

**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL
TRANSPORTATION**

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – October 24, 2019

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, October 24, 2019 at 2:10 PM. The meeting was held at the Buhl Building, 535 Griswold, Suite 600, Detroit, MI 48226.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. John Paul Rea Ms. Hilarie Chambers Mr. Royce Maniko Mr. Khalil Rahal Mr. Bret Rasegan Ms. Vicki Wolber
Absent Board Members:		Mr. Abdul Haidous
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		Mr. John Hertel
SMART Staff Present:		Ms. Beverly Anderson Mr. Fred Barbret Ms. Haley Barrett Mr. Ronald Beier Mr. Kristoffer Canty Mr. Robert Cramer Ms. Beverly Crockett Mr. Melvin Evans Mr. Avery Gordon Mr. Dustin Hagfors Ms. Melissa Hightower Mr. Ian Holme Ms. Lynn Hurt Ms. Vickie Jordan Ms. Nichole Peters Mr. David Sabuda Ms. Kirsten Silwanowicz Ms. Leeya Sutter

Ms. Tanzania Talbert
Mr. Darrell Taylor
Mr. Keith Taylor
Mr. Andrew Thorner
Ms. Madonna Van Fossen
Mr. Tony Vinson
Mr. Mike Walter
Ms. Patty Waling
Ms. Shannon White

Public Registered: HRC
HRC
Passenger
Passenger
Passenger
Passenger
Plante Moran
Plante Moran
Plante Moran

Mr. Patrick Haire
Mr. Tom LaCross
Ms. Lavell Jacobs
Ms. Janice McClane
Ms. Sylvia Robertson
Mr. Bill Taube
Ms. Kimberly Deyak
Ms. Pam Hill
Mr. Keith Szymanski

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

Present: Chairperson Mr. John Paul Rea, Ms. Hilarie Chambers, Mr. Royce Maniko, Mr. Khalil Rahal, Mr. Bret Rasegan, and Ms. Vicki Wolber

Absent: Mr. Abdul Haidous

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Khalil Rahal, to approve the Agenda for October 24, 2019 meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

Certification of Public Notice

The Secretary read the Public Notice into the record.

4. Minutes

A. Nominating Committee Report

DISCUSSION:

Mr. Avery Gordon informed the Board that the Nominating Committee met prior to the Board meeting.

Ms. Vicki Wolber, Chair of the Nominating Committee, informed the Board that the Nominating meeting was held prior to the Board meeting. They recommended Ms. Hilarie Chambers, representing Oakland County, for SMART Board Chairperson and Mr. Khalil Rahal, representing Wayne County, for SMART Board Vice-Chairperson.

B. Board Meeting Minutes for September 26, 2019

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Vicki Wolber, to approve the meeting minutes for September 26, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Executive Session Meeting Minutes for September 26, 2019

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Vicki Wolber, to approve the Executive Session meeting minutes for September 26, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

5. Public Participation

Chairman Mr. John Paul Rea declared the meeting open for Public Participation.

DISCUSSION:

The following service complaints were made in regards to a number of issues passengers are experiencing on SMART's buses:

- Ms. Lavell Jacobs
Ms. Jacobs wanted to know if SMART performs random drug test on the drivers and if SMART retrains the drivers on how to kneel the buses for the handicap. She also voiced her concerns about SMART's customer service and requested service hours for Route 756, Perry-Opdyke, be extended.
- Ms. Janice McClane & Mr. Bill Taube
Ms. McClane and Mr. Taube requested SMART extend service for Route 275, Telegraph, and improve the punctuality.
- Ms. Sylvia Robertson
Ms. Robertson voiced her concerns about being removed from the Buhl Building by security twice and a SMART bus driver calling the police on her.

6. Chairman's Report

DISCUSSION:

None

7. General Manager's Report

DISCUSSION:

Mr. John Hertel informed the Board that the long Board Agenda is due to SMART not having a meeting in August. He also reported on the following:

- Successful Job Fair
 - SMART's first ever Career Fair and Open House was a great success. Over 120 job seekers attended at SMART's Oakland Terminal, resulting in a total of over 160 applications received either on site or in the surrounding days. Over 40% of those in attendance were from Wayne County, followed by 27% from Macomb County, and 22% from Oakland County. SMART will track how well these applicants yield as far as successful hires in the coming weeks and months.
- Fixed Route Buses
 - As of this morning, SMART has 30 of the 38 new buses in service from the most recent delivery. The remaining 8 will be in service in the coming weeks.

- COA Public Meetings
 - After an 18-month system wide analysis and outreach effort, SMART will present a draft plan for long-term improvements to its transit services to the public. Proposed solutions include expansion of SMART’s popular FAST routes, more direct routes, increased frequency and weekend service, and pilot projects using new technologies. All of the concepts build on and connect more people to the successful FAST services in place. SMART will be holding seven meetings over the next few weeks, spread across all three counties. A full schedule will be emailed to the Board members. Mr. Robert Cramer, Deputy General Manager, has a brief overview of the proposed plan concepts later in the Agenda.

Finance Department

- As some of you heard at the Audit Committee meeting, SMART’s Independent Audit is nearing completion. SMART staff has done a great job cooperating with and assisting the efforts of Plante Moran.

Human Resources

Filled Positions:

- 1 Mechanic
 - 1 CSSA
 - 1 Road Supervisor
 - 1 Maintenance Supervisor
- Human Resources is working to develop a training program that will be implemented next year, when the Board approved bus simulators are installed and activated to enhance the driver training programs.

Mr. Royce Maniko congratulated Mr. Hertel and SMART’s Operations Team for keeping SMART’s line haul buses up to date.

Mr. Cramer requested Agenda Item 9(A) be moved to 10(A) in order for Mr. Khalil Rahal to vote on Agenda Items A through N before leaving the Board meeting early.

8. New Business

A. Resolution: Authorization to Award a Contract for Overhead Door Parts

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Royce Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a 3-year contract in the amount of \$90,000.00 with each one-year option in the amount of \$30,000.00. The 5-year total of the contract will be \$150,000.00.

DISCUSSION:

Mr. Rahal asked where the selected vendor, Rytex, was located. The Board was informed Rytex is located in Clinton Township.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Approve Additional Trapeze Software Module Maintenance Funding

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to change the awarded amount from \$54,270.00 to \$136,617.00 for Trapeze maintenance for the three new software modules (SGR/CP, Facilities and Optimization) and three mobile devices for a period of five years.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization for Purchase Order Change Action (POCA) – Fueling System Improvements & Macomb Terminal Pavement Reconstruction

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Khalil Rahal, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA in the amount of \$409,281.89 to R.W. Mercer Co.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Award a Contract for Diesel Fuel and Unleaded Gasoline

MOTION: Moved by Ms. Hilarie Chambers, seconded by Mr. Khalil Rahal, that the Board adopt the resolution authorizing the General Manager to award a requirements contract for diesel fuel and unleaded gasoline to Marathon Flint Oil Company for a three (3) year term with two, one year renewal options. The annual contract amount is \$6,610,000.00. The base three (3) year contract amount is \$19,830,300.00 with the full amount, both options exercised being \$33,050,500.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Award a Contract to Purchase for LETC Medium Duty Buses

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Khalil Rahal, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (5) Medium Duty Buses from Hoekstra Transportation. The buses will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost of the Medium Duty Buses is \$703,125.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Authorization to Award a Contract for Diesel Exhaust Fluid (DEF)

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Hilarie Chambers, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the provision of diesel exhaust fluid for its fixed route fleet to Rowley's Wholesale. The contract is for a three-year term and one, one-year renewal option. The annual contract is estimated to be \$90,000.00. The base three-year contract is estimated to be \$270,000.00.

DISCUSSION:

Mr. Robert Cramer explained the diesel exhaust fluid is added to the fuel when it is put into a separate tank to help remove most contaminants.

VOTE: THE MOTION CARRIED.

G. Resolution: Authorization to Award a Contract for Architectural and Engineering Services for LETC

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Board adopt the resolution authorizing the General Manager to award a contract for LETC's Architectural and Engineering Services to Hubbell, Roth, and Clark in the amount of \$110,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Authorization to Award a Contract for Miscellaneous Auto Parts

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Khalil Rahal, that the Board adopt the resolutions authorizing the General Manager to award a contract to Kirks Automotive Inc. for Miscellaneous Auto Parts from November 1, 2019 through October 31, 2022 for a cost not to exceed \$75,000.00 (\$25,000.00/year). There are two, one year renewal options to be exercised at the sole discretion of SMART which will also be at the price of \$25,000.00/year.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

I. Resolution: Authorization to Award a Contract for Architectural and Engineering Services

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Bret Rasegan, that the Board adopt the resolution authorizing the General Manager of the Suburban Mobility Authority for Regional Transportation (SMART) to award a requirements contract for Architectural and Engineering Services to Hubbell, Roth, and Clark for a three (3) year term contract with two, one year renewal options. The base three (3) year contract amount is \$3,000,000.00 (annual amount \$1,000,000.00) and full amount, both options exercised, being \$5,000,000.00.

DISCUSSION:

Mr. Royce Maniko questioned the process of the evaluation and noticed there was a tie between two of the bidders. Mr. Avery Gordon explained the Brooks Act allowed Architectural and Engineering Services to have geographic preference.

VOTE: THE MOTION CARRIED.

J. Resolution: Authorization to Award a Contract to Purchase Propane and Gasoline Fueled Buses

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Khalil Rahal, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (16) Propane and (8) Gasoline Fueled Buses. The vehicles will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for these vehicles is \$1,083,315.36.

DISCUSSION:

Mr. Royce Maniko informed the new Board members that the propane fueled buses reduce SMART's operation costs significantly. He also asked if Richmond-Lenox was still paying \$12,000.00 to \$15,000.00 per stack for propane gas. Mr. Robert Cramer explained Richmond-Lenox has partnered with Blue Flame Gas Company, which is in their area, to fuel their buses.

VOTE: THE MOTION CARRIED.

K. Resolution: Authorization to Award a Contract for Janitorial Services

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Vicki Wolber, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a 3-year contract in the amount of \$438,000.00, with each one-year option in the amount of \$146,000.00. The 5-year total of the contract will be \$730,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

L. Resolution: Authorization to Award a Contract for Human Resources Information Systems and Payroll System

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Royce Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the provision of diesel exhaust fluid for its fixed route fleet to ADP LLC. The contract is for a three-year term and two, one-year renewal options. The first year cost is \$229,093.53, firm fixed with \$7,650 implementation. The total first year cost is \$236,743.53. The total 3-year cost is estimated at \$694,930.59. The 5-year cost is estimated at \$1,166,954.90.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

M. Resolution: Revision to the Drug and Alcohol Testing Policy for Safety-Sensitive Positions

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation:

Section 1. That the General Manager be, and hereby is, authorized to immediately implement the attached revision to SMART's Drug and Alcohol Testing Policy as mandated by the FTA.

Section 2. That the General Manager shall cause this Drug and Alcohol Policy to be distributed to all safety-sensitive employees.

Section 3. That the Authority finds and determines that all formal deliberations and actions of the Authority concerning and relating to the adoption of this resolution were taken in an open meeting of the Authority.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

N. Resolution: Authorization to Award an Interim Contract for Employee Benefits Consultant Services

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Vicki Wolber, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to award an interim contract to Cornerstone Municipal Advisory Group for Employee Benefits Consultant Services starting December 1, 2019 until January 31, 2020 for an amount of \$20,000.00. All terms and conditions of the current contract for the work shall remain unchanged.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

O. Resolution: Authorization to Award a Contract for Clever Devices Maintenance Agreement

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Khalil Rahal, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to award a contract for software maintenance and support agreements with Clever Devices, Inc. for up to five years. The total estimated cost for the five year period is \$1,996,412.00.

DISCUSSION:
None

VOTE: THE MOTION CARRIED.

9. Presentation

Draft Materials for Comprehensive Operations Analysis (COA) Public Workshops

DISCUSSION:

Mr. Robert Cramer provided an overview to the Board of SMART's plan for the public workshops.

Ms. Hilarie Chambers asked why the service changes will take SMART one to two years to incorporate. Mr. Cramer explained SMART will need more drivers and, maybe, more buses.

Mr. Royce Maniko asked how long does it take for a bus to be produced from start to finish. Mr. Cramer said with the new production plant Gillig built, it will take less than a year.

10. Board Member Business

DISCUSSION:

Mr. Royce Maniko said Lake Erie Transit (LET) concluded their Purchase of Service Agreement with SMART. He also informed the Board that Lake Erie is having issues with passengers blocking the aisles of the buses with their personal shopping carts. He said he had recently taken a trip to Europe and rode their buses to observe how or if this issue was being handled there. He explained their buses are equipped with a metal ramp where the personal carts are stored three at a time.

Adjournment

There being no further business to come before the Board, upon motion made by Ms. Hilarie Chambers, seconded by Mr. Bret Rasegan, and unanimously carried, the meeting adjourned at 3:25 PM.

Respectfully submitted,

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