



*Buhl Building ▪ 535 Griswold Street, Suite 600 ▪ Detroit, MI 48226*

# **Board of Directors Meeting**

*October 22, 2020*



**Suburban Mobility Authority for Regional Transportation**

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Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

**ROLL CALL**

**Board of Directors Meeting**

**Date: October 22, 2020**

CHAIRWOMAN, HILARIE CHAMBERS

VICE-CHAIRMAN, KHALIL RAHAL

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. JOHN PAUL REA

MS. VICKI WOLBER

MR. BRET RASEGAN

Tiffany Martin-Patterson, SMART Board Secretary





## Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

### PUBLIC NOTICE

#### **NOTE: TIME CHANGE to 2:30PM**

SMART will hold the October 22, 2020 Board of Directors meeting by public conference call at **2:30 p.m.**

The agenda can be found here:

<http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

To join the meeting via smartphone, tablet or computer, please click or type this URL in a web browser: <https://smartbus.zoom.us/j/92194836829>

To join the meeting via phone only, please dial: 888-788-0099 (Toll Free)  
Webinar ID: 921 9483 6829 (no password required)

Members of the public are invited to attend virtually and may participate at the public comment period.

For those unable to participate remotely, you may submit a written comment to be read at the Public Comment period by emailing SMARTBoard@smartbus.org by 2:30 p.m. October 22 2020.

Requests for reasonable accommodations at SMART require advance reservations. Individuals with disabilities requiring assistance should contact SMARTBoard@smartbus.org or 313-223- 2110 as soon as possible. If you have technical difficulties joining the meeting, contact SMARTBoard@smartbus.org or 248-419-7912 and we will assist you to the best of our abilities.

### **PUBLIC COMMENT PROCEDURES**

Public Comment will proceed as follows:

- All comments: 5 minute limit per member of the public. Kindly state your name and city of residence.
- Those on web: use raise hand feature in Zoom, each raised hand will be unmuted to make comments.
- Those only on phone: raise hand on phone (press \*9), each raised hand will be unmuted to make comments.
- Written comments via email: After verbal comments, the Board Secretary will read any submitted comments received via the official SMART Board public comment email.





**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, OCTOBER 22, 2020  
2:30 PM**

**A G E N D A**

<b>ITEM:</b>	<b>ACTION:</b>	<b>PRESENTED BY:</b>
1. Call to Order		H. Chambers
• Pledge of Allegiance		
2. Roll Call		T. Martin
3. Public Notice and Rules of Order	Information	T. Martin
4. Adoption of Agenda	Approval	H. Chambers
5. Election of Officers	Approval	A. Gordon
6. Minutes: September 24, 2020 Regular Board Meeting	Approval	Chair
7. Public Participation	Discussion	Chair
8. Chairperson's Report	Information	Chair
9. Staff Report	Information	R. Cramer
10. New Business		
A) Resolution: Authorization to Award a Contract for Bus Vapor Shields and Wheelchair Restraints	Approval	R. Cramer
B) Resolution: Authorization to Award a Contract for Buhl Building Electrostatic Spraying	Approval	R. Cramer
C) Resolution: Authorization for Purchase Order Change Action #8 –Fueling Improvements & Macomb Terminal Pavement Project Changes	Approval	R. Cramer
D) Resolution: Authorization for Purchase Order Change Action #9 –Fueling Improvements & Macomb Terminal Pavement Project Changes	Approval	R. Cramer

E) Resolution: Authorization to Amend Contract with MERS      Approval      R. Cramer

11. Board Member Business      Discussion      Chair

12. Executive Session *to Discuss Union Contract Negotiations*      Approval      Chair

13. Adjournment

DATE: October 22, 2020  
TO: SMART Board  
FROM: General Counsel

DISPOSITION SOUGHT: Approval  
APPROVED BY: Deputy GM

SUBJECT: Election of Officers to the SMART Board of Directors: FY 2020 – 2021 Term

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SUMMARY:

In accordance with the SMART Board's By-Laws, Article III Sections 2 and 3, the Officers of the Board, Chairman and Vice-Chairman, are to be elected annually.

DISCUSSION:

At its August 27, 2020 meeting, in accordance with the Board By-Laws, Article III Section 3, the Chairman of the SMART Board of Directors, with the concurrence of the full Board, appointed Messrs. Haidous, Rasegan and Rea to its Nominating Sub-Committee. The Committee was charged with selecting nominees for Officers of the FY 2020-21 Board. The Committee met and considered the matter prior to the Board's September meeting. Further, at its September 2020 meeting, the Board of Directors accepted the Committee's nominations of Wayne County Board member Mr. Rahal for Chairman and Macomb County Board member, Ms. Wolber, as Vice-Chairman of the SMART Board of Directors.

After entertaining further nominations from the floor prior to the election of officers, the SMART Board will vote on the Board's Sub-Committee nominations of Board member Rahal for Chairman and Board member Wolber as Vice-Chairman, (along with any other nominations received from the floor) of the SMART Board of Directors.

ATTACHMENT

- Resolution (in form only)

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Election of Officers to the SMART Board of Directors: FY 2020 – 2021 Term

Whereas, Article III Sections 2 and 3 of the SMART Board of Director’s By-Laws require the SMART Board to replace Officers of the Board annually, and,

Whereas, The Board previously approved the Chairman’s appointment of a Nominating Committee that has now met, conferred and recommended nominees to the full Board; and,

Whereas, The Board Chairman has called for nominations from the floor; and,

Whereas, The Board of Directors has accepted and considered all such nominations for Chairman and Vice-Chairman; now therefore be it

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby elects \_\_\_\_\_ of \_\_\_\_\_ County as Chairman of the SMART Board of Directors and \_\_\_\_\_ of \_\_\_\_\_ County as Vice-Chairman of the SMART Board, for a term of one year per the By-Laws, Article III.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on October 22, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
No.

# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## BOARD OF DIRECTORS MEETING

### PROPOSED MINUTES – September 24, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, September 24, 2020 at 2:03 PM. The meeting was held via a digital public video conference.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Ms. Hilarie Chambers
	Vice-Chairperson	Mr. Khalil Rahal
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Bret Rasegan
		Mr. John Paul Rea
		Ms. Vicki Wolber
<b>SMART Board Secretary:</b>		Ms. Tiffany Martin-Patterson
<b>SMART General Manager:</b>		None
<b>SMART Staff Present:</b>		Mr. Brandon Adolph
		Ms. Beverly Anderson
		Mr. Fred Barbret
		Mr. Ronald Beier
		Mr. Ryan Byrne
		Mr. Robert Cramer
		Mr. Dennis Ellis
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Mr. Avery Gordon
		Ms. Sarah Gryniewicz
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Mr. Ian Holme
		Ms. Lynn Hurt
		Mr. Joe Kim
	Mr. Konner Petz	
	Ms. Lacey Shepard	
	Ms. Kirsten Silwanowicz	



Ms. Leeya Sutter  
Mr. Darrell Taylor  
Mr. Keith Taylor  
Mr. Andrew Thorner  
Mr. Tony Vinson  
Ms. Patty Waling  
Ms. Brenda Ynclan

**Public Registered:**

Mr. Joel Batterman, Motor City Freedom Riders  
Mr. Gary Boguslawski  
Mr. Tom LaCross, HRC  
Ms. Jennifer Marie, Passenger

**1. Call to Order**

A) Pledge of Allegiance

**2. Roll Call**

**Present:** Chairperson Ms. Hilarie Chambers, Vice-Chairperson Mr. Khalil Rahal, Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Bret Rasegan, Mr. John Paul Rea, and Ms. Vicki Wolber

**A quorum was present.**

**3. Public Notice and Rules of Order**

The Secretary read the Public Notice and Rules of Order into the record.

**4. Adoption of Agenda**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, to approve the revised Agenda for September 24, 2020 with the addition of Executive Session meeting minutes and the Nominating Committee report.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

## 5. Minutes

### A. Regular Board Meeting Minutes for August 27, 2020

**MOTION:** Moved by Ms. Vicki Wolber, seconded by Mr. John Paul Rea, to approve the meeting minutes for August 27, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### B. Executive Session Meeting Minutes for August 27, 2020

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the meeting minutes for August 27, 2020.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation

Chairperson Ms. Hilarie Chambers declared the meeting open for Public Participation.

**DISCUSSION:**

- Mr. Joel Batterman – Motor City Freedom Riders  
Mr. Batterman requested SMART reinstate full bus service for passengers.
- Ms. Jennifer Marie – Passenger  
Ms. Marie voiced her concerns about the bus signs not being maintained, the SMART bus tracker app not working properly, and unprofessional bus drivers.

## 7. Chairperson's Report

**DISCUSSION:**

Chairperson Ms. Hilarie Chambers thanked the Board and SMART staff for their patience while she and Mr. Bret Rasegan came acclimated to SMART.

## 8. Staff Report

Mr. Robert Cramer, Deputy General Manager, provided the Board with an authority update and reported on the following:

- Procurement Manual & Policy Update
- October 5, 2020 Service Change
- Projects Underway:
  - COA #2 (Small Bus)
  - Mobility Hubs Phase 1
  - Phone System/Mobile Workstations
- Projects Coming Soon:
  - Farmington Dial-a-Ride App
  - Microtransit Pilot Zones

Mr. John Paul Rea informed SMART of the drive-thru flu clinic opportunities being offered by Macomb County's Health Department. He offered to connect SMART with Macomb's health officers to see if there are any synergies and partnerships available.

## 9. Nominating Committee Report

### **DISCUSSION:**

Committee Chairperson Mr. Bret Rasegan informed the Board that the Committee nominated Mr. Kahlil Rahal of Wayne County as SMART Board Chairperson and Ms. Vicki Wolber of Macomb County as Vice-Chairperson for the term of October 2020 to September 2021.

## 10. Financial Report – FY2020 Q

### **DISCUSSION:**

Mr. Ryan Byrne, Director of Finance, provided an overview of the financial report. There were no questions from the Board members.

## 11. New Business

### **A. Resolution: Authorization to Award a Contract to Purchase an Automated Dispatching and Scheduling Software**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$1,794,760.00 to Trapeze Software Group.

**DISCUSSION:**

Mr. Maniko asked staff to explain the description of yard management. Mr. Melvin Evans, Manager of IT, explained the yard management tool is to allow for the dispatchers to know the location of the buses they are assigning versus a bus that is on the road.

Mr. Maniko inquired if the management discount was negotiated by staff. Mr. Evans stated it was part of negotiations between staff and Trapeze.

Ms. Hilarie Chambers asked what the timing of implementation is expected to be. Mr. Evans stated the implementation for this project is approximately a year.

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Authorization for Purchase Order Change Action (POCA) #7 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #7 in the amount of \$458,005.00 to R.W. Mercer Co.

**DISCUSSION:**

Ms. Hilarie Chambers requested the total figure amount be included in change orders in the future.

Mr. Royce Maniko asked if there was an increase with the electrical installation and additional piping excavation. Mr. Tom LaCross, HRC, did not have the information available at the meeting but offered to present it to the Board at the October meeting.

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization for Purchase Order Change Action (POCA) #1 – Upgrade Software License Subscriptions to Acrobat DC Enterprise**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$5,181.02 to Dell Inc.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Approval of Updated Title VI Program & Authorization to File with FTA**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Authority's 2018-2020 Update of Title VI Assessment for Capital and Operation Assistance and its monitoring results referred to herein are approved and that the Suburban Mobility Authority for Regional Transportation is authorized to submit the 2018-2020 Update of Title VI Assessment for Capital and Operation Assistance to the FTA.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**E. Resolution: Authorization to Execute a Funding Agreement and Service Plan with Richmond Lenox EMS Utilizing Community Credits from Chesterfield and Macomb Township**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) authorizes amending the agreement with the Richmond Lenox EMS Ambulance Authority for the purpose of a one-time grant utilizing the unspent and recaptured community credit fund balances in Macomb and Chesterfield Townships on community transit services in the areas where the funds were first generated.

**DISCUSSION:**

Mr. Rea thanked SMART staff for their continued support and help with Richmond Lenox EMS.

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Appointments of the 2020-2021 Audit Committee**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Khalil Rahal, that the SMART Board Chairperson Ms. Hilarie Chambers has appointed Mr. John Paul Rea, Macomb County, Mr. Bret Rasegan, Oakland County, and Mr. Khalil Rahal, Wayne County, to the 2020-2021 Audit Committee.

**DISCUSSION:**

Mr. Bret Rasegan, Oakland County, was appointed Chairperson of the 2020-2021 Audit Committee.

**VOTE: THE MOTION CARRIED**

## 12. Board Member Business

### **DISCUSSION:**

None

### **Adjournment**

There being no further business to come before the Board, upon motion made by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, and unanimously carried, the meeting adjourned at 3:15 PM.

Respectfully submitted,

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

DATE:	October 22, 2020	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	Deputy GM
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Bus Vapor Shields & Wheelchair Restraints

**RECOMMENDATION**

That the Board adopt the attached resolution authorizing the award of a contract:

- for the purchase of bus barrier shields and wheelchair restraints;
- to Midwest Bus;
- at a total cost of \$5,927,506.00

**DISCUSSION**

Due the rise in COVID-19 cases statewide, SMART is seeking to eliminate as much contact between our passengers and drivers as possible. The Quantum wheel chair restraint allows the passenger to restrain themselves without the need of the driver’s help. The Vapor VShield driver’s barrier, keeps the passengers and drivers separated from each other by forming a protective compartment for the driver. This barrier also protects the driver from possible attack by another person.

**PROCUREMENT PROCESS**

Procurement Method:	<input type="checkbox"/> Sealed Bid	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> Quotes	<input type="checkbox"/> Sole Source
Advertising	Michigan Chronicle and MITN			
#of downloads	15			
Number of offerors:	1			
Rationale for award:	Midwest Bus provided a quote and cost elements deemed responsive, responsible, and offering a fair and reasonable price to SMART.			

**FUNDING & COSTS:**

The project is funded via:

Fed MI-2020-052 (CARES ACT)

The contract costs are summarized as follows

	<b>Cost</b>
Requirements as needed up to:	\$5,927,506
<b>Total Max</b>	\$5,927,506

**ATTACHMENTS:**

- Resolution
- Cost Analysis

/jdh

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the Board Chair to Award a Contract for Bus Vapor Shields and  
Wheelchair Restraints

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- Whereas, SMART is responding to the need for protective barriers and self-assisted wheelchair restraints due to the rise of COVID-19; and
- Whereas, A Request for Quotes (RFQ) was advertised and competitive quotes were received; and
- Whereas, Midwest Bus submitted a responsive and responsible quote and the price has been determined fair and reasonable; and
- Whereas, Funding in the amount of \$5,927,506 has been identified via:  
Fed MI-2020-052 (CARES ACT); State N/A; Project No. TBD; and
- Whereas, The Director of Finance is satisfied that Midwest Bus has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Midwest Bus is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$5,927,506 to Midwest Bus.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 22, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_





**Suburban Mobility Authority for Regional Transportation**

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

October 13, 2020

Jennifer Harding  
Sr. Purchasing Agent

The following documents the cost analysis performed on RFQ #21-3207 for Vapor Shields & Wheelchair Restraints for 235 fixed route buses. The purchase includes installation and will be performed by Midwest Bus Corporation. For any Federal Transit Administration (FTA) funded project, the FTA requires the grantee, SMART, to make a determination as to fair and reasonable pricing prior to awarding a contract. This is typically accomplished through the competitive solicitation process and comparison of prices received from responsive and responsible vendors. However, in the case of single source procurement, when competition is limited and only one responsive bid is received, a cost analysis is used to determine fair and reasonable pricing. A cost analysis entails the review and evaluation of the separate cost elements and the proposed profit of an offeror's cost or pricing data and the judgmental factors applied in estimating the costs. A cost analysis is generally conducted to form an opinion on the degree to which the proposed cost, including profit, represents what the performance of the contract should cost, assuming reasonable economy and efficiency.

The total cost of this purchase and installation to SMART is \$5,927,505.71. A breakdown of the cost, including percentage of total cost, as provided by Midwest Bus, is as follows:

<b>Summary</b>	<b>Cost</b>	<b>% of cost</b>
<b>Labor</b>	\$133,950.00	2.3%
<b>Materials</b>	4,517,571.85	76.2%
<b>Overhead</b>	759,038.49	12.8%
<b>Other Direct Cost</b>	65,733.86	1.1%
<b>G&amp;A Expense</b>	157,990.50	2.7%
<b>Cost to Vendor</b>	<u>5,634,284.70</u>	
<b>Profit</b>	293,221.01	4.9%
<b>Cost to SMART</b>	<u>\$5,927,505.71</u>	



The primary element for this project is Materials, which is approximately 76.2% of the total cost to SMART. Midwest Bus has provided a detailed listing of the parts that will be used (included as an Appendix A to this analysis). Midwest will be using Quantum assembly kits that are used for Gillig buses. Compared to SMART's ICE of \$8.5M, it is determined to be fair and reasonable and therefore does not represent an undue cost to SMART.

Per FTA Circular 4220.1E, "costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles." The above cost elements appear allowable as defined in 48 CFR 31.202-2 of the Federal Acquisition Regulation and in conformity with generally accepted accounting principles.

In addition to reviewing the cost elements for consistency with federal provisions, profit, as a percentage of total cost, is considered in determining a fair and reasonable price to SMART. A profit margin of 4.9% appears in line with the other cost elements and does not appear excessive when compared to the primary cost element.

Based on the above, it appears that the project costs are consistent with federal cost principles and the price to SMART is fair and reasonable.



Lynette Hurt

Manager of Financial Analysis and Audit

## APPENDIX A.

### Materials Listing

#### Q'Straint

Quantum will come from Gillig

Gillig Part number # 83-06251-000 – Quantum Assembly Kit, Curb Side RH (Q'Straint Part Number Q09-0055-01)

#### Vapor

Part number 51650160-00 – Vshield Kit

Part number 40160118-AA – VBI Bracket & Hardware Install Kit

#### Kiel

3 Passenger NEMO longitudinal flip-up seat with upholstery

Instruction plate for QUANTUM

Activation button for QUANTUM

Touch pad rectangular

Foldable plastic armrests

Cantilever frame, stainless steel, mounts to upper and lower rails

#### 3 - 2011 Buses only

2 Passenger NEMO longitudinal flip-up seat with upholstery

Instruction plate for QUANTUM

Activation button for QUANTUM

Touch pad rectangular

Foldable plastic armrests

Cantilever frame, stainless steel, mounts to upper and lower rails

#### Miscellaneous

A \$250.00 charge, per bus, is included for items that are commonly left out of materials kits from similar projects. These miscellaneous items often include fasteners, sealers, touch up paint and other similar items that are determined to be needed during the project.



# agenda item 10B

DATE: October 22, 2020 DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors SUBMITTED BY: Deputy GM  
 FROM: Procurement Department APPROVED BY: Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #1 for a six (6) month Contract Extension for Buhl Building Deep Cleaning Sprays

### RECOMMENDATION

That the Board adopts the attached resolution authorizing a purchase change order action:

- For Buhl Building Deep Cleaning Sprays
- to Professional Building Maintenance
- at a cost of \$90,000.00

### DISCUSSION

May 28, 2020 the Board approved a contract for the SMART suites located in the Buhl Building to be sprayed using a deep cleaning method. The work continues and, SMART is requesting to extend the contract for an additional six months. The contract extension requires additional funds exceeding the allowable threshold as stipulated in SMART Board Policy No. 1. The price submitted is consistent with the original pricing submitted for the contract.

### FUNDING & COSTS:

The additional funds for this project are funded via:

Cares ACT operating funds MI-2020-052

The summary of the original purchase and POCA is as follows:

<b>Stage</b>	<b>Date Board Approval/Requested</b>	<b>Work</b>	<b>Cost</b>
Original Project	May 28, 2020	Buhl Building Deep Cleaning Sprays	\$90,000.00
POCA #1	October 24, 2020	Buhl Building Deep Cleaning Sprays	\$90,000.00
		<b>Cumulative TOTAL</b>	\$180,000.00

### ATTACHMENTS:

- Resolution

/RRR

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the Board Chair to Approve a POCA for a 6-Month Contract Extension  
for Buhl Building Deep Cleaning Sprays

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) at the Buhl Building require continued deep cleaning sprays in response to COVID-19, and
- Whereas, the contract for deep cleaning sprays will be conducted for all SMART suites at the Buhl Building; and
- Whereas, upon evaluation, it was determined that the quote submitted by Professional Building Maintenance was deemed most cost effective to SMART; and
- Whereas, The Director of Finance is satisfied that Professional Building Maintenance has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Professional Building Maintenance is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; and
- Whereas, Funding is available with CARES ACT Operating (MI- 2020-052) Funding; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a 6-month contract extension for Buhl Bldg. deep cleaning sprays for a total of \$90,000.00 to Professional Building Maintenance.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 22, 2020.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

No. \_\_\_\_\_



# agenda item 10C

DATE: October 22, 2020 DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors SUBMITTED BY: Deputy GM  
 FROM: Procurement Department APPROVED BY: Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #8 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes

### RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase order change action:

- for additional work outlined in Bulletin #10
- to R. W. Mercer Co. located at 2322 Brooklyn, Jackson, MI
- at a cost of \$422,801.51

### DISCUSSION

In April 25, 2019 the Board approved a contract for fueling system improvements and Macomb pavement reconstruction. The work continues and, as documented in Bulletin #10, requires additional funds exceeding the allowable threshold as stipulated in SMART Board Policy No. 1. Additional grant funds have been identified to cover work. The price submitted is consistent with the original pricing submitted for the competitive contract. SMART’s staff and our A/E contractor, Hubbell Roth & Clark have determined that the cost as outlined in bulletin #10 is fair and reasonable.

### FUNDING & COSTS:

The project is funded via: Fed MI-2016-025 (5307) Project #40270 State 2012-0170 P42

Total contract costs are as follows:

<b>Base Contract</b>			\$11,665,163
<b>Contingency Fund</b>		\$1,166,516	
<b>PO Amendments</b>	<b>Increase to PO</b>	<b>Contingency Funds</b>	<b>Total Adjustment</b>
POCA No. 1 (09/2/19) - Bulletin 2	\$ 269,000		\$ 269,000
POCA No. 2 (10/24/19) - Bulletins 3 and 4		\$ 409,312	\$ 409,312
POCA No. 3 (12/12/19) - Bulletin 5	\$ 331,317	\$ 423,300	\$ 754,617
POCA No. 4 (03/26/20) - Bulletin 6	\$ 159,503		\$ 159,503
POCA No. 5 (05/28/20) - Bulletin 7	\$ 195,187		\$ 195,187
POCA No. 6 (06/25/20) - Bulletin 8	\$ 298,106	\$ 210,000	\$ 508,106
POCA No. 7 (09/24/20) - Bulletin 9	\$ 334,101	\$ 123,904	\$ 458,005
<b>POCA No. 8 (TBA) - Bulletin 10</b>	\$ 422,802		\$ 422,802
<b>Unallocated Contingency Funds</b>		\$ 0	
<b>Total Adjusted Contract Value</b>			<b>\$14,841,695</b>

### ATTACHMENTS:

- Resolution
- Bulletin 10

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #8 -  
Additional Fueling System Improvements &  
Macomb Terminal Pavement Reconstruction Changes

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract for Fueling System Improvements & Macomb Terminal Pavement Reconstruction; and
- Whereas, The expenditure increased due to changes that resulted in additional work as outlined in Bulletin #10; and
- Whereas, A POCA submitted in the amount of \$422,801.51 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$422,801.51 will be funded via: Federal Grant MI-2016-025 (5307) Project # 40270 State 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that R.W. Mercer has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that R.W. Mercer is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #8 in the amount of \$422,801.51 to R.W. Mercer Co.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 22, 2020.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

No. \_\_\_\_\_



**SMART FUELING SYSTEM IMPROVEMENTS AND  
MACOMB TERMINAL PAVEMENT RECONSTRUCTION  
BULLETIN NO. 10**

**OCTOBER 6, 2020**

**SMART PO NO. 102203**

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CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: R.W. Mercer Company

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

**GENERAL**

This Bulletin contains changes in the scope of the work listed below. The Contractor shall provide firm pricing for completion of the work described. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

**REVISIONS**

**Macomb Terminal**

1. During reconstruction of the 15 Mile Road driveway approach, it was noted that the entry gate, including its footings, are in poor condition. An additional cost is included to replace this gate.
2. Removal of additional contaminated soil will be required as the work progresses.

**Oakland Terminal**

3. An additional cost is included to extend electric power and communications lines as a result of moving the locations of the new underground storage tanks. A total of eleven conduits and associated wire and cable needed to be extended approximately 40 feet.
4. As a result of moving the locations of the underground storage tanks, the gate for entrance to the property from Barrett Drive and a portion of the perimeter fence will need to be removed and reinstalled. A cost is included to remove and reinstall this gate and fence.



5. A communications line is proposed to the new Coach Service Attendant building to allow for telephone service and data transmission to and from that building.
6. Due to changes in code requirements and technology from the time the design of this project was completed and the present, proposed data transmission relating to the new fuel management system will need to be upgraded to fiber optics.
7. Distribution piping is needed to supply engine coolant from the new storage tank to dispensing hose reels that will be located throughout the building, including three to four future hose reel locations.
8. During excavation for installation of the new underground storage tanks, water accumulated in the open excavation. As a result of the contaminated soil in the excavation, the water needed to be disposed as contaminated. A cost is included for disposal of that water.

### **Wayne Terminal**

9. A communications line is proposed to the new Coach Service Attendant building to allow for telephone service and data transmission to and from that building.
10. Due to changes in code requirements and technology from the time the design of this project was completed and the present, proposed data transmission relating to the new fuel management system will need to be upgraded to fiber optics.
11. One of the parking lot light poles has been damaged and is leaning. A cost is included to remove and dispose of that light pole. Replacement of the light pole is not included at this time. It is anticipated that the exterior lighting will be upgraded as part of a future project.

### **CHANGE IN COST**

Based on the revisions contained in this Bulletin, the proposed contract cost change is provided on the attached Cost Breakdown. Unless stated otherwise, the costs listed are based on estimated quantities of the individual work items. The final cost for this work will be based on actual quantities of each work item completed, as verified by the Engineer.

Attachment: Cost Breakdown

Accepted by: *Jason R. Foster* Jason Foster 10/9/20  
K.W. Mercer Company

Recommended by: Patrick Haire, P.E.  
Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.

Digitally signed by Patrick Haire, P.E.  
DN: C=US, E=phaire@hrcengr.com,  
O="Hubbell, Roth & Clark, Inc.", CN="Patrick  
Haire, P.E."  
Date: 2020.10.09 15:51:36-04'00'



**SMART FUELING SYSTEM IMPROVEMENTS AND  
MACOMB TERMINAL PAVEMENT RECONSTRUCTION  
BULLETIN NO. 10 COST BREAKDOWN**

OCTOBER 6, 2020

SMART PO #102203

Item	Quantity	Unit	Unit Cost	Total Cost
<b>Macomb Terminal</b>				
1 Replacement of Gate at 15 Mile Road Entrance	1	Lump Sum	\$ 34,000.00	\$ 34,000.00
2 Removal and Disposal of Contaminated Soil	5,000	Tons	\$ 42.00	\$ 210,000.00
<b>Oakland Terminal</b>				
3 Increase in Electric Installation Cost to Move USTs	1	Lump Sum	\$ 5,969.56	\$ 5,969.56
4 Cost to Remove and Reinstall Fence and Gate for Installation of USTs	1	Lump Sum	\$ 13,500.00	\$ 13,500.00
5 Add Communications Line to New CSA Building	1	Lump Sum	\$ 9,366.13	\$ 9,366.13
6 Add Fiber Optics to Communications Panel	1	Lump Sum	\$ 24,506.00	\$ 24,506.00
7 Installation of New Coolant Distribution Piping	1	Lump Sum	\$ 31,311.28	\$ 31,311.28
8 Removal and Disposal of Contaminated Groundwater	5,400	Gallons	\$ 0.85	\$ 4,590.00
<b>Wayne Terminal</b>				
9 Add Communications Line to New CSA Building	1	Lump Sum	\$ 13,045.90	\$ 13,045.90
10 Add Fiber Optics to Communications Panel	1	Lump Sum	\$ 23,325.00	\$ 23,325.00
11 Remove Damaged Light Pole	1	Lump Sum	\$ 2,898.47	\$ 2,898.47
<b>SUBTOTAL OF CONTRACT COST INCREASE</b>				\$ 372,512.34
<b>GENERAL REQUIREMENTS</b>				
Overhead			5.0%	\$ 18,625.62
General/Administrative Expenses			2.0%	\$ 7,450.25
Bonds			1.5%	\$ 5,587.69
Profit			5.0%	\$ 18,625.62
<b>GENERAL REQUIREMENTS TOTAL COST</b>				\$ 50,289.17
<b>TOTAL BULLETIN 10 COST INCREASE</b>				\$ 422,801.51

<b>SUMMARY OF PROJECT FUNDING</b>			
<b>Base Contract</b>			<b>\$11,665,163.67</b>
<b>POCA No.</b>	<b>Date of Board Approval</b>	<b>Reference</b>	<b>Amount</b>
1	9/26/19	Contract Bulletin 2	\$269,000.00
2	10/24/19	Contract Bulletins 3 and 4	\$409,311.89
3	12/12/19	Contract Bulletin 5	\$754,617.00
4	3/26/20	Contract Bulletin 6	\$159,502.87
5	5/28/20	Contract Bulletin 7	\$195,187.11
6	6/25/20	Contract Bulletin 8	\$508,105.88
7	9/24/20	Contract Bulletin 9	\$458,005.02
Total of POCAs Approved to Date			\$2,753,729.77
<b>Current Contract Value</b>			<b>\$14,418,893.44</b>
Current POCA Request		Contract Bulletin 10	\$422,801.51
<b>New Contract Value</b>			<b>\$14,841,694.95</b>



DATE: October 22, 2020                      DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors              SUBMITTED BY: Deputy GM  
 FROM: Procurement Department              APPROVED BY: Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #9 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes

## RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase order change action:

- for additional work outlined in Bulletin #11
- to R. W. Mercer Co. located at 2322 Brooklyn, Jackson, MI
- at a cost of \$240,620

## DISCUSSION

In April 25, 2019 the Board approved a contract for fueling system improvements and Macomb pavement reconstruction. The work continues and, as documented in Bulletin #11, requires additional funds exceeding the allowable threshold as stipulated in SMART Board Policy No. 1. Additional grants have been identified. The price submitted is consistent with the original pricing submitted for the competitive contract. SMART's staff and our A/E contractor, Hubbell Roth & Clark have determined that the cost as outlined in bulletin #11 is fair and reasonable.

## FUNDING & COSTS:

The project is funded via: Fed MI-2016-025 (5307) Project #40270 State 2012-0170 P42

Total contract costs are as follows:

Base Contract			\$11,665,163
Contingency Fund			\$1,166,516
PO Amendments	Increase to PO	Contingency Funds	Total Adjustment
POCA No. 1 (09/26/19) - Bulletin 2	\$ 269,000		\$ 269,000
POCA No. 2 (10/24/19) - Bulletins 3 and 4		\$ 409,312	\$ 409,312
POCA No. 3 (12/12/19) - Bulletin 5	\$ 331,317	\$ 423,300	\$ 754,617
POCA No. 4 (03/26/20) - Bulletin 6	\$ 159,503		\$ 159,503
POCA No. 5 (05/28/20) - Bulletin 7	\$ 195,187		\$ 195,187
POCA No. 6 (06/25/20) - Bulletin 8	\$ 298,106	\$ 210,000	\$ 508,106
POCA No. 7 (09/24/20) - Bulletin 9	\$ 334,101	\$ 123,904	\$ 458,005
POCA No. 8 (TBA) - Bulletin 10	\$ 422,802		\$ 422,802
<i><b>POCA No. 9 (TBA) - Bulletin 11</b></i>	\$ 240,620		\$ 240,620
Unallocated Contingency Funds		\$ 0	
<b>Total Adjusted Contract Value</b>			\$15,082,315

ATTACHMENTS:

- Resolution
- Bulletin 11

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #9 -  
Additional Fueling System Improvements &  
Macomb Terminal Pavement Reconstruction Changes

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract for Fueling System Improvements & Macomb Terminal Pavement Reconstruction; and
- Whereas, The expenditure increased due to changes that resulted in additional work as outlined in Bulletin #11; and
- Whereas, A POCA submitted in the amount of \$240,620 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$240,620 will be funded via: Federal Grant MI-2016-025 (5307) Project # 40270 State 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that R.W. Mercer has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that R.W. Mercer is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #9 in the amount of \$240,620 to R.W. Mercer Co.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 22, 2020.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

No. \_\_\_\_\_



**SMART FUELING SYSTEM IMPROVEMENTS AND  
MACOMB TERMINAL PAVEMENT RECONSTRUCTION  
BULLETIN NO. 11**

**OCTOBER 8, 2020**

**SMART PO NO. 102203**

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CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: R.W. Mercer Company

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

**GENERAL**

This Bulletin contains changes in the scope of the work listed below. The Contractor shall provide firm pricing for completion of the work described. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

**REVISIONS**

**Wayne Terminal**

Contamination was identified in the soil surrounding the underground storage tanks (USTs) during the process of removing the USTs. As a result, a UST release was reported to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to comply with Part 211, Underground Storage Tank Regulations, of Michigan P.A. 451 of 1994, as amended, the Natural Resources and Environmental Protection Act.

Following discovery of a release from an UST(s), the owner of the UST(s) is required to comply with Part 213, Leaking Underground Storage Tanks, of P.A. 451 to characterize and clean the site. As part of the site cleanup activities, soil excavated for removal of the USTs will need to be removed from the site and properly disposed. A cost is included for removal and disposal of the contaminated soil, as well as replacement of that soil with imported fill material.

A cost is also included for removal and disposal of water that accumulated in the open UST excavation during this work.

An additional cost is included for completion of site investigation activities required to determine the extent of the contamination. Some site investigation activities have been completed and results of laboratory analysis of samples collected are pending. Based on the results of these analysis, additional site investigation and/or remediation activities may be needed. The cost included in this Bulletin is for activities completed to date, as well as preparation of a report of the findings for submission to EGLE.

### CHANGE IN COST

Based on the revisions contained in this Bulletin, the proposed contract cost change is provided on the attached Cost Breakdown. Unless stated otherwise, the costs listed are based on estimated quantities of the individual work items. The final cost for this work will be based on actual quantities of each work item completed, as verified by the Engineer.

Attachment: Cost Breakdown

Accepted by: *Jason R. Foster* Jason Foster 10/9/20  
R.W. Mercer Company

Recommended by: Patrick Haire, P.E. Digitally signed by Patrick Haire, P.E.  
DN: C=US, E=p.haire@hrcengr.com, O="Hubbell Roth  
& Clark, Inc.", CN="Patrick Haire, P.E."  
Date: 2020.10.09 15:52:22-0400'  
Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.



**SMART FUELING SYSTEM IMPROVEMENTS AND  
MACOMB TERMINAL PAVEMENT RECONSTRUCTION  
BULLETIN NO. 11 COST BREAKDOWN**

OCTOBER 8, 2020

SMART PO #102203

Item	Quantity	Unit	Unit Cost	Total Cost
<b>Wayne Terminal</b>				
1 Supplemental Investigation and Reporting for UST Releases				\$ 30,000.00
2 Removal and Disposal of Contaminated Water from the UST Excavation				\$ 8,000.00
3 Removal and Disposal of Contaminated Soil	3,000	Ton	\$42.00	\$ 126,000.00
4 Fill Material to Replace Contaminated Soil, placed and compacted	3,000	Ton	\$16.00	\$ 48,000.00
<b>SUBTOTAL OF CONTRACT COST INCREASE</b>				<b>\$ 212,000.00</b>
<b>GENERAL REQUIREMENTS</b>				
Overhead			5.0%	\$ 10,600.00
General/Administrative Expenses			2.0%	\$ 4,240.00
Bonds			1.5%	\$ 3,180.00
Profit			5.0%	\$ 10,600.00
<b>GENERAL REQUIREMENTS TOTAL COST</b>				<b>\$ 28,620.00</b>
<b>TOTAL BULLETIN 11 COST INCREASE</b>				<b>\$ 240,620.00</b>

<b>SUMMARY OF PROJECT FUNDING</b>			
<b>Base Contract</b>			<b>\$11,665,163.67</b>
<b>POCA No.</b>	<b>Date of Board Approval</b>	<b>Reference</b>	<b>Amount</b>
1	9/26/19	Contract Bulletin 2	\$269,000.00
2	10/24/19	Contract Bulletins 3 and 4	\$409,311.89
3	12/12/19	Contract Bulletin 5	\$754,617.00
4	3/26/20	Contract Bulletin 6	\$159,502.87
5	5/28/20	Contract Bulletin 7	\$195,187.11
6	6/25/20	Contract Bulletin 8	\$508,105.88
7	9/24/20	Contract Bulletin 9	\$458,005.02
		Contract Bulletin 10	\$422,801.51
Total of POCAs Approved to Date			\$3,176,531.28
<b>Current Contract Value</b>			<b>\$14,841,694.95</b>
Current POCA Request		Contract Bulletin 11	\$240,620.00
<b>New Contract Value</b>			<b>\$15,082,314.95</b>





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DATE: October 22, 2020 DISPOSITION SOUGHT: Approval  
TO: SMART Board of Directors APPROVED BY: Deputy GM  
FROM: Human Resources and Personnel Administration

SUBJECT: Modifications to Municipal Employees' Retirement System (MERS) Defined Benefit Plan for all Employees

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RECOMMENDATION:

Adopt the addendum to the agreement between SMART and MERS.

SUMMARY:

Approval is sought to adopt the addendum to the Municipal Employees Retirement System (MERS) agreement to align MERS' records with SMART's current plan administration. These changes do not affect benefits currently offered to employees. The following changes to the MERS plan would be effective January 1, 2021:

- Exclusion of temporary, part-time, and contract employees in the MERS pension program
- Seasonal employees, voter-elected officials, and appointed officials who are appointed to a voter-elected office are not currently employed by SMART
- Changing the "Standard Definition of Compensation" to a custom definition to provide the following:
  - Types of compensation (e.g. salary, paid time off, overtime, shift differentials)
  - Types of deferrals (e.g. 457 contributions, FSAs and HSAs)
  - Types of benefits (e.g. nontaxable fringe benefits, mandatory defined benefit employee contributions, mandatory MERS health care savings program employee contribution)

ATTACHMENT:

1. Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Adopt an Addendum to the Agreement between SMART and MERS

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- Whereas, The Suburban Mobility Authority for Regional Transportation is a participating municipality of the Municipal Employees' Retirement System (MERS), established by Act No. 135, Public Acts of 1945, Public Act 220, as amended; and
- Whereas, SMART's current plan administration needs to be reflected in the MERS agreement; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is authorized to approve adoption of the Addendum to the agreement between SMART and MERS to reflect SMART's current plan administration and directs the Director of Human Resources to execute all documents necessary to adopt the addendum.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on October 22, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_