

# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## BOARD OF DIRECTORS MEETING

### APPROVED MINUTES – May 28, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, May 28, 2020 at 2:07 PM. The meeting was held via a digital public video conference.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Ms. Hilarie Chambers Mr. Abdul Haidous Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea Ms. Vicki Wolber
<b>Absent:</b>	Vice-Chairperson	Mr. Khalil Rahal
<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 Mr. Darren Beach Mr. Ronald Beier Ms. Jasmine Bridges Mr. LeJuan Burt Ms. Sabrina Clay Mr. Austin Colson Mr. Robert Cramer Mr. Wes Dulemba Mr. Dennis Ellis Mr. Melvin Evans 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  
 Ms. Vickie Jordan  
 Mr. Joe Kim  
 Ms. Nichole Peters  
 Mr. David Sabuda  
 Ms. Lacey Shepard  
 Ms. Kirsten Silwanowicz  
 Ms. Leeya Sutter  
 Mr. Darrell Taylor  
 Mr. Keith Taylor  
 Ms. Michelle Thomas  
 Mr. Andrew Thorner  
 Ms. Madonna Van Fossen  
 Mr. Tony Vinson  
 Ms. Patty Waling  
 Mr. Mike Walter  
 Mr. D'Andrae Whitley  
 Mr. Danny Whitehouse  
 Ms. Brenda Ynclan

**Public Registered:**

HRC  
 Transit Riders United

Mr. Patrick Haire  
 Ms. Megan Owens

**Participants by phone:**

1.313.223.**00
1.313.521.**71
1.248.767.**05
1.586.365.**92
1.810.441.**26
1.734.461.**59
1.734.905.**01
1.313.822.**76
1.734.347.**86
1.734.796.**75
1.248.386.**08
1.734.347.**86

**1. Call to Order**

A) Pledge of Allegiance

**2. Roll Call**

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

**Absent: Vice-Chairperson** Mr. Khalil Rahal

**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. Royce Maniko, to approve the Agenda for the May 28, 2020 meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

**5. Minutes**

**A. Regular Board Meeting Minutes for April 23, 2020**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous to approve the meeting minutes for April 23, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation

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

### A. Public Comment

**DISCUSSION:**

None

### B. Public Hearing on FY2021 Capital & Operating Budgets

**DISCUSSION:**

None

### C. Public Hearing on SMART's FY2021 Annual Application for Michigan Capital and Operating Financial Assistance

**DISCUSSION:**

None

## 7. Chairperson's Report

**DISCUSSION:**

None

## 8. Staff Report

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

- Prepare facilities for increase in staff
- Increased bus services
- Refined screening
- Transition pay and staffing to more normal
- Playbook/Return to Work Plan and Training Program
- Open Enrollment Coming Up –100% Electronic
- Maximum Remote Work Continues
- Webinars Continue Weekly
- Coordinating with DDOT and RTA Leaders
- Good selection of candidates for Director of Finance position

## **9. Financial Reports**

### **A. Third Quarter FY2020 Financial Report**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the Third Quarter FY 2019/2020 Financial Report as presented by the Director of Finance at the May 28, 2020 Board Meeting.

**DISCUSSION:**

Mr. David Sabuda, Director of Finance, provided an overview of the Third Quarter Financial Report. Chairperson Ms. Hilarie Chambers asked how much in emergency funding is covered for SMART. Mr. Sabuda stated 100% will be covered.

**VOTE: THE MOTION CARRIED.**

## **10. New Business**

### **A. Resolution: Adoption of the FY2021, Operating Budget, Restricted Operating Budget and the FY2021 through FY2025 Capital Budget**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby adopts the FY2021 Operating Budget, Restricted Operating Budget and the FY2021 through FY2025 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:**

None

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Approval of Fiscal Year 2021 Municipal Credit, Community Credit, and Purchase of Service Agreements**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation (or Board approved designee) is authorized to execute Municipal and Community Credit and Purchase of Service (POS) agreements in Fiscal Year 2021 with subject to the terms and conditions as approved by the Board Chairperson).

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Approval of FY2020 FTA Section 5307 CARES Act Program of Projects**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Board of Directors of SMART shall submit the Program of Projects for CARES Act funding to FTA in compliance with the requirements of 49 U.S.C. Section 5307, as amended.

**DISCUSSION:**

Chairperson Ms. Hilarie Chambers asked if the funding had to be spent by a certain time. Staff said no, however the funding will be mostly spent within the next 12 to 18 months.

Mr. Maniko stated out of \$134,000,000.00, SMART received \$58,000,000.00 with the remaining balance being distributed amongst DDOT, RTA, People Mover and the Q Line. He feels that SMART is receiving less than they deserve.

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Authorization to File and Execute the Application, Contracts and Amendments for SMART's FY2021 Annual Application for Michigan Capital and Operating Financial Assistance**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Ms. Vicki Wolber, that SMART does hereby establish the intent to file an application, execute contracts and amendments allowing for execution of Sections 5307 and 5339 Formula Capital including the Governor's Apportionments for Monroe, Congestion Mitigation and Air Quality (CMAQ), Section 5310, Section 5311, SDNT and Specialized Service for financial assistance under the provisions of Section 10e of Act No.51 of the Public Acts of 1951, as amended; and be it that the Board of Directors of SMART authorizes SMART to provide such information as deemed necessary by MDOT to make an

official determination of the eligibility for funds under the provision of Section 10e of Act no. 51 of the Public Acts 1951, as amended; and be it further that the Board of Directors of SMART authorizes SMART to submit the Annual Application for FY2021 to MDOT in compliance with the requirements of Section 10e of Act No. 51 of Public Acts of 1951, as amended.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**E. Resolution: Authorization to Award a Contract for Propane Auto Gas for Connector Fleet**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, that the Board Chairperson of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a requirements contract for the provision of liquefied petroleum gas to Blue Flame Propane, Inc. The contract is for one year. The annual amount of the contract is estimated to be \$600,000.00.

**DISCUSSION:**

Board members inquired about how many miles of gas do the buses use per gallon. Staff stated the Connector buses use five to six miles per gallon of gas.

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Authorization to Award a Contract for New & Remanufactured Alternators and Starters**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a 3-year contract to Romaine Electric Corporation for Remanufactured Alternators and Starters, with 2-one year option renewals, for a total estimated value of \$180,000.00 for the base three years. If all five years are exercised, the total amount will be \$300,000.00.

**DISCUSSION:**

The Board asked where Romaine Electric Corporation is located. Staff informed the Board they are located on the west coast of the United States.

**VOTE: THE MOTION CARRIED.**

**G. Resolution: Authorization to Award a Contract to Purchase Two Full Size Vans (LETC)**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the purchase of two full size vans by LETC for a total of \$139,962.00

**DISCUSSION:**

The Board asked if the vans are handicap accessible. Staff confirmed that they come equipped with wheelchair lifts.

**VOTE: THE MOTION CARRIED**

**H. Resolution: Authorization to Award Interim Contract for Voice/Telephone Service**

**MOTION:** Moved by Ms. Vicki Wolber, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is authorized to award an interim contract to Comcast for voice/telephone service starting June 2, 2020 until December 1, 2020 for an amount of \$15,000.00. All terms and conditions of the current contract for the service shall remain unchanged.

**DISCUSSION:**

The Board asked if the contract was new and what was the length of the contract. Staff informed the Board the contract is new and the length of the contract is for six months.

**VOTE: THE MOTION CARRIED**

**I. Resolution: Authorization for Purchase Order Change Action (POCA) #5 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA#5 in the amount of \$195,187.11 to R.W. Mercer Co.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED**



## **11. Board Member Business**

### **DISCUSSION:**

Chairperson Ms. Hilarie Chambers asked if SMART was awaiting the lifting of the COVID orders to proceed with the removal of Mr. John Hertel's, former General Manager, car and personal items from SMART property. Mr. Avery Gordon, General Counsel, said yes.

Mr. Abdul Haidous thanked SMART's staff and Mr. David Sabuda, Director of Finance, for their work.

### **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 3:40 PM.

Respectfully submitted,

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