

December 3, 2015

**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL
TRANSPORTATION
BOARD OF DIRECTORS MEETING**

APPROVED MINUTES – December 3, 2015

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, December 3, 2015 at 2:00 PM. The meeting was held at the Buhl Building, 535 Griswold, Suite 600, Detroit, MI 48226.

ATTENDANCE

SMART Board of Directors:

Chairman
Vice-Chairman

Ms. Melissa Roy
Mr. Gerald Poisson
Mr. Abdul Haidous
Mr. Robert Daddow
Mr. Royce Maniko
Mr. John Paul Rae
Ms. Melissa Roy

Absent Board Member:

Mr. Rudy Hobbs

SMART Board Secretary:

Ms. Tiffany Martin

SMART General Manager:

Mr. John Hertel

SMART Staff Present:

Ms. Colleen Astalos
Mr. Fred Barbret
Mr. Ron Beier
Mr. Chuck Couwlier
Ms. Lauri Cowhy
Mr. Robert Cramer
Mr. Melvin Evans
Mr. John Foster
Ms. Karen Foster
Mr. Steve Giebel
Mr. Avery Gordon
Ms. Melissa Hightower
Mr. Austen Michaels
Mr. Dan Steele
Mr. Keith Taylor
Mr. Darrell Taylor

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Public Registered:	Passenger	Mr. Eugene Conway
	Plant Moran	Ms. Pam Hill
	Plant Moran	Mr. Ryan Byrne

1. Call to Order

Chairman Abdul Haidous called the meeting to order at 2:03 PM.

A) Pledge of Allegiance

2. Roll Call

Present: Chairman Abdul Haidous, Mr. John Paul Rea, Mr. Gerald Poisson, Mr. Robert Daddow, Mr. Royce Maniko and Ms. Melissa Roy

Excused Absence: Mr. Rudy Hobbs

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. Robert Daddow, seconded by Mr. John Paul Rae, that the Board adopt the agenda for the December 3, 2015 Board meeting.

DISCUSSION

None

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

4. Certification of Public Notice

The Secretary read the Public Notice into the record.

5. Resolution: Election of Officers to the SMART Board of Directors

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko to receive and file the committee's nomination.

DISCUSSION:

Mr. Daddow stated the Nominating Committee revised the nomination for Chairman and Vice-Chairman of the Board. Due to Mr. Jerry Moffitt's resignation from the Board, the

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Committee appointed Ms. Melissa Roy as Chairperson and Mr. Gerald Poisson as Vice-Chairman.

Chairman Haidous called for nominations from the floor. There were no nominations.

Mr. Poisson requested the spelling of his name be corrected in the resolution from “Gerry” to “Jerry or Gerald”.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

6. Minutes

Executive Session Meeting Minutes for October 22, 2015

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko to approve the Executive Session Meeting minutes from October 22, 2015.

DISCUSSION:

None

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

Board Meeting Minutes for October 22, 2015

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea to approve the amended Board Meeting minutes from October 22, 2015.

DISCUSSION:

None

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

7. Public Participation

Chairman Haidous declared the meeting open for public participation.

DISCUSSION:

None

8. Chairman's Report

DISCUSSION:

Chairman Melissa Roy expressed her gratitude with serving on the SMART Board as Chairman. She stated she rode the SMART Gratiot bus and was pleased with the service she received and the timeliness of the bus.

9. General Manager's Report

DISCUSSION:

Mr. Hertel informed the Board he is working on a lease renewal proposal with the Buhl building. He requested the Board provide him with any suggestion on lease renewal with the Buhl building or any other locations of interest. He also mentioned he and staff have been working close with Dan Dirks and DDOT's staff working on the Gratiot and Woodward routes. He will provide details of these meeting at the January 28th board meeting. DDOT and SMART is looking to implement the route changes in July 2016.

Mr. Daddow asked when SMART's lease with the Buhl building will expire. Mr. Cramer informed the Board that the lease will expire during the summer of 2017.

Chairman Roy asked how many floors are occupied by SMART. Mr. Hertel stated 2 ½ floors.

Mr. Poisson asked the square footage. Staff stated they will get him a answer.

He also reported on the following:

Retirements in November & December:

- 1 Maintenance Supervisor, 1 Mechanic and 1 Connector Driver will retire in November and December, 2015

Filled Positions:

- Manager of Employment & Training
- Dispatcher/Inspector
- 3 Full-Time Customer Service Operators
- 5 Coach Service Attendants

10. Financial Reports

Audit Report

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Adoption of the Financial Statements for the Year Ending June 30, 2015 and the Independent Auditors Report to the Board of Directors

MOTION: Moved by Mr. Robert Daddow, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby adopts the audited Financial Statements for the Year ending June 30, 2015 and the Independent Auditor's Report dated November 6, 2015 as prepared by Plante Moran, and forward the required reports to the appropriated State and Federal Agencies.

DISCUSSION:

Pam Hill and Ryan Byrne, Auditors with Plante Moran provided the Board with a presentation on the Audit.

There were no questions from the Board.

Mr. Hertel stated the auditors at Plate Moran are professional and appropriate.

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

1st Quarter Report FY2016

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Gerald Poisson, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receive and file the 1st Quarter Report for FY2016.

DISCUSSION:

Mr. John Foster, SMART's finance director provided the Board with an overview of the 1st quarter financial report.

Mr. Maniko asked if the propane busses recently purchased were listed under diesel or will there be a separate line item for propane. Mr. Foster stated there is a separate cost center, but it is under the cost of diesel.

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

11. New Business

A. Resolution: Authorization to Increase the Contract Amount for the Cellular Provider for Fixed Route Advanced Radio System

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to increase the cellular provider contract for the Fixed Route Advance Radio System with T-Mobile in the amount of \$60,000. The amended amount is \$241,982.

DISCUSSION:

Chairman Roy asked what caused the data overage. Mr. Cramer informed the Board there were separate cellular service plans some of which went over the data usage. He stated that SMART has worked with T-Mobile to rectify future issues. Chairman Roy stated the overage is significant, therefore she requested T-Mobile monitor SMART's account to make sure this does not happen in the future.

Chairman Roy wanted to know how many cellular companies bid on the contract. Staff agreed to provide her with this information sometime after the meeting.

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

B. Resolution: Authorization to Award a Contract to Purchase 26 Solar Bus Shelters, 26 Benches and 26 Trash Receptacles

MOTION: Moved by Mr. Royce Mainko, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation (SMART) is hereby authorized to award a firm, fixed-price contract to purchase 26 solar bus shelters, 26 benches and 26 trash receptacles from Brasco International Inc. The total amount of the contract is estimated to be \$226,460.

DISCUSSION:

Chairman Roy asked if the communities receiving the shelters, benches and trash receptacles were identified. Mr. Cramer stated the list has not been identified yet, he offered to provide a list of where the current locations are.

Mr. Haidous asked if solar panels could be added to the current bus shelters. Mr. Cramer said solar kits can be purchased.

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

C. Resolution: Authorization to Award a Contract for AVL & Camera Equipment Installation

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a requirements contract for AVL and Camera Equipment Installation for \$109,400.

DISCUSSION:

None

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

D. Resolution: Authorization to Award a Contract for Tablets, North Oakland Transit Authority

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a requirements contract for Tablets, Map and Tablet Software to PCTrans for \$36,920.

DISCUSSION:

None

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

E. Resolution: Authorization to Increase Wages for Non-Union Employees

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorizes the General Manager to provide an across-the-board wage increase in the amount of 2% for non-union employees effective January 1, 2016.

DISCUSSION:

Mr. Poisson asked if the resolution will keep the non-union employees on par with union represented employees in terms of rate increase. Ms. Astalos, SMART's HR Directors stated "yes".

VOTE: Board members in attendance voted in the affirmative. **THE MOTION CARRIED.**

12. Executive Session

Roll Call

Present: Chairman Melissa Roy, Vice-Chairman Gerald Poisson, Mr. Robert Daddow, Mr. John Paul Rea, Mr. Royce Maniko and Ms. Melissa Roy

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation **proceed into** Executive Session to discuss the status of contract negotiations with the UAW.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

Vehicle Liability Litigation

DISCUSSION:

Confidential

Union Negotiations

DISCUSSION:

Confidential

MOTION: Moved by Mr. Gerald Poisson, Seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby authorizes the move to **proceed out** of Executive Session.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rae, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation to proceed with the recommendation of General Counsel.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

13. Board Member Business

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Robert Daddow, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby extend the term of Mr. John Hertel's employment contract through December 31, 2018.

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DISCUSSION:

Mr. Poisson requested the Board extend Mr. Hertel's employment contract through December 31, 2018 due to SMART's next millage.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED**

Adjournment

There being no further business to come before the Board, upon motion duly made by Board member Mr. Gerald Poisson, seconded by Ms. Melissa Roy, and unanimously carried, the meeting adjourned at 2:55 PM.

Respectfully submitted,

Tiffany C. Martin
Secretary to the Board of Directors