



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

Board of Directors Meeting

September 23, 2021



Suburban Mobility Authority for Regional Transportation

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

ROLL CALL

Board of Directors Meeting

Date: September 23, 2021

CHAIRMAN, MR. KHALIL RAHAL

VICE-CHAIRWOMAN, MS. VICKI WOLBER

MS. HILARIE CHAMBERS

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. BRET RASEGAN

MR. JOHN PAUL REA

Tiffany Martin-Patterson, SMART Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

THURSDAY, SEPTEMBER 23, 2021

2:00 PM

A G E N D A

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTER:</u>
1. Call to Order A) Pledge of Allegiance		K. Rahal
2. Roll Call		T. Martin
3. Adoption of Agenda	Approval	K. Rahal
4. Certification of Public Notice	Information	T. Martin
5. Minutes: August 26 Board Meeting	Approval	K. Rahal
6. Public Participation	Discussion	K. Rahal
7. Chairman's Report	Information	K. Rahal
8. Staff Report A) GM Introduction	Information	D. Ferrell
B) Deputy General Manager's Report	Information	R. Cramer
9. Presentation: Employee Engagement Survey Report	Information	L. Sutter
10. New Business A) Resolution: Authorization for a Purchase Order Change Action (POCA) #2 for EAM	Approval	R. Cramer
B) Resolution: Approval of Audit Committee Appointments	Approval	A. Gordon
11. Board Member Business A) Nominating Committee Report	Discussion	K. Rahal
12. Adjournment	Approval	K. Rahal

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

PROPOSED MINUTES – August 26, 2021

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, August 26, 2021 at 2:01 PM. The meeting was held at 535 Griswold, Suite 600, Detroit, MI 48226 and via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Khalil Rahal
	Vice-Chairperson	Ms. Vicki Wolber
		Mr. Abdul Haidous
		Mr. Bret Rasegan
		Mr. John Paul Rea
Absent Board Members:		Ms. Hilarie Chambers
		Mr. Royce Maniko
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		Mr. Dwight Ferrell
SMART Staff Present:		Ms. Truvae Adams
		Ms. Melinda Arndt
		Ms. Beverly Anderson
		Mr. Fred Barbret
		Mr. Darren Beach
		Mr. Ryan Byrne
		Ms. Sabrina Clay
		Mr. Robert Cramer
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Mr. Avery Gordon
		Ms. Sarah Gryniewicz
		Mr. Dustin Hagfors
		Mr. Ian Holme
		Ms. Lynette Hurt
		Ms. Carol Jones
	Ms. Vicki Jordan-Strugs	
	Mr. Joe Kim	
	Ms. Anika Parker	

Mr. Michael Patten
Ms. Nichole Peters
Mr. Konner Petz
Mr. Sean Riopelle
Ms. Lacey Shepard
Ms. Leeya Sutter
Mr. Darrell Taylor
Mr. Andy Thorner
Ms. Madonna Van Fossen
Mr. Tony Vinson
Mr. Mark Watson
Ms. Patty Wailing

Public Registered:

HRC
KL2 Connects
Passenger
Passenger
Passenger
Passenger
Passenger

Mr. Patrick Haire
Dr. Robert Babbitt
Mr. Larry Burch
Mr. Cunningham
Ms. Marie Donigan
Ms. Marguerite Maddox
Mr. Robert Pawlowski
Mr. Thomas Yazback
Motor City Freedom Riders

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

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

Absent: Ms. Hilarie Chambers and Mr. Royce Maniko

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. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the amended Agenda for the August 26, 2021 Board meeting which includes removing Item J, Authorization to Enter into a Partnership Agreement for FTA AIM Research Grant with Highland Park.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for July 22, 2021

MOTION: Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, to approve the Board meeting minutes for July 22, 2021.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Special Board Meeting Minutes for August 11, 2021

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the special Board meeting minutes for August 11, 2021.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

Chairperson Mr. Khalil Rahal declared the meeting open for Public Participation.

➤ **Mr. Cunningham** - Passenger

DISCUSSION:

Mr. Cunningham requested the following changes be made by SMART:

- Additional FAST bus stops.
- Plexiglass replacing glass at SMART's bus shelters.

- Additional advertising on buses.
- Links to SMART and DDOT Board meetings be added to Facebook.

➤ **Mr. Robert Pawlowski** - Passenger

DISCUSSION:

Mr. Pawlowski said he is looking forward to phase two of SMART' plans. He thanked SMART for the service changes and public hearings. He also welcomed Mr. Dwight Ferrell, new General Manager, to SMART.

➤ **Mr. Larry Burch** – Passenger

DISCUSSION:

- He requested plexiglass replace glass at SMART's bus shelters.
- Electrical outlets be installed at bus shelters.
- FAST bus stop added to Woodward and McNichols.
- Utilize the American Rescue Plans Act funding (ARPA) for bonus to attract bus drivers as a signing bonus.

➤ **Mr. Thomas Yazback** – Passenger

DISCUSSION:

- Requested alterations to the route on Crooks and Campbell including:
 - Extend bus service to 10:00 p.m.
 - Buses should pull into the Troy Civic Center.
- He also thanked SMART for all the good work.

7. Chairperson's Report

DISCUSSION:

Chairperson Mr. Khalil Rahal stated the Board had asked Mr. Dwight Ferrell, SMART's new General Manager, to attend the Board meeting because of the recent news articles to explain his tax delinquency. Mr. Ferrell explained the delinquent taxes were due to the hospital care for his mother and the college tuition for his son. The taxes were paid in full in 2017. He received a release of lien and a copy of the release was provided to SMART's General Counsel, Mr. Avery Gordon, and SMART's Board of Directors.

Mr. Abdul Haidous asked if Mr. Ferrell received any convictions or felony charges. Mr. Ferrell informed the Board there were no convictions or felonies. The lien was filed and paid in full in 2017.

Mr. John Paul Rea asked Dr. Robert Babbitt from KL2 Connects, Inc. why Mr. Ferrell's delinquent tax issues were not brought up during the interview process. Dr. Babbitt stated their normal process was conducted as they have done for many recruitments. The TransUnion shareable for hire process did not disclose anything regarding an IRS tax lien and they were not informed of the delinquent taxes. Dr. Babbitt stated that due to the taxes being paid in full in 2017, if he personally were a candidate that he would not have thought it was necessary to disclose it. Mr. Ferrell stated he has been and is transparent with the Board. He has no issue with discussing any of these concerns and his tax issues have not impacted his ability to perform any of his prior jobs. Mr. Ferrell said he is excited and looking forward to working at SMART.

8. Deputy General Manager's Report

Mr. Robert Cramer, Deputy General Manager, reported on the following:

- General Updates
- Project Updates
- MPTA Annual Conference
- Wayne State/DART (kickoff Sept 1)
- Fueling/Macomb Pavement success
- Dream Cruise
- Highland Park Shuttle + partnership with Stellantis
- Flex Ridership by zone
- MetroPark Express

9. New Business

A. Resolution: Authorization to Award a Contract for Wide Area Network (WAN)

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-year contract for wide area network project in the amount of a \$282,192.00 and two, one-year renewal options in the amount of \$103,320.00 for each year, with total cost of \$488,832.00 with Crown Castle.

DISCUSSION:

Mr. Rea asked Mr. Robert Cramer to explain what the difference was between level two and three of the network project. Mr. Cramer informed the Board level three provides additional security and support.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for Oakland Terminal Bus Charging Station Project

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for Oakland Terminal Bus Charging Station Project in the amount of \$217,506.25 to J. Ranck Electric.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Award a Contract for Hein Building Construction for Bus Simulator

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to The LaSalle Group, Inc. in the amount of \$396,498.00 for Hein Building Construction for Bus Simulator.

DISCUSSION:

Ms. Vicki Wolber confirmed the construction for the bus simulator is temporary. Mr. Robert Cramer agreed.

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization for Purchase Order Change Action (POCA #1) for LETC Site Improvement Project

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 #1 in the amount of \$80,922.51 to FH Martin Construction.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization for a Purchase Order Change Action (POCA #1) for Automated Passenger Counter System

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a POCA #1 in the amount of \$64,666.00 to Urban Transit Associates Inc.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: FTA CARES Act Program: Revised Recommendations Supporting Community and Agency Based Transit Programs

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Vicki Wolber, that the Board of Directors of SMART authorizes SMART to adopt revised funding amounts to be made available to its transit partners and for the information to be submitted as a revision to the Program of Projects for CARES Act funding to the FTA in compliance with the requirements of 49 U.S.C. Section 5307, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: CRRSAA Act Program of Projects

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to submit to Program of Projects for CRRSA Act funding to FTA in compliance with requirements of 49 U.S.C. Section 5307, as amended.

DISCUSSION:

Mr. Khalil Rahal asked how long will the funding be available to SMART. Mr. Ryan Byrne, Director of Finance, explained the funding is available until 2029 but it has to be obligated by 2023. Mr. Rahal requested the Board receive financial reports of the expenses of the \$18.6 million over the next 18 months.

VOTE: THE MOTION CARRIED.

H. Resolution: Agreement for Park and Ride Area at OCC-Orchard Ridge Campus

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Board of Directors of SMART authorizes SMART to complete negotiations and enter into an Agreement for a Park and Ride Area at OCC-Orchard Ridge Campus at a 5-year total cost of \$140,000.00

DISCUSSION:

Mr. Rasegan asked if there was a fee for the OCC Park and Ride area in the past. Mr. Robert Cramer said no but informed the Board of the benefit to have a more secured Park and Ride agreement to ensure longevity in the future.

VOTE: THE MOTION CARRIED.

I. Resolution: Participation Agreement for Vehicle Signal System with Macomb County Department of Roads

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation is authorized to complete negotiations and enter into a Participation Agreement with Macomb County Department of Roads for a Connected Vehicle Signal Project for a total of \$300,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

J. Resolution: Approval of Nominating Committee Appointments

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) hereby approves the appointments to the Nominating Committee.

DISCUSSION:

The SMART Board selected Ms. Hilarie Chambers, Oakland County, Mr. John Paul Rea, Macomb County, and Mr. Abdul Haidous, Wayne County, for the Nominating Committee.

VOTE: THE MOTION CARRIED.

10. Board Member Business

DISCUSSION:

Mr. John Paul Rea informed the Board of the reconstruction of Mound Road. He thanked SMART's staff for their support and help.

Mr. Abdul Haidous thanked staff for all their hard work and the public for their positive compliments about SMART.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, and unanimously carried, the meeting adjourned at 3:34 PM.

Respectfully submitted,

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



agenda item

DATE:	September 23, 2021	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) #2 Additional Support Service for the EAM optimization project			

RECOMMENDATION

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

- For the purchase of additional support for after project completion
- to Trapeze Software Group located at 5265 Rockwell Dr. NE, Cedar Rapids, IA
- at a cost of \$26,500.00

DISCUSSION

In September 26, 2019 the Board approved a contract for Trapeze State Good Repair (SGR), Capital Planning (CP). Facilities & KPIs, Enterprise Asset Management (EAM) optimization to include installation, testing, warranty and maintenance for 5 years. SMART requires additional funds exceeding the allowable threshold as stipulated in SMART Board Policy No. 1. The additional funds will be used to purchase additional implementation, consultant and support services on as needed basis.

FUNDING & COSTS:

The additional funds for this project are funded via: Project No. 36543 Federal No. MI-90-X678 State No. 2012-0170 P17

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

Stage	Date Board Approval/Requested	Work	Cost
Original Project	9/26/2019	Trapeze State Good Repair (SGR), Capital Planning (CP). Facilities & KPIs, Enterprise Asset Management (EAM) optimization to include installation, testing, warranty and maintenance for 5 years.	\$ 578,934.00
POCA #1	N/A	Increased design, set up, testing & training specific to the farebox assets	\$41,675.00
<i>POCA #2</i>	<i>9/23/2021</i>	<i>Additional implementation, consultant and support services on as needed basis for the EAM optimization project.</i>	\$26,500.00
Cumulative TOTAL			\$ 647,109.00

ATTACHMENTS:

- Resolution
- Trapeze Quote

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #2
Additional Support Service for the EAM optimization project

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting a Purchase Order Change Action for additional implementation, consultant and support services on as needed basis for the EAM project; and
- Whereas, The POCA #2 submitted in the amount of \$26,500.00 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA #2 in the amount of \$26,500.00 will be funded via Project No. 36543 Federal No. MI-90-X678 State No. 2012-0170 P17; and
- Whereas, The Director of Finance is satisfied that Trapeze has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Trapeze 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 POCA #2 in the amount of \$26,500.00 to Trapeze.

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 September 23, 2021.

Date

Board Secretary

No. _____

Trapeze Software Group Inc.
WORK ORDER

Client Name: Suburban Mobility Authority for Regional Transportation ("SMART")

Work Order #: WO-0119583

Address: 535 Griswald Street, Bunhi Building, Suite 600
 Detroit, MI
 48226

Date Requested: 9/1/2021
Requested By: Craig Miller

Attention: Melvin Evans
Position: Director of Information Technology
Phone: (313) 223 2100
Email: mevans@smartbus.org

Note: A copy of the purchase order related to the items below MUST be received by Trapeze Software Group Inc. ("Trapeze") prior to the performance of any services.

Implementation Services	Hours	Total Price
Project Management	20	\$4,625
Technical Product Specialist	100	\$21,875
Total	120	\$26,500

- ▶ Work Order will be billed as described in the attached Statement of Work.
- ▶ By signing below and/or returning a Purchase Order related to this Work Order, the Client acknowledges and agrees that the provision of the services specified herein shall be governed by the terms of the contract between Trapeze and the Client with regards to the product(s) to which the services relate. The Client specifically acknowledges and agrees that any terms and conditions received by Trapeze at any time from the Client including, but not limited to, Purchase Order terms and conditions, are for administrative purposes only and shall not amend, alter, supplement or supersede the terms of the contract between Trapeze and the Client.
- ▶ The estimates above represent "Not-To-Exceed" (NTE) values based on the activities defined in this scope of work, which Trapeze will provide as necessary when requested by SMART.
- ▶ For purposes of this Work Order, facsimile or PDF signatures shall constitute a valid, binding commitment between Trapeze and the Client.
- ▶ The order is not accepted until confirmed by Trapeze Software Group Inc.
- ▶ **Price valid for until November 30th, 2021. All Prices in U.S. dollars.

Trapeze Software ULC

SMART



D. J. Steve Sawyer
 General Manager

 Date: 9/1/21

 Date:



agenda item

DATE: September 23, 2021 DISPOSITION SOUGHT: Approval
TO: SMART Board of Directors SUBMITTED BY: Director of Finance
FROM: General Counsel APPROVED BY: Deputy GM

SUBJECT: Appointments to the 2021 – 2022 Audit Committee of the SMART Board of Directors

RECOMMENDATION:

That the board appoint at least three board members to the audit committee. The chair is an *ex officio* member.

DISCUSSION:

The SMART Board's By-Laws establish a standing Audit Committee in Article V Section 1, who's members serve for a term of one year. Pursuant to Article IV Section 1, the committee is responsible for the oversight of the work of the accounting firm employed (including resolution of disagreements between management and the auditor), as well as retention of the audit firm itself. The last Audit Committee composed of Mr. Rasegan, Mr. Rahal, and Mr. Rea, was appointed and voted on at the Board's September 24, 2021 meeting.

As set forth in the By-Laws, committees are to be composed of at least three members of the Board, and the Board Chairperson is an *ex officio* member as well. As such, the Board should appoint at least three members to this permanent committee.

ATTACHMENT

1. Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
RESOLUTION

Approval of Audit Committee Appointments for 2021 – 2022

Whereas, Article V Section 1(A)(1) of the SMART Board of Directors By-Laws require the appointment of an Audit Committee; and,

Whereas, The SMART Board Chairman has appointed

_____,

now therefore be it,

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby approves the appointment of the Audit Committee for the 2021-22 term.

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 September 23, 2021.

Date

Board Secretary