

SMART Board Meeting

October 24, 2024






MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Call to Order





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Pledge of Allegiance



I pledge allegiance to the flag of the United States of America and to The Republic for which it stands: one nation under God, indivisible with liberty and justice for all.





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

Board of Directors Meeting

Date: October 24, 2024

CHAIRPERSON, MR. ABDUL HAIDOUS

VICE-CHAIRPERSON, MR. JOHN PAUL

REA MS. SHEILA COTE

DR. CURTIS IVERY

MR. ROYCE MANIKO

MS. DIANA MCBROOM

MR. BRET RASEGAN



SMART Board Meeting Agenda

October 24, 2024

2:00 PM

Wayne Community College

21000 Northline Road

Taylor, MI 48180

ITEM	ACTION	PRESENTED BY
1. Call to Order		Abdul Haidous
2. Pledge of Allegiance		Abdul Haidous
3. Roll Call		Abdul Haidous
4. Adoption of Agenda	Approval	Abdul Haidous
5. Certification of Public Notice	Information	Tiffany Martin
6. Minutes	Approval	Abdul Haidous
A. Special Board Meeting Minutes for September 26, 2024		
B. Nominating Committee Meeting Minutes for September 26, 2024		
C. Board Meeting Minutes for September 26, 2024		
7. Nominating Committee Report	Information	Committee Chairperson
8. Election of Officers to the SMART Board of Directors: 2024/2025	Approval	Laura Bieniek, <i>Assistant General Counsel</i>
9. Public Participation	Discussion	Chairperson
10. Chairman's Report	Information	Chairperson
11. General Manager's Report	Information	Dwight Ferrell
12. Board Briefings	Information	
A. HR Hiring Update	Information	Tianna Leapheart, <i>Interim VP of Human Resources</i>
B. Safety Report – SMART Backing Up Policy	Information	Amie May, <i>VP Safety & Training</i>
13. New Business		
A. Resolution: Approval to Revise SMART Board of Directors' Policy 9		Laura Bieniek, <i>Assistant General Counsel</i>

B. Resolution: Approval of the Revised SMART Agency Safety Plan	Approval	Amie May, <i>VP Safety & Training</i>
C. Resolution: Authorization to Award a Contract for Talent Management Strategy & Framework Consulting Services	Approval	Tianna Leapheart, <i>Interim VP of Human Resources</i>
D. Resolution: Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles - Modified Minivan for ADA Functional Assessments and Travel Training	Approval	Le Juan Burt & Danny Whitehouse, <i>VP Maintenance/VP Paratransit & On Demand</i>
E. Resolution: Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses	Approval	Le Juan Burt <i>VP Maintenance</i>
F. Resolution: Authorization to Award a Contract for Heating, Ventilation and Air Conditioning (HVAC) Systems Preventative Maintenance & Repair Services	Approval	Le Juan Burt, <i>VP Maintenance</i>
G. Resolution: Authorization to Award a Contract for Gas & Diesel Fuel	Approval	Le Juan Burt, <i>VP Maintenance</i>
H. Ratification: Authorization of Contract Amendment No. 1 for a One-Year Extension for Architectural and Engineering Services for Select Existing Projects	Approval	Le Juan Burt, <i>VP Maintenance</i>
I. Ratification: Ratification of Payment of Services Rendered and Authorization of Contract Amendment No. 1 to Increase Funding for Voice Services	Approval	Mel Evans, <i>Interim VP of IT</i>
14. Closed Session: <i>TBD</i>	Discussion	Chairperson
15. Board Member Business	Discussion	Chairperson
16. Adjournment	Discussion	Chairperson



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PUBLIC NOTICE

SMART will hold its October 24, 2024 Board of Directors meeting at 2:00 PM at the Wayne County Community College Downriver Campus at 21000 Northline Rd., Taylor, MI 48180. The meeting will be held in the **Ray Mix** Room on the first floor.

Public Participation will only be available for members of the public attending in person or those who email comments per the process outlined below.

All physically present at the meeting must adhere to the following:

- Please respect anyone needing or choosing to wear a mask.
- People with symptoms of COVID-19 or exposure to someone with COVID-19 should wear a mask.
- People positive for COVID-19 may not attend the meeting in person and should access the recording using the YouTube link below.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person. The Meeting will be live-streamed on YouTube and available at <https://www.youtube.com/@MySMARTBus>.

Members of the public may also submit a written comment to be read during the Public Comment period by emailing SMARTBoard@smartbus.org by 1:15 p.m. on the day of the meeting.

Public Comment will proceed as follows:

- All comments: 3-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order:
 - Members of the public who attend in person.
 - Written comments via email. The Board Administrator will read any submitted comments.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

SPECIAL BOARD OF DIRECTORS' MEETING

PROPOSED MINUTES – September 26, 2024

The Suburban Mobility Authority for Regional Transportation (SMART) Board of Directors met on Thursday, September 26, 2024, at 1:30 PM at Oakland Community College's Royal Oak Campus at 739 S Washington Ave, Royal Oak, MI 48067.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Abdul Haidous
	Vice-Chairperson	Mr. John Paul Rea
		Ms. Sheila Cote
		Mr. Royce Maniko
		Ms. Diana McBroom
		Mr. Bret Rasegan
Absent Board Members:		Dr. Curtis Ivery
SMART General Manager:		Mr. Dwight Ferrell
SMART Deputy GM & COO:		Ms. Tiffany J. Gunter
SMART Board Administrator:		Ms. Tiffany Martin-Patterson
SMART Staff Present:		Mr. Ron Beier
		Ms. Laura Bieniek
		Ms. De'Shalon Brownlee
		Mr. Le Juan Burt
		Mr. Ryan Byrne
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Harmony Lloyd
		Mr. Bernard Parker
		Mr. Sean Riopelle
		Mr. D'Andrae Whitley
		Mr. Danny Whitehouse

Public Registered:

Mr. Marcus Ambrose
Ms. Angela Cope
Brother Cunningham
Ms. Claudette Delahe
Mx. Steven Hammontree
Mx. Lukas Lasecki
Mr. Mike Rayner

1. Call to Order

2. Roll Call

Present: Chairperson Mr. Abdul Haidous, Vice-Chairperson Mr. John Paul Rea, Ms. Sheila Cote, Royce Maniko, Ms. Diana McBroom, Mr. Bret Rasegan

Absent: Dr. Curtis Ivery

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Agenda for the September 26, 2024 Special Board of Directors Meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

4. Certification of Public Notice

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

5. Public Participation

Chairperson Mr. Abdul Haidous declared the meeting open for Public Participation.

The following participants voiced their concerns and made comments:

- Mx. Lukas Laseki

6. New Business

A. Resolution: Resolution: Approval of Nominating Committee Appointments

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Diana McBroom that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby approves the appointments to the nominating committee: Mr. Bret Rasegan representing Oakland County as Chairperson, Ms. Sheila Cote representing Macomb County, and Dr. Curtis Ivery representing Wayne County.

DISCUSSION:

The agenda item was presented by Bonnie McInerney, SMART's General Counsel. Dr. Curtis Ivery was absent during the initial selection of the Nominating Committee. After some deliberation, Mr. John Paul Rasegan was appointed as the Chairperson of the Nominating Committee.

VOTE: THE MOTION CARRIED.

7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 1:45 PM upon a motion made by Mr. John Paul Rea, seconded by Ms. Sheila Cote, and unanimously carried.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson
Board Administrator

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

NOMINATING COMMITTEE MEETING

PROPOSED MINUTES – September 26, 2024

The Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) met on Thursday, September 26, 2024, at 1:45 PM at Oakland Community College’s Royal Oak Campus, located at 739 S Washington Ave, Royal Oak, MI 48067.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Abdul Haidous
	Vice-Chairperson	Mr. John Paul Rea
		Ms. Sheila Cote
		Mr. Royce Maniko
		Ms. Diana McBroom
		Mr. Bret Rasegan
Absent Board Members:		Dr. Curtis Ivery
SMART General Manager:		Mr. Dwight Ferrell
SMART Deputy GM & COO:		Ms. Tiffany J. Gunter
SMART Board Administrator:		Ms. Tiffany Martin-Patterson
SMART Staff Present:		Mr. Ron Beier
		Ms. Laura Bieniek
		Ms. De’Shalon Brownlee
		Mr. Le Juan Burt
		Mr. Ryan Byrne
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Harmony Lloyd
		Mr. Bernard Parker
		Mr. Sean Riopelle
		Mr. D’Andrae Whitley
	Mr. Danny Whitehouse	

Public Registered:

Mr. Marcus Ambrose
Ms. Angela Cope
Brother Cunningham
Ms. Claudette Delahe
Mx. Steven Hammontree
Mx. Lukas Lasecki
Mr. Mike Rayner

1. Call to Order

2. Roll Call

Present: Chairperson Mr. Abdul Haidous, Vice-Chairperson Mr. John Paul Rea, Ms. Sheila Cote, Royce Maniko, Ms. Diana McBroom, Mr. Bret Rasegan

Absent: Dr. Curtis Ivery

A quorum was present.

3. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Agenda for the September 26, 2024, Nominating Committee Meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

4. Certification of Public Notice

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

5. Public Participation

Chairperson Mr. Abdul Haidous declared the meeting open for Public Participation. No members of the public voiced comments at this time.

6. New Business

A. Resolution: Resolution: Approval of Nominating Committee Appointments

MOTION: Moved by Ms. Sheila Cote, seconded by Ms. Diana McBroom, that the Nominating Committee hereby approves the selected nominees: Mr. John Paul Rea as Chairperson and Mr. Bret Rasegan as Vice-Chairperson for consideration by the full Board of Directors at the October 2024 Annual Board meeting, along with any other

nominations received from the floor.

DISCUSSION:

No other nominations came from SMART's Board of Directors.

VOTE: THE MOTION CARRIED.

7. Adjournment

There being no further business to come before the Board. The meeting was adjourned at 1:55 PM upon a motion made by Mr. John Paul Rea, seconded by Ms. Sheila Cote, and unanimously carried.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson
Board Administrator

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

PROPOSED MINUTES – September 26, 2024

The Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) met on Thursday, September 26, 2024, at 2:00 PM in the Buhl Building, located at 739 S Washington Ave, Royal Oak, MI 48067.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Abdul Haidous
	Vice-Chairperson	Mr. John Paul Rea
		Ms. Sheila Cote
		Dr. Curtis Ivery
		Mr. Royce Maniko
		Ms. Diana McBroom
		Mr. Bret Rasegan
SMART General Manager:		Mr. Dwight Ferrell
SMART Deputy GM & COO:		Ms. Tiffany J. Gunter
SMART Board Administrator:		Ms. Tiffany Martin-Patterson
SMART Staff Present:		Mr. Ron Beier
		Ms. Laura Bieniek
		Ms. De'Shalon Brownlee
		Mr. Le Juan Burt
		Mr. Ryan Byrne
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Harmony Lloyd
		Mr. Bernard Parker
		Mr. Sean Riopelle
		Mr. D'Andrae Whitley
	Mr. Danny Whitehouse	
Public Registered:		Mr. Marcus Ambrose
		Ms. Angela Cope

Brother Cunningham

Ms. Claudette Delahe
Mx. Steven Hammontree
Mx. Lukas Laseki
Mr. Mike Rayner

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Present: Chairperson Mr. Abdul Haidous, Vice-Chairperson Mr. John Paul Rea, Ms. Sheila Cote, Dr. Curtis Ivery, Mr. Royce Maniko, Ms. Diana McBroom, Mr. Bret Rasegan

A quorum was present.

4. Adoption of Agenda

MOTION: Moved by Mr. Royce Maniko, seconded by Dr. Curtis Ivery, to approve the Agenda for the September 26, 2024 Board of Directors Meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to remove Item O, “Resolution: Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles--Modified Minivan for ADA Functional Assessments and Travel Training” and Item P: “Resolution: Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses” from the September 26, 2024 Board of Directors Meeting Agenda.

DISCUSSION:

Board Administrator Tiffany Martin-Patterson requested removing items O and P from the agenda.

VOTE: THE MOTION CARRIED.

5. Certification of Public Notice

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

6. Minutes

A. Board Meeting Minutes for August 8, 2024

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Sheila Cote, to approve the Board meeting minutes for August 8, 2024.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

7. Nominating Committee Report

DISCUSSION:

The Suburban Mobility Authority for Regional Transportation's Nominating Committee, consisting of Mr. Bret Rasegan as Chairperson, Ms. Sheila Cote, and Dr. Curtis Ivery, recommended the appointment of Mr. John Paul Rea as the Chairperson as well as Bret Rasegan as the Vice-Chairperson for the SMART Board of Directors for a term of one year.

8. Public Participation

Chairperson Mr. Abdul Haidous declared the meeting open for Public Participation.

The following participants voiced their concerns and made comments:

- Mr. Marcus Ambrose
- Ms. Angela Cope
- Brother Cunningham
- Ms. Claudette Delahe
- Mx. Steven Hammontree
- Mx. Lukas Laseki
- Mr. Mike Rayner

9. Chairperson's Report

DISCUSSION:

Chairperson Abdul Haidous acknowledged the public's comments and directed them to SMART Staff who could address their concerns.

10. General Manager's Report

DISCUSSION:

Tiffany Gunter provided the General Manager's report. Negotiations with collective bargaining units have been completed. She discussed SMART hiring criteria and explained the purpose of staff members attending Board meetings: to address any grievances aired by the public. Mr. Maniko voiced his concerns regarding the late cancellation of meetings.

11. Board Briefings

A. HR Hiring Update

DISCUSSION:

Provided by Tiffany Gunter. 20 Fixed Route Operators and 13 Paratransit Operators were hired, totaling 33 new operators.

B. Quarterly Ridership Update

DISCUSSION:

Paratransit presented by Danny Whitehouse. Paratransit ridership in Q1 and Q2 2024 totals and a comparison between Q1 and Q2 of 2023 are provided. Flex report presented. Concentration of rides, average pickup ETA, utilization, average ride distance, and cost per ride for Oakland, Macomb, and Wayne Counties.

Fixed Route presented by Harmony Lloyd. Comparison between Q2 2023 and Q2 2024 total ridership for Oakland, Macomb, and Wayne Counties.

12. New Business

A. Resolution: Authorization to Award a Contract for Vehicle & General Liability Third-Party Administrator Services

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for vehicle & general liability third-party administration services to The ASU Group for three years beginning December 1, 2024, and ending November 30, 2027, for a total amount not to exceed \$1,418,400.00, with two one-year renewal options for the subsequent amount not to exceed \$488,800.00 per year, for an aggregate amount not to exceed \$2,396,000.00 for the five years.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: Approval to bid on hosting the 2026 American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Sheila Cote, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby authorizes SMART staff to submit a bid to host the 2026 Transit Board Members & Board Administrators APTA Seminar in Detroit.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: Approval of SMART Triennial Disadvantage Business Enterprise (DBE) Goal for Submission to the Federal Transit Administration (FTA)

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Sheila Cote, that the Board of Directors of Suburban Mobility Authority for Regional Transportation approves the DBE goal submission which will ensure compliance with DOT's DBE regulations.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Implement a Wage Increase for Non-Represented Employees

MOTION: Moved by Mr. John Paul Rea, seconded by Dr. Curtis Ivery, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to provide the benefit and compensation package changes for non-union employees, and apply the increase to the employment contract for Dwight Ferrell, General Manager, effective September 30, 2024.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Approval of the FY 2025 Unified Work Program Budget and Local Match

MOTION: Moved by Mr. Royce Maniko, seconded by Ms. Diana McBroom, that the Authority's FY 2025 Unified Work Program referred to herein is approved and that the General Manager of SMART is authorized to execute a negotiated project agreement with SEMCOG for \$318,806.00 of FTA Section 8 technical studies funds; representing that \$70,694.00 is available for the local match of these funds; and to negotiate, as may be required, the scope, cost, emphasis, etc. of the content of this program.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Approval to Enter into a Construction and Use Agreement for the Park and Ride Area at the Michigan Department of Transportation (MDOT) Wixom Carpool Lot

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Diana McBroom, that the Suburban Mobility Authority for Regional Transportation authorizes the General Manager to enter into this agreement with MDOT and to pay MDOT a total amount not to exceed \$239,000.00 for construction project costs.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Authorization to Enter into an Interlocal Agreement with Oakland County for Transit Services for Veterans and their dependents within Oakland County

MOTION: Moved by Mr. John Paul Rea, seconded by Dr. Curtis Ivery, that SMART is hereby authorized to enter into an interlocal agreement with Oakland County for transportation services provided to veterans and their dependents within Oakland County from October 1, 2024, through September 30, 2025.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Authorization to Award a Contract for Tablets for Community Vehicles

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for tablets for community vehicles to StrataGen Systems, Inc., for a one-time purchase of tablets and cradles kits, installation services, and three-year software subscriptions to commence upon completion of installation services, at a cost not to exceed \$133,200.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

I. Resolution: Authorization to Award Contracts for Uniforms for Bus Operators, Road Supervisors and Dispatchers

MOTION: Moved by Mr. John Paul Rea, seconded by Dr. Curtis Ivery, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award contracts to Allie Brothers Uniforms and Galls, LLC for uniforms for fixed route bus and paratransit operators, road supervisors, and dispatchers for three years beginning October 1, 2024, and ending September 30, 2027, for a shared total amount not to exceed \$921,000, with two one-year renewal options for the subsequent shared amount not to exceed \$307,000.00 per year, for an aggregate amount not to exceed \$1,535,000.00 for the five years.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

J. Resolution: Authorization to Award a Contract for Anti-Freeze/Coolant, Gear Oil, Grease, and Windshield Fluid

MOTION: Moved by Mr. John Paul Rea, seconded by Dr. Curtis Ivery, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for anti-freeze/coolant, gear oil, grease, and windshield fluid to Rowleys Wholesale for one year beginning October 1, 2024, through September 30, 2025, for an amount not to exceed \$210,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

K. Resolution: Authorization to Award a Contract for Oil & Transmission Fluids

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Sheila Cote, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for oil and transmission fluids to Rowleys Wholesale for one year, beginning October 1, 2024, through September 30, 2025, at an amount not to exceed \$630,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

L. Ratification: Ratification to Exercise Option Year 2 for the Diesel Exhaust Fluid Contract

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the

Suburban Mobility Authority for Regional Transportation is hereby authorized to ratify Option Year 2 (retroactively) effective November 1, 2023, through October 31, 2024, with Rowleys Wholesale in the amount not to exceed \$90,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

M. Resolution: Authorization to Award a Contract for Diesel Exhaust Fluid for Fixed Route Buses

MOTION: Moved by Mr. Royce Maniko, seconded by Dr. Curtis Ivery, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for diesel exhaust fluid for the fixed route fleet for three years to Kerry Brothers Truck Repair, Inc. beginning November 1, 2024, through October 31, 2027, at an amount not to exceed \$540,000.00 for three years, with two one-year renewal options for an amount not to exceed \$180,000 each year, totaling \$900,000 for five years

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

N. Resolution: Authorization to Award a Contract for Landscaping and Lawn Maintenance

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Diana McBroom, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for landscaping and lawn maintenance services to United Lawnscape, LLC, beginning October 1, 2024, through September 30, 2027, at an amount not to exceed \$174,082.00 for three years with two one-year renewal options; Option Year 1 for an amount not to exceed \$57,861.00 and Option Year 2 for an amount not to exceed \$59,052.00, totaling \$290,995.00 for five years.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

O. Resolution: Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles--Modified Minivan for ADA Functional Assessments and Travel Training

MOTION: ITEM REMOVED

DISCUSSION:

None

VOTE: NONE

P. Resolution: Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses

MOTION: ITEM REMOVED

DISCUSSION:

None

VOTE: NONE

13. Board Member Business

DISCUSSION:

Mr. Royce Maniko discussed events at a Lake Erie Transit Commission, specifically the reduction of urban and non-urban funds. He requested a report stating how financial losses impact SMART. He also voiced his concerns about the difficulty of attending specific meetings due to construction.

14. Adjournment

There being no further business to come before the Board. The meeting was adjourned at 3:21 PM upon a motion made by Mr. John Paul Rea, seconded by Ms. Diana McBroom, and unanimously carried.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson
Board Administrator



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Nominating Committee Report



DATE:	October 24, 2024	DISPOSITION SOUGHT:	Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Counsel
FROM:	General Counsel	APPROVED BY:	General Manager

SUBJECT: Election of Officers to the SMART Board of Directors: 2024/2025 Term

RECOMMENDATION

In accordance with the SMART Board's By-Laws, Article III Sections 2 and 3, the Officers of the Board, Chairperson, and Vice-Chairperson, are to be elected at its October meeting.

DISCUSSION

At its September 26, 2024, Special Board meeting, in accordance with the Board By-Laws, Article III Section 3, the Chairperson of the SMART Board of Directors, with the concurrence of the full Board, appointed Mr. Bret Rasegan as Chairperson, Ms. Sheila Cote, and Dr. Curtis Ivery to its Nominating Sub-Committee. The Committee was charged with selecting nominees for Officers of the 2024/2025 Board. The Committee met and considered the matter prior to the Board's September Regular meeting.

Further, at its September 2024 Regular meeting, the Board of Directors accepted the Committee's nominations of Macomb County Board member, Mr. John Paul Rea, as Chairperson of the SMART Board of Directors and Mr. Bret Rasegan, as Vice-Chairperson of the SMART Board of Directors.

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

ATTACHMENT

- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Election of Officers to the SMART Board of Directors: 2024/2025 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 Chairperson's appointment of a Nominating Committee that has now met, conferred and recommended nominees to the full Board; and,
- Whereas, The Board Chairperson has called for nominations from the floor; and
- Whereas, The Board of Directors has accepted and considered all such nominations for Chairperson and Vice-Chairperson; now, therefore be it
- Resolved, That the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby elects Mr. John Paul Rea of Macomb County as Chairperson of the SMART Board of Directors and Mr. Bret Rasegan of Oakland County as Vice-Chairperson, 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 24, 2024.

Date

Board Administrator



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Public Participation





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Chairperson's Report





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: General Manager's Report





MEMORANDUM

TO: SMART Board of Directors

FROM: SMART Staff

DATE: October 24, 2024

SUBJECT: Board Briefings





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: New Business



DATE:	October 24, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Counsel
FROM:	General Manager	APPROVED BY:	General Manager

SUBJECT: Approval to Revise SMART Board of Directors' Policy 9

RECOMMENDATION

That the Board adopt the attached resolution authorizing a revision to Board Policy 9 to require members of the public wishing to address the Board during public participation fill out a notecard with their name, city, and county of residence, contact information, and the subject of their comments.

DISCUSSION

Article II, Section 14 of the SMART Board of Directors' By-Laws provides that, "the Board shall from time to time issue policy memoranda, the purpose of which is to maintain continuity, coherence and consistency in the policies of the Board for the benefit of all Board members and for the guidance of the General Manager as Chief Executive Officer and staff." The Board, upon SMART staff recommendation, has decided to revise Policy 9 to require that members of the public who wish to address the Board during public participation fill out a notecard with their name, city and county of residence, contact information, and the subject of their comments. This change will enable SMART staff to efficiently follow up with members of the public to ensure their concerns are appropriately addressed. SMART staff members will be available at each Board meeting to assist members of the public who have difficulty filling out a notecard. A copy of the proposed revision of Policy 9 is included. All other portions of Policy 9 will remain unchanged. This policy revision shall be in effect at the next scheduled SMART Board of Directors meeting.

The proposed revision would state:

Date: September 26, 2024

Policy Number: 9

Subject

Public Participation

* * *

Procedure

* * *

II.

* * *

B. Speakers must fill out a notecard with their name, city, county of residence, contact information, and the subject of their comments.

* * *

FUNDING & COSTS

The recommended change to Policy 9 will have no effect on the SMART budget.

ATTACHMENTS

- Current Policy 9
- Proposed Amended Policy 9
- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval to Revise SMART Board of Directors' Policy 9

- Whereas, The Suburban Mobility Authority for Regional Transportation, pursuant to the provisions of Act 204, P.A. 1967 as amended, is empowered to acquire, plan, contract, operate and maintain public transportation systems and facilities within its jurisdiction; and
- Whereas, Board Policy 9 was developed by the SMART Board of Directors in 1984, and was revised in 2012 and 2023;
- Whereas, After careful consideration, the SMART Board of Directors, by this Resolution, amends Board Policy 9 to require that members of the public wishing to address the Board during the public participation portion of Board meetings fill out a notecard with their name, city, county of residence, contact information, and the subject of their comments, for SMART staff to address their concerns efficiently; now, therefore be it;
- Resolved, That the SMART Board of Directors hereby amends Board Policy 9 to require that members of the public wishing to address the Board during the public participation portion of Board meetings fill out a notecard with their name, city, county of residence, contact information, and the subject of their comments. All other Policy 9 provisions remain unchanged. This policy revision shall be in effect at the next scheduled SMART Board of Directors meeting.

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 24, 2024.

Date

Board Administrator



Date: February 23, 2023

Policy Number: 9

Subject

Public Participation

Purpose

To establish procedures for scheduled discussions during Public Participation portions of Board meetings (Article II, Section 4 of the Authority's By-Laws and Rules of Procedure), and pursuant to the Open Meetings Act, MCLA 15.263(1), (5). The purpose of Public Participation is to allow the SMART Board of Directors to hear all concerns, issues, and compliments from members of the public that are relevant to SMART. As such, there will be no responding to the public's questions or comments by the Board Members during Public Participation.

Scope

Applicable to all Regular and Special Meetings of the Board. This policy supersedes the Public Participation policy dated August 23, 2012.

Procedure

- I. According to Article II, Section 4 of the Authority's By-Laws and Rules of Procedure, Agenda Item 6 will serve as the Public Participation portion of Regular and Special meetings of the Board.
- II. Any individual or organization that wishes to address the Board during a Regular or Special meeting shall request such an opportunity through the Chairperson.
 - A. Speakers may submit a request for an opportunity to address the Board to the Board Secretary up to five days prior to the scheduled date of the Board meeting.
 - B. Speakers shall be entitled to a maximum speaking time of three minutes.
 - C. The aggregate time spent on the Public Participation portion of the meeting may not be limited in any way or for any reason beyond those set forth in this policy. Any individual wishing to address the Board will be given an opportunity to speak, subject to the provisions contained herein.
- III. The Board Secretary, at the direction of the Chairperson, shall be responsible to schedule speakers for the Public Participation portion of Board meetings, and prior to each meeting of the Board, shall provide the Chairperson with the list of requests scheduled for that meeting. The Chairperson may allow scheduled speakers to address the Board before other members of the public in attendance.

- A. The Chairperson may call to order any person who is engaging in disorderly conduct during the Public Participation portion of the Board meeting. Such disorderly conduct includes, but is not limited to, defamatory, profane, obscene, or disruptive remarks which threaten the safety or security of the Authority or others. The Chairperson shall direct the speaker to be seated until it has been determined whether the individual is in order.
- B. If the Chairperson determines that an individual is particularly disruptive to the meeting, or has failed to return to order, the Chairperson may request the individual to be removed from the meeting.

IV. Public Participation shall be confined to subjects that are relevant to the Authority. The discretion to determine whether a topic is relevant is vested in the Chairperson.

- A. For purposes of this Policy, relevant public commentary is defined as any subject matter that relates to Authority business and/or serves the Authority's informational needs. Any determination of relevance must be viewpoint neutral.
- B. If the Chairperson determines that any member of the public is in violation of this policy, the Chairperson shall follow the procedure in Section III (A) and (B) pertaining to calling disorderly individuals to order.



Date: September 26, 2024

Policy Number: 9

Subject

Public Participation

Purpose

To establish procedures for scheduled discussions during Public Participation portions of Board meetings (Article II, Section 4 of the Authority's By-Laws and Rules of Procedure), and pursuant to the Open Meetings Act, MCLA 15.263(1), (5). The purpose of Public Participation is to allow the SMART Board of Directors to hear all concerns, issues, and compliments from members of the public that are relevant to SMART. As such, there will be no responding to the public's questions or comments by the Board Members during Public Participation.

Scope

Applicable to all Regular and Special Meetings of the Board. This policy supersedes the Public Participation policy dated February 23, 2023.

Procedure

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- II. Any individual or organization that wishes to address the Board during a Regular or Special meeting shall request such an opportunity through the Chairperson.
 - A. Speakers may submit a request for an opportunity to address the Board to the Board Secretary up to five days prior to the scheduled date of the Board meeting.
 - B. Speakers must fill out a notecard with their name, city and county of residence, contact information, and the subject of their comments.
 - C. Speakers shall be entitled to a maximum speaking time of three minutes.
 - D. The aggregate time spent on the Public Participation portion of the meeting may not be limited in any way or for any reason beyond those set forth in this policy. Any individual wishing to address the Board will be given an opportunity to speak, subject to the provisions contained herein.
- III. The Board Secretary, at the direction of the Chairperson, shall be responsible to schedule speakers for the Public Participation portion of Board meetings, and prior to each meeting of the Board, shall provide the Chairperson with the list of requests scheduled for that meeting. The Chairperson may allow scheduled speakers to address the Board before other members of the public in attendance.

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- B. If the Chairperson determines that any member of the public is in violation of this policy, the Chairperson shall follow the procedure in Section III (A) and (B) pertaining to calling disorderly individuals to order.

DATE:	October 24, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP of Safety
FROM:	VP of Safety	APPROVED BY:	General Manager

SUBJECT: Approval of the Revised SMART Agency Safety Plan 2024

RECOMMENDATION

That the Board adopt the attached resolution approving the revised SMART Agency Safety Plan (ASP).

DISCUSSION:

The Federal Transit Administration (FTA) requires that transit agencies annually update their Agency Safety Plan (ASP) by December 31st each year. The ASP, developed in collaboration of the SMART Safety Management System committee comprising an equal representation of frontline Union representatives and management, aims to achieve the following objectives:

- Minimize exposure to infectious diseases
- Reduce collisions and injuries
- Reduce visibility impairments for bus operators that contribute to vehicle & pedestrian accidents
- Mitigate assaults on transit workers by optimizing bus operator barrier technology

The revised SMART Agency Safety Plan has been updated to increase accountabilities, targets, and structures designed to ensure the safety of SMART systems, employees, and the public. The proposed plan has undergone a thorough review and received unanimous approval from the SMART Safety Management System Committee.

ATTACHMENT

- Revised SMART Agency Safety Plan 2024
- Resolution



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of the Revised SMART Agency Safety Plan (ASP) 2024

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is required by the Federal Transit Administration (FTA) to annually update its Agency Safety Plan (ASP) by December 31st each year; and
- Whereas, The ASP was developed in collaboration with the SMART Safety Management System committee comprising an equal representation of frontline Union representatives and management; and
- Whereas, The plan aims to minimize exposure to infectious diseases; reduce collisions and injuries; reduce visibility impairments for bus operators that contribute to vehicle & pedestrian accidents; and mitigate assaults on transit workers by optimizing bus operator barrier technology; and
- Whereas, The revised SMART Agency Safety Plan has been updated to increase accountabilities, targets, and structures designed to ensure the safety of SMART systems, employees, and the public; and
- Whereas, The proposed plan has undergone a thorough review and received unanimous approval from the SMART Safety Management System Committee; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation Board of Directors approve the SMART Agency Safety Plan.

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 24, 2024.

Date

Board Administrator

SMART
Public Transportation Agency Safety Plan

December 31, 2024

1. Transit Agency Information

Transit Agency Name	Suburban Authority for Regional Transportation (SMART)			
Transit Agency Address	535 Griswold St., Ste 600, Detroit, MI 48226			
Name and Title of Accountable Executive	Tiffany Gunter			
Name of Chief Safety Officer or SMS Executive	Amie May			
Mode(s) of Service Covered by This Plan	MB/DO DR/DO	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5309, 5310, 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	MB/DO DR/DO DR/PT (Subrecipients, managed via SMART oversight procedures and State of Michigan)			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No X	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Suburban Mobility Authority for Regional Transportation (SMART)	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	SMART Board of Directors	
	Relevant Documentation (Title and Location)	
	A copy of the Board Resolution approving the Agency Safety Plan is maintained on file by Chief Safety Officer.	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	--	New Document	12/10/2020
2	3,4,8,12,23 & affected sections	Update FTA & Bipartisan Infrastructure Law Requirements	12/31/2022
3	2,4	New Chief Safety Officer, Update Safety Performance Targets	12/31/2023
4	4	Update Safety Performance Targets	12/31/2024

Annual Review and Update of the Agency Safety Plan
SMART's Chief Safety Officer will coordinate the annual review and update of the ASP, beginning with a notification to all departments and Union leadership by March 1 of each year that they must review and provide any update recommendations to the ASP. The ASP review and update will be completed before December 31 of each year.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

SMART's established safety performance targets for the period January 1, 2025, through December 31, 2025, are based on our review of the last three (3) years of SMART's safety performance data, vehicle revenue miles (VRM), and major mechanical system failures fatalities and injuries reported to the National Transit Database (NTD).

Mode of Transit Service	Fatalities Total	Fatalities /1M miles	Injuries Total	Injuries /1M miles	Safety Events Total	Safety Events /1M Miles	Mean Dist. Between Major Failures
Fixed Route	0	0	36.33	< 3.86	30	< 3.18	> 6,027
Connector	0	0	7.33	< 2.9	7.00	< 2.74	> 36,481

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SMART's Accountable Executive will share our ASP, including safety performance targets, with SEMCOG (MPO) each year.

In addition, SMART will coordinate with the State and MPO in the selection of State and MPO safety performance targets as requested and outlined in SMART's Metropolitan Planning Agreement.

Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	SEMCOG	9/12/2024

4. Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

Safety is a core value at SMART, embodied in everything we do. As documented in our ASP, we commit to developing, implementing, maintaining, and continuously improving processes to ensure the safety of our system, employees, and the public we serve. SMART's Safety Management System (SMS) encourages the open sharing of information on all safety issues throughout our organization. We will review and update these objectives, as needed, each year.

Responsibilities and Accountabilities for Safety

To remain consistent with the top-down, organization-wide nature of SMS, our Executives and Board of Directors ensure that organizational resources are allocated to further this commitment and achieve the highest level of transit safety performance. This accountability is supported by all agency employees, who ensure that management has access to the information necessary to strategically deploy resources based on identified safety concerns, establish and support accountability for safety decision-making, and address unacceptable safety risk.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we will continuously examine our operations for hazards. As required by the Federal Transit Administration, we have set annual safety performance targets to help us measure the safety of our transit service. In addition, to address our overall safety objective, we have established mandatory and voluntary employee safety reporting programs and will communicate these programs to all frontline, supervisory, and management personnel.

Safety Objectives

SMART has established a set of safety objectives to help us assess our safety performance and the effectiveness of our SMS. Our objectives include the following:

- Continuously examining our operations for hazards, through active employee reporting and review and analysis of data;
- Clearly explaining to all staff their accountabilities and responsibilities for the development and operation of SMART's SMS;
- Ensuring that employees charged with implementing the agency's SMS processes, methods and activities are adequately trained and only assigned tasks commensurate with their skills and experience;
- Providing SMART employees and contractors with formal, ongoing SMS communications; and
- Continuously improving SMART's safety performance through the management of processes that ensure effective safety risk mitigations are implemented in a timely manner.

Twice a Year Progress Report

Twice a year, and as needed, the Chief Safety Officer will report to our entire agency regarding how well we are meeting our safety objectives.

Signatures

As required by 49 CFR Part 673 and Section 2 of this document, SMART's ASP, which describes our agency's commitment to continuously monitoring, measuring, and improving safety performance, has been approved by the Board of Directors and endorsed by the Accountable Executive

Tiffany Gunter, Accountable Executive	Date
Abdul Haidous, Chair Board of Directors	Date
Safety Management Policy Communication	
<i>Describe how the safety management policy is communicated throughout the agency.</i>	
<p>SMART has established organizational accountabilities and responsibilities for its SMS, and our Accountable Executive has issued a written Safety Management Policy (SMP) statement that includes SMART's safety objectives.</p> <p>The Chief Safety Officer, who leads SMART's SMS activities, ensures the SMP statement is distributed via electronic and/or hard copy to all employees and contractors operating service.</p> <p>The Chief Safety Officer also ensures the SMP statement is readily available to all executives, managers, supervisors, administrative and frontline employees, union leadership. The Chief Safety Officer prepares and disseminates reports documenting how SMART is meeting the safety objectives set forth in the SMP statement.</p> <p>SMART also posts copies of the SMP statement and reports on bulletin boards at each SMART facility as well on electronic communication tools (e.g. ADP).</p> <p>Should the SMP statement be updated during the year, the Chief Safety Officer will redistribute it throughout the agency following the same protocols to ensure it is provided to all employees and contractors.</p> <p>The Safety Promotion section of this ASP outlines additional mechanisms and processes available to support the communication of information on SMART's SMP statement.</p>	
Authorities, Accountabilities, and Responsibilities	
<i>Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i>	
Accountable Executive	<p>SMART's Accountable Executive holds SMART's management and committees accountable for compliance with the processes and procedures detailed in the Agency Safety Plan (ASP) to ensure adequate safety performance and fulfill requirements of the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673).</p> <p>The Accountable Executive, has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Controls and directs human and capital resources needed to develop and maintain the ASP, SMS, and Transit Asset Management Plan; • Designates a Chief Safety Officer with a direct line of reporting to the Accountable Executive; • Issues annual SMP statement and safety objectives; • Ensures that SMART's SMS is effectively implemented throughout the system; • Ensures action is taken to address substandard performance in SMART's SMS;

	<ul style="list-style-type: none"> • Monitors SMART's safety performance; • Accepts safety risk associated with hazards or mitigates unacceptable safety risk; and • Assumes ultimate responsibility for carrying out SMART's ASP and SMS.
<p>Chief Safety Officer</p>	<p>The Accountable Executive designates the Chief Safety Officer as the position with the authority and responsibility for day-to-day implementation and operation of SMART's SMS. SMART's Chief Safety Officer has direct access to, and coordination with, the Accountable Executive regarding Safety matters.</p> <p>The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Leads the development and update of SMART's ASP; • Develops SMART's SMS policies and procedures; • Monitors day-to-day implementation and operation of SMART's SMS; • Establishes and maintains SMART's safety data information management and reporting systems; • Chairs the SMS Committee and reviews Project Management Safety Implication Analyses (Management of Change) <ul style="list-style-type: none"> ○ Coordinates the activities of the committees with other members; ○ Develops agendas and sets topics for discussion; ○ Keeps and distributes minutes of committee meetings; ○ Maintains documentation and decisions made by committees. • Develops and distributes reports on SMART's progress in meeting the safety objectives specified in the SMP statement; • Develops and distributes reports that monitor and analyze trends in hazards and safety events; • Develops and issues Safety Reporting Bulletins and manages SMART's mandatory and voluntary safety reporting programs; • Provides information and analysis on reports made through the mandatory reporting program and voluntary employee safety reporting program (ESRP); • Develops and issues SMART's annual safety performance targets (in coordination with the Accountable Executive); • Identifies deficiencies and substandard performance in SMART's SMS, notifies the Accountable Executive, and works with the Accountable Executive to develop action plans to address the identified deficiencies; • Advises the Accountable Executive on SMS progress and status; and • Supports SMART departments in managing safety risk by providing Safety Risk Management (SRM) expertise and conducting and overseeing Safety Assurance activities.
<p>Agency Leadership and Executive Management</p>	<p>SMART Agency Leadership and Executive Management include staff who report directly to the General Manager:</p> <ul style="list-style-type: none"> • Deputy General Manager • VP of Bus Operations, • VP of Maintenance, • VP of Human Resources, • VP of Finance, • General Counsel

	<p>SMART's Agency Leadership and Executive Management have authorities and responsibilities for day-to-day implementation and operation of SMART's SMS. In addition, they support system wide SMS implementation as requested by the Chief Safety Officer and SMS Committee.</p> <p>Specific authorities, responsibilities and accountabilities for Agency Leadership and Executive Management under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Allocating resources to accomplish safety objectives identified in the SMP statement and to address substandard performance in the SMS; • Overseeing the safety of day-to-day operations and SMS implementation; • Coordinating with the Safety Department on the implementation of SMS and providing subject matter expertise as requested; and • Modifying departmental policies consistent with implementation of the SMS and other safety regulations.
<p>Key Staff</p>	<p>Key Staff</p> <p>SMART's Key Staff includes those positions that directly oversee SMART's Transportation, Maintenance, Human Resources, Finance, IT, Marketing, and Legal Departments. Specific authorities, responsibilities and accountabilities for Key Staff under this plan include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Complying with SMS programs and processes; • Supporting development, implementation, and operation of SMART's SMS; • Maintaining documents that support SMS implementation; • Reviewing and investigating employee reports, in coordination with the Chief Safety Officer and/or SMS Committee, and documenting results; • Providing subject matter expertise to support implementation of SMART's SMS; and • Verifying compliance with safety requirements and reporting deviations to the Safety Department. <p>Key Committees</p> <p>SMART uses committees and processes to support SMS implementation:</p> <ul style="list-style-type: none"> • SMS Committee • Safety Committees • Quarterly Terminal Inspection • Project Management: Safety Implication Analysis (Management of Change) • Driver Forums and Service Development Process • Accident Review Board <p>Each of these committees and processes is briefly described below.</p> <p>SMS Committee</p> <p>SMART has established an SMS Committee to support and oversee implementation of our SMS and to promote interagency coordination and action. The committee will be chaired by the Chief Safety Officer. Committee members consist of an equal number of frontline employee representatives and management representatives. Each Union will appoint members to the committee, and the Chief Safety officer will appoint an equal number of Management members to the committee. These meetings may be in various format (i.e. in- person, virtual, etc.)</p>

- The SMS Committee meets biannually and has the following responsibilities:
- Reviews the timely collection of information related to hazards, potential consequences, and safety events;
 - Reviews reported hazards and supports the analysis of hazards;
 - Investigates, analyzes, and identifies causal factors for safety events;
 - Monitors and analyzes trends in hazards and safety events;
 - Monitors and evaluates the effectiveness of mitigations implemented to address assessed safety risk and reports findings to the Accountable Executive;
 - Monitors and evaluates the effectiveness of corrective actions implemented to address non-conformances and to prevent the recurrence of safety events, and reports findings to the Accountable Executive;
 - Monitors industry data and reports from FTA and oversight authorities, industry associations, and manufacturers and other vendors;
 - Determines the adequacy of the training provided to the individuals responsible for maintenance, operations, and other personnel who are assigned duties related to the SMS; and
 - Supports day-to-day implementation and operation of SMART's SMS.

Safety Committees

Terminal Superintendent/Manager chairs this monthly committee meeting. Some labor agreements with SMART's local unions set forth specific provisions for a Safety Committee. This committee is directed to act in an advisory capacity to management. The Joint Safety Committee discusses safety concerns and makes recommendations to the appropriate departments for additional actions, including enhanced compliance activities, safety risk management, tracking and monitoring, training, and communication. These meeting may be in various format (i.e. in-person, virtual, etc.)

Quarterly Terminal Inspection

The Risk Manager and a Third-Party Administrator inspect each terminal for safety hazards on a quarterly basis to identify safety issues and potential safety hazards. Results from these reviews may support safety risk management activities, including the identification of hazards and the mitigation of safety risk. Such reviews and worksite inspections are performed during normal business hours and are scheduled in advance with appropriate SMART staff. The results of the reviews and inspections are not used for disciplinary purpose but serve to support implementation and oversight of SMART's SMS.

Project Management Process: Safety Implication Analysis (Management of Change)

SMART's Project Management Process includes a Safety Implication Analysis as a key component of Management of Change. The Safety Implication Analysis identifies and assesses changes associated with a project that may introduce new hazards or impact the transit agency's safety performance (e.g. new equipment, policies, or procedures are introduced).

Driver Forums and Service Development

Driver Forums offer a key opportunity for Drivers to provide input on the safety of existing and proposed routes. This information is used by the Service Development Department to assess routes and safety improvements.

Accident Review Board

SMART's Accident Review Board reviews the results of SMART accident determinations that are appealed by an employee and makes the final determination regarding preventability of such accident. SMART's Accident Review Board consists of members that represent Management, Union Officials, and an officer or investigator from a local police department.

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

SMART's frontline personnel are our best source of information on safety conditions throughout our system. Nobody knows more about the actual safety performance of the transit system than the employees who deliver the service.

To collect information critical to the safety of our operations, SMART uses two types of employee reporting:

- **Mandatory**
- **Voluntary**

Mandatory Safety Reporting

SMART requires its employees to report the occurrence of safety events immediately (injuries, accidents, mechanical/vehicle issues or unusual occurrences) through one or more of the following methods:

- Immediate Reporting to Supervisory Staff
- Injury Report Form
- Transit Accident and Crime Report Form
- Driver Pre-Trip Inspection Form
- Daily Physical Check Sheet (Driver Write Up Card)
- Driver Maintenance Write-up Log
- Preventative Maintenance Inspection Form

SMART requires drivers or other employees who are away from the facility to immediately report accidents, incidents, or unusual occurrences immediately to Dispatch, or to the first available supervisor if radio contact is not an option. All employees must fill out SMART's written reporting forms as soon as possible and provide information to support SMART's event investigation process, as necessary.

If an employee fails to report or reports false information regarding safety rules, SMART may take disciplinary action. Reports must be made to the employee's supervisor no later than by the end of shift, unless otherwise specified in an extension as granted by the labor agreement. In cases of an employee self-reporting non-compliance with safety rules, SMART may consider a non-punitive response. Any discipline will be determined on a case-by-case basis by the Terminal Manager/Transportation Manager and Department Director with the assistance of the Human Resources Department.

Voluntary Employee Safety Reporting Program

In an effort to maximize available safety information and to ensure that safety concerns are reported freely and without prejudice, SMART has established a process through which employees and contractors can report safety conditions, unsafe acts/practices, and/or close-call incidents without fear of discipline, reprisal or penalty. Examples of the types of information reported include:

- Safety hazards in the operating environment (for example, county or city road conditions),
- Policies and procedures that are not working as intended
- Events that senior managers might not otherwise know about (for example, near misses in a bus garage)
- Information about why a safety event occurred (for example, radio communication challenges).

Acceptable means of reporting safety conditions include:

- Emailing a report to SMART's Chief Safety Officer
- Using the Suggestion Box located in each Driver's Lounge
- Submitting Operator Comment Cards, a Miscellaneous 67 Report, Driver Pre-Trip Inspection Form, or Daily Physical Check Sheet (Driver Write Up Card) to Supervisory Staff
- Notifying Bus Dispatch
- Providing verbal or email notification to a supervisor or union steward.

SMART's Accountable Executive is responsible for ensuring protections for employees who report safety conditions to senior management. SMART provides employees who voluntarily report safety conditions in good faith with protections from any form of discipline, retribution or penalty, consistent with State and Federal guidelines regulations, and collective bargaining agreements.

When requested, the name of the employee providing information related to safety conditions will be kept anonymous to the extent permissible by law.

While SMART places a very high value on employees reporting important safety information, in cases where the reporting employee engaged in an illegal act, committed gross negligence, or deliberately or willfully disregarded regulations or procedures, or other wrongdoing is discovered SMART reserves the right to pursue disciplinary action.

5. Safety Risk Management

Safety Risk Management Process

Safety Risk Management Process

SMART's Safety Risk Management (SRM) process includes the activities and tools needed to identify and analyze hazards and assess safety risk. SMART uses its SRM process to proactively manage safety hazards and their associated safety risk, with the intent to mitigate the safety risk in our transit system to a point that is as low as reasonably practicable.

SMART's Chief Safety Officer leads SMART's SRM process, with support from SMART's Safety Department and ensures that trained safety personnel work with SMART's subject matter experts to identify hazards and consequences, assess the safety risk of the consequences of hazards, and mitigate safety risk, as necessary.

SMART's SRM process applies to:

- Existing SMART operations and maintenance procedures;
- Changes to SMART's public transportation system;
- Design of new SMART public transportation service, vehicles, equipment, and capital projects; and
- Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.
- Risk reduction programs to reduce the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to NTD.
- Strategies to reduce visibility impairments for bus operators that contribute to accidents including vehicle retrofits and future procurements.
- Strategies to mitigate assaults on transit workers including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.

Key terms used in our SRM process include:

- **Event:** Any accident, incident, or occurrence including but not limited to involving a vehicle, injury, machine, etc.
- **Hazard:** Any real or potential condition that can cause injury, illness, or death; damage to or loss of facilities, equipment, rolling stock, or infrastructure belonging to SMART; or damage to the environment.
- **Risk:** Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation:** Method(s) to eliminate or reduce the effects of hazards.
- **Consequence:** An effect of a hazard involving injury, illness, death, or damage to SMART's property or the environment.

Safety Hazard and Consequence Identification

SMART identifies hazards and potential consequences from a variety of sources, including the following:

- Voluntary Employee Safety Reporting Program and mandatory safety reporting program;
- Results from the review of smart camera technology video from vehicles;
- Meetings and workshops with employees to discuss safety concerns;
- Results of employee surveys and outreach;
- Results of activities completed via Project Management to identify changes that may introduce new hazards or impact the SMART's safety performance;
- Monthly safety committee meetings with staff and Union employees at each terminal;
- Monthly fleet maintenance meetings;
- Results of reports documenting SMART's Safety Assurance activities, highlighting safety concerns and changes, including the following:
 - o Pre-trip and post-trip vehicle condition reports that identify bus safety concerns to maintenance and supervisory staff;
 - o Results of routine observations of the workplace by management personnel;
 - o Information collected from reports and investigations of safety events;
 - o Information collected from other Safety Assurance activities, including maintenance reports, vehicle inspection reports, system inspection reports, quality inspections and reports, and special studies or reviews.
- Results of condition assessments undertaken for the Transit Asset Management plan;
- Results of inspections, audits, and observations performed by Safety Department personnel;
- Review of the drawings and specifications for new or modified equipment or facilities;
- Findings or recommendations made as a result of audits, reviews, studies, or assessments from internal or external departments or agencies;
- Information from customer reports and reports of unsafe behavior from the public and law enforcement;
- Information from industry associations, manufacturers and other vendors, and oversight authorities, such as the National Transportation Safety Board and the Federal Motor Carrier Safety Administration, as well as state and local transportation agencies; and
- Information from FTA, including safety directives, bulletins, alerts, and technical assistance, as well as regulations and recommended practices.

SMART's Safety Department, SMS Committee, and subject matter experts identify hazards and consequences from these sources. For sources not managed by the Safety Department, SMART departments provide reports and hazard information to the Safety Department using forms and notification protocols established by the SMS Committee. SMART departments also provide subject matter experts to support identification of hazards and consequences from available reports and information sources.

For all sources, the Safety Department's SRM Lead reviews information collected to identify specific hazards and consequences and determine the potential impact on transit operations and the health and safety of employees.

Safety Risk Assessment

SMART will assesses the safety risk associated with identified safety hazards and their consequences. This process will include an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The SRM Lead, with support from Safety Department staff, manages SMART's safety risk assessment activities. In some instances, safety risk assessment may be performed by other SMART departments or contractors.

To conduct the assessment, the SRM Lead may assemble a small team of subject matter experts based on their knowledge of the factors and potential consequences of a hazard and its potential consequence(s) under assessment. Additionally, SMART may use outside resources with specialized expertise in the safety risk assessment process or a transit technical discipline.

SMART's safety risk assessment process has five steps:

- Step 1: Collecting Information;
- Step 2: Assessing Severity;
- Step 3: Assessing Likelihood;
- Step 4: Determining the Safety Risk Index; and
- Step 5: Documenting Results.

Each step is summarized below.

Step 1: Collecting Information

SMART's SRM Lead collects information on identified hazards and its potential consequence(s).

Typical information collection activities include:

- Reviewing SMART's safety information system and records to identify information relevant to the hazard and its potential consequence(s);
- Interviewing employees and contractors that work in the area or discipline where the hazard and potential consequence(s) have been identified, in coordination with Labor Relations;
- Conducting a walkthrough of the affected area or system, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conducting interviews with subject matter experts to gather potentially relevant information on the hazard and potential consequence(s);
- Reviewing any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contacting other departments or agencies that may have association with or technical knowledge relevant to the hazard or its potential consequence(s);
- Reviewing any past reported hazards of a similar nature;
- Reviewing information provided by FTA or an oversight authority; and
- Evaluating tasks and/or processes associated with the hazard and its potential consequence(s).

Step 2: Assessing Severity

The SRM Lead, working with a small team, if one is assigned, will assess the severity of impact of the worst credible potential consequence(s) of the hazard if it/they occurred, taking into account existing mitigations. This includes impact to people, systems, equipment, and the environment. The assessment must be credible and will be used to produce a potential severity matrix. This matrix uses four severity levels:

1. Catastrophic
2. Critical
3. Marginal
4. Negligible

Step 3: Assessing Likelihood

The SRM Lead, working with a small team, if one is assigned, will assess the likelihood of the worst credible potential consequence(s) of the hazard taking into account existing mitigations and outcome likelihood to determine six likelihood levels:

- A. Frequent
- B. Probable
- C. Occasional
- D. Remote
- E. Improbable
- F. Eliminated

Step 4: Determining the Safety Risk Index

The SRM Lead, working with a small team, if one is assigned, will combine the assessed severity and likelihood into a safety risk index. SMART uses a Safety Risk Assessment Matrix that assigns a rating for each potential consequence to prioritize safety risk. This step assists SMART's SRM lead in rating the tolerability of the safety risk as:

- **Low (Acceptable without Review)** – SMART determines that existing mitigations adequately address safety risk and management review is not necessary.
- **Medium (Acceptable with Existing Mitigations and Management Review)** – SMART determines that mitigations currently in place adequately address safety risk with management review. Evaluations of existing mitigations include observation and analysis by subject matter experts and the review of any historical data related to the hazard and consequence under assessment. When necessary, evaluation of the effectiveness of mitigations may include reaching out to external transit experts and discussions with peer transit agencies facing similar concerns.
- **Serious (Acceptable with Monitoring and Management Review)** – SMART requires management review, and ongoing monitoring activities to determine if the safety risk mitigation is ineffective, inappropriate, or not implemented as intended.
- **High (Unacceptable; Management Approval required)** – SMART requires action to mitigate safety risk. SMART will suspend service or activities related to hazards with a high safety risk index until the safety risk has mitigated to an acceptable level. Management approval is required prior to resuming suspended activities.

Step 5: Documenting Results

The SRM Lead will document the hazard, hazard type, identification source and date, and the hazard's consequences, including the worst credible potential consequence(s), and the existing mitigations that address the worst credible potential consequence(s), assessments regarding severity and likelihood of the worst credible potential consequence(s), and any related or supporting documentation. Required management reviews and approvals will also be documented.

Policies and Procedures

The Safety Department maintains the policies, procedures, checklists, and forms that support safety risk assessment activities. The SRM Lead records the results of the safety risk assessment process. Completed safety risk assessments and supporting attachments are documented by the Safety Risk Manager and will be periodically reviewed by the SMS Committee.

Safety Risk Mitigation

Based on the results of the safety risk assessment, the safety risk associated with the worst credible potential consequences of identified hazards will be resolved through the development and implementation of mitigations. Mitigations may:

- Eliminate the safety risk of a hazard;
- Reduce the likelihood of the potential consequences of a hazard; and/or
- Reduce the severity of the potential consequences of a hazard.

The goal of SMART's safety risk mitigation process is to eliminate the hazard if possible. When a hazard cannot be eliminated, SMART will reduce the associated risk to the lowest acceptable level within the constraints of cost, schedule, and performance by the following methods:

- Eliminate hazards through design selection;
- Reduce risk through design alteration;
- Incorporate engineered features or devices;
- Provide warning devices; and
- Incorporate signage, procedures, training, and personal protective equipment.

The supervisor or project manager with oversight of the organizational entity will develop mitigations with the Chief Safety Officer, supported by the SMS Committee, and SMART's subject matter experts. The appropriate department head, superintendent, or manager of the impacted department will approve the safety risk mitigation. Depending on the nature of the safety risk or mitigation, additional approvals may be required from SMART's Leadership and Executive Management and/or the Accountable Executive. Where appropriate, safety risk mitigations will include milestones, schedule, budget and the part(ies) responsible for implementation. SMART will monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. This activity may include the use of mitigation monitoring plans.

The supervisor or project manager that developed the mitigation will be responsible for documenting the issue. The SMS Committee will review the status of actions to implement mitigations and report any findings or concerns to the Accountable Executive. The Safety Department will include information on the development and implementation of safety risk mitigations in reports shared throughout the agency, as specified in SMART's SMP statement.

6. Safety Assurance

Safety Performance Monitoring and Measurement

SMART uses **Safety Performance Monitoring and Measurement** to evaluate our compliance with operations and maintenance procedures and to determine whether our existing rules and procedures are sufficient to control our safety risk. SMART also uses Safety Performance Monitoring and Measurement to assess the effectiveness of safety risk mitigations and to make sure the mitigations are appropriate and implemented as intended. Safety Performance Monitoring and Measurement activities also include investigating safety events to identify causal factors and analyzing the information from safety reporting, including data about safety failures, defects, and conditions.

Compliance with and Sufficiency of Operations and Maintenance Procedures

SMART bus operations are governed by memos, policies, notices, and standard operating procedures (SOPs) issued by the authority.

SMART bus maintenance is governed by maintenance manuals, instructions, memos and vendor information. Maintenance procedures are established by the Director of Maintenance.

To ensure compliance with and sufficiency of operations and maintenance procedures, SMART carries out the following activities:

- **Driver Training/Retraining:** Driver training/retraining provides an opportunity for one-on-one interaction between SMART Operators and SMART instruction staff. During these evaluations, SMART Transportation staff perform firsthand observations of the operator's driving habits and provide immediate verbal and written feedback. Training evaluations are designed to uncover and point out unsafe practices, as well as to give positive reinforcement for safe driving practices. Driver retraining evaluations can occur as a reactive measure (post-event training or training initiated in response to customer complaints or documented violations of safety rules) or proactively, such as when the operator is learning a new bus line or receiving other types of instruction.
- **Random Observations:** SMART Management and supervisory personnel may conduct observations of bus operators for compliance with traffic laws, SMART operating rules, and procedures. Any observed rule violations will be documented and submitted to Terminal Management staff.
- **Behavior-Based Safety Observations:** SMART Management and supervisory personnel may observe employees or contractors performing their assigned tasks and evaluate their actions based on SMART's safety policies and procedures and task-specific processes or procedures, if applicable. Terminal Management staff may discuss what they observed with the employee and union or contractor they observed and discuss any unsafe or potentially unsafe acts they may have observed. Discussions focus on constructively and positively reinforcing safe acts, gaining employee commitment to identify and avoid unsafe acts, and encouraging two-way communication about safety-related concerns. Supervisory staff performing the observations immediately addresses and acts on any observed life-threatening and unsafe behaviors.
- **Vehicle and Facility Inspections and Records Reviews:** Safety Staff conduct quarterly terminal loss control inspections and document and report any observed issues. Safety personnel also perform records reviews and trend analyses regarding the results of vehicle and facility inspections to focus follow-up activities. Results are documented on standard SMART departmental forms. Daily vehicle pre-trip inspections are completed and documented by the drivers, and the maintenance department performs and documents regularly scheduled physical maintenance inspections of the vehicles.
- **Video Monitoring:** SMART buses incorporate an onboard video monitoring system. When a safety event occurs on a bus, the system video footage is preserved. Supervisory staff will review recordings when operators report an event, if Supervisory staff is made aware of a potential safety event or non-compliance with safety rules, or as a result of other safety event reporting. The reviewing of audio and video will be done pursuant to the Audio and Video Recording Policy.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Monitoring Safety Risk Mitigations

SMART monitors safety risk mitigations to determine if they may be ineffective, inappropriate, or not implemented as intended. SMART supervisors, managers and subject matter experts, working with the SMART Safety Department, develop mitigation monitoring plans for mitigations implemented through SMART's SRM process. The SMS Committee approves mitigation monitoring plans and tracks them.

Mitigations found to be ineffective, inappropriate or not implemented, as intended, must go through the SRM process. The Safety Department oversees and tracks the assignment of responsibilities and timelines for implementing new mitigations and eliminating mitigations that are no longer necessary or effective.

To measure the effectiveness of existing safety risk mitigations, which may not have been assessed yet through SMART's SRM process, SMART's Safety Department and SMS Committee also:

- Review results from safety event investigations;
- Monitor employee safety reporting;
- Monitor the service delivery and operational environment;
- Monitor operational functions to verify that operations activities are carried out in accordance with standard operating procedures (SOPs);
- Monitor maintenance functions to verify that maintenance activities are carried out in accordance with SOPs;
- Review results of internal safety audits and inspections;
- Review results of safety inspections by external entities; and
- Analyze operational and safety data to identify emerging safety concerns.

During SMS Committee meetings, a standing agenda item focuses on the results of these reviews and monitoring activity. Based on its assessment of the situation, the SMS Committee and the Chief Safety Officer will determine whether additional investigation and/or monitoring is required, or if the specific issue or condition needs to be addressed through SMART's SRM process.

The Safety Department ensures that SMART carries out and documents all monitoring activities. The Safety Department reports the results to the Accountable Executive and/or executive management as directed by the Accountable Executive or SMS Committee. Specific procedures on how to carry out safety risk mitigation monitoring activities and forms to document those activities are on file in the Safety Department.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

Safety Event Investigations to Identify Casual Factors

SMART maintains procedures for conducting investigations of safety events (accidents, incidents, and occurrences, as defined in 49 CFR Part 673) to find causal and contributing factors and review the existing mitigations in place at the time of the safety event. Local law enforcement also may respond to any SMART safety event. SMART will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety Department of any safety event that meets SMART's thresholds. The Safety Department notifies the Accountable Executive (or designated personnel) of any events that resulted in a fatality, serious injury, or property damage to SMART's vehicles or private vehicles that may exceed \$25,000. Department Managers ensure that all safety events in their department are documented.

The Safety Department also ensures compliance with reporting thresholds, requirements, and processes defined in FTA's *NTD Safety and Security Policy Manual* and with notification thresholds established by the National Transportation Safety Board and the Michigan Department of Transportation.

SMART's general safety investigation process consists of five basic phases.

- **Set up:** Assemble an investigation team with the required skills and expertise.
- **Fact gathering:** Record facts pertinent to understanding the circumstances leading to the safety event.
- **Event reconstruction:** Reconstruct the sequence of events.
- **Data analysis:** Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.
- **Establish conclusions:** Draw conclusions from the collected and analyzed information based on:
 - o Main and direct causes and contributing factors leading to the event.
 - o Findings that point out additional hazards that have the potential to introduce safety risk but did not play a direct role in the event.
 - o Other findings that have potential to improve the safety of the transit system.

General Investigation Process

Safety Event Investigation Procedures

SMART's safety event investigation procedures follow these steps:

- Bus Operators or Operations Supervisors notify Dispatch of the safety event. The Operator of the affected transit vehicle follows seven basic emergency steps:
 - o Stay calm
 - o Assess the situation
 - o Obtain help
 - o Protect people, then property
 - o Reassure and assist the passengers
 - o Secure the scene
 - o Ask witnesses or others involved in the accident to fill out a Courtesy Card
 - o Complete Transit Accident and Crime Report
- Dispatch immediately notifies Road Supervisor, emergency personnel and, when appropriate, ASU (Adjusting Services Unlimited).
- Road Supervisor gathers information and interviews all involved in accident/incident
- Terminal Manager reviews Road Supervisor's information, reviews video and interviews employee
- Severe accidents/incidents investigations may also involve the Legal Department
- ASU investigates as needed.
- The Road Supervisor and ASU, as needed, arrives at the scene as soon as possible to conduct the investigation.
- The Road Supervisor secures the scene and collects facts about what occurred, including interviewing the operator involved, and any witnesses.
- The Road Supervisor begins the investigative process, which includes but is not limited to the following:
 - o Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions
 - o Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident
 - o Recording tire marks, skid marks, tire tread prints, and yaw marks
 - o Observing braking-related factors
 - o Observing debris and vehicle fluids
 - o Observing contact and induced damage
 - o Making exterior damage assessments
 - o Photographing the scene

- o Sketching the field
- o Interviewing other drivers; witnesses; passengers; fire, emergency medical services, and police personnel at the scene. Interviewing maintenance personnel, if necessary, at a later date
- o Making a drug-and-alcohol testing decision pursuant to 49 CFR Part 40 and 655
- o Complete the Road Supervisor's Report
- The Terminal Manager will investigate the accident and determine if the Accident was "Preventable" or "Non-Preventable"

Identifying Causal and Contributing Factors

SMART is committed to examining all safety events to determine causal and latent organizational factors that may have contributed to the safety event. This includes examining:

- Processes;
- People/human factors;
- Management decision-making and resource support;
- Equipment, tools, and materials;
- Operating environment;
- Environmental issues;
- Existing relevant mitigations; and
- Other causes and contributing factors, as appropriate.

Accident Review Board

SMART's Accident Review Board reviews information on accidents determined to be "preventable" that are appealed by the Operator. SMART's Accident Review Board consists of members that represent management, the union, and a police officer to determine if the accident or incident was preventable or non-preventable. SMART's Accident Review Board refers its findings to supervisory staff.

Describe activities to monitor information reported through internal safety reporting programs.

Internal Safety Reporting Programs

The Chief Safety Officer and SMS Committee review safety data and information captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the SMS Executive and SMS Committee ensure that the issues and concerns are investigated or analyzed through SMART's SRM process.

The Chief Safety Officer and SMS Committee also review internal and external reviews, including audits and assessments, compliance with operations and maintenance procedures, and the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

SMART understands that change may affect the appropriateness or effectiveness of existing risk mitigation strategies. In addition, change may inadvertently introduce new hazards and safety risk into SMART's service. Therefore, SMART has established a formal process for identifying and assessing changes that may introduce new hazards or impact our safety performance. If, as a result of this process, we determine a change may impact our safety performance, then we evaluate the proposed change through our SRM process.

SMART conducts this process through Project Management practices and the Service Development Process. It includes changes identified resulting from:

- Design and implementation of new systems and other capital projects,
- Changes to existing systems or service,
- New services provided to the public,
- Changes to relevant regulations, laws, policies or the FTA's National Public Transportation Safety Plan or Safety Directives or Memos that may impact SMART's safety programs.

Safety Department train managers on when and how to identify and report anticipated changes to the committee. When a change is determined to potentially impact SMART's safety performance, the process/project manager contacts the Chief Safety Officer to evaluate the change through the SRM process.

The SRM process includes identifying a change's associated hazards and potential consequences, assessing safety risk, and, when necessary, creating new safety risk mitigations or modifying existing mitigations. When SMART makes a change that requires new or revised mitigations, it monitors these mitigations as described in the mitigation monitoring section above.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

SMART uses a continuous improvement process to monitor and improve our SMS and safety performance. SMART conducts an annual safety performance assessment. If we identify any deficiencies as part of the safety performance assessment, we develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

SMART's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
 - o Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities;
 - o Operations and maintenance procedure monitoring activities;
 - o Safety risk mitigation monitoring activities;
 - o Safety investigation activities;
 - o Voluntary ESRP;
 - o Safety competencies and training efforts; and
 - o Safety communication.

The Safety Department is responsible for assessing SMART's safety performance because of its safety expertise and functional independence from operations and maintenance. Safety Department strategies for assessing safety performance and the effectiveness of SMART's SMS operations include but are not limited to the following:

- Reviewing safety data, including data related to safety objectives and safety performance indicators and targets;
- Conducting employee surveys to measure the effectiveness of the ESRP, safety training, and safety communication;
- Using audit checklists to identify how well the processes, activities, and tools within the SMS are performing;
- One-on-one and group interviews of key service-delivery and support stakeholders;
- Attending safety committee meetings and safety meetings;
- Conducting field observations;
- Auditing regulatory compliance; and
- Reviewing SMS documentation.

At times, SMART may choose to use an outside independent consultant to assist the Safety Department in its safety performance assessment activities.

The Safety Department provides reports on the results of safety performance assessments to the Accountable Executive and executive management. The Safety Department maintains documentation of the safety performance assessments, including checklists and tools.

SMART supports continuous improvement by addressing deficiencies it discovers during assessments of safety performance and SMS operations assessments. SMART uses corrective action plans to address safety deficiencies and substandard performance of SMS operation to drive the continuous improvement effort. SMART also may choose to use outside expertise to assist in addressing safety deficiencies. These corrective action plans are carried out under the direction of the Accountable Executive and SMART's Chief Safety Officer reports on the status of these corrective action plans to the Accountable Executive each quarter.

7. Safety Promotion

Competencies and Training

Safety promotion ensures that SMART employees and contractors are aware of policies and procedures related to the safety of agency operations, and specifically as related to their areas of work. SMART's comprehensive training program applies to all SMART employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer and Safety Department, and
- Accountable Executive.

Training for operations personnel and personnel directly responsible for safety includes:

- Completion of a safety training program;
- Continuing safety education and training;
- De-escalation training.

Training has been developed for each designated position throughout the agency, appropriate to the position's individual job responsibilities.

Operations skill training includes the following:

- New hire bus operator classroom and hands-on skill training;
- Bus operator refresher training;
- Bus operator retraining (recertification or return to work);
- Skill training for Coach Service and Shelter Attendant;
- Skill training for painting and body-shop personnel;
- On-the-job training for control center employees/schedulers/dispatchers at the time of external hire or internal promotion;
- On-the-job training for operations supervisors at the time of external hire or internal promotion; and
- Safety event investigation training and on-the-job training for Operations Supervisors.

Vehicle maintenance skill training includes the following:

- Ongoing vehicle maintenance technician skill training;
- Ongoing skill training for vehicle maintenance supervisors;
- Safety event investigation training for vehicle maintenance supervisors;
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors; and
- Training provided by vendors.

Facility maintenance safety-related skill training includes the following:

- Ongoing facility maintenance technician skill training;
- Ongoing skill training for facility maintenance supervisors;
- Ongoing hazardous material training for facility maintenance technicians and supervisors; and
- Ongoing fire prevention training for facility maintenance technicians and supervisors.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

In accordance with SMART's SMP statement, SMART actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, SMART has established formal processes and approaches, including:

- **Dissemination of safety and safety performance information throughout SMART's organization.**

The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans and corrective action plans, and unusual events. In accordance with guidance distributed by the Chief Safety Officer, leadership throughout the agency (including executives, VPs, superintendents, directors, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety Department is responsible for developing regular status reports on safety risk mitigations and open corrective actions for dissemination to the SMS Committee and Joint Labor and Management Safety Committees for discussion. The Safety Department also issues reports on SMART's safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency.

- **Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the agency.** As part of new-hire training, SMART distributes safety policies and procedures to pertinent employees. SMART provides training on these policies and procedures. For newly emerging safety issues or safety events at the agency, SMART's Chief Safety Officer may issue bulletins or messages to employees to be reinforced by supervisors in one-on-one or group discussions with employees.

- **Explaining actions taken in response to employee reporting.** SMART provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, such as newsletters, handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

The Safety Department works with each operating function to ensure that all SMS and safety communication-related activities are communicated. The Safety Department also maintains documentation of communication processes and procedures and records of safety communications.

Additional Information

Supporting Documentation

SMART will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the Federal Transit Administration or other Federal or oversight entity upon request.

Definitions of Special Terms Used in the ASP

SMART incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
- **Agency Safety Plan** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in Part 673, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator of a public transportation system** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety Management System (SMS) Executive** means a Chief Safety Officer or an equivalent.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management (SRM)** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

<u>Acronym</u>	<u>Word or Phase</u>
ASP	Agency Safety Plan
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
GM	General Manager
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management System
SRM	Safety Risk Management
SMART	Suburban Mobility Authority for Regional Transportation
VRM	Vehicle Revenue Miles

DATE:	October 24, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Human Resources	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Talent Management Strategy & Framework Consulting Services

RECOMMENDATION

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

- for talent management strategy and framework consulting services
- to Mecca Management Solutions, LLC, located at 2200 Gable Court, Arlington, Texas 76012
- for two years with one, one-year renewal option
- at an amount not to exceed \$316,500.00 for two years, with one one-year renewal option for an amount not to exceed \$100,000.00, totaling \$416,500.00 for three years.

DISCUSSION

The Suburban Mobility Authority for Regional Transportation (SMART) is seeking a third-party consulting firm to assist with the implementation of a comprehensive talent management plan. This plan will cover processes, people goals, and strategic initiatives relating to attracting, selecting, and retaining employees and will involve the full execution of Human Resources processes across the employee life cycle. The consultant will help convert the Authority's current Human Resources structure to a talent management structure by providing and implementing a full plan. The implementation will provide the day-to-day operations required to fulfill legally mandated operational policies and procedures. The plan will encompass the entire structure to implement a comprehensive and compliant talent management strategy, including the reorganization of the Human Resources department and the overall staffing model to execute the plan. The specific deliverables will include Human Resources Policies and Procedures, Organizational Structure, Job Descriptions, Compensation Analysis, Workforce Planning, Employee Engagement, Learning and Development, Total Rewards, Performance Management, Recruiting, Onboarding, Career Path Processes and Retention, Organizational Development, Training and Coaching.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quote Sole Source
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network
Number of Downloads: 44 Downloads
Number of Responses: 3 Proposals
Rationale for award: The proposal submitted by Mecca Management Solutions, LLC was found to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable.

FUNDING & COSTS

The project is funded via: Operating Funds

Description	Not to Exceed Amount
Talent Management Strategy & Framework Consulting Services (2) Year Contract	\$316,500.00
Option Year One (1)	\$100,000.00
Total	\$416,500.00

ATTACHMENTS

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Talent Management Strategy & Framework Consulting Services

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) requires talent management strategy and framework consulting services to convert the Authority's current Human Resources structure to a talent management structure by providing and implementing a full plan; and
- Whereas, The comprehensive talent management plan will cover processes, people goals, and strategic initiatives relating to attracting, selecting, and retaining employees and will involve the full execution of Human Resources processes across the employee life cycle; and
- Whereas, A Request for Proposals (RFP) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received three proposals; and
- Whereas, Mecca Management Solutions, LLC was determined to be most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied Mecca Management Solutions, LLC has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Mecca Management Solutions, LLC are in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for talent management strategy and framework consulting services to Mecca Management Solutions, LLC for a total amount not to exceed \$316,500.00 for two years, with one one-year renewal option for the amount not to exceed \$100,000.00, for an aggregate amount not to exceed \$416,500.00 for the three years.

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 24, 2024.

Date

Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Three (3) Accessible Passenger Vehicles - Modified Minivan for
ADA Functional Assessments and Travel Training

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Paratransit and On-Demand Services department needs Three (3) Accessible Passenger Vehicles - Modified Minivans for SMART Orientation and Mobility Specialists to perform functional assessments and travel training for people with disabilities using our services; and
- Whereas, The FTA allows for purchases from state cooperative purchasing contracts. This practice creates economies of scale, reduces procurement lead times, and reduces administrative effort and expense. SMART participates in the State of Michigan – State Bus/Van Purchasing Program; and
- Whereas, The State of Michigan has awarded a contract for Accessible Passenger Vehicles - Modified Minivan to Hoekstra Transportation, Inc. based on a competitive solicitation in accordance with all State and Federal regulations. The price has been determined to be fair and reasonable through an evaluation process conducted by the State of Michigan; and
- Whereas, The Director of Finance is satisfied that Hoekstra Transportation, Inc. has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Hoekstra Transportation, Inc. 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, The project is funded via: Project 40250; Federal Grant MI-2016-025 (5307); State Grant 2012-0170 P42; Including SMART local share; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for the purchase of three (3) accessible passenger vehicles - modified minivans to Hoekstra Transportation, Inc. under a cooperative purchasing agreement through the State of Michigan – State Bus/Van Purchasing Program Contract for an amount not to exceed \$204,000.00.

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 24, 2024.

Date

Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Driver Seatbelt Installation for Fixed Route Buses

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) Maintenance Department needs installation services to replace the fixed route fleet driver's seat 2-point lap-style seatbelt and install a shoulder-style 3-point seatbelt on all fixed route buses as recommended by the Federal Motor Vehicle Safety Standard; and
- Whereas, A Request for Quote (RFQ) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network. SMART received two quotes; and
- Whereas, Midwest Bus Corporation was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied Midwest Bus Corporation has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Midwest Bus Corporation is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for driver seatbelt installation for fixed route buses to Midwest Bus Corporation for an amount not to exceed \$111,370.00.

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 24, 2024.

Date

Board Administrator



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Heating, Ventilation, and Air Conditioning (HVAC) Systems Preventative Maintenance & Repair Services

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) maintenance department requires a qualified vendor to provide comprehensive routine preventive maintenance and repairs for the heating, ventilation, and air conditioning (HVAC) systems at all facilities, including the three terminals and transit center; and
- Whereas, The vendor will be expected to deliver all necessary routine and non-routine maintenance services for the entire duration of the contract; and
- Whereas, A request for proposals (RFP) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received four proposals; and
- Whereas, The proposal submitted by Johnson Controls, Inc. was found to be the most responsive and responsible in meeting the scope of work and the most advantageous to SMART with price and other specified evaluation criteria being considered. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that Johnson Controls Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Johnson Controls Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for heating, ventilation and air conditioning (HVAC) systems preventative maintenance & repair services to Johnson Controls Inc. for one year beginning January 1, 2025, through December 31, 2025, at an amount not to exceed \$184,000.00 for one year, with two one-year renewal options for an amount not to exceed \$184,000.00 each year, totaling \$552,000.00 for three years.

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 24, 2024.

Date

Board Administrator



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Gas & Diesel Fuel

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) maintenance department requires gasoline and diesel fuel to power its fleet of fixed-route buses, paratransit vehicles for people with disabilities, and non-revenue vehicles; and
- Whereas, The vendor will supply the fuel necessary to ensure the operation of service for the residents in the region; and
- Whereas, An Invitation for Bid (IFB) was advertised in the Michigan Chronicle and published on the Michigan Inter-governmental Trade Network (MITN). SMART received eleven sealed bids; and
- Whereas, Marathon Flint Oil Company was determined to be the lowest-priced, responsive, and responsible bidder. Price was determined to be fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that Marathon Flint Oil Company has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Marathon Flint Oil Company is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for gas and diesel fuel to Marathon Flint Oil Company beginning December 12, 2024, through December 11, 2026, at an amount not to exceed \$14,000,000.00 for two years, with one, one-year renewal option at an amount not to exceed \$7,000,000.00, totaling \$21,000,000.00 for three years.

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 24, 2024.

Date

Board Administrator

DATE:	October 24, 2024	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP of Maintenance
FROM:	VP of Maintenance	APPROVED BY:	General Manager

SUBJECT: Authorization of Contract Amendment No. 1 for a One-Year Extension for Architectural and Engineering Services for Select Existing Projects

RECOMMENDATION

That the Board adopt the attached resolution authorizing a contract amendment:

- for architectural and engineering services
- with Hubbell, Roth & Clark, Inc., 535 Griswold St., Suite 1650, Detroit, MI 48226
- extending the contract for one year from November 1, 2024, through October 31, 2025, for select existing projects

DISCUSSION

In October 2019, the SMART Board of Directors authorized a contract for architectural and engineering services with Hubbell, Roth & Clark (HRC) for three years with two one-year option periods. The two option years were exercised by SMART with the second option year scheduled to expire October 31, 2024. SMART now seeks to extend its agreement with HRC to allow continued progress at SMART and LETC properties on select existing projects for a period of one year through October 31, 2025. No new projects or additional funding shall be approved during the extension period. Funding and all other terms and conditions shall remain unchanged.

FUNDING

The project is funded via: Capital funds

ATTACHMENTS

- Resolution

/CB



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization of Contract Amendment No. 1 for a One-Year Extension for Architectural and Engineering Services for Select Existing Projects

- Whereas, The SMART Board of Directors approved a contract with Hubbell, Roth & Clark, Inc. (HRC) for Architectural and Engineering Services in October 2019; and
- Whereas, A 3-year contract with two 1-year option years was approved at the October 24, 2019, Board Meeting; and
- Whereas, The second option year is scheduled to expire on October 31, 2024; and
- Whereas, SMART requires architectural and engineering services at SMART and LETC properties to allow for continued progress on select existing projects; and
- Whereas, HRC has agreed to an amendment that extends the agreement for a period of one year, beginning November 1, 2024, through October 31, 2025, for select existing projects; and
- Whereas, Funding for the extension period shall remain unchanged. No new projects or additional funding shall be approved during the extension period; and
- Whereas, All other terms and conditions of the contract shall remain unchanged; and
- Whereas, The Vice President of Finance is satisfied that HRC has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that HRC 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 General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to enter into Contract Amendment No. 1 for a One-Year Extension for Architectural and Engineering Services for Select Existing Projects with Hubbell, Roth & Clark, Inc. beginning November 1, 2024, and ending October 31, 2025. All other terms and conditions of the contract shall remain unchanged.

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 24, 2024.

Date

Board Administrator



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Ratification of Payment of Services Rendered and Authorization of Contract Amendment
No. 1 to Increase Funding for Voice Services

- Whereas, On August 27, 2020, The Suburban Mobility Authority for Regional Transportation (SMART) Board of Directors approved entering into a contract with Teoma Technologies to supply SMART with voice services with the contract ending on December 31, 2025; and
- Whereas, Due to the new routes and service changes implemented over the past year, the number of calls made to the 866-phone number has increased and exceeded the allotted monthly minutes, increased the monthly cost, and exhausted the total contract funding; and
- Whereas, Payment for continued voice services requires ratification of payment for services rendered from January 2024, through October 2024, in the amount of \$66,512.02; and
- Whereas, Contract Amendment No. 1 will increase funding by \$130,000.00 to ensure funds are available for the remainder of the contract ending on December 31, 2025. All other terms and conditions of the contract shall remain unchanged; and
- Whereas, This project is paid for using Operating funds; and
- Whereas, The Vice President of Finance is satisfied that Teoma Technologies has performed under the contract terms and conditions of the agreement; and
- Whereas, The EEO Department is satisfied that Teoma Technologies 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 ratify payment for services rendered for January 2024, through October 2024, in the amount of \$66,512.02; and, that the General Manager is authorized to enter into Contract Amendment No. 1 with Teoma Technologies from November 1, 2024, through December 31, 2025, for voice services at an additional amount not to exceed \$130,000.00.

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 24, 2024.

Date

Board Administrator



MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Closed Session





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Board Member Business





MEMORANDUM

TO: SMART Board of Directors

FROM: Chairperson

DATE: October 24, 2024

SUBJECT: Adjournment

