

# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## BOARD OF DIRECTORS MEETING

### APPROVED MINUTES – May 27, 2021

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, May 27, 2021 at 2:04 PM. The meeting was held via a digital public video conference.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Mr. Khalil Rahal Ms. Hilarie Chambers Mr. Abdul Haidous Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea
<b>Absent Board Members:</b>	Vice-Chairperson	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 Mr. Brandon Adolph Ms. Beverly Anderson Mr. Fred Barbret Ms. Haley Barrett Ms. Janice Bauer Mr. Darren Beach Mr. Ronald Beier Ms. DeShalon Brownlee Mr. Ryan Byrne Ms. Sabrina Clay Mr. Robert Cramer Ms. Beverly Crockett Mr. Dennis Ellis Mr. Melvin Evans Ms. Beth Gibbons Mr. Avery Gordon Ms. Sarah Gryniewicz Mr. Dustin Hagfors

Ms. Melissa Hightower  
Mr. Ian Holme  
Ms. Lynette Hurt  
Ms. Carol Jones  
Ms. Dianne Jones  
Mr. Joe Kim  
Ms. Amy May  
Ms. Carmen Morgan  
Ms. Nichole Peters  
Ms. Lacey Shepard  
Ms. Kirsten Silwanowicz  
Ms. Shana Shore  
Ms. Leeya Sutter  
Mr. Darrell Taylor  
Mr. Andy Thorner  
Ms. Madonna Van Fossen  
Mr. Tony Vinson  
Ms. Patty Wailing  
Mr. Mark Watson  
Ms. Brenda Ynclan  
Mr. Duane Yuille

**Public Registered:**

KL2 Connects  
Passenger  
Passenger  
Passenger  
Transit Riders United

Mr. Christian Kent  
Mr. Patrick Cooper-McCann  
Ms. Patty Fedewa  
Mr. Robert Pawlowski  
Ms. Megan Owens  
Mr. Andrew Baldwin  
Mr. Diajah Ruffin

**1. Call to Order**

A) Pledge of Allegiance

**2. Roll Call**

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

**Absent:** Vice-Chairperson Ms. 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. John Paul Rea, to approve the Agenda for the May 27, 2021 Board meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

### **5. Minutes**

#### **A. Regular Board Meeting Minutes for April 22, 2021**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Board meeting minutes for April 22, 2021.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

#### **B. Special Board Meeting Minutes for May 3, 2021**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, to approve the special Board meeting minutes for May 3, 2021.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation and Public Hearings

Chairperson Mr. Khalil Rahal declared the meeting open for Public Participation and Public Hearings.

### A. Public Participation

- Mr. Robert Pawlowski - Passenger

#### **DISCUSSION:**

Mr. Pawlowski expressed his support for Mr. Robert Cramer as SMART's next General Manager. He requested SMART relocate the two bus stops on Gratiot closer to the traffic light at 22 Mile Road and install bus shelters or benches on the southbound side.

- Ms. Madonna Van Fossen – SMART's Oakland County Ombudsperson

#### **DISCUSSION:**

Ms. Van Fossen expressed her support for Robert Cramer as SMART's next General Manager.

- Ms. Patty Fedewa – Passenger

#### **DISCUSSION:**

Ms. Fedewa requested SMART restore full service.

- Mr. Patrick Cooper-McCann – Passenger

#### **DISCUSSION:**

Mr. Cooper-McCann requested SMART restore full service, specifically the pre-COVID frequency to Route 610.

- Ms. Megan Owens – Transit Riders United

#### **DISCUSSION:**

Ms. Owens requested SMART restore full service as well as public education to inform the public on how SMART will utilize public emergency funds.

- Ms. Evelyn Kyle – SMART Employee (emailed comment)

#### **DISCUSSION:**

Ms. Kyle expressed her support (via email) for Robert Cramer as SMART's next General Manager.

## **B. Public Hearing on FY 2022 Annual Capital & Operating Budgets**

### **DISCUSSION:**

SMART's staff prepared the FY 2022 Annual Capital and Operating Budgets that were presented to the Budget Committee on May 3, 2021.

## **C. Public Hearing on FY 2022 Annual Application for Michigan Capital and Operating Financial Assistance**

### **DISCUSSION:**

SMART's staff prepared the FY 2022 Annual Plan Budget Estimate and FY 2022/2026 Anticipated Capital Requests.

## **7. Chairperson's Report**

### **DISCUSSION:**

Chairperson Mr. Khalil Rahal thanked the General Manager (GM) Search Committee for all of their thorough work. He stated that he felt confident about their decision to hire a firm which resulted in impressive and qualified candidates. The decision to select a General Manager for SMART will not be easy.

## **8. Deputy General Manager's Report**

### **General Updates**

- Employee safety & mental health – VTA tragedy
- Service restoration factors
- Employee engagement survey closed
- OPS and EAM modules are coming online for Trapeze update/upgrade project
- Small bus scheduling/dispatch/user interface RFP on the street while Connect Plan continues
- Work Rules / Getting Back to Normal
- Pandemic - By the Numbers
- FY 2022 Budget

### **Returning to (More) Normal**

- State removed remote work requirement
  - SMART allowed voluntary, coordinated return for non-required tasks May 24
  - Hazard pay remains in place for required tasks
  - Finalizing permanent remote work policy to implement summer/fall 2021
- Federal TSA has not changed mask law
  - All staff, riders, visitors must wear masks

- Coordinating with unions, DDOT on next steps when TSA cancels/changes mandate and capacity rules
- Detroit emergency allows remote meetings through fall – hybrid meeting capabilities being finalized

### **Budget Notes**

- June will include final amendments for FY 2021 budget
- FY 2022 budget is presented for final approval today
- CRRSSA & ARPA plans are separate, efforts ramp up soon
- DDOT and RTA partnerships for future

### **SMART Budget – FY 2021 Wins**

- Pivot, survive, and succeed during pandemic
- DART Coordinated Fare – Mobile Pay
- SMART Path Plan – Phase 1 implemented within budget
- Quick Connect – partnership with Moovit
- SMART Flex – partnership with Via
- Swiftly – more accurate real time tracking
- Automated Bus Consortium
- Funded internal improvements
- Funded/supported capital projects

### **SMART Budget – FY 2022**

- Complete the pivot to future
  - DEI committee recommended DEI Coordinator position
  - Funding for increased diversity, management training for administrators
  - Funding to modernize and update branding/materials
  - Continue SMART Path Plan implementation Phase 1 and start Phase 2 (including FAST improvements)
    - Support electric bus rollout, new fare system progressing
- CRRSSA / ARPA are not included – separate process with Board, SMART staff, RTA, and DDOT

Mr. Royce Maniko asked if SMART has a bar scanning system for bus parts. Mr. Robert Cramer stated not currently and that SMART has a barcode free system. However, SMART will look into this in the future.

Ms. Hilarie Chambers wanted to know if the 80 positions were vacant before COVID. Ms. Leeya Sutter, Director of Human Resources, confirmed that they were and the number remains the same. Ms. Chambers also asked if SMART requires staff to notify the authority if they have been vaccinated and if SMART was offering an incentive. Mr. Cramer informed the Board that staff is not required to receive the COVID vaccine, but are encouraged to do so. Also, SMART does not ask employees to utilize vacation or sick time to receive their shot. Ms. Chambers asked if the Board will approve the return to work policy. Mr. Cramer said this is not something the Board would approve traditionally, however, he does not see an issue with the Board reviewing the policy which mostly effects non-union employees.

Mr. Maniko asked if the vacant 80 positions were Fixed Route Driver positions. Mr. Cramer confirmed they were.

Mr. Abdul Haidous inquired if SMART has the authority to require drivers to be vaccinated. Mr. Avery Gordon, General Counsel, stated he will look into the questions and provide an answer to the Board.

Chairperson Mr. Khalil Rahal requested staff provide the Board with the SMART Flex ridership numbers. Mr. Cramer agreed to this.

## 9. New Business

### A. Resolution: Adoption of the FY2022 Operating Budget, FY 2022 Restricted Operating Budget, and FY2022/FY2026 Capital Budget

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that Board of Directors of Suburban Mobility Authority for Regional Transportation hereby adopts the FY2022 Operating Budget, FY2022 Restricted Operating Budget, and FY2022/FY2026 Capital Budget; and, be it further, that the SMART Board of Directors hereby adopts 10% of a line item as the limitation for line item amendments without Board approval.

**DISCUSSION:**

Mr. Maniko asked if this budget will take SMART through the next union negotiations. Mr. Robert Cramer stated yes.

**VOTE: THE MOTION CARRIED.**

*Chairperson Mr. Khalil Rahal had to leave the meeting due to a previously scheduled meeting. Mr. John Paul Rea chaired the meeting after Agenda Item A.*

### B. Resolution: FY 2022 Municipal Credit, Community Credit, and Purchase of Service Agreements

**MOTION:** Moved by Ms. Hilarie Chambers, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is authorized to execute Municipal and Community Credit and Purchase of Service (POS) agreements in FY2022 with the communities and agencies in the amounts listed in the attached tables.

**DISCUSSION:**

Mr. Royce Maniko asked if the \$468,000.00 disappears for Monroe if they are not in an urbanized area and whether they will default to be a part of the State's rural program. Mr. Robert Cramer will follow up on this.

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization to File and Execute the Applications, Contracts, and Amendments for SMART's FY 2022 Annual Application for Michigan Capital and Operating Financial Assistance**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation hereby makes its intentions known to provide transportation services and to apply for state financial assistance with this annual application, execute contracts and amendments allowing for execution of Section 5307 and 5339 Formula Capital including the Governor's Apportionments for Monroe, Congestion Mitigation and Air Quality (CMAC), Section 5310, Section 5311, and Specialized Services for financial assistance under the provisions of Section 10e of Act No. 51 of the Public Acts of 1951, as amended; and be it further that the Board authorizes SMART to submit the Annual Application for FY2022 to MDOT in compliance with the requirements of Section 10e of Act No. 51 of the Public Acts of 1951, as amended, and provide such information as deemed necessary by the commission or MDOT for its administration.

**DISCUSSION:**

NONE

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Authorization to Award a Contract for Transom Window Kits for Diesel and Hybrid Buses**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Ms. Hilarie Chambers, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the total amount of \$4,077,754.00 to Midwest Bus Corporation for Transom Window Kits for Diesel and Hybrid Fixed Route Buses.

**DISCUSSION:**

NONE

**VOTE: THE MOTION CARRIED.**



**E. Resolution: Authorization to Award a Contract for TPA Drug and Alcohol Testing**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three year contract for TPA Drug and Alcohol Testing in the amount of \$198,600.00 with two, 1-year renewal options in the amount of \$66,200.00 per year, for a total contract amount of \$331,000.00 to First Hospital Laboratories Inc., dba FS Solutions.

**DISCUSSION:**

NONE

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Authorization for Purchase Order Change Action (POCA) Bus Shelter Maintenance Installations and Glass Repairs**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$75,000.00 to Allied Building Services Inc.

**DISCUSSION:**

Mr. Haidous asked if SMART is going to enhance the quality of glass in the bus shelters. Mr. Robert Cramer said MDOT has specific rules for the glass installed in shelters and that the current glass installed in SMART's shelters are tempered.

Mr. Royce Maniko stated 3M has a product that may help with vandalism to SMART shelters. He will look into this and forward the information to SMART staff.

**VOTE: THE MOTION CARRIED.**

**G. Resolution: Authorization for Purchase Order Change Action (POCA) #1 OPS to EAM Integration**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$40,613.00 to Trapeze.

**DISCUSSION:**

NONE

**VOTE: THE MOTION CARRIED.**

## **10. Board Member Business**

### **DISCUSSION:**

Mr. Royce Maniko requested a meeting to discuss security, safety, and protocol at SMART's facilities. He also requested a condolence letter be sent to San Jose on behalf of SMART and the Board. Mr. Avery Gordon stated the Board may meet in Executive Session to discuss the security issues.

### **Adjournment**

There being no further business to come before the Board, upon motion made by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, and unanimously carried, the meeting adjourned at 3:45 PM.

Respectfully submitted,

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