



DTC BOARD OF DIRECTORS MEETING MINUTES HELD ON JANUARY 26, 2023 AT 3:30 P.M.

BOARD PRESENT:

Chairman	Mr. Hakim Berry
Vice-Chairman	Mr. Mikel Oglesby
Secretary / Treasurer	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. Lavar Harris
Dep. Chief William Hart
Mr. Curt Knudsen
Mr. Chaz Lewis
Ms. Leeya Sutter
Ms. Gwen Wallace
Mr. Mike Walter

OTHER ATTENDEES:

Mr. Rajeev Shah (Alan C. Young)
Mr. Bob Gorski

Meeting Called to Order/Opening Remarks

Chairman Mr. Hakim Berry called the meeting of the Detroit Transportation Corporation Board of Directors to order at approximately 3:35 p.m.

A quorum was present with the following members in attendance: Chairman, Mr. Hakim Berry, 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. Mikel Oglesby, to adopt the agenda.

VOTE: All in attendance voted to approve the agenda.

2. Approval of Minutes – November 3, 2022

MOTION: Moved by Mr. John Naglick, and supported by Mr. Mikel Oglesby, to adopt the Minutes from the Board of Directors meeting held on December 19, 2022.

VOTE: All in attendance voted in the affirmative.

Action Items

3. Alan C. Young Audit Report Presentation

MOTION: Moved by Mr. John Naglick and supported by Mr. Mikel Oglesby to accept and receive the Alan C. Young audit report

Discussion: Mr. Mikel Oglesby ask if the servicing fee that had gone up to \$1 Million in repairs was due to a particular company. Mr. Rajeev Shah referred Mr. Oglesby to Ms. Karen Foster. Ms. Foster stated that she would look into finding the answer for Mr. Oglesby and get back to him. Mr. Oglesby stated that the reasoning for the question is that some of the funds may be able to be offset by grants.

Mr. John Naglick asked if the audit report had been uploaded to the Federal Audit Clearing House. Mr. Shah stated it has been uploaded to the Federal Audit Clearing House and the State of Michigan.

VOTE: All in attendance voted in the affirmative.

Mr. Robert Cramer stated that the next few resolutions are from the audits that are required of DTC. He explained that we had the 2022 FTA Triennial Audit, which is every three (3) years where there are over twenty sections that ensure we are compliant. He stated that the review was completed in August and over time a draft report and final report were completed. Mr. Cramer stated that we had several corrections that were due at the end of the calendar year and the plans presented today need to be signed off by the Board.

4. Resolution Authorization for approval of the DTC Procurement Manual

MOTION: Moved by Mr. Mikel Oglesby and supported by Mr. Luke Polcyn that the DTC Board of Directors approves the Procurement Manual dated December 12, 2022

Discussion: Mr. Robert Cramer stated that the Procurement Manual was created with the assistance of WSP as a part of the 2018 FTA Triennial Audit and had been used in practice, but had not had the Board's approval through resolution. Mr. Cramers stated that we will be going through the manual and coming up with recommendations for the Board for adjustments to modernize the thresholds and numbers. He stated that this is to adopt what we are using so that we can be compliant for the Triennial Review.

VOTE: All in attendance voted in the affirmative.

5. Resolution Authorization for approval of the DTC Transit Asset Management (TAM) Plan

MOTION: Moved by Mr. Mikel Oglesby and supported by Mr. John Naglick that the DTC Board of Directors approves the Transit Asset Management Plan.

Discussion: Mr. Robert Cramer stated that the Transit Asset Management Plan is required for each agency, the first plan was in 2018 and is due to be updated every four years. We were due for the update in October and were asked by the FTA to make adjustments during the Triennial. He explained that the plan is the roadmap for us to continue to receive and compete for federal funding.

VOTE: All in attendance voted in the affirmative.

6. Resolution Authorization Approval OF the DTC EEO Policy Statement and updated DTC 2020-2023 EEO Program

MOTION: Moved by Mr. John Naglick and supported by Mr. Mikel Oglesby that the DTC Board of Directors approves the updated 2020-2023 Equal Opportunity Program.

Discussion: Mr. Cramer explained that in the past the Interim General Manager, Garry Bulluck, was also the EEO Officer which is allowed in small agencies, but not ideal. He stated that the EEO Officer is not the same person as the General Manager, but is someone who reports to the General Manager. Mr. Cramer stated that the Deputy General Manager, Ernest Latham, will be the EEO Officer. Mr. Cramer stated that the language is updated to include Mr. Cramer's name and Mr. Latham's position which has to be specified within the policy. Mr. Cramer stated that a new Standard Operating Procedure had been developed for EEO compliance, hiring, promotions, and discipline. Mr. Cramer stated that the current policy will expire at the end of the year and that we will be bringing an updated policy to the Board by the end of the year.

VOTE: All in attendance voted in the affirmative.

7. Resolution Authorization for approval of the Drug and Alcohol Testing Program Policy

MOTION: Moved by Mr. Mikel Oglesby and supported by Mr. Luke Polcyn that the DTC Board of Directors approves the Drug and Alcohol Testing Program Policy and authorizes the Board Chairperson to sign the required signature page.

Discussion: Mr. Cramer stated that this is another program/policy that was recommended to be updated for the Triennial Review. Mr. Cramer stated the following changes that were made to the program:

- Expanded the description of the Purpose of the Policy to reference the Omnibus Transportation Employee Testing Act of 1991.
- Updated the Drug and Alcohol Program Manager and Designated Employer Representative contact information.
- Clarified that employees who elect to have their split sample tested to confirm the results of the primary specimen analysis shall be responsible for reimbursing DTC the cost of the additional testing.
- Updated the following contact information:
 - Drug and Alcohol Program Manager
 - Drug Testing Laboratory
 - Medical Review Officer

- Substance Abuse Professional
- Removed reference to a specific collection site
- Added Utility Workers, Security Contractors, and Maintenance Contractors as safety-sensitive job classifications.
- Eliminated non-regulated random testing
- Removed "Employee Receipt of Policy" acknowledgment form, as it is an electronic process.

Mr. Hakim Berry asked if this is for drug and alcohol only or for all medical-related issues. Ms. Leeya Sutter answered that it is only for drug and alcohol issues.

VOTE: All in attendance voted in the affirmative.

8. Resolution Authorization to enter into an agreement for Fire/Security services on the DPM Supervisory Control and Data Acquisition (SCADA)

MOTION: Moved by Mr. Mikel Oglesby 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 enter into a service agreement with Johnson Controls, Inc. to provide for the maintenance of the DTC SCADA equipment in the amount not to exceed Thirty-Nine Thousand Five Hundred Eighteen 85/100 (\$39,518.85) for a contract period of three years.

Discussion: Mr. Robert Cramer stated that Johnson Controls developed and installed some of the DPM systems and that we are in the process of updating the maintenance and service agreements.

Mr. Mikel Oglesby asked if Johnson Controls is the only one that can do the work or if this is because they were already performing it. Mr. Ernest Latham stated that this is a proprietary system and in the instance, we lose power and the system is closed, they have all of the codes. Mr. Oglesby asked if we were to get someone else would it be difficult for them to backtrack? Mr. Latham stated that it would be almost impossible. Mr. Oglesby inquired about the performance of JCI. Mr. Latham stated that we haven't had any problems with them.

VOTE: All in attendance voted in the affirmative.

9. Resolution Authorization to enter into an agreement to provide Fire Suppression services at the Maintenance Control Facility (MCF)

MOTION: Moved by Mr. John Naglick and supported by Mr. Mikel Oglesby 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 service agreement, as attached hereto, to provide for the maintenance of fire suppression equipment in the amount of Twenty Seven Thousand Seven Hundred and Six 00/100 dollars (\$27,706.00), for a contract period of two years.

Discussion: Mr. Robert Cramer stated that we have a Halon fire suppression system and that Gallagher Fire Equipment is the authorized service company for our fire extinguisher equipment.

Mr. Mikel Oglesby asked if it went out for bid. Mr. Michael Anderson stated that it did not go out for bid because it is the proprietary source for the service.

VOTE: All in attendance voted in the affirmative.

10. Resolution Authorization to enter into Contract Negotiations for the purchase of new or used Vehicles (Not to exceed two)

MOTION: Moved by Mr. Mikel Oglesby 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 negotiate for and purchase up to two used vehicles to support DTC for an amount not to exceed Sixty Thousand and 0/100 Dollars (60,000.00) per vehicle or One Hundred Twenty Thousand and 0/100 Dollars (\$120,000.00) for two vehicles.

Discussion: Mr. Robert Cramer stated that we do not have the actual final price. He explained that we have not been able to find a way to get a few of the additional vehicles we need within a twelve-month period. He stated that Mr. Anderson and his department have been reaching out to several dealers to get an inventory number and idea of certified used vehicle options that may be available, however, there have not been any promises to set the vehicles aside for a period of time. Mr. Cramer stated that he is asking the Board to authorize himself and Mr. Anderson to be able to go through a process where they can compare prices on what's out there and make a decision to order the vehicles which would be one (1) SUV or pickup truck to be used as a staff vehicle and to support maintenance purposes; one (1) passenger van to be used to transport the Transit Police physically to assignments where they are not using squad cars. Mr. Cramer stated that we have a tight inventory of our police vehicles especially since we have no idea when the new ones are going to arrive. He stated that this would be specifically for officers assigned to Rosa Parks Transit Center, the People Mover, and Huntington Place, where they can go to and from their shifts to allow for shifts coming out for assignments that require a squad car. This would free up the squad cars assigned to be out on the street for QLine and DDOT.

Mr. Cramer stated that we are asking for authorization for up Fifty Thousand Dollars (\$50,000) per vehicle if we got one (1) or (2) vehicles. We would report back to the Board what was purchased. He stated that we are using the same specs that MiDeal has, but there are no orders available through them for the next twelve months.

Mr. Hakim Berry stated if new vehicles could be found, they would have to be presented to the Board. Mr. Mikel Oglesby answered in the affirmative but added if new vehicles are added to the current resolution, they would not have to be brought back. Mr. Cramer suggested modifying the resolution to include new vehicles.

Mr. Luke Polcyn asked if we wanted to increase the per-vehicle cost to Sixty Thousand Dollars (\$60,000). Mr. Hakim Berry stated that we amend the resolution. Mr. Mikel Oglesby agreed to amend the resolution to reflect the purchase of new or used vehicles up to One Hundred Twenty Thousand Dollars (\$120,000) for two (2) vehicles.

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

11. Resolution Authorization to enter into an agreement to provide Software Management Services for the Trains

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Mikel Oglesby 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 Swiftly for a two (2) year agreement not to exceed Thirty-Nine Thousand Five Hundred and Three 79/100 Dollars (\$39,503.79).

Discussion: Mr. Robert Cramer stated that this is a sole-sourced procurement with Swiftly. They are a software and services company that is used by QLine and SMART. He explained that Swiftly provides next-vehicle predictions, monitors the GTFS data, and API live feeds. We would like to partner with their unique approach so that we could have good integration with the QLine.

He stated that the plan is that the Congress/Financial District Stations Grand Circus/Grand Circus Park Stations would have screens to show information from both systems. He stated that Grand Circus Park also has DDOT routes in the area as well as the D2A2 Express bus and will soon have the airport express route that will be provided by the RTA. Mr. Cramer stated that Swiftly will help us to get GPS units that can be placed on the trains that will be separate from the train controls and will not cause cyber security implications. He stated that it will generate information that can be shared with the transit app and screens such as those with the CCTV upgrade project.

Mr. Cramer stated that we are requesting two (2) years with one (1) option which includes the GPS units, the servicing equipment, licenses, and development. He stated that he had worked with Swiftly while at SMART when the RTA wrote it as a pilot practice and that they are a good company to work with. He stated that Swiftly has a team available for challenges that may arise.

VOTE: All in attendance voted in the affirmative

12. Resolution Authorization to enter into a Memorandum of Understanding with the City of Detroit Municipal Parking Department for Technology Integration

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Mikel Oglesby 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 negotiate acceptable final terms of the draft Memorandum of Understanding (MOU) with the City of Detroit Municipal Parking Department and enter into an agreement for participation in the Park Detroit App and mobility service. The first-year cost is estimated to be One Hundred Twenty-Two Thousand Three Hundred Thirty-Nine and 0/100 Dollars (\$122,339.00) in fees and startup costs. Subsequent years will be Ten Thousand Seven Hundred Sixty-Four and 0/100 Dollars (\$10,764.00) in maintenance fees. Transaction and merchant fees will be in addition to these costs, will be consistent with all Park Detroit App partners, and will be deducted from net revenue as passes are sold.

Discussion: Mr. Robert Cramer stated that this is an MOU that would allow us to participate in the final development and implementation of the ParkDetroit app. He stated that this is a project that has been in development for over three (3) years and is a partnership that the Parking Department is partnering with FlowBird. He stated that as a part of the MOU, not only are we integrating with a development app, but when people are looking for parking options they will receive parking choices that will come with a People Mover pass as well. Mr. Cramer stated that this will be a great opportunity to not only be a part of the implementation of the application but will generate additional ridership for DTC.

Mr. Cramer stated that the agreement includes the upfront costs of approximately One Hundred Ten Thousand Dollars (\$110,000.00) that pays for the FlowBird unit which is one (1) scanning unit at each handicapped access gate where people can use their phone or another device that can scan a barcode or NFC to let them through the gate. Mr. Cramer stated that this is an opportunity to test the technology, potentially beneficial to DDOT or others.

Mr. Cramer stated that there has to be a fare and at this time QLine doesn't have one which is one of the considerations when we turned our fareboxes back on, it allows us to participate in the program, thus, QLine is not involved. He explained that their program would be different because they validate onboard rather than having faregates to go through. He stated that the process would be easier for them because a passenger would be able to show the proof of validation to a police officer from their phone.

Mr. Cramer stated that he had spoken with Mr. Keith Hutchins about the QLine once the fares are turned on. He stated that the police officers have a device that they can scan to be shown the validations to verify.

Mr. Luke Polcyn asked if the fees are due to FlowBird taking a piece of the revenue or if are they charging a fee. Mr. Cramer answered that they are getting a transaction fee because they are also developing the app. Mr. Hakim Berry stated that it enhances the ParkDetroit app. Mr. Mikel Oglesby stated that DDOT has also been in a discussion because they are going with another short-term solution, but as they move into a long-term solution, he's confident this will work into it.

VOTE: All in attendance voted in the affirmative.

13. Resolution Authorization to enter into a Contract for Prescription Safety Eyewear

MOTION: Moved by Mr. Mikel Oglesby and supported by Mr. John Nagick 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 Heritage Vision Plan for a five-year-agreement not to exceed Thirty-Eight Thousand Four Hundred and Fifty 00/100 Dollars (\$38,450.00).

Discussion: Mr. Hakim Berry asked if this is a part of our regular coverage. Mr. Cramer answered that this is not a part of our regular optical coverage. Mr. Michael Anderson stated these are standard OSHA safety goggles/glasses.

Mr. Cramer stated this is an estimate of what the usage will be.

VOTE: All in attendance voted in the affirmative.

14. Resolution Authorization to enter into an agreement to provide Unarmed Security Service

MOTION: Moved by Mr. John Naglick and supported by Mr. Mikel Oglesby that the General Manager is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to complete negotiations on contract terms, and then enter into a contract with Securitas for People Mover security services, in an annual amount not to exceed \$954, 288.40. The two-year not to exceed amount would be \$1,908,576.80, and if DTC exercises the one option year, the total authorization would be to not exceed \$2,862,865.20. If acceptable terms cannot be agreed upon to the satisfaction of DTC management, the Board authorizes negotiations with the second-highest-scoring evaluated proposal for the aforementioned services.

Discussion: Mr. Robert Cramer stated that the Board has approved a few extensions of our arrangements with City Shield to keep security services in place. Mr. Cramer explained that the Transit Police were initially developed to patrol the stations and the trains, but over time their

mission has expanded to include very critical services for DDOT and QLine. Mr. Cramer stated that with staffing being low and the fact that they were not on the system when it was closed, we contracted with City Shield to give the service we need on short notice, but we want something long-term in place realizing that staffing has started increasing, transit police, the need at DDOT and QLine can use quite a bit of staffing before they will have too many. Mr. Cramer stated that rather than spread them across all of the providers, we will continue with the arrangement of the Transit Police supporting the system if needed, but their actual assignments will be on the street.

Mr. Cramer stated that we went out to bid for unarmed security and received ten (10) responses. He stated that an extensive evaluation was performed on the top three (3) and based on those, the group recommended Securitas. He stated that Securitas requested some deviations that have not been resolved and that the resolution has language that authorizes us to negotiate and if we arrive at acceptable terms based on terms from our legal staff, Transit Police, and management, we will execute if they are non-financial. Mr. Cramer stated we can execute the contract with the maximums in mind and if not, then we would move on to negotiations with the second highest-scoring agency and work from there.

Mr. Luke Polcyn asked who the second highest-scoring agency is. Mr. Michael Anderson answered the second highest-scoring agency was GardaWorld.

Mr. Hakim Berry asked as Securitas has security in the downtown area is there any fear of their services spilling over? Mr. Michael Anderson stated that this is the first time he has heard of this and will have a conversation with them.

Mr. Mikel Oglesby asked if there is a reason it was bid out as “unarmed officers”. Mr. Cramer stated that City Shield is unarmed and this is what we are currently using and has been covering Rosa Parks Transit Center.

VOTE: All in attendance voted in the affirmative.

15. Resolution Authorization to enter into an agreement to Refurbish Components of the Vehicle/Train Propulsion System

MOTION: Moved by Mr. John Naglick and supported by Mr. Mikel Oglesby 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 service agreement, as attached hereto, to provide for the refurbishment of the Propulsion System equipment in the amount of One Hundred Six Thousand Five Hundred Forty-Seven Dollars and Twenty-Seven Cents Thousand (\$106,547.29) this amount includes a 15% contingency.

Discussion: Mr. Robert Cramer stated this is sole-sourced with GE Power Conversion refurbishing the Linal Induction Motors (LIMs) components. Mr. Cramer explained that there are two (2) on each car that powers the system.

Mr. John Naglick asked if they are energized by the system, not having a battery onboard. Mr. Cramer answered in the affirmative. Mr. Cramer stated that there is a battery onboard to keep the lights running in case the system shuts down. Mr. Naglick asked what portion of the train the LIMs cover. Mr. Ernest Latham answered The LIM is part of the Propulsion system it is mounted to the underbody of the vehicle. Mr. Latham also stated that these are spare equipment that was tagged. Mr. Cramer explained that this is replenishing our inventory.

VOTE: All in attendance voted in the affirmative.

16. General Manager's Report:

Compliance/Regulatory Updates

- DTC Audit (presented January 26, 2023)
- City of Detroit DTC Audit (Completed, publish pending)
We will be providing feedback on the implementation table for the findings
- FTA 2020 Triennial Review
Pointed out many of the same issues such as updating and following the financial management procedures, Human Resources policies, and procedures
- MDOT SSO 2022 Triennial Review
Required for rail operators; a three-year review specifically for System Safety
Finalizing the draft report and will be updating policies as needed.

Human Resources

- All Contracts approved/updated through June 2025
- Key Shortfall Areas/Progress
 - Transit Police – 20+ open positions
 - 3 new in final stages
 - 5 in the initial stages
 - Maintenance – 11 open positions
Receiving 20 applications per week
 - Mechanical Technicians – 4 open/1 scheduled to start January 30, 2023
 - Electronic Technician – 6 open positions

DTC Initiatives

- Rail Vehicle Replacement Grant
Covers the replacement of four rail cars which would have to be customized built or three longer cars that would have the equivalent capacity and run as single vehicles. If chosen, we would complete the process by finding a vendor willing to build one or the other or both. The total cost of the project is \$32 Million and the grant covers half, the other half is a combination of money from the City, the State, and DTC's future formula funds and City subsidy.
- Swiftly service information technology partnership
- ParkDetroit technology partnership
- Office space lease update
We are in the final stages and will bring it to the Board next month. We have a tentative agreement with the Guardian Building to be on the 29th floor. Our calculations state it will save us approximately 40% of our current rent bill and we will have space that is appropriately sized and designed for our staff.
- Key procurements in the works
 - Rail replacement project
Replacement of the majority of the high-need curves around the system. The project will require a system shutdown at the end of the year for a significant period of time. We're working with the station technology upgrade vendor and other things we need to get done.
 - Several services contracts
Electrical, plumbing, tile work
 - IT Vendor

- The current contract after the extension expires in a few months
- Engineering & Planning Consulting
- The current contract with WSP expires at the end of March

People Mover Service, Marketing and Comms

- United Wholesale Mortgage wrap in place
- Finalizing Grand Prix wrapping of all trains
- Strong convention traffic in the quarter (Autorama, DECA, USA Boxing)
- Wrapping up interviews for new Marketing & Advertising Manager
- People Mover will resume every-Sunday service starting February 19
- The time will be finalized and the message will be put out to the public.

We are anticipating the City Council hearings. Mr. John Naglick stated that the Mayor will present on March 3, 2023, and the hearings will begin on March 6, 2023.

Mr. Cramer stated that Ms. Karen Foster is developing a budget for DTC departments. It will be brought to the Board once the final proposal is in place.

Next week We will be joining DDOT and other transit partners at TRU.

17. Closed Session

MOTION: It was motioned by Mr. Hakim Berry and supported by Mr. John Naglick that the Board of Directors enters into a Closed Session to discuss ongoing bargaining agreements.

VOTE: All in attendance voted in the affirmative.

Roll call of the Board Members was taken by Mr. Hakim Berry

The Board of Directors entered into the Closed Session at approximately 4:46 p.m.

The Closed Session ended at approximately 5:02 p.m.

The Board of Directors returned from the Closed session and was recalled back into the Open Session at approximately 5:04 p.m.

18. Resolution Authorization to execute updated Labor Agreement with Teamsters Local 214 – Transit Police Sergeants as discussed.

MOTION: Motioned 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 update, finalize and execute a new labor agreement with DTC Transit Police Sergeants with Teamsters Local 214, consistent with the proposal agreed to January 2023 and ratified by majority vote January 25, 2023. The updated contract would go through June 30, 2025.

VOTE: All in attendance voted in the affirmative.

17. Public Participation

There was no Public Participation

Mr. Robert Cramer asked the Board if the meeting scheduled for March 23, 2023, could be moved to Thursday, March 16, 2023. The Board agreed.

18. Adjournment

MOTION TO ADJOURN:

MOTION: Moved Mr. Luke Polcyn and supported by Mr. John Naglick, to adjourn the meeting at approximately 5:10 p.m.

VOTE: All in attendance voted in the affirmative.

John Naglick, Jr.
John Naglick, Jr. (May 5, 2023 22:42 EDT)

John Naglick, Corporation Secretary