Sabuda
Ms. Lacey Shepard
Ms. Kirsten Silwanowicz
Ms. Leeya Sutter
Mr. Darrell Taylor
Mr. Keith Taylor
Ms. Michelle Thomas
Mr. Andrew Thorner
Mr. L. Toran
Ms. Tilitha Carmichael
Ms. Madonna Van Fossen
Mr. Sridhar Venkatachari
Mr. Tony Vinson
Ms. Patty Waling
Mr. Mike Walter
Ms. Shalanda Ware
Mr. D'Andrae Whitley
Mr. Danny Whitehouse
Ms. K. Wiggles
Mr. Vernon Williams
Ms. Violet Williams
Mr. David Wilson
Ms. Brenda Ynclan
Mr. Andre Young

Public Registered:

| | |
|--|------------------------|
| AECOM | Mr. Andrew Ittigson |
| AECOM | Ms. Sarah Lagpacan |
| AECOM | Ms. Kristen Lueken |
| Clever Devices | Mr. A. Young |
| Detroit River International Wildlife Refuge: | |
| | Mr. Jody DeMeyere |
| | Mr. Tim Durand |
| | Mr. Anthony Arminiak |
| HRC | Mr. Patrick Haire |
| Motor City Freedom Riders | Mr. Joel Batterman |
| Public | Mr. Chuck Altman |
| Public | Ms. Marie Donagan |
| Public | Mr. Kenamon Hicks |
| Public | Mr. Jim Lang |
| Public | Mr. Wayne Wheezy Eason |
| Public | Ms. Susan White |
| Transit Riders United | Ms. Megan Owens |

Participants by phone:

| |
|----------------|
| 1.313.289.**32 |
| 1.313.459.**03 |
| 1.313.808.**66 |
| 1.313.580.**02 |
| 1.313.477.**37 |
| 1.248.790.**99 |
| 1.586.480.**72 |
| 1.313.320.**75 |
| 1.313.320.**75 |
| 1.313.283.**35 |
| 1.734.347.**86 |
| 1.313.521.**71 |
| 1.734.347.**86 |
| 1.586.480.**72 |
| 1.313.822.**76 |
| 1.313.303.**17 |
| 1.734.347.**86 |
| 1.313.521.**71 |
| 1.734.905.**01 |
| 1.586.480.**72 |
| 1.313.320.**75 |
| 1.313.283.**35 |
| 1.734.362.**34 |
| 1.586.365.**92 |

| |
|----------------|
| 1.313.320.**75 |
| 1.586.216.**24 |
| 1.734.782.**41 |
| 1.313.495.**69 |
| 1.248.342.**45 |
| 1.586.337.**45 |

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

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. Abdul Haidous, seconded by Mr. Bret Rasegan, to approve the Agenda for the April 23, 2020 meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for March 26, 2020

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, to approve the meeting minutes for March 26, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

DISCUSSION:

- **Mr. Joel Batterman – Motor City Freedom Riders**
Mr. Batterman thanked SMART's staff and drivers for their service during the pandemic.
- **Ms. Megan Owens – Transit Riders United**
Ms. Owens wanted to know if SMART will resume full service after May 30th, if SMART was experiencing overcrowding on the fixed route buses like DDOT, and what SMART's plans are for the emergency funds.
- **Mr. Jody DeMeyere, Mr. Tim Durand and Mr. Anthony Arminiak – Detroit River International Wildlife Refuge**
They thanked SMART for keeping Route 160 in service and expanding the route to the Detroit River International Wildlife Refuge.

7. Chairperson's Report

DISCUSSION:

Chairperson Ms. Hilarie Chambers thanked SMART staff for their hard work.

8. Staff Report

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

SMART Internal Webinars

- Fixed Route Drivers: 120+ attended
- Connector: 50+ attended
- Administration/Support: 125+ attended
- Maintenance: Coming Soon

Staffing Updates

- Fixed Route Drivers: 120+
- Connector: 50+
- Administration/Support: 125+
- Maintenance: Coming Soon

Service Policies

- Fixed route:
 - Rear-door boarding continues
 - Considering requiring riders to have a mask or other face covering
 - Considering maximum passenger count
- Connector:
 - Implemented rider masks
 - Implemented pre-trip health screening
 - Implemented 3 rider max

Service Delivery

- Fixed route:
 - 65% reduction in place
 - Goal to add more buses now to busier routes
 - Looking ahead to plan ramp up of service as riders resume
- Connector:
 - Implemented rider masks, pre-trip health screening, and 3 rider max
 - Prepared to accommodate up to full rider levels

Federal CARES Act Funding

- Split approved via RTA - \$58M
 - Significant funding to stabilize and secure transit agencies for the next 12-18 months through this crisis, can pay for things like:
 - Making up for lost revenue
 - Labor costs to respond
 - Additional services to react and respond
 - Help the region recover and restore jobs
 - Capital improvements to aid in driver and passenger safety through the crisis
 - Helping community agencies respond
- More detailed examples:
- Paid leave for impacted staff
 - Additional cleaning services and supplies
 - Driver shields (temporary and permanent)
 - Automated wheelchair securement
 - Touchless fare payment
 - On-board and stop-side information screens
 - Recovery support services
 - Marketing and information about services and response/recovery



On the Horizon

- Ramping back up services

- Remote work evolution
- Preparing and learning for future ‘waves’
- CARES funding plan and action
- Technology Grant for Dial-a-Ride upgrade
- Future discretionary grants for recovery
- SMART Path Plan



9. Financial Reports

A. First and Second Quarter FY 2019/2020 Financial Report

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the combined First and Second Quarter FY2019/2020 financial report as presented by the Director of Finance at the April 23, 2020 meeting.



DISCUSSION:

Mr. Maniko asked why SMART contingency funds were not spent. Mr. David Sabuda, Director of Finance, explained SMART spent \$394,000.00 on vendor expenses that are being charged to the COVID emergency funding.

VOTE: THE MOTION CARRIED.

10. New Business

A. Resolution: Authorization to Award a Contract for Painting and Power Washing

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Board Chair of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a requirements contract for painting and power washing service to MV Contracting, Inc. located at 617 Sleepy Hollow, Milford, MI for a three year term in an amount of \$240,000.00 with two, one year renewal options to be used at SMART’s discretion. The total amount of the contract for a five year term is \$400,000.00.

DISCUSSION:

Chairperson Ms. Hilarie Chambers asked if MV Contracting, Inc. was SMART’s previous contractor. Mr. Keith Taylor, Director of Maintenance, confirmed they were.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for Cummins Non-Warranty Bus Engine Repairs

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Board adopt the resolution authorizing the Board Chair to award a contract to Cummins Inc. for Non-Warranty Engine Repair from April 1, 2020 through March 31, 2023 for a cost not to exceed \$75,000.00. If SMART decides to exercise the option year, the total contract amount would be \$125,000.00.

DISCUSSION:

Mr. Royce Maniko asked staff to give an example of an engine part that may have to be replaced. Staff explained the turbo of the engine often has to be replaced.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Additional Costs Associated with Fuel System Repairs

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Board Chair of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA in the amount of \$30,000.00 to Phoenix Environmental.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Ratify a 3-Month Purchase Order Change Authorization (POCA) for Electrostatic Terminal Spraying

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Board Chair of the Suburban Mobility for Regional Transportation is hereby authorized to ratify a 3-month POCA for electrostatic terminal spraying at an increase of \$154,598.00.

DISCUSSION:

Chairperson Ms. Hilarie Chambers asked if the contract was a continuation of existing cleaning services. Mr. Robert Cramer confirmed that it was.

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Ratify a 6-Month Contract for Electrostatic Bus Spraying

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Board Chair of the Suburban Mobility Authority for Regional Transportation is hereby authorized to ratify a 6-month contract for electrostatic bus spraying for a total of \$78,900.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Authorization to Enter into a 10-Month Contract Amendment to Bus Advertising Revenue Contract with Outfront Media Inc.

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby authorizes the amendment attached hereto, to the Contract for Advertising Services with OutFront Media LLC, relieving the payment of certain funds temporarily and extending the agreement for the same duration.

DISCUSSION:

The Board asked if SMART will create more advertising on the bus shelters. Staff explained SMART does not advertise on the shelters as it was not successful in the past.

VOTE: THE MOTION CARRIED.

G. Resolution: Authorization of Fixed Route Comprehensive Operational Analyses “SMART Path” Plan

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Authority’s Fixed Route Comprehensive Operational Analyses “SMART Path” Plan, referred to herein, is approved and endorsed and that the leadership team of the Suburban Mobility Authority for Regional Transportation is authorized to use the Plan as a guiding tool for the future development of the Fixed Route system.

DISCUSSION:

Mr. Andrew Ittigson from AECOM provided an overview of the SMART Path plan. Mr. Haidous asked if a study of Romulus and Van Buren Township was performed. Mr. Royce Maniko asked what happened to the Middlebelt Route. Mr. Robert Cramer stated the new Route 280 will service the area with the exception of Livonia.


VOTE: THE MOTION CARRIED

11. Board Member Business

DISCUSSION:

The Board thanked staff for their work.

Mr. Royce Maniko informed the Board that back in September 2019, Detroit Edison announced that they were going to try to reduce the power plants in Monroe County. Therefore, Monroe is going to take a major hit. The big loser is the middle school district, particularly their operating funds. They would lose about 79% of almost close to \$50 billion in funding. Monroe has no place to go. They have to balance the budget and that means layoffs. They already went through that in 2009 when the county reduced workforce by 30-33%.

Mr. Maniko also mentioned that they support the extension of Route 160 to the Detroit River International Wildlife Refuge. 

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 4:04 PM.

Respectfully submitted,

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