

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

**APPROVED MINUTES – October 25, 2018**

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, October 25, 2018 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>	Chairman	Mr. John Paul Rea
	Vice-Chairman	Mr. Robert Daddow
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Gerald Poisson
<b>Absent Board Members:</b>		Mr. Khalil Rahal
		Ms. Melissa Roy
<b>SMART Board Secretary:</b>		Ms. Tiffany Martin-Patterson
<b>SMART General Manager:</b>		Absent
<b>SMART Staff Present:</b>		Mr. Brandon Adolph
		Mr. Fred Barbret
		Mr. Ronald Beier
		Mr. Robert Cramer
		Mr. Steve Dobbins
		Mr. Dustin Hagfors
		Mr. Ian Holme
		Mr. Joe Kim
		Mr. Michael Patten
		Ms. Nichole Peters
		Mr. David Sabuda
		Ms. Kirsten Silwanowicz
		Ms. Leeya Sutter
		Mr. Darrell Taylor
		Mr. Keith Taylor
		Mr. Andrew Thorner
		Ms. Madonna Van Fossen
		Ms. Malindia Westbrook

**Public Registered:** Passenger  
Passenger (Farmington)

Mr. Eugene Conway  
Mr. Mike Lewis

### **1. Call to Order**

Chairman Abdul Haidous called the meeting to order at 2:00 PM.

A) Pledge of Allegiance

### **2. Roll Call**

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

Absent: Mr. Kahlil Rahal and Ms. Melissa Roy

**A quorum was present.**

### **3. Adoption of Agenda**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, to approve the Agenda for October 25, 2018 meeting.

#### **DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

### **4. Certification of Public Notice**

The Secretary read the Public Notice into the record.

### **5. Election of SMART Officers**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko, that the SMART Board of Directors hereby elect Mr. John Paul Rea of Macomb County as Chairman and Mr. Robert Daddow of Oakland County as Vice-Chairman of the SMART Board of Directors for a term of one year.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**6. Minutes**

**A. Board Meeting Minutes for September 27, 2018**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Abdul Haidous, to approve the meeting minutes for September 27, 2018.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Nominating Committee Meeting Minutes for September 27, 2018**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Robert Daddow, to approve the meeting minutes for September 27, 2018.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**7. Public Participation**

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

**DISCUSSION:**

- Mr. Mike Lewis, Passenger (Farmington)  
Mr. Lewis voiced his concerns about buses running late and suggested SMART put more FAST buses on Woodward.

**8. Chairman's Report**

**DISCUSSION:**

None

## 9. Deputy General Manager's Report

### **DISCUSSION:**

Mr. Robert Cramer reported on the following:

- SMART staff is continuing discussions with DDOT and the City of Detroit related to streamlining the fare structures and policies between systems. While the initial roll-out was slated for December, SMART is now looking at late winter/early spring to ensure there is enough time to complete the planning work, get appropriate approvals, and then purchase media, test passes, and educate riders and drivers alike.
- Per request from Board member Mr. Gerald Poisson at last month's meeting, SMART staff has compiled some overall complaint data that will be shared with the Board periodically. Staff is open to suggestions or requests for specific information. Overall, complaints so far this year are up over 50% from the same period last year, distributed relatively evenly across all three terminals. Based on analysis and intuition, it is expected that this number will decrease quickly by the first of the year as the last 40 of the replacement buses are activated and the oldest, previously retired buses come off the road.
- Follow-up from the public feedback at last month's meeting includes a few ways staff is continuing to work on improving overall service delivery. First, an 851 rider forum was held to provide a more interactive opportunity for people to discuss their experience and have a back-and-forth with staff – about 20 people attended. Second, a new fixed route driver class is starting October 29 that will help replenish the depleted driver ranks. Third, staff is also finalizing a contract that will come to the Board soon to purchase another 40 buses to cover the expansion of the fleet from FAST earlier this year, adding even more new buses to the fleet.

### **Finance Department**

- Providing Management with financial support for contract negotiations with various labor units.
- Completed the annual independent financial audit field work which includes agreed upon audit procedures of three Municipal/Community Credit communities and three additional non-profit organizations and delivering a Draft report to the Board Audit Committee.
- Detailing and documenting the Capital Fund Accounting processes for the Triennial Report response and the independent audit.
- Attended the MERS conference in Grand Rapids.

### **Legal**

- Worked with staff and updated language in the solicitation documents regarding EEO/Affirmative Action Plans pursuant to FTA guidance.

**DISCUSSION:**

Mr. Poisson asked if SMART's Bus Tracker will generate notices and warnings for passengers to let them know their bus is late. Mr. Cramer stated SMART is developing a system to send real time alerts to passengers. Mr. Poisson stated he spoke with Mr. John Hertel, SMART General Manager, about the complaints received from passengers at the September 27<sup>th</sup> Board meeting. However, for the record, Mr. Poisson requested Mr. Cramer inform the Board of how SMART responded to the passenger complaints of dirty buses and leaking roof hatches. Mr. Cramer said it was discovered that the roof hatch seals on the FAST buses were leaking due to the buses being stored under an overhead heating vent blowing directly on them and warping them. They were immediately repaired and realigned in the garage so this will not happen again. SMART has doubled up on efforts to make sure the buses are clean. He also looked into replacing the cloth seats on the buses, but it was very expensive. SMART is looking into the concept of switching to hard plastic seats with the next 40 buses ordered.

**A. Resolution: Authorization to Award a Contract for Upgrades and Software Subscriptions for Bus Video Recording System**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Abdul Haidous, that the Board authorizes the General Manager to award a Purchase Order for Seon Bus Video Software upgrade to include 1<sup>st</sup> year subscription and Seon Annual Software Subscriptions years 2 through 5 for SMART's fixed route fleet to Seon Systems. The purchase for this project is fully funded with both Operating as well as State and Federal funds in the amount of \$66,735.00.

**DISCUSSION:**

Mr. Royce Maniko stated the bus video recording system has been beneficial to Lake Erie Transit's lawsuits.

Chairman John Paul Rea asked how SMART's IT department felt about the quality and the maintenance of the software. Mr. Robert Cramer stated there are very few problems with the video being perfectly clear 90 percent of the time. SMART is pleased with the performance of the software.

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

**B. Resolution: Authorization to Award a Contract to Purchase Fasteners, Small Tools, Miscellaneous Parts, and Shop Supplies**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko, that the General Manager is hereby authorized to purchase fasteners, small tools, miscellaneous parts, and shop supplies. This contract will be for \$95,000.00 per year for all three terminals. The total value of the contract for five years is \$475,000.00.

**DISCUSSION:**

None

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

**C. Resolution: Authorization to Award a Contract for Transit Management Services**

**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 Management Services to First Transit, Inc. The contract is for a 5-year term beginning December 1, 2018 with a 5-year renewal option. The 5-year contract total is \$1,764,046.00 and \$352,809.00 annually. The 5-year optional term totals \$2,065,419.00. The total amount of the contract is \$3,829,465.00.

**DISCUSSION:**

None

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

**D. Resolution: Authorization to Award Option Years One and Two for Dental Plan**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Robert Daddow, that the Board authorizes the General Manager to execute the first and second option year of the contract for the purchase of dental insurance coverage with Delta Dental Plan of Michigan. The amount of the first option year contract is estimated to be \$406,267.00. The amount of the second option year contract is estimated to be \$406,267.00 for a total of \$812,534.00.

**DISCUSSION:**

None

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

**E. Resolution: Authorization to Award an Interim Contract for Welding Gases & Supplies**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Robert Daddow, that the Board adopt the resolution authorizing the General Manager to award an interim six month contract for Welding Gases and Supplies to Blue Water Industrial Products from September 17, 2018 through March 31, 2019 for a cost not to exceed \$10,000.00.

**DISCUSSION:**

None

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

**10. Board Member Business**

**DISCUSSION:**

Mr. Royce Maniko voiced his concerns with the construction on 12 Mile Road and suggested two separate routes. Chairman John Paul Rea offered traffic information from Macomb County's Traffic Management Division to help SMART with this.

Mr. Robert Cramer stated all the crosstown routes have been affected and 12 Mile is SMART's longest crosstown route. SMART will consider splitting routes in the future and include it in SMART's comprehensive operations analysis.

Mr. Abdul Haidous asked if the public could be notified of detours and delays. Mr. Cramer said this is posted on SMART's website. Passengers that are signed up for SMART's notifications will receive notification emails as well.

Mr. Gerald Poisson requested a Motion to Reconsider the Board Meeting Minutes for September 27, 2018.

**Board Meeting Minutes for September 27, 2018**

**MOTION:** Moved by Mr. Gerald Poisson, seconded by Mr. Royce Maniko, to reconsider the Board Meeting Minutes for September 27, 2018, page 7 under Item E to correct the word from "questioned" to "requested".

**DISCUSSION:**

None

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

**Adjournment**

There being no further business to come before the Board, upon motion made by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, and unanimously carried, the meeting adjourned at 2:46 PM.

Respectfully submitted,

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