

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

APPROVED MINUTES – December 7, 2017

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, December 7, 2017 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	Mr. Abdul Haidous
	Vice-Chairman	Mr. John Paul Rea
		Mr. Robert Daddow
		Mr. Royce Maniko
		Mr. Gerald Poisson
		Ms. Melissa Roy
Excused Absence:		Mr. Khalil Rahal
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		Mr. John Hertel
SMART Staff Present:		Mr. Brandon Adolph
		Ms. Colleen Astalos
		Mr. Fred Barbret
		Mr. Ron Beier
		Mr. Robert Cramer
		Ms. Beverly Crockett
		Mr. Stephen Dobbins
		Ms. Karen Foster
		Ms. Beth Gibbons
		Mr. Avery Gordon
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Ms. Lynette Hurt
		Mr. Joni Hyska
		Mr. Justin Miller
		Mr. Mike Patten
		Mr. David Sabuda
		Ms. Kirsten Silwanowicz
		Mr. Darrell Taylor

Public Registered:	National Federation of The Blind of Michigan Plante Moran HNTB Passenger	Mr. James Moore Ms. Pam Hill Mr. Jeremy Papuga Mr. Eugene Conway
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1. Call to Order

Chairman Abdul Haidous called the meeting to order at 2:06 PM.

A) Pledge of Allegiance

2. Roll Call

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

Excused Absence: Mr. Khalil Rahal

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Robert Daddow, to approve the Agenda for December 7, 2017.

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. Minutes

A. Board Meeting Minutes for October 26, 2017

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, to approve the meeting minutes from October 26, 2017.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Special Board Meeting Minutes for November 3, 2017

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Robert Daddow, to approve the Special Board meeting minutes for November 3, 2017.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

Chairman Abdul Haidous declared the meeting open for Public Participation.

DISCUSSION:

- **Eugene Conway** – Mr. Conway inquired about the color scheme for the new FAST busses. Mr. Hertel informed Mr. Conway that SMART is working on a color scheme for the FAST busses.
- **Mr. Michael Powell, President of the National Federation for the Blind** – Mr. Powell voiced the Federation's concerns regarding SMART's service. He stated that the National Federation for the Blind is asking blind people not to utilize SMART's service because it is not assessable for the blind. He requested SMART rectify this issue.

7. Chairman's Report

DISCUSSION:

None

8. General Manager's Report

DISCUSSION:

Mr. Hertel presented a Years of Service plaque to SMART's former Finance Director, John Foster. He then reported on the following:

- He worked with the City of Royal Oak to participate in a local transit task force to consider possible designs for additional intra-city routes funded by Royal Oak and coordinated with SMART's existing services and facilities.
- Continued public involvement on new service initiative, including presentations at 4 public workshops, 5 public hearings, and numerous other public meetings.
- Continued working with DTE on energy audit process for our three bus terminals, which will recommend investments and measures that can reduce our energy costs and qualify for additional rebates.

Positions filled:

- HR hired 57 trainees to begin Fixed Route Driver class on November 13, 2017.
- 1 Mechanic retired in November, 2017; 1 Maintenance Supervisor and 1 Coach Service & Shelter Attendant retired in December, 2017.
- Assistant General Counsel
- Senior Purchasing Agent
- Marketing Coordinator
- Communications Coordinator
- Mobility Management Coordinator
- 2 Mechanics
- Coach Service & Shelter Attendant

9. Financial Reports

A. Resolution: Adoption of the Audited Financial Statements for the Year Ending June 30, 2017 Including the Independent Auditors Report dated 11/13/2017

MOTION: Moved by Mr. Robert Daddow, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby adopts the Audited Financial Statement for the year ended; Supplemental Information Report dated 6/30/17, and that the Board directs the Director of Finance to submit all reports to their proper federal and state agency as required by state and federal law prior to 12/31/2017.

DISCUSSION:

None

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

B. Resolution: Fiscal Year 2017/18, First Quarter 2018 Financial Report Covering the Period of July 1, 2017 Through September 30, 2017

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Melissa Roy, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receive and file the First Quarter 2017/18 Financial Report as presented by the Director of Finance at their 12/7/17 Board Meeting.

DISCUSSION:

Mr. Maniko asked why the revenues for REFLEX were so low. Mr. Sabuda explained that ridership is down and SMART is currently receiving a monthly refund for the expenses to manage the REFLEX service.

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

10. New Business

A. Resolution: Approval of New Service Inclusive of Changes Based on Public Input

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to implement a series of service modifications effective Monday, January 1, 2018.

DISCUSSION:

None

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

B. Resolution: Increase of Fiscal Year 2018 Community Credits and Community Based Service Funds

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award additional community transit funds in Fiscal Year 2018 with all the communities and agencies in the amounts listed in the attached tables, subject to the terms and conditions as approved by the General Manager.

DISCUSSION:

None

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

C. Resolution: Authorization to Amend a Purchase Order Change Action for Additional Bus Video Recording Equipment

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Melissa Roy, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation is hereby authorizes the General Manager, John Hertel to amend a contract to SEON System for additional bus video recording systems and individual replacement cameras in the amount of \$92,525.00.

DISCUSSION:

None

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

D. Resolution: Authorization to Approve a Purchase Order Change Action for Bus Wrap Services

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Melissa Roy, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to issue a Purchase Order Change Action of \$225,000 for bus wrap services to OutFront Media.

DISCUSSION:

None

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

E. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) for Voice Services

MOTION: Moved by Ms. Melissa Roy, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) authorizes the General Manager to increase the current Purchase Order Number 101428 by \$24,566 to pay outstanding invoices and undisputed December charges for voice/telephone services with Comcast Business Communications, LLC while billing issues are resolved.

DISCUSSION:

None

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

F. Resolution: Authorization to Award a Contract for a Cellular Voice & Data Services

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Melissa Roy, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to complete negotiations and award a three-year contract with two one-year options for cellular voice and data services to T-Mobile. The first year of the contract is estimated to be \$370,906. Total cost for the three-year term is estimated to be \$1,112,718. The five-year total is estimated to be \$1,854,530.

DISCUSSION:

None

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

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

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 General Manager to provide an across-the-board wage increase in the amount of 3% for non-union employees effective January 1, 2018.

DISCUSSION:

None

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

11. Board Member Business

DISCUSSION:

Mr. John Paul Rea requested permission from the Board to speak with Mr. Hertel and other representatives from the community regarding financial issues and administrative changes with the City of Fraser's Senior Transit.

Adjournment

There being no further business to come before the Board, upon motion duly made by Board member Mr. Gerald Poisson, seconded by Mr. John Paul Rea, and unanimously carried, the meeting adjourned at 3:13 PM.

Respectfully submitted,

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