

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
August 21, 2018**

Committee Members in Attendance

Michael Buehlhorn, Chairman
Vernal Brown
Derrick Cox
Irma Golliday, (present @ 8:17 a.m.)
Rose Windmiller

Other Commissioners in Attendance

Constance Gully
Justin Zimmerman, (via phone)

Staff in Attendance

John Nations, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Shirley Bryant, Certified Paralegal
Jessica Mefford-Miller, Interim 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
Ted Zimmerman, Interim Vice President of Marketing and Communications
Julianne Stone, Vice President Strategic Initiatives
Mark Vago, Sr. Vice President, Chief Financial Officer
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
Kathy Brittin, Director Risk Management, Safety & Claims
Virginia Alt-Hildebrandt, Manager Administrative Services
Matthew Hibbard, Social Media Communications Manager
Cynthia Davis, Director Program Development & Grants
Angela Staicoff, Senior Internal Auditor
Charles Stewart, Vice President Pension & Insurance
Elizabeth Farr, Assoc. Project Manager – Economic Development
Greg Smith, Vice President Procurement & Inventory Management
Timothy Nittler, Director Capital Projects
Stacy McMurray, Director Organizational Development
Jeff Braun, Director Real Estate
Ken Franklin, Vice President Government Relations & Policy Initiatives
John Wagner, Director, Research Institute

Jenny Nixon, Executive Director Tourism Innovation

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**
8:01 a.m. There was no public comment.
4. **Minutes from May 18, 2018 Combined Audit, Finance & Administration/Operations Committee**
8:02 a.m. The May 18, 2018 Combined Audit, Finance & Administration/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 Gully. Commissioner Windmiller abstained and Commissioners Brown, Gully, Buehlhorn, Cox, and Zimmerman voted “Yes.” **Motion passed with a majority vote.**
5. **St. Louis Regional Freightway Priority Freight Project List for 2019**
8:03 a.m. The briefing paper report and exhibits regarding the St. Louis Regional Freightway (**Freightway**) Priority Freight Project List for 2019 were provided in the Committee packet. John Nations, President & CEO, provided a brief overview. The Freight Project List for 2019 was presented to the Regional Freight Council in April and was presented at the annual Freight Conference in May. Freightway has been tasked with identifying projects that are priorities for the region in order to improve freight movement. The list contained in the Committee packet under Agenda Item 5(a) and the multimodal project under Agenda Item 5(b) have been extensively discussed across the region with the various stakeholders both public and private. Some of the projects that have been modified for the 2019 list include: I-270 improvements; the Earth City Access improvements; the North Riverfront Commerce; and the I-70 improvements from Warrenton to the Stan Musial Memorial Bridge. In the three (3) years since the Freightway started, it has become nationally known. In the first year, they hosted a freight luncheon that three years later has now become “Freight Week.” Freightway hosted a very successful Freight Week event on May 24, 2018, with hundreds of people in attendance.

Some discussion followed regarding how a particular project becomes a priority and how funding for certain projects affect its priority status on the list. In response to the Commissioners’ concerns, John Langa, Vice President Economic Development, informed the Committee that Freightway has a Policy Committee, a Transportation Committee, and an Infrastructure Committee to vet various projects. When the vetting process is completed, the selected projects are presented to various other committees and individuals in Jefferson City, Springfield, and Washington DC to make the funding decisions. This process helps to keep the project list current and as flexible as possible based on funding opportunities.

A motion to approve this agenda item as presented and forward to the full Board for final approval was made by Commissioner Cox and seconded by Commissioner Gully. **Motion passed unanimously.**

6. **Contract Award: Data and Analysis Consulting Services for St. Louis Regional Freightway 8:10 a.m.** A briefing paper was contained in the packet. Mr. Nations gave an overview of the issues as presented in the briefing paper. Mr. Nations explained that one of the first challenges encountered by the Regional Freightway was the lack of current and reliable data on the movement of freight from, to, and through the St. Louis region. While so much data is available from both government and private sources on so many areas of transportation in particular and the economy in general, that does not hold true for the freight movements. Staff has learned that this is in large part due to the fact that so much of the nation's freight network is privately owned; not just the companies themselves, but also, for example, the railroad rights of way on which so much of freight travels. Regional Freightway Executive Director Mary Lamie, working with our partners, has developed a proposal which will produce the data for freight movements in St. Louis. Such data will not only permit better planning and decision making, it will also be valuable as a potential income stream for the Regional Freightway, since the data model has never been developed. Mr. Nations said he is pleased to report that of the total projected project cost of \$720,000, the Illinois Department Of Transportation has awarded a grant covering \$576,000 of the cost. Mr. Nations said that all partners involved with the Freightway efforts have recognized the importance of the data to be developed. The remaining \$144,000 local match will come from Bi-State Development funds. Commissioner Windmiller asked about the source of the funding of \$144,000. Mr. Nations responded that the local match will come from funds BSD has provided in the Operating Budget approved by the Board of Commissioners in April for the 2019 fiscal year. Commissioner Windmiller said she is concerned that in her review of the financial statements provided, it is her understanding that the Regional Freightway has not generated a profit for BSD and that the funds for its operations must come from other funds within BSD. Mr. Nations responded that when the Freightway was first envisioned, there were multiple scenarios as to how it might be financed long term, such as having each of the separate jurisdictions pay a fee, funding from the Regional Chamber, and funding from East-West Gateway, to name some. In fact, East-West Gateway has provided funding. But, Mr. Nations said BSD was specifically selected because of its unique abilities in the region, and that funding scenarios and possibilities were discussed extensively during its formation. Mr. Nations said that while the Regional Freightway has not earned a profit on paper, its success has been without question and its benefits and value for the region are well recognized. Mr. Nations said that we continue to work on generating the funding for the Freightway and that one of the most promising ways to do that was to approve this proposal so that the data could be developed and used to generate income for the Freightway. Mr. Nations said that if there is concern about funding for the Freightway, supporting this proposal, especially in light of the grant from IDOT, would be a way to alleviate those concerns and establish an income stream. Mr. Nations said that, in any event, BSD was specifically given this responsibility unanimously by the region and that BSD is certainly fulfilling it. Commissioner Windmiller said that her concern is that money from the jurisdictions are being used to fund the Freightway and that she is not sure that the jurisdictions know that. Mr. Nations responded that the jurisdictions are well informed of that fact and that Mrs. Lamie reports regularly to the full Board of Directors of East-West Gateway, which is the Board that designated that the freight effort be an operating division of BSD. Mr. Nations offered to meet with Commissioner Windmiller to go through the funding information and answer any

additional questions or concerns she may have about the Regional Freightway, its funding, and anything else Commissioner Windmiller would like to discuss.

Commissioner Cox moved that the Contract Award: Data and Analysis Consulting Services for the St. Louis Regional Freightway be forwarded to the Board of Commissioners, with the Committee's recommendation of approval. Commissioner Gully seconded the Motion. There being no further discussion, a voice vote was taken, with the following results: Commissioner Windmiller voted "No", and Commissioners Gully, Brown, Buehlhorn, Cox, and Zimmerman voted "Yes." **Motion passed with majority vote.**

7. Contract Modification: MetroLink – Boyle Avenue (CORTEX) Station/Central West End Platform Extension Construction Contract

8:17 a.m. The briefing paper for the contract modification – MetroLink – Boyle Avenue (CORTEX) Station/Central West End Platform Extension Construction Contract was provided in the Committee packet. Chris Poehler, Assistant Executive Director Engineering Systems, provided a brief overview. Staff is requesting a no-cost time extension to the contract with Sachs Electric for work on communications systems for the new Cortex Station as well as the Central West End (CWE) platform extension. Sachs work is approximately 90% complete, but the remainder of their work is dependent on other contractors. The facilities contractor has started the work on the CWE platform station and it is expected to continue through the end of the 2018. This no cost time extension through May 2019 would allow Sachs to complete all their work while the facility contractor continues their work; and allow ample time to close out the project.

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

****8:17 a.m. Commissioner Golliday joined the meeting.**

8. 4th Quarter Operations Summary.

8:18 a.m. The 4th Quarter Operations Summary was provided in the Committee packet. Jessica Mefford-Miller, Interim Executive Director Metro Transit, provided a brief overview. Metro ended the 4th quarter with ridership beginning to stabilize. In the last quarter, the Cortex MetroLink Station opened on July 31. A new technology was launched that allows customers to send text messages to Bi-State Development (BSD) customer service Monday through Friday 7 a.m. to 4 p.m. Customers are able to text Metro Public Safety, and those messages are dispatched to Securitas, Metro Public Safety, or local law enforcement. Shifting customer service to include messaging is reflective of the way people communicate and wish to receive information. This has been supported within the existing operating budget by reducing the number of people taking phone calls as technology evolves. No major changes to the service level or service package is expected until fall of 2019, although some quarterly adjustments will continue to be made. The St. Clair County Transit District (SCCTD) is under new leadership and some changes are anticipated in their service market. Ultimately SCCTD would like to redesign their entire system, and BSD will be assisting with the redesign for an anticipated fall 2019 launch as well. In the interim, BSD will be making some minor adjustments to routing and service levels in response to SCCTD needs. Adjustments to BSD's fleets are being made in both Missouri and Illinois through the Vehicle Maintenance Division. An initial delivery of electric buses is expected to arrive in Missouri in late 2019. Ameren and Metro Engineering are working to retrofit the Brentwood Operating Facility to accommodate those new vehicles. Two to four buses are

initially expected with an anticipated delivery of an additional eighteen articulated buses by 2021. BSD will piggyback on the Paratransit Contract to acquire smaller buses for fixed route services in early 2020. The redesign of the system through Metro Reimagined will include new vehicles, branding, signage and routing. Some discussion followed regarding public engagement to finalize the redesign of the system; service availability and security on MetroBus. Public Safety patrols are currently riding the system to ensure the safety and security of the customers and the MetroBus operators.

Additional discussion followed regarding the SCCTD's participation in Metro Reimagined; ridership decline and BSD's ridership comparison to peer transit agencies; the trend of expansion and redesign efforts in the industry; emerging technology; and the public response and use of the new security reporting through text messages.

Mr. Nations informed the Committee that since Ray Friem's retirement, Jessica Mefford-Miller is now the Interim Director of Metro Transit. Ms. Mefford-Miller has been in charge of Planning and System Development for a number of years; and we are delighted that we have the depth of talent within the Agency to promote her to the interim position. Both the Board and the region will be hearing a lot more from her in the future. The Commissioners congratulated Ms. Mefford-Miller on her promotion.

Commissioner Windmiller requested clarification on the methodology used to determine the rise in ridership at Washington University as it is reflected in this 4th quarter report. In response, Ms. Mefford-Miller stated that ridership is measured across different fare types. For MetroBus ridership, the numbers are measured via the farebox. Each time a rider swipes, taps or pays with cash, their fare payment method is identified. A fare survey is conducted twice per year on MetroLink that provides data to help build a model to measure the percentage of people using each fare type. The actual boardings on MetroLink are captured via automated passenger counters that are infrared sensors placed over every door. The boarding data for MetroLink is reported twice annually, and the boarding data on MetroBus is reported monthly. The Washington University ridership percentage is a bit higher in part due to the parking restrictions on campus. The MetroLink surveys are conducted typically in October and April during non-event days and while school is in session. Ridership is monitored at all of the stations during all of Metro Transit operating hours, typically over a period of three days with two make-up days as needed. The data is captured and recorded allowing BSD to calculate a percentage for each station, including each fare type used. It is an estimate, as many of our data streams are, but it is a rigorous estimate. The automated passenger counters go through a separate auditing process to ensure that those numbers are correct. Ms. Mefford-Miller also discussed the fiscal year-end revenue expenses and the \$20 million being held for a specific appropriation.

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.

9. Unscheduled Business

8:35 a.m. There was no unscheduled business.

10. Call of Dates for Future Committee Meetings

8:35 a.m. The Committee was advised of upcoming meetings as follows:

Audit, Finance & Administration Committee:	Friday, August 24, 2018, 8:00 a.m.
Board Meeting:	Friday, September 28, 2018, 8:00 a.m.
Operations Committee:	Tuesday, October 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).

8:35 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 Cox and seconded by Commissioner Gully. A roll call vote was taken, and the Commissioners present, Brown, Gully, Windmiller, Buehlhorn, Golliday, Cox and Zimmerman voted to approve this agenda item. **Motion passed unanimously, and the Open Session meeting was adjourned at 8:35 a.m.**