

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – July 23, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, July 23, 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 Mr. Ronald Beier Mr. Robert Cramer Ms. Beverly Crockett-Webb Mr. Andrew Dodt Mr. Eric Dryer Mr. Dennis Ellis Mr. Melvin Evans Ms. Alyssa Gartrelle Ms. Beth Gibbons Ms. Tina Glover Mr. Avery Gordon Ms. Sarah Gryniewicz Mr. Dustin Hagfors Ms. Melissa Hightower Mr. Dana Hilthon

Mr. Ian Holme
 Mr. Kevin Hudson
 Ms. Lynn Hurt
 Ms. Carol Jones
 Ms. Vickie Jordan
 Mr. Monty Kemp
 Mr. Joe Kim
 Ms. Nichole Peters
 Mr. Bruce Pillar
 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. Leslie Verstraete
 Mr. Tony Vinson
 Ms. Patty Waling
 Mr. Mike Walter
 Ms. Brenda Ynclan

Public Registered:

HRC

Mr. Patrick Haire

Participants by phone:

1.313.283.6**5
1.734.905.0**1
1.313.320.4**5
1.586.914.5**9
1.734.461.1**9
1.313.822.3**6
1.810.441.3**6
1.313.320.4**5

1. Call to Order

A) Pledge of Allegiance

DISCUSSION

A moment of silence was given to Vice-Chairperson Mr. Khalil Rahal of Wayne County for the passing of his mother.

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. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Agenda for July 23, 2020 with the removal of Item “F”, Authorization for Purchase Order Change Action (POCA) #2 – LETC Parking Lot Expansion.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for June 25, 2020

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the meeting minutes for June 25, 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:

None

8. Staff Report

Mr. Robert Cramer, Deputy General Manager, provided the Board with an authority update and reported on the following:

- Finance Director Transition
- SMART Path Service Change Strategy/Hearings
- Union Negotiations Update
- Procurement Manual Update
- COVID Cases/Service Update
- Mr. Cramer provided an update to the Board on the accident on Woodward. The Board requested they be updated weekly regarding the investigation.

9. New Business

A. Resolution: Authorization to Award a Contract to Purchase a Document Management System

MOTION: Moved by Mr. Vicki Wolber, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Toshiba Business Solutions Inc. for the purchase of a Document Management System for a total of \$415,815.00.

DISCUSSION:

Ms. Hilarie Chambers asked if this will allow for staff's time to be used more efficiently. Mr. Robert Cramer stated he wouldn't want to over promise, but overall the biggest advantage is for SMART to better track, organize, and archive the documents that we have in place moving forward.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for a Park and Ride Design Consultant

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$284,738.00 to OHM Advisors.

DISCUSSION:

Mr. Rea asked if SMART was utilizing grant funding. Mr. Robert Cramer stated it is programed into the grant that was awarded. When SMART first applied for the grant, this was the activity in mind. Mr. Cramer stated he thought SMART could do it all at once. However, there were some pushback because the first phase has to be done separately. SMART is not allowed to utilize the grant dollars for anything until we have NEPA or preliminary categorical exclusion completed. Therefore, SMART had to scale back. Mr. Rea offered help from Macomb County. He requested SMART engage the business community of these conversations. Ms. Hilarie Chambers also requested SMART engage the business community and their downtown development authority (DDA). Mr. Cramer agreed to do this.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Award a Contract for Customer Relationship Management (CRM) Software and Maintenance

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$425,955.00 to Speridian Technologies.

DISCUSSION:

Ms. Hilarie Chambers asked if the software allowed for multiple users. Mr. Robert Cramer stated yes.

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Award a Contract for Other Post-Employment Benefits: Actuarial Services

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for actuarial services to Gabriel, Roeder, Smith & Company located at One Towne Square, Suite 800, Southfield, MI 48076 for a three year term in an amount of \$55,500.00 with two, one-year renewal options to be used at SMART's discretion. The total amount of the contract for the five year term is \$87,500.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Award a Contract to Purchase Mobile Workstations

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$421,820.00 to Avalon Technologies, Inc.

DISCUSSION:

Ms. Hilarie Chambers asked if the purchase of the mobile workstations is eligible under the CARES Act and what will happen with the Chrome notebooks. Mr. Robert Cramer informed the Board that the workstations are eligible, however, SMART will be utilizing funding from a 5307 Capital Grant. The Chrome notebooks will be utilized as a backup.

VOTE: THE MOTION CARRIED.

F. Resolution: Authorization for Purchase Order Change Action (POCA) #3 – Janitorial Services Additional Electrostatic Sprays

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 is hereby authorized to approve a POCA #3 in the amount of \$322,200.72 to Du-All Cleaning, Inc.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Approval of FY2021 Unified Work Program & Certification of Local Match

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Authority's FY'2021 Unified Work Program referred to herein is approved and that the Suburban Mobility Authority for Regional Transportation is authorized to execute a negotiated project agreement with SEMCOG for \$318,806.00 of FTA Section 8 technical studies funds; represent that \$70,694.00 is available for the local match of these funds; and to negotiate, as may be required, the scope, cost, emphasis, etc. of the program contents.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Approval of Revised (#2) FY2020 FTA Section 5307 CARES Act Program of Projects

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that Suburban Mobility Authority for Regional Transportation is hereby authorized to submit the Revised (#2) Program of Projects for CARES Act funding to the FTA in compliance with requirements of 49 U.S.C. Section 5307, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

I. Resolution: Adoption of Revised Service Change Public Hearing Policy and Procedures

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Authority's Major Service Change / Fare Change Policy referred to herein is approved and the Suburban Mobility Authority for Regional Transportation is authorized to submit the Major Service Change / Fare Change Policy to the FTA.

DISCUSSION:

The Board requested SMART make a special effort to notify the public of these meetings and that a revision to page three of the policy be amended to state: "The public participation plan includes outreach to the public to ensure awareness of and participation in the public hearing process."

VOTE: THE MOTION CARRIED.

2nd MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to add this statement to page three of the policy: "The public participation plan includes outreach to the public to ensure awareness of and participation in the public hearing process."

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

10. Board Member Business

DISCUSSION:

Ms. Hilarie Chambers requested that Mr. Khalil Rahal's home address be sent to the Board in order to send a condolence card. She also asked if Mr. John Hertel's, SMART's former General Manager, vehicles had been removed from SMART property. Mr. Avery Gordon, General Counsel, stated all of Mr. Hertel's vehicles were removed from the Hein Building along with a significant amount of personal property. Mr. Hertel's belongings from his downtown suite have also been packed but have not been removed yet. Arrangements are currently being made to have them removed within the next few days which will bring this to a closure. Ms. Chambers requested the Board be informed of the extent of Mr. Hertel's personal items located at the Hein Building. Mr. Gordon informed the Board he will provide pictures he took of Mr. Hertel's vehicles and personal property.

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 3:15 PM.

Respectfully submitted,

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