

Detroit Transportation Corporation

Owner and Operator of the Detroit People Mover



DTC BOARD OF DIRECTORS MEETING MINUTES HELD ON JULY 19, 2023 AT 3:30 P.M.

BOARD PRESENT:

Vice-Chairman
Secretary / Treasurer

Mr. Mikel Oglesby
Mr. John Naglick
Mr. Luke Polcyn

BOARD MEMBER(S) ABSENT:

Hon. Mary Sheffield
Ms. Hilarie Chambers

DETROIT TRANSPORTATION CORPORATION:

Mr. Robert Cramer, General Mgr.
Mr. Ernest Latham, Deputy Gen. Mgr.
Ms. Ericka Alexander
Mr. Michael Anderson
Cf. Ricky Brown
Ms. Ophelia Crawford
Ms. Karen Foster
Mr. Herbert Harris
Dep. Chief William Hart
Mr. Curt Knudsen
Ms. LaTrinda Perry
Mr. Mark Pitchford
Ms. Leeya Sutter
Mr. Mike Walter

OTHER ATTENDEES:

Robert Pawlowski (Virtual)
Ryan Schiffer (Virtual)
Steve Smith (Virtual)

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 3:34 p.m.

A quorum was present with the following members in attendance: Vice-Chairman Mikel Oglesby, Secretary/Treasurer, Mr. John Naglick, and Mr. Luke Polcyn.

1. Approval of the Agenda

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick, to adopt the amended agenda.

VOTE: All in attendance voted to approve the agenda.

2. Approval of Minutes – April 27, 2023

MOTION: Moved by Mr. Luke Polcyn, and supported by Mr. John Naglick, to adopt the Minutes from the Board of Directors meeting held on April 27, 2023.

VOTE: All in attendance voted in the affirmative.

3. Approval of Minutes – May 9, 2023

MOTION: Moved by Mr. Luke Polcyn, and supported by Mr. John Naglick to adopt the Minutes for the Special Board of Directors meeting held on May 9, 2023.

VOTE: All in attendance voted in the affirmative.

Action Items

4. Detroit Transportation Corporation Resolution of Intent to apply for Financial Assistance for Fiscal Year 2024 under Act 51 of the Public Act of 1951, as amended

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick 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 2024.

Discussion: Mr. Robert Cramer stated that this is a procedural requirement as a part of our State application. He stated that the Board is requested to approve the resolution stating we intend to apply and permit us to apply for funding. He stated that we published a Public Notice that includes the appropriate estimated numbers that will change as the actual funding becomes available. Mr. Cramer stated that this makes us eligible for local bus operating reimbursement of our operating expenses and for a capital match for any capital federal grants we might receive.

Mr. Mikel Oglesby asked as an estimate, how do we keep track as we go along to make sure we don't go over? Mr. Cramer answered that the State requires that we approve the resolution with the estimate, but that an update is not required. If the State's reimbursement is higher than the estimate, then we will operate off of that amount.

VOTE: All in attendance voted in the affirmative.

5. Resolution Authorization to enter into an agreement to provide Independent Auditing Services

MOTION: Moved by Mr. John Naglick 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 award a contract to Alan C. Young and Associates for a

not-to-exceed amount of One Hundred and Twenty-Eight Thousand Nine Hundred and Fifty 00/100 Dollars (\$128,950.00) for four (4) years.

Discussion: Mr. Cramer stated that there is a need for an independent audit and that a solicitation was put out for it since our old contract expired. He stated that based on the solicitation we received two responses and that Alan C. Young is the recommended vendor. He stated that the cost with an annual escalator is between \$29,000.00 and \$34,000.00 per year for a 4-year contract. He stated that the overall cost is \$129,950.00.

VOTE: All in attendance voted in the affirmative.

6. Resolution Authorization to Extend and Increase Contract for Professional/Technical Engineering Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick that the General Manager shall be and is hereby authorized, empowered, and directed by the Chairman of the Board of Directors on behalf of the Corporation to enter into a contract amendment as herein stated with WSP USA to extend the contract from August 1, 2023, to December 31, 2023, and increase the compensation limit by an additional Six Hundred and Twenty Thousand One Hundred Eighty-Two 34/100 Dollars (\$620,182.34) for the provision of professional/technical engineering services as directed by the DTC.

Discussion: Mr. Robert Cramer stated that this is an ongoing professional/technical engineering contract with WSP that has been extended a couple of times in the past. He stated the requested extension is through the calendar year to provide the opportunity to continue our ongoing efforts including soliciting and recommending to the Board new vendors for a new contract. He stated that there are firms that have expressed interest. He specified that the extension gives us time to go through the process, bring it to the Board, and complete the transition. Mr. Cramer indicated that the contract is being funded through local funds, not grant funds.

Mr. Luke Polcyn expressed concern regarding the new contractor. Mr. Cramer explained that the process will consist of selecting at least two (2) vendors. If WSP is selected then we will switch the contract over, if not, then the new vendor will need to be analyzed on a project-by-project basis.

VOTE: All in attendance voted in the affirmative.

7. Resolution Authorization to enter into an agreement to provide Employment-Focused Social Media Platform

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick 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 award a contract to Indeed.com for a two (2) year agreement not to exceed One Hundred and Twenty Thousand 00/100 Dollars (\$120,000.00).

Discussion: Mr. Cramer stated that this is a part of the DTC-wide effort to increase our availability and success rate for filling open positions. He stated that the recommended contract is with Indeed and provides an online suite of recruitment tools that will allow us to effectively, attract, screen, and organize different candidates, specifically with Transit Police Officers being our biggest challenge. He stated that this would also provide another place for us to post open

positions. Mr. Cramer indicated that this is a cost of up to \$60,000.00 per year for a two (2) year agreement with Indeed.

Mr. Mikel Oglesby asked if the dollar amount was the reason it was brought to the Board. Mr. Robert Cramer answered in the affirmative.

Mr. Luke Polcyn asked if this is to get different system capabilities or does it includes a certain amount of ads a year to post. He also asked if it is captured by the pricing. Ms. Leeya Sutter answered we could put up as many job postings as we wanted, that they go into a monthly bucket along with pay-per-click and when searches are made they appear on the first page. Mr. Polcyn asked if this is a search engine optimization or Google Ads. Ms. Sutter answered it is through Indeed, but will show up as "Sponsered" in the Google Ads.

VOTE: All in attendance voted in the affirmative.

8. Resolution Authorization to enter into an agreement to provide DTC Asset Security Monitoring Upgrade Migration

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick that the General Manager 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 award a three-year agreement with Johnson Controls, Inc not to exceed Thirty-Eight Thousand One Hundred and Eighty-Eight 00/100 (\$38,188.00).

Discussion: Mr. Robert Cramer stated that this is a contract with Johnson Controls to upgrade the C-CURE system. Mr. Ernest Latham stated that the C-CURE system monitors everything the SCADA system does. He stated that during the pandemic the hardware we had became incompatible with the new software. He stated this is for soft servers and licenses that the Control Operators will use to install the new software and an integration program that makes it easier for the Operators.

VOTE: All in attendance voted in the affirmative.

9. Resolution Authorization to enter into an agreement for the Development and Implementation of the National Transit Database Sampling Plan

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick 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 award a contract to AECOM for a not-to-exceed amount of Thirty-Two Thousand Two Hundred and Forty-Four 00/100 Dollars (\$32,244.00) for (13) thirteen months.

Discussion: Mr. Robert Cramer stated that this is a contract with AECOM to help us perform the required sampling. He stated that it includes survey studies and a final report by AECOM to keep us compliant with NTD requirements.

Mr. Mikel Oglesby asked how was the study performed in the past. Mr. Cramer stated that it had been a few years since the study was conducted and that he was not sure who performed the study. Mr. Oglesby suggested that we go back and check previous studies to be sure that it falls in line. He stated that a drastic change would cause a red flag.

VOTE: All in attendance voted in the affirmative.

10. Resolution Authorization to enter into an agreement to provide Media Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick 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 award a contract to Beasley Media Group for a one (1) year agreement not-to-exceed Twenty-Eighty Thousand Five Hundred 00/100 Dollars (\$28,500.00).

Discussion: Mr. Robert Cramer stated that this is an agreement we are recommending with Beasley Media Group as we are looking for ways to get the word out about the People Mover, systems access, and events. We spoke with several media groups and Beasley gave us the best package as far as the different platforms and channels our information would go out to. He stated that this does not include television advertising, it is for radio and social media. He stated that this would be targeted and coordinated with Marketing and the Communications department efforts to help us get the word out when it comes to special events, system upgrades as well and different ways to use the system during events downtown.

Mr. Oglesby inquired about the process of choosing Beasley Media Group. He asked if it was a procurement process or through making calls. Ms. Madonna Van Fossen stated that she had contacted several media companies informing them of what was needed and requesting a quote. The quotes were submitted, a spreadsheet of the vendors was created and Beasley was recommended.

Mr. Luke Polcyn asked if Beasley owned specific radio stations and the ads played across the stations. Mr. Van Fossen answered in the affirmative. Mr. Polcyn asked what the stations were. Ms. Van Fossen answered the stations are WRIF, 105, 105.9, 94.7, and several others.

VOTE: All in attendance voted in the affirmative.

11. Resolution Authorization for Purchase Order Change To Increase Quantity of Refurbished DTC Yokes

MOTION: Moved by Mr. John Naglick and supported by Mr. Luke Polcyn that the General Manager shall be and is hereby authorized, empowered and directed by the Chairman of the Board of Directors on behalf of the Corporation to change a Purchas Order Contract With George A. Wright To refurbish a new total of nine (9) DTC Yokes for the total amount not to exceed One Hundred Twenty Thousand Eight Hundred Ninety-Seven (\$120,897.00) Dollars.

Discussion: Mr. Robert Cramer stated that the Board approved yoke refurbishment at the rate of \$13,433 a piece for a total of eight yokes and we currently have nine yokes. He stated that we need to add another \$13,433 to the authorization to increase the total to \$120,897.00.

Mr. Mikel Oglesby asked for an explanation of the yoke. Mr. Ernest Latham stated that the yokes are a part of the wheel and that it is in two components.

VOTE: All in attendance voted in the affirmative of the modified resolution.

12. Resolution Authorization to Purchase and Install New Police Vehicle Outfitting

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. John Naglick that the General Manager shall be and is hereby authorized, empowered and directed by the Chairman of the Board of Directors on behalf of the Corporation to purchase and install vehicle outfitting for police vehicles for the total amount not to exceed Five Hundred Sixty-Five Thousand Two Hundred Eighty-Five and 69/100 (\$565,285.69) Dollars.

Discussion: Mr. Robert Cramer stated that last September a special meeting was held to purchase police vehicles because the window to purchase was closing within two hours and there was urgency to get on the list. He indicated that they are close to building the vehicles and hopes that it will take place soon, but that we wanted to go to the next step so that if the call should come through we will be ready to outfit them. Mr. Cramer stated that all of the elements are the same outfitting as the Detroit Police Department (DPD) and that all are available through the contracts that the City of Detroit has set up. He also stated that it would be compatible with the City and that we would also have support. Mr. Cramer stated that a 10% contingency is included because we weren't about to obtain an updated quote in writing for some of the items. He stated that if the amount does not cover the project we will come to the Board for an additional amount.

Mr. Oglesby asked if we are in discussion with someone from DPD to make sure we are in step with what they did. Mr. Cramer answered in the affirmative.

VOTE: All in attendance voted in the affirmative

13. Resolution of Intent to submit a Change Order Request for Neumeric to upgrade the DPM Mobile Platform

MOTION: Moved by Mr. John Naglick 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 amend the existing purchase order request with Neumeric for modification of the phone application services in the amount of Six Thousand Two Hundred Dollars and Zero Cents. This amendment request will increase the overall contract to One Hundred and Twelve Thousand One Hundred and Sixty 00/100 Dollars (\$112,160.00) for two (2) years

Discussion: Mr. Robert Cramer stated that we have a People Mover app that is outdated and Neumeric, the new vendor for the website, is helping us make sure that the website and the information we have in the interweb is updated and accessible. He stated that what they are finding as we transition from the former vendor is that it was not maintained. They gave us alternatives on how we can fix it and this is the quickest, cheapest option of possibilities to make sure we don't have bad information on the website. He stated that we are asking for an increase in authorization and the purchase order in the contract to allow them to do the \$6,200.00 website upgrade which will make sure that what people are seeing from their mobile phones will be a mobile-ready version of the website versus an outdated app.

VOTE: All in attendance voted in the affirmative.

14. Detroit Transportation Corporation Fiscal Year 2024 Budget Presentation

MOTION: Moved by Mr. John Naglick and supported by Mr. Luke Polcyn to accept and receive the DTC Budget for fiscal year 2024.

Mr. Cramer stated that we are forecasting low-fare revenues and that there will soon be discussions on how to handle fare collection costs, equipment, and revenue. He stated we have incorporated \$4 Million of COVID “bridge money”, which doesn’t exhaust it, but takes a large sum of it. Mr. Cramer stated that this year is important not only because we have a lot of new staff in key positions, but we are trying to figure out what the world looks like as far as the People Mover and Transit Police are concerned. He stated that the budget will get us through this year, but that this is going to be a strong learning year for DTC. He stated that we will be looking at what revenues, costs, expenses, and operating perimeters look like in what will now be our new normal. He stated that the budget assumes that revenue will remain low, but that we are optimistic we will start moving up to pre-pandemic levels of other revenues. Advertising has many innovative ideas, and potential partnerships with media companies for increasing our station revenues.

Mr. Luke Polcyn asked how we make sure we are looking out for capital planning in the operating budget. Mr. Cramer answered with our grants staff, finance, and operations we are trying to upgrade and modernize our capital plan which will be presented to the Board.

VOTE: All in attendance voted in the affirmative.

15. General Manager’s Report:

Mr. Robert Cramer reported on the following:

DTC Update

System Updates

- Financial District is closed this week for the scaffolding to be constructed inside to replace all of the lighting.
Mr. Cramer stated that this is an interesting and confounding challenge, especially the art lighting which illuminates the artwork specifically on the walls which are between 2 – 4 stories. He stated that we are evaluating approximately four (4) stations that need a similar application and are looking to get those done before the beginning of next year.

Station Technology Project – Update

- Will seek approval for additional cameras
The CCTV project will be brought back to the Board with additional costs related to additional cameras.
Mr. Cramer stated that there was an incident where a person was walking along the track and right now the Control Center has visibility on the platform, but if something happens beyond the platform, there is no video coverage. One of the things we are adding is to have cameras on the platform that point up and down the track to give us the extra layer of visual contact. He also stated that we are also looking at making sure the exit stairwells need additional coverage as well as outside of the stations at street level.

Mr. Mikel Oglesby asked if we are going to eventually do a camera upgrade. Mr. Cramer stated this is the replacement of all cameras.

Rail Replacement Project – Update

- Mr. Cramer stated that as approved by the Board the project included two major closures, one in November and the other next year after the Auto Show. He stated that we are 90% toward adjusting the project to be one longer closure next year.
- DPM will be closed 4-5 days throughout August to facilitate daytime survey work
- Days picked based on the fewest major events/busy downtown City services

- Working with a contractor to revise from two closures ('23 and '24) to one large closure in 2024 with a possible supplemental service project opportunity

Mr. Cramer stated that this will be an opportunity to work with other organizations such as the Office of Mobility Innovation, MDOT, and others from the City during a longer closure to see if there are supplemental service pilots that can be done such as autonomous vehicles or scooters, that will take the opportunity of the closure to do something innovative and help people get around downtown.

Mr. Luke Polcyn asked if the days in August will be consecutive. Mr. Cramer answered in the negative explaining that the days picked were based upon which are the quietest. Mr. Polcyn asked if the closures would be all day. Mr. Cramer answered in the affirmative.

Outstanding Compliance Issues

- OAG – Duplicate invoice payments, working to hire an Accounting Manager
- FTA Triennial – DBE Reporting, WSP Repayment
- MDOT SSOO – 4/6/23 Service Disruption Final Report

Employee Engagement

- Townhall meetings held in June/July with all staff units
Mr. Cramer stated that each department head gave an overview of who they were, and what their department does, and gave the staff the opportunity to ask questions.
- Open Enrollment
Mr. Cramer stated that the open enrollment process has been completed.

Funding

- DTC Budget – Schedule moving forward with other factors
Mr. Cramer stated that our goal is to move a draft budget earlier in the year to coincide with the one that will be presented to the City Council. He stated that it will be provided to the Board.
- Additional State funding may be available (in addition to two SDNT grants secured)
Mr. Cramer stated that received two Service Development and New Technology (SDNT) grants from the State for a strategic plan and NDT software for reporting.

Potential Initiatives

- Fares, Wayfinding, Spare/Used Parts, Downtown Mobility Study
- Visits from Council Members
Mr. Cramer stated that Council Member Gabriela Santiago-Romero visited our system a few months ago and brought a group from Grow Detroit's Young Talent with her. He stated that the visit went very well. He stated that we would like to get the the point where all of the Council's members get to see what we do and learn more about us. He stated that we will be working to set the visits up.

Next Three Months

- New Service Operations & Development Manager – Tony Vinson (starts 7/31/23)
- Loram Rail Grinding will occur in August/early September
- Huntington Place mural cleaning and Auto Show prep heading into September
- Next meeting in August with a quorum and possibly a new Board Member

Mr. Luke Polcyn asked if the rail grinding would also include closures. Mr. Cramer answered that it could be performed at night. Mr. Ernest Latham stated that the bulk of the project will be done after revenue service. Mr. Mikel Oglesby suggested that it be advertised to the public ahead of time.

Mr. Luke Polcyn asked if the downtown mobility study is something that is being discussed within the organization or if it is a broader conversation. Mr. Cramer answered that it is an idea and that the RTA will have funding to do planning-type tasks. He stated that we have a concept that will take a look at how the People Mover fits in with all of the downtown mobility options, but we want to make sure it is closely coordinated if we choose to go with it, and with the reimagined work for DDOT, with QLine's effort, scooters, Mogo, etc.

Mr. Mikel Oglesby asked if we have given the information to the DDOT Reimagine Group. Mr. Cramer stated that we are on the schedule.

Mr. Cramer stated that we are coordinating with DDP on the wayfinding project to find ways to help get people to the People Mover stations.

Mr. Mikel Oglesby suggested that a survey of first-time riders be taken to help us with questions from people who use the system. Mr. Luke Polcyn asked if we have a comment system for passengers to offer insight into the experience. Mr. Cramer stated that we have an email address and have recently added a QR code at the stations and on the trains asking people how their ride was and we have a QR code specifically for safety and other issues that are posted on the platforms and at street level. He stated that we are trying to find other ways to get it done.

16. Public Participation

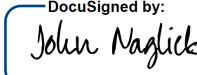
Mr. Robert Pawlowski stated he is happy with the progress being made at the People Mover however the cars are getting older and wearing out. He asked when the People Mover will begin to explore more street cars for the system. He also expressed the need to market the system more, especially with the number of events coming downtown.

17. Adjournment

MOTION TO ADJOURN:

MOTION: Moved Mr. John Naglick, and supported by Mr. Luke Polcyn, to adjourn the meeting at approximately 4:23 p.m.

VOTE: All in attendance voted in the affirmative.

DocuSigned by:

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John Naglick, Corporation Secretary