

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
OCTOBER 17, 2017**

Committee Members in Attendance

Michael Buehlhorn, Chairman
David Dietzel (absent)
Irma Golliday (absent)
Aliah Holman (via phone)
Justin Zimmerman (absent)

Other Commissioners in Attendance

Constance Gully (via phone)

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
Kathy Klevorn, Sr. Vice President, Chief Financial Officer
Jim Cali, Director Internal Audit
Larry Jackson, Executive Vice President of Administration
Dianne Williams, Vice President of Communications & Marketing
Patti Beck, Director of Communications
Lisa Burke, Executive Assistant
John Langa, Vice President Economic Development
Scott Grott, General Manager MetroLink
Jonathan Frederick, Director Accounting & Budget
Charles Priscu, Director Labor Relations
Virginia Alt-Hildebrandt, Manager Administrative Services
Kathy Brittin, Director, Risk Management, Safety & Claims
Sheila Hockel, Manager Emergency Preparedness
Ted Zimmerman, Director Marketing
Jessica Mefford-Miller, Assistant Executive Director, Transit Planning & System Development
Matthew Hibbard, Social Media Communications Manager
Kerry Kinkade, Vice President, Chief Information Officer
Chris Poehler, Assistant Executive Director Engineering Systems
Elizabeth Farr, Associate Project Manager – Economic Development
Erick Dahl, Director St. Louis Downtown Airport
Jeff Braun, Director Real Estate

Others in Attendance

None

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

8:00 a.m. There was no public comment.

4. Minutes from August 15, 2017 Operations Committee

8:01 a.m. The August 15, 2017, Open Session Operations Committee Meeting minutes were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Holman and seconded by Commissioner Gully. **Motion passed unanimously.**

5. Amended Agreement between St. Louis County and Bi-State Development Agency of the Missouri-Illinois Metropolitan District (METRO) d/b/a Transportation Management Association

8:01 a.m. The Amended Agreement between St. Louis County and Bi-State Development Agency of the Missouri-Illinois Metropolitan District (METRO) d/b/a Transportation Management Association was provided in the Committee packet. Ray Friem, Executive Director Metro Transit provided a brief overview. Bi-State Development Agency (**BSD**) successfully submitted a proposal in the fall of 1998 to the East West Gateway Coordinating Council (**EWGCC**) to establish a Transportation Management Association (**TMA**). BSD developed the TMA and necessary infrastructure to support a regional service coordination effort. The TMA began to provide accessible transportation for disabled veterans under an agreement with St. Louis County on behalf of its Department of Human Services Office of Family and Community Services Veterans Program in March 2004. This agreement has been extended each successive fiscal year through the current year with the necessary rate increases. The current agreement is for an amount not to exceed \$51,000 for the extension period from July 1, 2017 to June 30, 2018. A motion was made by Commissioner Gully and seconded by Commissioner Buehlhorn to approve this agenda item as presented in the briefing paper and forward to the Board for final approval. **Motion passed unanimously.**

6. Contract Award: Bridgestone/Firestone Fleet Tire Leasing and Wheel Refinishing

8:02 a.m. The briefing paper regarding the contract award for Bridgestone/Firestone Fleet Tire Leasing and Wheel Refinishing was provided in the Committee packet. Larry Jackson, Executive Vice President of Administration, provided a brief overview. A solicitation was released July 19, 2017, amended August 29, 2017 with responses to questions from potential bidders, and closed September 18, 2017. This agenda item is a single bid because there were three possible suppliers, Michelin, Goodyear, and Bridgestone/Firestone, but only one bid was received from Bridgestone/Firestone (**Bridgestone**). A comparison with the previous competitive bid for leasing was done and it was determined that the bid from Bridgestone was fair and reasonable. This single bid contract is for a term of five (5) years for a not to exceed amount of \$8,000,000 for Fleet Tire Leasing, Wheel Refinishing, and In House Service, to include the current fleet and allow for potential adjustments in fleet number or service. A motion was made by Commissioner

Gully and seconded by Commissioner Holman to approve this agenda item as presented in the briefing paper and forward to the Board for final approval. **Motion passed unanimously.**

7. Wayfinding and Customer Communication Design Procurement of Services

8:04 a.m. The briefing paper regarding Wayfinding and Customer Communication Design Procurement of Services was provided in the Committee packet. Ray Friem, Executive Director Metro Transit, provided a brief overview. Metro's customer facilities, bus stops, transit centers and MetroLink stations have been constructed or updated over the past twenty-five (25) years. Several new initiatives will launch soon, including implementation of the Gateway Card fare collection project; the Metro Reimagined MetroBus system redesign; and the opening of the new Boyle Street MetroLink Station. These changes and updates will require Metro to provide clear, consistent, accessible and attractive wayfinding and signage to its customers. Funding has been secured through a series of competitive grant programs totaling more than \$2.5 million for updating, wayfinding, and signage across the transit system. The design work along with the recommendations from the Wayfinding audit will result in a plan and design for updating Metro's wayfinding and customer communication that can be implemented over time within existing and potential resources. The first major effort will be to update the MetroBus system signage in Missouri and signage at select MetroLink stations. To accomplish this task, Metro intends to engage a consulting firm to assist in the performance of this assessment and contribute to the overall success of the project. Because of the time sensitive nature of this project and the desire to start the process before the February Board meeting, management is requesting Committee approval to forward this agenda item to the Board for final approval at the November 17, 2017 Board meeting. A motion was made by Commissioner Holman and seconded by Commissioner Gully to approve this agenda item as presented in the briefing paper and forward to the Board for final approval. **Motion passed unanimously.**

8. Northside-Southside Pilot Program for Transit-Oriented Development Planning Procurement of Services

8:05 a.m. The briefing paper regarding the Northside-Southside Pilot Program for Transit-Oriented Development Planning Procurement of Services was provided in the Committee packet. Ray Friem, Executive Director Metro Transit, provided a brief overview. This study will provide the region's policy makers with information necessary to evaluate the proposed Northside-Southside MetroLink Corridor as a feasible transit product with a sustainable financial model. Management is seeking Committee approval for Bi-State Development (**BSD**) to seek a contract with a firm to provide transit-oriented development (**TOD**) planning and policy recommendations to BSD and its partners, including the City of St. Louis, St. Louis Development Corporation, East-West Gateway Council of Governments, et al., for economic development and value capture strategies along and around the proposed Northside-Southside MetroLink Corridor. In order to accomplish this task, Metro intends to engage a consulting firm through a competitive procurement in an amount not to exceed \$400,000, to assist in the performance of this assessment and contribute to the overall success of the project. Because of the time sensitive nature of this project and the desire to start the process before the February Board meeting, management is requesting Committee approval to forward to the Board for final approval at the November 17, 2017 Board meeting. A motion was made by Commissioner Gully and seconded by Commissioner Holman to approve this agenda item as presented in the briefing paper and forward to the Board for final approval. **Motion passed unanimously.**

9. Metro Transit Security System Update

8:07 a.m. The Metro Transit Security System Update was an informational item only and a brief update was provided by John Nations, President and Chief Executive Officer. Mr. Nations stated

that the main security concern on everybody's mind was the unfortunate shooting of one of Metro's operators. The news media reported that there were 12 shootings in the City of St. Louis over the past weekend, and one of the victims of those shootings was a MetroBus operator. He was not in a Metro vehicle or on Metro property at the time of this shooting. He was standing on a city street next to his vehicle when he was shot. Mr. Nations added that he was pleased to report that the operator is home and recovering from his injuries. It was a very dangerous weekend in the City of St. Louis but the Agency continues to work with the jurisdictions regarding security issues. Ray Friem, Executive Director Metro Transit, stated that because of some of the efforts of the Agency's Public Safety Department that the perpetrator has been taken into custody by the St. Louis City Police. The operator is recovering, and the Agency is doing everything it can to make sure he is comfortable and well taken care of going forward to get him back to work and part of the team. Commissioner Holman expressed her concerns for the operator and her gratitude to the Agency in the assistance being provided to the operator to help in his recovery. This agenda item was informational and no further action was required.

10. Unscheduled Business

8:10 a.m. There was no unscheduled business.

11. Call of Dates for Future Committee Meetings

8:10 a.m. The Committee was advised of upcoming meetings as follows:

Audit, Finance & Administration Committee:	Friday, October 20, 2017, 8:00 a.m.
Board Meeting:	Friday, November 17, 2017, 8:00 a.m.

12. 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).

8:10 a.m. Pursuant to the requirements of Bi-State Development Board Policy, Chapter 10, Section 10.080(D); (1); (2); (5); (8); (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 Holman and seconded by Commissioner Gully. A roll call vote was taken, and the Commissioners present, Holman, Buehlhorn, and Gully voted to approve this agenda item. **Motion passed unanimously, and the Open Session meeting was adjourned at 8:10 a.m.**