BI·STATE DEVELOPMENT

BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
October 16, 2018

Committee Members in Attendance
Michael Buehlhorn, Chairman, via phone
Vernal Brown
Derrick Cox, (absent)
Irma Golliday, via phone
Rose Windmiller, (absent)

Other Commissioners in Attendance
None

Staff in Attendance
John Nations, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Shirley Bryant, Corporate Legal Department Manager
Jessica Mefford-Miller, 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
Patti Beck, Director of Communications
Richard Zott, Chief of Public Safety
Darren Curry, Chief Mechanical Officer
Matthew Hibbard, Social Media Communications Manager
Scott Grott, General Manager MetroLink
Charles Stewart, Vice President Pension & Insurance
John Langa, Vice President Economic Development
Angela Staicoff, Senior Internal Auditor
Vernice Kelly, Director Human Resources
Victoria Potter, Controller
Kathy Brittin, Director Risk Management, Safety & Claims
Michael Gibbs, Manager Financial Operation-Admin & Business Operations
Mark Vago, Sr. Vice President, Chief Financial Officer
Dave Toben, Director Benefits
Jeff Braun, Director Real Estate
Kerry Kinkade, Vice President Chief Information Officer
Stacy McMurray, Director Organizational Development
Elizabeth Farr, Assoc. Project Manager – Economic Development
Diana Bentz, Vice President Organizational Effectiveness
Virginia Alt-Hildebrandt, Manager Administrative Services
Timothy Nittler, Director Capital Projects
Chris Poehler, Assistant Executive Director Engineering Systems
Jerry Vallely, External Communications Manager
Cynthia Davis, Director Program Development & Grants

Greg Smith, Vice President Procurement & Inventory Management
Jessica Gershman, Manager Long Range Planning
Trenise Winters, General Manager MetroBus
Evan Glantz, Executive Assistant

Others in Attendance
Lou Tagliaferr, Central States Bus Sales

1. **Call to Order**
8:00 a.m. Chairman Buehlhorn participated by phone and John Nations, President & CEO 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. There was no public comment.

4. **Minutes from August 21, 2018 Operations Committee**
8:01 a.m. The August 21, 2018 Operations Committee Open Session Meeting minutes were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Buehlhorn and seconded by Commissioner Brown. **Motion passed unanimously.**

5. **Contract Award: Midwest Transit – Purchase of Paratransit Vans**
8:02 a.m. The briefing paper report regarding the contract award to Midwest Transit for the Purchase of Paratransit Vans was provided in the Committee packet. Jessica Mefford-Miller, Executive Director Metro Transit provide a brief overview. Bi-State Development Agency **(BSD)** operates Call-A-Ride **(CAR)** paratransit service for customers throughout the service area in the City of St. Louis and St. Louis County. The CAR fleet operates approximately 6 million miles annually with an average fleet age of 5.84 years and 316,390 miles. The sixty-nine (69) vehicles that are in critical need of replacement are nine years old and average over 450,000 miles. This far exceeds the FTA required five years or 150,000 miles. This contract would initially replace 35 vans in the first year of production with a target date of July 2019. The second production of 35 vans will be scheduled for July 2020. The initial delay in replacing the CAR van fleet was due to a lack of available chassis in the marketplace, which prevented delivery by the prior vendor. Through a competitive procurement process for a total of up to 100 vans, Midwest Transit **(Midwest)** was selected. The Midwest offer of the Starcraft on the Chevrolet chassis was deemed both responsive and responsible and appeared to offer the best value. The Agency will also be considering using this particular type of vehicle for fixed route service. Some discussion followed regarding previous problems obtaining the correct chassis for the CAR vehicles and how the old CAR vans will be disposed of. The inability to get the chassis was primarily because the manufacturer of the 3 ton chassis stopped manufacturing them. The prior CAR vehicles were built on a 3 ton chassis and with GM moving out of the market on the heavy medium duty chassis that is what contributed to the problem. The chassis we are purchasing now is a C45 Chevrolet chassis, similar to that of a big van and it is equivalent to about a 1-1/2 ton vehicle. The old CAR vans will be decommissioned and auctioned through a public auction house. A motion to approve this agenda item as presented and forward to the full Board for final

approval was made by Commissioner Brown and seconded by Commissioner Buehlhorn. **Motion passed unanimously.**

6. **Contract Modification: MetroLink Elevator Rehabilitation – Phase I**

8:08 a.m. A briefing paper report regarding the contract award for the MetroLink Elevator Rehabilitation – Phase I was contained in the Committee packet. Jessica Mefford-Miller, Executive Director Metro Transit and Scott Grott, General Manager MetroLink provided a brief overview. This is a contract modification to an existing contract with the Harlan Company **(Harlan)** for elevator rehabilitation. Mr. Grott stated that the elevators on the original Phase I MetroLink system include one (1) elevator at Laclede's Landing, two (2) at the Convention Center, two (2) at 8th and Pine, and one (1) at Union Station. This project was awarded to Harlan and they have already completed the elevators at Union Station and Laclede's Landing. The elevator rehabilitation will now move to 8th and Pine and the Convention Center. While working on this project, some additional repairs were identified which included some infrastructure deterioration in the elevator shaft that was not identified until the cabs were removed. In addition now funding is available for the two (2) elevators at the East River Front Station and we anticipate adding this to the scope of work for infrastructure repairs. Management is requesting the Committee present to the Board for approval an increase in the contract value up to $819,000 to cover the infrastructure repairs and the two (2) elevators at the East River Front; and to extend the contract by eighteen (18) months so that Harlan can complete that additional work. A motion to approve this agenda item as presented and forward to the full Board for final approval was made by Commissioner Brown and seconded by Commissioner Buehlhorn. **Motion passed unanimously.**

7. **Metro Reimagined Update**

8:10 a.m. The briefing paper report regarding the Metro Reimagined update was provided in the Committee packet. Jessica Mefford-Miller, Executive Director Metro Transit provided a brief update. Metro Reimagined is a comprehensive operational analysis that will better match a mobility service type to any given market. This is the result of nearly eighteen (18) months of analysis, service and network redesign, and public and community input. The plan outlines a core fixed-route MetroBus network that prioritizes service frequency and minimizes route deviations; and is supported by proposed market areas for "community mobility solutions" that will utilize alternative service strategies and new technologies to complete the transit network more effectively. The tiered network of service better matches service to geographic markets across the region. Some Metro routes will retain most of their current shape, while others are being modified to improve directness and travel time. The service plan and an accompanying financial, capital, and implementation plan, will be presented to the Board in late winter/early spring 2019.

Some discussion followed regarding similar plans for the St. Clair County Transit District **(SCCTD).** Ms. Mefford-Miller informed the Committee that meetings with SCCTD have begun to create short term changes to their system. Additional meetings have been scheduled to discuss comprehensive operational analysis or a Metro Reimagined change for them. The Agency will work to make as many of those changes as possible in fall of 2019 in concert with the Missouri changes. This report was informational only and no Committee action was required. A copy of the report will be kept at the office of the Deputy Secretary.

8. **1st Quarter Operations Summary.**

8:20 a.m. The 1st Quarter Operations Summary was provided in the Committee packet. Jessica Mefford-Miller, Executive Director Metro Transit, provided a brief overview. MetroLink ridership was down 5.4% and MetroBus ridership was down 3.4% compared to the 1st quarter of FY18. There were significantly fewer special event trips, wet weather and major crime events that contributed to the decline in ridership on both MetroLink and MetroBus in the 1st quarter of FY19. Trends across the nation mirror trends in the St. Louis region. The national rate of ridership decline is lessening, though reports of stabilization or growth at most peer agencies are rare. Metro is working to create a revision of the Metro Reimagined transit network that will include opportunities for enhanced service frequency, reduced route deviations, and introduction of innovative mobility solutions including micro transit and employer-focused shuttles. Metro has engaged Pavlov, a national marketing firm that specializes in transit. The initial rebranding will include an updated color scheme and logo, new system signage, vehicle appearances, and targeted marketing campaigns. The Agency anticipates awarding a contract this fall for the replacement of seventy (70) Call-A-Ride **(CAR)** paratransit vans. The Agency is continuing to work with Jacobs Engineering and AmerenUE to create the design for facilities and equipment that will accommodate electric buses at the Brentwood MetroBus Facility. The CORTEX MetroLink Station and the initial segment of the Chouteau Greenway opened on July 31, 2019. In August 2018, Metro began the final segment of this project that included extending the Central West End MetroLink platform approximately 60 feet to the east. The fare collection project included procuring new fare boxes for MetroBus; validator equipment for MetroLink, and handheld reader equipment for fare inspection. The equipment is capable of reading a smart card that can have pre-loaded passes or cash value. On March 1, 2018 the Gateway Card stored value card became available to full-fare customers. Staff and contractors continue to prepare for the release of increased functionality including a reduced fare card option and product website. 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.

****8:25 a.m. Commissioner Buehlhorn joined the meeting in person and chaired the remainder of the meeting.**

9. **Unscheduled Business**
8:25 a.m. There was no unscheduled business.

10. **Call of Dates for Future Committee Meetings**
8:25 a.m. The Committee was advised of upcoming meetings as follows:

Audit, Finance & Administration Committee:	Friday, October 19, 2018, 8:00 a.m.
Board Meeting:	Friday, November 16, 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).
8:25 a.m. Pursuant to the requirements of Bi-State Development Board Policy, Chapter 10, Section 10.080(D); (1); (2); (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 Golliday. A roll call vote was taken, and the Commissioners present, Brown, Golliday, Buehlhorn voted to approve this agenda item. **Motion passed unanimously, and the Open Session meeting was adjourned at 8:25 a.m.**

Deputy Secretary to the Board of Commissioners
Bi-State Development