

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – September 24, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, September 24, 2020 at 2:03 PM. The meeting was held via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Ms. Hilarie Chambers
	Vice-Chairperson	Mr. Khalil Rahal
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Bret Rasegan
		Mr. John Paul Rea
		Ms. Vicki Wolber
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		None
SMART Staff Present:		Mr. Brandon Adolph
		Ms. Beverly Anderson
		Mr. Fred Barbret
		Mr. Ronald Beier
		Mr. Ryan Byrne
		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. Ian Holme
		Ms. Lynn Hurt
	Mr. Joe Kim	
	Mr. Konner Petz	
	Ms. Lacey Shepard	
	Ms. Kirsten Silwanowicz	

Ms. Leeya Sutter
Mr. Darrell Taylor
Mr. Keith Taylor
Mr. Andrew Thorner
Mr. Tony Vinson
Ms. Patty Waling
Ms. Brenda Ynclan

Public Registered:

Mr. Joel Batterman, Motor City Freedom Riders
Mr. Gary Boguslawski
Mr. Tom LaCross, HRC
Ms. Jennifer Marie, Passenger

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

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

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. John Paul Rea, to approve the revised Agenda for September 24, 2020 with the addition of Executive Session meeting minutes and the Nominating Committee report.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for August 27, 2020

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. John Paul Rea, to approve the meeting minutes for August 27, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Executive Session Meeting Minutes for August 27, 2020

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the meeting minutes for August 27, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

DISCUSSION:

- Mr. Joel Batterman – Motor City Freedom Riders
Mr. Batterman requested SMART reinstate full bus service for passengers.
- Ms. Jennifer Marie – Passenger
Ms. Marie voiced her concerns about the bus signs not being maintained, the SMART bus tracker app not working properly, and unprofessional bus drivers.

7. Chairperson's Report

DISCUSSION:

Chairperson Ms. Hilarie Chambers thanked the Board and SMART staff for their patience while she and Mr. Bret Rasegan came acclimated to SMART.

8. Staff Report

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

- Procurement Manual & Policy Update
- October 5, 2020 Service Change
- Projects Underway:
 - COA #2 (Small Bus)
 - Mobility Hubs Phase 1
 - Phone System/Mobile Workstations
- Projects Coming Soon:
 - Farmington Dial-a-Ride App
 - Microtransit Pilot Zones

Mr. John Paul Rea informed SMART of the drive-thru flu clinic opportunities being offered by Macomb County's Health Department. He offered to connect SMART with Macomb's health officers to see if there are any synergies and partnerships available.

9. Nominating Committee Report

DISCUSSION:

Committee Chairperson Mr. Bret Rasegan informed the Board that the Committee nominated Mr. Kahlil Rahal of Wayne County as SMART Board Chairperson and Ms. Vicki Wolber of Macomb County as Vice-Chairperson for the term of October 2020 to September 2021.

10. Financial Report – FY2020 Q

DISCUSSION:

Mr. Ryan Byrne, Director of Finance, provided an overview of the financial report. There were no questions from the Board members.

11. New Business

A. Resolution: Authorization to Award a Contract to Purchase an Automated Dispatching and Scheduling Software

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$1,794,760.00 to Trapeze Software Group.

DISCUSSION:

Mr. Maniko asked staff to explain the description of yard management. Mr. Melvin Evans, Manager of IT, explained the yard management tool is to allow for the dispatchers to know the location of the buses they are assigning versus a bus that is on the road.

Mr. Maniko inquired if the management discount was negotiated by staff. Mr. Evans stated it was part of negotiations between staff and Trapeze.

Ms. Hilarie Chambers asked what the timing of implementation is expected to be. Mr. Evans stated the implementation for this project is approximately a year.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization for Purchase Order Change Action (POCA) #7 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #7 in the amount of \$458,005.00 to R.W. Mercer Co.

DISCUSSION:

Ms. Hilarie Chambers requested the total figure amount be included in change orders in the future.

Mr. Royce Maniko asked if there was an increase with the electrical installation and additional piping excavation. Mr. Tom LaCross, HRC, did not have the information available at the meeting but offered to present it to the Board at the October meeting.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization for Purchase Order Change Action (POCA) #1 – Upgrade Software License Subscriptions to Acrobat DC Enterprise

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$5,181.02 to Dell Inc.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Approval of Updated Title VI Program & Authorization to File with FTA

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Authority's 2018-2020 Update of Title VI Assessment for Capital and Operation Assistance and its monitoring results referred to herein are approved and that the Suburban Mobility Authority for Regional Transportation is authorized to submit the 2018-2020 Update of Title VI Assessment for Capital and Operation Assistance to the FTA.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Execute a Funding Agreement and Service Plan with Richmond Lenox EMS Utilizing Community Credits from Chesterfield and Macomb Township

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) authorizes amending the agreement with the Richmond Lenox EMS Ambulance Authority for the purpose of a one-time grant utilizing the unspent and recaptured community credit fund balances in Macomb and Chesterfield Townships on community transit services in the areas where the funds were first generated.

DISCUSSION:

Mr. Rea thanked SMART staff for their continued support and help with Richmond Lenox EMS.

VOTE: THE MOTION CARRIED.

F. Resolution: Appointments of the 2020-2021 Audit Committee

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Khalil Rahal, that the SMART Board Chairperson Ms. Hilarie Chambers has appointed Mr. John Paul Rea, Macomb County, Mr. Bret Rasegan, Oakland County, and Mr. Khalil Rahal, Wayne County, to the 2020-2021 Audit Committee.

DISCUSSION:

Mr. Bret Rasegan, Oakland County, was appointed Chairperson of the 2020-2021 Audit Committee.

VOTE: THE MOTION CARRIED

12. Board Member Business

DISCUSSION:

None

Adjournment

There being no further business to come before the Board, upon motion made by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, and unanimously carried, the meeting adjourned at 3:15 PM.

Respectfully submitted,

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