

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

APPROVED MINUTES – February 22, 2018

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, February 22, 2018 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. Gerald Poisson
		Ms. Melissa Roy
		Mr. Khalil Rahal
Excused Absence:		Mr. Khalil Rahal
		Mr. Royce Maniko
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		Mr. John Hertel
SMART Staff Present:		Ms. Colleen Astalos
		Mr. Fred Barbret
		Mr. Ron Beier
		Mr. Robert Cramer
		Mr. Stephen Dobbins
		Ms. Karen Foster
		Ms. Beth Gibbons
		Mr. Avery Gordon
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Mr. Ian Holme
		Ms. Lynette Hurt
		Ms. Carmen Morgan
		Mr. David Sabuda
		Ms. Kirsten Silwanowicz
		Mr. Darrell Taylor
		Mr. Keith Taylor
		Ms. Malinda Westbrook
		Ms. Brenda Ynclan

Public Registered: Mackinaw Administration Mr. Bill Brown
Passenger Mr. Eugene Conway
Passenger Dorian Tygs
WDET Ms. Laura Herbera

1. Call to Order

Chairman Abdul Haidous called the meeting to order at 2:09 PM.

A) Pledge of Allegiance

2. Roll Call

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

Excused Absence: Mr. Khalil Rahal and Mr. Royce Maniko

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Melissa Roy, to approve the Agenda for February 22, 2018.

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 January 25, 2018

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, to approve the meeting minutes for January 25, 2018.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

Chairman Abdul Haidous declared the meeting open for Public Participation.

DISCUSSION:

- **Ms. Shona McDaniel** – Ms. McDaniel stated that she is a retired ATU member and has worked for SMART for 22 years retiring with 19 credited service years. Ms. McDaniel stated MERS stopped the financial portion of her retirement benefit in September 18, 2017 and has refused to release her pension until she has signed form F51. She presented the Board with copies of form F51 along with other documentation. She asked the Board to help her with her concerns.

7. Chairman's Report

DISCUSSION:

None

8. General Manager's Report

DISCUSSION:

Mr. Hertel reported on the following:

- Currently compiling initial data to determine impact that new FAST service has on ridership; initial results on two corridors with complete data shows over 20% increases in weekday riders over this time last year.
- Completed initial document collection phase of FTA Triennial Review. Site visit is scheduled in July 2018.
- RPF Evaluation is in progress for Operations Analysis Study.
- Continued work with City of Royal Oak on potential additional local-funded City Transit, which may result in a of partnership with SMART.

- Held additional meetings with the City of Rochester and City of Rochester Hills to continue discussion about interest in transit in those opt-out communities.

Positions filled:

- Senior Financial Analyst position with an internal candidate.
- Payroll Clerk
- Service Lane Supervisor position filled
- 2 Coach Service & Shelter Attendants

Retirements in February, 2018:

- One Connector Driver

9. Financial Report 2nd Quarter Report

A. Resolution: Revised SMART FY2017 Section 5310 Program of Projects

DISCUSSION:

Mr. Sabuda provided the Board with an overview of the 2nd Quarter Financial Report.

Mr. Poisson stated that the rules for the presentation of financial reporting has changed, SMART will be required to have a narrative explanation of obligations that were historically left of the Balance sheet for the public and SMART employees.

Mr. Daddow asked why there was an increase from \$2.4 to \$3.3. Million in inventory for materials and supplies if SMART has new busses. Mr. Sabuda said he will look into this and inform the Board. Mr. Daddow also asked if Mr. Sabuda will be moving the \$26 million from Comerica's money market to a better earning account. Mr. Sabuda informed the Board that we have moved \$26 million to the Comerica J Fund. We're earning approximately 100 basis points more than the original Comerica money market account. Further, we've moved an additional \$10 million into various CD's at Flagstar bank over the last sixty days earning approximately an additional 125 basis points on those investments. Funds for the CD's have come from our money market account at PNC bank.

10. New Business

A. Resolution: Revised SMART FY2017 Section 5310 Program of Projects

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 authorizes the General Manager to submit the revised Program of Projects for

FY2017 to FTA in compliance with the requirements of 49 U.S.C. Section 5310, as amended

DISCUSSION:

Mr. Poisson asked about the number of busses that are provided to Livonia. Mr. Cramer informed the Board that SMART receives 5310 funding which provides funding to distribute five busses to Livonia.

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

B. Resolution: Revisions to the Drug and Alcohol Testing Policy for Safety- Sensitive Positions

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 authorizes the General Manager to immediately implement the attached revision to SMART's Drug and Alcohol Testing Policy and distribute revisions to all SMART staff who perform safety-sensitive duties.

DISCUSSION:

None

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

C. Resolution: Authorization to Award a 3 Year Base period two one year options Contract for Armored Car Service

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, that the Board of Directors of Suburban Mobility Authority for Regional Transportation authorizes the General Manager to award a contract for processing fare box receipts to Total Armored Car Services, Inc. Annual estimates are based on current receipt amounts. The contract amount for the first year is estimated to be \$337,845.88. The total cost for the three-year term is estimated to be \$1,034,249.45. The five-year total estimated to be \$1,758,683.67.

DISCUSSION:

None

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

D. Resolution: Authorization of Award a Contract for Enhanced Bus Shelters

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 award a contract to Brasco International, Inc., for up to 100 enhanced bus shelters with digital messages signs, and authorization to purchase the first 60 units for an amount not to exceed \$1,950,000.00.

DISCUSSION:

Mr. Poisson asked if SMART was partnered with DDOT on sharing the bus stops. He requested a list of the bus stops that will be receiving the new bus shelters.

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

E. Resolution: Authorization to Award a Purchase Order Change Action (POCA) for Bus Shelter Maintenance Repairs, Installations and Glass Repairs

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. John Paul Rea, that the Board of Directors of Suburban Mobility Authority for Regional Transportation is hereby authorized to award a POCA for bus shelter maintenance, installation and glass repairs increasing the three year base term by \$100,000,00 to Allied Building Services Company. The amended approval for the three year base term is \$580,000.00.

DISCUSSION:

Chairman Haidous asked how often the shelters will be maintained. Mr. Cramer informed the Board that broken glass and damages will be repaired by Allied, but the cleaning/maintenance of the shelters will be conducted by SMART's staff.

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

11. Executive Session

Authorization to Discuss a Legal Matter

Roll Call

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

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, **proceed into** Executive Session to discuss legal matters.

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

DISCUSSION:

Confidential

MOTION: Moved by Mr. Gerald Poisson seconded by Ms. Melissa Roy, 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.**

12. Board Member Business

DISCUSSION:

None

Adjournment

There being no further business to come before the Board, upon motion duly made by Board member Mr. John Paul Rea, seconded by Mr. Gerald Poisson, and unanimously carried, the meeting adjourned at 2:30 PM.

Respectfully submitted,

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