

**BI-STATE DEVELOPMENT
COMBINED OPERATIONS / AUDIT, FINANCE & ADMINISTRATION
COMMITTEE MEETING
OPEN SESSION MINUTES
March 20, 2020**

Operations Committee Members in Attendance via Phone

Derrick Cox
Irma Golliday
Vernal Brown
Rose Windmiller

Audit, Finance & Administration Committee Members in Attendance via Phone

Aliah Holman, Chair
Constance Gully
Justin Zimmerman
Herbert Simmons
Fred Pestello – Absent

Other Board Members in Attendance via Phone

Terry Beach

Staff in Attendance

Taulby Roach, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Myra Bennett, Manager of Board Administration
Jessica Mefford-Miller, Executive Director Metro Transit
Tammy Fulbright, Sr. Director, Financial Planning & Treasury
Mary Lamie, Executive Vice President Multimodal Enterprises
Jerry Vallely, External Communications Manager

1. **Open Session Call to Order**
8:35 a.m. Chairman Holman called the Open Session of the Combined Operations / Audit, Finance & Administration Committee Meeting to order at 8:35 a.m.
2. **Roll Call**
8:35 a.m. Roll call was taken, as noted above.

Chair Holman noted that, with the change in format of today's meeting, she would like to ask that everyone please have patience with the Board and staff, as some new technology is being used today. She noted that the meeting is being conducted with limited staff in attendance, and if there are questions for specific staff who are not in attendance, there may be a slight delay in the meeting, while phone calls are made to ask staff members join the meeting via phone. She stated that she appreciates everyone's efforts to make today's meeting possible.

Chair Holman stated that, in an effort for brevity, President & CEO Roach has recommended removing several items from today's Agenda, with the Board's approval. Those items include: Item #15, Item #17, Item #19, Item #20, and Item #23. A motion to amend the Agenda, as noted, was made by Commissioner Windmiller and seconded by Commissioner Simmons.

The motion passed unanimously.

3. Public Comment

8:43 a.m. Chair Holman asked Ms. Bennett if any speaker cards were submitted for today's meeting. Ms. Bennett stated that three speaker cards were submitted; however, one card pertains to personnel matters, and per Board Policy, this topic will not be addressed at an open meeting. She noted that copies of all speaker cards will be distributed to the Commissioners electronically, at the conclusion of the meeting. Ms. Bennett read the comments that were submitted by Tom Sullivan and Mitch Eagles, and noted the speaker card that was submitted by Ernda Williams (see attached Exhibit A).

4. Minutes of the January 24, 2020 Combined Operations Committee and Audit, Finance & Administration Committee, Open Meeting

8:48 a.m. The minutes of the January 24, 2020, Combined Operations Committee and Audit, Finance & Administration Committee, Open Meeting were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Zimmerman and seconded by Commissioner Windmiller. **The motion passed unanimously.**

5. FY 2020 External Audit - Client Service Plan from RubinBrown

8:48 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, for approval, the tentative Audit Plan, submitted by RubinBrown. Tammy Fulbright, Sr. Director, Financial Planning & Treasury, noted that the tentative Audit Plan is included in the Board information, and asked if there were any questions.

A motion to approve this agenda item, as presented, was made by Commissioner Gully and seconded by Commissioner Brown. **The motion passed unanimously.**

6. Bi-State Development Operating and Capital Budget FY 2021 – 2023

8:50 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, for approval, the FY 2021 Operating and Capital Budget.

President & CEO, Taulby Roach, noted that Jessica Mefford-Miller, Executive Director of Metro Transit, and Mary Lamie, Executive Vice-President Multi Modal Enterprises, are in attendance to

address issues pertaining to their departments. He noted that the FY 2021 Budget was prepared without knowing the significant changes in our society, due to COVID-19. He noted that additional comments will be provided under the “President’s Report” and in Executive Session.

Mr. Roach noted the Metro Transit Facts, on page 2 of the presentation, gives an overview of the essential aspects of Transit Operations. He referenced page 4 of the presentation, stating that safety and security of the system is the highest priority, and feels that we have been successful in changing the entire dynamic of our security strategy. Mr. Roach noted that new police contracts have been signed with all three of our jurisdictions, and we will be implementing the new security contract with G4S on April 1st. He noted that some access control measures have been implemented, and additional access control measures are programmed for implementation throughout FY21-23. Mr. Roach noted the change in leadership in security for Metro. He stated that the experience of Stephen Berry, General Manager of Public Safety, has been invaluable.

President & CEO Roach stated that another crucial aspect of operations is fiscal responsibility. He noted that financial responsibility and stability are critical to the organization. He reported that the projected cost increase from FY20 to FY21 is 1.66% and is minimal. He commended staff for their efforts in keeping FY21 costs to a minimum. Mr. Roach stated that staff is also looking into ways to ensure long term stability, as noted in the successful refunding of the Series 2009 bonds and callable Series 2013 bonds, which will generate \$49.1 million in savings over time for the organization, but most importantly, nearly \$20 million in capital to be used in safety and security. He referenced page 6 of the presentation, which indicates the transit system cost stabilization, and the projected trend over time. He noted that the trend indicates a two-year annual growth rate of .85%, and he is very proud of this achievement.

President & CEO Roach referenced page 7 of the presentation, noting upcoming goals for the organization, including: 1) Improving the perception of safety for Metro Transit and the image of Bi-State Development, which includes improving passenger revenue by restoring customer confidence in the system; and improving sales tax appropriation by restoring and building trust; and 2) Creating operational efficiencies (eliminating redundant or outdated processes and procedures), which includes the financial benefits of offsetting declining sales tax growth, by providing cost savings, and improving cost trends through system redesign. Mr. Roach gave an overview of sales tax collections, as noted on page 8 of the presentation.

Tammy Fulbright, Sr. Director, Financial Planning & Treasury, provided an overview of the Metro Transit Statement of Activity, noting revenue and expenses for operations, as well as a review of the breakdown of operating expenses, as referenced on pages 9 and 10 of the presentation.

Jessica Mefford-Miller, Executive Director Metro Transit, reviewed some of the costs impacting Metro Transit, including the new labor contract with Amalgamated Transit Union (ATU) Local 788; new security and police contracts; and workers’ compensation and casualty insurance. She noted that Metro continues to negotiate the new contract with the IBEW. She referenced the Transit compensation and benefits comparison for FY20 to FY21, and commended the benefits team for maintaining a level cost for the organization. In addition, she reviewed the various revenue sources, referenced on page 15 of the presentation.

Ms. Mefford-Miller reviewed information pertaining to peer transit comparisons and passenger boardings. She noted that Metro had seen ridership growth in the months in January and February; however, unfortunately, this will change due to the COVID-19 situation. President & CEO Roach noted that additional information regarding the effects of the COVID-19 situation on ridership will be discussed later in the meeting. He added that the questions from the Commissioners are welcome today, or can be e-mailed to him. He stated that the budget will be presented to the full Board of Commissioners at the April meeting.

Tammy Fulbright gave an overview of Federal sources of capital funds, as well as local funding sources. President & CEO Roach noted that, on page 22 of the presentation, the "Formula 5307" funds, are the funds that could be moved from capital and reallocated to operating expenses, under the recent FTA emergency order. Ms. Mefford-Miller reviewed the capital cash flow by use. She gave an overview of the projected FY21-FY23 major capital expenditures, which include: revenue rolling stock replacement; light rail vehicle upgrades/replacement; Union Station Tunnel project; MetroLink infrastructure improvements; facility infrastructure improvements; and safety/security initiatives.

Commissioner Windmiller stated that she appreciates the comparison with cities of comparable size and the cost per mile; however, she would be interested in ridership numbers for those cities, as well, to determine if their ridership is considerably higher or lower than ours. Ms. Mefford-Miller stated that they do have these numbers from the national data base, and would be happy to provide them to the Board. Commissioner Holman suggested that the staff provide a walk-through of the comparison numbers with the full Board, and how we are comparing ourselves to other transit agencies. She added that she feels that the general public does not always share the same comparison point, and so perhaps Metro may want to add to the consideration set, not just a comparison from our perspective, but also from the public perspective. Ms. Mefford-Miller stated that staff will compile that information and share with the Board.

Commissioner Windmiller posed questions regarding a significant increase in casualty insurance. Ms. Fulbright stated that we are seeing rising costs in what we have paid out and so an increase was built in, in order to compensate for that issue.

Commissioner Windmiller stated that she would like more information with regard to the FTA emergency order pertaining to the COVID-19 situation, allowing for the use of capital funds for potential budget shortfalls. President & CEO Roach noted that this will be addressed in greater detail later in today's meeting. He also noted that, with regard to the casualty insurance issue, we are currently exceeding the budget projection, and staff would have liked to increase the figure even more than what is represented in the draft budget. He noted that these figures will be tracked closely.

Mary Lamie, Executive Vice-President Multi Modal Enterprises, gave an overview of the statement of activity for the Gateway Arch, noting revenues and expenses. She gave a summary of the projected Gateway Arch capital projects for FY21-FY23 which includes JNEM Park Identifying Signage and the Tucker Theater Repurposing project.

Ms. Lamie gave an overview of the statements of activity for Riverfront Attractions, the St. Louis Downtown Airport, and St. Louis Regional Freightway, including revenue and expenses for each, as well as projected projects.

Ms. Fulbright gave a summary of the statements of activity for Executive Services, Internal Services Funds, Casualty Self-Insurance Fund, and Workers' Compensation Self-Insurance Fund, including an overview of revenues and expenses. President & CEO Roach noted that there is little activity in the Agency Non-Profits at this time. Mr. Roach noted that this concludes the overview of the FY21-FY23 Budget, and he thanked everyone for their time.

Chair Holman stated that this was a great presentation, and she also thanked President & CEO Roach and the staff for their work.

Commissioner Zimmerman stated that, with the money we are receiving from MCT (Madison County Mass Transit), he would strongly encourage Mary Lamie to set up a time to go there and make a presentation to keep them up to date on the activities of the Regional Freightway and how the money is being spent. Commissioner Zimmerman also asked that the increasing costs of casualty insurance and legal expenses be looked at a little deeper, to explore how we can reduce those costs.

A motion to forward this item to the full Board for approval, as presented, was made by Commissioner Gully and seconded by Commissioner Brown. **The motion passed unanimously.**

7. Intergovernmental Agreement between Bi-State Development and the Madison County Mass Transit District

9:42 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, for approval, renewal of an agreement with the Madison County Mass Transit District governing the allocation of Section 5307 federal formula funds, access to transit services and facilities, fare coordination, and support of the St. Louis Regional Freightway for a period commencing on July 1, 2019 and terminating on June 30, 2029.

Jessica Mefford-Miller, Executive Director Metro Transit, gave a brief overview of this issue, noting that BSD and the District are partners in mobility across the St. Louis metropolitan region and have long been engaged in mutual agreements that distribute federal funding appropriated to the St. Louis region in order to connect their respective transit services so as to facilitate regional travel via mass transit. She noted that the agreement calls for revenue cost sharing, and Bi-State Development retains \$100,000.00 of passenger fares attributable to the District for the exclusive purpose of providing funding for The St. Louis Regional Freightway.

A motion to approve this agenda item, as presented, was made by Commissioner Cox and seconded by Commissioner Golliday. **The motion passed unanimously.**

8. Contract Award – Paratransit Certification and Administrative Services

9:44 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, for approval, to enter into a contract with the most advantageous proposer to operate Metro's ADA Paratransit Certification Program, Reduced Fare Identification

Program and Metro's Travel Training Program. It was noted that the contract would consist of two base years and three option years for Bi-State Development to renew at its discretion.

Jessica Mefford-Miller, Executive Director Metro Transit, gave a brief overview of this issue. It was noted that staff anticipates conducting a review of proposals received and providing an updated paper, seeking approval to contract with the selected party for a specific amount, for consideration at the Board of Commissioners meeting on April 24, 2020.

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

9. Title VI Program and Policy Updates

9:48 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval of the proposed Title VI policies that enable Metro to update its Title VI program. Jessica Mefford-Miller, Executive Director Metro Transit, gave a brief overview of this issue.

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

10. Sole Source Contract Renewal with Remix Software

9:49 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to renew Metro's sole source contract with Remix, a software as a service (SaaS) transit planning platform for public transit, for an amount not to exceed \$288,000, to be paid in three annual installments. Jessica Mefford-Miller provided a brief overview of this issue.

Commissioner Holman stated that she would like to reiterate that she looks forward to the time when we are on the leading edge of technology and resources for our constituents. Ms. Mefford-Miller stated that this is a very powerful software tool, and allows us to visualize characteristics, for example, directly comparing a one route alignment against another, the number of low income individuals and minorities we are serving, and important destinations in real time.

Commissioner Simmons asked if this is the same program that has caused some problems in St. Clair County. Ms. Mefford-Miller stated that this platform is a sketch planning tool, so it is designed to help develop routes and service levels, which helps us understand the ridership and demographics. She stated that it is not an operations, planning and scheduling tool. She stated that for those issues, the organization uses Trapeze. Rather the information gathered from Remix is loaded into the Trapeze program.

Commissioner Simmons asked if the Remix program is causing the problem that Mr. Sharkey is currently having regarding the over cost of what was quoted. President & CEO Roach stated that completely redesigning service is clunky and difficult, as it was with Metro Reimagined. He stated we did not have a client working as closely with us on the Illinois side, but feels we could have done a better job working with St. Clair County Transit District; however, he feels that Jessica Gershman and the planning staff are doing a better job of that. He noted that when using

a program such as Remix, you are planning the routes through the population, then when you move to Trapeze, it applies the routes with our labor contracts, and that the process can become very complex. Mr. Roach stated that we could have done a better job in communicating with the District, but are working to strengthen that partnership. Commissioner Simmons stated that there is an overage that still needs to be addressed.

A motion to forward this agenda item to the full Board for approval, was made by Commissioner Gully and seconded by Commissioner Brown. Commissioner Simmons and Commissioner Beach voted nay. All other Commissioners participating voted yea. **The motion passed.**

(Note: Item #12 was addressed before Item #11.)

12. Contract Modification: New Flyer, To Purchase 14 Battery Electric Articulated Buses

9:57 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to modify the contract to New Flyer for the purchase of fourteen (14) Battery Electric Articulated buses, to include an additional \$10,000 per bus, for a cost not to exceed \$1,340,000 per bus, totaling \$18,760,000.

Jessica Mefford-Miller provided a brief overview of this issue, noting that the Board of Commissioners previously approved the award of a contract to New Flyer for the purchase of fourteen (14) battery electric articulated buses, at a cost not to exceed \$1,330,000 per bus, totaling \$18,620,000. Subsequent to the contract award, certain pre-production changes were requested by Metro staff, to enhance the overall operational functionality of the bus and customer experience. She noted that changes of this type are customary during the pre-production phase of bus production, in this case however, changes have exceeded the small contingency allowed; therefore, additional monies are being requested to cover the cost of the changes.

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

11. Sole Source Contract Award – Public Address & Customer Information System (PA/CIS) Upgrade

9:59 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to award a sole source contract to Collins Aerospace (ARINC) for Public Address and Customer Information System Upgrades in the not-to-exceed amount of \$4,549,415.00.

Jessica Mefford-Miller provided a brief overview of this issue, noting that the Public Address & Customer Information System (PA/CIS) conveys synchronized audio and text information (train arrival announcements & safety/emergency instructions) on Metrolink platforms to rail customers. The systems have proved reliable and performed with minimal disruption, but the equipment has reached end-of-life. It was noted that the last upgrade was performed at all Phase 1 Alignment Metrolink platforms in 2007, and the LED signs, Station Controller Units, are no longer supported or available, and the 32-bit software is inadequate to support any expansion of the system.

A motion to approve this agenda item, as presented, was made by Commissioner Brown and seconded by Commissioner Cox. **The motion passed unanimously.**

13. Contract Award – Temporary Help Services

10:01 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to authorize the President and CEO to enter into an agreement with 10 to 15 firms which proposals are most advantageous to provide temporary help (staffing) services, on an as-needed basis in various job classifications throughout the Agency. The contract period of performance includes three base years and two option years, for Bi-State Development (BSD) to renew at its discretion.

Tammy Fulbright provided a brief overview of this issue, noting that BSD has issued solicitation 20-RFP-106489-DR – Temporary Help Services to obtain proposals from qualified firms to provide temporary staffing services on an as-needed basis. The areas throughout the Agency includes but are not limited to, Administrative/ Secretarial/Clerical, Customer Service, Finance, Marketing/Communication, Talent Management/Human Resources, Administration, Engineering, Procurement, Labor Relations, Reservation Clerks, Risk Management, and Safety. It is BSD's intent to include a total of 10 to 15 firms as a result of the evaluation criteria to be included on the contract list of staffing firms that may be utilized to provide temporary staffing, on an as-needed basis.

A motion to approve this agenda item, as presented, was made by Commissioner Golliday and seconded by Commissioner Brown. **The motion passed unanimously.**

14. Revision to Board Policies – Section 10.060 – Board and Committee Meetings

10:02 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to revise Bi-State Development (BSD) Board Policies, Section 10.060 – Board and Committee Meetings. In addition it is requested that the Committee approve a recommendation that the Chair of the Board of Commissioners designate that the proposed revision to Board Policies, Section 10.060 – Board and Committee Meetings, not be tabled pursuant to *Article VI (D)* of the Board Policies, as it is in the best interest of the Agency that these revised Board Policies be approved at the Board Meeting on April 24, 2020.

Barbara Enneking, General Counsel, provided a brief overview of this issue, noting that the objective of the revision is to update the Board Policies in recognition of the importance of Agency responsiveness to the public and accountability to its constituents. It was noted that the revisions to Board Policy, Section 10.060 – Board and Committee Meetings will include:

- Requiring a written request from a member of the public specifying the topic or topics to be addressed during such public comment, before the start of the Board or Committee meeting at which such public comment is requested.
- Providing that no public comment shall be allowed addressing any pending bid protest, litigation, or legal matter to which the Agency, its Commissioners, officers, directors, employees, or agents are a party.
- Providing that all remarks shall be directed to the Board as a collective body and not to any individual member thereof.

- Prohibiting the use of threatening, obscene, profane, disruptive, or abusive language.
- Public comment by an individual shall be limited to three minutes unless permission to continue is given by motion adopted by the Board.

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

15. Potential Refunding of Bonds Issued to Finance Arch Motor Set Replacements

This item was removed from the Agenda.

16. Letter of Agreement between Bi-State Development and The Jerry Costello Group, LLC for Consulting Services for the St. Louis Regional Freightway and Bi-State Development

10:04 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners for approval, a Letter of Agreement between BSD and The Jerry Costello Group, LLC for consulting services for the Freightway and BSD, with terms in effect for a twenty-four (24) month period of April 1, 2020, through March 31, 2022.

Mary Lamie, Executive Vice President Multi Modal Enterprises, provided a brief overview of this issue, noting that, consistent with the Agreement in place today, the Consultant will provide strategic advice and planning for the Freightway and BSD and work closely with the Executive Vice President of Multi Modal Enterprises and BSD Executive Staff, including the President and Chief Executive Officer. In addition to providing strategic planning and advice, the Consultant will coordinate activities between the Freightway and the U.S. Secretary of Transportation and its office, as well as with members of the U.S. Congress and other government officials in the St. Louis region. It was noted that the Consultant will also work with Class I railroads in the St. Louis region to identify strategies to fund Freightway projects. Former Congressman Jerry Costello will be the lead person for the Consultant. The proposed Agreement provides these services at the same rate of \$9,000 per month and would be in effect for twenty-four (24) months, starting on April 1, 2020, through March 31, 2022.

Commissioner Zimmerman stated that he is aware that the Agency has not been spending as much money on outside lobbying. He stated that he would like to know where we are heading in the future, with regard to this issue, and how we know which lobbyists we are using and who we are not. He also asked if the Commissioners could receive some type of summary or report from the consultants, to indicate the issues they are working on and to indicate what we are getting for our money.

President & CEO Roach noted that the Agency reduced the costs and number of consultants in the FY20 budget. He noted that the Agency specifically asked this consultant to renegotiate its contract and lower their monthly rate, which they did.

Commissioner Windmiller asked if this contract is specifically for issues relating to the Freightway. Mr. Roach noted that the cost is split between the Regional Freightway and Executive Services, and depending upon future issues, some of the cost may eventually be paid by the St. Louis Downtown Airport. Commissioner Windmiller asked that this contract be reviewed and reconsidered on an annual basis.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and seconded by Commissioner Windmiller. Commissioner Zimmerman voted nay, and Commissioner Beach abstained from the vote. All other Commissioners voted yea. **The motion passed.**

17. State Safety Oversight – Public Transit Agency Safety Plan, Internal Audit Department Work Plan

This item was removed from the Agenda.

18. Discussion Regarding Potential Refunding of Series 2013 Bonds for Savings

10:11 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval to direct staff to prepare a resolution authorizing a refinancing of the Series 2013A Bonds to be presented to the Board of Commissioners for approval at its next meeting.

Tammy Fulbright, Sr. Director, Financial Planning & Treasury, provided a brief overview of this issue, noting that, based upon current markets, a taxable advance refinancing of the Series 2013A Bonds could produce debt service savings of as much as \$35 million (in 2020 dollars), more than 25% of refinanced par, significantly higher than the MOA requirement. Although staff has generally been in favor of waiting to refund these bonds until their 2022 call date, the potential savings are at such a level today that they wanted to commence the process of seeking Board approval to undertake a refinancing if today's extraordinary market conditions persist.

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

19. Treasury-Safekeeping Quarterly Accounts – Ending December 31, 2019

This item was removed from the Agenda.

20. Pension Plans, 401(k) Retirement Savings Program and OPEB Trust Investment Performance Update as of December 31, 2019

This item was removed from the Agenda.

21. Financial Statements

10:14 a.m. Tammy Fulbright, Sr. Director, Financial Planning & Treasury, provided an overview of this item, referencing the Combined Statement of Activities on page 9 of the report, and focusing on the Gateway Arch and Metro Transit numbers.

22. Treasurers Report

10:15 a.m. Tammy Fulbright, Sr. Director, Financial Planning & Treasury, provided a summary of December's results, from page 3 of the report.

23. Procurement Report 2nd Quarter – FY20

This item was removed from the Agenda.

(Note: Item #24 and Item #25 were addressed in a combined report.)

24. & 25. Metro Transit Operations Report & President & CEO Report

10:16 a.m. An operations report for Metro Transit was included in the Committee packet.

President & CEO Roach noted that he has authorized \$130,000 for expenses associated with conducting temperature forehead screenings of Metro operators as they report to work. He stated that they are putting every effort into place to protect our employees and our citizens, and he is hopeful that this will be in place on Monday.

Jessica Mefford-Miller, Executive Director of Metro Transit addressed service impacts related to the COVID-19 situation. She noted that, in the first half of the week, there was a decline in ridership on Metro Bus by 25% and 30% on MetroLink; in the past two days, that percentage has increased to 30% on Metro Bus. She stated that staff is currently compiling the numbers regarding MetroLink, but she anticipates that the ridership will have decreased by at least 40%. Paratransit demand has decreased approximately 25%. Ms. Mefford-Miller noted that service strategies will be discussed in Executive Session.

Ms. Mefford-Miller noted that across Bi-State, they have been working for weeks regarding the COVID-19 situation. Resources and information have been made available through the website, and Human Resources has updated new absence management policies, which have been distributed to employees. Updates will continue to be distributed to employees, as conditions change. She stated that Metro Transit is working to supply personal protective equipment to employees, especially front-line employees, which includes gloves, sanitizing products and wipes. She noted that they do not have masks available for employees; however, if an employee has access and wishes to wear a mask, it is being allowed. Ms. Mefford-Miller also noted increased cleaning at the facilities, as well as on the buses and trains. She stated that they are working on an economic sustainability strategy for the organization. As noted earlier, the FTA has authorized the use of Section 5307 capital funds to address these operational expenses, related to the COVID-19 situation. All COVID-19 operational expenses are being tracked, in the event of future reimbursement opportunities. She noted that Mary Lamie is working with federal and local organizations, lobbying for funding specific to public transit systems, with regard to COVID-19 expenses and reimbursement.

Commissioner Holman thanked Ms. Mefford-Miller for her report, and the steps that are being taken; however, she asked where are our vulnerabilities and what are we doing to lessen the fears of our transit riders. Ms. Mefford-Miller stated that the greatest vulnerability is that we are a service organization, of people helping people, and therefore, the greatest threat is person to person contact. She stated that she would like to discuss these issues in greater detail in Executive Session. Ms. Mefford-Miller noted that Metro Transit will need to make adjustments to its service level, and they are communicating with peers in other areas of the country, who are currently operating in the "isolation phase", for input.

26. Unscheduled Business

10:26 a.m. There was no unscheduled business.

27. Call of Dates for Future Board and Committee Meetings

10:26 a.m. Due to the tentative nature of the schedule of upcoming meetings at this time, this item was not addressed.

28. 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).

10:26 a.m. Committee Chair Holman requested a motion to allow the Committee to move into closed session as permitted under Bi-State Development Board Policy, Chapter 10, Section 10.080, (D) (1) – Legal and (D) (10) – Audit.

A motion to move into Executive Session was made by Commissioner Simmons and seconded by Commissioner Brown. A roll call vote was taken as follows:

Aliah Holman – Yea
Constance Gully – Yea
Vernal Brown – Yea
Rose Windmiller – Yea

Terry Beach – Yea
Derrick Cox – Yea
Irma Golliday – Yea
Herbert Simmons – Yea
Justin Zimmerman – Yea

Motion passed unanimously, and the Committee moved into executive session at 10:27 a.m. (Commissioner Zimmerman left the teleconference meeting at 10:27 a.m.)

29. Reconvene to Open Meeting

10:57 a.m. The Committee reconvened to the Open Meeting at approximately 10:57 a.m. Chair Holman noted that, per recent changes to Board Policy, no final action votes will be taken in a closed meeting or closed (executive) session. For items requiring final action, a roll call vote shall be taken in open session.

Commissioner Simmons made a motion to approve the Minutes from the January 24, 2020, Executive Session of the combined meeting of the Operations and Audit, Finance, & Administration Committee, as presented, as a closed record. The motion was seconded by Commissioner Gully.

Aliah Holman – Yea
Vernal Brown – Yea

Terry Beach – Yea
Irma Golliday – Yea

Rose Windmiller – Yea

Herbert Simmons – Yea

The motion passed.

Commissioner Simmons made a motion to approve the Draft Passenger Revenue - Farebox Audit. The motion was seconded by Commissioner Brown.

Aliah Holman – Yea
Constance Gully – Yea
Vernal Brown – Yea
Rose Windmiller – Yea

Terry Beach – Yea
Derrick Cox – Yea
Irma Golliday – Yea
Herbert Simmons – Yea

The motion passed.

Commissioner Simmons made a motion to approve the Draft Legal Fees Expense 5030301 Audit. The motion was seconded by Commissioner Brown.

Aliah Holman – Yea
Constance Gully – Yea
Vernal Brown – Yea
Rose Windmiller – Yea

Terry Beach – Yea
Derrick Cox – Yea
Irma Golliday – Yea
Herbert Simmons – Yea

The motion passed.

Commissioner Simons made a motion to approve the Restructuring of Financing Agreement for the Brentwood-Meridian Garage, as presented in Executive Session. The motion was seconded by Commissioner Brown.

Aliah Holman – Yea
Constance Gully – Yea
Vernal Brown – Yea
Rose Windmiller – Yea

Terry Beach – Yea
Derrick Cox – Yea
Irma Golliday – Yea
Herbert Simmons – Yea

The motion passed.

30. Adjournment

11:00 a.m. Chair Holman asked if there was any further business, and being none, Commissioner Gully made a motion to adjourn the meeting. The motion was seconded by Commissioner Brown. Unanimous vote in favor was taken. The motion passed, and the meeting was adjourned at approximately 11:00 a.m.


Deputy Secretary to the Board of Commissioners
Bi-State Development

Bennett, Myra G.

From: Tom Sullivan <tsullivan@sullivanadv.net>
Sent: Thursday, February 27, 2020 7:23 PM
To: Bennett, Myra G.
Subject: Public Comments at Meetings

Follow Up Flag: Follow up
Flag Status: Flagged

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Ms. Bennett -- please forward to Bi-State Commissioners and the General Counsel --thanks -- Tom Sullivan



February 27, 2020

TO: Bi-State Board of Commissioners & General Counsel
FR: Tom Sullivan, 751 Syracuse, U.City, MO 63130, 314-727-2242
RE: Public Comments at Meetings

At the last board meeting there was a discussion of making changes in the procedure for signing up to speak and the time allotted. I think the only change that should be made is to allow speakers to sign in at the meeting as 48 hours notice is too much. I don't know of any governmental entity that has such a requirement.

As to the 5 minutes allowed to speak, I hope that stays the same. Mr. Roach mentioned how the St. Louis County Council has a three-minute limit. What he didn't mention is the problems it can cause. What happens is that people want to finish their remarks or statements even though their time is up. That leads to a conflict with the chair who is conducting the meetings. There has been a couple of times in the last few months where police officers have had to nudge speakers away from the lectern. I don't think you want that at your meetings.

The Metropolitan St. Louis Sewer District has 5 minutes for public comments as do most city councils. University City is the most liberal -- 5 minutes for each agenda item. So a citizen could speak for 15 minutes at a meeting if they had comments on three agenda items. Despite the policy, meetings move along pretty good.

What I would suggest is that you consider having board meetings on Saturday morning. That would allow more public input and presumably be more convenient for commissioners and citizens.

Thank you for considering my suggestions.

Copy: Taulby Roach

Bennett, Myra G.

From: Deertz, Brenda S. on behalf of Roach, Taulby
Sent: Wednesday, March 18, 2020 2:22 PM
To: Bennett, Myra G.
Subject: FW: Fare enforcement re: Coronavirus

Follow Up Flag: Follow up
Flag Status: Flagged

From: Mitch Eagles [mailto:mitch.eagles.stl@gmail.com]
Sent: Tuesday, March 17, 2020 3:54 PM
To: Roach, Taulby <TRoach@bistatedev.org>
Subject: Re: Fare enforcement re: Coronavirus

I appreciate the reply! It was perfectly informative, and I am sure things are very busy.

I'm glad to hear it's being taken under consideration, I think we can agree that so many of those riding the system are those who generally have no other option, and very many are seniors (and indeed, our system directly serves several medical centers!).

It'd an extraordinary measure, for sure, but my understanding of our security plan is that it doesn't rely on fare compliance so much as visible presence. Reducing several vectors of transmission (e.g. cash, interaction with fare enforcement and bus drivers, people touching our fare machines all day) by making the system fare-free seems straightforward and could save lives, so I hope that Bi-State can lead on this policy.

Best,
Mitch Eagles
(515) 240.9213

On Tue, Mar 17, 2020 at 10:57 AM Roach, Taulby <TRoach@bistatedev.org> wrote:

Mr. Eagles-

I apologize that I have not gotten to a reply yet.

I will either read or forward your email in session at Friday's Sub Comm meeting.

We are considering this as a staff. Initially, I am not in favor of such a move based on the fundamental principals associated with our new security plan. However, today is certainly extraordinary time.

Normally, I would more thoroughly discuss this email in my reply but I am literally scrambling for every minute of time – yet I wanted at least to give you the courtesy of a reply (albeit brief).

Taulby Roach

President and Chief Executive Officer



One Metropolitan Square

211 North Broadway, Suite 700, St. Louis, MO 63102-2759

T 314.982.1588 | M 314.406.3063 | E troach@bistatedev.org

BiStateDev.org

From: Mitch Eagles <mitch.eagles.stl@gmail.com>

Date: Monday, March 16, 2020 at 3:09 PM

To: "Roach, Taulby" <TRoach@bistatedev.org>

Subject: Fare enforcement re: Coronavirus

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the information.

Hi Taulby,

I'm writing you to urge you to suspend fare enforcement on Metro, both as an economic device to relax the strain on workers who rely on our transit system, but also to reduce our fare enforcement officers as a vector for the disease (since they interact rather closely with each person in the train car during their rounds).

The parking enforcement in the city has been suspended (<https://twitter.com/tishaura/status/1239633499675594759>), and I think it is only reasonable that transit fares and enforcement should follow suit. Fare revenue will be significantly down regardless with our state of emergency, and the FTA has stated they are allowing flexibility:

<https://www.transit.dot.gov/about/news/us-department-transportation-announces-increased-flexibility-help-transit-agencies>

I am asking you to show leadership here and ensure our system will not prove yet another strain on working people who rely on Metro during this crisis. I am sure you have moved all possible operations at Bi-State to remote work, and are taking utmost precautions for our transit workers as well.

It seems unlikely there will be an in-person April BSD meeting, so I suppose I'll see you when I see you! Thank you and Metro for continuing to operate through this crisis.

Best,

Mitch Eagles

P.S.

If the system should need to suspend service, is there a certain amount of notice transit riders should expect? I understand that there may not be a clear answer, but I was just curious.

--

Mitch Eagles

(515) 240.9213

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Bennett, Myra G.

From: erdna williams <williamserdna@yahoo.com>
Sent: Friday, March 20, 2020 12:13 AM
To: Bennett, Myra G.
Subject: Question/Comment from LRV Operator Marland Williams

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As a present employee..if layoffs are to be implemented..what percentage of Train Operators does management anticipate laying off?

Also how soon will these layoffs go into effect?

Lastly, what is the contingency plan to bring qualified operators back onto the premises once there is either a stabilization or uptick in ridership?