

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
January 15, 2019**

Committee Members in Attendance

Michael S. Buehlhorn
Derrick Cox
Irma Golliday, (absent)
Vernal Brown
Rose Windmiller (absent)

Other Commissioners in Attendance

Frank Pestello

Staff in Attendance

Taulby Roach, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Myra Bennett, Manager of Board Administration
Matthew Hibbard, Social Media Communications Manager
Richard Zott, Chief of Public Safety
Jim Cali, Director Internal Audit
Mark Vago, Sr. VP Chief Financial Officer
Charles Stewart, Vice President, Pension & Insurance
Dave Sanders, Sr. Director of Marketing & Partnerships
Jenny Nixon, Executive Director of Tourism Innovation
Michael Gibbs, Manager of Financial Operations - Admin & Business Operations
Kent Swagler, Director Corporate Compliance & Ethics
Larry Jackson, Executive Vice President Administration
Scott Grott, General Manager MetroLink
Darren Curry, Chief Mechanical Officer
Tamara Fulbright, Sr. Director Financial Planning & Treasury
Syma Iqbal, Director of Financial Systems
Gary Smith, Internal Auditor
Angela Staicoff, Sr. Internal Auditor
Trenise Winters, General Manager MetroBus
Larry Rusbarsky, Director of Financial Planning and Budget
Jessica Mefford-Miller, Executive Director Metro Transit
Diana Bentz, Vice President Organizational Effectiveness
Virginia Alt-Hildebrandt, Manager Administrative Services
John Langa, Vice President Economic Development
Kerry Kinkade, VP Chief Information Officer
Patti Beck, Director Communications
Chris Poehler, Asst. Executive Director Engineering Systems
Evan Glantz, Executive Assistant

Lisa Burke, Executive Assistant
Brenda Krieger, Executive Assistant
Juliane Stone, Vice President - Strategic Initiatives

1. **Open Session Call to Order**

8:00 a.m. A meeting of the Operations Committee was held on January 15, 2019, at Bi-State Development Headquarters Board Room, One Metropolitan Square, 211 N. Broadway, Suite 650, St. Louis, Missouri 63102. Chairman Buehlhorn called the Open Session of the Operations Committee Meeting to order at 8:00 a.m.

2. **Roll Call**

8:00 a.m. Roll call was taken, as noted above.

3. **Public Comment**

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

4. **Minutes of October 16, 2018, Open Session Board Meeting**

8:00 a.m. The October 16, 2018, Open Session Board Meeting minutes were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Cox and seconded by Commissioner Brown. Unanimous vote in favor. **Motion passed.**

5. **Agreement with UMSL (Public Policy Administration Program) and Urban Land Institute-St. Louis for 2019 Offering of Chancellor's Certificate in Fundamentals of Economic Development**

8:01 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, the approval of a memorandum of agreement with UMSL (Public Policy Administration Program) and Urban Land Institute-St. Louis for 2019 Offering of Chancellor's Certificate in Fundamentals of Economic Development. Julie Stone, Vice President, Strategic Initiatives, provided a brief overview, noting that a copy of the Memorandum of Agreement and last year's brochure are included in the packet. Ms. Stone stated that this program is a continuing education, non-credit course designed primarily for local government officials from the bi-state St. Louis region, but with relevance for participants from the private, nonprofit, university sectors and the community who wish to develop a knowledge of economic development principles to support informed decision-making. Six, three-hour modules must be completed to obtain the Certificate. Ms. Stone noted that, in addition to Bi-State Development, Urban Land Institute-St. Louis, CIC, and East-West Gateway Council of Governments partner with UMSL in the offering of this course. She noted that Bi-State Development has never lost money in partnering on this program, and the Urban Land Institute would cover the cost, if there were to be a loss. She also stated that this certificate is offered as a companion program to the Chancellor's Certificate in Fundamentals of Planning and Zoning, which has just completed its 15th year. Commissioner Cox posed questions pertaining to the financial cost to Bi-State Development in partnering on this program. Ms. Stone stated that the only investment of Bi-State is the contribution of Ms. Stone's time. President/CEO, Taulby Roach, stated that he attended this course the first year it was offered, and he noted that the course is effective in providing a thorough level of knowledge, at an affordable cost.

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

6. Contract Award: The Harlan Company for the Replacement of the Oil/Water Separator at the Brentwood Facility

8:11 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, an authorization to award a contract to The Harlan Company for the replacement of the oil/water separator at the Brentwood Facility. Jessica Mefford-Miller, Executive Director Metro Transit, provided an overview of this issue, noting that the replacement of the oil/water separator has been on hold, due to the Metro project relating to the implementation of battery, electric buses. She stated that since the configuration for the electric buses has been completed, Metro can now move forward with this project. She noted that a request for proposals was advertised, and although 61 companies viewed the request, only one company submitted a bid on the project. Ms. Mefford-Miller stated that the companies were questioned as to the reasons they did not bid, and it appears that the uncertainty of the existing conditions, as well as some question as to the depth and placement of the separator, were cited causes. She noted that the Harlan Company has submitted a bid in the amount of \$404,800, which is within 4% of the engineer's estimate. Although the contractor currently does not meet the established DBE goal, Supplier Diversity will work with all parties to maximize participation. Committee discussion was held regarding the cost of the project and obstacles involved with this type of project.

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

7. Amendment to the Second Memorandum of Agreement between Bi-State and the City of St. Louis

8:14 a.m. A briefing paper was provided in the Committee packet, regarding a request to refer to the Board of Commissioners, approval of an amendment to the Second Memorandum of Agreement between Bi-State and the City of St. Louis, to permit Bi-State Development to locate the Riverboats on the Riverboat Mooring Site, the Dock barge on the Dock Barge Moring Site, and the Heliport on the Heliport Site. Jennifer Nixon, Executive Director – Tourism Innovation, gave a brief overview of this issue, noting that the proposed amendment would extend the term of the Second MOA until December 31, 2022, and require the City Department of Streets to continue to issue the Riverboat Permit, Dock Barge Permit, and Heliport Permit during the extended term of the Second MOA.

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

8. Contract Modification: Extension of Gateway Arch Riverfront Marketing Agency Services

8:16 a.m. A briefing paper was provided in the Committee packet, regarding a request that the Committee approve, and refer to the Board of Commissioners for approval, a contract extension and modification to expand the contract period of performance for the Gateway Arch Riverfront Marketing Agency Services by 180 calendar days. Jennifer Nixon, Executive Director – Tourism Innovation, gave a brief overview of this issue, noting that the original contract provided for a three-year contract with two (2) option years. She reported that Bi-State Development is currently in the second option year, which will expire on March 13, 2019. Ms. Nixon stated that staff is requesting that the Committee accept, and forward to the Board of Commissioners for approval, a request that the President & CEO issue a modification to extend the contract by six months, in the amount of \$208,000 with Dovetail, Inc. for continuity of services for the project completion. It

was noted that a Request for Proposals will be issued for any future services. Commissioner Buehlhorn asked if the requested contract extension would fall within the budget, and Ms. Nixon indicated that it would. Committee discussion was held regarding job performance of the current company, continuity of marketing and branding for Bi-State activities, and input on ideas for marketing. Commissioners indicated that they would like to be provided a briefing from Ted Zimmerman regarding marketing, branding, and the agency's communication plan.

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

9. **2nd Quarter Operations Summary**

8:20 a.m. Jessica Mefford-Miller, Executive Director Metro Transit, provided a Metro Transit 2nd Quarter update to the Committee.

Ms. Mefford-Miller noted the recent snow event in the region. She stated that Metro plans for all aspects of known events such as this in advance. She stated that plans were in place by Thursday, and were implemented on Friday, aligning staff and pretreating platforms and walking areas. Ms. Mefford-Miller stated that the endeavors were a success and commended the dedication of her staff, noting that many individuals worked 36 hours during this event. She reported 23 bus accidents, 8 Call-A-Ride incidents, and three calls for tow service. In addition, she noted instances of community assistance where residents opened their doors to riders to use the restroom and get warm, as well as assist the Metro drivers when accidents occurred. Commissioner Cox asked if any of these incidents were videoed, but she indicated that they were not, to her knowledge. Commissioner Pestello asked that the Board of Commissioners direct the President/CEO to issue a letter of commendation to staff for their performance during this weather event. The Committee agreed.

Ms. Mefford-Miller provided statistics regarding the second quarter of the fiscal year. She noted that although ridership has continued to decrease, the rate is slower than in previous quarters. She attributed the decrease in ridership in part to the shorter baseball season for the St. Louis Cardinals, as well as more heightened attention by the media related to public safety, due to a high-profile music video filmed on Metro property. She noted a significant increase in the presence of Public Safety officers, which was up 150% from the previous quarter.

Ms. Mefford-Miller reported that the Metro Reimagined project is on schedule. She noted that the public input phase of the project has ended, and revisions to the plan are being made, based on the input received. Ted Zimmerman, Vice-President of Marketing and Communications, is working on the branding strategy for Metro. There will be a public engagement program during the summer of 2019, prior to the implementation of changes in fall 2019.

Ms. Mefford-Miller stated that they are nearing completion of the Central West End platform. Access has been closed, and it is anticipated that the platform will reopen in February. She also noted the extension of a pilot program to assist with pedestrian access control at five MetroLink stations - Fairview Heights, N. Hanley, Delmar, Forest Park-DeBaliviere and Central West End. The goal of this project is to make permanent the enhancements that were added to the stations for the recent station access pilot program, while adding two additional key stations. The bid documents were released on December 20th, and bids will be due in late January.

10. President/CEO Report

8:34 a.m. Bi-State Development President/CEO Taulby Roach addressed the Committee with the following information:

- Mr. Roach thanked everyone for their attendance at today's meeting, and for the support they have shown. He stated that he can see the dedication and commitment of the Bi-State staff.
- Mr. Roach reported that he has been working with Myra Bennett, Manager of Board Administration, regarding ways in which to increase communication with the Board of Commissioners. One of the changes that is being considered is the development of Bi-State e-mail accounts for Board Commissioners, in order to speed delivery of information to the Commissioners, as well as for record retention purposes.
- Mr. Roach noted that his focus continues to be security for Metro riders, noting that he rides Metro to work every day, with the exception of today, due to his busy meeting schedule. He noted that he is working with Jessica Mefford-Miller, Executive Director of Metro Transit, to develop an ongoing strategy for security. This includes increasing the number of public safety and security officers, changing the perception of security, and public outreach to develop confidence in the transit system.
- Mr. Roach noted that there will be important budget issues to address in the 2020 budget, and is asking staff to consider closely, possible changes that can be made. Budget issues will be discussed at the February 22, 2019 Board of Commissioners Meeting.

11. Unscheduled Business

8:39 a.m. There was no unscheduled business.

12. Call of Dates for Future Board and Committee Meetings

8:39 a.m. Myra Bennett, Manager of Board Administration, advised the Committee of the upcoming meetings, as follows:

Audit, Finance & Administration Committee:	Friday, January 25, 2019; 8:00 a.m.
Board Meeting:	Friday, February 22, 2019; 8:00 a.m.

- 13. 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).**

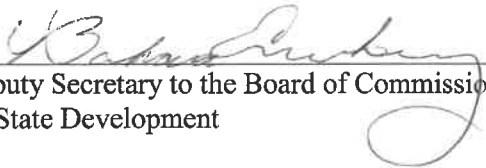
8:39 a.m. Pursuant to the requirements of Section 10.080 (D) (1-17) of the Bi-State Development Agency's Board Policy, Chapter 10, Committee Chair Buehlhorn requested a motion to allow the Committee to move into closed session.

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

Vernal Brown – Yea
Derrick Cox – Yea

Michael Buehlhorn – Yea
Frank Pestello – Yea

Motion passed unanimously, and the Open Session meeting was adjourned at 8:40 a.m.



Deputy Secretary to the Board of Commissioners
Bi-State Development