

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – December 12, 2019

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, December 12, 2019 at 2:05 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. Abdul Haidous Mr. Royce Maniko Mr. Khalil Rahal Mr. Bret Rasegan
Absent Board Members:		Ms. Vicki Wolber
SMART Interim Board Secretary:		Mr. Dustin Hagfors
SMART General Manager:		Mr. John Hertel
SMART Staff Present:		Ms. Beverly Anderson Mr. Fred Barbret Ms. Haley Barrett Ms. Janice Bauer Mr. Ronald Beier Mr. Kristoffer Canty Mr. Robert Cramer Ms. Beverly Crockett Mr. Melvin Evans Mr. Avery Gordon Ms. Melissa Hightower Mr. Ian Holme Ms. Lynn Hurt Mr. Joe Kim Mr. Michael Kloosterman Ms. Barbra Mowen Mr. Michael Patten Mr. David Sabuda

Ms. Kirsten Silwanowicz
Ms. Leeya Sutter
Mr. Darrell Taylor
Mr. Keith Taylor
Mr. Andrew Thorner
Ms. Madonna Van Fossen
Mr. Tony Vinson
Ms. Patty Waling

Public Registered: Butzel Long
HRC
Motor City Freedom Riders
Motor City Freedom Riders
Passenger
Plante Moran
Plante Moran
Plante Moran

Mr. Craig Schwartz
Mr. Patrick Haire
Mr. Joel Batterman
Brother Thomas Zerafa
Ms. P. Monet Conner
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. Abdul Haidous, Mr. Royce Maniko, Mr. Khalil Rahal, and Mr. Bret Rasegan

Absent: Ms. Vicki Wolber

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, to approve the Agenda for the December 12, 2019 meeting.

DISCUSSION

Ms. Hilarie Chambers proposed to move into Executive Session to consider a periodic personnel evaluation. Mr. John Paul Rea approved this proposal and assigned Executive Session following Certification of Public Notice.

VOTE: THE MOTION CARRIED.

4. Certification of Public Notice

The Secretary read the Public Notice into the record.

5. Executive Session

Roll Call: Chairperson Mr. John Paul Rea, Ms. Hilarie Chambers, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Khalil Rahal, and Mr. Bret Rasegan

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation *proceed into* Executive Session to consider a periodic personnel evaluation.

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

DISCUSSION:

Confidential

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Hilarie Chambers, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation *proceed out* of Executive Session.

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

6. Minutes

A. Board Meeting Minutes for October 24, 2019

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, to approve the meeting minutes for October 24, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

7. Public Participation

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

DISCUSSION:

➤ Ms. P. Monet Conner

Ms. Conner had concerns about SMART's paratransit services. These concerns include the timeliness of rides, fare cost, and only accepting cash payment, requiring many trips to the bank to get singles. She asked that SMART Staff review Federal Transit Administration (FTA) guidelines regarding paratransit services to ensure that SMART is in compliance and, if not, make any necessary improvements to the service.

8. Chairman's Report

DISCUSSION:

None

9. General Manager's Report

DISCUSSION:

Mr. John Hertel thanked Mr. John Paul Rea for his service as Chairperson for the past year. He also reported on the following:

- SMART is participating in a workgroup led by Oakland County's 196 Authority to reevaluate their Articles of Incorporation, By-Laws, and annual contract with SMART.
- The SMART Path project has concluded the final public involvement stage and Staff are now making final adjustments to the project list. The final plan will be brought before the Board for approval in January or February. If approved, Staff will move forward implementing the Phase One projects over the next 8-12 months, including several phased pilots of microtransit on-demand service for the first time at SMART.
- Board members have a two-page handout in the agenda packet summarizing the October 16th Career Fair feedback and a few key numbers. It's worth pointing out that over 40% of those who attended were from Wayne County including the City of Detroit. If desired, the leader of this effort, Director of Human Resources Leeya Sutter, is here to talk through these points and prepared to answer any questions.

Finance Department

- SMART completed the annual independent audit, single audit, and agreed-upon audit procedures for FY2019.

Human Resources

- Contract negotiations are ongoing with ATU, ATU Clerical, and UAW representatives.
- SMART began classroom training on November 18, 2019 for 13 Connector Operators.

- SMART began the recruitment process for Fixed Route Operators for a class scheduled to begin December, 2019.

Filled Positions:

- 1 Coach Service and Shelter Attendant
- 3 Mechanics
- 1 Maintenance Supervisor
- 1 Service Lane Supervisor
- 1 Supervisor of Material Control
- 1 Orientation and Mobility Trainer
- 1 Budget Analyst
- 1 Electronic Equipment Repairperson
- 1 Customer Service Operator II

Mr. Hertel concluded his report by sharing a story about experiencing the last day of streetcar service in Detroit as a child and how he has always had a dream of creating a modern transit system for the region. He believes that SMART is a predecessor for a larger transit system in the future and fully supports any process going forward to expand transit service in the region.

Mr. Khalil Rahal followed up about the job fair and inquired if SMART was considering having additional job fairs in both Wayne County and Macomb County. Mr. Hertel stated that based on the success of the first job fair that additional job fairs are being planned for the other counties.

10. Financial Report

A. Audit Report

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Khalil Rahal, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approve and accept the recommendation of the Audit Committee and the representations and findings in the Audit Report of the independent auditor.

DISCUSSION:

Mr. David Sabuda, Director of Finance, discussed the finance package given to Board members. He informed the Board that conducting an independent audit is required based on Article IV of the Authority's By-Laws. During the review process, the Audit Committee went over various reports with the independent auditor and it was determined, at that time, there were four additional items to be completed prior to approval:

1. Financial Statement – Opinion Letter
2. Federal Awards Supplemental Information – Opinion Letter

3. Financial Statement – Other Supplemental Information
4. Signed Representation Letter from SMART

These items have since been completed as requested. Representatives from Plante Moran provided additional details about the Audit process and answered any questions from the Board. Mr. Royce Maniko inquired about how cyber security is addressed. Ms. Pam Hill, Plante Moran, assured there are tools and education modules available to ensure protection for the authority.

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

11. New Business

A. Resolution: Authorization to Award a Sole-Source Purchase for Odyssey Electronic Validating Fare Boxes for LETC

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a sole-source contract to Genfare in the amount of \$60,135.00 to purchase four (4) Odyssey Electronic Validating Fare Boxes to be utilized by the Lake Erie Transit Center (LETC).

DISCUSSION:

None

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

B. Resolution: Authorization to Award a Contract for Bus Wraps to FAST Buses

MOTION: Moved by Ms. Hilarie Chambers, 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 Larger Than Life for installation, removal, and maintenance/repair of up to 40 SMART FAST wrapped buses for a one year contract with 2-one year option renewals for a total of \$468,000.00.

DISCUSSION:

Mr. John Paul Rea asked where the vendor was located and what the process to install these wraps usually entails. Mr. Robert Cramer did not know the vendor's exact location, but stated that the vendor does come onsite to install the wraps. Mr. Royce Maniko applauded the lower cost for these wraps as he knows that they can be much more expensive.

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

C. Resolution: Amendment to the FY2019/20 General Fund Restricted Operating Budget

MOTION: Moved by Mr. Bret Rasegan, 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’s communication to the Board dated December 12, 2019 and hereby increases the following General Fund Restricted Operating Budget line items as follows:

Revenue Increase – Specialized Services	\$134,475.00/\$922,275.00
Expenditure Increase – Specialized Services	\$134,475.00/\$922,275.00

DISCUSSION:

Mr. Royce Maniko questioned the cost of living rate increase. Mr. Robert Cramer explained the reasoning behind it and states that the cost of living rate has been unchanged for 20 years.

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

D. Resolution: Authorization for Purchase Order Change Action (POCA) #3 – Fueling System Improvements and Macomb Terminal Pavement Reconstruction

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that the Board adopt the attached resolution authorizing the General Manager to approve a purchase order change action (POCA) in the amount of \$754,617.33 to R.W. Mercer Co. for additional work outlined in Bulletin #5 to be performed based on County and Township input and site conditions and project adjustments.

DISCUSSION:

Mr. John Paul Rea asked how the budget prepares for contaminated soil issues. Mr. Robert Cramer assured the Board that the contractor is aware of those issues and has funding set aside for future issues as they arise.

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. Royce Maniko, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby authorizes the General Manager to provide an across-the-board wage increase in the amount of 3% for non-union employees effective January 1, 2020.

DISCUSSION:

Mr. Abdul Haidous asked if this is the same increase the unions received. Ms. Leeya Sutter, Director of Human Resources, confirmed that it is the same.

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

F. Resolution: Authorization to Amend Employment Contract

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approves an amendment to the Employment Agreement with its General Manager to extend the termination date of that agreement to and including March 21, 2022.

DISCUSSION:

None

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

12. Executive Session

Roll Call: Chairperson Mr. John Paul Rea, Ms. Hilarie Chambers, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Khalil Rahal, and Mr. Bret Rasegan

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Khalil Rahal, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation *proceed into* Executive Session to discuss updates on Union Negotiations.

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

DISCUSSION:

Confidential

MOTION: Moved by Mr. Khalil Rahal, seconded by Ms. Hilarie Chambers, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation *proceed out* of Executive Session.

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

13. Board Member Business

DISCUSSION:

Ms. Hilarie Chambers requested the establishment of a work group to look at strategic planning goals for SMART in the coming year.

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to establish a work group consisting of Mr. Rea, representing Macomb County, Mr. Khalil Rahal, representing Wayne County, and Mr. Bret Rasegan, representing Oakland County, to look at strategic planning goals in the coming year.

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

Mr. Maniko provided the Board with a brief history of the Interurban Rail network.

Mr. Abdul Haidous wished everyone a happy holiday.

Mr. Rea thanked everyone for their hard work over the last year.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, and unanimously carried, the meeting adjourned at 4:20 PM.

Respectfully submitted,

Dustin Hagfors
Interim Secretary to the Board of Directors