

**BI-STATE DEVELOPMENT
BOARD OF COMMISSIONERS MEETING
OPEN SESSION MINUTES
FRIDAY, FEBRUARY 22, 2019**

Board Members in Attendance

Missouri

Vernal Brown
Constance Gully, Chair
Aliah Holman, Treasurer
Fred Pestello
Rose Windmiller

Illinois

Michael S. Buehlhorn, Vice-Chair
Derrick Cox – via phone
Irma Golliday
Herbert Simmons
Justin Zimmerman, Secretary

Staff in Attendance

Taulby Roach, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Myra Bennett, Manager of Board Administration
Jim Cali, Director Internal Audit
Jessica Mefford-Miller, Executive Director Metro Transit
Larry Jackson, Executive Vice President Administration
John Langa, Vice President Economic Development
Patti Beck, Director Communications
Mary Lamie, Executive Director St. Louis Regional Freightway
Diana Bentz, Vice President Organizational Effectiveness
Scott Grott, General Manager MetroLink
Kathy Brittin, Director Risk Management Safety & Claims
Mark Vago, Sr. VP Chief Financial Officer
Chris Poehler, Asst. Executive Director Engineering Systems
Matthew Hibbard, Social Media Communications Manager
Charles Stewart, Executive Vice President – Organizational Effectiveness
Kevin Kloever, Manager Insurance & Analysis
Kent Swagler, Director Corporate Compliance & Ethics
Tamara Fulbright, Sr. Director Financial Planning & Treasury
Angela Staicoff, Sr. Internal Auditor
David Toben, Director of Benefits
Trenise Winters, General Manager MetroBus
Amy Krekeler Weber, EEO Specialist
Brenda Krieger, Executive Assistant
Karl Tyminski, Sr. Internal Auditor/PT
Cynthia Davis, Director Program Development & Grants
Kerry Kinkade, VP Chief Information Officer
Evan Glantz, Executive Assistant
Jerry Vallely, External Communications Manager
Ted Zimmerman, Vice President Marketing & Communications

Michael Gibbs, Manager Financial Operations – Admin & Business Operations
Julie Stone, Vice President Strategic Initiatives
Sally Bender, Internal Auditor PT
Laurence A Rusbarsky, Director of Financial Planning & Budget
Sarah Clarke, Director Gateway Arch Operations
Lindsey Erb, Marketing & Communications Manager
Darcy Bates, Marketing & Communications Specialist
Andrew Ghiassi, Manager Safety & Loss Control
Victoria Potter, Controller
Vernice Kelly, Director of Human Resources
Jessica Gershman, Director Long Range Planning
Tim Nittler, Director Capital Projects
Lisa Burke, Executive Assistant
Michelle Stevens, Director of Corporate & Foundation Relations

Others in Attendance

Lurae Stewart, Assistant Vice President – WSP
Jim Wild, Executive Director, East-West Gateway
Joseph Bustos, Belleville News Democrat (BND)
Reggie Cavitt, ATU788 Retiree/CBTUFST
Kim Cella, CMT
Craig de Satnick, KSDK-TV

1. Open Session Call to Order

8:00 a.m. The Bi-State Development Board of Commissioners met on February 22, 2019 in the Board Room of Corporate Headquarters, located on the 6th Floor of 211 North Broadway, St. Louis Missouri. Chair Gully called the Open Session Board Meeting to order at 8:00 a.m.

2. Roll Call

8:00 a.m. Roll call was taken as noted above.

Chair Gully noted that there has been a request to add a presentation to the Agenda from Ms. Lurae Stuart, Project Manager for WSP, regarding ‘MetroLink System Wide Security Assessment Recommendation’ as Item 7. A., under the Report of the President. She stated that if there are no objections from the Board, this item will be added to the Agenda. There being no objections Item 7. A was added to the Agenda.

3. Minutes of November 8, 2018, Open Session Executive Selection Committee Meeting

8:01 a.m. The November 8, 2018, Open Session Executive Selection Committee Meeting minutes were provided in the Board packet. A motion to approve the minutes was made by Commissioner Buehlhorn and seconded by Commissioner Holman. **Motion passed unanimously.**

4. Minutes of November 16, 2018, Open Session Board of Commissioners Meeting

8:01 a.m. The November 16, 2018, Open Session Board of Commissioners Meeting minutes were provided in the Board packet. A motion to approve the minutes was made by Commissioner Brown and seconded by Commissioner Holman. **Motion passed unanimously.**

5. Minutes of December 13, 2018, Open Session Board of Commissioners - Special Meeting

8:02 a.m. The December 13, 2018, Open Session Board of Commissioners - Special Meeting minutes were provided in the Board packet. A motion to approve the minutes was made by Commissioner Windmiller and seconded by Commissioner Buehlhorn. **Motion passed unanimously.**

6. Treasurer's Report

8:03 a.m. Commissioner Gully noted the Treasurer's Report, as included in the Board packet, was presented at the Audit, Finance, and Administration Committee on January 25, 2019. She asked Commissioner Holman, Treasurer, if she had anything to add regarding this item. Commissioner Holman stated that she has nothing to add, unless there are any questions from the Commissioners. Being no further discussion, Chair Gully moved to the next item on the agenda.

7. Report of President

8:03 a.m. Taulby Roach, President/CEO, stated that he would defer his President's Report in order to allow Ms. Lurae Stuart, WSP, to proceed with a review of the "MetroLink System Wide Security Assessment Report and Recommendation".

Lurae Stuart, Assistant Vice-President, WSP, and Jim Wild, Executive Director, East-West Gateway, were in attendance. Ms. Stuart presented a PowerPoint presentation to the Board, which gave an overview of the "MetroLink Security Assessment" project, which was initiated by East-West Gateway in May, 2018. It was noted that the initial goal of the project was to determine whether barriers or other infrastructure treatments would be more effective in deterring incidents on the MetroLink System; however, the assessment evolved into a third-party evaluation of Metro Transit's current security practices, including its partnerships with law enforcement and contracted security.

Ms. Stuart noted that the assessment examined and made recommendations in six areas, including: Security Strategy, Police and Security Staff, Procedures and Training, Fare Inspection, Crime Prevention through Environmental Design (CPTED), and Technology. She stated that the recommendations have been ranked by priority, and she noted that Metro Transit has already made progress implementing the recommendations across many of the categories.

Ms. Stuart reported that an electronic survey was developed to determine top security concerns, and over 1,800 individuals participated, with 1,669 indicating that they are current MetroLink riders. Top security concerns included lack of security presence on trains and passengers disregarding/unaware of ridership rules. Ms. Stuart stated that a Security Strategy was developed, which forms the basis for all recommendations, and includes the following:

- Development of a strategic plan and consensus building
- Use of data to inform system security
- Establishment of roles and responsibilities that support productive relationships among security partners
- Clarification of legal authority and establishment of appropriate accountability, transparency, and oversight of all security and policing staff
- Improvement of internal and external communications
- Coordination of security strategy with safety and emergency management
- De-politicizing conversations regarding Metro security.

Ms. Stuart noted additional recommendations in the areas of Policing/Security Staff, Procedures & Training, Fare Enforcement, Crime Prevention through Environmental Design (CPTED), and Technology as follows:

Policing/Security Staff:

- Align Metro Public Safety with security strategy and a focus on security, not policing
- Ensure the Metro Public Safety leadership is focused on relationships, understands transit security, and focuses on customer service
- Mediate and negotiate contracts with law enforcement partners, to ensure system coverage and strategic deployment
 - Include performance requirements, deployment coordination, metrics that can be measured for success
 - Emphasis on Community Policing, not enforcement
- Remove the privately-owned weapons of the Metro security
- Identify the appropriate number of staff per shift or assignment and determine staffing needs
- Base deployment strategies on good security data and on the real and perceived security needs
- Allocate Metro Public Safety to complement, not compete with, law enforcement
- Implement active and effective oversight for all security staff and contracted security / police
- Eliminate K-9 teams to better align with security strategy and optimize utilization of Metro Public Safety staff
- Establish positive working relationships among Metro, its internal and contracted security, and the law enforcement partners
- Remove ALL conflict from the public realm and deal with differences in closed meetings;

Procedures and Training:

- Develop transit-specific policing training and procedures to support transit community policing
- Develop security training for all phases of Metro
 - Security design and application
 - Security awareness
 - De-escalation
- Revise, train and implement procedures to manage security operations
- Address security training program goals in the Security Strategy
- Refresh MetroLink Code of Conduct
 - Post consistently through the system
 - Enforce the Code;

Fare Enforcement:

- Establish a legal authority for fare enforcement that considers proof-of-payment and affirms fair treatment

- Enforce fare policies, fairly and consistently
- Clearly state and post enforcement policies and define paid fare zones
- Manage implementation of new fare applications, considering fare enforcement
- Use fare enforcement as a tool to engage customers
- Provide extensive fare enforcement training
- Evaluate fare enforcement technology and provide tools for needs; and

Technology:

- Develop effective CCTV policies and training to address both safety/security and liability risk of the system
- Continue to advance efforts to share CCTV access with the appropriate law enforcement agency
- Implement redundant communication system technology
- Finalize and implement the singular shared radio frequency
- Develop communication protocol for an effective and professional communication environment
- All personnel trained to the same standards of use and operation of radio technology
- Update or supplement uniforms with high-visibility components.

Ms. Stuart noted the progress that Metro has already made towards these goals, which includes: 1) Strengthening relationships between Metro and law enforcement partners; 2) Deploying visible, effective and coordinated security personnel; 3) Creating safer spaces; and 4) Leveraging technology.

President/CEO Roach stated that this has been a collaborative process. He commended staff for their work, with special appreciation to Jessica Mefford-Miller for implementing several of these procedures, over the past several months. He stated that Metro is dedicated to listening to the community and their concerns, and we take those concerns to heart. Commissioner Holman added that she feels that the recommendation of “de-politicizing” these issues is essential in addressing these concerns.

Mr. Wild, East-West Gateway, noted that Metro has been participating in the discussions related to this study, and have been involved in this process. He noted that there will be a “Phase II” of this process, which will be developed in conjunction with all partners, as well as an “Information and Technology” Phase. Chair Gully thanked Ms. Stuart and Mr. Wild for the presentation and information.

8. Report of Operations Committee

8:18 a.m. Committee Chair Buehlhorn reported that the Operations Committee met on January 15, 2019, at 8:00 a.m., and the draft minutes of that meeting are contained in today’s Board Packet under Item #8. He noted that the Committee is introducing four (4) items on the Consent Agenda for Board consideration, with the Committee’s recommendation of approval. These items include the following:

Consent Agenda Item #11(a): Agreement with UMSL (Public Policy Administration Program) and Urban Land Institute-St. Louis for 2019 Offering of Chancellor’s Certificate in Fundamentals of Economic Development;

Consent Agenda Item #11(b): Contract Award: The Harlan Company for the Replacement of the Oil/Water Separator at the Brentwood Facility;

Consent Agenda Item #11(c): Amendment to the Second Memorandum of Agreement between Bi-State and the City of St. Louis; and

Consent Agenda Item #11(d): Contract Modification: Extension of Gateway Arch Riverfront Marketing Agency Services.

Commissioner Buehlhorn stated that a 2nd Quarter Operations Summary report was also provided at the Operations Committee meeting by Jessica Mefford-Miller, Executive Director, Metro Transit.

9. Report of the Audit, Finance & Administration Committee

8:18 a.m. Committee Chair Holman reported that the Audit, Finance & Administration Committee met in Open Session on January 25, 2019, at 8:00 a.m., and that the draft minutes of that meeting were contained in the Board packet under Item #9. She noted that there are no items on today's Consent Agenda from the Audit, Finance and Administration Committee. Committee Chair Holman reported that at the January meeting, the Committee approved the Revised FY2019 Internal Audit Work Plan, as well as the 2019 SSO Audit Work Plan. In addition, she stated that the following items were presented for information only, and were reviewed by the Committee:

- Treasury-Safekeeping Quarterly Accounts Audit – Ending September 30, 2018
- Internal Audit Status Report for the 2nd Quarter, FY2019
- Internal Audit Follow-Up Summary for the 2nd Quarter, FY2019
- Quarterly Financial Statements – First Quarter Ending September 30, 2018
- Performance Indicators – First Quarter Ending September 30, 2018
- FY 2020 Budget Update
- Treasurer's Report – First Quarter Ended September 28, 2018
- Quarterly Procurement Report – First Quarter Fiscal Year 2019

Commissioner Holman noted that a 2018 Pension Valuations Update Report and 401(K) Plan Audit update were provided for review by the Committee, and a Compliance and Ethics "State of the Agency" update was also presented.

10. Adjustment of Consent Agenda

8:21 a.m. There was no adjustment to the Consent Agenda.

11. Consent Agenda Item(s)

8:21 a.m. Consent Agenda Item(s):

- (a) Agreement with UMSL (Public Policy Administration Program) and Urban Land Institute-St. Louis for 2019 Offering of Chancellor's Certificate in Fundamentals of Economic Development (Operations Committee Recommends Approval) (Resolution #944)

- (b) Contract Award: The Harlan Company for the Replacement of the Oil/Water Separator at the Brentwood Facility (Operations Committee Recommends Approval) (Resolution #945)
- (c) Amendment to the Second Memorandum of Agreement between Bi-State and the City of St. Louis (Operations Committee Recommends Approval) (Resolution #946)
- (d) Contract Modification: Extension of Gateway Arch Riverfront Marketing Agency Services (Operations Committee Recommends Approval) (Resolution #947)

A motion to approve the Consent Agenda Items as presented was made by Commissioner Brown and seconded by Commissioner Holman. **Motion passed unanimously.**

8:22 a.m. Chair Gully noted that the following items were presented for information only, and asked if there were questions from Commissioners regarding any of these items.

- 12. Quarterly Financial Statements – First Quarter Ending September 30, 2018
- 13. Performance Indicators – First Quarter Ending September 30, 2018
- 14. FY 2020 Budget Update
- 15. Quarterly Procurement Report – First Quarter Fiscal Year 2019
- 16. Compliance and Ethics “State of the Agency”

Being none, Chair Gully moved to Item #17.

- 17. **Approval to Establish Bi-State Development E-mail addresses for Board of Commissioners**
8:22 a.m. The briefing paper regarding the approval to establish Bi-State Development e-mail addresses for Board of Commissioners was provided in the Board packet. President/CEO Roach stated that he and Myra Bennett, Manager of Board Administration, had discussed issues that have been reported by Commission members, regarding a delay in the receiving of e-mails, as well as e-mail security issues. He noted that Ms. Bennett has worked with the IT Department in the establishment of Bi-State Development e-mail addresses for all Commissioners, and staff is asking for Board approval to proceed with this process. Commissioner Zimmerman stated that if the change will eliminate the delays, as well as aid in responding to open records request, he is in full support.

A motion to approve this agenda item as presented was made by Commissioner Zimmerman and seconded by Commissioner Holman. **Motion passed unanimously.**

- 18. **Unscheduled Business**
8:25 a.m. There was no unscheduled business.
- 19. **Public Comment**
8:26 a.m. Chair Gully asked if there was anyone in attendance who wished to address the Board. Being none, the Board of Commissioners moved to the next item of business.
- 20. **Call of Dates for Future Board and Committee Meetings**
8:25 a.m. The Board was advised of the upcoming meetings, as follows:

Audit, Finance & Administration Committee Meeting: Friday, March 22, 2019; 8:00 a.m.
Operations Committee Meeting: Tuesday, March 26, 2019; 8:00 a.m.
Board of Commissioners Meeting: Friday, April 26, 2019; 8:00 a.m.


21. **Adjournment to Executive Session – If such action is approved by a majority vote of the Bi-State Development Agency’s Board of Commissioners who constitute a quorum, the Board may go into closed session to discuss legal, confidential, or privileged matters pursuant to Bi-State Development Board Policy Chapter 10, §10.080(D) Closed Records; Legal under §10.080(D)(1); Real Estate under §10.080(D)(2); Personnel under §10.080(D)(3); Health Proceedings under §10.080(D)(4); Employee Negotiations under §10.080(D)(5); Data Processing under §10.080(D)(6); Purchasing and Contracts under §10.080(D)(7); Proprietary Interest under §10.080(D)(8); Hotlines under §10.080(D)(9); Auditors under §10.080(D)(10); Security under §10.080(D)(11); Computers under §10.080(D)(12); Personal Access Codes under §10.080(D)(13); Personal Information under §10.080(D)(14); Insurance Information under §10.080(D)(15); Rail, Bus, or Facilities Safety and Accidents under §10.080(D)(16) or Protected By Law under §10.080(D)(17).**

8:26 a.m. Pursuant to the requirements of Section 10.080 (D) (1); (2); (3); (7); (10); (11); (16) and (17) of the Bi-State Development Agency’s Board Policy, Chapter 10, Chair Gully requested a motion to allow the Board to go into closed session.

A motion to go into Executive Session was made by Commissioner Holman and seconded by Commissioner Golliday. A roll call vote was taken as follows:

Vernal Brown – Yea	Michael S. Buehlhorn, Vice-Chair – Yea
Constance Gully, Chair – Yea	Derrick Cox, (via phone) – Yea
Aliah Holman, Treasurer – Yea	Irma Golliday – Yea
Fred Pestello – Yea	Herbert Simmons – Yea
Rose Windmiller – Yea	Justin Zimmerman, Secretary – Yea

Motion passed unanimously, and the Open Session meeting was adjourned at 8:27 a.m.


Deputy Secretary to the Board of Commissioners
Bi-State Development