



DETROIT TRANSPORTATION CORPORATION



DTC BOARD OF DIRECTORS MEETING MINUTES HELD ON OCTOBER 24, 2023 AT 3:00 P.M.

BOARD PRESENT: Secretary / Treasurer Mr. John Naglick
Mr. Luke Polcyn
Mr. Michael Staley

BOARD MEMBER(S) ABSENT: Hon. Mary Sheffield
Ms. Hilarie Chambers

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. LaTrinda Perry
Mr. Mark Pitchford
Mr. Marcus Scott
Mr. Desmond Simmons
Mr. Christopher Thomas
Ms. Madonna Van Fossen
Mr. Tony Vinson
Ms. Gwen Wallace
Mr. Mike Walter

OTHER ATTENDEES: Mr. Lukas Lasecki
Ms. Gina McPherson
Mr. Adam Torr (EDSI)
Mr. Noah Kincade
Mr. Brian Lester
Mr. Colin Handzinski
Mr. Jonathan Hondorp

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 3:04 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, and Mr. Luke Polcyn.

1. Approval of the Agenda

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley, to adopt the agenda.

VOTE: All in attendance voted to approve the agenda.

2. Approval of Minutes – July 19, 2023

MOTION: Moved by Mr. Luke Polcyn, and supported by Mr. Michael Staley to adopt the Minutes for the Board of Directors meeting held on July 19, 2023.

VOTE: All in attendance voted in the affirmative.

Action Items

3. Resolution: Authorization to Purchase New People Mover Door Control Units

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 an agreement with Vapor Stone Rail Systems, a Wabtec Company for an amount not to exceed Six Hundred and Twenty-One Thousand Two Hundred and Seventy-Four Dollars 00/100 (\$621,274.00).

Discussion: Mr. Robert Cramer stated that this item is for the purchase of the People Mover door control unit which is a part of the train doors on each of the train cars. The units we have are over 35 years old, therefore, this is to authorize an amount to order a new set of forty (40) door units. The new components are updated and upgraded and will minimize some of the faults that we've been experiencing with the older and outdated units. The OEM for the vehicle door system is the vendor we are awarding this to, we don't have the opportunity to go to another vendor for these parts

Mr. Luke Polcyn asked if the pricing deviated from the expectations. Mr. Ernest Latham stated that the pricing went down and that it also included a training package, all of the engineering, and first article testing. He stated that with them being in the OEM he thought they were going to charge us more, but that they worked with us and that we had trying to work this for 3 or 4 years. He stated that they did not escalate.

Mr. Michael Staley asked how many door units there are in the entire system. Mr. Ernest Latham stated that there are four (4) per train. He stated that we have an active fleet of ten (10) cars, equaling forty (40) units.

VOTE: All in attendance voted in the affirmative.

4. Resolution: Authorization to Award a New Contract for IT Management Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 five (5) service agreement for IT Management Services with Auxiom not to exceed One Million Four Hundred Eighty-Two Thousand Six Hundred and Twenty 90/100 Dollars (\$1,482,620.90).

Discussion: Mr. Robert Cramer our previous IT management services contract has expired and there is work to be done to bring our IT infrastructure up to speed. He stated that we have found that items, such as our 2013 Microsoft Office Suite version, are outdated. He stated that the Board had previously approved us to sign a new lease at the Guardian Building which included some cost savings and that the network infrastructure we have in this office needs to be replaced. He stated that we're trying to orchestrate everything to happen efficiently so that when we move across the street we will have a new system that can be properly maintained and address all of the needs and concerns of today's workplace.

Mr. Cramer stated that we had six solid proposals, we had gone through multiple steps of interviews, back-and-forth questions to be answered, and site visits, and that the preferred recommendation is Auxiom. He stated that their score was 90 out of 100 and the next highest score was 77.5. He stated that the authorization includes a standard monthly service contract which includes all of the technical support we need for the equipment, software, licenses, and onboarding of new employees. Under the contract are some of the individual upgrade steps that we need to bring our system up to modern standards.

Mr. Cramer stated that the total cost over the five years is out at \$1.48 million and under a million covers 5 years' worth of the services and the rest of it is a one-time fee that will happen sometime in the next six to eight months, either during or after we move to our new office space. He stated that the plan for the servers, for example, is to wait until we move. He stated that we'll move those in place, but the network infrastructure will be built new across the street to receive us when we move.

Mr. John Naglick asked in terms of dollars how the other vendors compared. Mr. Robert Cramer answered that the categories in the RFP had a different scoring criteria. He stated that Auxiom was the fifth best price, that they were more expensive than four of the six, and that the second-highest-scoring vendor was the highest price. He stated that Mr. Michael Anderson and his staff had five categories of scoring which we do before the price is revealed or considered which removes any biases first. We also process based on the strength of their proposal and the interviews, then we add the price at the end and see where the points total.

Mr. John Naglick asked about the references for Auxiom. Mr. Michael Anderson stated that we vetted and checked the references that were provided who in turn provided additional references.

Mr. Michael Staley asked if they have similar contracts. Mr. Anderson answered in the affirmative also stating that they are adding two (2) additional contracts, one of which is a governmental entity. Mr. Michael Staley asked if there was a problem with the timing with Auxiom on other onboarding projects. Mr. Michael Anderson answered in the negative stating that a lot of time was spent in conversations with Auxiom with the understanding that upon approval from the Board, we would be onboarding with them the first week of January.

Mr. Robert Cramer stated that with the timing of the move to the Guardian, there was some build-out associated that's not complete. He stated that we were going in a direction of trying to do it with what we had now and realized that if you bring this together it was much more efficient and effective and still fell in the time frame we were going to end up with. He stated that Auxiom would be able to build out alongside the space being completed and we'd be ready to move in January or early February at the latest which all seem to align with the schedule

VOTE: All in attendance voted in the affirmative.

5. Resolution: Extend DTC IT Management Services for up to Four Months

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 purchase order(s) totaling in the amount of **\$6,500.00/month** not to exceed Twenty-Six Thousand and 00/100 Dollars \$26,000.00.

Discussion: Mr. Robert Cramer stated that Enertron, who has been our vendor since 2018 has continued to support our current system. He explained that there have been other extensions brought to be Board as we worked through the solicitation process. He stated that this is to extend through the end of April and that the contract will provide them with a 30-day notice. He stated that if we run on schedule, we may be able to end the contract at the end of March, but this gives us the comfort of a smooth transition.

Mr. Michael Staley asked how the incumbent scored. Mr. Herbert Harris answered they did not score very well and that we had compared them to the new applicants.

VOTE: All in attendance voted in the affirmative.

6. Resolution: Authorization to Award a Contract for Law Enforcement Uniform Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 one (1) year service agreement for Law Enforcement Uniform Services with NYE Uniform Company not to exceed One Hundred Forty-Eight Thousand and Five Hundred 00/100 (\$148,500.00).

Discussion: Mr. Robert Cramer stated that this is a contract for law enforcement uniforms that we've been working quite a bit on and put out to bid a second time to drum up some interested applicants. He stated that this also is the second time that NYE Uniform was the only company that submitted a responsive bid. He stated that the incumbent, Priority One, elected not to respond on both occasions. Mr. Cramer stated we're bringing this as a single bid but this is something we need to get on the books as we continue to operate the Transit Police functions. He stated that we're comfortable that the prices are fair and market competitive even though we don't have another vendor directly to compare it to.

Mr. Cramer stated that vouchers are provided to the officers and then they have the opportunity to use those or additional dollars to select items that we've prearranged. We estimate DTC's cost to be just under \$50,000 a year which could be lower depending on the actual usage.

Mr. John Naglick inquired about the vendor that the Detroit Police Department uses. Mr. Michael Anderson answered that the Detroit Police Department and the Detroit Fire Department use NYE Uniform.

Mr. Michael Staley asked how the pricing compares with the differences in the uniforms of DPD. Mr. Michael Anderson answered that they are very much the same. Mr. Staley asked how many uniforms per officer. Mr. Anderson answered that it depends on the onboard. Ms. Leeya Sutter stated it depends on the hiring, and that when we get to the point of hiring the second tier of officers it will be a different expense. Mr. Staley asked if the \$49,500 will cover the onboarding. Ms. Sutter answered in the affirmative.

Mr. Luke Polcyn asked if there is a "Not to Exceed". Mr. Robert Cramer answered in the affirmative and explained that this is a budget authorization for \$49,500 and if we go over we will come back to the Board.

VOTE: All in attendance voted in the affirmative.

7. Resolution: Increase Authorization for Painting Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 change(s) for up to an additional \$107,000 to Northstar Painting, increasing the total authorization to \$307,000.00 (if both option years are exercised).

Discussion: Mr. Robert Cramer stated that in April 2023 the Board approved a contract to Northstar Painting and at that time we assigned an approximate annual cost of \$40,000, with the idea being that was a similar budget to what we had before the pandemic for as needed painting of the stations, platforms, maintenance facility, etc. He stated that as we've had more time to take an inventory of the current condition of the stations it's clear that there's a little bit of catch-up that needs to be done. He stated that this is a consistent theme therefore, we asked Northstar to give us a quote specifically geared at the stairways, the metal hallow doors, the handrails at all of the stations, and those that are in varying stages of condition. He stated that we asked them to give us a quote if we wanted to start with all of those areas. He stated that they would be sanding, filling in gaps, and putting on at least two coats of paint which will give us a good baseline for keeping those items clean, maintained, and in good condition moving forward, especially some of the stairwells and doors, in particular the ones that are most overdue for paint.

He stated that the quote we received is \$107,000 which is for all 13 stations worth of painting, but that some stations will need more painting than others such as Joe Louis because it's much larger. He stated that this amount was to be added on as an increased authorization so that the initial intent of the \$40,000 a year would be available for other paintings as necessary.

Mr. Michael Staley asked when the last painting project of this scale was. Mr. Ernest Latham answered the last painting project was around 2008. Mr. Robert Cramer stated that there are a couple of big downtown events happening in the first and second quarter of next year and they are confident they can complete all of the work through the winter months before some of the higher events.

VOTE: All in attendance voted in the affirmative.

8. Resolution: Extend Contract for Professional/Technical Engineering Services

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 December 31, 2023, to March 31, 2024, for the provision of professional/technical engineering services as directed by the DTC.

Discussion: Mr. Robert Cramer noted that this is an extension, not an increase. He stated that this is to extend the time from December 31, 2023, to March 31, 2024. He stated that there are several RFPs and solicitations in the Procurement department and we need some time to solicit a new contract for the professional/technical engineering services. Our current vendor is WSP and our approach will be that we're going to put this out to bid with the idea of selecting at least two vendors to provide some additional flexibility and bandwidth, if necessary. He stated that WSP has been in their role either for the entire history of the People Mover or at least the majority of it, therefore they're very familiar with the system and we're satisfied with their services. He stated that we need to solicit a new contract to make sure that it is current and therefore grant-compliant moving forward.

VOTE: All in attendance voted in the affirmative.

9. Resolution: Authorization for Replacement of Halon Fire Panel and Sensors

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 an agreement with Gallagher Fire Equipment Company for Eighty-Four Thousand Four Hundred and Sixty-Seven Dollars 90/100 (\$84,467.90).

Discussion: Mr. Robert Cramer stated that we recently had a regular quarterly inspection of the Halon fire suppression which is a specific system for the People Mover Control Center and attached computer rooms. He stated that this is not for the stations or any other work areas that need this special type of suppression. He stated that we had a quarterly inspection that showed that the system was not functioning properly. With cooperation from Gallagher who's our inspection and support partner and in coordination with the fire department, we've implemented some steps including fire walks, and have other fire extinguishers that are in place. He stated that we are temporarily in compliance for the employees who work in the Control Center, but we do have an urgent need to at a minimum replace the panel and sensors. He stated that we were able to get a price that included a 10% contingency for \$84,467.90 to replace the panel and up to and including all of the sensors that are in place, if necessary. He stated that we're taking one final look to ensure that the number and placement of sensors are what we want to carry forward. Mr. Cramer stated that we want to make sure that our insurance carriers at Hartford, the fire department, and our State Safety Office personnel are satisfied.

Mr. John Naglick commented on the importance of the Halon system, that it is a great way to put out an electrical fire without destroying the Control Center.

Mr. Cramer stated that the replacement panel and sensors will be able to trigger our current Halon system. He stated that the next step after this would be likely to replace the Halon with a more modern alternative. He stated that we were mindful that the panel and sensor system would be able to work with the more modern, environmentally safe version when are able to replace it.

Mr. John Naglick asked if there are thoughts on moving the Control Center to a different location. Mr. Robert Cramer answered in the negative.

Mr. Michael Staley asked how quickly the work will be completed once approved. Mr. Curt Knudsen answered that the work requires a ten-day lead time.

VOTE: All in attendance voted in the affirmative.

10. Resolution: Authorization for Change Order Agreement for Furniture Decommission

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 change(s) for up to an additional \$4,200 to RightSize, increasing the total authorization to an amount not to exceed \$32,400.00.

Discussion: Mr. Robert Cramer stated that the board approved a package of the lease moving cost and furniture expense for the new space in April 2023 and since that time as we've been preparing for the move and taking a more detailed inventory of what we have here versus at our Maintenance and Control Facility which has some damaged and old furniture. He stated that we've identified some additional salvageable furniture from this office that we would like to have Rightsize relocate to the Maintenance and Control Facility. He stated that the additional cost is \$4,200 and that it makes sure that we are ready to decommission anything that's left in this space as our current space has to be broom clean and empty. He stated that this helps us to take apart and reassemble some of the salvageable furniture at the Maintenance and Control Facility to either supplement or replace older furniture.

VOTE: All in attendance voted in the affirmative.

11. Resolution: Authorization for Purchase of Police Vehicles

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 purchase contract(s) with Bob Maxey Ford in the amount not to \$112,496 for two Ford Transit Vans and not to exceed \$200,000 for four Police Utility Vehicles, for a total authorization not to exceed Three Hundred Twelve Thousand Four Hundred Ninety-Six and 0/100 Dollars (\$312,496.00).

Discussion: Mr. Robert Cramer stated in this case we're taking a little bit more proactive approach and asking for the board to authorize a "not to exceed" amount for us to order vehicles when they become available off of the City's contract through Bob Maxey Ford. He stated that what's important about this is that it's going to give us a better price than a comparable vehicle in MiDeal. He stated that because we coordinate the operation maintenance of these vehicles so closely with the City it's very important that it's the vehicle class that they are ordering.

Mr. Cramer stated that the first half of this is two (2) Ford transit vans which are currently available for order for the price of \$56,284.00 per vehicle. He stated that the vehicles will have high visibility features, but likely will not be fully outfitted with police lights as they're not intended to make traffic stops, but we want to make sure that they are visible enough to participate since we're a critical part of the City's emergency plans therefore, they need to be available. He stated that the vans would function as police transport, not prisoner transport, transporting police officers from the Transit Police office to their PA33 assignment. Mr. Cramer stated that we're in the process of

adding a PA33 element in the police department that will be specifically geared at what Transit Police used to be which are for the transit centers and the People Mover. He stated that these are things allowed to have a lesser version of a licensed police force but that they cannot drive in patrol cars, and that they can't perform street stops. He stated that the vans would allow us to have a way to transport the officers from the police offices to their assignments and back without using actual police cars. He stated that the two vans are where we're going to start: one (1) at the State Fair and one (1) at Rosa Parks Transit Center.

Mr. Cramer stated that the other part of this order is an authorization for up to four vehicles "not to exceed" \$50,000 per police utility vehicle, the Ford Explorer. He stated that these are the same vehicle types that we placed an order for 14 months ago, in September 2022. He stated that we have a hopeful manufacture date of later this year however, it is contingent on the ongoing strike. He stated that the vehicles would get here, but that we need to start the gears turning on replacing the additional vehicles. Mr. Cramer stated that we're asking for authorization up to \$50,000 per vehicle. He stated that we believe it will be more than enough to order the price off of the city's contract when the window opens, which we're told could be sometime in the next 2 to 6 weeks. He stated that the window will open for a week or less and that will be our only opportunity to get the 2025 model of police vehicles.

Mr. John Naglick asked how the vehicles fit into the budget once they arrive. Mr. Cramer answered nine (9) out of the ten (10) vehicles fit into the budget of money that we get from the City for DDOT services and we also have one (1) car that's designated for the QLine which has a separate contract. He stated that when these come in that will be how we pay for them, but one will depend on what our deployment is at the time. He also stated that for right now it looks like they would all be either QLine or DDOT, but we have to know what the cost share would be as far as direct DTC funds versus our DDOT funds.

Mr. Michael Staley asked how large the fleet was. Deputy Chief Hart answered that the fleet is dwindled because with the shutdown the last General Manager wouldn't order so we are down to six (6) Explorers and one (1) Charger for our patrol fleet, but that they're all over 150,000 miles which is why we need to keep ordering, because those 10 will be replacing the exact vehicles. He stated we're still under the 17 vehicles we're supposed to have in total. Mr. Robert Cramer stated that the 17 vehicles which support current officers whose count is 30, but the budget gets us in the 40s. He stated that if we were fully staffed we would have a need and be short on vehicles.

Mr. Michael Staley asked if the six (6) vehicles will supplement or will some be retired. Mr. Robert Cramer answered that the six (6) would be on top of the ten (10), but it would fully retire the rest. Deputy Chief Hart stated that we are going to retire what has to be retired, but that we're going to mileage out as much as we can to slow down the ordering so we can get back to two to three vehicles a year. He stated that we may have some older fleet but if we can, keep the miles down on the new cars until we have to time-out the older car and we can get back to the operational plan so we don't have big expenditures

Mr. John Naglick asked if the previous order of vehicles come in. Mr. Robert Cramer answered that we have a sliding manufacturer window and that the last we heard it was November but that was right around the time that the strike started so they have not been built yet. Mr. John Naglick asked if this was the same deal as DPD. Mr. Robert answered in the affirmative stating that this is not unique to DTC. He stated that Ford is on the same timeline that we are on.

VOTE: All in attendance voted in the affirmative.

12. Resolution: Authorization for Column Lighting Funding Agreement with Downtown Development Authority (DDA)

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 funding agreement with the DDA to accept \$300,000 toward the Column Lighting Project. The agreement will be finalized with assistance and concurrence from DTC staff and the project status will be reported to the Board regularly.

Discussion: Mr. Robert Cramer stated that working with our partners at DDA, DDP, and a couple of different departments through the City of Detroit, it was identified that there are opportunities for improved lighting and aesthetics, specifically for pedestrians around downtown. He stated that the area under and around the guideway is often an area that doesn't have as much lighting which could be due to streetlight placement. He stated that there was an opportunity as part of efforts to improve the aesthetics, walkability, and atmosphere downtown, to do a project for column lighting. He stated that Vancouver did something similar to this where they installed column lighting that's programmable to different colors and patterns that adds not only light to the sidewalk in the area underneath but also provides a kind of anesthetic positive theming to that area. DDA identified \$300,000 to put toward the project and DDP is going to execute the project for us. He stated that they've done other similar lighting projects around the downtown area and that they have experience in doing those and also administering a kind of programming of what the different lights would do.

Mr. Cramer stated that the first resolution is DDA's Board approved in agreement with DTC to provide \$300,000 toward the project. He stated that our anticipated total project cost is \$375,000 or less in which the \$300,000 covers all of the equipment and the other up to \$75,000, likely to be less, will be all of the mounting, electrical service, and supplies to get to the lights. He stated that two areas have been selected to do the project at this time, but that it's designed in a way that with the same control unit and programming, it could be expanded to be as large as wanted including every column on the entire guideway. He stated that we talked with DDP about possibly doing the Cobo tunnel with lights and that there are many opportunities, but, for this initial implementation, which we want to get done ahead of the big events next year, will be for a series of columns on Larned between Financial District and Millender and a series of columns facing along Park and Grand Circus Park between Bagley and Broadway. He stated that each will be tied into the system and at a single point which will be in our control room, but DDP would also have the ability to coordinate it with their other lighting controls; it will be remotely controllable and programmable to downtown.

Mr. John Naglick asked if the \$75,000 is coming out of DTC's budget and if it's available. Mr. Robert Cramer answered in the affirmative.

VOTE: All in attendance voted in the affirmative.

13. Resolution: Authorization for Column Lighting Project Agreement with Downtown Detroit Partnership (DDP)

MOTION: Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley 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 project agreement with the DDP to provide up to \$375,000 toward the Column Lighting Project. The agreement will be finalized with

assistance and concurrence from DTC staff and the project status will be reported to the Board regularly.

Discussion: Mr. Robert Cramer stated that we would pass through the \$300,000 and then up to the \$75,000 and that the project would be done in very close coordination. He stated that the agreement will be for DDP to execute the project with the money pass-through and also includes programming, training, and some ongoing maintenance in the near future to make sure that the system is up and running. He also stated that will we have their support if it needs any adjustments.

VOTE: All in attendance voted in the affirmative.

14. Employee Compensation Study Project – Overview Presentation

The Employee Compensation Study was presented by Mr. Adam Torr of EDSI

Mr. Robert Cramer distributed a copy of the Employee Compensation Study project to the Board members.

Mr. Cramer explained that the Board approved hiring a firm, EDSI to conduct a compensation study project which included looking at the titles and job descriptions. He stated that EDSI conducted interviews with the staff to learn about what they're doing and making sure that the descriptions lined up, evaluating if any title changes or adjustments need to be made. He stated that they were then in a position to be able to take the standardized titles and job descriptions and compare them to the market rate, public and private sectors, to analyze for those in the right range. In addition, EDSI looked at our organization chart and at a compensation structure. He stated that DTC did not have standard grades or steps for positions as they were created as rangeless which was not easy for the employees to understand. Therefore, EDSI developed a grade and step system, used the information, and analyzed where the incumbents for those positions were. He stated that the budget approved by the Board included an amount for overall increases for the non-represented staff and the package that EDSI presented to us for implementation is within that amount. He stated that non-represented employees, those who are not covered by one of our Union agreements, were evaluated and included in this analysis and package. The other unions have representation, and they have active contracts that were negotiated to govern what their wage structure is.

Mr. John Naglick explained the compensation process at the City of Detroit and stated the new process aligns with what was done at the City. He stated that after the bankruptcy the CFO commissioned a study like this where they established these steps. He stated that what the city does is for every job there is a salary range. He stated that the City's Human Resources Division has a classic compensation group that studies it against the market and every year at budget time the our City Council has what is called the "White Book" which contains the range for every salary.

Mr. Naglick stated that the City has two different steps of reviewing compensation each year at budget time, in which the City's fiscal year starts July 1st like DTC. He stated that the Mayor presents the budget to the City Council and in March, part of that is a recommendation for what the inflationary increase will be if approved by the City Council. He stated that this year it was a 2.5% increase that was approved by the City Council. He stated that what this does is take all these ranges, noting that Mr. Adam Torr indicated that the DTC study is without adjustment for possible living, when City Council agreed to the recommendation plus 2.5% for inflation, on July 1st, every scale in the White Book went up by the 2.5%. He stated that the cost of living is on top of the scale or the scale is adjusted.

Mr. Naglick stated that at this time of the year the Human Resources Division runs performance evaluations and that all managers start with setting goals. He stated that they put it in their Ultipro payroll system then at review time it starts with employees doing the self-evaluation of how they did against their goals. He stated that it then goes to the person the employee reports to and they do their evaluation of the goals, it's then given to the employee who can choose to have a conversation if there's a difference of opinion. Once the employee signs off the City has a rating of expectations for each person. Mr. Naglick stated that the City, working with the Mayor adopted the practice of if you were not meeting expectations you are moved one step, if you were someone who exceeded expectations you got a one-step bump and to avoid salaries escalating, a 1% lump sum in a check.

Mr. Naglick stated that since the DTC does its own budget that has to be presented to the City, and as part of your budget submission you would put your guideline in your DTC budget the DTC would then move to a merit-based review of individuals to determine how they move within the steps. He asked if this is how DTC will be moving forward. Mr. Cramer answered that DTC has a policy or a procedure that's been on the books for a while that talks about doing performance reviews. Mr. Robert Cramer stated that now that we've got a clean slate as far as the grades the steps, the organization chart, and the position descriptions we can revisit the procedure and put it into effect. He stated that tomorrow we're going to have a more detailed version of this where all of the staff will be able to ask questions. He stated that the staff will learn what their particular job title changes are and any adjustments to where they, as the incumbent, played into the final picture. He stated that we have more intermediate steps to make sure we can have a solid performance review, a goal-setting kind of process in place that at first would not be tied to the steps. Mr. Cramer stated that he believes that goal setting is an important way not only to make sure that the expectations and progress are clear, and that there's a two-way communication line but it's also important in cultivating and retaining employees. He stated that it shows you're invested and interested in their careers, you want to make sure they have the tools in the training that they need, things that they're interested in. He stated that many times it's a great opportunity to learn more about where they could add more value to the company. He stated that it's designed so that we can get there eventually, but he believes we're probably a few steps away from going fully and implementing a merit-based that has to do with the steps.

Mr. John Naglick inquired about how this is going to fit into your budget for the fiscal year you're in and working it into the budget for next year. He noted that there will be variants in the budget for next year due to implementing this. Mr. Robert Cramer answered that the budget that the Board approved included approximately 3% which was our best guess at what might be reasonable and that the final number was 2.9%. He stated that we're already 5 months into our current budget year and we're comfortable. Mr. Cramer added that these steps are separate from a cost of living increase. He stated that if we were going to implement something like that the union contracts already include what their annual increases are going to be and that we would bring it to the Board for approval or we'd point it out. He stated that if we were going to do a cost of living it would either be at budget time or some other time, and that we'd bring it to the Board for approval.

Mr. Michael Staley asked for a description of the characteristics that were used to come up with the appropriate peer review. Mr. Adam Torr answered that they looked at similar size organizations externally in California in part because the data is easier to find publicly, but mainly looked at organization size, and the population served. Then they looked at specific job titles and responsibilities is the next step in making sure they have the best fit.

Mr. Luke Polcyn asked if they were able to find similar-sized systems in California that had a rail component. Mr. Adam Torr answered in the affirmative stating that they looked at some that included other parts as well like buses, but generally tried to focus on rail and a similar population size wherever possible.

Mr. Michael Staley asked if there were any airports. Mr. Adam Torr answered that they didn't specifically look at airports, but that there may have been some agencies that serve an airport.

Mr. Michael Staley asked how many positions there are onsite. Ms. Leeya Sutter stated there are 38 positions.

15. General Manager's Report:

Mr. Robert Cramer stated that some people reached out to us regarding the ease of access for things like meeting information and meeting minutes and that we're going to make some improvements in that regard as far as posting our agendas and minutes on an easy-to-use page. He stated that we've been wrestling a bit with our website so for this meeting, for example, we made sure to put the link in the information on Twitter and Facebook. He stated that we've got some work to do, but we're committed to making sure that it's all open and accessible information.

Mr. Cramer stated that we have had a very irregular meeting schedule, and as we move forward we are asking the Board to consider going to a standard monthly meeting schedule. He stated that DTC's practice in the past has been to have an every-other-month meeting schedule, but in the 15 months since he's been here there's been a need to meet at least once a month. He stated that we want to make sure that we're accessible, available, open and have full public participation over Zoom. Mr. Cramer stated that especially given that we're a meeting that happens during the business day, it's important to make sure that people are accessible and that in an area of continued COVID, people should be able to make a decision about their safety and comfort level and still being able to fully participate.

Mr. John Naglick commented that he and Mr. Luke Polcyn are on a number of Boards that are run by the Detroit Economic Growth Corporation (DEGC) and they are in charge of running a number of the entities that all have the same kind of concerns that are raised about transparency. He stated that what they have done for them is have the Board approve a calendar like in the case of the Downtown Development Authority, second and fourth Wednesday at 3:00 p.m. If there's no business to be conducted, then the DEGC just notices that there's no business and the meeting's cancelled. He stated that meetings are there unless canceled, and if they are, they're noticed so the public is aware of it. He suggested that when we are looking at a model of an organization that does these things, to go the DEGC website and look at what they do. He stated that it is important to have standing meetings, properly noticed and then if you have to cancel, then cancel the meeting. He also stated that we should allow for public participation every time.

Mr. Luke Polcyn suggested moving the meeting to 4:00 p.m. so that there is more mobility to schedule and have more scheduling predictability

Mr. Naglick suggested brining a proposed calendar to the next meeting and also contacting the Board see what day of the week works best for them.

Mr. Cramer stated that we do properly notice the meetings but admittedly because the dates and times are not always consistent, that makes it difficult for people to keep track and catch up. He stated that we're always noticing and they're done in full compliance. He stated that DTC does

have a standard calendar and it's every other month at 3:30 p.m., on the 4th Thursday. He noted that one of our Board members being Chair for SMART, meetings are not always finished at 3:30. Mr. Cramer agreed with Mr. Polcyn's suggestion to move the meetings to 4:00 p.m. to avoid scheduling conflicts. He stated that we will bring a plan to the Board for the next fiscal year for monthly meetings

Staff Picnic

Mr. Robert Cramer stated that we had our first in recent history staff picnic where the out-of-pocket cost was shared across the management team, with no cost to DTC. He stated that we were able to get space at Beacon Park and it was a great time. He stated that we have an employee events committee that includes several people in the room, Ms. Leeya Sutter and Human Resources, Ericka Alexander, Madonna Van Fossen, and Mr. Mike Anderson and the Procurement team.

Annual Audit

Mr. Robert Cramer stated that we're in the process of our annual audit and we're coordinating it with the City. He stated that DTC does do its own audit but that our audit is included in the City's overall audit.

Design Firm

Mr. Robert Cramer stated that we hired a design firm for a small contract to help us refresh our logos and we will be rolling it out soon.

Lion's Tailgate

Mr. Robert Cramer stated that we will be hosting a Lion's tailgate at our Broadway station for the Lion's rebound game next Monday, October 30th against the Raiders. He stated that it's important for us to help build the connection and understanding because Ford Field is a large venue with 65,000 seats plus more for concerts. He stated that it's approximately four blocks away from the Broadway Station but it's not a clear line of site and we're looking for ways we can to help make those connections to the Arenas because it's a huge source for ridership. He stated that this is our first kickoff and we're going to have face tattoos and just basic things to help people drive through that station and learn how close and easy it is to connect to the Ford Field. He stated that there's also a number of surface lots of tailgating around the area, so we're right in the middle of the action. He stated that we will be at the Broadway Station from 4:00 p.m. to 7:00 p.m. one week from Monday.

Toronto Transit Commission (TTC)

Mr. Robert Cramer stated that we are continuing our Communications with the Toronto Transit Commission based on their sister system that they have officially stopped operation on. He stated that they made the decision to make the change of replacing their transit with a subway, which is in the works. He stated that they shut the system down and we're working closely with them as we have for many years, especially under the leadership of Mr. Ernest Latham and the maintenance department, and developed a good working relationship with them. He stated that we are very optimistic and grateful for their interest in talking with us to see if their pieces, parts, and supplies could be beneficial to us as we continue to operate our system. He stated that Board Member Luke Polcyn has been a part of some of our discussions with them and that we're learning more about what they have and how we might be able to take advantage of some of that for the longevity and upkeep of our system.

Mr. John Naglick asked if Vancouver has a system similar to ours. Mr. Robert Cramer answered in the affirmative stating that those are the three that have the same form factor as these mock-one cars from Bombardier

Mr. Naglick asked if we are competing with Vancouver for the spare parts. Mr. Ernest Latham stated that he didn't believe so because Vancouver is moving to a different type of car and that we are waiting for them to say if they are going to decommission parts of their cars as well. Mr. Robert Cramer stated that the key difference in Vancouver's case is we have 40 ft. cars that we can run two at a time which is the most because our platforms are 80 ft. long and the curves are so tight that if you get longer than 55 ft. then you start hitting the sides of the curve. He stated that in Vancouver's case, while they have the same original cars the platforms are much longer so they can stream together four to six cars, and because of the geometrics of their system, they can use much longer cars. He stated that their new cars are approximately 65 feet whereas they can stack three or four long for their large platforms.

Mr. Robert Cramer also stated that another challenge is if we're trying to buy new cars there's no one to make cars short enough to fit our curves without modifications. He stated that the 65 ft. cars would be perfect for our system in every way other than they can't navigate the curves. He stated that both Vancouver and Toronto have the same form factor 40-ft cars that we have therefore, we're very interested in seeing if we can use them to extend the life of our current fleet and at the same time try for grants to develop either a custom car or a modified 65 ft. to 55 ft. single car.

16. Public Participation

Mr. Lukas Lasecki requested that the meeting agenda be published online.

Mr. John Naglick called for Closing Comments

Mr. Robert Cramer stated that we will have the agenda posted ahead of time and we'll have the minutes from the improvements this time we'll make sure that those are posted. He stated that the goal also is to have a PowerPoint slide that says the meeting would start soon and that the goal is to have it for the next meeting in addition to the paper agenda so that we would move through the agenda slides online which makes it easier to follow He stated that it will also provide the opportunity to add pictures or any of the information we're discussing. He stated that it can be displayed on the screen while we're going through them. He also stated that because the Zoom meetings are recorded we can post a recording of the entire meeting so people can view it afterward which makes it easy if you have visual aids online.

17. Adjournment

MOTION TO ADJOURN:

MOTION: Moved Mr. Luke Polcyn, and supported by Mr. Michael Staley, to adjourn the meeting at approximately 4:31 p.m.

VOTE: All in attendance voted in the affirmative.

DocuSigned by:

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John Naglick, Corporation Secretary