

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES**

(Virtual Meeting)

October 15, 2021

**Immediately following the
Audit, Finance & Administration Committee Meeting**

Operations Committee Members participating via Zoom

Rose Windmiller, Chair
Derrick Cox
Vernal Brown
Terry Beach
Irma Golliday – Absent

Other Commissioners participating via Zoom

Herbert Simmons
Fred Pestello
Nate Johnson
Sam Gladney
Justin Zimmerman – Absent

Staff participating via Zoom

Taulby Roach, President and Chief Executive Officer
Brenda Deertz, Director of Executive Services
Myra Bennett, Manager of Board Administration
Thomas Curran, Executive Vice President – Administration
Jessica Mefford-Miller, Executive Director Metro Transit
John Langa, Vice President Economic Development
Chris Poehler, Assistant Executive Director Engineering Systems

Others participating via Zoom

Lisa Stump, Lashly & Baer
Amy Athy, ASL Interpreter
Loretto Freeman, ASL Interpreter

- 1. Open Session Call to Order**
8:50 a.m. Chair Windmiller called the Open Session of the Operations Committee Meeting to order at 8:50 a.m.
- 2. Roll Call**
8:50 a.m. Roll call was taken, as noted above.
- 3. Public Comment**

8:50 a.m. Myra Bennett, Manager of Board Administration, noted that no public comment cards had been received for the meeting.

4. Minutes of the August 12, 2021 Operations Committee, Open Meeting

8:51 a.m. The minutes of the August 12, 2021, Operations Committee, Open Meeting were provided in the Committee packet. A motion to approve the minutes, as presented, was made by Commissioner Cox, and the motion was seconded by Commissioner Gladney. **The motion passed unanimously.**

5. Parkway Interlocking / Richmond Heights Turnout Design Contract Extension

8:51 a.m. A briefing paper was included in the meeting materials, presenting to the Operations Committee, for discussion and referral to the Board of Commissioners for approval, a request to authorize the President & CEO to approve a contract modification, to extend the period of performance for an existing contract, for design and construction phase services for the Parkway Interlocking/Richmond Heights Turnout, with STV Inc., d/b/a STV Engineers, Inc. Chris Poehler, Assistant Executive Director Engineering Systems, gave an overview of this item noting that Bi-State Development/Metro has determined that the construction of an additional crossover and turnout is necessary to achieve reliable levels of service during the future rehabilitation of Skinker Tunnel and Big Bend Tunnel. The additional crossover will be added to the existing single crossover, located west of the Forest Park – DeBaliviere Passenger Station. The new Richmond Heights Turnout will be located adjacent to the existing Richmond Heights Passenger Station. It was noted that on November 22, 2019, the Bi-State Development Board of Commissioners authorized the President and CEO (Resolution #1010) to enter into Contract 20-RFP-106367-DR, Parkway Interlocking/Richmond Heights Turnout Design, with STV Inc., d/b/a STV Engineers, Inc., to provide design and construction phase services for the aforementioned capital projects. Mr. Poehler stated that the design phase is complete; however, he is requesting a time extension for the construction phase of the project, from April 30, 2021 to December 31, 2022. He noted that the contract cost will not change.

A motion to accept this item and recommend it to the Board of Commissioners for approval, as presented, was made by Commissioner Beach and seconded by Commissioner Brown. **The motion passed unanimously.**

6. Contract Modification: MetroLink Structures Inspection Program

8:53 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 with Juneau Associates, Inc. P.C., for MetroLink Structure Inspection Program engineering services, to provide for a 90-day time extension, to extend the contract from March 20, 2023, to June 19, 2023, and to add additional funds of \$622,614.00, for a total, not-to-exceed contract amount of \$5,070,542.72. Tom Curran, Executive Vice President Administration, gave an overview of this item. Chair Windmiller asked if the Agency will be going out for bid for this service, when the contract expires in June 2023. Jessica Mefford-Miller stated that the Agency would be going out for bid for these services at that time.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Cox and seconded by Commissioner Johnson. **The motion passed unanimously.**

7. Contract Modification: Time Extension and Contract Amount Increase - On-Call General Engineering Consulting (GEC) Communications Systems Engineering Services

8:56 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 HNTB Architects Engineers and Planners, for the continuation of Contract 16-RFP-102385-DW/MD - On-Call GEC Communications Systems Engineering Services, to increase the total not-to exceed amount of the contract to \$760,605.39, and also provide for a time extension for the contract period, until April 30, 2022. Tom Curran, Executive Vice President Administration, gave an overview of this item, noting that HNTB was selected in 2016, through an RFP process, to provide Communications Systems Engineering Services for the Agency. He noted that this firm has completed six previous task orders; however, additional time and funding is needed to complete task order #7. He noted that funding for the proposed SCADA system work is necessary for HNTB to perform market research for a system-wide upgrade, which will include additional SCADA points for the Mid-America Airport light rail extension and also provide the underlying system for future access control needs.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Brown and seconded by Commissioner Beach. **The motion passed unanimously.**

8. Contract Award – North County Transit Center & Civic Center Transit Center Cleaning Service

8:59 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 enter into a 5-year contract, with funds to be committed annually, for cleaning of Metro's North County Transit Center & Civic Center Transit Center Facilities with Innex Service Company, in the not-to-exceed amount of \$2,608,637.00. Tom Curran, Executive Vice President Administration, gave an overview of this item. He noted that an RFP was issued on July 3, 2021 regarding this item, and four responses were received. He stated that upon review and evaluation of the proposals, a consensus meeting was held, and Innex was deemed the highest ranking firm.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Cox and seconded by Commissioner Johnson. **The motion passed unanimously.**

9. St. Louis Downtown Airport Surplus Property, 4320 Vector

9:01a.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, the report reaffirming and declaring that the 4,099 square feet 4320 Vector lot with portable hangar (4320 Vector) portion of the property known at the St. Louis Downtown Airport (Airport) by locator number 01-36.0-300-032, is not useful for BSD aeronautical or revenue purposes in its present condition; and, that the property be declared surplus and conveyed to a successful offeror

selected through a competitive process, related to the creation of a new hangar. John Langa, Vice President, Economic Development, gave an overview of this item. As noted in the briefing paper, the Airport owns 4320 Vector, a 4,099 square feet lot with a 1,060 square feet dilapidated portable hangar the Airport believes no longer in a condition that it can be leased to others. The hangar was built prior to 1988 and has not been leased since September 2020, due to its condition. The Airport believes, given the age and condition of the facility and the likely cost of repairs and improvements, estimated by the Airport in the \$20,000 range, it is neither economically prudent to upgrade the hangar, nor would it likely garner market interest without significant improvements that would cost substantially more than a return on a lease.

As with other areas of the Airport, the Airport has on-going control of the 4320 Vector ground and is able to own or long-term lease any improvement on it. For this project, the Airport is open to demolishing the hangar using its own maintenance staff, or having a developer demolish the hangar as part of the process of the developer also building a new hangar. Should this property be declared excess, the Airport will undertake a competitive process to oversee these efforts, and while the Airport may demolish the hangar using its own staff, it would not build or own the new hangar.

Chair Windmiller asked if the Agency would sell the property, if it is declared surplus. Mr. Langa stated that the Airport would control the ground and lease it to a developer, with an estimated annual ground lease rent in the \$818 range. The tenant would build the hangar, and after 30 years, the hanger would become the property of the Agency.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Johnson and seconded by Commissioner Simmons. **The motion passed unanimously.**

10. 2021 Annual Surplus Property Holdings

9:06 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 report reaffirming and approving that the properties included herein in Table 1 are not required for BSD purposes, and may, therefore, be declared surplus and subject to sale, lease, or the grant of other property rights. John Langa, Vice President, Economic Development, gave an overview of this item, noting the addition of two properties in 2021: 3158 Pershall, approved by the Board in February, 2021; and 4320 Vector at the Airport, which was discussed today, under item #9.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Simmons and seconded by Commissioner Brown. **The motion passed unanimously.**

11. Extension of Pilot Fare Programs to Promote Access, Equity, and Ridership

9:06 a.m. A briefing paper was provided in the Committee packet, regarding a request to accept, and refer to the BSD Board of Commissioners for approval, continuation of the pilot On the Way with ADA and Discounted One Day Pass through May 2022. Jessica Mefford-Miller, Executive Director of Metro Transit, gave an overview of this item. She noted that the On the Way with ADA program was developed to help meet the demand for paratransit travel. She noted that this pilot program makes fixed route (MetroBus and MetroLink) free to customers who are eligible for paratransit. The goal of such a no-fare program is to encourage customers, for whom fixed

route is an option, to shift from paratransit service, which is far more costly to operate than fixed route, and is strained by higher demand and operator shortages. She noted that over 1,500 Gateway Cards were issued between June 21 and September 21, 2021, and over 450 customers are using the cards on a regular basis. She also reported that this program has reduced Call-A-Ride service by 50%, since the cards were issued.

Ms. Mefford-Miller also noted that a pilot discount to Metro's One-Day Pass was implemented, whereby the cost of the One Day Pass was reduced from \$7.50 to \$5.00. She noted that this promotional fare program provides an equitable substitute for the Two-Hour Transfer paper pass, and encourages new and former customers to ride transit. She reported increased usage since implementation of the discount program.

Commissioner Simmons stated concerns regarding usage of the Gateway Cards, noting issues in the past. He stated that he does not feel that this has been successful. Ms. Mefford-Miller noted that there have been some issues in the past; however, this is only a tool that has been used to increase utilization of the system. She stated that she would be happy to engage in a conversation regarding his past concerns; however, she is asking specifically for continuation of the two pilot, fare programs. Commissioner Simmons stated that he would like more information on how the Agency is going to move forward with a new fare system. Chair Windmiller stated that she feels the two pilot programs are positive steps. She added that, although there are issues with the fare system itself, she commended staff for implementation of the pilot programs. President/CEO Roach stated that, of all of the modes of transportation offered by Metro Transit, Call-A-Ride is the most expensive. He noted that moving customers to main line service is more cost efficient, and the Agency is using the residual Smart Cards to assist in moving riders from paratransit service to main line service. He noted that, at a previous meeting, the issue of new fare media was tabled. Mr. Roach noted that the pilot programs increase efficiency of the system, and financially makes sense.

A motion to accept this agenda item, as presented, and recommend it to the Board of Commissioners for approval, was made by Commissioner Pestello and seconded by Commissioner Brown. **The motion passed.** (Commissioner Simmons voted nay.)

12. Unscheduled Business

9:16 a.m. There was no unscheduled business.

13. Operations Report

9:17 a.m. An operations report for Metro Transit was included in the Committee packet. Jessica Mefford-Miller, Executive Director of Metro Transit provided a PowerPoint presentation for the Committee, which included a status update regarding fleet maintenance and modernization efforts pertaining to bus replacement, electric bus infrastructure, Call-A-Ride van replacement, and light rail vehicle replacement projects.

Chris Poehler, Assistant Executive Director Engineering Systems, noted current capital improvement projects including: Downtown Station Enhancement Project, Eads Bridge / Laclede's Landing Station Brick Repairs, Skinker Bridge, Illinois Parking Lot Resurfacing, Union Station Tunnel Rehabilitation and Downtown Tunnel Rehabilitation. Chair Windmiller asked if the structural projects were being discussed in collaboration with Safety & Security. Ms.

Mefford-Miller indicated that all customer service oriented improvements and projects include Safety & Security.

Ms. Mefford-Miller provided a Metro Transit Service update, noting that ridership is returning at a moderate pace. She reported that Special Events ridership has increased approximately 30%, and stated that passenger revenue is growing. In addition, she provided an overview of Ridership History for MetroLink and MetroBus.

Ms. Mefford-Miller provided an update regarding Metro Transit, service level adjustments, stating that the FY22 service goal is to operate at 90% of pre-pandemic service; however the Agency is not yet capable of delivering this service level due to the continued workforce shortage. She noted that approximately 3% of trips were missed in September. She reported that Call-A-Ride demand is nearly the same as pre-pandemic; however, there is currently not enough workforce to meet the demand. Ms. Mefford-Miller reviewed projected ridership and service level, and gave an outline of the proposed service changes to take place on November 29th, noting that information regarding the changes will be released to the public at the end of October.

Commissioner Gladney posed questions regarding the locations of the proposed changes, noting that many of the last service changes seemed to impact North County the most. Ms. Mefford-Miller stated that the proposed changes will be spread throughout the Metro service area. Commissioner Simmons asked what impact the changes will have to Illinois. Ms. Mefford-Miller stated that there are no scheduled changes for Illinois, other than changes that have been requested by the St. Clair County Transit District.

Ms. Mefford-Miller provided a summary of the customer communications that will be going out to ridership, regarding the upcoming changes, and provided a Workforce Update. She noted that staffing levels are down across the board, she noted that MetroBus Operators are down 11.5%, Call-A-Ride Operators are down 30.40%, and MetroLink ElectroMechanics are down 22.5%. She also supplied information regarding recruitment and retention efforts.

Chair Windmiller requested that the information contained in the presentation be made available to the public. Ms. Mefford-Miller stated that the information will be forwarded to the Commissioners, and will be made available to the public.

14. President/CEO Report

9:58 a.m. Bi-State Development President/CEO Taulby Roach stated that the most important issues at this time are the workforce shortage issue and proposed service changes, which have wide reaching impact. He asked that the Commissioners and the public look closely at the details of the Operations Report regarding employment numbers. He stated that he wants to address the concerns of the public, and it is factual that Metro has missed trips. He noted that the Agency is working to address these issues.

Mr. Roach asked Tom Curran, Executive Vice President Administration, to give an update regarding the issues that the Agency is experiencing related to obtaining parts for rolling stock. Mr. Curran stated that the Agency is making significant progress regarding parts availability due to assistance from our product development division and in the hiring of additional buyer/planners. He stated that, on Monday of this week, \$630,000 in parts were ordered to support our maintenance of buses. He noted that on October 1st, there were 406 parts not in

stock, and 95 of those missing parts had not yet been ordered. By October 13th, the number of “not in stock” parts had dropped from 406 to 239 parts, and all of the missing parts had been ordered. He stated that 25 additional transmission rebuild kits have been ordered to maintain the program through April of next year. Mr. Curran noted that the Agency will continue to focus on proactive ordering of parts, to prepare for any further supply chain disruptions. He noted that procurement training for new employees began this week, and additional training will be held to ensure that new employees understand minimum and maximum stock levels, as well as lead times for acquiring new parts. Mr. Curran reported that the Agency has selected a new, Assistant Vice President of Procurement, with a start date of October 25th.

Commissioner Cox asked that President/CEO Roach provide an update regarding the proposed Safe Platform plan, when he has the opportunity. Mr. Roach stated that he will provide an update to the Board.


15. Call of Dates for Future Board and Committee Meetings

10:02 a.m. Myra Bennett, Manager of Board Administration, advised the Committee of the upcoming meeting, as follows:

Board of Commissioners Meeting Friday November 19, 2021 8:30 AM

16. Adjournment

10:02 a.m. Chair Windmiller asked if there was any further business, being none, Commissioner Simmons made a motion to adjourn the meeting. The motion was seconded by Commissioner Brown. Unanimous vote in favor taken. The motion passed, and the meeting was adjourned at approximately 10:02 a.m.


Deputy Secretary to the Board of Commissioners
Bi-State Development