



**DETROIT
TRANSPORTATION
CORPORATION**

**DETROIT PEOPLE MOVER
DETROIT TRANSIT POLICE**

**DTC BOARD OF DIRECTORS MEETING MINUTES
HELD ON JANUARY 25, 2024 AT 4:00 P.M.**

BOARD PRESENT:

Secretary / Treasurer

Mr. John Naglick
Mr. Michael Staley
Mr. Luke Polcyn
Comm. Abdul Haidous

BOARD MEMBER(S) ABSENT:

Hon. Mary Sheffield

DETROIT TRANSPORTATION CORPORATION:

Mr. Robert Cramer, General Mgr.
Mr. Ernest Latham, Jr., Deputy GM
Ms. Ericka Alexander
Mr. Michael Anderson, Jr.
Cf. Ricky Brown
Ms. Ophelia Crawford
Ms. Pamela Day
Ms. Karen Foster
Mr. Herbert Harris
Dep. Chief William Hart
Mr. Curt Knudsen
Ms. Emmielyn Legaspi
Ms. LaTrinda Perry
Ms. Leeya Sutter
Mr. Christopher Thomas
Mr. Tony Vinson
Ms. Gwen Wallace
Mr. Mike Walter
Ms. Tiauna West

OTHER ATTENDEES:

Mr. Lukas Lescki
Ms. Tiffany Martin
Mr. Robert Pawlowski
Mr. Ryan Schifferr
Ms. Ashley Williams

Meeting Called to Order/Opening Remarks

Secretary/Treasurer John Naglick called the meeting of the Detroit Transportation Corporation Board of Directors to order at approximately 4:03 p.m.

Roll Call was presented by Mr. Robert Cramer. A quorum was present with the following members in attendance: Secretary/Treasurer, Mr. John Naglick, Mr. Michael Staley, Mr. Luke Polcyn, and Comm. Abdul Haidous.

1. Approval of the Agenda

MOTION: Moved by Mr. Luke Polcyn and supported by Commissioner Abdul Haidous, to adopt the amended agenda.

VOTE: All in attendance voted to approve the agenda.

2. Approval of Minutes – December 12, 2023

MOTION: Moved by Commissioner Abdul Haidous, and supported by Mr. Luke Polcyn to adopt the Minutes for the Board of Directors meeting held on December 12, 2023.

VOTE: All in attendance voted in the affirmative.

Action Items

3. Resolution Authorization to enter into an agreement to maintain Power Washing Services

MOTION: Moved by Commissioner Abdul Haidous and supported by Mr. Luke Polcyn that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to enter into a new service agreement Miles Power Washing services not-to-exceed One Million Six Hundred Fifty Thousand (\$1,650,000.00) over the three-year base term, Five Hundred and Fifty Thousand 00/100 Dollars (\$550,000.00) for each of the two (2) automatic optional years, for a maximum total with both options exercised of Two Million Seven Hundred and Fifty Thousand 00/100 Dollars (\$2,750,000.00).

Discussion: Mr. Robert Cramer stated that we're asking the Board to authorize a cleaning services contract and that Miles Power Washing is the proposal that had the highest score based on our evaluation committee. He stated that they are the incumbent from the expiring contract and their prices are higher than they were for the initial contract, but lower than Premier Group. He stated that we were very happy with their responsiveness and their work. Mr. Cramer stated that one of the things we added this time, in addition to making the contract longer is that we expanded the scope of services to include heavy-duty exterior power washing. He stated that all of our other services are focused on the inside of the stations and that they have not had a thorough exterior cleaning in a long time. He stated that we plan to continue with bi-monthly cleanings of each station, but that we can scale back or up depending on the heavy use of a month or the conditions. Mr. Cramer also stated that we also have plans to do either one or two exterior washes per year.

VOTE: All in attendance voted in the affirmative.

4. Resolution of Intent to Apply for Financial Assistance for Fiscal Year 2025 under Act 51 of the Public Act of 1951, as amended

MOTION: Moved by Mr. Michael Staley and supported by Commissioner Abdul Haidous that THE APPLICANT/DTC hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and that the DTC Board of Directors hereby appoints Robert Cramer, DTC's General Manager, as the Transportation Coordinator, for all public transportation matters on behalf of the Detroit Transportation Corporation, who is authorized to provide such information as deemed

necessary by the State Transportation Commission or department for its administration of Act 51 for FY 2025.

Discussion: Mr. Robert Cramer stated that this is a resolution of intent that the Board has to approve each year. He stated that it's part of various forms and information that we provide to the State and is part of our application for their assistance. He stated that the State provides two key and very important and generous types of assistance to us and all of the transit providers in the region: operating reimbursement which is usually somewhere between 25% and 35% of some eligible expenses which are local dollars and the 20% local match for federal capital funds which is generous compared to other states. He stated that as part of applying for it, there are steps we follow to help them estimate what the expenses might be and make sure that we are complying with their rules. He stated that this is an important piece that we must submit.

VOTE: All in attendance voted in the affirmative.

5. Resolution Authorization for Approval of the Public Transportation Agency Safety Plan

MOTION: Moved by Mr. Luke Polcyn and supported by Commissioner Abdul Haidous that the DTC Board of Directors approves the PTASP and authorizes the Board Chairperson to sign the required signature page.

Discussion: Mr. Robert Cramer stated that the Public Transportation Agency Safety Plan is a required document by the FTA and the USDOT for our type of system. He stated that almost all of the documents had been previously adopted and that every year we have to update and re-approval where we have to re-sign the policy page. He stated that the only change this year is on page 35 which is a new requirement that we are adding language to the cover called the External State Safety Oversight Administrator Risk-based Inspection. He stated that we have to have a procedure and permission in place so that our State Safety Oversight office can do an unannounced visit at any time. Mr. Cramer stated that this is important and is not specific to the People Mover but to any rail operator including much larger ones. He stated that we have a great relationship with our State Safety Oversight office, and they can come and look at our things anytime but that we have to memorialize it with specific procedures if they want to come to us, such as making they are trained, badged, and credentialed ahead of time so that there aren't any safety barriers to them being able to access the system.

Commissioner Abdul Haidous asked if there are any conflicts between the State of transportation and the Federal. Mr. Robert Cramer answered in the negative stating that this is all compliant. He stated that the Plan is a federal requirement but for rail operators the State is responsible for having a State Safety Office that administers the Plan, so they hold both of us accountable.

VOTE: All in attendance voted in the affirmative.

6. Resolution Authorization to approve updates to the DTC Procurement Manual

MOTION: Moved by Mr. Luke Polcyn and supported by Commissioner Abdul Haidous that the DTC Board of Directors adopt the proposed additional DBE and PTASP language to incorporate into the DTC Procurement Manual. The updated Manual with approved language will be submitted to the FTA as required.

Discussion: Mr. Robert Cramer stated that this item is related to tying up some loose ends of a Triennial Review finding related to our Disadvantaged Business Enterprise program. He stated that inside the Board book, there is some language that we had developed in partnership with our planning consultant WSP. He stated that with their extensive civil rights experience, it helped to satisfy in areas where we were light in the language for our DBE program manual and also the required components, we have to add to all of our solicitation documents. He stated that this language covers what we were missing and that the update also includes the PTASP which is a developing and growing effort. He stated that the PTASP program also stipulates that we have to incorporate some specific safety language for contractors into our solicitation documents. Mr. Cramer stated that this is the draft language and if the Board approves it we will incorporate it into the Procurement Manual, distribute it, and also incorporate it into our solicitation documents.

Mr. Michael Staley made the statement of the changes not being about meeting the DBE goals, but about the language to be put on the contracts. Mr. Cramer stated that the changes cover the language. He stated that we now have to catch up on some of our DBE reporting and goal setting. He stated that we had not had anyone in that role for a while and we also weren't spending anything but it didn't mean that we did not have to do reports and goal updates.

Mr. Luke Polcyn inquired about if the updates were more about restrictions on the ability to dismiss subcontractors, but about providing some structures in place that maintain certain levels of contractors/subcontractors DBE. Mr. Cramer stated that the idea behind DBE is that it's part of the Small Business Administration and it is trying to level and fortify the playing field on a couple of different levels and one of those ways is making sure that we are developing a goal. He stated that 10% of the work for this kind of project should be DBEs so that when someone proposes we make them either meet the goal or document that they tried, but couldn't meet it. He stated that this language is specifically that we have some monitoring requirements that even if they meet the 10% goal, we make sure that those agencies that were in the goal are doing the work and that they're getting prompt payment and that the things that they're more vulnerable as is a small business are supported.

VOTE: All in attendance voted in the affirmative.

7. Resolution Authorization to enter into an agreement to provide Custom-Designed Vinyl Wraps

MOTION: Moved by Commissioner Abdul Haidous and supported by Mr. Luke Polcyn that General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to award a contract to IM Branded for an amount not to exceed Thirty-Five Thousand Dollars (\$35,000.00) for vinyl train wrap and installation services.

Discussion: Mr. Robert Cramer stated that we are asking the Board to authorize not to exceed 35,000 for several DTC-funded train wraps, decals, and installation on the train. He stated that the reason why he poses it as DTC-funded is that traditionally when we have somebody who wants to advertise on the train as part of the agreement, they pay us a rental fee or leasing fee and advertising fee for the right to do it. He stated that they also pay for the production installation of the wrap and work with us on the design. He stated that they will pay a vendor to wrap it that we approve and make sure they have insurance because they have to come onsite. He stated that recently we've been trying to push to keep the train wraps relevant and current. He stated that if we had somebody renting for two months and we didn't have something else lined up, the same wrap would run for four or five months. He stated that there are opportunities where we

thought we could get some more activity and useful relevance to those. He stated that these are the ones that DTC is wrapping up. He stated that one that we have already done with this is called the Icon trains, this is just start your fun with Detroit downtown. He explained that this is Detroit downtown Detroit icons, we wrap it and then we sell spots so companies can then put their logo on for a much smaller price. In addition, we wrap it once and then can swap the logos out several times. He stated that we also did some holiday-themed decals and Ride the Train with Santa which was on the side of the train for that promotion. He stated that we will continue wraps that are fully sponsored, and the vendors will pay for those directly. Mr. Cramer stated that the \$35,000 is specifically related to our icon trains and decals.

Commissioner Abdul Haidous asked if we do anything to promote that to the business community in the city. Mr. Cramer stated that our Marketing and Communications Department, which is Ericka, Madonna, and Tiauna are working on those relationships constantly. He stated that we have a program where we're updating our paper station guide that the hotels like to put in their lobbies. He stated that a part of that is we wanted to reduce it from having every business to featuring just the top five or ten for each station as an opportunity to promote business. He stated that we went around and looked for businesses to sign up and charged them \$100 for the year which got them featured not only on our screens and kiosk but also on the brochures as a way to spotlight businesses that are looking for some extra attention. He stated that it's high on our list making sure that we can involve a small business.

Mr. Luke Polcyn asked regarding residual advertising if the train that has Fishbone's advertisement is a wrap. Mr. Robert Cramer answered in the affirmative stating that they are still paying for it, they have a five-year agreement. He stated that they have a long-term agreement in which they pay a lower rate and that they're paying for the whole year. He stated that we're talking with them, and they're up for their next cycle. He stated that after we go through the Draft and the Grand Prix the plan is to unwrap and over-wrap their train and when they restart again they will put a brand new wrap on it.

VOTE: All in attendance voted in the affirmative.

8. Resolution Authorization to enter into an agreement to procure Station Platform Edge Nosings

MOTION: Moved by Mr. Michael Staley and supported by Mr. Luke Polcyn that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to issue a purchase order to F.B. Wright Company to procure station platform edge nosings in the amount of Forty-Five Hundred Fifty and 00/100 Dollars (\$45,050.00)

Discussion: Mr. Robert Cramer stated that nosings are the rubber gasket that bridges the gap between the hard platform edge and the train edge. He stated that they end up separating or deteriorating. He stated that they're an accustomed fabricated unit and that we're about to run out of them. He stated that this is to procure another 34 to address some of the areas we think either currently or soon will need to be replaced. He stated that they are a custom item which is why it's a sole source with FB Wright in Dearborn.

VOTE: All in attendance voted in the affirmative.

15. General Manager's Report:Administrative Office Relocation Update:

Mr. Robert Cramer stated the Board approved the move to the Guardian Building and that we are working on a couple of improvements that need to happen over there, such as getting the space ready and IT services. He stated that we have a tentative date of moving which should be the week before our February Board Meeting, therefore, it's likely that our next Board Meeting will be across the street. He stated that we will have some information out to the public and will make sure that the Guardian understands ease of access for members of the public who need to come for meetings or to visit our offices.

1259 Boardway Excess Property:

Mr. Cramer stated that 1259 Broadway is the last extra excess piece of property that we have. Mr. Cramer stated that over the years there have been efforts to sell some of the extra properties which in most cases are parking lots that were part of some of the staging and construction efforts when the system was first built. He stated that this is our last piece of property that is next to a piece of city-owned property and that there's some interest in selling it. He stated that if it comes to fruition, we will have an action item for next month's Board meeting to sell that last piece of property which is currently half of a parking lot.

Transit Police:

Mr. Robert Cramer stated that there is some discussion regarding the People Mover Transit Police and some of our future-facing status. He stated that there is a plan that we're working on that's being discussed out in the public to scale back our services on DDOT. He stated that the assumption, that details have to be worked out, is that the Detroit Police Department (DPD) is going to be covering or taking over those responsibilities. He stated that our top goal is to make sure that it's a success and continue to support DDOT and DPD as much as we can. Mr. Cramer stated that we wanted to update the Board on what it means for the long term after the transition happens. He stated that the Transit Police will still exist but will be focused on the People Mover only and it's a transition that we are working on. He stated that as we have those details available, we will share them with the Board and any implications it would have as far as our budget or operations.

Mr. John Naglick asked if there were any updates on Transit Police interaction with riders now that we're fare-free. Mr. Robert Cramer answered that we don't have a regular deployment of officers on the People Mover unless there's heavy traffic or a special event. He stated that for the Lions playoff game, we had a couple of volunteers who worked extra that week to support the efforts. He stated that we still have Securitas, our unarmed security providers, who have been doing a great job functioning as both eyes and ears, but also ambassadors. He also stated that so far we have gotten a lot of positive responses from the ridership.

Mr. Cramer stated that we're not through the first month of free fare, but as far as ridership, for the two Lions games we were at about 4,000 rides which is more than double a typical Sunday and we've been seeing more ridership overall, but a very small sample size. He stated that next month we'll have a good update as far as where we were month to month.

Mr. Michael Staley asked if there have been any issues with cold weather in terms of people using it as a shelter. Mr. Robert Cramer answered in the negative stating that there are a few things that work in our favor. He stated that we have good camera coverage which we are upgrading to better cameras, and because it's a small system in the downtown area, it's easy for our staff whether it's Maintenance, Securitas, or Transit Police to cycle through it. He stated that there is someone in the Control Center all the time, so if there's anyone around, they can come over the

loudspeaker and ask them to move along. Mr. Cramer stated that it's a lot different in the environment to manage than even something like the QLine. He stated that so far that's worked in our favor which is what we were hoping for even through very cold days.

Mr. John Naglick asked if we anticipated our Transit Police would be more dedicated to our operation if this transition came to pass. Mr. Robert Cramer answered in the affirmative.

FTA ECHO Draw Spot Check Report:

Mr. Robert Cramer stated that we were selected for an FTA ECHO Spot Review for the COVID drawdowns and that either we were the only one or there was one other agency in the state. He explained that ECHO is the system wherein a transit agency is the financial system we use to get reimbursed for eligible grant expenses. He stated that we spend the money or we incur the cost, we send a request through the ecosystem and that's how the money gets transferred over once we certify they are eligible. He stated that there's a review consultant they use just like with the Triennial Review who evaluated six draws and then issued us the report on December 11, 2023. He stated that they found two types of deficiencies; one was untimely draw reviews and approvals. Mr. Cramer explained that most of the draws they were looking at happened in the period during COVID when we had different staffing turnover, we had some areas that weren't staffed and the best example of this was we did a draw, most of the paperwork was there, but then he signed after the fact. He stated that the draw happened before he started but that his name is on the paperwork that they looked at from 12 months later as we were catching up on the paperwork for the draw that we made. He stated that it's tightening up the procedures we have for the ECHO Draw and approvals and then making sure that we follow them just like with the Triennial. He stated that the consultants have been very helpful and that we're going to propose updated procedures, they will give us feedback and get a sign-off on them, and then we implement them.

Mr. Cramer stated that the second deficiency was an inadequate procedure to support pension-related expenses. He explained that this is unique to COVID funding because usually, we can't use federal dollars to reimburse pensions because it's an operating expense, but COVID allowed the use of operating expenses. He stated that in this case they were looking for a more detailed way to support why we chose to draw the pension amount we did and they're going to help us figure out what paperwork we need. He stated that they are looking for more details on why we picked \$600,000. He stated that they're looking for more of a balance of the Actuarial report but also something that says this is how much you're supposed to draw. He stated that they're going to help us figure out what that magic mix of documents is so that if we do any more pension draws we would have that file papered. He stated that it may not apply because after the COVID funding is done we won't be able to draw operating expenses. He stated that we are going to finish the process and that we have 90 days to update the procedures.

Draft Key Performance Indicators (incl Ridership YTD):

Mr. Robert Cramer gave a presentation on the Draft Key Performance Indicators (KPI) project for DTC.

Mr. Michael Staley asked what the answer by way of getting a response is. Mr. Robert Cramer stated that we are using a QR code that's a simple online survey. He stated that we've informed Securitas so that if someone's asking, they could ask them to take a look and fill out the quick survey to let us know how we're doing. Mr. Staley asked if we have an expectation on the percentage of riders that will use the QR code. Mr. Cramer stated that currently, the number is unknown but that we started with a gross number of 25 a month, but it would be good to track that against so that if ridership doubles, we'll probably need to adjust that number out, it would be a good barometer.

Mr. Michael Staley inquired about the 15% turnover rate based on historical information. Ms. Leeya Sutter stated that it was a little over 20% last year and that this year it was lowered to activity of operations.

Mr. John Naglick inquired about the purchase of the parts from TTC. Mr. Robert Cramer stated that we made a first small purchase, then a second medium-sized purchase, and we sent some funds over for the most critical parts. He stated that Deputy General Manager Ernest Latham has been continually working to whittle down the list of what they're going to send us and make sure that we have figured out the customs and handling. He stated that this first shipment that we've sent the money over for has some critical items that are going to give us a big boost for maintenance, as far as train trucks, and critical components that either we're running short of or we don't have any more replacements available which will help us with having three and soon after that four trains available for service. He stated that other than that we're working on what the next wave would be which is the lower priority items but still a lot of important good long-term items.

Mr. Cramer stated that last week we received feedback from the FTA regarding buying the entire train cars and if there were any concerns with us purchasing those used from an international provider; if we would have any trouble from the FTA as far as using FTA funds to maintain and repair them. He stated that the FTA approved. He stated that TTC is very interested in selling them to us and that we've got to work out some of the details as far as where we're going to store and stage them. He stated that we are planning to purchase twelve (12) of their best-used rail cars and then incorporate them into the system over time. He stated that the remaining balance will be for all the other items they're willing to send us, track parts, switch components and spare parts inventory.

Mr. Luke Polcyn asked if they accepted the offer to buy the rolling stock. Mr. Robert Cramer answered in the affirmative, but that he did not have a signed agreement.

16. Public Participation

Mr. Robert Pawlowski stated that one of the things that I kind of want to touch on a little bit more is the ongoing deal between Toronto and Detroit for their street cars there was an interview/report from the Canadian Broadcasting Company investing money to be able to take on some of their old Fleet and use it here in Detroit to be able to grow the system I just wanted to get some clarity on that to see if there's still ongoing negotiations with Toronto's Metro to be able to retain those cars for Detroit and seeing what the status may be and when we're going to expect to see those cars on Detroit people mover system.

Mr. Robert Cramer reported to Mr. Robert Pawlowski stating that everything is progressing well for us to get a good portion of their spare parts inventory, rebuild components, and twelve (12) rail cars that have been recently refurbished which will replace our entire fleet. He stated that from a timing perspective, we would still have to work out some details to secure some funding to make minor modifications to those but we're willing to take on the cars and work with that over the coming months as we need to. Mr. Cramer stated that if he had to guess he would say, If we could commit to having some or all of those Incorporated and operating the system in 18 to 24 months. He stated that the cars we have right now are safe and these parts will allow us to make it easier for us to maintain those as well.

17. Adjournment

MOTION TO ADJOURN:

MOTION: Moved Luke Polcyn, and supported by Mr. Michael Staley, to adjourn the meeting at approximately 4:45 p.m.

VOTE: All in attendance voted in the affirmative.

DocuSigned by:

John Naglick

John Naglick, Corporation Secretary