

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

SPECIAL BOARD OF DIRECTORS MEETING

APPROVED MINUTES – December 10, 2020

A special meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, December 10, 2020 at 2:00 PM. The meeting was held via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Khalil Rahal
	Vice-Chairperson	Ms. Vicki Wolber
		Ms. Hilarie Chambers
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Bret Rasegan
Absent:		Mr. John Paul Rea
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		None
SMART Staff Present:		Ms. Truvae Adams
		Mr. Brandon Adolph
		Ms. Beverly Anderson
		Mr. Fred Barbret
		Ms. Haley Barrett
		Mr. Ronald Beier
		Mr. Ryan Byrne
		Mr. L. Burt
		Ms. Sabrina Clay
		Mr. Robert Cramer
		Ms. Beverly Crockett
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Mr. Avery Gordon
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
	Mr. Dana Hilthon	

Mr. J. Hodgers
Mr. Ian Holme
Ms. Lynn Hurt
Ms. Carol Jones
Ms. Vickie Jordan-Strugs

Mr. Gregory Lorenz
Mr. Michael Patten
Ms. Nichole Peters
Mr. Konner Petz

Mr. Bruce Pillar
Ms. Kirsten Silwanowicz
Ms. Leeya Sutter
Mr. Darrell Taylor
Ms. Madonna Van Fossen
Mr. Tony Vinson

Ms. Patty Waling
Mr. Mike Walter
Mr. Danny Whitehouse
Ms. Brenda Ynclan

Public Registered:

FH Martin
Passenger
Passenger
Passenger
Plante Moran
Plante Moran
Plante Moran

Mr. Andy Martin
Mr. Matt Burb
Mr. Steven Hammtree
Mr. Robert Powlowski
Ms. Kimberly Deyak
Ms. Pam Hill
Mr. Keith Szymanski

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

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

Absent: Mr. John Paul Rea

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. Royce Maniko, seconded by Mr. Abdul Haidous, to approve the amended Agenda by adding the Audit Committee Report to the December 10, 2020 special Board meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for October 22, 2020

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, to approve the Board meeting minutes for October 22, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Special Board Meeting Minutes for November 19, 2020

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Abdul Haidous, to approve the special Board meeting minutes for November 19, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Executive Session Meeting Minutes for November 19, 2020

MOTION: Moved by Mr. Bret Rasegan, seconded by Ms. Vicki Wolber, to approve the Executive Session meeting minutes for November 19, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

- Mr. Andy Martin, FH Martin Constructors

DISCUSSION:

Mr. Martin voiced his concerns about not being selected as the contractor for SMART. He informed the board his bid was \$33,000.00 less than the competitor.

- Mr. Steven Hammontree, Passenger

DISCUSSION:

Mr. Hammontree stated the Americans with Disabilities Act (ADA) requires SMART to provide service during the holidays. He also asked SMART to reconsider routing for the Route 525 to ensure all important destinations along that corridor are reached.

- Mr. Robert Powlowski, Passenger

DISCUSSION:

Mr. Powlowski voiced his concerns about the SMART Bus Tracker App not working properly.

- Mr. Matt Burb

DISCUSSION:

Mr. Burb requested service be restored along Biddle Ave with Route 160.

7. Audit Committee Report

DISCUSSION:

Mr. Bret Rasegan informed the Board that the Audit Committee consisted of Chairperson Mr. Khalil Rahal, Director of Finance Mr. Ryan Byrne, himself, and staff from Plante Moran. He stated SMART is in a strong financial position. However, there were a few findings:

- 1) The Auditors recommended some process efficiency improvements and that SMART continue to stay in tune of the risk related to cyber security.
- 2) SMART should be prepared for the upcoming 2021 changes to GASBY.

- 3) There were some material weaknesses related to SMART's financial reporting. SMART has addressed these concerns and are putting measures in place to ensure that it doesn't happen in the future.

Mr. Rasegan requested the Board file and receive the committee's report.

VOTE: THE MOTION CARRIED.

8. Chairperson's Report

DISCUSSION:

None

9. Staff Report

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

- Some increase in SMART staff positive tests for COVID
- Ridership remains unchanged
- New services will be rolled out that will be useful during COVID and in the future
- Coordinating closely with DDOT on policies and information
- Voiced support for transit workers being part of Phase 2 of the COVID vaccine priority
- Coordinating with locals and counties about COVID issues and items

Current Focus:

- Remain vigilant about screening, temperatures, and COVID safety measures
- Continue improvements to communication and tools

Priorities and Items in Play:

- Rider mask exception rule & policy
- Maximum bus capacity number and policy
- Vaccination process and policy
- Fare collection
- Expanded FMLA policy

Biggest Picture Project Priorities for the Next Six Months:

- Update and approve Board Policy #1, Procurement Manual, and Contract Templates (Jan/Feb)
- Resume fare collection (Jan/Feb)
- Articulated buses arrive (late Jan/Feb)
- Microtransit pilot zones (March)
- Small bus SMART PATH Connect study
- June, September, and January service changes

- Electric bus and charging stations (throughout 2021)
- Mobility hubs and moving to property acquisition

10. New Business

A. Resolution: Approval of Fixed Route April 2021 Service Changes

MOTION: Moved by Ms. Hilarie Chambers, seconded by Mr. Abdul Haidous, that the proposed set of significant fixed route service changes based on the SMART PATH Plan are approved by the Board of the Suburban Mobility Authority for Regional Transportation, and the changes can be finalized and implemented by staff at the April 2021 regular service change.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: Amendment to the FY2020/21 General Operation Budget – Microtransit Service

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Bret Rasegan, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approves the budget amendment outlined in the Director of Finance communication to the Board dated December 10, 2020 and hereby increases the line items as follows:

Revenues – NEW	\$677,130.00
Expenses – VARIOUS	\$677,130.00

and authorize the Director of Finance to reclassify FY2020/21 line items to fund the microtransit program.

DISCUSSION:

At the request of Chairperson Mr. Khalil Rahal, Mr. Robert Cramer provided a detailed description of the microtransit program.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Award a Contract for Microtransit Pilots

MOTION: Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation Board of Directors hereby

authorizes to approve a contract in the amount of \$7,121,526.00 to River North Transit (Via) for 2 years with a 1-year renewal option.

DISCUSSION:

Mr. Bret Rasegan offered the assistance of Oakland County and requested SMART provide the Board with the GIS report. Chairperson Mr. Khalil Rahal requested the report be sent to all the Board members.

VOTE: THE MOTION CARRIED.

D. Resolution: Adopt Agency Safety Plan

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation Board of Directors adopts SMART's Agency Safety Plan.

DISCUSSION:

Mr. Haidous wanted to know how many MIOSHA complaints SMART receives a year. Mr. Avery Gordon, SMART's General Counsel, stated SMART may receive three per year which is exceptional compared to other transit agencies.

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Enter into a Funding and Service Agreement with the Oakland County Public Transportation Authority (OCPTA)

MOTION: Moved by Ms. Vicki Wolber, seconded by Mr. Bret Rasegan, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby authorizes the Board Chairperson to execute a contract with the OCPTA in substantially the same form as attached hereto.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Audited Financial Statements for the Year Ending June 30, 2020 including other Independent Auditor Reports

MOTION: Moved by Mr. Abdul Haidous, seconded by Ms. Vicki Wolber, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the following reports:

1. The June 30, 2020 audited financial statements and accompanying independent auditors report dated December 10, 2020

2. The audited single Audit Report for the year ending June 30, 2020, and the accompanying Independent Auditors Reports dated December 10, 2020, regarding the Report on Internal Control
3. The Report on Compliance, the December 10, 2020 Other Required Communications Letter and

BE IT FURTHER RESOLVED: that the Board directs the Director of Finance to submit all reports to their proper Federal and State agencies as required by State and Federal law prior to December 31, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Authorization to Join Automated Bus Consortium

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to participate in the Automated Bus Consortium by executing a sole source contract with AECOM to obtain services related to the development of performance specifications for an automated bus for transit use with a maximum contract amount of \$100,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Authorization to Award a Contract for LETC Site Improvements

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the purchase of the LETC Site Improvement Project in the amount of \$810,116.26 to FH Martin Constructors.

DISCUSSION:

Mr. Haidous wanted to know what was the difference between the two vendors. Mr. Robert Cramer went over the Evaluation Score Summary with the Board.

VOTE: THE MOTION CARRIED.

I. Resolution: Authorization to Award a Contract for Macomb Terminal Lounge Remodel

MOTION: Moved by Ms. Hilarie Chambers, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation Board of Directors hereby authorizes SMART to approve a contract in amount of \$303,165.00 to Creative Construction for lounge remodeling at the Macomb Terminal.

DISCUSSION:

At the request of Chairperson Mr. Khalil Rahal, Mr. Robert Cramer provided a detailed report of why the contract was awarded to Creative Construction.

VOTE: THE MOTION CARRIED.

J. Resolution: Authorization to Award a Contract for Employee Dental Benefits

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$1,275,006.00 for the 3-year base contract; \$2,161,062.00 for 5 years including option years to Delta Dental.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

K. Resolution: Authorization to Award a Contract for Disinfectant Wipe-down for Fixed Route Fleet

MOTION: Moved by Mr. Royce Maniko, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$1,093,738.00 to RNA Facilities Management.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

L. Resolution: Authorization to Award a Contract for Electrostatic Spraying of Buses

MOTION: Moved by Mr. Bret Rasegan, seconded by Ms. Hilarie Chambers, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$92,050.00 for electrostatic bus sprays, resulting in a total contract cost of \$170,950.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED

M. Resolution: Authorization to Award a Contract for Fiberglass Seat Inserts

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$847,328.88 to American Seating.

DISCUSSION:

Mr. Haidous wanted to know how many bids were received. Mr. Robert Cramer stated there were three responsive bids. Mr. Royce Maniko wanted to know if the original seats were provided by Gillig. The response was yes.

VOTE: THE MOTION CARRIED.

N. Resolution: Authorization to Award a Contract for Compensation Study

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$59,850.00 to Educational Data Systems Inc. (EDSI).

DISCUSSION:

Ms. Hilarie Chambers wanted to know the total number of SMART's non-represented employees. Ms. Leeya Sutter, Director of Human Resources, stated there are 110 non-represented employees at SMART.

VOTE: THE MOTION CARRIED.

O. Resolution: Authorization to Award a Contract for Uniform Rental and Laundry Services

MOTION: Moved by Mr. Bret Rasegan, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$403,618.00 to Unifirst for two years with 2, 1-year renewal options.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

11. Board Member Business

DISCUSSION:

Chairman Mr. Khalil Rahal requested future Board meetings be shorter.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, and unanimously carried, the meeting adjourned at 4:03 PM.

Respectfully submitted,

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