

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
(Virtual Meeting)
January 22, 2021 at 9:30 AM**

Operations Committee Members participating via Zoom

Rose Windmiller, Chair
Derrick Cox
Vernal Brown
Terry Beach

Irma Golliday – Absent

Other Commissioners participating via Zoom

Justin Zimmerman
Herbert Simmons
Sam Gladney

Fred Pestello – Absent
Nate Johnson – Absent

Staff participating via Zoom

Taulby Roach, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Myra Bennett, Manager of Board Administration
Brenda Deertz, Administrator/Executive Assistant to the President/CEO
Jessica Mefford-Miller, Executive Director Metro Transit
Tammy Fulbright, Interim Chief Financial Officer
John Langa, Vice President Economic Development
Chris Poehler, Assistant Executive Director Engineering Systems
Gregory Smith, Vice President – Purchasing, Materials Management, and Supplier Diversity
Charles Stewart, Executive Vice President Organizational Effectiveness
Ted Zimmerman, Vice President Marketing and Communications
Darren Curry, Assistant Executive Director Transit Assets
Crystal Messner, Chief Audit Executive

Others participating via Zoom

ASL Interpreter, Darrell Jacobs
ASL Interpreter, Robyn Karimi

1. Open Session Call to Order

9:34 a.m. Chair Windmiller called the Open Session of the Operations Committee Meeting to order at 9:34 a.m.

2. Roll Call

9:35 a.m. Roll call was taken, as noted above.

3. Public Comment

9:35 a.m. Ms. Bennett noted that no comment cards were submitted for today's meeting.

4. Minutes of the October 16, 2020 Combined Operations Committee and Audit, Finance & Administration Committee, Open Meeting

9:35 a.m. The minutes of the October 16, 2020, Combined Operations Committee and Audit, Finance & Administration Committee, Open Meeting were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Brown and seconded by Commissioner Zimmerman. (Commissioner Gladney abstained from the vote.) **The motion passed.**

5. Contract Modifications: Contract with WSP USA, Inc. - MetroLink Stations Enhancements

9:36 a.m. A briefing paper was included in the meeting materials, presenting to the Operations Committee, for discussion, acceptance, and referral to the Board of Commissioners for approval, a request to authorize the President & CEO to approve a Contract Modification to complete the Advanced Conceptual Design and develop a cost estimate for the continued design and construction phase services for MetroLink Stations Enhancements to WSP USA, Inc., in an amount not to exceed \$140,048.44. Chris Poehler, Assistant Executive Director Engineering Systems, gave an overview of this item. President/CEO, Taulby Roach, noted that it is a good idea to have plans/designs for projects ready, should Federal funding become available. Chair Windmiller stated that she is glad to have advanced plans for these five stations.

A motion to approve this agenda item, as presented, was made by Commissioner Cox and seconded by Commissioner Beach. **Unanimous vote in favor was taken. The motion passed.**

6. Metro Operators, TSM and Public Safety Uniforms

9:40 a.m. A briefing paper was provided in the meeting materials, regarding a request that the Committee accept, and refer to the Board of Commissioners for approval, a request to authorize the President & CEO to enter into a 5-year contract with Leon Uniform Company, for Metro Operators, TSM and Public Safety Uniforms for MetroBus, MetroVan, Call-A-Ride (CAR), MetroLink (light-rail) operators, Transit Service Managers and Public Safety Division, in the not to exceed amount of \$5,000,000. Greg Smith, Vice-President Procurement, Materials Management, and Supplier Diversity, provided an overview of this issue.

A motion to approve this agenda item, as presented, was made by Commissioner Gladney and was seconded by Commissioner Brown. **Unanimous vote in favor was taken. The motion passed.**

7. **Metro Link Downtown Tunnel Repair Design Contract Modification**

9:45 a.m. A briefing paper was provided in the Committee packet, regarding a request for acceptance and referral to the BSD Board of Commissioners for approval, a Contract Modification to Modjeski and Masters based on the negotiated cost proposal submitted on December 8, 2020, for the amount of \$379,405.53, and to extend the period of performance from December 31, 2020, to December 31, 2023. Chris Poehler, Assistant Executive Director Engineering Systems, gave an overview of this item. He noted that there are a number of areas in need of repair, and the work should go out for bid in May. He stated that the work will be performed at night and on weekends, to the fullest extent possible.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and was seconded by Commissioner Gladney. **Unanimous vote in favor was taken. The motion passed.**

8. **Contract Award - On-Call Public Relation & Media Service**

9:47 a.m. A briefing paper was provided in the Committee packet, regarding a request to accept and refer to the Board of Commissioners for approval, authorization of the President & CEO to enter into a 5-year contract, three (3) base years with two (2) option years, with Hauser Group, in a not-to-exceed amount of \$846,000.00. Ted Zimmerman, Vice President Marketing & Communications, gave an overview of this item. Commissioner Beach stated that he has had previous experience with the Hauser Group, and he commended them for their past work. Commissioner Windmiller posed questions regarding the scope of work. Mr. Zimmerman stated that this will extend BSD's outreach, and be more proactive in addressing issues. Commissioner Windmiller stated that she has also had positive experiences with the Hauser Group, in the past.

A motion to approve this agenda item, as presented, was made by Commissioner Beach and was seconded by Commissioner Simmons. **Unanimous vote in favor was taken. The motion passed.**

9. **Operations Report**

9:51 a.m. An operations report for Metro Transit was included in the Committee packet. Jessica Mefford-Miller, Executive Director of Metro Transit, provided a Capital Programs Update PowerPoint presentation to the Committee, giving an overview of the capital program planning for 2021-2023, and the status of current projects including: signage, MetroLink station enhancements, fare collection, community mobility hubs, safety and security, and system maintenance/modernization. Commissioner Gladney asked if individuals will still be able to pay with cash, with the installation of the new fare collection systems. Ms. Mefford-Miller noted that cash would still be accepted. Commissioner Simmons posed questions related to issues pertaining to the St. Clair elevator project. Ms. Mefford-Miller stated that there was an issue with the elevator rehab, and they are working with the contractor to make the proper repairs, due to a design flaw. Commissioner Simmons asked if the Agency would be reimbursed for the damages. Darren Curry, Assistant Executive Director Transit Assets, stated that the contractor acknowledges fault, and they are currently working out those details. Commissioner Simmons commended Mr. Curry for his assistance with this project.

This item was submitted as information only, and no action is needed by the committee.

10. President/CEO Report

10:08 a.m. Bi-State Development President/CEO Taulby Roach stated that he has nothing additional to report at this time.

11. Unscheduled Business

10:08 a.m. President/CEO Roach noted that there are no items to be addressed under unscheduled business.

12. Call of Dates for Future Board and Committee Meetings

10:09 a.m. Myra Bennett, Manager of Board Administration, advised the Committee of the upcoming meetings, as follows:

Tentative schedule:

Board of Commissioners Meeting:	Friday February 19, 2021	8:30 AM
Audit, Finance, Admin Committee Meeting:	Friday March 19, 2021	8:30 AM
Operations Committee Meeting:	Friday March 19, 2021	9:30 AM

- 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).**

10:09 a.m. Committee Chair Windmiller requested a motion to allow the Committee to move into closed session as permitted under Bi-State Development Board Policy, Chapter 10, Section 10.080, (D) (1) – Legal; and (D) (10) – Audit.

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

Rose Windmiller – Yea	Terry Beach – Yea
Vernal Brown – Yea	Derrick Cox – Yea
Sam Gladney – Yea	Herbert Simmons – Yea
	Justin Zimmerman – Yea

Motion passed unanimously, and the Committee moved into Executive Session at 10:10 a.m.

14. Reconvene to Open Meeting

10:16 a.m. The Committee reconvened to the Open Meeting at approximately 10:16 a.m.

Chair Windmiller noted that, per Board Policy, no final action votes will be taken in a closed meeting or closed (executive) session. For items requiring final action, a roll call vote shall be taken in open session.

Commissioner Zimmerman made a motion to approve the Minutes from the October 16, 2020, Executive Session of the combined meeting of the Operations and Audit, Finance, & Administration Committee, as a closed record. The motion was seconded by Commissioner Beach.

Rose Windmiller – Yea
Vernal Brown – Yea
Sam Gladney – Abstain

Terry Beach – Yea
Derrick Cox – Yea
Herbert Simmons – Yea
Justin Zimmerman – Yea

The motion passed.

Commissioner Cox made a motion to accept and forward to the Board of Commissioners for approval, that 3158 Pershall Road, Ferguson, Missouri, be (1) declared as incidental, non-transit use property and proposed for development as excess property; (2) confirmed for conveyance via lease, sale, joint development buyout or other alternative acceptable to BSD and the Federal Transit Administration; and (3) herein authorize BSD's President and CEO to finalize and execute agreements in support of the project, as presented. The motion was seconded by Commissioner Brown.


Rose Windmiller – Yea
Vernal Brown – Yea
Sam Gladney – Yea

Terry Beach – Yea
Derrick Cox – Yea
Herbert Simmons – Yea
Justin Zimmerman – Yea

The motion passed.

15. Adjournment

10:18 a.m. Chair Windmiller asked if there was any further business, being none, Commissioner Zimmerman made a motion to adjourn the meeting. The motion was seconded by Commissioner Simmons. Unanimous vote in favor taken. The motion passed, and the meeting was adjourned at approximately 10:18 a.m.


Deputy Secretary to the Board of Commissioners
Bi-State Development