

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – May 23, 2019

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, May 23, 2019 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. John Paul Rea
	Vice-Chairman	Mr. Robert Daddow
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Khalil Rahal
		Ms. Vicki Wolber
Absent Board Member:		Mr. Gerald Poisson
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		Mr. John Hertel
SMART Staff Present:		Ms. Beverly Anderson
		Ms. Haley Barrett
		Mr. Ronald Beier
		Mr. Robert Cramer
		Ms. Beverly Crockett
		Mr. Steve Dobbins
		Mr. Melvin Evans
		Mr. Avery Gordon
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Mr. Ian Holme
		Ms. Lynn Hurt
		Mr. Michael Patten
		Ms. Nichole Peters
		Mr. Kyle Rosenberg
		Mr. David Sabuda
		Ms. Kirsten Silwanowicz
		Ms. Leeya Sutter
		Ms. Tanzania Talbert

Mr. Darrell Taylor
Mr. Keith Taylor
Mr. Andrew Thorner
Ms. Madonna Van Fossen
Mr. Tony Vinson
Ms. Patty Waling

Public Registered: Butzel Long

Mr. Craig Schwartz

1. Call to Order

Chairman Mr. John Paul Rea called the meeting to order at 2:03 PM.

A) Pledge of Allegiance

2. Roll Call

Present: Chairman Mr. John Paul Rea, Vice-Chairman Mr. Robert Daddow, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Khalil Rahal, and Ms. Vicki Wolber

Absent: Mr. Gerald Poisson

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Gerald Poisson, to approve the Agenda for May 23, 2019 meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

4. Certification of Public Notice

The Secretary read the Public Notice into the record.

5. Minutes

A. Budget Committee Meeting Minutes for April 25, 2019

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, to approve the meeting minutes for April 25, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Board Meeting Minutes for April 25, 2019

MOTION: Moved by Mr. Robert Daddow, seconded by Mr. Abdul Haidous, to approve the meeting minutes for April 25, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Executive Session Meeting Minutes for April 25, 2019

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Robert Daddow, to approve the meeting minutes for April 25, 2019.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

DISCUSSION:

None

7. Chairman's Report

DISCUSSION:

Chairman Mr. John Paul Rea welcomed new SMART Board member Ms. Vicki Wolber, Macomb County Representative. He also welcomed Mr. Avery Gordon, SMART's General Counsel, back from his medical leave.

8. General Manager's Report

DISCUSSION:

Mr. John Hertel informed the Board that he met with Mr. Mike Duggan, Mayor of Detroit, regarding DDOT & SMART's Dart card. Mr. Hertel stated that ridership on FAST continues to increase. He also reported on the following:

- SMART staff participated in the RTA Board Retreat session, which included discussion of past plans and ballot measures, current challenges, and potential future efforts.
- SMART made a formal presentation to the Oakland County Public Transportation Authority, OCPTA, to update the mostly-new Board membership on our services. SMART and OCPTA will be making a joint/cooperative presentation before the Oakland County Board of Commissioners in August to update that body and solicit feedback.
- ZOOM to the ZOO formally kicked off it's second year of service in our partnership with the zoo. Any paying passenger can say they want to "Zoom to the Zoo" and get a special ticket printed that is good for a complimentary return trip on SMART, a wristband for unlimited fountain drinks while at the zoo, and an \$8 parking credit on their entrance fee (per group). Spread the word!

Finance Department

- Provided Management with financial support for contract negotiations with various labor units.
- Procured various goods and services for the Authority for the time period.
- Responded to FTA questions in regards to the annual 2018 federal NTD report which was submitted in March 2019.
- Completed the FY 2020 Operating Budget and Restricted Operating Budget in a balanced position.
- Reviewed and incorporated the five-year Capital Grant Program into the annual budget.
- Reviewed the proposed FY2019/20 Operating and Restricted Operating budgets, along with the Capital Grant Program, with the Budget Committee in April with no changes noted and obtained Committee approval to deliver the proposed budget to the full Board of Directors in May 2019.

Human Resources

- Contract negotiations are currently ongoing with all five bargaining units.
- Completed 2-week classroom training for 15 Connector Operators.
- Began recruitment process for Fixed Route Operators.

Retirements in May, 2019:

- 1 Mechanic, 1 Maintenance Supervisor, 1 Road Supervisor and 3 Fixed Route Operators will retire in May, 2019.

Filled Positions:

- 1 Assistant Planner
- 3 Coach Service & Shelter Attendants
- 1 Electronic Equipment Repairperson
- 1 Maintenance Supervisor

9. Financial Report

A. 3rd Quarter Financial Report

MOTION: Moved by Mr. Khalil Rahal, seconded by Mr. Robert Daddow, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the Combined 3rd Quarter 2018/19 financial report as presented by Mr. David Sabuda, Director of Finance, at the May 23, 2019 Board Meeting.

DISCUSSION:

None

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

10. New Business

A. Resolution: Adoption of the FY 2020 Operating Budget and Restricted Operating Budget and the FY2020/FY2024 Capital Budget

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Robert Daddow, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby adopts the FY2020 Operating Budget and Restricted Operating Budget and the FY2020/FY2024 Capital Budget. Be it further that the SMART Board of Directors hereby adopts 10% of line items as the limitation for line item amendments without Board approval.

DISCUSSION:

Mr. Daddow reminded the Board that the Budget was reviewed at the Budget Committee last month and recommended to the Board for approval.

Mr. Abdul Haidous wanted to know what SMART was doing to fill the vacant bus driver positions. Mr. Robert Cramer informed the Board recruiting bus drivers is a nationwide issue. However, SMART is working with employment placement groups such as trade schools, Goodwill, and with a RTA Board member from Macomb to try to find potential applicants.

Mr. Maniko wanted to know why the CMAQ grant from SEMCOG was not in the Budget. Mr. David Sabuda, Director of Finance, said the CMAQ grant for FY 2018/19 was partially put into the Budget. Further, 100% of CMAQ revenues anticipated will be received in FY2018/2019. SMART does not have a Budget for the CMAQ grant for the FY 2019/20 Budget, but will have a CMAQ Budget for the FY2020/21 Budget.

Chairman Mr. John Paul Rea thanked Mr. Sabuda, Mr. John Hertel, and the Finance Department for their work and stated SMART is in a stable financial position.

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

B. Resolution: FY2020 Annual Application for Michigan Capital and Operating Financial Assistance

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to provide such information as deemed necessary by MDOT to make an official determination of the eligibility for funds under the provision of Section 10E of Act 51 of 1951, as amended; and be it further that the Board of Directors authorizes the General Manager to submit the Annual Application for FY2020 to MDOT in compliance with the requirements of Section 10E of Act 51 of 1951, as amended.

DISCUSSION:

Mr. Robert Cramer informed the Board the application for Capital and Operating assistance will include 30% for eligible expenses, 20% for local federal capital projects, CMAQ, Specialized Services, LETC, and other programs.

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

C. Resolution: Authorization to Award a Contract for Financial Auditing Services

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Robert Daddow, that the Board adopt the resolution authorizing the General Manager to award a contract for financial auditing services to Plante Moran. The contract is for a three-year term with two renewal options of one-year each. The price increases each year of the contract. The maximum total for the three-year term is \$434,605.00. The maximum five-year total would be \$744,325.00.

DISCUSSION:

Mr. Daddow stated that he was surprised to see reports that were prepared by the Auditors that were not received or reviewed by SMART's Board or the public. He requested the reports be provided to the Board. Mr. David Sabuda said he will make sure the oversight is corrected and he will send the agreed upon audit procedure reports to the Board in the future audit years.

Mr. Royce Maniko wanted to know how the new NTD requirements will be handled by SMART. Mr. Sabuda informed the Board there are two NTD reports, one is done annually and is complete for FY2019. The second is required every ten years. SMART is currently working on completing the ten year NTD report for FY 2019.

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

D. Resolution: Authorization to Award a Contract for LETC Automated Vehicle Locator System Upgrade and additional software

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Board adopt the resolution authorizing the General Manager to award a contract for LETC's Automated Vehicle Locator System Upgrade and additional software to ETA Transit. The contract is for a 5-year contract with a total cost of \$619,389.00.

DISCUSSION:

None

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

E. Resolution: Authorization to Award a Contract for Third Party Administrator (TPA) Services for Vehicle and General Liability

MOTION: Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for TPA Services to The ASU Group. The contract is for a three year term with two renewal options of one year each. The three-year cost of the contract is \$1,284,800.00. The five-year cost of the contract is \$2,160,600.00.

DISCUSSION:

None

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

F. Resolution: Fiscal Year 2020 Municipal Credit, Community Credit, and Purchase of Service Agreements

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is authorized to execute Municipal and Community Credit and Purchase of Service (POS) agreements in Fiscal Year 2020 with 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.**

G. Resolution: Approval of Amended Disadvantage Business Enterprise (DBE) Policy Statement

MOTION: Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation approves and adopts the attached DBE Policy Statement.

DISCUSSION:

None

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

H. Resolution: Authorization to Approve a Purchase Order Change Action (POCA) Additional Cost Associated with Diesel Exhausted Fluid (DEF)

MOTION: Moved by Mr. Robert Daddow, seconded by Ms. Vicki Wolber, that the General Manger of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA in the amount of \$20,000.00 to Rowley's Wholesale.

DISCUSSION:

None

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

11. Executive Session

Roll Call: Chairman Mr. John Paul Rea, Vice-Chairman Mr. Robert Daddow, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Khalil Rahal, and Ms. Vicki Wolber

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

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

DISCUSSION:

Confidential

MOTION: Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, 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:

The Board welcomed Mr. Avery Gordon, SMART's General Counsel, back from his medical leave. Mr. Gordon thanked the Board, Mr. John Hertel, and Mr. Robert Cramer for their support while he was on medical leave.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, and unanimously carried, the meeting adjourned at 3:03 PM.

Respectfully submitted,

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