

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
March 13, 2018**

Committee Members in Attendance

Michael Buehlhorn, Chairman
David Dietzel, (absent)
Irma Golliday, (absent)
Vernal Brown
Constance Gully

Other Commissioners in Attendance

None

Staff in Attendance

John Nations, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Shirley Bryant, Certified Paralegal
Ray Friem, Executive Director Metro Transit
Barbara Georgeff, Director of Executive Services
Jim Cali, Director Internal Audit
Lisa Burke, Executive Assistant
Larry Jackson, Executive Vice President of Administration
Kent Swagler, Director Corporate Compliance & Ethics
Patti Beck, Director of Communications
John Langa, Vice President Economic Development
Amy Parker, Director ADA Services
Ted Zimmerman, Director Marketing
Julianne Stone, Vice President Strategic Initiatives
Jerry Vallely, External Communications Manager
Kyra Nichols, Sr. Administrative Assistant
Jessica Mefford-Miller, Assistant Executive Director Transit Planning & System Development
Mark Vago, Controller
Michael Gibbs, Manager Financial Operation-Admin & Business Operations
Chris Poehler, Assistant Executive Director Engineering Systems
Diana Bentz, Vice President Organizational Effectiveness
Kerry Kinkade, Vice President Chief Information Officer
Richard Zott, Chief of Public Safety
Scott Grott, General Manager MetroLink
Gary Smith, Financial Analyst I
Trenise Winters, General Manager MetroBus
Kathy Brittin, Director Risk Management, Safety & Claims
Virginia Alt-Hildebrandt, Manager Administrative Services
David Allen, Director Arts in Transit (@ 8:35 a.m.)
Natalie Siebert, Senior Planner
Matthew Hibbard, Social Media Communications Manager
Cynthia Davis, Director Program Development & Grants

Angela Staicoff, Senior Internal Auditor
Tim Nittler, Director Capital Projects

Others in Attendance

Leah Katz, TMD

Norm Silverman, TMD

Russ Chisholm, TMD

Ann Campbell, Werremeyer

Steve Hartman, Werremeyer

Garrett Van Dyke, Werremeyer

Michael Nieder, St. Louis DSA – Transit Committee

1. Call to Order

8:00 a.m. Chairman Buehlhorn called the Open Session Operations Committee Meeting to order at 8:00 a.m.

2. Roll Call

8:00 a.m. Roll call was taken.

3. Public Comment

8:01 a.m. No public comment

4. Minutes from January 16, 2018 Operations Committee

8:01 a.m. The January 16, 2018 Open Session Operations Committee Meeting minutes were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Brown and seconded by Commissioner Buehlhorn. **Motion passed unanimously.**

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

8:02 a.m. The briefing paper and Letter of Agreement between Bi-State Development (**BSD**) and The Jerry Costello Group, LLC for consulting services for the St. Louis Regional Freightway was provided in the Committee packet. John Nations, President & CEO, provided a brief overview. The Jerry Costello Group, LLC has been providing consulting services in connection with the Regional Freightway effort over the last few years. Mr. Nations stated that Mr. Costello's service has proven to be invaluable to the entire Freightway effort and recommended a change to the proposed letter agreement extending the term from one (1) year to two (2) years. Mr. Costello agreed to the extended two (2) year term without increasing the price of his services. Mr. Nations added that as BSD moves through the ensuing year, the Merchants Bridge project will be finalized and there are several other infrastructure projects planned. In preparation for these projects, securing Mr. Costello's services for a longer term would allow for some long term planning and strategies. Mr. Nations requested the Committee approve and refer to the Board the letter agreement with the term change from a one (1) year term (April 1, 2018 ending March 31, 2019) to a two (2) year term (April 1, 2018 ending March 31, 2020). A motion to approve this agenda item as presented with the suggested change to a two year term beginning April 1, 2018 and ending March 31, 2020 was made by Commissioner Brown and seconded by Commissioner Gully. **Motion passed unanimously.**

6. Appointment of Members to Arts in Transit, Inc. Board of Directors

8:05 a.m. The briefing paper and attachments for the appointment of members to the Arts in Transit, Inc. Board of Directors was provided in the Committee packet. John Nations provided a brief overview. Arts in Transit (AIT) was created in 1986 to develop and execute a high quality visual aesthetic for the transit system and the communities it served. In 2011 (BSD) approved the formation of AIT, Inc. a 501(c)(3) not-for-profit entity to expand its eligibility to apply for grants from private foundations and institutions. These grants have been for educational and community programs, permanent and temporary public art, and integrated artistic design. To further facilitate these efforts, in September 2017, the BSD Board of Commissioners approved amendments to the Board of AIT, Inc. bylaws outlining requirements for a five (5) member Board of Directors. Current AIT, Inc. Board members are all BSD staff. In accordance with the BSD's Board of Commissioners' recommendation to create a more diversified AIT, Inc. Board, four new candidate recommendations are being submitted for consideration and approval. They are business leader and developer, Tim Boyle; community leader and arts professional, Amanda Colon-Smith; sculptor and SIUE professor, Thad Duhigg, and architect, Peter Tao. In addition to these four proposed members, the bylaws call for a BSD Commissioner to also sit on the Board of Directors. Management requested Committee approval to forward to the Board for approval the four candidates and a member of the BSD Board of Commissioners to serve on the Arts in Transit Board of Directors. A motion was made by Commissioner Gully and seconded by Commissioner Brown to approve this agenda item as presented in the briefing paper. **Motion passed unanimously.**

****During Agenda Item #9 Unscheduled Business, Commissioner Buehlhorn stated that a motion was needed to approve Commissioner Aliah Holman as the appointed Board Commissioner to sit on the AIT Board of Directors. Motion was made by Commissioner Brown and seconded by Commissioner Buehlhorn. Motion passed unanimously.**

7. Metro Reimagined Project Update

8:07 a.m. The briefing paper and attachments for the Metro Reimagined Project update were provided in the Committee packet. Ray Friem, Executive Director Metro Transit, and Jessica Mefford-Miller, Assistant Executive Director, Planning & System Development, Metro Transit, provided an update. Mr. Friem introduced Amy Parker, the new Acting Director of ADA Services. Ms. Mefford-Miller discussed the Metro Reimagined Project in more detail. Metro Reimagined was introduced to the Board in October 2017. At that time, the public engagement process and discussions with the community stakeholders had just begun. Metro Reimagined currently focuses on the MetroBus system in Missouri, and a similar effort could be applied in Illinois. Commissioner Buehlhorn inquired why St. Clair County is not included. Mr. Friem replied that St. Clair County Transit District had declined to participate, but with the change of leadership at the Transit District, conversations have begun with St. Clair County Transit District about doing a comprehensive operational analysis of the Illinois portion of the system. Ms. Mefford-Miller introduced members from TMD, the consultant team on Metro Reimagined, Russ Chisholm, Leah Katz and Norm Silverman. They will be at BSD throughout the week and will be meeting with stakeholders and staff starting immediately after this meeting and running through Thursday. Public engagements will begin shortly thereafter. Metro Reimagined is a comprehensive operational analysis of the system. The plan outlines a core fixed-route MetroBus network and prioritizes service frequency and minimizes route deviations; and is supported by proposed market areas for community mobility solutions that utilize alternative service strategies and new technologies to complete the transit network more effectively. The proposed service

tiers include 1) enhanced frequency; 2) local service; 3) commute/express service; and 4) community mobility. The project team will incorporate community feedback into the Metro Reimagined plan. The service plan and accompanying financial, capital, and implementation plan will be presented to the Board, the public, and key stakeholders in late spring 2018. This agenda item was informational only and no Committee action was required. A copy of this report will be kept at the office of the Deputy Secretary.

8. 2nd Quarter Operations Report and Capital Projects Update Cortex Presentation; Fare Collection Technology

8:30 a.m. The 2nd Quarter Operations Report and Capital Projects Update Cortex presentation; Fare Collection Technology report was provided in the Committee packet. Ray Friem, Executive Director Metro Transit, provided a brief update. The expenses for the Transit Operations Department are below budget through the second quarter of FY18. \$10 million of the lower cost is due to the addition in the budget of \$20 million for the fiscal year for Security initiatives, the funds for which have not yet been appropriated. Ridership is down 10.7% for the quarter and 10.1% for the year for MetroLink; down 8% for the quarter and 7.4% for the year for MetroBus. Call-A-Ride has shown a 1.5% increase for the quarter and they are up 0.6% for the year and most of that is contract trips. The year-to-date service profiles and system efficiencies show that the miles and hours are basically the same. There have not been any significant changes in the service plan. Service Quality Indicators show that MetroBus and MetroLink are having one of the best years on record in all areas. Call-A-Ride, which has higher ridership, is actually suffering due to performance issues, largely because of manpower shortfalls. We have added classes in an attempt to get up to speed in terms of manpower in that unit. The Metro Transit Information and Customer Service Call Center had a reduction in information calls of 20%. Security complaints for the second quarter were down 1% but it is still up 7.5% for the year, reflecting a pretty bad first quarter, but for the second quarter, security complaints were down from the same period last year.

Mr. Friem introduced Chris Poehler, Assistant Executive Director Engineering Systems, to provide a capital project update. The new station includes two parts, the Cortex Station and the extension of the Central West End platform. The overall project budget is under \$15.6 million. The funding sources included a TIGER grant and local match contributions from Cortex, BJC/Washington University and Great Rivers Greenway. The Cortex station is on budget and on schedule and is expected to open in the summer of 2018. The Central West End project is expected to be completed by winter 2018. The project participants lead designer is HNTB and their sub designer is KAI Design and Build. The platform and pedestrian ramp, grading for track installation, walls for the communication building and welding of rail for track installation are completed. Upcoming activities are: 1) continue canopy installation; 2) continue communications building; 3) plaza construction; 4) bike trail construction; 5) install new track; and 6) continue installation of electrical and system conduit.

Mr. Friem continued the presentation discussing the new Radio Communication with Integrated Real-Time Vehicle Locator System (AVL) and the Revenue Vehicle Replacement Program. The AVL project will create a new modern digital radio system with inter-operational capability between Metro Transit and Regional Public Safety entities. The vehicle replacement program will procure new fixed route rolling stock per Fleet Maintenance Plan. Four (4) new buses have been delivered for Illinois and the new buses for Missouri will be arriving soon. Upon the completion of the Metro Reimagined study, the capitalization plan for vehicles may be adjusted. The

paratransit van fleet may also be adjusted to include low floor vehicles that will allow for wheel chair capacity greater than the current 600 pound limit.

Mr. Friem introduced Kerry Kinkade, Vice President Chief Information Officer, to provide an update regarding the Smart Card project. The Gateway Card was officially made available to the public effective March 1, 2018. The Metro Store is the current outlet for distribution of the cards. To date forty (40) Gateway cards have been sold to the public with passes and products. In addition to the employee cards we now have forty (40) customers using the cards. Customer use allows Metro Transit to monitor how the cards are working and identifying and correcting any issues that arise. The Communications Department is planning a number of events over the next few months to distribute Gateway Cards and instructions to the public. As more data is gathered, that includes data from the hand held validators, we will be better able to show the benefits of Smart Card system. In addition, Metro staff will be reviewing modernization of the Smart Card technology to identify local ticketing options and how we can make cell phone technology interface with the existing Smart Card system.

Some discussion continued regarding the procurement of electric buses, the replacement of the Union Station Tunnel Roof project, the LRV-1 Series modernization, and the Wayfinding Signage and Stop Rebranding Project.

9. Unscheduled Business

8:54 a.m. Commissioner Buehlhorn stated that a motion was needed to approve Commissioner Aliah Holman as the appointed Board Commissioner to sit on the AIT Board of Directors (See Agenda Item #6). Motion was made by Commissioner Brown and seconded by Commissioner Buehlhorn. Motion passed unanimously.

10. Call of Dates for Future Committee Meetings

8:55 a.m. The Committee was advised of upcoming meetings as follows:

Audit, Finance & Administration Committee:	Tuesday, March 27, 2018, 8:00 a.m.
Board Meeting:	Friday, April 27, 2018, 8:00 a.m.
Operations Committee:	Tuesday, May 15, 2018, 8:00 a.m.

11. 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, Section 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).

8:55 a.m. Pursuant to the requirements of Bi-State Development Board Policy, Chapter 10, Section 10.080(D); (1); (5); (7); (11); and (16), Chairman Buehlhorn requested a motion to allow the Committee to go into closed session. A motion to go into Executive Session was made by

Commissioner Brown and seconded by Commissioner Gully. A roll call vote was taken, and the Commissioners present, Brown, Gully and Buehlhorn voted to approve this agenda item. **Motion passed unanimously, and the Open Session meeting was adjourned at 8:55 a.m.**

Deputy Secretary to the Board of Commissioners
Bi-State Development