

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – June 25, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, June 25, 2020 at 2:07 PM. The meeting was held via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Ms. Hilarie Chambers Mr. Abdul Haidous Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea Ms. Vicki Wolber
Absent:	Vice-Chairperson	Mr. Khalil Rahal
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. LeJuan Burt Ms. Sabrina Clay Mr. Austin Colson Mr. Robert Cramer 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
 Mr. Tory Jones
 Ms. Vickie Jordan
 Mr. Monty Kemp
 Mr. Joe Kim
 Mr. Mike Klooserman
 Mr. Mike Patten
 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
 Passenger

Mr. Patrick Haire
 Ms. Megan Owens
 Ms. Marie Donigan

Participants by phone:

1.313.822.**76
1.617.306.**66
1.248.386.**08
1.734.461.**59
1.313.521.**71
1.586.531.**84
1.586.365.**92
1.734.905.**01
1.810.441.**26
1.586.337.**45

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 with the removal of Agenda Item “I” Authorization to Conclude the Internal Process, Engage in Negotiations, and Hire a Director of Finance the Agenda for the June 25, 2020 meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for May 28, 2020

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous to approve the meeting minutes for May 28, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

DISCUSSION:

Mr. Dustin Hagfors informed the Board that two comments came in via email from a J. A., Driver and Gary Boguslawski. Mr. J.A conveyed his appreciation for the FAST bus service and voiced his concerns about the lack of consistency with some of the drivers on the 461 and 462. Some of the driver do a very good job of monitoring social distancing and having mask on other drivers are not as diligent. Mr. Boguslawski requested the Board meeting agenda be posted on the Website a few days prior to the meeting.

7. Chairperson's Report

DISCUSSION:

None

8. Staff Report

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

- Service Plan amer, Deputy General Manager
- Maximum Remote Work Continues
- Webinars Continue Weekly, Monthly Webinar Added
- Coordinating with DDOT and RTA Leaders
- Position of Finance Director Finished

Chairperson Chambers asked if SMART had conducted an employee survey. She said the State of Michigan does a survey of all their employees in terms of satisfaction and other things. She requested SMART conduct an employee survey. Mr. Cramer agreed to this.

9. New Business

A. Resolution: Authorization to Award a Contract for Additional Storage Area Network (SAN)

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Avalon Technologies Inc. for the purchase of additional Storage area Network (SAN) for a total of \$91,245.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for a Paratransit Comprehensive Operational Analysis

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation for Regional Transportation is hereby authorized to award a contract for a one-time purchase of consultant services in the form of a comprehensive Operation Analyses from Nelson\Nygard Consulting Associates. The amount of the contract shall not exceed \$316,700.00

DISCUSSION:

Chairperson Chambers asked if SMART had worked with consultant in the past and how long will the project take. Mr. Cramer informed the Board that the project will take approximately 12 months to complete. SMART has not worked with them; however the consultant had some roles in some of the RTA funded projects that SMART has worked with the RTA as a partner on the projects. The consultant comes highly regarded when it comes to paratransit.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Award a Contract to Purchase Support Vehicles (LETC)

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for regional Transportation is hereby authorized to award a contract to Jefferson Chevrolet for the purchase of three Support Service Vehicles for LETC for a total of \$96,297.60

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Award a Contract for Public Service Announcements

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Outfront Media for the purchase of Public Service Announcements for a total of \$39,950,00.

DISCUSSION:

Mr. Haidous asked if SMART provides hand sanitizer or mask on the busses for passengers. Mr. Cramer said SMART has masks available for drivers.

Unfortunately, SMART does not masks or sanitizer available right now for passengers, but it is something that SMART is working on. It's difficult to put them in a safe sanitary way that could be somewhere on the bus, where people can just grab them. However SMART has not had many problems with passengers not having them for the most part and SMART has spray treatments done every couple of days on the busses.

Mr. Rasegan asked how many busses will have the advertisements on them. Mr. Cramer estimated 270 busses and the Clever System on the busses will also enunciate the importance of wearing mask and utilizing hand sanitizer.

Ms. Chambers asked if \$39,000 was enough money for the project. Mr. Cramer said confirmed \$39,000 was enough money because the ads are only 6x7 feet located at the front of the busses and can be seen from a distance.

Mr. Maniko asked if SMART received mask from the Federal Transit Agency (FTA). Mr. Cramer informed the Board SMART received 10,000 white Hanes mask from the FTA for SMART's employees. Each employee received five white masks, one SMART gray mask and 1 SMART red mask.

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization for Purchase Order Change Action (POCA) #6 – additional Fueling System Improvements & Macomb Pavement Reconstruction Changes

MOTION: Moved by Mr. Bret Rasegan, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #6 in the amount of \$508, 105, and 88 to R.W. Mercer Co.

DISCUSSION:

Chairperson Chambers asked if SMART went above the \$12 million budget six times. Mr. Cramer said yes, this is the sixth time SMART has come to the Board to ask for a change action to the purchase order. Chairperson Chambers requested the total number be added in the future.

Mr. Maniko asked what the changes in the code requirement are and who changed it? Mr. Patrick Haire, HRC and Mr. Cramer confirmed the distance of the Fiber Optic cable requires change and the changes were requested by the State of Michigan.

VOTE: THE MOTION CARRIED.

F. Resolution: Approval of Revised FY2020 FTA CARES Act Program of Projects

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to submit the Revised Program of Projects for CARES Act funding to FTA in compliance with the requirements of 49 U.S.C. Section 5307, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Amendment to the FY2019/2020 General Fund Operating Budget – CARES Revenue

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 approves the budget amendment outlined in the Director of Finance communication to the Board dated 6/25/20 and hereby approved the proposed General fund Revenue operating budget line item as follows:

Revenue Increase – Federal CARES Revenue

DISCUSSION:

Chairperson Chambers asked if SMART was drawing down the first installment.

Mr. Sabuda said SMART is setting up the appropriation. Right now we have approximately 136 million to \$130 million in revenues and 100 \$30 million in expenses on the operating in we're going to move up the revenues by \$6 million to cover the costs that have been incurred by the pandemic that are eligible for reimbursement.

VOTE: THE MOTION CARRIED.

H. Resolution: Authorization to Join the Michigan Public Transit Association (MPTA)

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that Suburban Mobility Authority for Regional Transportation is hereby authorized to apply for membership in the Michigan Public Transit Association and pay annual membership fee of \$33,000.00.

DISCUSSION:

Mr. Maniko voiced how please he was that SMART remain a member of MPTA.

10. Board Member Business

DISCUSSION:

Mr. Maniko stated that hiring a new Finance Director needs to be in sink with the forward thinking plans of the organization and the new General Manager. Last year was considered a big win with the new FAST service hopefully this year will be another big win with Micro Transit and Electric Busses.

Mr. Haidous stated the bus shelter on Michigan Avenue, Eastbound collapsed, he said he left a message and had not heard back for anyone. Mr. Cramer stated a car hit the bus shelter which caused it to collapse. The area has been cleaned up and new shelter will be put in place next week.

Chairperson Chambers stated she would like to associate herself with Mr. Maniko's comments. This is a real opportunity to think about the future and have people join SMART that are creative, strategic and can contribute to the process SMART is undergoing.

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 3:01 PM.

Respectfully submitted,

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