

January 28, 2016

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

**APPROVED MINUTES – January 28, 2016**

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, January 28, 2016 at 2:00 PM. The meeting was held at the Buhl Building, 535 Griswold, Suite 600, Detroit, MI 48226.

**ATTENDANCE**

<b>SMART Board of Directors:</b>	Vice-Chairman	Mr. Gerald Poisson Mr. Rudy Hobbs Mr. Robert Daddow Mr. John Paul Rae
<b>Absent Board Member:</b>	Chairman	Ms. Melissa Roy Mr. Royce Maniko Mr. Abdul Haidous
<b>SMART Board Secretary:</b>		Ms. Tiffany Martin
<b>SMART General Manager:</b>		Mr. John Hertel
<b>SMART Staff Present:</b>		Ms. Colleen Astalos Mr. Fred Barbret Mr. Ron Beier Mr. Chuck Couwlier Mr. Robert Cramer Ms. Beverly Crockett Mr. Steve Dobbins Mr. Melvin Evans Mr. John Foster Mr. Steve Giebel Mr. Avery Gordon Ms. Melissa Hightower Mr. Ian Holme Mr. Leonard Jones Mr. Dan Steele Mr. Darrell Taylor Ms. Madonna Van Fossen Ms. Patty Wailing

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<b>Public Registered:</b>	Passenger	Mr. Eugene Conway
	Passenger	Mr. Jim Casha
	Passenger	Ms. Felicia Smith
	ATU 1564	Mr. James Moore
	ATU 1564	Mr. Kevin Colon

**1. Call to Order**

Vice-Chairman Gerald Poisson called the meeting to order at 2:03 PM.

A) Pledge of Allegiance

**2. Roll Call**

Present: Vice-Chairman Gerald Poisson, Mr. John Paul Rea, Mr. Robert Daddow, Mr. Rudy Hobbs

Excused Absence: Chairman Melissa Roy, Mr. Abdul Haidous and Mr. Royce Maniko

**A quorum was present.**

**3. Adoption of Agenda**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Robert Daddow, that the Board adopt the agenda for the January 28, 2016 Board meeting.

**DISCUSSION**

None

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

**MOTION:** Moved by Mr. Rudy Hobbs, seconded by Mr. Robert Daddow, that the Board Table the Adoption of SMART's Revised Disadvantage Business Enterprise (DBE) Policy Statement to the February 25, 2016 Board meeting.

**DISCUSSION**

Mr. Hobbs requested Agenda Item 9, D, Adoption of SMART's Revised Disadvantage Business Enterprise (DBE) Policy Statement be Tabled to the February 25<sup>th</sup> Board meeting.

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

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**4. Certification of Public Notice**

The Secretary read the Public Notice into the record.

**5. Minutes**

**Executive Session Meeting Minutes for December 3, 2015**

**MOTION:** Moved by Mr. Robert Daddow, seconded by Mr. John Paul Rea to approve the Executive Session Meeting minutes from December 3, 2015.

**DISCUSSION:**

Vice- Chairman Poisson requested “After the Roll Call Vote” be added to the Vote under Roll Call.

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

**Board Meeting Minutes for December 3, 2015**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Robert Daddow to approve the amended Board Meeting minutes from December 3, 2015.

**DISCUSSION:**

None

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

**6. Public Participation**

Vice Chairman Poisson declared the meeting open for public participation.

**DISCUSSION:**

**Jim Casha**

Mr. Casha requested SMART have a shuttle service to and from Metro Airport. He also suggested SMART and the RTA acquire the Michigan State Fair Grounds as a regional Transportation Hub.

**7. Chairman’s Report**

**DISCUSSION:**

None

## 8. General Manager's Report

### **DISCUSSION:**

- Continued work with Buhl Building on lease renewal proposal, continued research on new lease options for SMART administrative offices
- Participated in RTA public meetings related to Gratiot, Michigan, and the Master Plan, including special meetings on the downtown circulation and alignment of the three proposed BRT routes and local service.
- Recruited 17 Fixed Route drivers for training class to begin on January 18, 2016

### ***Filled Positions:***

- 1 Maintenance Supervisor
- 4 Assistant Mechanics
- 1 Part-Time Customer Service Operator
- 2 Coach Service Attendants

## 9. New Business

### **A. Resolution: Authorization to Award a Contract for Community Transit Accessible Minivans**

**MOTION:** Moved by Mr. Robert Daddow, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to purchase two (2) MV-1 Accessible Vans for Community Transit Providers. The vehicles will be purchased under a cooperative purchasing agreement through the Michigan Delivering Extended Agreements Locally. The total cost for the vehicle is \$95,3016.

### **DISCUSSION:**

Mr. Daddow asked what were the two agencies. Mr. Cramer informed the Board the two agencies are North Oakland Transit Authority in Oakland County and Golden Home Services in Wayne County.

Mr. Rea asked if these were the first two in the SMART fleet. Mr. Cramer's response was "yes".

Vice Chairman Poisson asked if more will be developed. Mr. Cramer stated it will be an option available to other agencies.

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

**B. Resolution: Authorization to Award a Contract for Installation and Training Related to the Trapeze Bus Stop Maintenance Module**

**MOTION:** Moved by Mr. Rudy Hobbs, seconded by Mr. Robert Daddow, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to award a fixed-price contract for the installation of Trapeze Bus Stop Maintenance Module software. The purchase for the installation is \$54,000.

**DISCUSSION:**

Mr. Daddow asked if the Trapeze software will help with the coordination the Detroit Department of Transportation (DDOT). Mr. Cramer informed the Board that he did not think this would have a direct impact, because SMART is currently managing the stops in our jurisdiction. Currently SMART utilizes a Excel Spreadsheet, the Trapeze Module allows SMART to tie into all of SMART other activities and issue work orders which increases SMART efficiency and managing our stops. It could potential allow SMART to coordinate with DDOT.

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

**C. Resolution: SMART's FY2014 and FY2015 Program of Projects**

**MOTION:** Moved by Mr. Robert Daddow, seconded by Mr. John Paul Rea, that the Board of Directors of SMART authorizes the General Manager of SMART to submit the Program of Projects for FY2014 and FY2015 to FTA in compliance with the requirements of 49 U.S.C. Section 5310, as amended.

**DISCUSSION:**

Vice Chairman wanted to confirmed the funding was already appropriated from the Federal Government from last Fiscal year and if SMART will receive approval to spend the funding next year on the projects. Mr. Cramer confirmed this.

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

**10. Board Member Business**

**DISCUSSION:**

None

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

**Adjournment**

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There being no further business to come before the Board, upon motion duly made by Board member Mr. Robert Daddow, seconded by Mr. Rudy Hobbs, and unanimously carried, the meeting adjourned at 2:22 PM.

Respectfully submitted,

Tiffany C. Martin  
Secretary to the Board of Directors