



Board of Commissioners

Open Meeting

Friday, December 5, 2025 at 8:30 AM

Hybrid Meeting

Headquarters - Board Conference Room, 6th Floor

One Metropolitan Square, 211 N. Broadway, Suite 650

St. Louis, Missouri 63102



Board of Commissioners - Open Meeting - December 5, 2025

Notice of Meeting and Agenda

1. Call to Order	Approval	Chair Gladney
2. Roll Call	Quorum	M. Bennett
3. Public Comment	Information	Chair Gladney
A. Public Comments as of December 5, 2025 -4		
B. Memo from Metro Transit Accessibility Advisory Committee - 9		
4. Approval of the Minutes - September 26, 2025 - Board of Commissioners, Open Meeting	Approval	Chair Gladney
A. Draft Minutes - September 26, 2025 - Board of Commissioners, Open Meeting - 10		
5. Report of the President	Information	T. Parris, Interim
6. Report of the Operations Committee	Information	Commissioner Moore
A. Draft Minutes - October 16, 2025 - Operations Committee, Open Meeting -23		
7. Report of the Audit, Finance & Administration Committee	Information	Commissioner Jackson-Jennings
A. Draft Minutes - October 16, 2025 - Audit, Finance & Administration Committee, Open Meeting - 30		
8. Report of the Safety & Security Committee	Information	Commissioner Simmons
A. Draft Minutes - November 14, 2025 - Safety & Security Committee, Open Meeting - 35		
9. Adjustment of the Consent Agenda	Approval	Chair Gladney
10. Consent Agenda	Approval	Chair Gladney
A. Mid America Extension Project Authorization (Resolution #1456)		
1. Briefing Paper - 37		
2. Exhibit A - Memorandum of Agreement -39		
3. Resolution #1456 - 47		
B. On-Call General Engineering Consulting (GEC) Services/Multiple Disciplines (Resolution #1457)		
1. Briefing Paper - 50		
2. Resolution #1457 - 53		
C. MetroLink Platform Cleaning (Resolution #1458)		
1. Briefing Paper - 55		
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D. Contract Modification - MetroLink Stations Secure Platform-Design Services (Resolution #1459)		
1. Briefing Paper - 59		
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E. Contract Award – Tree Maintenance Service – MetroLink Right-of- Way		

(Resolution #1460)

1. Briefing Paper - 63
2. Resolution #1460 - 65

11. Approval of the 2025 Public Transportation Agency Safety Plan (PTASP) (Resolution #1461)	Approval	A. Ghiassi
A. Briefing Paper - 67		
B. Attachment - BSD 2025 PTASP -69		
C. Resolution #1461 - 177		
12. BSSO Annual Update	Information	A. Ghiassi
A. Briefing Paper - 179		
B. 2025 BSSO Board of Commissioners Presentation -181		
13. Unscheduled Business	Approval	Chair Gladney
14. Operations Report	Information	R. Forrest
A. Operations Update - October 2025 - 198		
B. Workforce Update - October 2025 - 201		
15. Call for the Dates of Future Board & Committee Meetings	Information	M. Bennett
16. 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, Section 10.080 (D) Closed Records: Legal under §10.080(D)(1); Personnel under §10.080(D)(3); Purchasing and Contracts under §10.080(D)(7); Auditors under §10.080(D)(10); and Insurance Information under §10.080(D)(15) .	Approval	Chair Gladney
17. Reconvene to Open Session	Approval	Chair Gladney
18. Adjournment	Approval	Chair Gladney

Name: Anneliese Dace

Representing: Self

Topic: Metro

Comments:

As an avid public transit user, I would like to express my concern about the safety on the bus. The #70 bus has had problems in the past with drivers opening the door too soon while the bus is still coming to a stop or while passengers are boarding the bus. I have seen where people have almost fallen to the ground from the bus driver pulling away after paying their fare. This is an issue for everyone, but especially those with mobility issues who may need more time to find a seat if it's crowded, or someone with a disability who can't see the seats. They wait for those in wheelchairs but what about others. Opening the door while the bus is still in motion seems smart, but in the end it becomes more of a safety concern which needs to be addressed. Another safety concern is the platform lowering when the bus doors open, there are days that it does get lowered and others where it isn't. It is supposed to go down each time the door opens and I have encountered this many times.

Name: Jude Tanner

Representing: Self

Topic: MetroBus Reliability

Comments:

I feel that the St. Louis bus system has been inconsistent recently. Many people, including myself, find it to be very challenging to get to the places they need to go. Wait times for buses are generally not very accurate, so it can sometimes be a gamble if I will be able to get to work on time. I think that Metro transit should be working to improve wait time accuracy on the transit app. Without this, I feel that more people will be discouraged after attempting to take public transit and shy away from using it in the future.

Name: Jenny Carmack

Representing: RAISE Transit

Topic: & winter travel

Comments:

First, I want to pass along my gratitude for implementing using Via and Lift for overflow rides for paratransit users. Since this has begun I have noticed that many of my rides are on time and shorter in length. Thank you!

We know that there are certain employers around the region in which there are many call a ride users employed. Therefore, many people arrive at and leave from these places at the same time several days a week. I would like to see call a ride be more efficient in these situations where the need and destinations are very much predictable. For example, a van or two (depending on number of riders)

might be made available each day specifically for these riders, especially when many of them live in the same geographical area. In my personal situation, there are 6 – 7 other people that I work with who also live in my general area. It would seem to me that putting those people in one van would help things run more efficiently. I understand that the scheduling software is AI driven, but I hope human oversight is an option and is used.

My second topic is about transportation during the winter weather. I have noticed that Metro does a wonderful job at clearing snow and ice at all of the transit centers. However, snow and ice are often not removed at bus stops. I know this is the responsibility of the city, county, municipality, and/or business owners. My question for you is: can commissioners and/or Metro staff help in the encouragement and enforcement of the importance of clearing bus stop spaces for the safety of riders? Maybe sending out letters or flyers, or producing a PSA with this reminder. If you're not sure what I am talking about, just travel around the city and county after a snowfall and you will easily see the challenges in accessing bus stops.

Thank you for all that you are doing to move our region forward. I'm looking forward to the numerous adjustments to bus routes/times in a few weeks.

Name: Seyoon Choi

Representing: Riders Advocating for Inclusive, Safe and Equitable Transit (RAISE Transit)

Topic: Continued improvements to our region's public transit infrastructure

Comments:

Thank you for convening today's meeting and for taking the time to hear from riders and members of the public who depend on Metro Transit every day. I want to acknowledge the work that goes into organizing these sessions and the effort that each commissioner contributes toward keeping our region's transit system running. That said, I must also raise serious concerns about the ongoing issues in both governance and daily transit operations that continue to affect accessibility, reliability, and public trust.

In recent months, the Board's repeated inability to meet quorum has become a pressing issue, undermining transparency and accountability at a time when riders need to feel confident that their voices are being heard. Several scheduled meetings have been canceled or postponed with little public notice—sometimes only days in advance—making it difficult for riders, advocates, and stakeholders to plan to attend or participate meaningfully. This inconsistency erodes confidence in the agency's leadership and leaves the impression that public engagement is secondary to internal scheduling issues. A publicly funded agency should model openness and reliability, especially when its decisions impact thousands who rely on transit every day. Riders deserve a dependable forum for input, not uncertainty about whether the next meeting will even occur.

The problems extend beyond governance to the reliability and safety of the system itself. On Route #70 Grand—the region's most heavily used bus corridor—persistent bunching and inconsistent scheduling continue to frustrate us. Long gaps followed by clusters of buses cause overcrowding, missed connections, and unnecessary stress for passengers simply trying to get to work on time, medical appointments, and elsewhere. More concerning still are unsafe operational practices: operators

frequently open doors before buses come to a complete stop and accelerate before passengers are fully seated. These actions put riders, especially seniors, individuals with disabilities, and parents with small children, at risk. As someone who travels with a guide dog, I have personally experienced discrimination from an operator who demanded identification for my service animal—something clearly prohibited under the Americans with Disabilities Act. Encounters like these send the message that riders with disabilities are not fully welcome. Metro Transit must ensure consistent ADA training for all staff, as previously promised, and create an environment where accessibility is practiced, not just promised. What makes these issues even more frustrating is the lack of response from Metro Transit leadership. RAISE Transit sent a detailed letter outlining these concerns was sent in early August, yet there has been no acknowledgment or follow-up.

Metro Transit is essential to the mobility, independence, and opportunity of thousands of people across the St. Louis region. Respectfully submitted.

Name: Robyn

Representing: R.A.I.S.E Transit and the Missouri Council of the Blind

Topic: Rescheduling of Board meetings, Communications, and route issue.

Comments:

Good morning Commissioners:

I hope this finds you well. As always, I want to first and foremost thank you for the changes you have made in the past year with regard to the new management and improvements to Call A Ride. Those things have started making a difference. However, there is still a lot that needs to change, and I realize that change is not easy, and growing pains can be hard. Still, I would be remiss not to bring up some of these issues with you.

As you know, we pushed for in-person public comment, which is still so important. However, due to the continued cancellation of Board of Commissioners meetings, those of us who must plan or use Call A Ride choose not to come because meetings are often cancelled at the last minute, which would result in a late cancellation. I do understand that if one Missouri Rep is not there, you cannot meet, which brings up another point. Why are seats that have been vacant for a while not filled, and why are some members serving well past their terms without being replaced? Why aren't board members showing up? As for communication, Metro still needs work. While they put information on their FB page regarding the inclement weather this week, very few people will see that, and messaging is still inconsistent at best. Anytime there are weather delays, they should be shared in the media and on all social media platforms.

The virtual Community Connects need to come back as many times as people are unable to come in person, and Call A Ride users don't normally go to Transit Centers. Metro is also only connecting with existing riders, but having a virtual option can bring in the larger community if advertised correctly. These should have NEVER been stopped.

The recent route changes were presented as something big but but in reality had very few changes. This was highly disappointing. While some times were changed few routes changed significantly. I can only

Speak about the route near me, the 91 Olive, which still only goes from the Delmar Metrolink Station to Chesterfield City Hall. This route completely misses a huge employment center and retail area by not going as far as Chesterfield Commons and the St. Louis Premium Outlet Mall. People coming from the city, University City, Olivette, and Creve Coeur must take multiple vehicles in order to get to work. Many elderly and disabled residents in some of these areas choose to take Call A Ride because many people cannot navigate multiple vehicles, where having this access might literally help relieve pressure on an already overly burdened system, as many would take one bus if they could. It makes economic sense, and even though the route is longer, ridership would go up.

Lastly, all public comments should be read at board meetings. This ensures the public's voices are heard and that all commissioners have read them. We all get busy. It also adds to transparency.

Sincerely
Robyn Wallen

Name: Jeanette Mott Oxford

Representing: Self

Topic: concern about recent developments

Comments:

Members of the Bi-State Development Board of Commissioners,

In 2023, I frequently communicated with Mr. Roach and members of this Board about the need for reliable paratransit for people with disabilities. At the time, I was employed in the public policy and advocacy office of Paraquad, independent living center for the St. Louis region. In February, 2023, more than 19,000 rides on Call-A-Ride had been denied, a situation that harmed my co-workers and the people Paraquad serves. We had to do something about it to fulfill our mission, so we convened a self-advocacy group called the St. Louis Metropolitan Alliance for Reliable Transit (S.M.A.R.T.). Over a period of months, riders advocated for themselves and made demands of Bi-State, and many improvements were made, dropping the denial rate to nearly zero. I have previously communicated my thanks to you about improvements made.

Recently a second self-advocacy group has also been communicating with you – RAISE Transit (Riders Advocating Inclusive Safe Equitable Transit), and they are kind enough to provide notes from their meetings with me. I was disappointed to read that some of your recent Board meetings have been cancelled due to lack of quorum. RAISE Transit (and the Metro stakeholder letter that I received from Amy Parker) also said that Via and ride booking companies like Uber and Lyft are being used to fill gaps since there are not enough Call-A-Ride vans available again. I was also sorry to read this article today about the unfortunate "measuring error." <https://www.firstalert4.com/2025/12/02/million-dollar-mistake-measuring-error-costing-st-louis-taxpayers/>

All of these issues speak to me of progress lost and trouble on the way if Metro Transit does not make changes now to remedy problems. A safe, reliable, affordable, and accessible public transit system is necessary for the success of our region. It is your responsibility to provide this. You receive millions of

dollars from area taxpayers. We are depending on you to carry out your mission in an exemplary fashion.

Sincerely,
Jeanette Mott Oxford (retired)

Name: Mark Detjen

Representing: R.A.I.S.E Transit

Topic: unreliability of Metro Call A Ride and asking that public comments be read at meetings

Comments:

I have noticed that Call A Ride has fallen back into some of its previous practices while short on operators. Despite putting some bumpers in place, like Lyft and Via, they are still not meeting their metrics. They blame it on the increase in ridership. We had told them over two years ago that this was going to happen. Despite that, they did no planning for the future increase in ridership. The leadership at that time simply blew off our warnings, and now they are having problems again. It is so much harder to fix a problem once it happens rather than to plan ahead for the inevitable.

Secondly, I firmly believe that public comments should be read aloud at Board of Commissioners meetings, unless, of course, you have a large batch. You have already set aside time for public comments, and in truth, this is what transparency is all about. Responses to comments are hit or miss. This means we have no way of knowing if anyone has read them. I also know that if you give them to the commissioners to read, they may get busy and not find time later.

Sincerely
Mark. L. Detjen

COMMUNICATION FROM METRO TRANSIT ACCESSIBILITY ADVISORY COMMITTEE, RAYMOND BISHOP-CHAIRPERSON

Dear Commissioners,

Please see the message below from Raymond Bishop, Chairperson of the Metro Transit Accessibility Advisory Committee (MTAAC).

“The [Metro Transit Accessibility Advisory Committee](#) met on September 19th. Three members of the public were in attendance in addition to 12 committee members and 4 Metro staff. Gaylord Salisbury, Senior Director Metro Service Performance presented information on Metro’s work to develop and Internal Digital Data Dashboard. Members provided information about what KPI’s they believe to be important. Committee members also provided feedback to the Planning Department regarding identification of Front Door Only Exit at select Bus Stops. The Director of ADA Services shared many upcoming community engagement activities that the team will be participating in. The Training Subcommittee is working to develop an Operator Recognition Program related to excellent customer service to people with disabilities.”

Information about the committee, including meeting dates, materials, and Committee person biographies can be accessed at [Metro Transit Accessibility Advisory Committee | Metro Transit – Saint Louis](#). The mission of Metro Transit Accessibility Advisory Committee is to cultivate accessibility, usability, and inclusion through effective relationships between people with all abilities and Metro.

The Committee can be reached by email at STLMetroTAAC@MetroStLouis.org.

Thank you,

Amy Parker,

Director, ADA Services--ADA Coordinator

**BI-STATE DEVELOPMENT
BOARD OF COMMISSIONERS MEETING
(Hybrid Meeting)
OPEN SESSION MINUTES
September 26, 2025 at 8:30 AM**

Board Members Participating

Missouri

Sam Gladney, Chair
Andrea Jackson-Jennings, Secretary
Nate Johnson

Illinois

Debra Moore, Vice Chair – Absent
Herbert Simmons, Treasurer
Derrick Cox
Irma Golliday
Terry Beach

Staff Participating

Taulby Roach, President and Chief Executive Officer
Brenda Deertz, Director Executive Services
Greg Linhares, Chief Legal Counsel
Myra Bennett, Manager of Board Administration
Tammy Parris, Executive Vice President and Chief Financial Officer
Tom Curran, Executive Vice President Administration
Ron Forrest, Executive Vice President and Chief Operating Officer Metro Transit
Mary Lamie, Executive Vice President Multi Modal Enterprises
Crystal Messner, Chief Audit Executive
Kevin Scott, Executive Vice President Public Affairs and Security
Andrew Ghiassi, General Manager - Safety
Missy Webb, Director Public Affairs
Chris Poehler, Vice President Capital Programs
Kathy Brittin, Director Risk Management
Dan Frey, Risk Manager
Kelly Hamm, Senior Director Capital Projects
Marc Cruz, General Manager Capital Projects & Technology

Others in Attendance

Bex Lackey, ASL Interpreter
Karen Sneed, ASL Interpreter
Ken Sharkey, St. Clair County Transit District

1. Open Session Call to Order

8:30 a.m. Chair Gladney called the Open Session of the Bi-State Development Agency, Board of Commissioners Meeting to order at 8:30 a.m.

2. Roll Call

8:30 a.m. Roll call was taken, as noted above.

3. Public Comment

8:31 a.m. Chair Gladney stated that the Board allowing for in-person public comments at today's meeting; however, in order to speak, individuals were required to sign up through the website in advance of the meeting. He asked if there were any sign-ups. It was noted that there were no requests submitted.

Chair Gladney asked Ms. Myra Bennett, Manager of Board Administration, for a summary of written public Comments received. Ms. Bennett noted that three (3) public comments, a memo from the Metro Transit Accessibility Advisory Committee, and a letter from the St. Louis Metropolitan Alliance for Reliable Transit were received by the Agency and were included in the materials for the meeting. She noted that this information was distributed to the Board of Commissioners and staff, prior to the meeting, and the information will also be included with the minutes from today's meeting. (See public comments noted below.)

Name: Adam Treaster

Representing: Self

Topic: Fare Cards

Comments:

I've owned and used a gateway card for years to load money for use on the bus and trains. Now its no longer able to be loaded with more money?!?! I tried to buy a \$3 combo pass at the Metrolink fare machine but its not available, only Metrolink passes are available which doesn't help me use the bus.

I noticed all the buses now have a rapidly flashing "FARE REQUIRED" sign overhead which makes it harder to read the actual bus route info when its approaching. And is a bus fare required if I can't load fares on my gateway card??

Name: Liz Kramer

Representing: none

Topic: Frequency

Comments:

It's so frustrating to have buses running at frequencies of 40-60 minutes during peak travel times in the City limits. It results in having to arrive very early for things, or plan to be late (especially if a bus doesn't show). Higher frequency buses (and more consistent arrival of buses) would make it more feasible to use the whole system.

Name: Adam
Representing: Self
Topic: Faregates

Comments:

I was just stuck outside the Union Station station, and nearly missed my train home, thanks to these stupid fare gates. The guard was inside the little shelter playing games on his phone with his back to the gates. I rang the help button 3 times. Each time it sounded like someone picked up, but it was horribly inaudible, muffled garbage. And the phone dial sound kept playing loudly while the person tried to speak with me. I was told that the blue Help call boxes would remotely open the gates but they didn't, even after 3 calls. Finally the guard came over and let me in, but without asking me to pay. So I guess the fare gates are only wasting all of our times for no gain.

I'd much rather take the bus than deal with all of this fare gate madness, except my usual bus home (#10 south from civic center) is canceled most days.

COMMUNICATION FROM METRO TRANSIT ACCESSIBILITY ADVISORY COMMITTEE, RAYMOND BISHOP-CHAIRPERSON

Dear Commissioners,

Please see the message below from Raymond Bishop, Chairperson of the Metro Transit Accessibility Advisory Committee (MTAAC).

“The [Metro Transit Accessibility Advisory Committee](#) had their fifth meeting on Friday, July 18th. Seven members of the public were in attendance in addition to 10 committee members and 5 Metro staff. Jeffery Pratt, Director of Metro Training, presented information about the Operator Training Program, including a review of accessibility, mobility device securement, customer interaction, and safety. The Appeals subcommittee will have a training session in August for additional members. The Training subcommittee intends to provide input related to training videos and would like to create a recognition program recognizing excellent customer service by operators. The Accessibility Committee will focus on policy and built environment. Members of the committee continue to be involved with Van Demonstrations and providing feedback and input to ongoing projects.”

Information about the committee, including meeting dates, materials, and Committee person biographies can be accessed at [Metro Transit Accessibility Advisory Committee | Metro Transit – Saint Louis](#). The mission of Metro Transit Accessibility Advisory Committee is to cultivate accessibility, usability, and inclusion through effective relationships between people with all abilities and Metro.

The Committee can be reached by email at STLMetroTAAC@MetroStLouis.org.

Thank you,
Amy Parker,
Director, ADA Services--ADA Coordinator

September 17, 2025

Bi-State Development
One Metropolitan Square
211 North Broadway, Suite 700
St. Louis, MO 63102-2759

RE: Public Comment for September 26, 2025 Meeting

Dear Bi-State Development Board of Commissioners,

Thank you to Metro Transit for implementing all the changes in the past year and a half. We appreciate more flexibility for scheduling rides utilizing the Call-a-Ride app, improved phone lines for reservations, and texting to book rides. Also, the text alerts and app notifications notifying when a ride is nearby with ETA, and the new Spare Labs software has helped with Call-a-Ride efficiency.

Thank you also for increasing Metro bus routes and MetroLink frequencies. Increased bus routes positively impact Call-a-Ride services if the bus and trains operate in more areas, Call-a-Ride can operate in those locations too. SMART also advocated for the cashless fare for Call-a-Ride, and it is great that passengers can purchase tickets on the Call-a-Ride app while also keeping the cash option for those who prefer that payment method. The app's option for automatic deposits into the virtual wallet helps remove the extra step of getting cash to continue using Metro's services.

We appreciate creating the actionable Metro Transit Accessibility Advisory Committee where members of the disability community and all St. Louis stakeholders can attend to hear the updates from the committee and other Metro speakers. Thank you for implementing more Community Connects at more locations across St. Louis City, St. Louis County, and Illinois, especially the one hosted at Paraquad on August 6th. We have enjoyed the virtual options as well on Zoom and hope that those continue in the future.

We look forward to our upcoming monthly calls at SMART meetings with Metro staff and have appreciated all the time on previous SMART calls to answer our questions.

SMART is glad to work alongside Metro to make buses, trains, Call-a-Ride, Via, and on-demand transit accessible for all in St. Louis.

However, we wanted to reach out as a collective group to continue the dialogue around ensuring riders with disabilities, and all riders, receive the best service possible when riding public transportation through Metro in St. Louis. It has been reported to the group that several SMART members have been picked up or dropped off by Call-a-Ride well after the allotted window for a trip. In one instance, a SMART member was waiting after work and could not get picked up by a typical Call-a-Ride van. This person was transported in a pickup truck which is not typically used for transporting passengers. While the member was glad a Metro employee went above and beyond to get them

home, this presents safety concerns for both the driver and the passenger because it is not an accessible van/vehicle.

Other members have reported having a location input into the system and a driver dropping them off at a completely different building. This presents a challenge to the passengers with disabilities because some may have visual impairments and if they dropped off in the wrong place may not know where to go. Also, Call-a-Ride is a service and all riders regardless of disability or ability deserve to be dropped off or picked up from the exact scheduled location. This also includes keeping bus route drop-off locations the same and not tolerating drivers dropping off at different locations without assisting the passengers. Is a policy in place for drivers to drop off passengers in the exact locations provided by the passenger? Is there a policy in place surrounding alternative drop-off locations when there is construction or other reasons for a drop off or pickup location adjustment? This will ensure no confusion between the rider who makes the reservation and the driver. We understand there may be a reason to change the drop off location but ask that drivers prepare the riders instead of passengers being dropped off somewhere with which they are not familiar. That can frazzle anyone, and especially someone with a disability.

In addition, SMART members and other riders using Call-a-Ride have reported riding twice as long on a trip than acceptable. For example, one SMART member has a typical ride time for an hour and a half and has been on the van for multiple trips recently for three hours. An hour and a half would be comparable to taking the bus for this person. What is the reason for the uptick in longer than acceptable ride times on Call-a-Ride vehicles recently? Has there been updates to the software or other changes that would impact ride times?

Finally, would SMART be able to do accessibility testing prior to each new update to the app? Several SMART members and members of the disability community at large have been having trouble scheduling using the app recently with Voiceover and other assistive technology. The specific issue with Voiceover was raised during the app testing but has persisted. We believe involving the disabled community earlier in the process, as was done in testing way finder software, would benefit both riders and Metro. Thank you for reviewing and addressing these matters.

We look forward to continuing to work with Metro to ensure a safe, reliable, and accessible system for all.

Sincerely,

St. Louis Metropolitan Alliance for Reliable Transit (SMART)

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4. **Approval of the Minutes of the May 12, 2025, Executive Committee, Open Meeting 8:31 a.m.** The minutes from the May 12, 2025, Executive Committee, Open Meeting, were provided in the meeting materials. A motion to approve the minutes, as presented, was made by Commissioner Gladney and seconded by Commissioner Jackson-Jennings.

The motion passed unanimously.

5. Approval of the Minutes of the July 21, 2025, Board of Commissioners, Open Meeting

8:32 a.m. The minutes from the July 21, 2025, Board of Commissioners, Open Meeting, were provided in the meeting materials. A motion to approve the minutes, as presented, was made by Commissioner Cox and seconded by Commissioner Johnson.

The motion passed unanimously.

6. Approval of the Minutes of the August 7, 2025, Executive Committee, Open Meeting

8:32 a.m. The minutes from the August 7, 2025, Executive Committee, Open Meeting, were provided in the meeting materials. A motion to approve the minutes, as presented, was made by Commissioner Johnson and seconded by Commissioner Beach.

The motion passed unanimously.

7. Report of the President

8:33 a.m. President and Chief Executive Officer, Taulby Roach, noted that the regional director for the FTA, Carrie Butler, was in town recently and toured the Metro system, including a visit to the real time camera facility and review of the security improvements that are being made. Mr. Roach stated that we are very fortunate to have a great FTA partnership and are grateful for their participation in the region. Mr. Roach noted that the work on the SPP project continues and is a very active project at this time. He stated that there has been great participation from our partners, including Ken Sharkey from the St. Clair County Transit District. He reported that the agency presented a report to the St. Louis County Council, a few weeks ago, and the County has asked that we look at some enhancements to bus services, especially with regard to frequency and availability of those routes. Mr. Roach stated that he is pleased to have partners who are interested in enhancing transit across the region. He referenced letters that were included in the packet from two of our paratransit partners in the region, noting improvements to our Call-A-Ride services. He noted a nearly 34% increase in ridership in Call-A-Ride from 2025 to 2026. He stated that we need to continue to improve service, noting new scheduling software, and asked for patience through this process. He noted some concerns regarding some ride times, but stated that we are getting service out to the community, and we are listening to the input from our riders.

8. Report of the Operations Committee

8:37 a.m. Myra Bennett, Manager of Board Administration, presented the Operations Chair report in Commissioner Moore's absence. Ms. Bennett reported that a virtual meeting of the Operations Committee was held on August 14, 2025, immediately following the Audit, Finance & Administration Committee meeting, and the draft minutes of that meeting are included in the meeting materials today under Item #8.

She stated that the Operations Committee is recommending approval of one (1) item, which is noted on today's agenda as Consent Agenda, Item #12:

D. Contract Award - Bus Farebox Replacement (Resolution #1447)

She noted that at the Operations Committee meeting, the Committee also reviewed a proposed contract award for Marketing & Strategic Planning Services; however, that item was not approved by the Committee.

Ms. Bennett stated that, in addition, at the August Committee meeting, an Operations Report and a Workforce Update was provided by Ron Forrest, Executive Vice President & Chief Operating Officer – Metro Transit. She noted that an Executive Session was not held.

9. Report of the Audit, Finance, & Administration Committee

8:39 a.m. Commissioner Jackson-Jennings reported that a virtual meeting of the Audit, Finance and Administration Committee was held on August 14, 2025 at 8:30 a.m., and the draft minutes of that meeting are included in the meeting materials today under Item #9.

She reported that the AFA Committee is recommending approval of three (3) items, which are noted on today's agenda as Consent Agenda, Item #12:

- A. Contract Award - On-Call Managed Service Provider for Database Support (Resolution #1444)
- B. Contract Award – Credit Card Services (Resolution #1445)
- C. Contract Award - Health and Welfare Consultant Services (Resolution #1446)

Commissioner Jackson-Jennings also noted that at the Committee meeting, several informational items were presented, including:

- Pension Plans, 401(k) Retirement Savings Program and OPEB Trust Investment Performance Update, as of June 30, 2025
- Internal Audit Department - Follow-Up Summary – 4th Quarter, FY2025
- Internal Audit Department - Status Report – 4th Quarter, FY2025
- Internal Audit Department - State Safety Oversight Status Report – 2nd Quarter, Calendar Year 2025
- Internal Audit Department's Quality Assurance Gap Assessment
- Financial Statements
- Treasurer's Report; and
- Procurement Report

Chair Gladney stated that he would like to take a moment to address an issue that the general public may not be aware of. He noted that the Bi-State Development Board is composed of 10 Commissioners, 5 from Missouri and 5 from Illinois. He noted that Missouri currently only has 3 sitting Commissioners, due to 2 vacancies. He noted that this means if one of the three Missouri Commissioners is unavailable for a meeting, we do not have a quorum to hold a meeting. Chair Gladney reported that the Board has been operating this way for six to eight months, and wanted to thank Commissioner Jackson-Jennings and Commissioner Johnson for making themselves available, but also wanted to note that the Board is getting to a point that it is difficult to conduct business. He noted that he feels that this puts the State of Missouri in a disadvantageous position. Chair Gladney stated that we all have situations from time to time, when we are unable to attend, but when this happens to a Missouri Commissioner, we are unable to conduct business.

10. Report of the Safety & Security Committee

8:42 a.m. Chair Simmons stated that a virtual meeting of the Safety & Security Committee was held on August 7, 2025 at 8:30 a.m., and the draft minutes of that meeting are included in the meeting materials today under Item #10. He noted that at the Committee meeting, Kevin Scott, Executive Vice President of Public Relations and Security, provided a summary of the Bi-Annual Metro Police Task Force Report.

11. Adjustment of Consent Agenda

8:42 a.m. Chair Gladney asked if there were any adjustments to the Consent Agenda, and being none, he proceeded to Item #12.

12. Consent Agenda Items

8:42 a.m. Consent Agenda Items:

- A. Contract Award - On-Call Managed Service Provider for Database Support (Resolution #1444)
- B. Contract Award – Credit Card Services (Resolution #1445)
- C. Contract Award - Health and Welfare Consultant Services (Resolution #1446)
- D. Contract Award - Bus Farebox Replacement (Resolution #1447)

A motion to approve the Consent Agenda Items, as referenced in the Committee Reports and as outlined on the agenda, was made by Commissioner Golliday and was seconded by Commissioner Johnson.

The motion passed unanimously.

13. Motorola – Project 1361, Radio System CAD/AVL (Resolution #1448)

8:43 a.m. A briefing paper was included in the meeting materials, presenting to the Board of Commissioners for approval, a request to authorize the President & CEO to enter into a contract with Motorola Solutions, Inc., whose bid is the most advantageous to BSD, for the portable radios, in the not-to-exceed amount of \$1,159,032.55. Tom Curran, Executive Vice President – Administration, gave an overview of this item, noting that on April 1, 2025, the Agency issued a Sealed Bid solicitation 25-SB-617444-KM-Project 1361, Radio System CAD/AVL, to obtain a qualified firm to provide portable radios for communication for Metro operations groups, maintenance personnel and Public Safety. He noted that a total of three (3) firms were invited to bid on the solicitation for this project; however, two of the three firms were unresponsive. Mr. Curran stated that only one bid was submitted by Motorola Solutions, Inc.; therefore, this item is being presented as a sole source procurement. He also noted that this item has not been submitted to Committee for review, but was escalated to the Board, due to improved pricing that will be granted, if the bid is accepted prior to October 1st. Mr. Curran noted that this project will be funded through Federal Grants budgets: St. Clair County Transit District, Prop M, and MO-90-X231.

Chair Gladney thanked Mr. Curran for the detailed report, and for bringing the item forward to the Board in order to secure a cost reduction to the Agency.

A motion to approve the item, as presented, was made by Commissioner Beach and was seconded by Commissioner Jackson-Jennings.

The motion passed unanimously.

14. Contract Modification - Railcar Cleaning (Resolution #1449)

8:46 a.m. A briefing paper was included in the meeting materials, presenting to the Board of Commissioners for approval, a request to authorize the President & CEO to execute a final contract modification with MERS Goodwill, to adjust the railcar cleaning contract completion date to September 30, 2025, and to add additional funds in the amount of \$554,285, for a total contract not-to-exceed amount of \$3,624,285.00.

Tom Curran, Executive Vice President – Administration, gave an overview of this item, noting that on September 30, 2020, Bi-State Development (BSD) issued solicitation 21-RFP-153963-TJ Missouri & Illinois Railcar Cleaning, to obtain a qualified firm to provide all equipment, supplies, materials, labor, supervision, staff, and transportation necessary to provide cleaning of Metro's light rail vehicles at Missouri and Illinois MetroLink facilities, and as a result, MERS Goodwill was awarded the contract. Mr. Curran reported that, on March 21, 2025, Bi-State Development issued solicitation 25-RFP-612430-TJ – Missouri and Illinois Rail Car Cleaning to replace the MERS Goodwill contract. He reported that the Board of Commissioners approved the award of a new contract to World Management in July; however, because the prior contract with MERS Goodwill needed to be extended until the new contract is in place, additional funds in the amount of \$554,285 to pay for railcar cleaning services are being requested. Mr. Curran noted the need for staff to monitor these contract expirations, and he stated that the Agency is currently reviewing options for software to assist in contract life cycle management. He also noted that staff has been notified that from this point forward, briefing papers will not be accepted, if they are not submitted by the required Committee meeting deadlines.

A motion to approve the item, as presented, was made by Commissioner Johnson and was seconded by Commissioner Golliday.

The motion passed unanimously.

15. Contract Modification - RailWorks Track Services (Resolution #1450)

8:48 a.m. A briefing paper was included in the meeting materials, presenting to the Board of Commissioners for approval, a request to authorize the President & CEO to execute a no-cost contract modification, to adjust the RailWorks Track Services contract completion date to March 31, 2026, which includes a schedule contingency for inclement weather. Tom Curran, Executive Vice President – Administration, gave an overview of this item, noting that RailWorks Track Services' (RTS) current period of performance expired on August 25, 2025, and the original scope of construction services could not be completed within the contract timeframe, due to an extended lead time to acquire Gauge Widening Ties. He noted that management is requesting a zero-cost time extension contract modification, in accordance with Board Policy Chapter 50.

A motion to approve the item, as presented, was made by Commissioner Beach and was seconded by Commissioner Jackson-Jennings.

The motion passed unanimously.

16. First Amendment to Operation and Maintenance Plan, Lambert Airport (Resolution #1454)

8:50 a.m. A briefing paper was included in the meeting materials, presenting to the Board of Commissioners for approval, a request to ratify the President & CEO's action under Subsection C of Board Bylaws, Section 10.020, Article VIII – Emergency Action/Response, approving the First Amendment to Operation and Maintenance Plan, between Bi-State Development and St. Louis Lambert International Airport, and authorizing the President and Chief Executive Officer to sign any revisions or amendments with minor changes as to form, clarification of defined terms, etc., should the Airport request same, provided that no substantive changes to the attached Amendment are made. Andrew Ghiassi, General Manager - Safety, gave an overview of this item, noting that the original agreement was approved in 1994, and did not provide for the modern security systems being installed under our Secure Platforms Project (SPP). He noted that, under this revised agreement, the Agency will be responsible for all rail and central control

systems, including the new gating system, CCTV, and signage. The Airport will continue to maintain platform structures, elevators, escalators, custodial services and utilities. He stated that the agreement also clarifies emergency protocols and first responder coordination. He noted that the amended agreement creates no new costs, it only defines responsibilities for the Agency and the Airport, going forward.

A motion to approve the item, as presented, was made by Commissioner Cox and was seconded by Commissioner Johnson.

The motion passed unanimously.

17. Contract Modification – Northside-Southside (Jefferson Alignment) Program Management Consultant (Resolution #1455)

8:52 a.m. A briefing paper was included in the meeting materials, presenting to the Board of Commissioners for approval, a request to authorize the President & CEO to execute a contract modification with Northside-Southside Transit Partners, to provide the necessary consulting services through the Preliminary Design Phase of the Bus Rapid Transit (BRT) project in the Green Line Corridor, with a period of performance of fifteen months in the amount of \$10,504,697 plus a 10% contingency, for a total amount not to exceed \$11,555,168. President and CEO, Taulby Roach, noted that there has been a request from St. Louis City Mayor Spencer to explore alternatives to the proposed Green Line project. He noted that this is necessary, due to a change of funding from D.C. and due to a reduction in funding available from the City. He noted that the original project is not financially feasible for the City, and the Agency and the City are not only addressing the financial issues, but are also responding to concerns voiced by residents with regard to the original project. He stated that the Agency is wanting to be responsive to what the residents and City leadership are requesting. Chris Poehler, Vice President – Capital Projects, gave an overview of the proposed project, noting that the proposed BRT would follow a similar corridor to what was originally proposed for the Greenline project.

Chair Gladney noted that when the original project was approved in 2023, the Greenline project was financially feasible; however, we were operating under better economic conditions at that time, and due to recent changes at the Federal level, circumstances have changed. He stated that the Agency must do what it can, under the current conditions, to expand transit along the proposed corridor. He noted that the Agency has sought input from the FTA, and the FTA agrees that the new, proposed project falls within the scope of work. He noted that there remains a sales tax issue, which was passed in 2017, which needs to be resolved before moving forward on the project. Commissioner Cox posed questions regarding the financial feasibility of the project and input from the Mayor's office. Mr. Roach noted the funding issues involved, and noted that the Agency has ensured that this shift in project scope would be acceptable to the FTA. He noted that Mayor Spencer is a strong supporter of public transit, but she has noted that the City must be realistic regarding funding of any transit project. Commissioner Cox stated that he feels that this shift makes sense. Commissioner Simmons posed questions regarding the time frame for approving this change. Mr. Roach stated that the FTA is allowing the Agency to move forward in the field of project development, and would like the Agency to act expeditiously. He thanked Chair Gladney for noting the remaining tax issue, and noted that project development would proceed concurrently with obtaining clarification and resolution of the 2017 taxing issues. Chair Gladney noted that the project development phase cannot proceed without approval of the Board, due to the change in scope. Commissioner Simmons noted that this is a lot of information to review, and he noted concerns regarding the tax issue. Mr. Roach stated that he understands the concerns; however, it is important to note that this is exclusively a City project and is within

budget. He noted that the Agency will be working in parallel with project development, seeking resolution to the tax issue. Additional Board discussion was held regarding these issues. Commissioner Cox asked the specifics of what was being asked of the Board today. Chair Gladney noted that the Board is being asked to approve the change of scope to the project, and no new funds are being requested. Mr. Roach noted that the approval would allow the Agency to move forward with the shift in scope to make the project more financially feasible. Commissioner Johnson noted the need to move expeditiously and act in the best interests of the organization and the community. Additional discussion was held regarding the 2017 tax issues. Mr. Roach noted that the Agency is looking at all options to address the issue, and assured the Board that there will more community events held, so that the community is aware of the change of scope and to gain community input regarding the project. Commissioner Beach stated that he supports the project for several reasons, noting that he supports Mayor Spencer and the BRT. Chair Gladney stated that he also supports the project, with the understanding that the tax issue will need to be resolved. Commissioner Simmons stated that he is a regional partner and he supports the project, as long as the remaining issues are resolved.

A motion to approve the item, as presented, was made by Commissioner Jackson-Jennings and was seconded by Commissioner Simmons.

The motion passed unanimously.

18. Approval of 2026 Board/Committee Meeting Dates

9:29 a.m. Commissioner Gladney noted that Board was provided a tentative schedule for 2026 Board and Committee meetings for review. He stated that, if there are no adjustments, he would entertain a motion to approve the 2026 meeting schedule, as presented.

A motion to approve the item, as presented, was made by Commissioner Gladney and was seconded by Commissioner Cox.

The motion passed unanimously.

19. Annual Insurance Updates

9:30 a.m. A briefing paper was included in the meeting materials to inform and update the Board of Commissioners on the FY2026 Risk Management Insurance Program. Kathy Brittin, Director of Risk Management and Corporate Compliance, gave a brief overview of this item, noting a savings of approximately \$450,000. Ms. Brittin noted that the item is under budget by approximately \$1.5 million. This item was presented as information only, and no action by the Board of Commissioners was needed.

20. Unscheduled Business

9:32 a.m. Mr. Roach noted that there is no unscheduled business at this time; however, he would like to note that today is Ms. Brittin's last day with Bi-State Development, and he thanked her for her many years of service to the Agency. Ms. Brittin thanked Mr. Roach and the Board. She noted that Mr. Dan Frey, Risk Manager, has been chosen as the new Director of Risk Management. Greg Linhares, Chief Legal Counsel, thanked Ms. Brittin for her service to the organization, and for all of the help she has been to him. He thanked both Ms. Brittin and Mr. Frey for all of their hard work. Chair Gladney also thanked Ms. Brittin, and wished her well on her retirement from the Agency.

21. Operations Report

9:34 a.m. An Operations Report and Workforce Summary were provided in the meeting materials. Ron Forrest, Executive Vice President and Chief Operating Officer for Metro Transit, provided an overview noting various initiatives such as the “Ride Every Route” project for employees, as well as employee “Town Hall” meetings that are being held. He noted that the next service change will include 32 route changes, and reported that there has been an increase in ridership in all areas of Metro. Mr. Forrest noted ongoing recruitment efforts by the Human Resources Department and Public Affairs Department. He reported an ongoing review of Metro operations, to evaluate if the Agency is maximizing its employee workforce. Mr. Forrest provided an overview of the current workforce status, and he noted that there is still a need for mechanics. Chair Gladney thanked Mr. Forrest for his report.

22. Call for the Dates for Future Meetings

9:40 a.m. Myra Bennett, Manager of Board Administration, noted that the Safety & Security Committee meeting, scheduled to be held on October 2nd, has been cancelled. She also noted the following upcoming meetings:

Audit/Finance/Administration Committee	Thursday, October 16, 2025	8:30 AM
Operations Committee	Thursday, October 16, 2025	Following AFA
Board of Commissioners	Friday, November 14, 2025	8:30 AM

23. Adjournment to Executive Session for the purpose of discussing legal, confidential, or privileged matters, as permitted under Bi-State Development Board Policy, Chapter 10, Section 10.080; (D) (1) – Legal; (D) (3) – Personnel; (D) (7) – Purchasing and Contracts; and (D) (10) – Auditors.

9:42 a.m. Chair Gladney asked for a motion to move into Executive Session for the purpose of discussing legal, confidential, or privileged matters, as permitted under Bi-State Development Board Policy, Chapter 10, Section 10.080; (D) (1) – Legal; (D) (3) – Personnel; (D) (7) – Purchasing and Contracts; and (D) (10) – Auditors. The motion was made by Commissioner Johnson and was seconded by Commissioner Jackson-Jennings.

The poll of the Board being as follows:

Sam Gladney – Yea	Herbert Simmons – Yea
Nate Johnson – Yea	Irma Golliday – Yea
Andrea Jackson-Jennings – Yea	Derrick Cox – Yea
	Terry Beach – Yea

The motion passed unanimously.

The Board of Commissioners moved into Executive Session at approximately 9:43 a.m.

24. Reconvene to Open Session

9:51 a.m. Chair Gladney noted that the Board has reconvened to the Open Meeting

Commissioner Cox made a motion to approve the minutes from the May 12th, Executive Committee, Executive Session; July 21st, Board Meeting, Executive Session; and August 7th, Executive Committee, Executive Session, as presented, as closed records. The motion was seconded by Commissioner Golliday.

The poll of the Board being as follows:

Sam Gladney – Yea
Nate Johnson – Yea
Andrea Jackson-Jennings – Yea

Herbert Simmons – Yea
Irma Golliday – Yea
Derrick Cox – Yea
Terry Beach – Yea

The motion passed unanimously.

Commissioner Johnson made a motion to approve the Consent Agenda Item: Internal Audit Charter (Resolution #1451) and Draft Casualty and Workers' Compensation Claims Contract Audit Report (Resolution #1452), as presented. The motion was seconded by Commissioner Cox.

The poll of the Board being as follows:

Sam Gladney – Yea
Nate Johnson – Yea
Andrea Jackson-Jennings – Yea

Herbert Simmons – Yea
Irma Golliday – Yea
Derrick Cox – Yea
Terry Beach – Yea

The motion passed unanimously.

25. Adjournment

9:53 a.m. Chair Gladney asked if there was any further business, and being none, Commissioner Jackson-Jennings made a motion to adjourn the meeting. The motion was seconded by Commissioner Golliday. Unanimous vote in favor taken. The motion passed, and the meeting was adjourned at approximately 9:53 a.m.

Deputy Secretary to the Board of Commissioners
Bi-State Development Agency

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
(Hybrid Meeting)
October 16, 2025**

Following Audit, Finance & Administration Committee Meeting

Operations Committee Members participating via Zoom

Debra Moore, Chair
Derrick Cox
Irma Golliday – Absent

Other Commissioners participating via Zoom

Andrea Jackson-Jennings
Terry Beach
Herbert Simmons
Nate Johnson – Absent
Sam Gladney

Staff participating via Zoom

Taulby Roach, President and Chief Executive Officer
Brenda Deertz, Director of Executive Services
Gregory Linhares, Chief Legal Counsel
Myra Bennett, Manager of Board Administration
Tom Curran, Executive Vice President – Administration
Tammy Parris, Executive Vice President, Chief Financial Officer
Ron Forrest, Executive Vice President/Chief Operating Officer – Metro Transit
Kevin Scott, Executive Vice President Public Affairs and Security
Vernon Summers, Director Field Security
John Langa, Vice President – Economic Development
Tim Nittler, Senior Director, Capital Projects

Others participating via Zoom

Hannah Simpson, ASL Interpreter
Hannah Hayes, ASL Interpreter

1. **Open Session Call to Order**
9:01 a.m. Chair, Debra Moore, called the Open Session of the Operations Committee Meeting to order at 9:01 a.m.
2. **Roll Call**
9:01 a.m. Roll call was taken, as noted above.

3. Public Comment

9:01 a.m. Chair Moore asked Myra Bennett, Manager of Board Administration, to summarize any speaker cards have been received for today's meeting. Ms. Bennett noted that the Agency received one (1) public comment for today's meeting. Ms. Bennett stated that the comment was distributed to the Commissioners prior to the meeting, for review. In addition, she noted that the comment has been provided in the online meeting materials, and will be included in the minutes from today's meeting. *(Please see public comment noted below.)*

Name: Sam McClellan

Representing: Sam McClellan

Topic: Metro gates

Comments:

It is immensely frustrating to be subject to poorly implemented and wasteful security measures that do nothing but delay riders and create a hostile, stand offish atmosphere. Consider adding public art, or otherwise softening their appearance. As they are now, they are antisocial and ugly, in addition to the other obvious problems. This is a place deserving of a functional and welcoming transport system.

You all are not good at this, which I am sure you know.

4. Approval of the Minutes of the August 14, 2025 - Operations Committee, Open Meeting

9:02 a.m. The minutes of the August 14, 2025, Operations Committee, Open Meeting, were provided in the Committee meeting materials. A motion to approve the minutes, as submitted, was made by Commissioner Jackson-Jennings and was seconded by Commissioner Cox.

The motion passed unanimously.

5. Mid America Extension Project Authorization

9:03 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, an authorization for the President & CEO causing and finalizing negotiations and executing agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board to implement the Mid America Extension Project. John Langa, Vice President, Economic Development, gave an overview of this item, noting that St. Clair County (SCCTD) and the Federal Transit Administration funded a MetroLink expansion in Illinois in the late 1990's, and the original plan included extending the system from the existing terminus in East St. Louis to MidAmerica Airport. He noted that, in 2003, available funding restricted construction to a terminus at the Shiloh-Scott Station, approximately five miles short of the designed terminus at MidAmerica Airport. Mr. Langa reported that in 2019, the State of Illinois enacted the Rebuild Illinois Capital Plan, which included \$96M for the design and construction of the MetroLink extension from the Shiloh-Scott Station to MidAmerica Airport, and SCCTD and BSD entered into a March 17, 2021, Memorandum of Agreement (MOA) outlining BSD's and SCCTD's individual and collective Project responsibilities. He noted that SCCTD's construction efforts are progressing,

and BSD is in the process of preparing for final inspections and safety testing of the Project in 2026, with the intention of opening the extension of the MetroLink alignment for passenger revenue service later that year; therefore, staff is recommending that the Committee accept, and forward to the Board of Commissioners for approval, a request for the Board of Commissioners to authorize the President and CEO to finalize negotiations and execute agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board to implement the Mid America Extension Project.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and was seconded by Commissioner Jackson-Jennings.

The motion passed unanimously.

6. On-Call General Engineering Consulting (GEC) Services/Multiple Disciplines

9:04 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, authorization for the President & CEO to execute a contract modification with WSP USA, to extend the contract end date to December 31, 2026. Tom Curran, Executive Vice President – Administration, gave an overview of this item, noting that on February 7, 2020, Bi-State Development (BSD) issued solicitation 20-RFP-106674-CG On-Call GEC Consulting Services/Multiple Disciplines in the area of Architectural Services, Mechanical, Civil, and Structural Engineering, Surveying, Environmental, Geotechnical Services and Material Testing from qualified engineering firms, and as a result of the procurement process, WSP USA, Inc. was selected as the highest-ranking qualified firm to provide services to BSD engineering staff, in support of the Agency’s in-house projects. He reported that in July 2020, BSD entered into a contract with WSP USA Inc., for On-Call GEC Consulting Services/Multiple disciplines for \$2,500,000.00, for a performance period of three base years and two one-year option periods, with a contract end date of June 30, 2025, and since the initial contract execution, the contract period of performance has been extended one hundred-eight (180) days to allow WSP to continue working on existing tasks orders until December 31, 2025. Mr. Curran noted that over the course of the contract, a total of twenty-four (24) task orders have been issued, and while a majority of these task orders have been completed, there are still some that remain open to support the underlying projects and will extend into 2026. He noted that Tim Nittler is available to answer any technical questions.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and was seconded by Commissioner Cox.

The motion passed unanimously.

7. MetroLink Platform Cleaning

9:07 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, authorization for the President & CEO to enter into a five (5) year contract with the highest-ranking firm, Katsam Property Services, whose proposal is the most advantageous to BSD with price and other factors being considered, for cleaning services for MetroLink station platforms for Missouri and Illinois, in the not-to-exceed amount of \$15,191,100.80. Tom Curran, Executive Vice President –

Administration, gave an overview of this item. He reported that on June 4, 2025, Bi-State Development (BSD) issued solicitation 25-RFP-623576-KM MetroLink Platform Cleaning to seven qualified firms, to provide cleaning services for both the Missouri and Illinois MetroLink platform stations, and in response to the solicitation, three (3) proposals were received; however, one proposal was deemed non-responsive. Mr. Curran stated that the remaining two (2) responsive proposals were forwarded to the evaluation team, which consisted of individuals representing Rail Facilities Management, and the proposals were scored in accordance with the evaluation requirements specified in the solicitation package. He reported that, upon completion of the process, Katsam Property Services was deemed the highest-ranking firm.

Commissioner Cox posed questions relating to the frequency of the cleaning. Mr. Roach noted that the facilities are cleaned daily; however, are deep cleaned from time to time, based on ridership and upon determination by maintenance staff. Commissioner Cox stated that it is extremely important to ensure that the facilities are clean. Mr. Roach noted that the Agency occasionally receives complaints; however, he appreciates the input, as it helps the Agency know when there are issues. Commissioner Simmons asked if the Board could receive a schedule regarding cleaning services. Mr. Roach noted that staff can provide that information, prior to approval of this item by the Board.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and seconded by Commissioner Jackson-Jennings.

The motion passed unanimously.

8. Contract Modification - MetroLink Stations Secure Platform-Design Services

9:13 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, authorization for the President & CEO to execute a no-cost contract modification with HNTB Corporation for MetroLink Stations Secure Platform-Design Services. (This modification pertains to the Substantial Completion Phase and includes an extension of the contract end date to August 31, 2026, to ensure the continued delivery of design and construction phase services necessary to close out the project after substantial construction completion in January 2026.) Kevin B. Scott, Executive Vice President, Public Affairs and Security, gave an overview of this item, noting that in August 2022, Bi-State Development (BSD) entered into a contract with HNTB Corporation for the provision of design services related to the MetroLink Secure Platform initiative. He noted that, in order to allow HNTB sufficient time to substantially complete the remaining construction phase services, a time extension is necessary to allow HNTB to complete the Project Closeout activities necessary after substantial construction completion of the Secure Platform Project in January 2026. Commissioner Gladney noted that promises had been made to complete the project by January 2026, and asked the status. Mr. Scott stated that it is anticipated that HNTB will reach substantial completion by that date; however, he noted that there have been some supply chain concerns, related to ongoing tariff issues.

A motion to approve this agenda item, as presented, was made by Commissioner Jackson-Jennings and was seconded by Commissioner Gladney.

The motion passed unanimously.

9. Contract Award – Tree Maintenance Service – MetroLink Right-of-Way

9:19 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, authorization for the President & CEO to enter into a five-year contract with Happy Tree Maintenance Services, in the amount not-to-exceed \$1,870,000.00. Tom Curran, Executive Vice President – Administration, gave an overview of this item, noting that MetroLink operates and maintains approximately 45.4 miles of ROW, and continual vegetation control along the ROW is critical to maintaining system safety, reliability, and appearance. He reported that, on April 2, 2025, Bi-State Development (BSD) issued solicitation 25-SB-617438-GG – Tree Maintenance Services-MetroLink Right-of Way for on-call as needed services. He stated that nine (9) firms were invited to submit proposals and the solicitation was also advertised in BSD's iSupplier Portal; however, only one sealed bid was received in response to the solicitation. Mr. Curran noted that this item was previously submitted for the Committee's review, but was tabled at that meeting due to concerns regarding: 1) adequacy of the advertising effort, 2) term of the contract, and 3) a desire by St. Clair County Transit District to survey trees along the right-of-way that posed a potential tree strike danger. He noted that the standard term for contracts of this nature is five years; however, it should be noted that the Terms and Conditions of the contract include a Termination for Convenience clause that allow Bi-State to cancel the contract at any time, if satisfactory performance is not achieved. He added that, an assessment of trees along the MetroLink right-of-way that could potentially pose a tree strike danger is being conducted under the existing contract.

Chair Moore asked who conducts the assessments. Mr. Curran noted that Happy Tree Service conducts the assessments, in conjunction with Mr. Ghiassi, General Manager – Safety. Commissioner Simmons stated that the Agency needs to ensure that these conversations are being held with Mr. Ken Sharkey, St. Clair County Transit. Mr. Curran stated that Mr. Sharkey is included in the conversations.

A motion to approve this agenda item, as presented, was made by Commissioner Simmons and seconded by Commissioner Cox.

The motion passed unanimously.

10. Unscheduled Business

9:23 a.m. There was no unscheduled business.

11. Operations Report

9:23 a.m. An operations report for Metro Transit was included in the Committee packet. Ron Forrest, Executive Vice President and Chief Operation Officer – Metro Transit, provided a summary of the report for the Committee, reviewing current staffing for MetroBus, MetroLink and Call-A-Ride versus budgeted numbers. He noted that the Agency is still struggling to hire mechanics, and noted the possibility of a new in-house apprenticeship program. Mr. Forrest provided a brief overview of the Organizing for Success program, which will be discussed in greater detail during the Executive Session. Mr. Forrest noted that ridership is up, and that Call-A-Ride ridership has doubled. (Commissioner Beach excused himself from the meeting at approximately 9:30 a.m.) He noted the Agency's progress in receiving input from ridership through various means including monthly meetings with the Accessibility Advisory Committee, through the "Ride Every Route" campaign, and through town hall meetings. Mr. Forrest reported

that the next service change will take place in December, and should include approximately 30 route changes. He also noted ongoing hiring events being held. Commissioner Simmons noted that he will have questions for Mr. Forrest in Executive Session, with regard to the Organizing for Success process. Chair Moore asked if the Agency is staying within its boundaries with regard to Call-A-Ride, as the Agency has had issues in the past related to this issue. Mr. Forrest stated that the Agency is staying within the established FTA boundaries. Commissioner Cox thanked Mr. Forrest for his work.

12. President/CEO Report

9:38 a.m. Bi-State Development President/CEO Taulby Roach noted that he has no report, at this time.

13. Call of Dates for Future Board and Committee Meetings

9:38 a.m. Myra Bennett, Manager of Board Administration, advised the Board of Commissioners of the following upcoming meetings:

Board of Commissioners Meeting	Friday, November 14, 2025	8:30 AM
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14. Adjournment to Executive Session

9:39 a.m. Chair Moore asked for a motion that the Committee go into Executive Session for the purpose of discussing legal, confidential, or privileged matters, as permitted under Bi-State Development Board Policy Chapter 10, Section 10.080, (D) (1) – Legal; (D) (2) – Real Estate; and (D) (3) – Personnel. The motion was made by Commissioner Simmons, and was seconded by Commissioner Jackson-Jennings.

A roll call vote was taken as follows:

Sam Gladney – Yea	Herbert Simmons – Yea
Andrea Jackson-Jennings – Yea	Derrick Cox – Yea
	Debra Moore – Yea

The motion passed unanimously, and the Committee moved into Executive Session at 9:40 a.m.

15. Reconvene to the Open Meeting

10:39 a.m. Chair Moore stated that the Committee has reconvened to the Open Meeting.

Commissioner Cox made a motion to approve 2025 Annual Surplus Property Holdings, as presented in Executive Session, and the motion was seconded Commissioner Gladney.

A roll call vote was taken as follows:

Sam Gladney – Yea	Herbert Simmons – Yea
	Derrick Cox – Yea
	Debra Moore – Yea

The motion passed unanimously.

Commissioner Gladney made a motion to approve the Hanley/Eager Road Transportation Development District Term, Bonds, Sales Tax and Special Assessment Restructuring, as presented in Executive Session, and the motion was seconded Commissioner Cox.

A roll call vote was taken as follows:

Sam Gladney – Yea

Herbert Simmons – Yea

Derrick Cox – Yea

Debra Moore – Yea

The motion passed unanimously.

16. Adjournment

10:41 a.m. Chair Moore asked if there was any further business, and being none, Commissioner Gladney made a motion to adjourn the meeting. The motion was seconded by Commissioner Cox. Unanimous vote in favor was taken. The motion passed, and the meeting was adjourned at approximately 10:42 a.m.

Deputy Secretary to the Board of Commissioners
Bi-State Development Agency

**BI-STATE DEVELOPMENT
AUDIT, FINANCE & ADMINISTRATION COMMITTEE MEETING
OPEN SESSION MINUTES
(Hybrid Meeting)
October 16, 2025
8:30 AM**

Audit, Finance & Administration Committee Members participating via Zoom

Andrea Jackson-Jennings, Chair
Terry Beach
Herbert Simmons
Nate Johnson – Absent
Sam Gladney

Other Commissioners participating via Zoom

Debra Moore
Derrick Cox
Irma Golliday – Absent

Staff participating via Zoom

Taulby Roach, President and Chief Executive Officer
Brenda Deertz, Director of Executive Services
Greg Linhares, Chief Legal Counsel
Myra Bennett, Manager of Board Administration
Tammy Parris, Executive Vice President, Chief Financial Officer
Crystal Messner, Chief Audit Executive
Ron Forrest, Executive Vice President and Chief Operating Officer – Metro Transit
Tom Curran, Executive Vice President – Administration
Vernon Summers, Director Field Security
Carmen Brothers, Retirement Plan Manager

Others participating via Zoom

Hannah Simpson, ASL Interpreter
Hannah Hayes, ASL Interpreter

1. Open Session Call to Order

8:30 a.m. Chair, Andrea Jackson-Jennings, called the Open Session of the Audit, Finance & Administration Committee Meeting to order at 8:30 a.m.

2. Roll Call

8:30 a.m. Roll call was taken, as noted above.

3. Public Comment

8:32 a.m. Chair Jackson-Jennings asked Myra Bennett, Manager of Board Administration, to summarize any speaker cards have been received for today's meeting. Ms. Bennett noted that no speaker cards were submitted for today's meeting.

4. Minutes of the August 14, 2025 - Audit, Finance & Administration Committee, Open Meeting

8:32 a.m. The minutes of the August 14, 2025, Audit, Finance & Administration Committee, Open Meeting, were provided in the Committee packet. A motion to approve the minutes, as presented, was made by Commissioner Cox and was seconded by Commissioner Gladney.

The motion passed unanimously.

5. Pension Audit Updates

8:33 a.m. A briefing paper was included in the meeting materials, presenting to the Audit, Finance and Administration Committee the results of the 2025 audits for all pension plans. Carmen Brothers, Retirement Plan Manager, gave an overview of this item, noting that Financial audit reports for plan years ended 2025 were issued by UHY LLP in September 2025. She reported that UHY LLP issued unmodified "clean" audit opinions for plan years ended 2025 for all three pension plans. This item was presented as information only.

6. 401(k) Plan Audit Update

8:34 a.m. A briefing paper was included in the meeting materials, presenting to the Audit, Finance and Administration Committee an update on the results of the Bi-State Development Agency 401(k) Retirement Savings Program (BSD 401(k) Plan). Carmen Brothers, Retirement Plan Manager, gave an overview of this item, noting that UHY LLP audited the financial statements of the Bi-State Development Agency 401(k) Retirement Savings Program as of December 31, 2024 and 2023 and issued an unmodified audit opinion. This item was presented as information only.

7.-9. Internal Audit Department - Follow-Up Summary – 1st Quarter, FY2026

Internal Audit Department - Status Report – 1st Quarter, FY2026

Internal Audit Department - State Safety Oversight Status Report – 3rd Quarter, CY2025

8:35 a.m. Briefing papers were included in the meeting materials regarding these items. Crystal Messner, Chief Audit Executive, gave an overview of these items, noting that, with regard to Item #7 – Internal Audit Department, Follow-up Summary, 48% of items have been closed and 52% remain open; however, none are overdue. She reported that, with regard to Item #8 – Internal Audit Department, Status Report for the first quarter, the following audits are in process with anticipated completion during the second quarter FY 2026:

- RFP Process (anticipating closure)
- Construction in Progress (anticipating closure)
- IT Penetration Testing and NIST Risk Assessment (in process)
- EEO Limited Review (planning)
- Agency Cards (planning).

Ms. Messner noted that, with regard to Item #9 – Internal Audit Department – State Safety Oversight Status Report, IAD conducted site visits for the Brentwood and DeBaliviere MetroBus garages, the 29th Street MetroLink Yard, and the Ewing MetroLink Yard. She reported that IAD conducted a site visit for the Loop Trolley Maintenance Facility, and the MetroLink site visits are scheduled for late October. Ms. Messner noted that one Corrective Action Plan (CAP) is considered unacceptable/overdue, and IAD has facilitated regular CAP meetings with MetroBus Operations to monitor progress and develop a plan for effective resolution of the issue. These items were presented as information only.

10.–11. Financial Statements

Treasurer's Report

8:38 a.m. Financial Statements and a Treasurer's Report were included in the meeting materials for Board review. Tammy Fulbright, Executive Vice President and Chief Financial Officer, gave an overview of these items. These items were presented as information only.

12. Treasury Safekeeping Report

8:45 a.m. A briefing paper was included in the meeting materials with the results of the Treasury Safekeeping Quarterly Accounts Audit, ending June 30, 2025. Crystal Messner, Chief Audit Executive, gave an overview of these items, stating that the Internal Audit Department reviewed the combined cash position and safekeeping accounts reported in the Quarterly Treasurer's Report for the period ending June 30, 2025, and based on the review procedures performed, believes that the Market Values reported fairly represent the asset balances, and their associated credit ratings, for the period ending June 30, 2025. She added that the information reported for the Fuel Hedge Program was reviewed, and the Internal Audit Department believes that these amounts fairly present the hedging position, for the quarter ending June 30, 2025. Ms. Messner noted that the collateral position for BSD's lead operating bank was reviewed, and the value of collateral posted on the behalf of BSD was adequate to secure the account balances in the event of a bank default. This item was presented as information only.

13. Procurement Report

8:46 a.m. A Procurement Report was included in the meeting materials regarding this item. Thomas Curran, Executive Vice President Administration, gave an overview of this item, reviewing the four components of the report, including the Procurement Activity Report - Non-Competitive Procurement Trend, Procurement Card Transactions Report, Contract Awards Over \$100,000 Report, and Contract Modifications Report. This item was presented as information only.

14. Unscheduled Business

8:48 a.m. There was no unscheduled business.

15. President/CEO Report

8:48 a.m. Bi-State Development President/CEO Taulby Roach expressed concerns regarding current sales tax trends, noting that we are seeing a flattening of sales tax revenues for all our partners. He stated that this is why it is important for the Agency to try to maintain an annual growth of 1.5%.

Mr. Roach reported that the Agency is working with St. Clair County regarding a Blues hockey shuttle, on a trial basis. He thanked Ron Forrest and Ken Sharkey for their work on this project.

Mr. Roach reported that he is working closely with St. Louis City Mayor Spencer on a successful pivot for the BRT project, and he stated that he has received positive feedback from the FTA. He stated that he would love to expand MetroLink; however, he noted that the Agency must move forward with projects that are economically feasible and fiscally responsible for the Agency and its partners.

16. Call of Dates for Future Board and Committee Meetings

8:51 a.m. Myra Bennett, Manager of Board Administration, noted that the next Board of Commissioners Meeting is scheduled to be held on Friday, November 14, 2025 at 8:30 AM. She noted that this is the final, scheduled meeting for 2025.

17. 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) and Auditors §10.080(D)(10).

8:51 a.m. Chair Jackson-Jennings noted that a motion is needed for the Committee go into Executive Session for the purpose of discussing legal, confidential, or privileged matters, as permitted under Bi-State Development Board Policy Chapter 10, Section 10.080, (D)(1) – Legal and (D)(10) – Auditors.

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

Sam Gladney – Yea

Andrea Jackson-Jennings – Yea

Herbert Simmons – Yea

Terry Beach – Yea

Derrick Cox – Yea

Debra Moore – Yea

The motion passed unanimously, and the Committee moved into Executive Session at 8:52 a.m.

18. Reconvene to Open Meeting

8:58 a.m. The Committee reconvened to the Open Meeting at approximately 8:58 a.m.

Commissioner Moore made a motion to approve the minutes from the August 14, 2025, Audit, Finance and Administration Committee, Executive Session, as presented, as a closed record. The motion was seconded by Commissioner Cox.

A roll call vote was taken as follows:

Sam Gladney – Yea

Andrea Jackson-Jennings – Yea

Herbert Simmons – Yea

Terry Beach – Yea

Derrick Cox – Yea

Debra Moore – Yea

The motion passed.

Commissioner Simmons made a motion to approve the FY2025 Draft Year End Financial Audit, as presented in Executive Session, and forward them to the Board of Commissioners for approval. The motion was seconded by Commissioner Gladney.

A roll call vote was taken as follows:

Sam Gladney – Yea

Andrea Jackson-Jennings – Yea

Herbert Simmons – Yea

Terry Beach – Yea

Derrick Cox – Yea

Debra Moore – Yea

The motion passed.

19. Adjournment

8:59 a.m. Chair Jackson-Jennings asked if there was any further business, and being none, Commissioner Cox made a motion to adjourn the meeting. The motion was seconded by Commissioner Gladney. Unanimous vote in favor was taken. The motion passed, and the meeting was adjourned at approximately 8:59 a.m.

Deputy Secretary to the Board of Commissioners
Bi-State Development

**BI-STATE DEVELOPMENT
SAFETY AND SECURITY COMMITTEE - SPECIAL MEETING
(VIRTUAL MEETING VIA ZOOM)
OPEN SESSION MINUTES
November 14, 2025
8:30 AM**

Committee Members Participating via Zoom

Herbert Simmons, Chair
Irma Golliday
Derrick Cox – Absent

Other Commissioners Participating via Zoom

Andrea Jackson-Jennings	Terry Beach
Nate Johnson – Absent	Debra Moore – Absent
Sam Gladney – Absent	

Staff Participating via Zoom

Tammy Parris, Executive Vice President and Chief Financial Officer
Brenda Deertz, Director of Executive Services
Greg Linhares, Chief Legal Counsel
Myra Bennett, Manager of Board Administration
Vern Summers, Director Field Security
Dan Frey, Director Risk Management

Others Participating via Zoom

Anna Williams, ASL Interpreter

1. **Open Session Call to Order**
8:30 a.m. Chair Simmons called the Open Session of the Bi-State Development Agency, Safety and Security Committee Meeting to order at 8:30 a.m.
2. **Roll Call**
8:30 a.m. Roll call was taken, as noted above.
3. **Motion to move Executive Session**
8:30 a.m. Chair Simmons requested a motion for the Committee go into Executive Session for the purpose of discussing matters, as permitted under Bi-State Development Board Policy Chapter 10, Section 10.080, (D) (1) – Legal; (D) (3) – Personnel; (D) (7) – Purchasing and Contracts; (D) (11) – Security; and (D) (16) – Rail, Bus or Facilities, Safety and Accidents.

The motion was made by Commissioner Golliday, and it was seconded by Commissioner Jackson-Jennings.

A roll call vote was taken, as follows:

Andrea Jackson-Jennings – yea

Terry Beach – yea

Herbert Simmons – yea

Irma Golliday – yea

The motion passed unanimously, and the Committee moved into Executive Session at 8:31 a.m.

4. Reconvene to Regular Meeting.

8:53 a.m. The Committee reconvened to the open session at approximately 8:53 a.m.

Commissioner Golliday made a motion to accept the Security Contract Modification, as presented in Executive Session, and forward it to the Board for approval. The motion was seconded by Commissioner Jackson-Jennings.

A roll call vote was taken, as follows:

Andrea Jackson-Jennings – yea

Terry Beach – yea

Herbert Simmons – yea

Irma Golliday – yea

The motion passed unanimously.

5. Adjournment

8:54 a.m. Chair Simmons asked if there was any further business, and being none, Commissioner Jackson-Jennings made a motion to adjourn the meeting. The motion was seconded by Commissioner Golliday. Unanimous vote in favor was taken. The motion passed, and the meeting was adjourned at approximately 8:55 a.m.

Deputy Secretary to the Board of Commissioners
Bi-State Development Agency

From:	Tammy Parris, Interim President and Chief Executive Officer
Subject:	Mid America Extension Project Authorizations
Disposition:	Approval
Presentation:	John Langa, Vice President, Economic Development

Objective:

To present to the Bi-State Development (**BSD**) Board of Commissioners (**Board**) for approval, authorizing the BSD President and CEO cause and finalize negotiations and execute agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board, to implement the Mid America Extension Project (**Project**).

Background:

St. Clair County and the Federal Transit Administration funded a MetroLink expansion in Illinois, in the late 1990's. The original plan was to extend the system from the existing terminus in East St. Louis to MidAmerica Airport. The design of the project was completed, but in 2003, available funding restricted construction to a terminus at the Shiloh-Scott Station – approximately five miles short of the designed terminus at MidAmerica Airport.

In 2019, the State of Illinois enacted the Rebuild Illinois Capital Plan, which included \$96M for the design and construction of the MetroLink extension from the Shiloh-Scott Station to MidAmerica Airport. State funding for the Project, which includes the MetroLink extension, an access road and a bike path, flows from the Illinois Department of Transportation (**IDOT**) to the St. Clair County Transit District (**SCCTD**), which has overseen design updating and construction of the Project.

SCCTD and BSD entered into a March 17, 2021, Memorandum of Agreement (**MOA**) (please see **Exhibit A**), outlining BSD's and SCCTD's individual and collective Project responsibilities. At this time, SCCTD's construction efforts are progressing, and BSD is in the process of preparing for final inspections and safety testing of the Project in 2026, with the intention of opening the extension of the MetroLink alignment for passenger revenue service later that year.

As BSD absorbs responsibility for the operation and maintenance of the alignment, it will require agreements, including but not limited to easements, temporary construction easements, licenses, utility easements and MOAs between BSD and SCCTD, and which could also involve St. Clair County, MidAmerican Airport, public utilities and IDOT, among others. By way of example, SCCTD and BSD are currently in the process of negotiating the easement for BSD's operating, maintaining and accessing the alignment.

Analysis:

The Project will become a critical element for the region's transit system, and the continual and on-going coordination for its success, by and between BSD and the SCCTD and others, will be

critical. Given that, the structure of this agenda item to enable BSD's President and CEO to negotiate, finalize and execute agreements in support of the Project will provide BSD the flexibility and timeliness to support Project requirements.

Previous Contract Cost Comparison:

Not applicable, this is not a contract item.

Previous Action:

The Operations Committee approved this item at the October 16, 2025 meeting.

Board Action Requested:

The Operations Committee recommends that the Board of Commissioners approve authorization of the BSD President and CEO causing and finalizing negotiations and executing agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board to implement the Mid America Extension Project.

Attachments:

Exhibit A. Memorandum of Agreement, March 21, 2021 between BSD and SCCTD

Funding Source:

No use of BSD funds is anticipated as part of this BSD action; however, agreements and documents that would be prepared for review and execution related to the Project, would be part of the Project, Legal, Engineering or Real Estate budgets.

For easements, temporary construction easements, utility easements and licenses, Board Policy Chapter 40 Real Property/Economic Development.

For other agreements, no Board Policy applies: however, Section 5 of the "Intergovernmental Cooperation Act," 5 Ill. Comp. Stat. 220/5, provides that any one of more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contact shall be authorized by the governing body of each party to the contract.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is entered into as of this 17 day of MARCH, 2021, by and between the St. Clair County Transit District ("SCCTD") and the Bi-State Development Agency of the Missouri-Illinois Metropolitan District ("Agency"). SCCTD and Agency are, at times, individually referred to as a "Party", and collectively referred to as "the Parties."

WHEREAS, Agency, is an interstate transportation authority created by a joint compact between the States of Missouri and Illinois, codified at Section 70.370 et seq. of the Missouri Revised Statutes and Chapter 45, Section 100/1 et seq. of the Illinois Compiled Statutes (jointly referred to herein as the "Compact"), authorized to plan, construct, operate and maintain passenger transportation facilities and rail terminal facilities; and operates a light rail system in Missouri and Illinois ("MetroLink" and "MetroLink System");

WHEREAS, SCCTD, as a local mass transit district created pursuant to Chapter 70, Section 3610/2 et seq., of the Illinois Compiled Statutes, is a municipal corporation authorized to acquire, construct, own, operate and maintain mass transit facilities for public service or to subsidize the operation thereof; to acquire private property which is necessary for the purposes of the district by eminent domain; and to contract for public mass transportation with an interstate transportation authority;

WHEREAS, SCCTD and Agency desire to cooperate in certain aspects of the development, acquisition, design, construction, and operation of a light rail transit line to extend the current MetroLink line in Illinois from the Shiloh-Scott Station, located in Shiloh, Illinois, to MidAmerica St. Louis Airport ("MidAmerica") as well as the construction of a Roadway and Bike Trail adjacent to the MetroLink extension (the "Project").

WHEREAS, SCCTD was awarded \$96M from the State of Illinois in 2018 for the design and construction of the Project ("IDOT Grant") and Agency is not contributing any funds for construction or acquisition.

NOW, THEREFORE, in consideration of the premises and the mutual promises, representations, warranties and covenants set forth herein, the parties hereto hereby agree as follows:

1. Purpose; Project Ownership.

(a) This Agreement is entered into by the Parties to provide for the development, acquisition, design, construction, and operation of the Project. SCCTD will have all right, title and interest in the Project until the Project is accepted for operation by Agency as provided in Section 6, unless as otherwise provided by this Agreement. The Agency shall own all right, title and interest to MetroLink system portion of the Project upon acceptance for operation by Agency. SCCTD shall own all right, title and interest to the Bike Trail portion of the Project upon completion. The Agency shall not interfere with the design or construction of the Bike

Trail or Roadway except when it intersects with the light rail line portion of the project.

(b) Notwithstanding Par. 6 below, acceptance of this project for ownership by the Agency and with it full responsibility for control, operation and maintenance of the project (the extension of light rail to MidAmerica Airport) is mandatory by the Agency and an intentional expectation of this agreement conditioned on SCCTD and its agents designing and constructing the project to the criteria and operating standards in effect for the existing Bi-State light rail system as of Sept. 1, 2020 unless altered by state or federal law or by agreement of the parties. Upon becoming aware of any issue that may cause non-acceptance the Agency is obligated to immediately and/or within 5 business days notify SCCTD of that issue. The Agency is obligated to cooperate in good faith with SCCTD to achieve the goal of acceptance and shall not unreasonably withhold timely acceptance.

2. Funding. The Agency shall provide the District with the Illinois Allocation funding for design, safety certification, testing and start-up operations of the Project. The IDOT Grant funding received by St. Clair County shall be used for construction of the project and as determined by SCCTD. SCCTD shall follow FTA regulations for the design phase of the contract.

3. Agency Cost Reimbursement. The Agency shall be reimbursed for certain costs of their employees, overhead and expenses for Agency in support of design and construction, testing and start-up of the Project. Agency shall be reimbursed a total of \$2,000,000.00 after the Agency accepts the Project.

4. Cooperation. This Agreement is intended to address specific actions of the parties towards the execution and funding of the Project and to provide a basic framework for cooperation of the Parties towards its completion.

5. Term of Agreement: Termination. This Agreement shall commence on the date hereof and shall continue until the earliest of: (a) the date that the Project is completed to the reasonable satisfaction of SCCTD; (b) the date that this Agreement is mutually terminated; (c) the date that this Agreement is terminated in accordance with this Section. SCCTD may terminate this Agreement for any reason by providing at least 90 days prior written notice to the other Party. Agency may only terminate if SCCTD refuses to provide a project that does not meet the standards of acceptance as defined herein.

6. Acceptance of Project by Agency.

(a) Agency shall be required to accept the MetroLink portion of the Project for operation upon successful completion of all of the following: (i) construction certified as Substantially Complete, as defined below; (ii) safety certification is successfully completed; (iii) testing and start-up activities are certified complete; and (iv) Safety State Oversight has signed off on the Project for operation.

(b) Substantial Completion is defined to mean and take into account the situation when the construction phase of the MetroLink portion of the Project is sufficiently complete

so that Agency can occupy and operate the Project to perform testing and start-up activities. SCCTD shall notify Agency of their intent to issue substantial completion for each of the construction contracts. Agency shall agree to accept substantial completion or shall provide, in writing to SCCTD within five business days of notification of intent to issue, any perceived reasonable deficiencies that would have an effect on the Agency's ability to safely operate the system. Upon remedy of deficiencies as determined by SCCTD, the Agency shall accept substantial completion.

(c) Upon acceptance of the MetroLink portion of the Project, SCCTD shall turn over to the Agency all files, drawings, calculations, computer files, documents, memoranda, and other materials relating to the MetroLink portion of the Project and all work product produced in connection with this engagement of any kind and nature whatsoever.

7. Design Phase.

(a) Environmental Documentation and Design Services Contract. SCCTD and the Agency procured the contract with WSP to perform NEPA Environmental Documentation and Design Services for the Project ("Design Services"), in accordance with FTA and IDOT Guidelines.

(b) Design Review and Acceptance of Design Plans. The Agency will assist SCCTD in the review and acceptance of Design Plans are consistent with MetroLink design standards at design milestones, attached hereto and incorporated herein as Exhibit A. The Agency and SCCTD will adhere to the reasonable review durations established for each Design Submittal by SCCTD. Review durations will be based on the magnitude and complexity of each specific Design Submittal. In no instance shall review durations exceed 30 working days. The Agency shall assist SCCTD to ensure that Design Plans are consistent with MetroLink design standards.

(c) The Agency shall provide design reviews of the Design Submittal in accordance with the timelines dictated by SCCTD. Agency shall be liable for any costs from changes to the MetroLink Portion of the Project that are requested by the Agency and do not directly relate to the operation of the MetroLink.

(d) The Bi-State Development Agency of the Missouri-Illinois Metropolitan District shall be listed as a third party (3rd) beneficiary in any and all contracts for construction phase services and any other professional services required for the construction of the MetroLink portion of the Project, with all legal rights associated with that status.

(e) The Agency understands that time is of the essence for this project and will make every reasonable effort to respond to all issues in a timely way so as to cause no delay in the project schedule.

8. Construction Phase.

(a) Construction Contract(s). SCCTD shall procure and execute the contracts for construction phase services and any other professional services required for the construction phase of the Project, in accordance with SCCTD Procurement Policy and following IDOT regulations.

(b) Construction Review and Oversight. The Agency will assist SCCTD in the review and acceptance of construction of the Project. The Agency will have access to the Project during construction upon approval of SCCTD. Upon request, Agency shall assist SCCTD with the satisfactory resolution of construction-related issues in a timely manner so and to avoid or minimize delays in the Project schedule.

(c) The Bi-State Development Agency of the Missouri-Illinois Metropolitan District shall be listed as a third-party beneficiary in any and all contracts for construction phase services and any other professional services required for the construction phase of the Project, with all legal rights associated with that status.

(d) The Agency understands that time is of the essence for this project and will make every reasonable effort to respond to all issues in a timely way so as to cause no delay in the project schedule.

9. Testing and Startup Operations Phase. The Agency is responsible for testing and startup operations phase services and any other professional services required for the testing and startup operation phase of the Project. SCCTD shall provide support during testing and startup operations. Agency understands time is of the essence and will make every reasonable effort to prosecute the system testing and start-up operations tasks within 4 months.

10. Roadway and Bike Trail.

(a) Agency understands and acknowledges that a portion of the Bike Trail will be on property owned by Bi-State who hereby authorizes access to SCCTD and its agents for purposes of design, engineering and construction of that Bike Path.

(b) SCCTD will manage, operate, and maintain the Bike Path at no cost to Agency.

11. MetroLink System Specifications. The Parties agree and understand that, to the extent permitted by law and IDOT rules and regulations, and insofar as practicably possible, the design and construction specifications for the MetroLink System portion(s) of the Project shall match and be compatible with the current MetroLink equipment, specifications, and operations and reflect the same level of design, construction, quality, and performance.

12. Acknowledgement of Capital Funding. SCCTD has secured funding for the extension of light rail to MidAmerica Airport, an adjoining joint use path and a frontage road

from the State of Illinois. Expenditures of said funds shall be consistent with guidelines established by the Illinois Department of Transportation. As the project is not funded with federal dollars it is exempt from all rules and regulations required by the federal funding process and regulations.

Bi-State has established a financial plan for the distribution of CARES Act funding secured through the FTA 5307 program. That plan spread the draw of the CARES Act expenditure over several months to stabilize the operating profile with the expectation of maintaining a full operation schedule in the midst of the pandemic. However, as SCCTD receives State and local funding for operations the financial plan includes a comparable credit to account for that funding in the equitable distribution of CARES Act monies. This credit is funded by Bi-State with 35.6 million dollars through the CARES Act segregated to an account which is now established and titled the Illinois Allocation, These funds shall only be expended with the concurrence of SCCTD.

The purpose of this provision is to recognize that the use of Illinois Allocation for the funding of this project and that it is fully eligible to receive CARES Act funding within the financial plan of Bi-State if requested by SCCTD.

13. **No Assignment.** No party to this Agreement shall assign the Agreement as a whole or part without the written consent of the other parties, nor shall any party assign any monies due or to become due hereunder without the previous written consent of the other party.

14. **Third Party Beneficiaries.** Notwithstanding anything contained in this Agreement to the contrary, no person or entity shall be deemed to be a third party beneficiary hereof, and nothing in the Agreement (either express or implied) is intended to confer upon any other person or entity any rights, remedies, obligations, or liabilities under or by reason of this Agreement.

15. **Relationship between the Parties.** The Parties shall be independent contractors in their performance under this Agreement, and nothing contained in this Agreement shall be deemed to constitute either party as the employer, employee, agent or representative of the other party, or both parties as joint venturers or partners for any purpose.

16. **Labor.** A Project Labor Agreement shall be utilized to the fullest extent allowed by law for construction.

17. **Indemnification.** To the extent permitted by applicable law, each party ("Indemnitor") shall indemnify and hold harmless the other party, including any of their affiliated entities and their respective commissioners, boards, members, managers, trustees, employees, officers, shareholders, agents and partners, successors and assigns, from and against any and all claims, or suits for damages, liability, loss, expenses, causes of action and judgments (including, but not limited to, reasonable attorneys' fees and legal expenses in connection with defending against any such action, suit or claim) arising from any wrongful or negligent act or omission or breach of this Agreement by the Indemnitor or its affiliated entities, boards, members, managers, trustees, employees, officers, shareholders, agents,

partners, successors, or assigns.

18. Notices. All notices, invoices or other communication required or desired to be given hereunder shall be in writing and shall be deemed duly delivered and received (a) upon receipt or refusal of delivery, when delivered personally; (b) the day deposited with the U.S. Postal Service, when sent certified or registered mail (postage prepaid), return receipt requested; and (c) the day deposited with Federal Express or other overnight courier service (charges prepaid) when sent next-day delivery; as follows (or to such other addressee or address as shall be set forth in a notice given in the same manner):

If to Agency:

Bi-State Agency of the Missouri-Illinois Metropolitan District
One Metropolitan Square
211 North Broadway, Suite 700
St. Louis, MO 63102
Attention: President & CEO

With copy to: General Counsel
Email: baenneking@bistatedev.org

If to SCCTD:

Ken Sharkey, Managing Director
St. Clair County Transit District
27 North Illinois
Belleville, IL 62220
Attention: [TBD]

With copy to: [TBD]

19. Counterparts; Facsimile, Electronic Transmittal. This Agreement may be executed in counterparts, each of which shall constitute an original. This Agreement may be signed and transmitted electronically; the signature of any person on an electronically transmitted copy hereof shall be considered an original signature; and an electronically transmitted copy hereof shall have the same binding effect as an original signature on an original document. At the request of any party hereto, any electronic copy of this Agreement shall be re-executed in original form. No party hereto may raise the use of electronic mail or the fact that any signature was transmitted through the use of electronic mail as a defense to the enforcement of this Agreement.

20. Binding Agreement. This Agreement shall be binding and inure to the benefit of the parties hereto.

21. Entire Agreement. The parties agree that this Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and that no other agreements or representations other than those contained in this Agreement have been made by the parties.

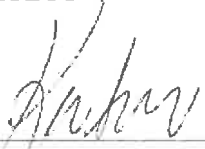
22. **Amendment and Modifications**. Any amendment or modification of this Agreement may only be authorized by written agreement of the parties hereto.

23. **Severability**. In the event that any one or more provisions or parts of a provision contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provisions or part of a provision of this Agreement, but this Agreement shall be reformed and construed in any such jurisdiction as if such invalid or illegal or unenforceable provision or part of a provision had never been contained herein, and such provision or part shall be reformed so it would be valid, legal and enforceable to the maximum extent permitted in such jurisdiction.

24. **Jurisdiction of Litigation**. The parties agree that should litigation be required that Illinois law shall be used to interpret any statute, regulation, contract, rule or dispute between the parties and that jurisdiction for said litigation will be in either Saint Clair County, Illinois or the Southern District of Illinois.

IN WITNESS WHEREOF, Agency and SCCTD have executed this Agreement as of the day and year first above written.

ST. CLAIR COUNTY TRANSIT
DISTRICT

By: 

Title: MANAGING DIRECTOR

THE BI-STATE DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN
DISTRICT

By: 

Title: PRESIDENT & CEO

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS
METROPOLITAN DISTRICT AUTHORIZING THE PRESIDENT AND CEO TO
NEGOTIATE AND EXECUTE AGREEMENTS TO IMPLEMENT THE MID
AMERICA EXTENSION PROJECT**

PREAMBLES:

WHEREAS, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board of Commissioners”); and

WHEREAS, the Agency is authorized by Mo. Rev. Stat. §§ 70.370 et seq. and 45 Ill. Comp. Stat. 100/1 et seq. (jointly referred to herein as the “Compact”) to acquire by gift, purchase or lease, sell or otherwise dispose of, and to plan, construct, operate and maintain, or lease to others for operation and maintenance, airports, wharves, docks, harbors, and industrial parks adjacent to and necessary and convenient thereto, bridges, tunnels, warehouses, grain elevators, commodity and other storage facilities, sewage disposal plants, passenger transportation facilities, and air, water, rail, motor vehicle and other terminal or parking facilities; to contract and to be contracted with; and to perform all other necessary and incidental functions; and

WHEREAS, Board Policy Chapter 40, Real Property/Economic Development, outlines regulations regarding easements, temporary construction easements, utility easements and licenses; and

WHEREAS, for other agreements, although no Board Policy applies, Section 5 of the “Intergovernmental Cooperation Act,” 5 Ill. Comp. Stat. 220/5, provides that any one of more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contact shall be authorized by the governing body of each party to the contract; and

WHEREAS, St. Clair County and the Federal Transit Administration funded a MetroLink expansion in Illinois, in the late 1990’s, and the original plan included extending the system from the existing terminus in East St. Louis to MidAmerica Airport; and

WHEREAS, in 2003, available funding restricted construction to a terminus at the Shiloh-Scott Station – approximately five miles short of the designed terminus at MidAmerica Airport; and

WHEREAS, in 2019, the State of Illinois enacted the Rebuild Illinois Capital Plan, which included \$96M for the design and construction of the MetroLink extension from the Shiloh-Scott Station to MidAmerica Airport; and

WHEREAS, SCCTD and BSD entered into a March 17, 2021, Memorandum of Agreement (MOA) outlining BSD’s and SCCTD’s individual and collective Project responsibilities; and

WHEREAS, SCCTD’s construction efforts are progressing, and BSD is in the process of preparing for final inspections and safety testing of the Project in 2026, with the intention of opening the extension of the MetroLink alignment for passenger revenue service later that year; and

WHEREAS, it is feasible, necessary and in the public interest for the Board of Commissioners to authorize the President and CEO to finalize negotiations and execute agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board to implement the Mid America Extension Project;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings. The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Approval of Authorization to Negotiate and Finalize Agreements. The Board of Commissioners hereby approves the authorization of the President and CEO to finalize negotiations and execute agreements, including, but not limited to, easements, temporary construction easements, licenses, utility easements and intergovernmental agreements on behalf of the Board to implement the Mid America Extension Project, under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized. The officers of the Agency, including, without limitation, the President and CEO, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability. It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights under Resolution Limited. No rights shall be conferred by this Resolution upon any person or entity other than the Agency, its officers and employees.

Section 6. Governing Law. The laws of the State of Illinois shall govern this Resolution.

Section 7. No Personal Liability. No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution.

Section 8. Payment of Expenses. The Executive Vice President and CFO is hereby authorized and directed to pay or cause to be paid all costs, expenses and fees incurred in connection with or incidental to this Resolution.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED by the Board of Commissioners of the Bi-State Development Agency of the Missouri-Illinois Metropolitan District this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT

By_____

Title_____

[SEAL]

ATTEST:

By_____ Deputy Secretary to the Board of Commissioners

From: Tammy Parris, Interim President and Chief Executive Officer
Subject: **Contract Modification – 20-RFP-106674-CG On-Call General Engineering Consulting (GEC) Services/Multiple Disciplines (Architectural Services, Mechanical, Civil and Structural Engineering, Surveying, Environmental, Geotechnical Services and Material Testing)**
Disposition: Approval
Presentation: Thomas P. Curran, Executive Vice President, Administration
Christopher Poehler, PE, Vice President, Capital Programs

Objective:

To present to the Board of Commissioners for approval, a request to authorize the President & CEO to modify the current contract with WSP USA, to continue providing On-Call Architectural and Engineering services.

Background:

On February 7, 2020, Bi-State Development (BSD) issued solicitation *20-RFP-106674-CG On-Call GEC Consulting Services/Multiple Disciplines* in the area of Architectural Services, Mechanical, Civil, and Structural Engineering, Surveying, Environmental, Geotechnical Services and Material Testing from qualified engineering firms. As a result of the procurement process, WSP USA, Inc. was selected as the highest-ranking qualified firm to provide services to BSD engineering staff, in support of the Agency's in-house projects.

In July 2020, BSD entered into a contract with WSP USA Inc., for On-Call GEC Consulting Services/Multiple disciplines for \$2,500,000.00, for a performance period of three base years and two one-year option periods, with a contract end date of June 30, 2025. Since the initial contract execution, the contract period of performance has been extended one hundred-eight (180) days to allow WSP to continue working on existing tasks orders until December 31, 2025.

Analysis:

Over the course of the contract, a total of twenty-four (24) task orders have been issued. While a majority of these task orders have been completed, there are still some that remain open to support the underlying projects. A few of these projects will extend into 2026.

In order to ensure that the projects have full access to the design professionals throughout the construction phase, a no-cost time extension is needed for the GEC contract. A list of all task orders and their closure status is included on the following page.

Task Order No.	Description	Amount	Closure Status
1	East Riverfront Station-Stair Replacement Design Scope Development & Task Order Modification One (1)	\$23,668.90	Closed
2	Power House at DeBaliviere Historical/Condition Assessment Scope Development and Task Order Mod 1 RFP Development/Support	\$149,637.87	Closed
3	Des Peres Ave Pedestrian Bridge Rehabilitation (Design)	\$47,377.60	Open
4	Brentwood Garage Fall Protection Review Period of Performance	\$9,165.00	Closed
5	Community Mobility Hubs Period of Performance May	\$49,484.99	Open
6	Rock Road Station Platform Rehabilitation	\$45,655.93	Open
7	Secure Platform Project Conceptual Design and Project Delivery Support	\$59,963.71	Closed
8	79TH Street Retaining Wall Preliminary Design	\$147,793.52	Closed
9	Systemwide NFPA 130 Egress Analysis Report	\$59,091.65	Closed
10	MetroLink Convention Center Station-Eastbound Entrance Renovation and Elevator Feasibility Assessment	\$29,486.27	Closed
11	CWE Platform Resurfacing	\$1,000.00	Closed
12	DeBaliviere Signal House Replacement Design	\$113,086.79	Closed
13	Community Mobility Hubs - Grand & Page Design	\$74,076.17	Open
14	79th Street Northeast Retaining Walls - Short-Term Repair Option/Settlement Analysis	\$73,855.29	Closed
15	37th Street Retaining Walls - Geophysical Investigation	\$102,987.83	Closed
16	General Task Orders	\$55,098.02	Open
17	DB Signal House A&B Consolidation Constructability Analysis	\$105,730.47	Open
18	Jackie-Joyner-Kersee Center-Station Improvements-Platform Replacement Design	\$149,879.23	Closed
19	Phase II Environmental Sampling and Testing	\$46,909.14	Open
20	Bid Support/DSDC 8th and Pine Station/Task Order Modification	\$147,847.15	Open
21	Community Mobility HUBs	\$86,985.74	Open
22	Metrobus Central Facility Wellness Center - Design Build and Support Services	\$43,827.28	Closed
23	Washington Park Parking Lot Rehabilitation	\$117,373.88	Closed
24	A&B Signal House Consolidation	\$144,756.72	Open

Previous Action:

The Operations Committee approved this item at the October 16, 2025 meeting.

Board Action Requested:

The Operations Committee recommends that the Board of Commissioners approve a request to authorize the President & CEO to execute a contract modification with WSP USA, to extend the contract end date to December 31, 2026.

Funding Source:

Funding for the various task orders comes from a variety of local, state and federal sources.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE BI-STATE DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT
MODIFYING A CONTRACT WITH
WSP USA, INC. FOR ON-CALL GEC
CONSULTING SERVICES/MULTIPLE DISCIPLINES**

PREAMBLES:

Whereas, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”/ “BSD”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board of Commissioners”); and

Whereas, the Agency is authorized by Mo. Rev. Stat. § 70.370 et seq. and 45 Ill. Comp. Stat. 100/1 et seq. (jointly referred to herein as the “Compact”) to plan, construct, maintain, own and operate passenger transportation facilities, and to perform all other necessary and incidental functions, and to disburse funds for its lawful activities, to adopt rules and regulations for the proper operation of its passenger transportation facilities and conveyances, to contract and to be contracted with; and

Whereas, Board Policy Chapter 50.010 (G)(2), requires that the Board of Commissioners approve Contract Extensions in excess of 180 days; and

Whereas, on February 7, 2020, Bi-State Development (BSD) issued solicitation 20-RFP-106674-CG On-Call GEC Consulting Services/Multiple Disciplines in the area of Architectural Services, Mechanical, Civil, and Structural Engineering, Surveying, Environmental, Geotechnical Services and Material Testing from qualified engineering firms, and as a result of the procurement process, WSP USA, Inc. was selected as the highest-ranking qualified firm to provide services to BSD engineering staff, in support of the Agency’s in-house projects; and

Whereas, in July 2020, BSD entered into a contract with WSP USA Inc., for On-Call GEC Consulting Services/Multiple disciplines for \$2,500,000.00, for a performance period of three base years and two one-year option periods, with a contract end date of June 30, 2025; and

Whereas, over the course of the contract, a total of twenty-four (24) task orders have been issued, and while a majority of these task orders have been completed, there are still some that remain open to support the underlying projects, and some of these projects will extend into 2026; and

Whereas, it is feasible, necessary and in the public interest for the Board of Commissioners to authorize the President and CEO to execute a contract modification with WSP USA, to extend the contract end date to December 31, 2026, in accordance with the terms and conditions described herein.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings. The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Approval of the Modification of the Contract. The Board of Commissioners hereby authorizes the President and CEO to execute a contract modification with WSP USA, to extend the contract end date to December 31, 2026, under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized. The officers of the Agency, including, without limitation, the President and CEO, and Vice President of Procurement are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the Contract and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability. It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights under Resolution Limited. No rights shall be conferred by this Resolution upon any person or entity other than the Agency and WSP, USA, Inc.

Section 6. Governing Law. The laws of the State of Missouri shall govern this Resolution.

Section 7. No Personal Liability. No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution and the Contract.

Section 8. Payment of Expenses. The Executive Vice President and CFO is hereby authorized and directed to pay or cause to be paid all costs, expenses and fees incurred in connection with or incidental to this Resolution and the Contract.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED by the Board of Commissioners of The Bi-State Development Agency of the Missouri-Illinois Metropolitan District this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

By _____

Title _____

[SEAL]

ATTEST:

By _____

Deputy Secretary to the Board of Commissioners

Bi-State Development Agency
Board of Commissioners
Open Session Agenda Item
December 5, 2025

From: Tammy Parris, Interim President and Chief Executive Officer
Subject: Award - 25-RFP-623576-KM MetroLink Platform Cleaning
Disposition: Approval
Presentation: Thomas P. Curran, Executive Vice President, Administration

Objective:

To present to the Board of Commissioners for approval, a request for authorization to award Contract 25-RFP-623576-KM MetroLink Platform Cleaning, for a five-year period.

Background:

On June 4, 2025, Bi-State Development (BSD) issued solicitation *25-RFP-623576-KM MetroLink Platform Cleaning* to seven qualified firms, to provide cleaning services for both the Missouri and Illinois MetroLink platform stations. A pre-proposal conference was conducted on-site at the Grand Station, with heavy participation from qualified firms, allowing them to ask questions and see first-hand the areas of cleaning required per BSD's scope of work. The contract period of performance consists of five (5) base years, with funds to be committed annually for the cleaning of the MetroLink platform stations.

Analysis:

In response to the solicitation, three (3) proposals were received; however, the proposal submitted by The Moonstone Group was deemed non-responsive. Therefore, the remaining two (2) responsive proposals were forwarded to the evaluation team, which consisted of individuals representing Rail Facilities Management. The proposals were scored in accordance with the evaluation requirements specified in the solicitation package.

Upon completion of the individual technical scoring, the cost proposals were reviewed and evaluated. The table below provides overall results, representing the cost and technical scores combined. As a result, Katsam Property Services is the highest-ranking firm.

Firm:	Missouri and Illinois Combined Cost	Cost Score	Technical Score	Total
Katsam Property Services	\$15,191,100.80	100.00	287.50	387.50
Innex Service Co.	\$20,455,600.00	74.26	301.67	375.93
Total Possible Points		100	400	500
Percentage of Total Points		20%	80%	100%

Previous Contract:

The previous five-year contract, 20-RFP-106734-BH/KM, was awarded to Katsam Property Services, in the amount of \$11,165,686.00, for cleaning services for the MetroLink platforms. Katsam was the highest-ranking firm with cost and technical scores combined, upon completion of the evaluation.

Previous Action:

The Operations Committee approved this item at the October 16, 2025 meeting.

Board Action Requested:

The Operations Committee recommends that the Board of Commissioners approve this request to authorize the President and CEO to enter into a five (5) year contract with the highest-ranking firm, Katsam Property Services, whose proposal is the most advantageous to BSD with price and other factors being considered, for cleaning services for MetroLink station platforms for Missouri and Illinois, in the not-to-exceed amount of **\$15,191,100.80**.

Funding Source:

Funding will be provided through the operating budget.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE BI-STATE DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT
AWARDING A CONTRACT TO KATSAM PROPERTY SERVICES
FOR CLEANING SERVICES FOR METROLINK PLATFORMS
FOR MISSOURI AND ILLINOIS**

PREAMBLES:

Whereas, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”/ “BSD”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board of Commissioners”); and

Whereas, the Agency is authorized by Mo. Rev. Stat. §§ 70.370 et seq. and 45 Ill. Comp. Stat. 100/1 et seq. (jointly referred to herein as the “Compact”) to plan, construct, maintain, own and operate passenger transportation facilities, and to perform all other necessary and incidental functions, and to disburse funds for its lawful activities, to adopt rules and regulations for the proper operation of its passenger transportation facilities and conveyances, to contract and to be contracted with; and

Whereas, Board Policy Chapter 50, Section 50.010 Procurement and Contract Administration E.1.a. states that the Board of Commissioners shall approve the following Procurements: Competitive Negotiation Procurements which exceed \$500,000; and

Whereas, on June 4, 2025, Bi-State Development (BSD) issued solicitation 25-RFP-623576-KM MetroLink Platform Cleaning for qualified firms to provide cleaning services for both the Missouri and Illinois MetroLink platform stations; and

Whereas, in response to the solicitation, three (3) proposals were received; however, one proposal was deemed non-responsive, and therefore, the remaining two (2) responsive proposals were forwarded to the evaluation team, which consisted of individuals representing Rail Facilities Management; and

Whereas, the proposals were scored in accordance with the evaluation requirements specified in the solicitation package, and the cost proposals were reviewed and evaluated, and as a result, Katsam Property Services was deemed the highest-ranking firm; and

Whereas, it is feasible, necessary and in the public interest for the Agency to authorize the President and CEO to enter into a five (5) year contract with the highest-ranking firm, Katsam Property Services, for cleaning services for MetroLink station platforms for Missouri and Illinois, in the not-to-exceed amount of \$15,191,100.80, in accordance with the terms and conditions described herein.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings. The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Approval of the Contract. The Board of Commissioners hereby authorizes the President and CEO to enter into a five (5) year contract with the highest-ranking firm, Katsam Property Services, for cleaning services for MetroLink station platforms for Missouri and Illinois, in the not-to-exceed amount of \$15,191,100.80, under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized. The officers of the Agency, including, without limitation, the President and CEO, and Vice President of Procurement are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the Contract and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability. It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights under Resolution Limited. No rights shall be conferred by this Resolution upon any person or entity other than the Agency and Katsam Property Services.

Section 6. Governing Law. The laws of the State of Missouri shall govern this Resolution.

Section 7. No Personal Liability. No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution and the Contract.

Section 8. Payment of Expenses. The Executive Vice President and CFO is hereby authorized and directed to pay or cause to be paid all costs, expenses and fees incurred in connection with or incidental to this Resolution and the Contract.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED by the Board of Commissioners of The Bi-State Development Agency of the Missouri-Illinois Metropolitan District this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

By _____

Title _____

[SEAL]

ATTEST:

By _____

Deputy Secretary to the Board of Commissioners

From: Tammy Parris, Interim President and Chief Executive Officer
Subject: **Contract Modification: MetroLink Stations Secure Platform-Design Services 22-RFP-327128-CG - HNTB Corporation**
Disposition: Approval
Presentation: Kevin B. Scott, Executive Vice President, Public Affairs and Security

Objective:

To present to the Board of Commissioners for approval, a request for authorization to modify the current contract with HNTB Corporation for MetroLink Stations Secure Platform-Design Services.

Background:

In August 2022, Bi-State Development (BSD) entered into a contract with HNTB Corporation for the provision of design services related to the MetroLink Secure Platform initiative. The original contract was valued at \$6,948,587.09, with an additional five percent (5%) contingency, and established a performance period of sixteen (16) months.

As part of its commitment to supplier diversity, HNTB pledged to achieve 14.4% Disadvantaged Business Enterprise (DBE) participation, significantly surpassing BSD's Supplier Diversity Team's established DBE goal of 7.0%.

Since the initial contract execution, the following modifications have been implemented:

- Two 90-day time extensions were issued, allowing HNTB to continue working on existing tasks through June 12, 2024.
- On June 21, 2024, the Board of Commissioners authorized the President & CEO to execute a contract modification with HNTB.

This modification:

- Incorporated additional Design Services
- Added tasks for Design Services During Construction (DSDC)
- Reflected a revised scope and budget totaling \$2,881,819.61, which included a 10% contingency
- Increased the total contract not-to-exceed amount to \$10,177,836.06
- Extended the contract end date to December 31, 2025

Analysis:

In order to allow HNTB sufficient time to substantially complete the remaining construction phase services, a time extension is necessary. This extension will allow HNTB to complete the Project Closeout activities necessary after substantial construction completion of the Secure Platform Project in January 2026. These activities include, but are not limited to: confirmation of project

deliverables, punch list walk-through inspections, archiving project documentation, lessons learned and contract closeout.

Previous Contract Cost Comparison:

Not Applicable – Time Extension only.

Previous Action:

The Operations Committee approved this item at the October 16, 2025 meeting.

Board Action Requested:

The Operations Committee recommends that the Board of Commissioners approve a request to authorize the President & CEO to execute a no-cost contract modification with HNTB Corporation for MetroLink Stations Secure Platform-Design Services. This modification pertains to the Substantial Completion Phase and includes an extension of the contract end date to August 31, 2026, to ensure the continued delivery of design and construction phase services necessary to close out the project after substantial construction completion in January 2026.

Funding Source:

Private Sector and local funding sources.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE BI-STATE DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT
MODIFYING A CONTRACT WITH
HNTB CORPORATION FOR METROLINK STATIONS
SECURE PLATFORM DESIGN SERVICES**

PREAMBLES:

Whereas, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”/ “BSD”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board of Commissioners”); and

Whereas, the Agency is authorized by Mo. Rev. Stat. § 70.370 et seq. and 45 Ill. Comp. Stat. 100/1 et seq. (jointly referred to herein as the “Compact”) to plan, construct, maintain, own and operate passenger transportation facilities, and to perform all other necessary and incidental functions, and to disburse funds for its lawful activities, to adopt rules and regulations for the proper operation of its passenger transportation facilities and conveyances, to contract and to be contracted with; and

Whereas, Board Policy Chapter 50.010 (G)(2), requires that the Board of Commissioners approve Contract Extensions in excess of 180 days; and

Whereas, in August 2022, Bi-State Development (BSD) entered into a contract with HNTB Corporation for the provision of design services related to the MetroLink Secure Platform initiative, and the original contract was valued at \$6,948,587.09, with an additional five percent (5%) contingency, and established a performance period of sixteen (16) months; and

Whereas, two 90-day time extensions were issued, allowing HNTB to continue working on existing tasks through June 12, 2024, and on June 21, 2024, the Board of Commissioners authorized the President & CEO to execute a contract modification with HNTB, incorporated additional Design Services, added tasks for Design Services During Construction (DSDC), reflected a revised scope and budget totaling \$2,881,819.61, which included a 10% contingency, increased the total contract not-to-exceed amount to \$10,177,836.06, and extended the contract end date to December 31, 2025; and

Whereas, in order to allow HNTB sufficient time to substantially complete the remaining construction phase services, a time extension is necessary; and

Whereas, it is feasible, necessary and in the public interest for the Board of Commissioners to authorize the President and CEO to execute a no-cost contract modification with HNTB Corporation for MetroLink Stations Secure Platform-Design Services, to extend the contract end date to August 31, 2026, to ensure the continued delivery of design and construction phase services necessary to close out the project after substantial construction completion in January 2026, in accordance with the terms and conditions described herein.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings. The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Approval of the Modification of the Contract. The Board of Commissioners hereby authorizes the President and CEO to execute a no-cost contract modification with HNTB Corporation for MetroLink Stations Secure Platform-Design Services to extend the contract end date to August 31, 2026, to ensure the continued delivery of design and construction phase services necessary to close out the project after substantial construction

completion in January 2026, under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized. The officers of the Agency, including, without limitation, the President and CEO, and Vice President of Procurement are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the Contract and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability. It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights under Resolution Limited. No rights shall be conferred by this Resolution upon any person or entity other than the Agency and HNTB Corporation.

Section 6. Governing Law. The laws of the State of Missouri shall govern this Resolution.

Section 7. No Personal Liability. No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution and the Contract.

Section 8. Payment of Expenses. The Executive Vice President and CFO is hereby authorized and directed to pay or cause to be paid all costs, expenses and fees incurred in connection with or incidental to this Resolution and the Contract.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED by the Board of Commissioners of The Bi-State Development Agency of the Missouri-Illinois Metropolitan District this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

By _____

Title _____

[SEAL]

ATTEST:

By _____

Deputy Secretary to the Board of Commissioners

From: Tammy Parris, Interim President and Chief Executive Officer
Subject: **Contract Award – Tree Maintenance Service – MetroLink Right-of-Way**
Disposition: Approval
Presentation: Thomas P. Curran, Executive Vice President, Administration

Objective:

To present to the Board of Commissioners for approval, a request to authorize the President & CEO to enter into a contract with Happy Tree Service Maintenance Services, for tree maintenance services along the MetroLink Right-of-Way.

Background:

MetroLink operates and maintains approximately 45.4 miles of ROW, which includes:

- Thirty-seven (37) stations
- Fifty-six (56) railroad bridges
- Eight (8) tunnels

Continual vegetation control along the ROW is critical to maintaining system safety, reliability, and appearance. Additionally, a 5.2-mile system expansion, including a new station at MidAmerica Airport, is currently under construction and scheduled to open in late 2026. This new section will also fall under the scope of this contract upon commissioning.

On April 2, 2025, Bi-State Development (BSD) issued solicitation *25-SB-617438-GG – Tree Maintenance Services-MetroLink Right-of Way* for on-call as needed services. Nine firms were invited to submit proposals.

- Forestry Services, LLC
- Gamma Tree Experts, LLC
- Gateway Tree Care
- Hank's Excavating and Landscaping, Inc.
- Happy Tree Service of St. Louis
- Ideal Landscape Group
- Ray's Tree & Lawn Care, LLC
- TRC Outdoor
- Worley's Tree Service, Inc.

In addition to those first specifically invited to participate, the solicitation was also advertised in BSD's iSupplier Portal, the Agency's web-based communication tool that allow interested bidders/proposers open access to view, communicate and submit bids and proposals on active solicitations. Bids were due on May 2, 2025.

Analysis:

BSD received one sealed bid in response to the solicitation, submitted by the incumbent provider, Happy Tree Maintenance Services. The bid included detailed pricing based on Time & Materials and Labor Hours.

Following internal review, the Project Manager – Superintendent of Rail Systems ROW Maintenance – determined that the bid:

- Was fully responsive to the requirements
- Demonstrated a comprehensive understanding of the scope of work
- Included qualified and experienced labor resources aligned with agency needs

As the incumbent, Happy Tree Maintenance Services has a proven track record with BSD, ensuring minimal transition risk and consistent service quality.

The proposed contract was previously submitted to the Operations Committee and was tabled due to concerns regarding: 1) adequacy of the advertising effort, 2) term of the contract, and 3) a desire by St. Clair County Transit District to survey trees along the right-of-way that posed a potential tree strike danger.

This briefing paper contains details regarding the level of outreach to tree service providers that was not included in the original request. The standard term for contracts of this nature is five years; however, it should be noted that the Terms and Conditions of the contract include a Termination for Convenience clause that allow Bi-State to cancel the contract at any time, if satisfactory performance is not achieved. Finally, an assessment of trees along the MetroLink right-of-way that could potentially pose a tree strike danger is being conducted under the existing contract.

Previous Action:

The Operations Committee approved this item at the October 16, 2025 meeting.

Board Action Requested:

The Operations Committee recommends that the Board of Commissioners approve this request that the President & CEO to enter into a five-year contract with Happy Tree Maintenance Services, in the amount not-to-exceed \$1,870,000.00.

Funding Source:

Funding is accommodated within the Operating Budget.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BI-STATE
DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT
AWARDING A CONTRACT TO HAPPY TREE MAINTENANCE SERVICES
FOR TREE MAINTENANCE SERVICES
ALONG METROLINK RIGHT OF WAY**

PREAMBLES:

Whereas, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”/ “BSD”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board of Commissioners”); and

Whereas, the Agency is authorized by Mo. Rev. Stat. §§ 70.370 et seq. and 45 Ill. Comp. Stat. 100/1 et seq. (jointly referred to herein as the “Compact”) to plan, construct, maintain, own and operate passenger transportation facilities, and to perform all other necessary and incidental functions, and to disburse funds for its lawful activities, to adopt rules and regulations for the proper operation of its passenger transportation facilities and conveyances, to contract and to be contracted with; and

Whereas, Board Policy Chapter 50, Section 50.010 E2., Purchasing, states that in situations where a single bid is received through a Competitive Procurement, Negotiated Procurement procedures apply; and

Whereas, on April 2, 2025, Bi-State Development (BSD) issued solicitation 25-SB-617438-GG – Tree Maintenance Services-MetroLink Right-of Way, for on-call as needed services; and

Whereas, in response to the solicitation, one sealed bid in response to the solicitation, submitted by the incumbent provider, Happy Tree Maintenance Services; and

Whereas, following internal review, the Project Manager – Superintendent of Rail Systems ROW Maintenance determined that the bid was fully responsive to the requirements, demonstrated a comprehensive understanding of the scope of work, and included qualified and experienced labor resources aligned with agency needs; and

Whereas, it is feasible, necessary and in the public interest for the Agency to authorize the President and CEO to enter into a five-year contract with Happy Tree Maintenance Services, for tree maintenance services along MetroLink right of way, in the amount not-to-exceed \$1,870,000.00, in accordance with the terms and conditions described herein.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings. The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Approval of the Contract. The Board of Commissioners hereby authorizes the President and CEO to enter into a five-year contract with Happy Tree Maintenance Services, for tree maintenance services along MetroLink right of way, in the amount not-to-exceed \$1,870,000.00., under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized. The officers of the Agency, including, without limitation, the President and CEO, and Vice President of Procurement are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the Contract and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability. It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights under Resolution Limited. No rights shall be conferred by this Resolution upon any person or entity other than the Agency and Happy Tree Services.

Section 6. Governing Law. The laws of the State of Missouri shall govern this Resolution.

Section 7. No Personal Liability. No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution and the Contract.

Section 8. Payment of Expenses. The Executive Vice President and CFO is hereby authorized and directed to pay or cause to be paid all costs, expenses and fees incurred in connection with or incidental to this Resolution and the Contract.

Section 9. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED by the Board of Commissioners of The Bi-State Development Agency of the Missouri-Illinois Metropolitan District this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

By _____

Title _____

[SEAL]

ATTEST:

By _____

Deputy Secretary to the Board of Commissioners

From: Tammy Parris, Interim President and Chief Executive Officer
Subject: **Approval of the 2025 Public Transportation Agency Safety Plan (PTASP)**
Disposition: Approval
Presentation: Andrew J. Ghiassi-General Manager of Safety, Bi-State Development

Objective:

To ensure Bi-State Development's (BSD) Agency Safety Plan remains compliant with the Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673) and continues to support BSD's Safety Management System (SMS) framework. Approval is requested for the 2025 PTASP update to maintain certification requirements and affirm BSD's commitment to continuous safety improvement.

Background:

The PTASP rule, enacted under 49 U.S.C. §5329(b), requires all FTA-funded transit agencies to develop and maintain a Safety Plan approved by the Accountable Executive and Chief Safety Officer. BSD certified its first PTASP in July 2020 and continues to perform annual reviews and updates in coordination with the Bi-State Safety Oversight Agency (BSSO), a joint program administered by the Missouri and Illinois Departments of Transportation.

The PTASP serves as the foundation of BSD's Safety Management System, outlining processes for hazard identification, risk management, employee safety reporting, safety performance measurement, and coordination with labor and management partners.

State Safety Oversight Team Conditional Approval:

In October 2025, the BSSO completed its review of BSD's 2025 PTASP update and issued conditional approval pending documentation of the Board of Commissioners' endorsement and the Joint Labor Safety Committee's (JLSC) approval. The BSSO continues to coordinate closely with BSD's Safety Department to ensure full alignment with oversight and reporting standards.

Rule Applicability and PTASP Requirements:

The PTASP rule applies to BSD as an FTA funding recipient. The 2025 PTASP includes approval by BSD's Accountable Executive, Taulby Roach (President and CEO), and designation of Andrew Ghiassi (General Manager of Safety) as the Chief Safety Officer. The plan documents the agency's SMS framework, employee reporting process, safety performance targets, safety risk management, and safety promotion programs.

Updates to the 2025 BSD PTASP

The 2025 PTASP reflects significant program expansion and alignment with FTA's latest oversight expectations. Key revisions include:

- **Risk Reduction Program Added:** A new program and performance targets were established to comply with Bipartisan Infrastructure Law requirements, emphasizing collision reduction, operator safety, and system reliability.
- **Expanded Safety Performance Measures:** BSD increased its measures from four to fourteen, matching the FTA's National Safety Plan categories.

- **Joint Labor Safety Committee (JLSC) Governance:** Formal inclusion of the JLSC as a required review and approval body prior to BSSO and Board submission.
- **Enhanced Leadership Accountability:** Clarifies the responsibilities of the Accountable Executive and Chief Safety Officer for oversight of Safety Risk Management and Safety Risk Reduction.
- **Roadway Worker Protection (RWP) Program:** Added under Safety Risk Management to align with 49 CFR Part 671 and ensure consistent procedures for track access and worker protection.
- **Updated Departmental Roles and Communication:** Department descriptions now emphasize participation in safety committees and internal communication via The Hub.
- **Terminology and Format Updates:** Chapters on Safety Event Notification and Investigation were refined for consistency with FTA Part 673 and NTD standards; appendices were reorganized, and a new appendix was added for Risk Reduction Safety Performance Targets.
- **Revised Approval Page:** Updated to reflect JLSC approval and 2025 adoption date.

These updates strengthen BSD's system safety framework through data-driven performance monitoring, improved governance, and integration of labor participation in the safety planning process.

Committee Action Requested:

The Safety and Security Committee is requested to approve BSD's 2025 Public Transportation Agency Safety Plan (PTASP) and recommend forwarding it to the Board of Commissioners for final approval and certification. This action ensures ongoing compliance with 49 CFR Part 673 and reinforces BSD's commitment to the highest standards of safety management and oversight.

Approval and Compliance Certification:

Upon Board approval, the PTASP will be submitted to the Federal Transit Authority (FTA) for final acceptance. BSD will continue to review and update the PTASP annually to maintain compliance with FTA requirements.

Funding Source:

No funding request is associated with this action. The Safety Department will continue to administer the plan within existing resources, following BSD's principle of continuous improvement.

Recordkeeping and Future Actions:

BSD will maintain all PTASP documents and related records for at least three years and provide them upon request by the FTA, BSSO, or other oversight entities.

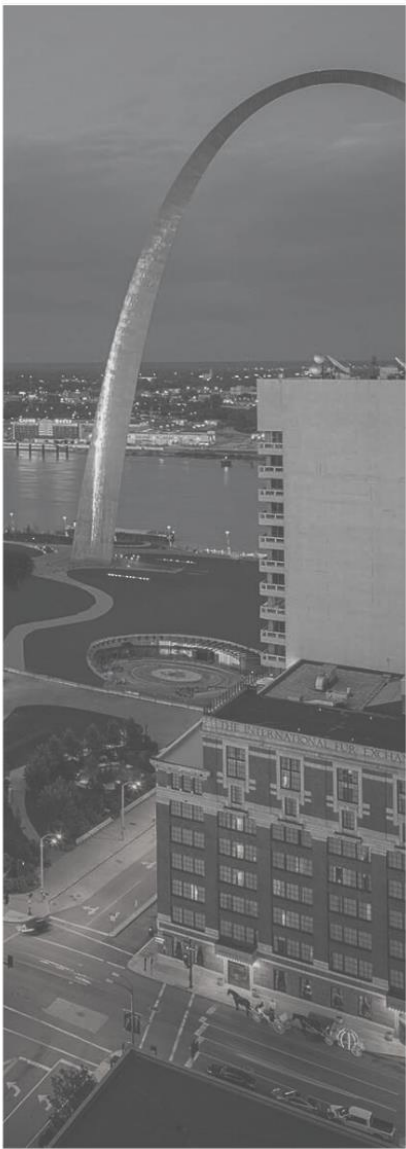
Attachments:

- Bi-State Development's Agency Safety Plan for 2025
- PTASP Signature Page

2025

PTASP

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN



Approvals

The individuals below, submitting and signing this Public Transportation Agency Safety Plans (PTASP), verify that it was prepared in accordance with the appropriate and applicable requirements and guidelines set forth by the Federal Transit Administration in 49 CFR Parts 625, 630, 655, 670, 672, 673, 674, and others, and the Bi-State Safety Oversight (BSSO) Program Standard; that they are authorized representatives of the Board of Commissioners of Metro Transit; that their signatures attest that all items and conditions contained in this plan are understood, accepted and approved; and that they are committed to implementing the PTASP and achieving its safety goals and objectives.

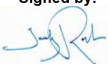
Approved By:

Board Approval

Date

Joint Safety/Union Committee Approval

10/28/2025
Date

Signed by:


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Taulby Roach
President and CEO (Accountable Executive)
Bi-State Development

10/31/2025
Date

DocuSigned by:


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Andrew Ghiassi
General Manager of Safety (Chief Safety Officer)
Bi-State Development

10/30/2025
Date

Revisions/Amendments

Revision No.	Revision Date	Revised Sections
1	06/19/2020	Initial Submission
2	01/01/2021	Organizational charts, Emergency Management, Hazard Management
3	03/31/2022	Organizational charts, Emergency Management, Hazard Management, New Bi--Partisan Infrastructure Law requirements, updated committees and working groups
4	1/31/2023	Updated organizational charts, job titles, department names, and roles & responsibilities; Added details regarding Dept. of Safety training courses, Hazard Log, and CAP Tracker; Removed system schematics and MLRFGS system element tables that are not referenced in the PTASP and reside in other program standards (i.e. maintenance, engineering, and emergency preparedness plan); Removed repetitive information to avoid conflicts of information within the PTASP and across other program plans
5	12/20/2023	Updated Safety Performance Targets and organizational charts. Added RBI language and document map.
6	2/4/25	Added Risk Reduction Program and targets, expanded safety performance measures to 14, clarified AE and CSO roles, added Joint Labor Safety Committee approval step, and introduced a new Roadway Worker Protection section. Updated terminology, departmental responsibilities, and appendices to align with current FTA requirements.

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Introduction

Purpose

Metro has adopted the practices and methods of Safety Management Systems (SMS) as described in the National Transportation Safety Plan (NSP). The purpose of this Public Transportation Agency Safety Plan (PTASP) is to systematically implement Metro's SMS program and introduce safety processes where they are necessary to achieve assurance. The PTASP is reviewed annually to ensure all systems, equipment, facilities, plans, procedures, manuals, and training programs comply with established safety requirements; and that the PTASP reflects the current SMS configuration at Metro. Specifically, the PTASP:

- Establishes the safety program on a company-wide basis;
- Provides a framework for implementing Metro's safety management system, policy, goals and objectives;
- Identifies the relationships and responsibilities of each Metro department relative to achieving safety goals and objectives;
- Identifies the relationships and responsibilities of Metro with municipal and state governing bodies and other organizations and agencies that impact transit system safety;
- Provides a mechanism whereby Metro can demonstrate its commitment to safety, foster a positive safety culture and meet safety performance goals;
- Provides requirements that, as appropriate, contractors and suppliers meet Metro's safety requirements prior to commencing work and/or while on the premises;
- Satisfies federal, state, and local requirements;
- Ensures that the system meets or exceeds accepted industry safety standards;
- Facilitates Federal Transit Administration (FTA) and State Safety Oversight Agency (SSOA) safety inspections, reporting, corrective actions and general and special directives and requirements; and
- Implements NSP performance criteria, state of good repair, vehicle safety standards, meets training criteria and all other safety management requirements and goals.

Every Metro employee and any outside contractor who serves Metro has the duty to adhere to the PTASP; to recognize, report and correct hazards; to work in a safe manner; to promote safety awareness; and to actively assist in safety event prevention.

The signatures of the President and CEO, and Chief Safety Officer included in the Approvals section of this plan attest to the fact that this plan is understood, accepted and approved; and that management is committed to implementing SMS through the PTASP and achieving its safety goals and objectives.

Scope

It is the mission of Metro's management to provide bus, paratransit, and light rail services to the St. Louis Region. This PTASP is intended to cover all current and future Metro bus, paratransit and rail operations, services, and projects. In order to implement Metro's safety policies, goals, and objectives, this PTASP:

- Addresses all Metro departments and contractors;
- Applies to all activities which involve planning, design, construction, procurement, installation, and testing of equipment or facilities, operations, maintenance, support activities, and the environment in which the transit system operates, including areas of public access and adjacent property;
- Charges each director, manager, supervisor, and employee with the responsibility for PTASP implementation and success;
- Requires coordination, integration, communication, and cooperation among all directors, managers, supervisors, departments, and employees;
- Encompasses all rail, paratransit and bus facilities, equipment, vehicles, and employee activities and applies to all who come in contact with the rail and bus systems;
- Establishes appropriate safety performance measures to ensure continuous safety improvement;
- Accommodates federal and state safety assessments, inspections, investigations, audits, examinations and testing; and
- Fosters a positive safety culture at Metro.

Authority

Federal

Statutory mandates in the Moving Ahead for Progress in the 21st Century Act (Pub. L. 112–141; July 6, 2012) (MAP–21), reauthorized by the Fixing America's Surface Transportation Act (Pub. L. 114–94; December 4, 2015) and codified at 49 U.S.C. 5329(d), are in place to strengthen the safety of public transportation systems that receive Federal financial assistance under Chapter 53. This legislation defines requirements for the adoption of SMS principles and methods; the development, certification, and update of Public Transportation Agency Safety Plans (PTASP); and the coordination of PTASP elements with other FTA programs and proposed rules, as specified in 49 U.S.C. 5329.

In Section 20021 of MAP–21, Congress directed the FTA to establish a comprehensive Public Transportation Safety Program, one element of which is the requirement for the PTASP. Accordingly, the FTA issued a series of rulemakings with 49 CFR Parts 672, 673, and 674.

State Safety Oversight Program

The Bi-State Safety Oversight (BSSO) is the designated State Safety Oversight Agency (SSOA) agency for fixed guideway safety oversight for the MetroLink system.

Metro is covered under the authority of the BSSO program and must develop and implement a compliant Public Transportation Agency Safety Plan (PTASP), System Security Plan (SSP), and Emergency Preparedness Program Plan (EPPP) that comply with the BSSO Program Standard.

Definitions

Unless otherwise stated, definitions used in this document are consistent with federal regulations and guidance as shown in Appendix C .

System Overview

MetroLink

The MetroLink Rail Fixed Guideway System (MLRFGS) is owned and operated by Metro, a Bi-State Development (BSD) enterprise. Metro was created in 1949 through a compact between Missouri and Illinois and ratified by the United States Congress. Metro's broad powers enable it to cross local, county, and state boundaries to plan, construct, maintain, own, and operate specific facilities in its efforts to enhance the quality of life in the region. Its service area encompasses 200 municipalities. The mission of the Bi-State Development Agency (now doing business as Bi-State Development (Metro)), as articulated by its governing board, is to promote "regional economic development."

MetroBus

MetroBus is the St. Louis metropolitan region's bus system that operates a fleet of 400 clean-burning diesel buses on 59 bus routes in Missouri and Illinois, encompassing a service area of nearly 540 square miles.

Call-A-Ride

Metro Call-A-Ride is the St. Louis metropolitan region's paratransit system that operates a fleet of more than 120 modern, wheelchair-lift equipped vans. This shared-ride service is available with advance reservations to the public and to persons whose disabilities inhibit them from using accessible, fixed-route MetroLink and MetroBus service.

General Administration

Metro is governed by a 10-member Board of Commissioners; five (5) each from the States of Missouri and Illinois. Missouri Commissioners are appointed by the Missouri Governor, based on recommendations from the St. Louis County Executive and the Mayor of the City of St. Louis. The County Board Chairs of St. Clair and Madison Counties directly appoint Illinois Commissioners. The Commissioners are required to be resident voters of the respective states and must reside within the Bi-State Metropolitan Region. Commissioners serve without compensation. Operating five (5) enterprises, Bi-State Development is a dynamic and multi-faceted resource for economic development in the St. Louis region. BSD owns and operates Metro, St. Louis Downtown Airport, Gateway Arch Riverboats, Gateway Arch Revenue Collections Center and Gateway Arch trams, and St. Louis Regional Freightway.

Section I: Safety Management Policy

Metro is committed to comprehensive safety planning, and as an operator of a public transportation system that receives Federal financial assistance under Title 49 USC Chapter 53, also complies with 49 CFR Part 673.

Metro has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing its safety program. All rules, regulations, policies, guidance, best practices, and technical assistance administered will, to the extent practical and consistent with legal and other applicable requirements, follow the principles and methods of SMS.

The Metro safety management policy will be communicated throughout the organization through:

- SMS Training for all employees
- Communications to all Metro personnel from the President and CEO and Chief Safety Officer (CSO)
- New hire trainings
- Safety Meetings
- General bulletin board postings

The PTASP will be available at all times to all employees. It will be maintained in an accessible electronic file or in hard copy(s) by all of management in locations accessible to employees under their supervision and management.

Chapter 1: Safety Management System Policy Statement

The management of safety is one of our core business functions. Metro is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service-delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance objectives and meeting established standards. All levels of management and all employees are responsible for the delivery of this highest level of safety performance.

Metro's commitment is to:

- Support the management of safety by providing appropriate resources resulting in a safety culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as other Metro management systems.
- Integrate the management of safety among the primary responsibilities of all managers, directors, and employees.
- Define clearly for all staff, managers, directors, and employees alike, their responsibilities for Metro's safety performance and the performance of our safety manager system (SMS).
- Implement hazard identification and analysis activities, risk evaluation activities, and employee safety reporting program as fundamental sources for safety data, in order to eliminate or mitigate the safety risk of the consequences of hazards resulting from Metro operations or activities to a point that is consistent with our acceptable level of safety performance.
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program (unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures has occurred).
- Comply with, and whenever possible exceed, federal and state legislative and regulatory requirements and standards.
- Ensure that sufficient skilled and trained people are available to implement safety management processes.
- Provide all staff with adequate and appropriate safety-related information and training; ensure they are competent in safety management matters; and allocate to employees only tasks commensurate with employee skills.
- Establish and measure our safety performance objectives against realistic and data-driven safety performance indicators and safety performance targets consistent with the National Public Transportation Safety Plan.
- Continually improve Metro's safety performance through management processes that ensure appropriate safety management action is taken and is effective.
- Ensure externally supplied systems and services to support Metro operations are delivered meeting our safety performance standards.
- Cooperate with frontline representatives in BSD's Joint Labor Safety Committee to identify and recommended mitigations for risk reduction strategies.



Taulby Roach
President & CEO (Accountable Executive)
Bi-State Development

Chapter 2: PTASP Review and Updates

The Safety Management program operates under a principle of continuous improvement. To this end, the PTASP must be reviewed annually and revised as needed to reflect changes in Metro's organization, procedures, equipment, facilities, and operating environment including:

- Policy changes (mission, goals, or objectives)
- Organizational changes
- Changes to rules and regulations
- Changes in operating procedures
- Elimination of equipment or addition of new equipment
- Elimination of a facility or addition/acquisition of a new facility

Changes in safety policy, goals, or objectives require the approval of the President and CEO.

Changes in policy, organization, rules, regulations, or operations necessitating PTASP adjustments are accomplished within the schedule described herein.

2.1 BSSO Submittal

The BSSO requires Metro to assess its PTASP once each year. Metro must submit proposed PTASP changes to the BSSO annually for review and approval, including a summary identifying and explaining proposed changes. The specific due dates for the PTASP are contained in the Bi-State Safety Oversight Program Standards Manual for Oversight of MetroLink (Program Standard).

Metro must also submit to the BSSO any PTASP revisions made between annual updates. Such submissions are made prior to the time the revision is to be implemented. The BSSO reviews and approves, as appropriate, such revisions.

2.2 BSSO Review and Approval

The BSSO reviews the revised PTASP to ensure it complies with the BSSO Program Standard. Metro shall provide the BSSO with a draft of the annual update, or written confirmation that a review was conducted with no revisions deemed necessary, by April 1 of each year. The BSSO completes this review within (30) thirty calendar days of receipt of the plan, or notifies Metro if additional time is needed to complete the review. If Metro's plan complies with the Program Standard, the BSSO issues a written approval of the plan and requests that Metro send a final copy of the PTASP with appropriate approval signatures and other endorsements as needed within fifteen (15) days of receiving Board approval. The plan the BSSO reviews and approves is considered the PTASP in effect until another such plan is submitted and approved in accordance with the requirements of the Program Standard.

If the BSSO determines that the submitted PTASP does not meet the published standards of the Program Standard, it will send a written notice, along with a description of what changes are necessary to gain approval. This written notice will typically be made up of a completed checklist, and as needed, an additional narrative or memo. Metro will have thirty (30) calendar days to make such changes, unless otherwise specified in the BSSO's correspondence.

The BSSO will meet with Metro to discuss the review if Metro wishes. In the event Metro objects to a noted deficiency or requested change from the BSSO, it shall provide written notice of its objections,

and suggest alternatives within seven (7) calendar days. The BSSO and Metro shall review the objections, suggest alternatives, and agree to an appropriate course of action within fifteen (15) calendar days. This review process may include meeting(s) to clarify any deficiencies or issues.

2.3 Metro Review and Approval

The General Manager Safety will coordinate the annual review and revision process of the PTASP and ensure the review takes place. The Director Safety will notify Metro management, and the Joint Labor Safety Committee members, each year of the requirement to review their section of the PTASP for revisions. The General Manager Safety has the responsibility to incorporate any required changes into the overall PTASP. The revised PTASP is then presented to the Joint Labor Safety Committee, and the Executive Safety & Security Committee (ESSC) for review and approval. A copy of the updated PTASP is forwarded to the BSSO for review and approval by April 1. After the BSSO issues their approval the final version of the PTASP, the BSD Board of Commissioners will vote to approve the document. Within fifteen (15) days of Board approval, a fully executed signed version is transmitted to the BSSO, and a published copy is posted on The Hub. In the event that no changes are required following the annual PTASP review, the President and CEO will notify the BSSO that the annual review of the PTASP has been completed and that changes are not required.

A revision cover sheet is included with the distribution of each revision. The revision cover sheet includes the revision number, date, and description of all updates. If no revisions are deemed necessary, a dated revision cover sheet is distributed verifying that no revisions are needed.

2.3.1 Joint Labor Safety Committee Review and Approval

The Joint Labor Safety Committee, comprised of equal number frontline employee representatives and management representatives will review and approve the ASP annually. BSD will submit the PTASP to the committee for review and approval prior to submitting the PTASP to the BSSO. The committee will review and approve any updates before BSD submits to the Board of Directors for signature.

2.4 Safety Performance Targets

Under the requirements of 49 CFR Part 673.11(a)(4), the Metro PTASP must address the applicable requirements set forth in the FTA's National Public Transportation Safety Plan (NSP) demonstrating compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C).

These standards, as set forth in the NSP, are associated with data reported to the National Transit Database (NTD).

The following metrics are established each year:

- Fatality: death confirmed within 30 days; excludes trespassing, suicide, and illness/natural causes
- Fatality Rate: fatalities divided by vehicle revenue miles. Per 100k miles
- Injury: harm to a person requiring immediate medical attention away from the scene; includes NTD S&S-40 (major) and S&S-50 (non-major) events; includes injuries resulting from security events (e.g. assaults and other crimes) Does not include drug overdose, exposure to the elements, illness, natural causes.

- Injury Rate: Injuries divided by vehicle revenue miles. Per 100k miles
- Major Events: events meeting the NTD S&S-40 (major) event threshold; includes major safety events (e.g. collision, derailment, fire, and evacuation); includes major security events (e.g. assault and robbery)
- Major Event Rate: major events divided by revenue miles. Per 100K Miles
- System Reliability: mean distance between major mechanical failures
- Collision Rate: includes all collisions reported to the NTD divided by revenue miles. Per 100K miles
- Pedestrian Collision Rate: includes all collisions “with a person,” as defined by the NTD divided by revenue miles. Per 100K miles.
- Vehicular Collision Rate: includes all collisions “with a motor vehicle,” as defined by the NTD divided by revenue miles. Per 100k miles.
- Transit Worker Fatality Rate: includes all transit worker fatalities as defined by the NTD, including the categories Transit Employee/Contractor, Transit Vehicle Operator, and Other Transit Staff divided by revenue miles. Per 100K
- Transit Worker Injury Rate: includes all transit worker injury as defined by the NTD, including the categories Transit Employee/Contractor, Transit Vehicle Operator, and Other Transit Staff divided by revenue miles. Per 100K
- Assault on Transit Workers: includes all assaults (physical and nonphysical) on transit workers as defined by the NTD, including Transit Employee/Contractor, Transit Vehicle Operator, and Other Transit Staff
- Assaults on Transit Workers Rate: Assaults on Transit Workers Rate divided by revenue miles. Per 100k miles

The annual target for fatalities, injuries, collisions, assaults, and major events is calculated by averaging the number of NTD reportable events from the preceding calendar years. The performance target is presented as the number of events, by mode, per one hundred thousand revenue miles.

System Reliability is reported, by mode, as the mean distance between major mechanical failures. Major mechanical failure is an event that prevents a vehicle from completing or starting a scheduled revenue trip because actual movement is limited or because of safety concerns. The Vehicle Maintenance Department tracks the number of major mechanical failures and establishes the performance targets by fiscal year.

Per 49 CFR Part 673.15(a) & (b), Metro is required to coordinate its performance targets as required by the NSP with the local Metropolitan Planning Organization and the State(s). These entities consist of East-West Gateway Council of Governments (EWGW), Illinois Department of Transportation (IDOT), and Missouri Department of Transportation (MoDOT).

During the draft stages of the PTASP each year, Metro will communicate its proposed performance targets to EWGW. The Accountable Executive, or their designee, will communicate this to EWGW by electronic means and/or an actual meeting. This will be accomplished each year before the draft PTASP is transmitted to the BSSO. Approved performance targets are listed in [Appendix A](#).

Per the Bi-Partisan Infrastructure Law, Metro is also required to include the Joint/Labor Safety Committee in deciding the performance targets each year.

The annual draft PTASP submittal to the BSSO will serve the requirement of Metro communicating its proposed performance targets with the State(s). Metro also has the opportunity of communicating and coordinating with the BSSO on its safety performance measures through the quarterly BSSO meetings and/or site visits.

Safety performance measures support Metro Transit's safety risk management and safety assurance processes. The safety assurance component of an SMS leverages a structured approach to planning, identifying safety performance measures, conducting data analysis, setting safety performance targets, and monitoring safety performance. These measures provide the basis for continuous safety improvement.

Chapter 3: Safety Management Accountabilities and Responsibilities

Metro has established the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals at Metro, as they relate to the development and management of Metro SMS:

3.1 Lines of Authority

3.1.1 Accountable Executive

Metro has identified the President and CEO as the Accountable Executive (AE). The President and CEO is accountable for ensuring that the agency's Safety Management System (SMS) is effectively implemented throughout Metro's system and for ensuring action is taken, as necessary, to address substandard performance in Metro's SMS. The President and CEO may delegate specific responsibilities, but the ultimate accountability for Metro's safety performance always rests with the President and CEO.

Responsibilities include:

- Ensuring safety concerns are considered in Metro's ongoing budget planning process;
- Ensuring transparency in safety management priorities for the Board of Commissioners and for employees;
- Establishing guidance on the level of safety risk acceptable to the agency; and
- Ensuring the safety management policy is appropriate and communicated throughout the agency.

Additional responsibilities related to Safety Risk Management and Safety Risk Reduction:

- Approving safety risk mitigations and ensuring sufficient resources are available to implement safety risk controls and reduction strategies;
- Monitoring the effectiveness of safety risk mitigations through Safety Assurance activities and ensuring continual safety risk reduction as required by 49 CFR §673.19;
- Reviewing periodic reports from the Chief Safety Officer (CSO) and Executive Management regarding the status of safety risk mitigations and safety performance targets; and
- Promoting a culture of proactive hazard identification and risk reduction across all departments.

3.1.2 Chief Safety Officer (CSO)

The Accountable Executive has designated the General Manager of Safety as the Chief Safety Officer (CSO). This position serves as the SMS Executive with authority and responsibility for day-to-day implementation and operation of Metro's SMS. The CSO holds a direct line of reporting to the President and CEO. The President and CEO, or other designee assigned by the President and CEO, will serve as the CSO when the position is vacant or unavailable.

Additional responsibilities related to Safety Risk Management and Safety Risk Reduction:

- Leading the Safety Risk Management (SRM) process, including identifying, analyzing, assessing, and prioritizing hazards;
- Recommending safety risk mitigations to the AE and Executive Management for review and approval;
- Tracking and monitoring the implementation and effectiveness of safety risk mitigations through

Safety Assurance processes;

- Maintaining Metro's Safety Risk Register and documentation of all risk mitigation activities; and
- Coordinating with Leadership and Key Staff to ensure risk controls are embedded in operational practices and procedures

3.1.3 Managers/Supervisors

Managers/Supervisors are responsible for safety performance within their functional area and implementing SMS. This responsibility includes determining and implementing measures to counteract safety hazards and to mitigate known or potential hazards.

3.1.4 Metro Team Members

All Metro team members are responsible for performing their work safely and in accordance with established SMS requirements for the protection of themselves, co-workers, customers, facilities, and equipment. This includes:

- Conforming to workplace safety policies, procedures and requirements;
- Completing all technical, on the job (OTJ), and safety training; and
- Immediately reporting hazards and safety concerns through the employee reporting program.

3.2 Accountability/Responsibility by Department

Within Metro, each department/functional area provides distinct roles and carries out specific safety management responsibilities to ensure the protection of passengers, employees, emergency responders, the community served, and Metro's property.

3.2.1 Engineering & Capital Projects

- Administer/monitor construction projects to ensure alignment with BSD Design Criteria, which includes either directly or by reference matters such as adherence to the building codes recognized by the Authority Having Jurisdiction, safe execution of the project, and construction of systems that are safe for appropriate use by employees and public.
- Facilitate, as necessary for each project managed, any needed environmental clearance.
- Oversee engineering consultant services and construction contracts.
- Report and make recommendations to the COO Metro Transit and Metro's Board on major capital projects, as requested.
- Participate on Metro's Executive Safety and Security Review Committee (ESSC), Configuration Change Working Group, and the Safety and Safety Certification Check In as appropriate.
- In collaboration with the Safety Department, manage hazard and vulnerability processes for capital projects.
- Establish and maintain current drawings of Metro facilities and systems.
- Monitor implementation of project specific safety and security plans, activities, and responsibilities.
- Provide document control for capital projects.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.2 Finance

- Facilitate achievement of PTASP objectives through preparation and control of Metro's budget.
- Ensure necessary funding for safety programs/projects.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.3 Information Technology (IT)

- Ensure IT processes follow the PTASP.
- Manage networking, hardware, software, the Internet, phones, computers, networks, and other technical areas.
- Support the Safety Department with computing technology to monitor, track, and implement SMS and its components.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.4 Maintenance of Way (MOW)

- Ensure signals and switches are maintained safely and efficiently.
- Ensure substations and catenaries are maintained safely and efficiently.
- Monitor compliance of organizational policies and procedures.
- Develop and monitor preventive maintenance procedures.
- Ensure the creation and maintenance of accurate records of inspections and maintenance work.
- Ensure necessary procedures are in place and implemented for conducting maintenance activities safely and effectively.
- Provide for enforcement of required safety procedures for all maintenance activities.
- Collaborates with Safety Department in conducting safety inspections, as well as correcting any identified safety deficiencies. While the Safety Department provides support, the primary responsibility for these inspections and addressing deficiencies lies with the MOW team.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.5 Public Affairs

- Act as a source of information to the public and news media during an emergency.
- Coordinate the dissemination of information to BSD team members.
- Provide public information on safety and security for regular operations.

- In partnership with the Safety Department, develop marketing and communication tools to increase the transit safety awareness of customers and others coming in contact with Metro.
- In partnership with the Safety Department, develop and implement community outreach programs promoting the safe use of Metro services.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.6 Operations (MetroLink, MetroBus, and Call-A-Ride)

- Assist in the coordination of internal safety audits and participate in emergency response drills as required.
- Ensure effective response during emergencies as required by circumstances.
- Assist in safety event investigations as required.
- Coordinate safety-related activities and ensure compliance with the PTASP.
- Ensure compliance with company and safety-related programs, policies and procedures, bulletins, and the PTASP.
- Coordinate daily activities of operations supervisors, instructors, dispatchers, movement directors, and operators.
- Take appropriate actions to resolve identified hazards in a timely manner.
- Continuously identify any operating hazards that require formal implementation of the Hazard Management Process.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.7 Talent Management

- Develop position descriptions that address safety-related restrictions and requirements.
- Ensure that successful candidates for positions are capable of safely performing the tasks of these positions on a repetitive basis.
- Ensure employees are screened prior to employment in compliance with all FTA and BSSO drug and alcohol requirements.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.8 Procurement

- Monitor procurement practices to ensure that safety is not compromised in replacing parts, in accordance with BSD's Configuration Management processes. All proposed configuration changes impacting safety must be approved by BSD's Configuration Change Working Group.

- Ensure that the procurement process complies with established procedures for evaluating materials and products for use by Metro.
- Ensure that all contracts comply with Metro's PTASP and all federal, state and local fire/safety regulations.
- Include safety requirements in contracts such that contractors must meet all applicable state, federal, and local regulations as well as Metro's requirements.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.9 Scheduling and Service Planning

- Ensure that service delivery schedules allow sufficient running time for safe operations at speed limits and adequate recovery time for operators.
- Investigate operator complaints of insufficient running time.
- Develop runs and schedule relief in accordance with collective bargaining agreements and regulatory requirements.
- Ensure operational safety of stops, shelters, and route design and layover/recovery areas.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.10 Security

- Be alert and observant of the personal security of Metro passengers, employees, and the public.
- Manage security logistical deployments within assigned zones.
- Respond to security and emergency incidents.
- Report hazards, threats, and other safety and security-related incidents to Public Safety Dispatch.
- Provide leadership and direction to Metro employees during security incidents.
- Liaison with local or MetroLink Police Taskforce officers and assisting in crowd control, securing witness information, and providing general on-scene assistance, as may be requested.
- Make on-scene decisions about restricting or continuing operations due to a security incident, in coordination with law enforcement.
- Issue suspensions for violations of 'Metro's Code of Conduct' and fare policies.
- Prepare and submit internal Metro reports for security incidents in which they are involved or to which they respond.
- Collaborate with MetroLink Police Taskforce officers in fare enforcement missions.
- Patrol park and ride lots and parking structures, monitoring appropriate use, and issuing warnings for parking violations.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.11 Transit Asset Management

- Manage the condition and performance of assets in order to achieve and maintain a state of good repair (SGR).
- Manage the Enterprise Asset Management (EAM) system and track work orders and progress.
- Conduct an annual asset condition ratings review.
- Support capital planning processes.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.12 Metro Training

- Ensure proper training of all new mechanics and technicians to safely and effectively inspect, maintain, and repair BSD's fleet.
- Ensure proper training of maintenance staff in emergency/safety procedures and injury/illness prevention as appropriate.
- Train and qualify new operators on routes, equipment operation, pre-trip inspection, emergency procedures, and injury and illness prevention.
- Perform re-training following safety events & occupational injuries as warranted.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

3.2.13 Vehicle Maintenance

- Assure that the revenue and non-revenue fleet is properly maintained and in safe operating condition.
- Coordinate with the General Manager Safety on system safety requirements. Administer and monitor standardized programs, policies, and procedures.
- Ensure appropriate action to resolve reported or otherwise identified hazards in a timely manner.
- Coordinate with the General Manager Safety in the development and implementation of risk reduction measures associated with the operation and maintenance of Metro's rail revenue vehicles.
- Coordinate safety-related activities of the vehicle maintenance staff and ensure compliance with the PTASP.
- Ensure that programs, retrofits, major repairs, and maintenance practices are performed safely and monitored for safety-related issues. Retrofits that involve configuration change must be approved by the committee.
- Monitor body and paint, mechanical repairs, and component rebuild activities for quality.
- Assist in safety event investigation process as required.

- Arrange removal of defective or damaged equipment.
- Schedule and coordinate preventive maintenance activities.
- Maintain vehicle records.
- Ensure that equipment complies with manufacturer specifications, federal requirements, and directives.
- Ensure all emergency communications electronic equipment complies with organizational requirements along with the associated guidelines.
- Participate in safety and security committees and working groups.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled staff meetings.

Quality Assurance

- Where applicable, participate in the development of technical equipment specifications and procedures that address the safety requirements of regulatory agencies and Metro.
- Ensure that replacement equipment meets safety requirements prior to acceptance.
- Examine equipment and systems to explore the potential for increased efficiencies and improvements in user and fire safety as well as in performance.
- Administer warranty programs.
- Coordinate major equipment rebuild, repair, and retrofits.
- Ensure performance of inspection and testing activities necessary to ensure that equipment, supplies, and operations result in the desired level of safety.
- Monitor the performance of preventive maintenance efforts.
- Stop work on all unauthorized modifications.
- Analyze equipment failures and identifies trends.
- Document equipment modifications and informs affected staff of these modifications.
- When appropriate participate with the Safety Department in safety event investigations, and develop findings and recommendations.

3.2.15 Internal Audit

- Evaluate the implementation of the PTASP, SSP, and EPPP through annual Safety and Security Management Audits, ensuring that each functional area is audited within a three-year cycle.
- Develop audit checklists using criteria identified in the BSSO PSM and IAD's Internal Safety and Security Management Audit SOP.
- Record audit findings, observations, and recommendations in the annual Safety and Security Management Audit Report and communicate audit outcomes to stakeholders.
- Facilitate the development of CAPs for Safety and Security Management Audit findings, document CAPs in the CAP Tracker, and monitor progress through the CAP Advisory Working Group.
- Submit the Annual State Safety and Security Oversight Certification to the BSSO.
- Review and update IAD's Internal Safety and Security Management Audit as needed (or at a minimum of once every three years) to reflect regulatory changes and support continuous

improvement. The SOP is reviewed by the BSSO, AE, CSO, and General Manager of Security, and Chief Audit Executive.

- Participate in safety and security committees and working groups; provide consulting services, as needed, to support safety, security, and emergency preparedness.
- Stay informed on safety and security matters via The Hub and Safety Department meetings; communicate updates from meetings, committees, and working groups internally during regularly scheduled IAD staff meetings.

3.3 Accountability/Responsibility within Department of Safety

3.3.1 General Manager of Safety

- The General Manager Safety serves as the Chief Safety Officer and is responsible for developing Metro's PTASP and providing the day-to-day leadership, management and administration of the safety program through:
 - Communicating Metro's safety and security goals, programs, and strategic direction.
 - Providing direction in the development, coordination, and implementation of safety training.
 - Managing the agency's SMS and safety program.
 - Developing safety policies, procedures, and programs that support a safe work and transit environment.
 - Managing safety assurance audits and corrective action plans.
 - Managing the Safety Department Committees and Working Groups.
 - Developing and overseeing the Safety Department budget.
 - Ensuring sufficient manpower and equipment resources are adequately deployed at Metro to meet SMS requirements, and informing the President and CEO of any deficiencies in this critical area.
 - Providing monthly and/or quarterly reports to the President and CEO on SMS compliance agency-wide.
 - Providing information, recommendations and status reports to the President and CEO on resource allocation supporting SMS compliance at Metro.

3.3.2 Director of Safety

The Director of Safety directs and manages the day-to-day responsibilities of the Safety Department by:

- Directing and monitoring the SMS program and ensuring immediate corrective action is implemented for failures of the SMS.
- Providing primary consultation and guidance on SMS implementation throughout the agency.
- Overseeing and supporting departmental assessments, investigations, inspections, observations, and other Safety Assurance activities to ensure full compliance with SMS.
- Assisting in and supporting development of safety policies, procedures, and programs.
- Serving as Metro's main contact with BSSO and other agencies related to safety programs and procedures.
- Overseeing development and maintenance of industrial hygiene, occupational management databases, and computer information systems.
- Ensuring the investigation of safety concerns reported to the Safety Department.
- Supervising the Drug and Alcohol Administrator and Safety Auditors.

3.3.3 Drug & Alcohol Program Manager

The Drug & Alcohol Program Manager is responsible for the implementation of and managing Bi-State's Drug & Alcohol Program and ensuing compliance with federal requirements. This includes:

- Monitoring compliance with the DOT/FTA/USCG Drug and Alcohol Testing Programs to ensure all applicable testing types and thresholds are met.
- Ensuring all employees receive the necessary training and are aware of drug and alcohol policies.
- Maintaining an accurate list of safety sensitive employees.
- Scheduling random selection, reasonable suspicion, and DOT testing.
- Maintaining secure recordkeeping systems for all testing records and related materials.
- Developing and administering medical standards for specific job positions, as warranted.
- Serving as Metro's Designated Employer Representative (DER) during disciplinary hearings.
- Providing oversight and follow-up of site visits by health professionals (e.g., in connection with Metro's drug and alcohol testing program).

3.3.4 Manager of Program Oversight & Analytics

The Manager of Program Oversight & Analytics serves in a leadership role for regulatory programs, corrective action plans (CAPS), document control, and analytics. This includes:

- Managing and facilitating annual updates/revisions for all regulatory Safety/Security program plans (e.g. Public Transportation Agency Safety Plan, System Security Plan, Emergency Preparedness Program Plan, etc.).
- Coordinating safety/security audits; serving as a liaison for SSO, Internal Audit, and contracted auditors.
- Managing the safety/security reporting requirements for NTD.
- Directing and supporting the development of safety/security performance metrics.
- Providing analytical support for evaluating the effectiveness of safety/security initiatives as outlined in the PTASP and SSP.
- Developing and managing data collection tools and dashboards that support Safety Assurance and SMS.

3.3.5 Safety Auditors

The Safety Auditors are responsible for the implementation and oversight of SMA, Safety Assurance initiatives, and Safety Promotion. This includes:

- Investigating safety events, hazards, and other safety-related events.
- Completing safety event and safety-related reports.
- Performing and documenting risk identification, assessment, and mitigation processes.
- Maintaining the Hazard Log.
- Supporting Safety Promotion initiatives.
- Conducting safety inspections.
- Serving as department representatives during MetroLink, MetroBus, and Paratransit activities.
- Facilitating safety meetings.
- Developing and delivering safety-related training.
- Participate and review items brought to the Configuration Change Board (CCB)

3.3.6 Safety Coordinator

The Safety Coordinator provides support to the Safety Department and Drug & Alcohol program. This includes:

- Functioning as an assistant to Metro's Designated Employer Representative (DER) and serves as the DER in the absence of the Drug and Alcohol Manager (DAPM).
- Ensuring recordkeeping requirements are met per: 49 CFR Part 670, BSSO Program Standard, FTA, and any internal requirements related to safety.
- Overseeing the compilation and auditing of incoming drug and alcohol testing paperwork.
- Scheduling and participating in hearings, coordinates personnel actions with Human Resources and Labor Relations, coordinates and works with Union officials.
- Assisting with developing, implementing, and overseeing Health and Safety Programs throughout Metro.
- Administering BSD's Motor Vehicle Records (MVR) program to ensure Metro employees maintain a valid and current driver's license.

Chapter 4: SMS Documentation

Metro maintains documents that support the PTASP, SMS implementation, and outcomes of SMS process/activities for a minimum of seven years after they are created. This includes, in whole or in part, documents that describe programs, policies, and procedures that carry out the PTASP.

Metro makes documentation available to the FTA, other federal and state entities as appropriate, and the BSSO, as required by 49 CFR Part 673.31. This documentation is delivered using a variety of methods. Methods include, but are not limited to, data requests, access to various computer databases that house safety/SMS data, internal documents that analyze data, daily incident management data, and quarterly hazard logs.

In addition to documents required by 49 CFR Part 673, Metro maintains records of:

- Safety risk mitigations developed in accordance with 49 CFR Part 673.25;
- Results from Metro performance assessments as required under 49 CFR Part 673.27; and
- Employee safety training taken for purposes of compliance with the PTASP and the Public Transportation Agency Safety Training Certification Program.

4.1 Training Documentation

The Department of Safety keeps training records for the courses facilitated by the department. All other training records are maintained by the individual departments or Metro Training Department. (See [Chapter 15: Competencies and Training](#) for additional information.)

4.2 Hazard Documentation

All hazards are captured and monitored on the Hazard Log. (See [6.4 Hazard Log](#) for details.)

Hazard information is made available to the BSSO in accordance with 49 CFR Part 674.27 and the BSSO Program Standard. In addition, the BSSO will have access to a read-only Hazard Dashboard once the open items from the Excel log are transferred to the Esri log. Furthermore, all hazards with a final risk assessment of 'unacceptable' will be reported to the BSSO in accordance with the BSSO Program Standard as outlined below:

- Metro will notify the BSSO within 24 hours, or by 5:00 pm on the next regular working day, following the determination of a hazard or unsafe condition as 'unacceptable'.
- The notification will be transmitted to the BSSO in accordance with the BSSO State Safety Oversight Program Rail Event Notification Standard Operating Procedure.
- Metro will submit an initial, investigative report of the unacceptable hazard to the BSSO within (14) fourteen calendar days of the hazard being identified. Status reports will be provided to the BSSO, at minimum monthly, until the investigation is complete.
- Metro will submit a final report to the BSSO for approval once the investigation is complete. The report will include a description of activities, findings, identified causal factors, hazard analysis and Corrective Action Plan (CAP) as appropriate.

Metro will transmit a summary of open, unacceptable hazards to the BSSO quarterly.

4.3 Corrective Action Plan (CAP) Documentation

The BSSO maintains a Corrective Action Monitoring Log that identifies all CAPS approved by the BSSO and proposed by BSD and their respective status. The BSSO updates the log with information collected from the monthly CAP Advisory Working Group Meetings. In addition, BSD maintains an online CAP Tracker the serves as a centralized location for information (e.g. general information, status updates, and forms) and performance metrics (e.g. number of open/closed/submitted CAPS). The CAP Tracker is maintained by the Safety Department and Internal Audit; the BSSO has read-only access. (See [14.3.1 CAP Tracker](#) for additional details.)

Chapter 5: Integration with Emergency Management

The Emergency Management program is a function of the Safety Department, under the direction of the Senior Manager of Oversight , Analytics and Emergency Preparedness. The Emergency Preparedness Coordinator, who reports directly to the General Manager of Safety, is responsible for overseeing the program's emergency management functions. Together, they collaborate with internal and external entities to develop a Multi-Year Training and Exercise Plan (MYTEP), ensuring compliance with the training requirements outlined in the Emergency Preparedness Program Plan (EPPP).

Metro's EPPP serves as the primary guidance and policy document for emergency preparedness, response, recovery, and mitigation. It establishes procedures and supporting plans to direct Metro's response to all hazard emergencies. Metro is responsible for coordinating and providing transportation resources to federal, state, and local governments, volunteer organizations, and the general public in the event of an emergency requiring immediate evacuation. Metro works closely with local, county, and state governments, as well as emergency management agencies in its service area, to continually develop and revise their respective Emergency Preparedness Program Plans and response protocols.

Emergency response planning, coordination, and training procedures are outlined in Metro's Standard Operating Procedures (SOPs) and EPPP. The guidelines in the EPPP are regularly evaluated through agency-wide emergency exercises. Security personnel participate in annual drills and fire/life safety training with various emergency responders and Metro departments, including Safety. The EPPP is reviewed and updated annually or as needed by the Emergency Preparedness Coordinator and the Executive Safety & Security Committee (ESSC). An electronic copy of the EPPP is available on The Hub, and printed copies can be requested from the Emergency Preparedness Coordinator.

Section II: Safety Risk Management

Chapter 6: Hazard Management

Metro has developed and implemented a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process is comprised of the following activities:

- Identification of safety hazards
- Analysis of safety hazards
- Safety risk evaluation
- Safety risk mitigation

Hazard identification and resolution is the core element of the PTASP, requiring timely correction of unsafe conditions, ideally, anticipated and reconciled before serious safety event, injury, or damage occurs. The methodology employed for the formal process of hazard identification and resolution at Metro is based on U.S. Department of Defense Military Standard (MIL-STD-882E) Standard Practice for System Safety.

To ensure that Metro provides safe and reliable transportation services, Metro uses the hazard methodology to ensure hazards are identified, analyzed for potential impact on the operating system, and addressed in a manner acceptable to Metro management and regulatory agencies. Figure 1 outlines the hazard manage process.

Figure 1: Hazard Management Process

1. Hazard or Safety Concern Identified / Reported

- Hazards and safety concerns can be identified by all Metro employees, contractors, and customers.

2. Hazard or Safety Concern

- Hazards and safety concerns are reported to the appropriate chain of command.

3. Hazard Asset Made

- Determine hazard causes, evaluate severity and likelihood. Determine corrective actions, if necessary and elevate as required.

4. Resolve Hazards

- Accept risk or implement corrective action to eliminate or control. Document actions.

5. Follow Up

- Monitor potential corrective actions for effectiveness and provide feedback.

All Metro management, staff, contractors, and suppliers are required to implement hazard management and safety and system assurance throughout the design, construction, testing, and operational phases of Metro's projects. Hazards which cannot be eliminated in the design phase are to be controlled by safety devices, warning devices, training, and/or written procedures to prevent hazards.

Hazard identification and resolution is a safety process managed by the General Manager Safety with the assistance of the ESSC. Hazards are also managed and discussed through individual MetroLink, MetroBus, and Call-A-Ride meetings.

6.1 Hazard Identification

Hazard identification activities define conditions and failures that have the potential for causing an safety event. It is the responsibility of all Metro employees to identify and report hazards in accordance with the processes described in the PTASP. While identifying every hazard is virtually impossible, the implementation of the hazard identification procedures can greatly increase Metro's ability to identify and thereby eliminate hazards or reduce risk to an acceptable level. The Safety Department conducts periodic inspections of facilities and equipment to identify hazards on a proactive basis. In the investigation of serious safety events, ad hoc safety committees/working groups are assembled utilizing various disciplines as members to develop a consensus determination of hazard severity and causal factors. When required, contractors and manufacturers may provide outside assistance to the committee/working group. Independent reviews may be obtained as to ensure objectivity.

Departmental managers are responsible for ensuring their employees report hazards to the Safety Department for review and analysis. Ultimately, these same managers are responsible for their respective department's compliance with their role in the Safety Risk Management (SRM) process.

6.1.1 Hazard Identification Sources

Hazard identification can be derived from the day-to-day operations and maintenance activities of the system. These activities can include the certification of new construction, the review of system modifications, structure inspection activities, equipment modifications, design reviews, testing, analysis, and maintenance inspections. Finally, hazards are often identified through safety audits, peer reviews, customer complaints, and triennial reviews. A summary of sources for hazard identification is as follows:

- | | |
|--------------------------------|---------------------------------|
| • Near Misses | • Rule Violations |
| • Trespassing Event | • Vehicle Inspections |
| • Safety events | • Injuries |
| • Structures Inspections | • Customer Service Complaints |
| • QR Code | • MetroLink Observation Reports |
| • Transit Asset Management 1&2 | |

6.1.2 Employee Reporting Program

Metro has an efficient and robust Employee Safety Reporting program. Employees, including contractors, are encouraged to report any hazardous or potentially hazardous safety conditions to their supervisor or manager. If the desired results are not achieved within their discipline, employees should

then report to the Safety Department. Additionally, all employees retain the right to use the Safety Department's hazard reporting tool at any time. All employees are protected from retaliation from their peers and/or supervisors due to reporting safety conditions.

Examples of items that can be reported include:

- Hazards/potential hazards
- Safety issues and concerns
- Safety Events
- Possible solutions and safety improvements
- Close calls/near misses
- Assaults on transit workers
- Unsafe acts and conditions

When is Safety Reporting Protected?

- Reporting safety hazards or potential hazards
- Making suggestions for safety improvements
- Reporting other employees' unsafe behavior
- Fatigue that presents an unacceptable hazardous condition
- Self-report of a close call or near miss

When is Safety Reporting Not Protected?

- Willful safety violations
- Reckless and neglectful acts
- Actions resulting in a safety event
- Criminal activities
- Alcohol or drug use
- Making a false report
- Being observed violating Metro's safety rules by supervisor

Employees may report via the following methods:

- Reporting directly (in person) to the immediate supervisor
- Reporting directly to a Safety staff member
- Reporting directly to the CSO
- Email Safety@metrostlouis.org
- Reporting via QR code/online form



**SCAN THE QR CODE TO REPORT
A SAFETY OR SECURITY CONCERN.**

For more information, please email Safety@MetroStLouis.org

Employees have the option of reporting anonymously at any time. Employees, who request a follow-up will receive feedback from Safety or a Supervisor regarding the disposition of the report. All hazards/safety concerns will be documented in the Hazard Log and investigated in a timely fashion.

Hazards and investigation results will be made available for all employees through the Safety Promotion process described in Chapter 16.

6.1.3 Hazard Investigation

Investigation findings are documented and provided to the General Manager Safety, who will provide support for the department and monitor corrective actions through full resolution. These hazards will be included on the Hazard Log for completion and monitoring.

The General Manager Safety, with support from the ESSC, will determine those hazards for which formal analyses [i.e. Preliminary Hazard Analysis (PHA), or Operating Hazard Analysis (OHA)] are prepared. Further details are provided below in Hazard Evaluation and Analysis.

To address hazards resulting from system extensions or modifications, operational and other changes, safety analysis included in design and procurement contracts will provide for:

- Identification of potential/existing hazards
- Assessment of the severity and likelihood of occurrence/reoccurrence of each potential hazard
- Timely awareness of hazards for those who must resolve them
- Ability to track and control hazards through all phases of a project's life cycle
- Formal Safety and Security Certification where applicable

6.2 Hazard Risk Assessment

The next step in the hazard management process involves classification of each hazard in terms of severity and likelihood of occurrence in order to determine the risk with which it is associated. This, in turn, provides the basis for determining possible mitigation strategies and allows Metro to prioritize hazards. The risk assessment criteria are adapted from the APTA Guidelines, MIL-STD 882E, and from the Federal Railroad Administration (FRA) Collision Hazard Analysis Guide. The classification process is described in the following sections and is performed primarily by the Safety Department. However, various business units may be responsible for conducting risk assessments within their areas and reporting their findings to the Safety Department.

6.2.1 Hazard Severity

Hazard Severity is a measure of the most practical/credible mishap resulting from personnel error, environmental conditions, design inadequacies, and/or procedural deficiencies for systems, subsystems, or component failure or malfunction. Table A outlines the categories for determining hazard severity.

Table A: Hazard Severity Table

Category	Technical Definitional	Human Cost	Property Cost	Other Impacts
Catastrophic	Could result in death, permanent disability, or complete system loss could result from incident caused by hazard.	Death to 2 or more; permanent disability to multiple persons.	Loss will exceed \$1M	Irreversible environmental damage.
Critical	Could result in multiple severe injuries, disability, or major system loss will result from incident caused by hazard.	Hospitalization of 3 or more persons; single fatality.	Loss between \$500K and \$1M	System interruption greater than 24 hours.
Marginal	Conditions are such that injuries to 2 or more persons and/or severe damage to system and components.	Immediate medical care (EMS) away from scene for 2 or more persons.	Loss between \$10K and \$500K	System interruption less than 24 hours.
Negligible	Minor injury or damage.	Injury or occupational illness not resulting in a lost work day.	Damage less than \$10,000	Minimal environmental impact.

6.2.2 Hazard Likelihood

Metro describes the likelihood that a hazard may occur in potential occurrences per unit of time, events, items or activity. Metro derives qualitative hazard likelihood from research, analysis, and evaluation of safety data from the operating experience of Metro and/or other similar transit authorities. When available, the use of appropriate and representative quantitative data that defines frequency or rate of occurrence for the hazard is generally preferable to qualitative analysis. Due to the unique nature of hazards, the quantitative analysis for each hazard may differ. A qualitative hazard likelihood ranking for Metro is as follows:

Table B: Probability Table

Hazard Probability Levels			
	Description	Quantitative	Fleet/System
Frequent	Likely to occur frequently	1 time out of 10 or more during a 12-month period	Continuously experienced
Probable	Will occur several times	1 time out of 100 during a 12-month period	Occurs frequently
Occasional	Likely to occur some time	1 time out of 1000 during a 12-month period	Will occur several times multiple locations
Remote	Possible to occur	1 time out of 100,000 during a 12-month period	Could occur once or twice
Improbable	Unlikely but possible to occur	1 time out of 1,000,000 in a 12-month period	Very unlikely but could occur once within lifetime of a fleet or system
Eliminated	So unlikely, we assume the occurrence may not be experienced.	Will not occur	This category applies to hazards that have been eliminated by design

6.3 Hazard Resolution

The objectives of a Hazard Resolution process are:

- To identify areas where hazard resolution may require a change in the system design or development of special procedures;
- To verify hazards involving interfaces between two or more systems have been resolved;
- To verify the resolution of a hazard in one system does not create a new hazard in another system; and
- To verify required analysis is provided in a timely manner, and identify where delinquent analysis is delaying hazard resolution.

Hazard resolution is not synonymous with hazard elimination. In Metro’s operating environment, as in the real world, some hazards may be impossible to eliminate and it may be highly impractical to eliminate others. Thus, hazard resolution involves the reduction of risk to the lowest practical level. This is accomplished in a variety of ways, from re-design to warnings or administrative controls.

6.3.1 Hazard Risk Index

To determine what action to take to correct or to document acceptance of identified hazards, a system of determining the level of risk involved has been adopted. This risk assessment activity is incorporated in a formal safety analysis. In turn, this will enable management to properly understand the amount of risk involved relative to what it will impact (schedule, dollars, operations, etc.) to reduce the hazard to an acceptable level.

Before implementation of any corrective action, Metro has established a hazard severity category (1 through 4 and a likelihood ranking (A through F) which are combined to form a numerical value called a Risk Index, reflecting both severity and likelihood of occurrence for each identified hazard. Metro assigns a Risk Index to a hazard before implementation of any potential corrective action. The range of possible Risk Indices is shown in the following matrix.

Table C: Hazard Risk Index

Frequency of Occurrence	1	2	3	4
	Catastrophic	Critical	Marginal	Negligible
(A) Frequent	1A	2A	3A	4A
(B) Probable	1B	2B	3B	4B
(C) Occasional	1C	2C	3C	4C
(D) Remote	1D	2D	3D	4D
(E) Improbable	1E	2E	3E	4E
(F) Eliminated	N/A	N/A	N/A	N/A

6.3.2 Hazard Acceptance

Metro applies risk assessment criteria to the identified hazards based on their estimated severity and likelihood of occurrence to determine acceptance of the risk or the need for corrective action to further reduce the risk. The risk assessment and acceptance criteria assist Metro management in understanding the amount of risk involved by accepting the hazard relative to the costs (schedule, dollars, operations, etc.) to reduce the hazard to an acceptable level. The following table identifies the hazard acceptance criteria:

Table D: Hazard Acceptance Criteria

HAZARD ACCEPTANCE CRITERIA				
	Hazard Risk Index	Decision Authority	Special Conditions	Responsible Party
	1A, 1B, 2A, 2B, 3A	Unacceptable	Requires immediate resolution and review, notification to SSO with 24 hours, concurrence from the ESSC and the Chief Safety Officer	CSO & ESSC
	1C, 1D, 2C, 2D, 3B, 3C	Undesirable	Requires review and approval of mitigation plan(s), or Accept risk from the Chief Safety Officer	CSO
	1E, 2E, 3D, 3E, 4A, 4B, 4C	Acceptable with Review	Mitigate risk to as low as reasonably practical or accept risk	Director of Safety
	4D, 4E	Acceptable	Risk is acceptable as is without further mitigation	Director of Safety

6.3.3 Hazard Resolution Precedence

Management will take appropriate actions to reduce the risk associated with the identified hazard to the lowest level practical. The methods utilized for eliminating or controlling hazards are listed in their order of precedence, as follows:

- **Design for Minimum Risk:** In other words, incorporate features in the initial design to eliminate hazards. If an identified hazard cannot be eliminated, then the associated risk can be reduced to an acceptable level through design.
- **Incorporate Safety Devices:** If identified hazards cannot be eliminated or their associated risk adequately reduced through design, that risk shall be reduced to an acceptable level through the use of fixed, automatic or other protective safety-designed features or devices. Provisions shall be made for periodic functional checks of safety devices.
- **Provide Warning Devices:** When neither design nor safety devices can effectively eliminate identified hazards or adequately reduce associated risk, devices shall be used to detect the condition and to produce an adequate warning signal to alert personnel of the hazard. Warning signals and their application shall be designed to minimize the likelihood of incorrect personnel reaction to the signals, and shall be standardized within like types of systems.
- **Develop Procedures and Training:** Where it is impractical to eliminate hazards through design selection or adequately reduce the associated risk with safety and warning devices, procedures and training shall be used. However, without a specific waiver, no warning, caution or other

form of written advisory shall be used as the only risk reduction method for Category 1 or 2 hazards. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized. Tasks and activities judged critical might require certification of personnel proficiency.

- Reduce, Replace, Remove, or Do Not Operate – If there is no practical way to reduce the hazard, replacement, removal, or non-operation is indicated.
- Accept (with or without varying levels of review)– If a hazard will result in no, or less than minor, illness, injury, or system damage, no further action is necessary.

6.4 Hazard Tracking - Hazard Log

All reported hazards are tracked on the Hazard Log and analyzed for potential trends. Metro transitioned from an Excel based Hazard Log to an online Hazard Log in January 2023. The online log is used to present, edit, and update hazard entries. The Hazard Log captures the following information:

- Description
- Location
- Source
- Initial/Final Hazard Rating
- Name of Reporter (unless reported anonymously via the Employee Reporting Program)
- Contact Information (unless reported anonymously via the Employee Reporting Program)
- Status
- Mitigation Strategy(s)

Safety Auditors monitor and regularly update the Hazard Log. Hazards reported on the log, investigative findings, and other updates are communicated with Metro employees through the Safety Promotion Process outlined in [Chapter 16: Safety Communication](#).

Hazard information is made available to the BSSO in accordance with 49 CFR Part 674.27 and the BSSO Program Standard. In addition, the BSSO will have access to a read-only Hazard Dashboard.

Furthermore, all hazards with a final risk assessment of 'unacceptable' will be reported to the BSSO in accordance with the BSSO Program Standard as outlined below:

- Metro will notify the BSSO within 24 hours, or by 5:00 pm on the next regular working day, following the determination of a hazard or unsafe condition as 'unacceptable'.
- The notification will be transmitted to the BSSO in accordance with the BSSO State Safety Oversight Program Rail Event Notification Standard Operating Procedure.
- Metro will submit an initial, investigative report of the unacceptable hazard to the BSSO within (14) fourteen calendar days of the hazard being identified. Status reports will be provided to the BSSO, at minimum monthly, until the investigation is complete.
- Metro will submit a final report to the BSSO for approval once the investigation is complete. The report will include a description of activities, findings, identified causal factors, hazard analysis and CAP as appropriate.

Metro will transmit a summary of open, unacceptable hazards to the BSSO quarterly.

6.5 Roadway Worker Protection Program

Roadway Worker Protection (RWP):

In accordance with FTA regulations, BSD will maintain a comprehensive Roadway Worker Protection (RWP) program designed to ensure the safety of all personnel working on or near the transit right-of-way (ROW). This includes employees and contractors who may be exposed to hazards associated with track access and train movements. The RWP program outlines required safety protocols, communication procedures, access control measures, and training requirements. While this PTASP acknowledges the existence and enforcement of these protections, the full scope of RWP policies, procedures, and compliance measures is detailed in the BSD's Roadway Worker Protection Program Manual, which is maintained as a standalone document and updated in accordance with FTA safety regulations

Section III: Safety Assurance

Safety Assurance (SA) is a continuous process, constantly interacting with Safety Risk Management (SRM). It is a set of systematic, ongoing processes that are both led and facilitated by the Safety Department to monitor system safety performance. This monitoring is used to: verify that safety objectives are being met; identify previously unforeseen hazards; ensure that mitigations in place are effective and not creating new hazards; and collect data on safety that can be analyzed, trended and shared in support of continuous improvement of the SMS. In addition, SA activities assist the agency in identifying and correcting practical drift and in establishing appropriate safety performance measures/targets.

Chapter 7: Safety Data Acquisition and Analysis

It is the task of the Safety Department to monitor safety performance of Metro's operations. Selected data is accumulated and analyzed by Safety Department staff. This includes but not limited to: injuries, potentially hazardous equipment failures, structural defects, reports from the Employee Reporting Program, and rules and procedures violations. This information is presented at the quarterly Safety and Security Executive Committee (ESSC). The data is used in the tracking of hazard-related data to identify safety-related trends. These trends are further analyzed or investigated by the Safety Department, with the assistance of the affected department, to pinpoint the specific areas of concern. This is accomplished by interviews with personnel in the affected department(s) and analysis of pertinent documentation. Monthly safety meetings with each transportation mode are also used to discuss trends, hazards, information reported through the Employee Safety Reporting Program and any other safety concerns that may arise. Identified hazards are submitted to the management of the department responsible for implementation of the necessary corrective action. Also included in the submittal are recommendations for mitigation(s) or a request for corrective action development. The effectiveness of mitigations and corrective actions are tracked by the Safety Department, and through monthly Safety meetings with each mode of transportation.

Safety data is collected, documented and analyzed from numerous sources by all departments. Sources may include but are not limited to:

- Safety event Reports
- City Official Concerns
- Daily Operations Reports
- Employee Concerns
- FTA Bulletins and Safety Advisories
- Safety Assurance Reports
- Internal Audit Reports
- Passenger Concerns/Customer Complaints
- Safety Meetings
- Public Safety Reports, concerns and investigations
- Employee Safety Reporting Program
- System reliability
- External agency Reports and Publications
- Claims Reports
- Maintenance Reports
- Employee Occupational Injury Reports
- Homeland Security Alerts
- Insurance Inspection Reports
- BSSO/FTA Reviews
- Inspections, Assessments and Observations
- Special Occurrence Reports
- Social Media Posts
- Customer Service information
- Rule Compliance Checks

Safety data collection also involves obtaining technical information, data and reports for use in systems development of program elements and considered in safety risk mitigations. Sources for such data may include but are not limited to:

- American National Standards Institute (ANSI)
- American Society for Testing and Materials (ASTM)
- American Public Transportation Association (APTA)
- Federal Motor Carrier Safety Administration (FMCSA)

- Federal Motor Vehicle Safety Standards (FMVSS)
- Environmental Protection Agency (EPA)
- State Safety Oversight Program (SSO)
- Safety Data Sheets (SDS)
- National Transportation Institute (NTI)
- Transportation Security Administration (TSA)
- Centers for Disease Control (CDC)
- Illinois Department of Health
- Department of Homeland Security (DHS)
- Federal Transit Administration (FTA)
- Missouri and Illinois Statutes
- National Fire Protection Association (NFPA)
- Occupational Safety and Health Administration (OSHA)
- National Transit Database (NTD)
- Missouri Department of Health
-

Other data and information sources include building codes, professional society guidelines, and information technology and cybersecurity standards.

Chapter 8: Rules Compliance

The data obtained from the Rules Compliance programs is an important part of the SMS process at Metro. These rules cover both operational and maintenance types. Documentation can range from a computer database, to written forms. Safety has access to all of these records and reviews them for hazards and trends. In addition, the data from this program is also analyzed at regular MetroLink, MetroBus, and Call-A-Ride safety meetings. The hazards and trends that are discovered are put through the SRM process and mitigations/CAPs are generated when appropriate.

These safety meetings are also used to discuss the effectiveness of supervision relating to the implementation of operating and maintenance rules. If the data reflects an ineffectiveness or a process breakdown, a different direction may be warranted or a process may need to change.

8.1 Rules and Procedures for MetroLink

8.1.1 MetroLink Rulebook

This manual consists of those rules and procedures applicable to all MetroLink employees. Department managers, as required or as needed, make requests for revisions. The General Manager MetroLink approves revisions to the MetroLink Rulebook after reviewed by Safety Department and supporting staff.

A schedule of reviews has been established whereby system and operational changes are approved prior to implementation. Such changes include operational rules and procedures, supplementary manuals and bulletins. The General Manager MetroLink has the authority and responsibility for development and control of the MetroLink Rulebook and General Orders. A new rulebook is published at least every three (3) years to incorporate interim changes.

8.1.2 General Orders

General Orders are issued to modify a current operating rule or procedure or to address an urgent operating requirement.

8.1.3 Supplementary Manuals

Supplementary manuals are published to address a specific job assignment or function within a department, division, or section. These manuals are developed, issued, and implemented at the departmental level. Revisions to supplementary manuals are the responsibility of the department manager affected.

8.2 Compliance Checks

8.2.1 Vehicle Maintenance

Vehicle Maintenance Superintendents and Supervisors enforce rules and procedures by observing and monitoring employee performance in bus, paratransit, and rail shops and yards. Facilities and Rail Maintenance Supervisors enforce rules and procedures by observing and monitoring employee and

contractor performance on the rail system and at work sites. Rules and procedures monitored and observed for compliance include, but are not limited to:

- General safety
- Proper use of tools, equipment and machinery
- Proper use of personal protective equipment
- Right-of-way safety
- Fire safety
- Material handling and storage
- Quality Assurance inspections and audits of procedures, including rule compliance

Preventive maintenance activities are continuously monitored by maintenance managers and supervisors. Inspection tasks are periodically updated to reflect fleet needs and enhance operational efficiency and safety.

Maintenance Supervisors also conduct follow-up activities after audits to ensure employee compliance with maintenance rules.

The Safety Department conducts periodic inspections of maintenance shops and vehicle yards to observe employee work practices, tool usage, and PPE compliance. Any safety deficiencies are documented and entered into the hazard tracking system. Safety also follows up on trends in audit results and collaborates with Maintenance leadership to support corrective actions.

8.2.2 Maintenance of Way (Right of Way & Rail Systems Maintenance)

MetroLink established rules and procedures that govern maintenance activities along the operating right of way. These rules also apply to Metro contractors or other contractors that may perform maintenance or construction activities. Before any work along the right of way is authorized, a work permit must be obtained. Before work is commenced, a supervisor will brief the work crew on the upcoming work and the applicable safety measures. The supervisor will then make unannounced visits to the work sites to check for work zone safety compliance. In addition, Transit Service Managers (TSMs) and Safety personnel will make routine visits.

Safety staff conduct unannounced site visits to active Maintenance of Way job sites to verify compliance with Right-of-Way protection procedures and safe work zone practices. Safety also reviews pre-job briefings, confirms flagging procedures are followed, and enters violations into the hazard log for tracking and resolution.

8.2.3 Facility Worker Safety

Vehicle Maintenance Superintendents and Supervisors enforce rules and procedures by observing and monitoring employee performance in bus, paratransit, and rail facilities and yards. Facilities and Rail Maintenance Supervisors enforce rules and procedures by observing and monitoring employee and contractor performance on the rail system and at work sites. Rules and procedures monitored and observed for compliance include but are not limited to:

- General safety
- Proper use of tools, equipment and machinery
- Proper use of personal protective equipment

- Right-of-way safety
- Fire safety
- Material handling and storage
- Quality Assurance inspections and audits of procedures, including rule compliance

The Safety Department inspects facilities for compliance with safe work practices, tool and equipment use, PPE adherence, and general housekeeping. These inspections are documented in the hazard tracking log, and findings are shared with department supervisors for follow-up and training, if needed

8.2.4 MetroBus & Call-A-Ride Operators

MetroBus and Call-A-Ride have an Operator Evaluations Program to monitor operator performance, to identify violations and take the necessary action to correct them. The Operator Evaluations Program consists of observations performed by TSMs to evaluate if the operators are adhering to the operating rules and to determine methods to improve their operating proficiency. All operators undergo at least (1) one direct observation by a TSM during each calendar year. New operators have their first direct observation within (1) one year from the date that they enter passenger service. For each evaluation, the TSM completes a checklist and discusses the results of the evaluation with the operator.

The Safety Department monitors operator compliance by reviewing safety event investigation reports completed by Transit Service Managers or safety investigated events. Safety analyzes this data for trends or repeated safety concerns and works with Operations and Training to develop targeted corrective actions, such as refresher training, procedural updates, or hazard log entries for follow-up.

8.2.5 MetroLink Operators

Rail TSMs enforce the rules and procedures by conducting ride-along checks. The managers look for a variety of rules and procedures in compliance with the MetroLink Rulebook and General Orders.

The Safety Department reviews the daily metrolink incident management system for operator rule violations, incident data to assess compliance with MetroLink rules and procedures. All rule violations are discussed quarterly with operations and training to implement corrective actions as needed or address hazards through the hazard tracking log.

8.2.6 MetroLink Hours of Service

Hours of Service is monitored through the MetroLink Event Review Working Group. This group meets monthly and has a collection of Operations Management and Training staff in attendance. One (1) of the standing items for the meeting is hours of service compliance. A report is generated from a Tableau database each month that indicates all hours of service violations of the MetroLink Hours of Service SOP and the MoDOT Hours of Service rule. Each hours of service violation is discussed as well as potential mitigations or corrective actions. These actions are captured on meeting minutes and will be used for continuous improvement.

The Safety Department is a standing participant in the MetroLink Event Review Working Group, which reviews all Hours of Service violations. Safety helps assess potential risks, recommends mitigations, and ensures that corrective actions are tracked and completed through the hazard log. The Safety Department also reports out quarterly hours of service violations to executive leadership.

Chapter 9: Safety Inspections

9.1 Facility & Equipment Inspections

Metro has established and maintains a list of MLRFGS facilities, physical equipment, and rolling stock subject to inspections and tests for safety critical elements. Several departments perform or monitor safety-related tests and inspections of facilities, equipment, and rolling stock. The Transit Asset Management Plan provides a listing of all Metro facilities, equipment, and rolling stock.

9.1.1 Yard & Shops Inspections

The Safety Department inspects the MLRFGS . MetroBus and Call-A-Ride operating and maintenance facilities on an annual basis to ensure the safety of employees and guests and to ensure compliance with applicable safety regulations.

The Safety Department participates with the Facility Maintenance Support Services Department to identify and document compliance with local, state, and federal regulations regarding environmental pollution issues related to air, water, soil contamination, and provides assistance to control hazards. Annual safety inspections that are completed are referenced in Safety SOP 7.1.

The inspection team will ensure personal protective equipment (PPE) is available at all times, eyewashes and fire extinguishers are operational, and general facility defects are noted and corrected. Serious deficiencies (i.e. life threatening) are corrected immediately. If a serious deficiency cannot be corrected immediately, it is given priority for corrective action/mitigation and preventive measures are taken to mitigate the maintenance deficiency in accordance with the procedures outlined in this PTASP. If a corrective action/mitigation for a serious deficiency is delayed, the ESSC or member of the safety department may impose temporary measures to protect life and property. Examples of such measures include shut downs, evacuations, notifications, or signage advising of present conditions.

Inspections will be conducted to ensure compliance with local, state, and federal environmental regulations. All deficiencies in equipment and the facilities will be documented in the Hazard Log. Conformance with these procedures provides timely resolution of possible hazards and deficiencies along with proper reporting of deficiencies within components of the system.

An inspection report identifying safety and health defects found during the inspection will be issued to the Bus & Rail Facility Maintenance Support Services Department. This Department is responsible for correcting any deficiencies related to facilities and the equipment therein and provides a schedule listing when the corrections will be completed. The defects will also be entered and tracked in the Hazard Log.

Facility inspections and audits are tracked by the Safety Department within the Hazard Log.

9.1.2 Structures Inspections

The MetroLink Standard for Structures Inspection and Maintenance outlines protocols, timetables, and responsibilities for the inspection of MetroLink structures. Structures governed by the plan include, but are not limited to, bridges, culverts, tunnels, retaining walls and elevated platforms. The inspections prescribed by the manual are performed in accordance with the current edition of the American Association of State Highway Transportation Officials (AASHTO) "Manual for Bridge Evaluation" and

other standards and guidelines as noted in the plan. Maintenance of Way is responsible for the implementation and monitoring of the program. If, during any inspection, structures personnel visually identify conditions that may indicate the presence of stray current, a stray current inspection shall be conducted to assess and address potential hazards. Deficiencies found in the structures are rated on a scale of 0 (failed) to 9 (Excellent) based on its condition, and the rating is recorded along with a report and photos in a structures database. A member of the Safety Department reviews reports on structures that receive a rating of 4 (Poor Condition) or lower. The hazard management process is then engaged to determine the risks associated with that structure.

9.1.3 Station Inspections

The Bus & Rail Facility Maintenance Support Services Department has the primary responsibility for inspections of stations and parking lots. The stations are inspected at least monthly; however, all maintenance and operational personnel report hazards or defects as noticed.

An annual emergency power simulation is conducted at MetroLink stations. The main power breaker is opened and electric power is removed. Operation of alarms, enunciators, generators, fire suppression systems, lights and equipment on the emergency circuit is verified.

9.1.4 Rolling Stock Inspections

The LRV Maintenance Department has the responsibility for regular inspection and maintenance of the MLRFGS rolling stock. The LRV Maintenance program includes daily safety inspections, mileage-based preventative maintenance inspections and RCM overhaul program. Scheduled inspections occur at mileage intervals of 5,000, 15,000, 30,000, 50,000, and 100,000 miles. LRV electro mechanics inspect equipment on the trains during preventive maintenance work. The LRV maintenance program is described in detail in the LRV Maintenance Manual.

LRV Maintenance conducts a pre-trip inspection on each LRV prior to passenger service. The LRV operator then performs a pre-departure check before commencing service. These items include:

- Fire protection equipment
- Emergency communications equipment – public address, radio, intercom
- Brakes, door operation, horns, bells, & silent alarm
- On-board signal equipment
- Headlamps, RR lamp, & indicator lamps

A copy of the Daily Pre-Departure Inspection Form is available at the LRV Maintenance departments. The Safety Department conducts regular LRV Inspections at least (4) four times per year and also participates in post-accident inspections as needed.

The Safety Department will also conduct a sampled inspection program at least annually at all facilities. Deficiencies found will be entered and tracked in the Hazard Log.

Bus and Paratransit Vans:

At regular intervals, the Safety Department selects a sample of revenue vehicles from each operating division for independent inspection. These inspections are conducted on-site and focus on safety-critical systems, including braking, steering, doors, securements, lighting, tires, and emergency equipment.

Vehicles are selected to represent a cross-section of the vehicle fleet. Inspection findings are documented and shared with Fleet Maintenance for resolution. Repeat findings or systemic issues are flagged for follow-up, and may trigger broader corrective action or focused training.

Non-Revenue Vehicles:

A rotating sample of non-revenue vehicles, including maintenance trucks and pool vehicles, are inspected by Safety on a scheduled basis. These inspections verify the condition of vehicle systems and safety gear. Any deficiencies are reported to the responsible department for corrective action. Safety maintains inspection records and uses the results to monitor risk trends across the support fleet.

9.1.5 Fire Detection & Suppression Equipment Inspections

The Safety Department collaborates with the Bus & Rail Facility Maintenance Support Services Department for the inspection of fire protection equipment at Metro facilities while the respective facilities maintenance department is responsible for the maintenance. Specific roles and responsibilities can be found in Safety SOPs 12.3 and 15.2.

9.1.6 Systems Inspections

The Rail Systems Maintenance Department has the overall responsibility for the inspection and maintenance of the MLFRGS systems elements consisting of the following:

- Track
- Signals
- Communication
- Overhead Catenary System
- Power Substations

9.2 Maintenance Inspections

Safety critical systems, such as track, structures, train control, transit vehicles, tunnel ventilation and fire control, elevators, escalators, and communications are inspected/tested and/or serviced on a scheduled, periodic basis. Inspections are done using checklists for each audit. When these systems are found in a failed or out of tolerance condition, in such a manner that would present a significant hazard, applicable operations will be restricted to maintain safety until an appropriate remedial action has been implemented. Equipment found in a failed or out of tolerance condition is recorded and tracked by the responsible maintenance department. These discrepancies are not to be closed out until repairs are completed. In the case of transit vehicle maintenance, should a vehicle not receive the prescribed preventive maintenance within the required maintenance schedule, the vehicle is withheld from revenue service.

The Safety Department performs internal safety audits of maintenance activities for safety critical systems. These audits focus on adherence to schedule, application of standards and procedures, and record keeping. All safety critical hazards discovered during audits or inspections are tracked in the Hazard Log.

9.2.1 Train Control

The Signals Maintenance and LRV Maintenance Departments share the responsibility for Metro's train control system. The Signals Maintenance Department is responsible for inspection and maintenance of wayside train control components. The LRV Maintenance Department inspects and maintains the train control components.

9.2.2 Signal System Inspections & Maintenance

The inspection program for the signal system includes all aspects of the Automatic Train Protection (ATP) systems (i.e. track circuits, cab signals, Vital Harmon Logic Controllers (VHLC), vital relays, electronic interlockings, relay houses, signals, power-operated switches, and highway grade crossings). The frequency and scope are detailed in the MetroLink Signal Systems Maintenance Plan. A number of "best management practices" regarding the frequency of inspection and the content of tests have been adopted from APTA's Signal & Communications Equipment Inspection and Maintenance Volume VI; APTA's Standard for Rail Transit Systems Highway Rail Grade Crossing Warning Device Inspection, Testing, and Maintenance Volume III; and Federal Railroad Administration's Rules and Regulations Governing Railroad Signal and Train Control Systems. However, MetroLink is not subject to the FRA rules and regulations, and such practices have been adopted as suitable for MetroLink due to the similarity of equipment in certain applications. This plan is reviewed annually to determine if updates to the plan are required.

9.2.3 Traction Power & OCS Inspections & Maintenance

The Traction Power Maintenance Department performs the OCS and Traction Power Substation (TPSS) inspection and maintenance. The frequency and scope of traction power inspections is detailed in the Traction Power Maintenance Plan. A number of practices regarding the frequency of inspection and the content of tests have been adopted from APTA's Manual of Standards and Recommended Practices for Rail Transit Systems 2004. This plan is reviewed annually to determine if updates to the plan are required.

9.2.4 Communication Equipment Inspections and Maintenance

The LRT Communications Maintenance Department is responsible for the inspection and maintenance of the MLRFGS communication equipment. The frequency and scope of inspections are detailed in a database available at Rail Systems. Maintenance procedures are described in the MetroLink Light Rail Communication System Maintenance Plan.

9.2.5 Tracking Inspection & Maintenance

The Rail Right-of-Way (ROW) Maintenance Department is responsible for the inspection and maintenance of Metro's track components, consisting of: the roadbed, ballast, ties, rail, fasteners, and special track work, as well as various other components of the MetroLink ROW. The frequency and scope of track inspections are detailed in the Track Maintenance Plan. A number of practices regarding the frequency of inspection and the content of tests have been adopted from APTA's Manual of Standards and Recommended Practices for Rail Transit Systems. Such practices have been adopted as suitable for MetroLink due to the similarity of equipment in certain applications. This plan is reviewed annually to determine if updates to the plan are required. Additionally, the first train each day is operated at reduced speed to permit observation of any irregularities on the alignment.

9.2.6 Ventilation & Tunnel System Inspection & Maintenance

The Bus & Rail Facility Maintenance Support Services is responsible for the inspection and maintenance of Metro's Tunnel Ventilation Systems. Tunnel ventilation is tested quarterly and maintained per manufacturer specifications. Included are visual inspection, cleaning, lubrication, and voltage verification. Operation is verified by SCADA.

9.2.7 Elevator & Escalator Inspections and Maintenance

The Bus & Rail Facility Maintenance Support Services Department oversees a contract which provides all of the required inspections and preventative maintenance for the MLRFGS elevators and escalators. Generally, elevators and escalators are scheduled for inspection and service monthly and the elevators have a load test done every 5 years.

9.2.8 Facility Inspections & Maintenance

The Bus & Rail Facility Maintenance Support Services Department is responsible for the inspection and maintenance of Metro's facilities, consisting of MetroBus, Call-A-Ride, and the MLRFGS operations and maintenance facilities, stations, parking structures, parking lots, and various other elements along the service area. The frequency and scope of these inspections is covered in detail in the Facilities Maintenance Plan. The Plan is reviewed annually to determine if updates or modifications are required.

9.3 Risk Based Inspections (RBI)

A risk-based inspection program requires the collection and analysis of large sets of complex data and a mechanism for evaluating that data to inform inspection activities. BSD will share its safety data with the BSSO as required in the Program Standard. This data includes the data required by the SSOA and the data agreed upon in the RBI policies and procedures developed in consultation with the BSSO, as well as the data BSD collects when identifying hazards and assessing and mitigating safety risk on the system.

BSD will follow the policies and procedures developed in consultation with the BSSO for submitting the data sets to be shared, the processes for sharing each data set, and the frequency that the data will be shared.

BSD and the BSSO have consulted and established policies and procedures describing the SSOA's access to BSD to conduct risk-based inspections of the MetroLink system. These policies and procedures may be found in the BSSO's Program Standard and include detailed descriptions of the processes the BSSO will use to conduct inspections of the MetroLink both with and without advance notice. The policies and procedures address:

- Notifications to BSD to conduct inspections with and without notice
- Access procedures and escorts
- Access for all inspection areas
- Verification of certifications and trainings of SSOA inspectors to ensure their compliance with BSD safety protocols and requirements

BSD and BSSO have established clear policies and procedures that describe how the BSSO's risk-based inspections of MetroLink will be conducted. These policies and procedures are documented in the BSSO Program Standard and referenced in this ASP. The policies and procedures address:

- Scheduling inspections
- Inspection reports
- Immediate safety concerns
- Inspections of equipment, infrastructure, and practices specific to each rail fixed guideway public transportation system
- Event verification (replaces "incident verification" in the special directive)
- Ongoing monitoring
- Defects and corrective or remedial action
- Corrective Action Plan (CAP) and safety risk mitigation

9.3.1 BSSSO Review

In accordance with 49 CFR Part 674.27(a)(13), BSD supports oversight by the Bi-State Safety Oversight (BSSO) agency through a defined process for reviewing the rail transit vehicle maintenance program. This process includes providing access to written maintenance procedures, preventive maintenance schedules, and documentation of periodic brake system testing. Brake tests include dynamic braking and emergency brake function checks, conducted at specified intervals to verify performance and identify potential latent system failures. During these reviews, BSD's Safety Department works in coordination with Rail Vehicle Maintenance to compile and present relevant records, explain testing procedures, and respond to questions from the BSSO. Any findings or recommendations are entered into BSD's hazard tracking log and Corrective Action Plan (CAP) system, where progress is monitored through Safety Assurance activities, including regular CAP meetings and quarterly safety reports

Chapter 10: Safety Assurance Programs

10.1 Hazardous Materials Program

Metro has written Hazard Communication procedures for procuring chemicals to be used within the company facilities and properties. The specific Safety SOP that addresses this is SOP 10.4 Hazard Communication. Metro adheres to OSHA's Hazard Communication Standard (29 CFR 1910.1200). This standard requires that chemical manufacturers, distributors, and importers develop safety data sheets (SDS) for each product in compliance with the United Nations Globally Harmonized Systems of Classification and Labeling of Chemicals. The standard requires employers make the SDS available to all employees who may work with a potentially hazardous chemical. Metro meets this requirement by providing an on-line, computer based SDS database found at the following web site:

<https://chemmanagement.ehs.com/9/ebinder>

Metro's procedures require that "Prior to the purchase of chemicals, products, compounds, or materials that may have potential of exposure to individuals handling it, Metro's procedures require that an SDS will be sent to the Safety Department of Metro for verification, review, and either approval or rejection." Approvals for new chemicals are obtained by submitting a request to Safety by using the online database system. Before any chemical can be allowed for use at Metro, the Department Superintendent or Supervisor will request approval through the Safety Department. This includes the use of test or sample chemicals. Any Superintendent or Supervisor can request an approval of a new chemical. The process and additional details can be found in Safety SOP 10.4 (Hazard Communication).

10.2 Transit Asset Management (TAM) & State of Good Repair (SGR)

Under the requirements of MAP-21, Metro maintains a Transit Asset Management (TAM) program that includes:

- A current inventory of assets
- Routine condition assessments
- Performance tracking
- Prioritization of investment needs
- A system for monitoring and integrating safety considerations
- Metro classifies assets into four major categories:
 - Revenue and non-revenue rolling stock
 - Infrastructure
 - Facilities
 - Equipment

All assets are tracked through the Enterprise Asset Management (EAM) system, which captures key data on age, condition, and performance. As FTA guidance evolves around safety-critical asset management, the EAM platform will also serve as a central tool for querying safety-relevant data and supporting risk evaluations.

Metro's Asset Management Integration Committee (AMIC) leads coordination between TAM, maintenance, and Safety. The group meets regularly to discuss asset-related risks, investment strategies,

and system performance, aligning the goals of TAM with the principles of Safety Management Systems (SMS). The AMIC is included in the monthly Hazard Tracking Log meeting.

Annual Asset Risk Assessment & Safety Screening

Each year, the TAM and maintenance teams conduct an asset assessment of all Metro-owned assets. As part of this process, two evaluations are performed:

Assets are evaluated and a condition Rating (1 to 5) determined.

Assigned in accordance with the TAM Plan:

- 1 = Poor
- 2 = Marginal
- 3 = Adequate
- 4 = Good
- 5 = Excellent

If the asset has a rating of 1, answer the Risk Screening Questionnaire (Questions 1–7). For each asset, the team answers the following screening questions to assess its potential impact on operations and safety:

- Could a failure stop or delay service?
- Is the asset near track or passengers?
- Could failure cause injury, accident, or equipment damage?
- Are there known issues or past failures?
- Is there a backup system or safeguard?
- Is it critical to safety systems (brakes, power, doors, etc.)?
- Is the asset beyond its useful life and showing visible deterioration?

10.3 Drug and Alcohol Program

Metro and Bi-State Development are committed to complying with the Drug Free Workplace Act and preserving the highest possible safety standards both in the quality of its services and the safety of its passengers, employees, the general public and property. Metro employees and employees of a transit contractor who hold safety sensitive positions (covered employee) are subject to drug and alcohol testing in accordance with federal and state regulations. The implementation of the Metro Drug and Alcohol Program Policy and Plan, as well as the requirements of federal and state regulations, is the responsibility of management.

The Drug & Alcohol Policy and Program Plan outlines the Agency's policy and outlines procedures training, testing, and reporting. Some topics include:

- Prohibited Substances
- Prohibited Conduct

- Test Classifications
 - Pre-employment
 - Post-Accident
 - Random
 - Reasonable Suspicion
 - Return to Duty
 - Follow Up
 - Probable Cause
- Testing Protocols
- RX and Medication
- Consequences

Additionally, the Drug and Alcohol Program Policy and Plan provides managers and employees with additional material such as Drug and Alcohol contacts, covered positions, and reportable drugs.

In addition, MetroLink rule 2.04 Operating Impairment requires employees to report any health or medical condition that may impair his or her ability to perform the assigned duties to Controller Supervisor, or Rail Dispatcher. This rule specifically includes the use of over-the-counter and prescription medication.

Employees are given written information about the Metro-sponsored Employee Assistance Program (EAP). This is a confidential counseling program from which all employees and their family members can obtain professional help in treating chemical dependency and substance abuse.

10.4 Health Safety

Health Safety addresses the chemical, physical or biological factors in the working environment that can have negative impacts on the short or long-term health of Metro employees and the general public. All employees are required to complete the Occupational Safety Training as part of the Core Safety Training. This course is comprised of the following sections:

- Personal Protective Equipment (PPE)
- Electrical Hazard – Arc Flash
- Fall Protection & Walking Working Surfaces
- Lock Out Tag Out
- Confined Space Safety
- Hazardous Communication
- Forklift Safety
- Hot Work (Welding, Cutting, & Brazing)
- Bloodborne Pathogens

In addition, Hazard Communication Training is offered as a standalone course for employees whose jobs require them to work with and/or manage chemicals. This course details the process and procedures that ensures compliance with Metro's Hazardous Material Program.

10.5 Federal, State, & Local Regulations

10.5.1 Federal Regulations

Although Metro is not specifically subject to OSHA regulations, it does use OSHA guidelines in establishing a baseline for its safety programs. Additional federal regulations applicable to Metro and the MLRFGS are found in the Code of Federal Regulations; Title 49 - Transportation, as cited and included throughout this document. The MLRFGS 'safety sensitive' employees are subject to all of the DOT/FTA drug & alcohol requirements discussed further in Metro's Drug & Alcohol Plan.

10.5.2 State Regulations

Metro and the MLRFGS are subject to State Safety Oversight regulations promulgated by the State of Missouri and by the State of Illinois.

MoDOT

Specific regulatory requirements are established in Missouri for:

- Signs (7 CSR 265-9.050) - Requires that all warning & directional signs along the MLRFGS ROW be made from a non-corrosive substance and be covered with reflectorized material.
- Hours of Service (7 CSR-9.070) - Requires a minimum of ten (10) hours off duty after each twelve (12) consecutive hours on duty and a minimum eight (8) hours off duty in each 24-hour period.
- Highway Grade Crossings (7 CSR 265-9.100) - Provides standards and requirements for the construction and maintenance of highway grade crossings.
- Highway Grade Crossing Warning Devices (7 CSR 265-9.110) - Prescribes minimum standards for warning devices; adopts and incorporates MUTCD, Part VIII
- Visual Obstruction at Public Grade Crossings (7 CSR 265-9.130) – Standards for visual obstructions at public grade crossings.

Illinois

Illinois Department of Transportation (IDOT) became the SSOA for the State of Illinois on January 1, 2017. The Illinois Commerce Commission provides the regulations and oversight at rail grade crossings in Illinois.

In addition, both states have developed and implemented a Bi-State Safety Oversight Program Standards Manual for Oversight of MetroLink that provides standards, procedures, and technical direction to the MLRFGS. Metro and the MLRFGS are also required to conform to a variety of state (and federal) environmental regulations in Missouri and Illinois.

10.5.3 Local Regulations

There are a host of local regulations which impact the operation of the MLRFGS. These include environmental regulations such as:

- Underground storage tanks
- Water and air quality
- Local fire protection and building codes
- Elevator/escalator inspection requirements

A summary of the more significant Federal, State, and Local regulations that may apply to the MLRFGS are listed in Table J. Metro ensures compliance for the Federal, State, and Local requirements through a variety of methods. Some of these methods include, but are not limited to:

- Training records
- Inspections
- Field verifications
- Document checks
- Computer database records checks
- Permit audits
- Internal audits

Table E: Federal, State, and Local Regulations

Topic or Area of Concern	Statutory Reference	Requirements
Elevator & Escalator Inspections	Missouri State & St. Louis County ASME A17.1, ANSI A90.1 Illinois conveyance Illinois State Act(225ILCS312/120)	Certified inspector reports, State Operating Certificates, Certificates of Inspection
Highway Grade Crossings	Title 92: Transportation, Chapter III: ICC, subchapter c: Rail Carriers, Part 1515 Report of Railroad Accidents/Incidents, Section 1515.10 Monthly Reports; Missouri Title7 CSR 265-9.100 & 265-9.110	Standards and requirements for the construction and maintenance of highway grade crossings
Driver license Recertification and Verification	49 CFR Parts 390 - 399	Compliance with DOT driver Qualifications; Federal Motor Carrier Safety Administration
Missouri Hazardous Waste Management Law and the Petroleum Storage Tank Law	The Resource Conservation and Recovery Act (1976); MO - Underground Storage Tanks – Technical Regulations – 10 CSR 20; 40 CFR Part 280; 41 Ill Admin Code 174, 175, 176, & 177	Report releases; cooperate in inspections; complete corrective actions; record keeping
Title 49 CFR Part 40 - Procedures for Transportation Workplace Drug & Alcohol Testing Programs	Board Policy Chapter 70.030; Title 49 CFR Part 655 - Prevention of Alcohol Misuse & Prohibited Drug Use in Transit Operations; Title 49 CFR Part 4 - Marine Casualties & Investigations; Title 49 CFR Part 16 - Chemical Testing (Coast Guard)	D & A Tests (Random, Post Acc, Pre- employment; etc.); Substance Abuse Program
Seismic Safety Requirements for New Building or Existing Building construction procurements	42 U.S.C. 7701 et seq.	Applies only to contracts for the construction of new buildings or additions to existing buildings.
ICC regulations required for New Construction / Rehabilitation / Improvement	20 ILCS 3405	
MODOT Regulations required for New Construction / Rehabilitation /	Missouri Title 7 Divisions 10, 60, and 265	

Improvement Projects affecting Metro transit services in Missouri		
Americans with Disabilities Act Title III	Appendix A to Part 36 - Standards for Accessible Design; Appendix A to Part 1191 - Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities	Federal Regulations required for New Construction / Rehabilitation / Improvement Projects
Metropolitan St Louis Sewer District (MSD)	Rules and Regulations and Engineering Design Requirements for Sanitary Sewer and Storm Water Drainage Facilities (Rev 1/1/2011)	Sanitary Sewer and Storm Water Drainage Facility Design Requirements
Office of the Illinois State Fire Marshal (OSFM)	Public Act 92-0873, cited as the Elevator Safety and Regulation Act; (430 ILCS 15/4) (from Ch. 127 1/2, par. 156) – Underground Storage Tank Management	Covers the construction, operation, inspection, testing, maintenance, alteration, and repair of Elevators & Escalators III State Fire Marshal shall administer the Illinois Underground Storage Tank Program in accordance with this Section and Section 22.12 of the Environmental Protection Act
MO Div. of Fire Safety	Department of Public Safety Division 40—Division of Fire Safety Chapter 5—Elevators	Registration & Inspection of Elevators & Escalators
NTD Safety & Security Reporting	Title 49 CFR Part 630	http://www.ntdprogram.gov/ntdprogram/pubs/safetyRM/2011/html/2011_Safety_and_Security_Reporting_Manual_TOC.htm .

Chapter 11: Investigations

Details related to reporting, investigating, and documenting safety events are outlined in Safety SOPs 4.1 through 4.7 and MetroLink SOP 106.01 through 106.20.

11.1 Safety Event & Incident Notification

All Safety events involving Metro personnel or property must be reported to the Operations Control Center (OCC)/Bus Operations Control Center (BOCC) in accordance with Metro's rules and standard operating procedures. Safety SOP 4.4 provides guidance as to levels for notification and response. Any Metro employee involved in, or witnessing, a safety event, shall immediately notify OCC/BOCC. In turn, the OCC/BOCC shall notify appropriate management, supervisory and emergency response personnel in accordance with the notification protocol. For MetroLink this protocol is described in MetroLink SOP 106.20. Internal notifications shall be made as soon as practical.

11.2 Safety Event Investigation

The Safety Department has the overall responsibility for a safety event investigations as defined by the safety event investigation procedure. A TSM is first on the scene and initially investigates safety events. Depending on the severity of the safety event, the Safety On-call Representative may also participate in the investigation. In the case of an safety event defined as a Level 2 or higher, a Safety On-Call Representative is notified and will respond to the scene. The Safety Representative will assume the lead investigation role. The Safety Department, with support from MetroLink Operations, MetroBus, or Call-A-Ride, has identified certain procedures to follow when conducting an investigation. All formal safety investigations are confidential and include the following steps, as appropriate:

- On-site inspection of the scene

- Review of statements written by involved persons
- Interviews with involved persons and witnesses
- Review of the following physical evidence:
 - System log data
 - Vehicle and signal system event recorder data
 - Communication tapes
 - Train control position data
 - Train alarm tabulation printouts
 - Car, track, equipment maintenance and inspection reports
 - OCC documentation
 - Close circuit television (CCTV) Tapes
 - Digital recording device (DRD) Videos
 - On-scene measurements
 - Supervisory Control and Data Acquisition (SCADA)
- Perform system tests
- Preserve evidence
- Coordinate incident reconstruction activities
- Prepare report for management and the SSO (for rail)

Chapter 12: Event Reporting

12.1 State Safety Oversight (Rail)

Metro reports safety events to the MoDOT and IDOT SSO, and the FTA in accordance with 49 CFR Part 674, the BSSO Program Standards Manual, and the BSSO Event Notification SOP.

The contact information for IDOT, MoDOT, and the FTA:

- IDOT – IDOT.IL.SSOA@illinois.gov, Jason.osborn@illinois.gov, Jonathan.Stevanovich@illinois.gov
- Communications to IDOT should be by means of email.
- MoDOT – MoDOT SSO Program Manager Phone (573-418-0500)
- MoDOT 24-Hour Emergency Phone (573-751- 4291)
- FTA – email (TOC-01@dot.gov) , phone (202-366-1863)

The following safety events require notification within two (2) hours:

- Fatality
- Two or more injuries
- Derailment
- Collision resulting in one or more injuries
- Collision between two rail transit vehicles
- Collision resulting in disabling damage to a rail vehicle
- Evacuation for life safety reasons
- Unintended train movement

The FTA released guidance documents that exclude fatalities and injuries from the 2-Hour reporting requirement if it was due to: illness, drugs, or natural causes occurring on the rail transit property or criminal action such as homicides and assaults.

Reports prepared for the SSO Agency will follow the format outlined in Annex A - adopted from APTA Standard for Rail Transit Accident/Incident Investigation; Volume 4-Operating Practices, APTA; RT-SOP-002-02, dated July 26, 2004. Investigation reports developed and prepared for the respective SSO agency are reviewed, approved and adopted by the SSO agency. The SSO Agency may request that causal factors or hazards identified during the investigation be addressed or corrected by Metro. In that instance, Metro will prepare a CAP.

12.2 National Transportation Safety Board (NTSB)

Metro notifies the NTSB following a rail safety event:

1. No later than (2) two hours after a safety event which results in:
 - a. A passenger or employee fatality or serious injury to (2) two or more crewmembers or passengers requiring admission to a hospital;
 - b. The evacuation of a passenger train;
 - c. Damage to a tank car or container resulting in release of hazardous materials or involving evacuation of the general public; or
 - d. A fatality at a grade crossing;
2. No later than (4) four hours after an safety event which does not involve any of the circumstances enumerated in paragraph (a) of this section, but which results in:
 - a. Damage (based on a preliminary gross estimate) of \$150,000 or more for repairs, or the current replacement cost, to railroad and non-railroad property; or
 - b. Damage of \$25,000 or more to a passenger train and railroad and non-railroad property.

Where a safety event for which notification is required by paragraph (a) or (b) (Or how applicable in the section) of this section occurs in a remote area, the time limits set forth in that paragraph shall commence from the time the first railroad employee who was not at the safety event site at the time of its occurrence has received notice thereof.

Title 49 CFR Part 840 stipulates that the operator of a railroad shall notify the NTSB by telephoning the National Response Center at telephone 800-424-0201 at the earliest practicable time after the occurrence of any one conditions listed above.

49 CRF Part 840.4 stipulates that the information to be given in notification contains:

1. Name and title of person reporting
2. Name of railroad
3. Location of safety event (relate to nearest city)
4. Time and date of safety event
5. Description of safety event
6. Casualties
 - a. Fatalities

- b. Injuries
 - Property damage (estimate)
- 7. Name and telephone number of people from whom additional information may be obtained

12.3 Federal Transit Administration

Metro also reports safety and security data monthly to the NTD.

The NTD is the means by which the FTA collects uniform safety and security data. For an incident to be reportable to the NTD, it must involve a transit vehicle or occur on transit property and meet certain criteria. Reporting requirements categorize incidents as major or minor based on thresholds described in the NTD Reporting Manual.

The FTA NTD Report Manual mentions the importance of distinguishing between safety incidents and crimes, injuries, or deaths resulting from robbery, assaults, trespassing, arsons, and other crimes and misdemeanors not considered safety items. Those incidents are reported separately. Further information for the FTA NTD Reporting Manual is available from <http://www.ntdprogram.gov/ntdprogram/> or the National Transit Database, PO Box 457, Merrifield, VA, 22116-0457; Telephone: 703-205-2475. Additional guidance on reporting safety events to the FTA is contained in the FTA National Database Report Manual.

Metro's Safety and Security NTD Data may be viewed on the NTD website at any time by approved employees, the SSO officials, and others who are qualified.

12.4 Missouri Division of Workers' Compensation

Employee injuries must be reported to the Missouri Division of Workers' Compensation within 30 days after receiving notice. The Safety Department will consult with Risk Management and Claims to ensure proper documentation and compliance with reporting requirements.

12.5 Illinois Division of Workers' Compensation

Metro complies with all reporting requirements for workers compensation in the State of Illinois. The Safety Department will consult with Risk Management and Claims to ensure proper documentation and compliance with reporting requirements.

Chapter 13: Change Management

13.1 System Modification

Metro Transit manages safety-critical changes through a structured Management of Change (MOC) process led by the Safety Department, in alignment with SOP 3.8 and the agency's Safety Risk Management (SRM) procedures. Any proposed change to systems, equipment, procedures, or operations that may impact safety is submitted through the HUB Change Initiation Form and reviewed through the Configuration Change Working Group (CCWG), which is chaired by the Safety Department. Changes that affect safety-critical systems or subsystems, as identified in PTASP Table K, are screened for hazards and evaluated using a formal Safety Risk Assessment (SRA). The SRM process ensures that all safety risks are identified, rated for severity and likelihood, and addressed through design controls, administrative procedures, or training. Risk acceptance decisions are documented, and mitigation efforts are tracked through the hazard log. The Safety Department stays engaged throughout the design, implementation, and verification phases to confirm mitigations are completed, effective, and auditable. This process ensures that modifications to Metro's systems—whether involving vehicles, infrastructure, or procedures—are thoroughly reviewed for safety impacts, even when formal safety certification is not required.

13.1.1 Metro Active Project System (MAPS)

In general, the Department of Engineering & New Systems Development (ENSD) is responsible for the development, implementation, and management of capital projects and operating service projects. All projects are managed by a system referred to by ENSD as the Metro Active Project System (MAPS). The MAPS Manual describes the policies, goals, objectives, and procedures which apply to MetroBus, Call-A-Ride, or MetroLink. Five specific types of projects, as listed below, are governed by the MAPS Manual.

1. Design/Construction – longest in duration; recent MLRFGS example is the Cortex Station addition
2. Capital Maintenance – similar to Design/Construction projects but shorter in duration & lower in cost. Examples include the rail profile grinding project and the replacement of catenary strain insulators
3. Equipment – involve the procurement and installation of power driven, heavy equipment such as a one-ton hoist or a bucket truck; also could involve vehicle procurement
4. Special Projects – Arts-In-Transit installation and engineering studies (i.e., environmental impact; feasibility; customer needs surveys)
5. Operating Services – These services could include elevator maintenance, installation of security cameras, upgrades to SCADA

Metro's Safety Department maintains an active role throughout the project life cycle of any MetroLink, MetroBus, or Call-A-Ride project that might have a safety impact or introduce new hazards to the system. A project begins as a concept developed by one of many managers to meet one of the needs identified by the project types listed above. Once the concept has been approved by the appropriate personnel and funding has been identified, a Project Charter or Scope of Work as needed, is developed

by the assigned project manager. The charter initially addresses many of the items discussed in the PTASP in that it contains an overview of the project scope and a summary of any potential hazards, risks, operating impacts, and configuration issues. The Charter is circulated electronically for review and approval. Metro uses Policy & Procedure Manager (PPM)™ software. This review and approval process include automatic routing and email notification. This is required to approve all Charters that affect the transportation systems. The charter is also reviewed by the appropriate safety staff to determine the extent, if any, the safety of the system might be impacted. If so, the Safety Department will actively participate in all phases of the project life cycle including design, procurement, construction, testing, permitting and ultimately operations. The Safety role during design and construction is very similar to the safety certification review processes described later in this chapter with a few exceptions. The projects referenced here will typically not involve all of the safety critical elements certified for a new alignment. However, the safety staff, in conjunction with ENSD, MetroBus, Call-A-Ride, MetroLink Operations, Rail Systems Maintenance, Right of Way Maintenance and LRV Maintenance, will identify those specific elements from the listing in the Safety Certification section of this chapter that will require certification on a project-by-project basis. The assigned Safety Auditor will attend design reviews and progress meetings throughout the life cycle of the project. Safety staff will visit the project jobsites to monitor progress and jobsite safety. Safety also audits to verify conformance to specifications. The Safety Auditor will sign the approvals on submittals, tests, QA/QC processes, and temporary permits on the safety critical elements for each project. The safety review process for MetroBus, Call-A-Ride, and MetroLink projects will also address system safety integration issues, where applicable.

13.1.2 Design Reviews

Design reviews are performed as needed for all major system procurements such as new vehicles, facility construction or modifications to established design criteria and standards. Reviews are performed to evaluate progress and technical adequacy of the design and to identify any necessary interface functional and physical compatibilities.

- Design reviews may include:
- Conceptual design reviews
- Preliminary design reviews
- Final design reviews
- Prototype reviews
- First article or initial product conformance reviews

A design review might, for example, consider compatibility with existing safety features, design and procedures of existing Metro equipment. The reviews address such factors and interfaces as:

- Human factors
- Environmental parameters
- Emergency responses
- Fire sources and protection
- Equipment layout and maintainability
- Operations and maintenance requirements

13.2 Configuration Management & Configuration Change Board (CCB)

BSD manages changes to safety-critical systems, procedures, equipment, and documentation through a formal Configuration Management process as outlined in SOP 3.8 – Management of Change. This process ensures that any modification to the physical system, fleet, or operational procedures that could impact safety is properly evaluated, reviewed, and documented prior to implementation.

Configuration management at Metro includes control over the agency’s design baseline—defined as the combination of design criteria, as-built drawings, specifications, SOPs, rulebooks, and other safety-critical documentation that establishes the operating parameters of MetroLink, MetroBus, and Call-A-Ride systems. These configuration items are listed in PTASP Table K and represent subsystems whose modification may affect the system’s overall safety profile.

Any proposed change that may affect these safety-critical systems must be initiated using the HUB Change Initiation Form. These changes are reviewed monthly by the Configuration Change Working Group (CCWG), chaired by the Safety Department. The CCWG determines whether the proposed change has a potential safety impact and whether a formal Safety Risk Assessment (SRA) is required. Changes are screened for hazards and undergo the Safety Risk Management (SRM) process described in Part II of this Plan. If the change is determined to be safety-critical, appropriate risk ratings are assigned, and mitigations are developed.

The SRM process includes hazard identification, risk assessment, mitigation development, and risk acceptance. All identified risks are tracked through the Hazard Log and reviewed during standing safety meetings. The Safety Department remains engaged throughout the design review, implementation, and field verification phases to ensure mitigations are completed and effective.

Approved changes are documented in the configuration tracking system and reflected in the updated baseline documents, including revisions to as-built drawings, procedures, and training materials. Once complete, all final versions are uploaded to the HUB with an assigned effective date.

Through this structured and collaborative approach, Metro ensures that all changes to safety-critical systems, whether infrastructure, vehicles, SOPs, or operational rules, are consistently reviewed for safety impacts, approved through the CCWG, and fully documented to maintain system integrity and regulatory compliance.

13.2.1 Baseline Configuration

Design Criteria, Standard Drawings, and Standard Specifications

BSD maintains a defined baseline configuration for all transit systems, which includes the Design Criteria, Standard Specifications, Standard Drawings, and associated technical documentation. These documents establish the foundational engineering requirements and serve as the reference point for the design, construction, and operation of MetroLink, MetroBus, and Call-A-Ride systems. The baseline also incorporates project-specific documentation, including approved exceptions and as-built drawings that reflect any field modifications.

Any proposed modification to a component, system, or document that could affect safety-critical infrastructure, vehicles, procedures, or operating practices must be submitted using the HUB Change Initiation Form. This submission must clearly indicate whether the change may impact a safety-critical system or sub-system as defined in PTASP Table K. If the potential impact is unclear, the form should still identify the change for review and determination by the Safety Department.

The Configuration Change Working Group (CCWG), chaired by Safety, reviews all proposed changes to determine if the baseline configuration is affected and whether a formal Safety Risk Assessment (SRA) is required. The CCWG also ensures that all safety-critical impacts are addressed before changes are implemented. Cost, schedule, or operational convenience are not used to determine whether a change impacts safety; the focus remains solely on potential effects to system safety and compliance.

Approved changes are incorporated into the official baseline documentation, including updates to as-built drawings, specifications, SOPs, and training manuals, and are posted to Metro’s document management system with an effective date. This process ensures that Metro’s system configuration remains controlled, traceable, and aligned with current safety requirements

Table F: Safety Critical Systems & Sub-systems

Safety Critical Systems & Sub-Systems2		
Systems & Facilities		
01 Signals	05 Right of Way	09 Structures
• Interlockings • Train Separation • Wayside Equipment • Cab Signaling • Grade Crossings • Track Circuits	• Fencing • Drainage • Misc. Buildings • Line of Sight • Clearances	• Bridges • Tunnels • Retaining Walls • Culverts • Station Slabs
02 Communications	06 Rolling Stock	10 Yard & Shops
• PAT • Radio • SCADA • Intrusion Detection • CCTVs	• Light Rail Vehicles • Non-Revenue vehicles • Hi Rail Equip • Bus • Van	• Access/ Security • Storage Building • LRV Paint Facility • Electrical • Mechanical/HVAC • Special Equipment
03 Electrification	07 Fare Vending Equipment	11 Stations & Parking Lots
• Substations & Power • Overhead Catenary • Catenary Poles • Strain Insulators	• TVMs • Validator • Software	• Platforms • Parking Lots • Garages • Buildings
04 Track	08 Emergency Response Equipment	23 Integrated Tests and Procedures

² These are derived from the listing of elements that are included in the Safety Certification Process of this Safety Plan.

• Ballasted Track • Direct Fixation • Embedded Track • Special Track work	• Track Carts • Emergency Egress & Ingress	• Tunnel Ventilation • Fire Suppression • Alarms • Ops Control Center
Policies, Procedures, & Training		
12 System Safety & Security	15 Configuration Mgmt. Plan	18 MetroLink Rulebook
• PTASP • SSP • EOP		19 Operations & Maintenance SOPs
13 Emergency Familiarization	16 Safety SOPs	20 Training & Certification
14 Fire Life Safety	17 Security SOPs	21 Public Awareness
• Integrated Testing		
22. Integrated Test Plan		

Engineering Drawings and Associated Specifications

Engineering drawings and specifications were developed during the Design phase(s) of the program and consist of the following types:

- Civil Systems (facility architect-engineer drawings and specifications): These documents are the drawings and specifications required to define, develop, procure, construct, fabricate, and install the basic facilities.
- Rail Systems, Equipment Drawings and Specifications: These documents are the drawings and specifications required to define, develop, procure, construct, fabricate, install, and test the specific configuration items or elements that, when integrated, make up the systems installed.

Operation and Maintenance Requirements

Operation and maintenance requirements and specifications consist of the Safety Critical operating practices at the time that a segment of the transportation system is certified as revenue ready. This is primarily expressed in the Operating & Maintenance Plan. Safety Critical operating practices include unusual dispatching patterns (e.g. temporary speed restrictions, single tracking, etc.), operational rules pertaining to signal aspects and requirements for training/certification of train operators and signal technicians. Non-safety critical operational items such as train schedules are excluded from this documentation.

13.2.2 Configuration Changes – Approval & Control

Engineering

This process is managed by ENSD and is described in detail in the Metro ENSD Configuration Management Plan (Nov. 2012), also available on Metro's intranet system. That plan describes the procedures for the submittal, approval, and implementation of all baseline document changes as well as

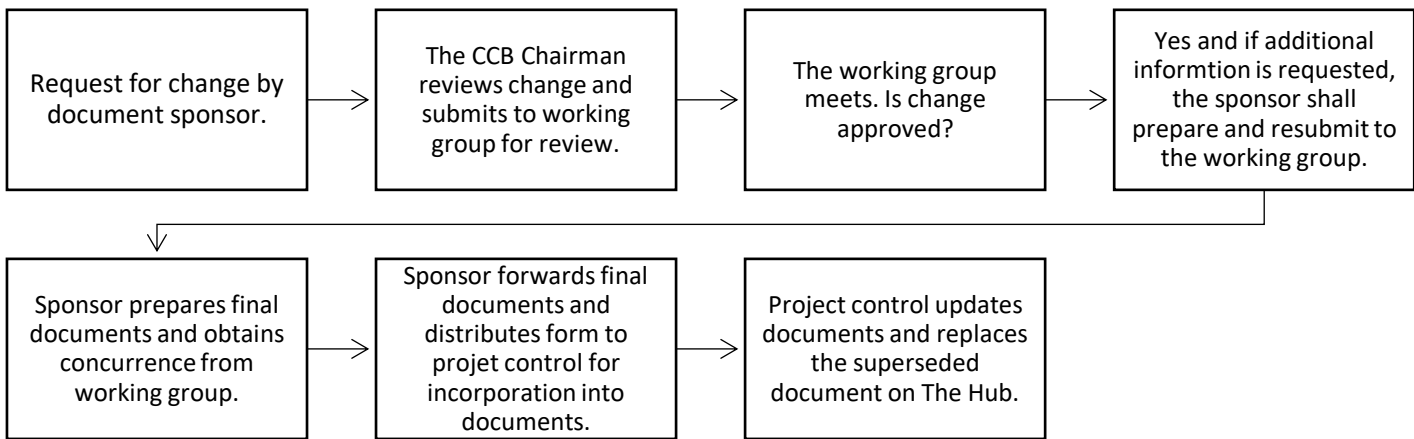
the process for the notification and distribution of those changes. Moreover, the Plan (pg. 3) stipulates the review by System Safety of any changes to the baseline documents that have an impact to safety critical systems, procedures or documentation.

Vehicle Maintenance

The configuration control process for Vehicle Maintenance is stipulated in the Vehicle Maintenance Department SOP 1.1, which applies to LRVs, MetroBus, Call-A-Ride, maintenance shop equipment, and non-revenue vehicles.

The configuration change process is illustrated in Figure 3 below:

Figure 2: Configuration Change Process



Roles & Responsibilities

Safety Department

- Review all proposed changes to identify potential safety hazards or impacts to safety-critical systems.
- Conduct Safety Risk Assessments to evaluate hazard severity, likelihood, and system-level risk, including risks related to single-point.
- Chair the Configuration Change Working Group (CCWG) and lead the safety screening process.
- Monitor implementation of approved changes and validate completion of required mitigations.

Engineering & New Systems Development (ENSD)

- Maintain and control the configuration management baseline, including design criteria, standard specifications, and drawings.
- Ensure all configuration changes are documented, traceable, and aligned with technical and safety requirements.
- Collaborate with Safety during project planning, design reviews, and implementation phases.

Rail Systems Integration

- Oversee and manage all system integration efforts to ensure compatibility and interoperability of components and subsystems.
- Coordinate technical interfaces between infrastructure, vehicles, signaling, and communications systems.

Operations Departments (MetroLink, MetroBus, Call-A-Ride)

- Incorporate approved configuration changes into operating rules, standard operating procedures (SOPs), and training materials.
- Evaluate and communicate how proposed changes may impact frontline operations, system performance, and employee responsibilities.
- Support the implementation of operational adjustments required for system and infrastructure modifications.

For complete details on BSD's Management of Change process—including procedures for initiating, reviewing, approving, and implementing configuration changes, refer to SOP 3.8 – Management of Change. This SOP outlines all roles, responsibilities, review steps, documentation requirements, and safety risk assessment procedures associated with proposed changes to safety-critical systems, infrastructure, vehicles, and operations. SOP 3.8 serves as the governing document for all change management activities and should be consulted for the most current and comprehensive guidance.

13.3 Safety and Security Certification

13.3.1 Safety & Security Certification Program

Safety & Security Certification is the process of monitoring and documenting satisfactory compliance with a formal list of safety and security requirements. The requirements are defined in design criteria, contract documents, the PTASP, and applicable codes and industry standards. These safety requirements are adhered to for all construction stages where revenue service will be maintained. For large projects, a specific Safety Certification Plan is developed. For smaller projects – which primarily involve enhancements or additions to the existing system, this process is handled during the reviews conducted for system changes. Metro self-certified all three major phases of the current system and the results of that process, in fact, provide the baseline for the configuration management process discussed in Section 8.

Metro's safety certification process is consistent with FTA's 'Handbook for Transit Safety and Security Certification' (FTA- MA-90-5006-02-01; November 2002). The goal of the safety certification process is to verify that identified safety and security requirements have been met and to provide evidence the new operating segments/phases are safe and secure for use in revenue service. Accordingly, the objectives of the safety and security certification program are to document that:

- Facilities and equipment have been constructed, manufactured, inspected, installed, and tested, in accordance with safety and security requirements in the design criteria and contract specifications.

- Operations and maintenance procedures and rules have been developed and implemented to ensure safe and secure operations.
- Safety and security procedures have been reviewed and updated if appropriate.
- Training documents have been developed for the training of operating personnel and emergency response personnel.
- Operations and maintenance personnel have been trained and qualified or certified.
- Emergency response agency personnel have been prepared to respond to emergencies in or around Metro property.
- Safety and security-related system integration tests have been conducted.

Metro maintains documentation to verify compliance with the safety certification process. The documentation may include test reports, quality assurance audits, submittals, visual inspection reports, and warranties. The Safety Certification Process is used formally for major rehabilitation projects and system extensions. In these instances, Metro issues Certificates of Compliance for all applicable elements.

The implementation and monitoring of the Safety Certification process is accomplished through the General Manager Safety. Final authority to approve the certification of Metro's extensions and expansions for revenue service rests with the President and CEO.

The processes for Safety Certification are further outlined in the Safety Certification Program Plan.

13.3.4 Safety and Security Certification Working Group (SSCWG)

The SSCWG acts as the safety and security body during normal operations. This group will also decide what projects receive formal safety and security efforts and to what extent. For large rail projects a separate SSCWG is convened. The SSCWG is responsible for safety review, compliance assessment, making recommendations to Metro and Metro Management regarding safety and security certification process and certifying that system extensions and other system enhancements are safe and secure for revenue service.

The Safety and Security Certification Working Group (SSCWG) is chaired by the following:

- Assistant Executive Director of Engineering Systems, Chair
- General Manager Safety, Co-Chair
- Director of Safety, Co-Chair

The SSCWG is comprised of representatives from:

- Safety
- Security
- Engineering
- Capital Projects
- Transit Assets
- Maintenance of Way (MOW)
- MetroLink Operations
- MetroBus Operations
- Call-A-Ride Operations

The SSCWG responsibilities include:

- Review and approve documentation as evidence of conformance to safety and security requirements
- Identify potential hazards/open issues
- Require hazard analyses to be performed to determine initial and residual risks
- Assign responsibilities for open issues and track to closure
- Conduct site visits and define additional safety-related tests and analysis, as required
- Subsequent to site installation and commencement of formal testing, review test plans and procedures, and issue test permits with applicable restrictions
- Determine if a project will follow formal safety certification efforts
- Determine whether to accept specific conditions or require corrective actions, including the specific method to mitigate the conditions or potential hazard
- Provide recommendations to the President and CEO regarding certification and noncompliance of system elements
- Issue Certificates of Compliance for certifiable elements
- Issue Temporary Use Permits
- Issue System Safety and Security Certificates, certifying that system extensions or system enhancements are safe and secure for revenue service operations

13.4 Procurement

The Safety Department performs safety reviews of procurement specifications, designs for facilities, equipment, or systems that may affect the safety of employees and passengers of Metro. The review is performed to ensure the incorporation of safety requirements in contract documents, and to assess compliance with the safety requirements through the testing and/or inspection of the facility, equipment, or system. Safety aspects of bid documents and specifications include the following:

- Safety requirements for construction or installation
- Tracking and verifying compliance with safety & security requirements in design reviews
- Testing and certification for installations and interfaces
- Maintaining configuration control
- Periodic safety evaluations and audits
- Incorporation of "fail-safe" principles where failure could cause a catastrophic event
- Safety devices, parts and materials that eliminate or mitigate most identified safety hazards

The Safety Department will review all safety-critical procurement boilerplate language at least once every three years. Procurement will provide the relevant documents to Safety on a scheduled basis to ensure that contract terms continue to align with current safety standards, regulatory requirements, and agency procedures. Safety will coordinate any recommended revisions with Procurement and Legal prior to finalization.

13.4.1 Safety Approval

The Safety Department must review and approve purchase requisitions for the following categories when the purchase exceeds \$3,000:

- Goods and services procured for off-site safety-related purposes
- Services procured for on-site safety-related purposes
- Sole source or emergency purchases related to safety

13.4.2 Pre-Procurement Reviews

For contracts that exceed \$100K, the Safety Department participates in pre-procurement review with Procurement and the project manager to identify any unusual or unique safety issues that might be associated with the procurement. A safety staff member is then assigned to monitor the project through conclusion. For major system construction or major upgrades, Metro's Safety and Security Certification procedures are incorporated throughout the procurement process.

13.4.3 Oracle Workflow

Metro's Oracle Requisition Approval Workflow sends notifications to the Safety Department when a requisition is submitted with factors that require their awareness. This notification is sent when a requisition is initially submitted. Discussions are then made off-line between the Safety Department, the requesting department and Procurement regarding Safety requirements prior to issuance of a solicitation or purchase order. The review and discussion prior to the purchase order ensures the following:

- All SDS are pre-approved.
- All required Metro training is included in the contractual agreement.
- A contractor safety plan and contractor Job Hazard Analysis are included as part of the contract submissions when appropriate. These are reviewed, and approved by safety staff prior to the start of work.
- All safety-sensitive contractor employees are identified and applicable Metro Drug and Alcohol Policies are included in the contract.
- Safety staff is able to participate in concept and design reviews as well as in the development of contract specifications.

Examples of categories routed to Safety include construction, rail systems and ROW maintenance, hazardous materials, work on MLRFGS ROW and others. Safety staff can then request additional material or confer with others.

Chapter 14: Continuous Improvement

Metro defines continuous improvement as a process by which a transit agency examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies. Many areas of this PTASP have already addressed the components of this section.

14.1 Safety Department Activities

To achieve continuous improvement in safety as outlined in this document, Metro performs the following safety risk management, safety assurance and safety promotion activities through the Safety Department to support other departments in meeting their obligations under the SMS:

- Conducts FTA- and BSSO-mandated internal safety audits.
- Conducts inspections at all facility locations.
- Performs investigations of major safety events involving employees/equipment.
- Conducts investigations of safety complaints, concerns and reports.
- Prepares reports on significant events.
- Participates on safety committees and working groups, including the ESSC and performs follow-up to safety committee/working group issues.
- Trains maintenance employees in industrial/occupational safety requirements.
- Liaisons local, state, and federal responders and agencies concerning emergency response to events involving mass transit.
- Supports the development, review and revision of safety-related Standard Operating Procedures (SOPs) in conjunction with Operations and Maintenance Departments; and develops, reviews and revises SOPs for the Safety Department functions.
- Participates on all committees/working groups for construction projects.
- Conducts safety inspections during construction projects.
- Assists Metro management with safety issues.
- Participates in Safety and Security Certification process for all capital projects.
- Reviews and comments on any changes to safety elements within MetroLink, Paratransit and Bus system.
- Reviews trended safety data provided by departments and provides feedback to ensure departmental compliance with SMS data requirements.
- Participates in development and implementation of system emergency drills.
- Facilitates monthly MetroBus and Paratransit Safety Meetings.
- Participates in formal meetings with the President and CEO, as appropriate, on safety issues.
- Provides full support and coordination on SMS implementation agency-wide.
- Ensures continuous safety improvement through support activities for all departments.
- Provides oversight activities for internal SMS assessments by each department.

14.2 Safety Audits

All Metro departments, Metro contractors, and supporting Metro departments are subject to annual audits by the Internal Audit Department (IAD) and every three years by Bi-State Safety Oversight (BSSO). Other Metro Departments, such as Corporate Compliance & Ethics may assist and provide support for these audits, as determined and approved by the BSSO.

The Internal Audit Department has the authority and responsibility to conduct or oversee regular internal audits and shall provide a formal report of Findings/Observations to the BSSO annually to ensure effective corrective action is taken to resolve deficiencies. Auditors shall be independent from the first line of supervision responsible for the activity being audited. The Internal Safety and Security Management Audit SOP provides guidance for internal safety and security audits. This SOP also covers guidance for the CAP dispute process and resolution.

14.3 Corrective Action Plans (CAPs)

CAPs can be developed resulting from a variety of situations or hazards. Some examples which could result in a formal CAP following Program Standard guidelines include: Unacceptable/Undesirable hazard rated items; as directed by the President and CEO, ESSC, Safety Department, BSSO, FTA, or other ad hoc meetings involving the monitoring of deficiencies. Outside of a directive from the BSSO or FTA, the Safety Department will facilitate the development of the CAP with the respective department. Ultimately the CAP is the responsibility of the assigned Department. Once a CAP has been generated, the CAP will be submitted to the BSSO in accordance with the Program Standard. Any internal disputes on CAP development/content will be brought to the President and CEO and/or the ESSC for resolution.

All CAPs following the Program Standard process will be documented and maintained on the BSSO Corrective Action Monitoring Log. The individual departments will maintain their own documentation and communicate updates to the BSSO in accordance with the program standard. Internal meetings to discuss CAP progress or the effectiveness of the mitigations are generally done at the Department level with the Safety Department assistance when needed. Ad hoc CAP meetings do occur when needed and the progress of all CAPs can be discussed at the ESSC.

All immediate or emergency CAP actions will be implemented in concurrence with the Program Standard section on Immediate or Emergency CAPs. An example of a situation that would require immediate action could involve an Unacceptable Hazard or other situations that could result in immediate harm or danger to the system or agency if quick corrective action is not taken. If such a case were to arise the General Manager Safety, or the President and CEO would make the decision for emergency action. That would then ensure the Program Standard procedures are followed in this area to include a notification to the BSSO in writing by 5:00 pm on the business day following its decision to take corrective action.

14.3.1 CAP Tracker

Metro developed and implemented an online CAP Tracker in January 2022 to serve as a centralized location for CAP information. The tracker captures all of the details from the CAP Submission Form, the status of the CAP, updates, and copies of BSSO approved forms. In addition, the tracker serves as a performance dashboard and displays the number of total open/closed CAPs, CAPs submitted for closure, and CAP submitted for extension/modification. The Safety Department and Internal Audit maintain the dashboard; other users (e.g. BSSO) have read-only access. Users can filter CAPs (i.e. CAP name, status, responsible department, etc.), view CAP details, and view/download BSSO approved CAP forms. The tracker was updated in January 2023 to include the ability to view/download supplemental materials (e.g. reference materials and items needed for closure).

14.4 Threat and Vulnerability Assessment (TVA)

Within a three-year cycle, Metro is required to perform a new or review past Threat and Vulnerability Assessment (TVA) for any necessary updates. The BSSO will approve Metro's process for threat and vulnerability efforts through the annual review and approval of the SSP. The BSSO will monitor ongoing Metro activities as a part of the internal audit program oversight activities. Metro is expected to document its methodology for performing TVAs, including how it identifies, manages and assesses vulnerabilities system wide utilizing an all-hazards approach.

14.5 Risk Reduction Program

The Risk Reduction Program (RRP) is designed to identify, assess, and mitigate safety risks within our public transportation system. Through proactive measures, we aim to reduce safety events, injuries, and service disruptions, ensuring the safety of passengers, employees, and the public.

BSD conducts regular safety inspections, monitors safety performance targets, and tracks incidents such as hazards, safety events and assaults. This monitoring covers operations, maintenance, facilities, and safety culture. Through this process, we identify risks and determine the appropriate actions needed to mitigate said risk.

In addition, BSD monitors the fourteen (14) Safety Performance Targets and eight (8) Risk Reduction Safety Performance targets. If the agency does not meet an annual performance target the agency will perform a risk assessment and mitigate the associated safety risk based on results of the safety risk assessment. BSD will document mitigations developed when a safety performance target is not met.

For identified risks, we develop targeted mitigation strategies. These risks are communicated to the corresponding committee or working group, and when appropriate, to the Joint Labor Safety and Security Committee. These committees, in collaboration with Safety, determine and implement mitigation strategies to reduce the identified risks. Any safety risk mitigation recommended by the Joint Labor Safety Committee will be received and considered, and noted on the meeting minutes.

BSD will allocate its safety set-aside in the following fiscal year to safety-related projects that eligible under 49 U.S.C. 5307 that are reasonably likely to help any safety performance target not met for the safety risk reduction program in the future.

We track the effectiveness of the Risk Reduction Program through incident data, safety audits, and employee feedback during committee meetings. This data drives adjustments to the program, ensuring continuous improvement in safety performance.

When applicable, BSD provides training for all employees and ensures that all stakeholders are informed of safety risks and mitigation efforts through regular communication channels.

Risk reduction efforts are documented, and records are maintained in accordance with FTA requirements.

14.5.1 Risk Reduction Safety Performance Targets

The Bipartisan Infrastructure Law directs that performance measures for a safety risk reduction program, required under 49 U.S.C. 5329(d)(4), be included in the National Safety Plan (49 U.S.C. 5329(b)(2)(A)). FTA identifies the below eight measures for the safety risk reduction program. In coordination with the Joint Labor Safety Committee, BSD will use these measures to set targets for the safety risk reduction program, as required by 49 U.S.C. 5329(d) and 49 CFR § 673.19(d)(2). Under the new Bipartisan Infrastructure Law requirements, BSD in coordination with the Safety Committee must establish these targets using a 3-year rolling average of the data the agency submits to the NTD.

- Major Events: This includes all safety and security major events as defined by the NTD.
- Major Event Rate: This includes all safety and security major events as defined by the NTD, divided by VRM.
- Collisions: This includes all collisions reported to the NTD.
- Collision Rate: This includes all collisions reported to the NTD, divided by VRM.
- Injuries: This includes all injuries as defined by the NTD.
- Injury Rate: This includes all injuries as defined by the NTD, divided by VRM.
- Assaults on Transit Workers: This includes all assaults on transit workers as defined by the NTD.
- Rate of Assaults on Transit Workers: This includes all assaults on transit workers as defined by the NTD,10 divided by VRM.

BSD and the Joint Labor Safety committee will monitor these Risk Reduction Safety Performance Targets. These targets will be presented and discussed during the quarterly Joint Labor Safety Committee meeting. Approved performance targets are listed in Appendix B.

In any instance where BSD does not meet an annual safety performance target in the risk reduction program, in coordination with the Joint Labor Safety Committee, BSD will:

- Identify and recommend safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the transit agency's safety risk assessment.
- Identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
- Identify safety deficiencies for purposes of continuous improvement.

When identifying safety risk mitigations for the safety risk reduction program, including a missed safety risk reduction performance target related to vehicular and pedestrian safety events involving a transit vehicle and/or assaults on transit workers the Joint Labor Safety Committee will consider:

- mitigations to reduce visibility impairments for transit vehicle operators that contribute to safety events, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.
- the deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.

All safety mitigations will be documented and present to the Configuration Change Board before implemented.

14.5.2 Non-Implementation of Risk Reduction Measures:

If the Accountable Executive determines that a recommended safety risk reduction measure will not be implemented, a formal letter explaining the decision and any alternative safety measures will be submitted to the SSOA, presented to the Joint Labor Safety Committee, and the Board of Directors. This ensures compliance with the safety management process and maintains transparency in risk management.

Section IV: Safety Promotion

Chapter 15: Competencies and Training

BSD has developed Safety and Security learning management system (LMS) that tracks progress and completion of the 'Core Safety Courses' and other computer-based training (CBT) facilitated by the Department of Safety. Managers have the ability to check progress of employees to determine if training is still required. Records of safety-related training are maintained in accordance with the requirements of 49 CFR 673 and 674.

The Hub/Support Applications/Safety Training Results: <http://metrows16/safetytrainingresults>

15.1 Track Access Training

All contractors and Metro employees performing work along the MLRFGS right-of-way (ROW) are required to complete applicable track access training as outlined in SOP 101.17 Worked Performed on MetroLink Right of Way. Training is offered in three tiers: Tier 1 (System Safety) for basic ROW awareness; Tier 2 (Flagging & Radio Use) for those responsible for train flagging and radio communications; and Tier 3 (Operating Rules) for Metro personnel using non-revenue vehicles or protecting work crews. Completion of the appropriate training tier(s) is required prior to ROW access, and successful participants receive a track access card indicating their clearance level. Recertification requirements are defined in the Metro Transit Training Plan. Modified training is provided for first responders.

15.2 Public Transportation Safety Certification Training Program (PTSCTP)

BSD requires the following positions to successfully complete and maintain certification under the Public Transportation Safety Certification Training Program (PTSCTP) for rail:

- General Manager of Safety -CSO
- Safety Auditors
- Internal Auditors

BSD's training program complies with Elements 1 and 2 of the PTSCTP as outlined in 49 CFR Part 672 by ensuring that all individuals designated to safety-related roles complete the FTA-required training curriculum applicable to their positions. The CSO must be recertified by the training specified by FTA. BSD tracks completion and maintains documentation of all PTSCTP training through the Safety Department.

BSD ensures that all newly designated safety personnel are enrolled in the PTSCTP within 30 days of their initial designation, as required by 49 CFR Part 672.

The Metro Safety Management System (SMS) Awareness Training also serves as BSD's refresher training for the PTSCTP. BSD acknowledges that refresher training includes all FTA-required courses and materials necessary to maintain compliance with current federal training standards.

BSD has designated the General Manager of Safety as the Point of Contact (POC) for PTSCTP semiannual reporting to the FTA.

15.3 Core Safety Training

Core Safety Training is required of all BSD employees within (90) ninety days of new employment. The Core Safety Courses can be found on The Hub or at www.bistatedev.org/safetytraining.

15.3.1 Safety Management System (SMS) Awareness - CBT

This training will teach participants about BSD's Safety Management System and how to spot and report hazards so that BSD can manage safety in a proactive way.

15.3.2 Emergency Preparedness Training - CBT

This training gives team members the information they need to keep themselves safe in an emergency. It also gives them access to additional internal procedures, guides, and documents and a basic understanding of what they mean.

15.3.3 Occupational Safety - CBT

This course will cover personal protective equipment, blood-borne pathogens, fall protection, hazard communication, and other potential job-specific hazards. The curriculum for the Blood Borne Pathogen module follows the guidelines set by the Centers for Disease Control and Prevention for exposure to infectious diseases. This consists of awareness of the most common blood borne and respiratory viruses and mitigation practices to prevent exposure and infection.

15.3.4 System Security Awareness - CBT

Participants in this training will become familiar with system security and learn how to identify potential terrorist behavior while working in an environment that includes both public transportation and commercial enterprises.

15.3.5 Drug and Alcohol Awareness Training - CBT

Participants in this training will walk away with an overview of Metro's drug and alcohol program as well as an understanding of their roles and responsibilities as workers in maintaining a drug- and alcohol free environment at work.

15.3.6 The Art of Defusing Conflict: De-Escalation Training – Instructor Led

This course aims to teach our employees about techniques to defuse stressful situations and help them identify situations that can cause a person to be frustrated, and ways to reduce stressors. In addition, participants will learn about agency-specific rules, policies, and restrictions and be able to demonstrate how best to handle difficult situations they may experience in the work setting or their personal life.

Participants will learn how to recognize when others may have been triggered and how to help de-escalate the situation based on an understanding of proper listening skills, effective communication, and mental health issues. This course is only mandatory for transit workers directly responsible for safety.

15.3.7 Human Trafficking Awareness - CBT

This course provides team members with awareness and training resources to help raise their understanding of human trafficking and educate them on its indications.

15.4 Other Safety-related Training

15.4.1 Bus/Train/Van Evacuation

This training provides operators with transit specific requirements for safely evacuating passengers during an emergency.

15.4.2 Confined Space – CBT

This training tells you about the most common dangers you will face while working in a confined space and the safest ways to deal with them. The course modules cover personal protective equipment, hazards, and the best ways to deal with the lack of oxygen.

15.4.3 Defensive Driving – CBT

This course helps people who drive BSD vehicles be prepared for dangerous situations, even if they are caused by bad weather or the mistakes of others.

15.4.4 E-Bus First Responder Familiarization – CBT

This training provides first responders with emergency protocols for responding safely to safety events involving BSD E-Bus fleet. It includes details on how to de-energize electrical systems and highlights hazardous components on the vehicle.

15.4.5 Electrical and Arc flash Safety Training – CBT

This training shows team members how to be safe around electricity in general and how to figure out incident energy values and arc flash boundaries. Team members are also given information about electrical components that are made to reduce arc flash risks and how to choose the right personal protective equipment (PPE) based on NFPA 70E.

15.4.6 First Responder Emergency Familiarization – CBT

This training provides first responders with awareness for responding to emergencies involving MetroLink, MetroBus, and Call-A-Ride vehicles. It gives a general system overview of BSD's routes and infrastructure. On-site tours can be scheduled by emailing the Department of Safety (safety@metrostlouis.org).

15.4.7 Fall Awareness – CBT

This training courses provides team members, who work at elevated heights, an overview of safety requirements. This includes proper PPE and set-up to ensure proper fall protection.

15.4.8 Hazard Communication Training - CBT

The curriculum for Hazard Communication Training meets the OSHA standards set under 29 CFR 1910.1200(h). This consists of familiarization to potential physical and health hazards from chemical exposure, understanding the Globally Harmonized System of chemical classification, and how to access the database of Metro's chemical inventory. All Metro Employees working with chemicals shall be required to complete the Office of Safety's computer based training for hazard communication.

15.4.3 Power Industrial Trucks – CBT

This training provides team members with the necessary safety requirements for operating a power industrial truck at BSD. This includes stand-up units and forklifts. A hands-on assessment is required before operating equipment; contact the Safety Department (safety@metroslouis.org) for more information.

15.4.10 Power Tool Safety – CBT

This training provides team members with awareness on how to safely use powered hand tools at BSD. It provides team members with the proper technique for grinders, drills, saw, etc. and proper PPE for each type of tool.

15.4.11 Reasonable Suspicion Training – Instructor Led

Provides BSD management with training on how to identify signs of misuse of drugs and alcohol in the workplace.

15.4.12 Spill Control – CBT

Provides managers with the protocols for properly addressing fluid and chemical spills (e.g. from vehicles) into public waterway systems.

15.5 Department/Job Specific Training

The Metro Training Department is responsible for developing/implementing training plans and maintaining employee training records for Metro Operations. Each department will document their own OJT training and submit any changes to their training materials or processes to the CCB. Metro team members who perform safety-critical tasks are sufficiently trained to complete the tasks allocated to them. The Safety Department will support Metro Training Department in the development, implementation, and facilitation of safety-related training. This includes, but is not limited to, facilitating Accident Preventability, Defensive Driving, and Fatigue Awareness Training during new operator onboarding or operator refresher training.

The Security Department is responsible for developing/implementing training plans for security personnel and first responders. The Security Department maintains employee training records for in-house security personnel. Contractors (e.g., police departments and contracted security) maintain their

employee training records and may provide them upon request. Security training requirements are outlined in the System Security Plan (SSP).

All other department/job specific training, unless otherwise stated, is managed by the individual departments.

Chapter 16: Safety Communication

Metro communicates safety and safety performance information throughout the Agency, conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program, among other information.

Metro understands SMS is dependent upon ongoing management commitment to communication. One of management's most important responsibilities under SMS is to encourage and motivate others to want to communicate openly, authentically and without concern for reprisal.

16.1 Employee Reporting Program

Employees, including contractors, are encouraged to report safety conditions to the Safety Department that are a hazardous condition or may cause a hazardous condition.

Employees may report via the following methods:

- Reporting directly (in person) to the immediate supervisor
- Reporting directly to a Safety staff member
- Reporting directly to the CSO
- Email Safety@metrostlouis.org
- Reporting via QR code/online form



**SCAN THE QR CODE TO REPORT
A SAFETY OR SECURITY CONCERN.**
For more information, please email Safety@MetroStLouis.org

Details regarding the Employee Reporting Program are outlined in section [6.1.2 Employee Reporting Program](#).

16.2 The Hub

The Hub – Safety and Security Page is used to accomplish Safety Communication throughout BSD. Below is an outline of some of the resources on included on the page:

- Drug & Alcohol testing forms
- Links for computer-based training
- Safety Performance Metrics (e.g. training completion, injury rates, etc.)
- QR Code for Employee Hazard Reporting
- Hazard Log Metrics/Updates
- Safety Campaigns/Initiatives (e.g. rail safety week, emergency exercises, etc.)
- Safety and Security Program Plans
- Safety and Security Updates
- Standard Operating Procedures (PPM Application)
- Working Group Meeting Minutes

16.3 Safety Posters

Safety posters will be used in common areas at Metro facilities to communicate many of the safety items the Dashboard covers. Posters will allow Metro to communicate safety to employees and

contractors who do not have access to an electronic means to access the Dashboard. Posters will also assist in communicating the Employee Safety Reporting Program.

16.4 Safety Committees

16.4.1 Executive Safety and Security Review Committee (ESSC)

The ESSC is established to proactively assess and coordinate safety and security measures across BSD. This committee functions as the key interdepartmental group charged with leading hazard management and integrating safety and security into BSD's procedures, training, facilities, and designs.

Responsibilities include:

- Determining safety and security compliance with management policies, rules, procedures and assigned security responsibilities.
- Reviewing and discussing identified hazards and status of activities to resolve including review of supporting documentation (e.g. hazard tracking log, hazard investigation reports, and inspection reports).
- Reviewing safety and security data, information, and trends and identifying organizational issues that may contribute to events or less effective response to events.
- Actively promoting safety and security campaigns.
- Reviewing drills, exercise scenarios, and after action reports.
- Proposing improvements in safety and security procedures, equipment, and training.
- Assessing safety and security impacts of facility and/or operational changes.
- Annual review and revision as needed of the PTASP, as well as assuring its implementation.
- Monitoring compliance of each department with specific safety responsibilities and procedures as set forth in the PTASP by reviewing the results of safety audits conducted by the Safety Department.
- Participating in safety event investigations as appropriate and in accordance with Metro's established procedures. The type of safety event dictates who investigates the safety event, appropriate forms or reports to be used and who is to be notified.
- Performing system safety review functions as required. Coordinating and following up with any external safety audits and participating as required (e.g., BSSO, peer reviews).
- Collecting, analyzing and reporting safety data. Reviewing maintenance and failure rate data to identify safety problems.
- Reviewing results of safety inspections, emergency drills, simulations and tests and developing action as appropriate.
- Preparing written documentation of all meetings, tasks, activities, investigations, analyses and recommendations. Following up on all pending matters.
- Establishing safety goals and objectives as defined by Metro employee safety program.
- Resolving field-related operating issues that may require a change, modification and/or addition to fixed safety/operational assets and/or operating procedures as a result of safety events, or field observations that relate to day-to-day safe and secure operations.

Composition:

- President and CEO (Chair)
- General Manager Safety (Chief Safety Officer) (Co-Chair)
- General Manager Security (Co-Chair)
- Executive Vice President and COO Metro Transit

- Executive Vice-President, Chief HR Officer
- Asst. Executive Director Transit Assets
- General Manager MetroLink
- General Manager MetroBus
- General Manager Call-A-Ride
- Executive Vice-President, Chief Financial Officer

Vice President of Marketing and Communications

- Chief Audit Executive (Observer)
- Vice President Capital Programs
- Executive Vice-President Multi-Modal Enterprises
- Executive Vice President of Administration
- Vice President Economic Development
- General Counsel
- Director of Risk Management and Absence Management
- Assistant Executive Director of Planning and Systems
- Vice President Chief Information Officer

Meeting Frequency: Quarterly

16.4.2 Joint Labor Management Health and Safety Committee

On November 15, 2021, the Infrastructure Investment and Jobs Act was signed into law requiring a joint labor/safety committee. Details of the committee's processes, structure and responsibilities is outlined the Joint Labor Safety Committee's charter. This Committee was formed by the regulatory deadline of July 31, 2022. In accordance with the law, this committee consists of:

- Equal Number of management representatives, and frontline employees representatives selected by the labor organization

The duties of the Committee:

- Approve the PTASP before final Board of Commissioners approval.
- Identify and recommend risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through BSD's safety risk assessment.
- Identify mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.
- Identify safety deficiencies for purposes of continuous improvement.
Establish risk reduction performance targets using a 3-year rolling average of the data submitted to the National Transit Database (NTD).

Composition:

- Executive Director-St. Louis Metro
- Assistant Executive Director of Transit Assets-St. Louis Metro
- General Manager of Safety-BSD
- General Manager of Bus-St. Louis Metro
- General Manager of MetroLink-St. Louis Metro

- General Manager of Call-A-Ride-St. Louis Metro
- Director of Labor Relations-BSD
- President, ATU Local 788
- Vice President, ATU Local 788
- Financial Secretary, ATU Local 788
- Recording Secretary, ATU Local 788
- Maintenance Shop Steward, ATU Local 788
- Mechanic Shop Steward, ATU Local 788
- Steward, IBEW Local 2
- Steward, IBEW Local 309 (2)
- Discipline-Specific IBEW Representatives

Meeting Frequency: Quarterly (Second Wednesday of the month, 10:00 AM to 12:00 PM)

The Joint Labor Safety Committee recommendations and activities will be documented in the meeting minutes and post on the HUB.

16.5 Safety Working Groups

Bi-State Development (BSD) is dedicated to ensuring the safety and security of its systems, team members, and customers. To support this commitment, BSD has established several safety working groups, each focused on specific aspects of safety management. These groups collaborate across departments, integrating expertise from various areas of the organization. Below is an overview of the responsibilities, composition, and meeting frequency for each of the BSD safety working groups.

16.5.1. Configuration Change Working Group

Responsibilities:

The Configuration Change Working Group is responsible for evaluating modifications to systems and equipment that may affect safety and security. It assesses design deviation requests and proposed changes to ensure compliance with BSD's safety and security standards. The group reviews both new and existing systems to identify and mitigate potential safety risks while ensuring adherence to established change management processes. Additionally, it oversees the development and implementation of new Standard Operating Procedures (SOPs) and evaluates updates to On-the-Job Training (OJT) programs, ensuring that all modifications align with BSD's safety protocols and operational requirements.

Composition:

- Engineering
- Planning
- Rail Systems
- Maintenance of Way
- Facility Maintenance
- Operations (MetroBus, MetroLink and Call-A-Ride)

- Procurement
- Vehicle Maintenance
- Safety
- Security
- Emergency Management
- Training
- Information Technology
- Structures
- Human Resources
- BSSO

Meeting Frequency: Monthly

16.5.2. MetroLink Event Review Working Group

Responsibilities:

The MetroLink Event Review Working Group analyzes MetroLink safety performance, focusing on safety events, trespassers, and near-miss events. The group tracks event trends and evaluates the effectiveness of BSD’s responses, aiming to reduce incidents and enhance safety measures.

Composition:

- MetroLink Operations
- Rail Systems
- Emergency Management
- Maintenance of Way
- Safety
- Training
- Wellness
- BSSO

Meeting Frequency: Quarterly

16.5.3. Safety and Security Certification Working Group

Responsibilities:

The Safety and Security Certification (SSC) group plays a critical role in ensuring that safety and security standards, including Crime Prevention Through Environmental Design (CPTED), are integrated into engineering projects. The group is responsible for validating safety and security measures prior to revenue service, identifying and addressing potential issues before operations begin. Specifically, the SSC group oversees the entire safety and security certification process. This includes the certification of safety and security elements, managing the Certifiable Items List (CILs), and approving System Integration Testing (SITs). The group also manages documentation, conducts reviews, and ensures approvals are in place. In addition, the group evaluates Standard Operating Procedures (SOPs) and contributes to the development of operational plans, including those for maintenance and training standards.

Composition:

- Engineering
- Operations
- Safety
- Security
- Facilities/Maintenance

Meeting Frequency: Monthly

16.5.4. MetroBus Event Review Working Group

Responsibilities:

The MetroBus Event Review Working Group tracks MetroBus safety performance, focusing on safety event data and trends in preventable and non-preventable incidents. The group works to reduce safety events and improve BSD's safety response.

Composition:

- MetroBus Operations (All Garages)
- Safety
- Training

Meeting Frequency: Quarterly

16.5.5. Safety and Security Performance Indicator Working Group

Responsibilities:

This group focuses on the development and communication of safety and security performance indicators, assessing the effectiveness of BSD's safety efforts. It tracks both leading and lagging indicators and helps set new performance targets for safety improvement. The group is also responsible for the development and setting of the PTASP performance targets.

Composition:

- Safety
- Security
- Information Technology
- Tourism Innovation
- Risk Management

Meeting Frequency: Quarterly

16.5.6. Safety Assurance Review Working Group

Responsibilities:

The Safety Assurance Review Working Group tracks and analyzes findings from safety assurance audits, including those from facility, fleet, radar inspections, hazard log entries and various work process audits. The group identifies trends and proactively addresses safety issues, ensuring BSD's operations remain safe and secure.

Composition:

- Vehicle Maintenance
- Product Development
- Facility Maintenance
- Safety
- Operations (All Modes)

Meeting Frequency: Quarterly

16.5.7. Transit Worker Assault Review Working Group

Responsibilities:

This group is dedicated to preventing and minimizing assaults on transit workers. It reviews assault incidents, develops prevention protocols, and works closely with law enforcement to address and prevent future assaults on team members.

Composition:

- MetroBus
- Call-A-Ride
- MetroLink Operations (All Garages)
- Safety
- Security
- Training
- Risk Management
- Emergency Management

Meeting Frequency: Bi-Weekly

Appendices

Appendix A – National Public Transportation Safety Plan Safety Performance Targets (2025)

	MetroLink	MetroBus	Call-A-Ride
Fatality	0	0	0
Fatality Rate	0 per 100k mi	0 per 100k mi	0 per 100k mi
Major Events	19	49	6
Major Events Rate	0.87 per 100k mi	0.46 per 100k mi	0.21 per 100k mi
Injuries	88	143	37
Injury Rate	3.98 per 100k mil	1.34 per 100k mi	1.69 per 100k mi
System Reliability	24,868	20,867	16,243
Collison Rate	0.27 per 100k mi	0.37 per 100k mi	0.22 per 100k mi
Pedestrian Collison Rate	0.10 per 100k mi	0.01 per 100k mi	0 per 100k mi
Vehicular Collison Rate	0.13 per 100k mi	0.35 per 100k mi	0.21 per 100k mi
Transit Worker Fatality Rate	0 per 100k mi	0 per 100k mi	0 per 100k mi
Transit Worker Injury Rate	0.45 per 100k mi	0.25 per 100k mi	0.18 per 100k mi
Assault on Transit Workers	65	135	2
Assault on Transit Worker Rate	3 per 100k mi	1 per 100k mi	0 per 100k mi

Appendix B – Risk Reduction Safety Performance Targets (2025)

	MetroLink	MetroBus	Call-A-Ride
Major Events	19	49	6
Major Events Rate	0.87 per 100k mi	0.46 per 100k mi	0.21 per 100k mi
Injuries	88	143	37
Injury Rate	3.98 per 100k mile	1.34 per 100k mi	1.69 per 100k mi
Collisions	6	39	6
Collison Rate	0.27 per 100k mi	0.37 per 100k mi	0.22 per 100k mi
Assault on Transit Workers	65	135	2
Assault on Transit Worker Rate	3 per 100k mi	1 per 100k mi	0 per 100k mi

Appendix C – Glossary

A

AASHTO - American Association of State Highway Transportation Officials

Accountable Executive (AE) - a single, identifiable person who has ultimate responsibility and accountability for the implementation and maintenance of the SMS of Metro; responsibility for carrying out the PTASP and Transit Asset Management Plan (TAMP); and control or direction over the human and capital resources needed to develop and maintain both the PTASP in accordance with 49 USC 5329 and TAMP.

ADA - Americans with Disabilities Act

Audit - an examination of records and related materials, including, but not limited to, those related to financial accounts.

ATP - Automatic Train Protection

B

BOCC - Bus Operations Control Center

BSD - Bi-State Development

Bi-State Safety Oversight (BSSO) - the representatives from the Missouri and Illinois Departments of Transportation assigned as the State Safety Oversight Agency for the MetroLink rail fixed guideway system.

C

Capital Asset - a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used in public Transportation.

CBT - Computer Based Training

CCB - Configuration Change Board

CCTV - Close Circuit Television

CDC - Centers for Disease Control

Collision - any impact between a rail transit vehicle and any other vehicle, object, or any person

Consequence - the potential outcome(s) of a hazard.

Continuous Improvement - a process by which a transit agency examines safety performance to identify safety deficiencies and carry out a plan to address the identified safety deficiencies.

Contractor - an entity that performs tasks on behalf of Metro, FTA, a State Safety Oversight Agency, or other rail transit agency, through contract or other agreement, including tasks required for rail compliance.

Corrective Action Plan (CAP) — a plan required by a State Safety Oversight Agency (SSOA) or the Federal Transit Administration (FTA) that documents remedial actions the agency will take to address findings identified during audits, reviews, inspections, or certifications. CAPs include actions, schedules, assigned responsibilities, and verification methods. CAPs are distinct from safety risk mitigations developed through the agency’s Safety Risk Management (SRM) process, which are preventative measures implemented to reduce identified hazards.

CSO - Chief Safety Officer

D

Decision Support Tool - a methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within the public transportation system based on available condition data and objective criteria; or (2) To assess financial needs of asset investments over time.

Derailment - a safety event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails

DHS - Department of Homeland Security

Directive - a formal written communication from FTA to one or more recipients which orders a recipient to take specific actions to ensure the safety of a public transportation system.

Disabling Damage - damage to a rail transit vehicle resulting from a collision and preventing the vehicle from operating under its own power

DRD - Digital Recording Device

E

EAM - Enterprise Asset Management

EAP - Employee Assistance Program

EPA - Environmental Protection Agency

EPPP - Emergency Preparedness Program Plan

Equipment - an article of nonexpendable, tangible property having a useful life of not less than one year.

ESSC - Executive Safety & Security Committee.

Evacuation for Life Safety Reasons - a condition that occurs when persons depart from transit vehicles or facilities for life safety reasons, including self-evacuation. A life safety reason may include a situation such as a fire, the presence of smoke or noxious fumes, a fuel leak from any source, an electrical hazard, or other hazard to any person. An evacuation of passengers into the rail right of way (not a platform or station) for any reason is presumed to be an evacuation for life safety reasons

EWGW - East West Gateway

F

Facility - a building or structure that is used in the provision of public transportation.

Fatality - a death confirmed within 30 days of a safety event. Fatalities include suicides, but do not include deaths in or on transit property that are a result of drug overdose, exposure to the elements, illness, or natural causes

FMVSS - Federal Motor Vehicle Safety Standards

FRA - Federal Railroad Administration

FTA - the Federal Transit Administration.

Full Level of Performance - the objective standard for determining whether a capital asset is in a state of good repair.

G

Grade Crossing - (as defined in the National Transit Database glossary) an intersection of roadways, railroad tracks, or dedicated transit rail tracks that run across mixed traffic situations with motor vehicles, streetcar, light rail, commuter rail, heavy rail or pedestrian traffic; either in mixed traffic or semi-exclusive situations.

H

Hazard - any real or potential condition that can cause injury, illness, or death; damage to or loss of a facility, equipment, rolling stock, infrastructure, property, Metro system; or damage to the local environment, or reduction of ability to perform prescribed function.

Hazard Analysis - the formal activities to analyze potential consequences of hazards during operations related to provision of services.

Hazard Identification - formal activities to analyze potential consequences of hazards during operations related to provision of service.

Human Factors - applied technology comprising principles that apply to equipment design, certification, training, operations, and maintenance, which seek safe interface between the human and other system components by proper consideration to human performance.

Human Performance - human capabilities and limitations that have an impact on the effectiveness and efficiency of operations related to provision of services.

I

IAD - Internal Audit Department

IDOT - Illinois Department of Transportation

Individual - a passenger, employee, contractor, other Metro facility worker, pedestrian, trespasser, or any person on Metro property.

Injury - any harm to persons as a result of a safety event that requires immediate medical attention away from the scene. Does not include harm resulting from drug overdose, exposure to the elements, illness, natural causes, or occupational safety events occurring in administrative buildings

Inspection - a process for gathering facts or information, or an analysis of facts or information previously collected. At the conclusion of an inspection, FTA may issue findings and recommendations.

Investigation - the process of determining the causal and contributing factors of a safety event, or hazard, for the purpose of preventing recurrence and mitigating risk or investigation of an event.

L

LMS - Learning Management System

LRV - Light Rail Vehicle

M

Management of Change - a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

MAPS - Metro Active Project System

MLRFGS - MetroLink Rail Fixed Guideway System

MoDOT - Missouri Department of Transportation

MOW - Maintenance of Way

N

Near Miss - a safety event where conditions with potential to generate a safety event, or occurrence existed, but where a safety event, or occurrence did not occur because the conditions were contained by chance or by existing safety risk mitigations.

National Public Transportation Safety Plan (NSP) - the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53, or authorized at 49 U.S.C. 5329.

National Transportation Safety Board (NTSB) - an independent Federal agency.

NFPA - National Fire Protection Association

NTD - National Transit Database

NTI - National Transportation Institute

O

OCC - Operations Control Center (Rail)

OCS - Overhead Catenary System

Operator of a Public Transportation System - a provider of Public transportation, such as Metro, as defined under 49 U.S.C. 5302(14), and which does not provide service that is closed to the general public and only available for a particular clientele.

OSHA - Occupational Safety and Health Administration

P

Passenger - a person who is on board, boarding, or alighting from a Metro-owned/operated rail transit vehicle for the purpose of travel.

Performance Criteria - categories of measures indicating the level of safe performance within Metro.

Performance Measure - a parameter that is used to assess performance outcomes.

Performance Target - a specific level of performance for a given performance measure over a specified timeframe.

Person - a passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a rail fixed guideway public transportation system.

PHA - Preliminary Hazard Analysis

Potential consequence — the reasonably foreseeable outcomes that could result from a hazard if it were to occur, expressed in terms of severity (for example: property damage, injury, fatality, or environmental harm) and used as an input to safety risk assessments and safety risk evaluations.

PPE - Personal Protective Equipment

PPM - Policy and Procedures Management

Practical Drift — the slow and inconspicuous, yet steady, uncoupling between written procedures and actual practices during provision of services.

Program Standard - is a written document developed and adopted by BSSO that describes the policies, objectives, responsibilities, and procedures used to provide safety and security oversight of rail transit agencies.

Public Transportation Agency Safety Plan (PTASP) - the comprehensive agency safety plan for Metro that is required by 49 U.S.C. 5329 and Part 673, based on a Safety Management System.

Public Transportation Safety Certification Training Program (PTSCTP) - either the certification training program for Federal and State employees, or other designated personnel, who conduct safety audits and examinations of public transportation systems, and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions in accordance with 49 U.S.C. 5329(c)(2), or the program authorized by 49 U.S.C. 5329(c)(1).

Public Transportation System - the entirety of Metro's operations, including the services provided through contractors.

R

Rail Fixed Guideway Public Transportation System - any fixed guideway system that uses rail, is operated for public Transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration (FRA), or any such system in engineering or construction. Rail fixed guideway public Transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail Fixed Guideway System (RFGS) - any light, heavy, or rapid system, monorail, inclined plane, funicular, trolley, or automated guideway that: (1) is not regulated by the Federal Railroad Administration; and (2) is included in FTA's calculation of fixed guideway route miles or receives funding under FTA's formula program for urbanized areas (49 U.S.C. 5336); or (3) has submitted documentation to FTA indicating its intent to be included in FTA's calculation of fixed guideway route miles to receive funding under FTA's formula program for urbanized areas (49 U.S.C. 5336).

Rail Transit Agency - any entity that provides services on a rail fixed guideway public transportation system.

Rail Transit Vehicle - any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles

Rail Transit Controlled Property - property that is used by Metro and may be owned, leased, or maintained by Metro.

Recipient - an entity that receives Federal financial assistance under 49 USC Chapter 53 and includes sub- recipients.

Record - any writing, drawing, map, recording, tape, film, photograph, or other documentary material by which information is preserved. The term "record" also includes any such documentary material stored electronically. [670]

Risk - the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Based Inspection – Uses qualitative and quantitative data analysis to identify safety concerns and hazards associated with the highest levels of risk. Inspectors can then use data to inform their inspection practices, with the goal improving safety by prioritizing and addressing hazards.

Risk Mitigation - a method or methods to eliminate or reduce the effects of hazards.

Rolling Stock - any revenue vehicle used in a public Transportation system.

ROW - Right of Way

S

Safety - the state in which the potential of harm to persons or property damage during operations related to provision of services is reduced to and maintained at an acceptable level through continuous hazard identification and safety risk management activities.

Safety Event- means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Per 49 CFR 673.5

* In alignment with Federal Transit Administration (FTA) requirements, BSD adopts the term “safety event” when referencing reportable occurrences. For internal purposes, BSD continues to distinguish between accidents and incidents to support operational tracking, analysis, and response activities. While all such occurrences are reported externally as safety events per FTA guidance, internal documentation and procedures may use the terms accident and incident as appropriate.

Safety and Security Certification - the process applied to project development to ensure that all practical steps have been taken to optimize the operational safety and security of the project during engineering, design, and construction before the start of passenger operation.

Safety Assurance (SA) - processes within Metro SMS that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that Metro meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety committee — a cross-functional group established to support SMS implementation, including hazard identification, safety risk analysis, mitigation development, and safety assurance activities. Members typically include representatives from operations, maintenance, safety, and other relevant departments.

Safety Culture – fostering safe practices, encouraging effective employee safety reporting and communication, and actively managing safety with the same attention to results as other Metro management systems.

Safety Deficiency - a condition that is a source of hazards and/or allows the perpetuation of hazards in time.

Safety Management Policy - Metro’s documented commitment to safety, which defines Metro’s safety objectives and the accountabilities and responsibilities of its employees in regards to safety.

Safety Management Policy Statement - a document signed by the Accountable Executive and distributed throughout Metro that formalizes executive leadership’s commitments to support SMS with both short-term and long-range initiatives.

Safety Management System (SMS) - the formal, top-down, Metro-wide approach to managing safety risk and assuring the effectiveness of Metro’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks, hazards, and management of safety risk.

Safety Objective - a high-level, global, generic, and non-quantifiable statement regarding conceptual safety achievements to be accomplished by an organization regarding its safety performance.

Safety Performance - an organization’s safety effectiveness and efficiency, as defined by safety performance indicators and safety performance targets, measured against the organization's safety objectives.

Safety Performance Indicator - a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measurement - the assessment of non-consequential safety-related events and activities that provide ongoing assurance that safety risk mitigations work as intended.

Safety Performance Monitoring - the activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target - a specific level of performance for a given performance measure over a specified timeframe related to safety management activities.

Safety Promotion - a combination of training and communication of safety information to support SMS as applied to Metro's system.

Safety Reporting Program - a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.

Safety Review - a formal, comprehensive, on-site review by the BSSO of the transit agency's safety practices to determine whether the agency complies with the policies and procedures required under the PTASP.

Safety Risk - the assessed likelihood and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Evaluation - the formal activity whereby Metro determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM) - a process within Metro's SMS/PTASP for identifying hazards and analyzing, assessing, and mitigating safety risk.

Safety Risk Mitigation - the activities whereby a public Transportation agency controls the likelihood or severity of the potential consequences of hazards.

Safety Risk Likelihood - the likelihood that the consequence might occur, taking as reference the worst foreseeable – but credible – condition.

Safety Risk Register — a documented list of identified hazards, associated potential consequences, assessed safety risks (likelihood and severity), proposed or implemented mitigations, responsible parties, implementation timelines, and the current status of mitigation actions

Safety Risk Severity - the anticipated effects of a consequence, should it materialize, taking as reference the worst foreseeable – but credible – condition.

SCADA - Supervisory Control and Data Acquisition

SDS - Safety Data Sheet

Security - freedom from intentional danger for employees and passengers.

Serious Injury - any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

SOP - Standard Operating Procedure

SSCP - Safety and Security Certification Plan

SSCWG - Safety and Security Certification Working Group

SSP - System Security Plan

State of Good Repair (SGR) - the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency (SSOA or SSO) - an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Sub-recipient - an entity that receives Federal transit grant funds indirectly through a State or a Direct Recipient.

System Safety - the discipline that, through the application of system safety management and engineering principals, achieves the optimal degree of safety within the constraints of operational effectiveness and solid financial management.

T

Testing - an assessment of equipment, facilities, rolling stock, and operations of a recipient's public transportation system.

Threat - any real or potential condition that can cause injury or death to passengers or employees, or damage to or loss of transit equipment, property, and/or facilities.

TPSS - Traction Power Substation

Transit Agency - an operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53, including Metro.

Transit Asset Management (TAM) - the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycle in order to provide safe, cost-effective, and reliable service.

Transit Asset Management Plan (TAMP) - a plan developed for Metro pursuant to 49 CFR part 625 that includes, at minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization.

Transit worker - any employee, contractor, or volunteer working on behalf of the transit agency.

TSA -Transportation Security Administration

TSM - Transit Service Manager

TVA - Threat and Vulnerability Assessment

U

Unintended Train Movement - any instance where a revenue vehicle is moving and is not under the control of a driver (whether or not the operator is physically on the vehicle at the time). This applies regardless of whether the event occurred in revenue service

V

Vehicle - any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles.

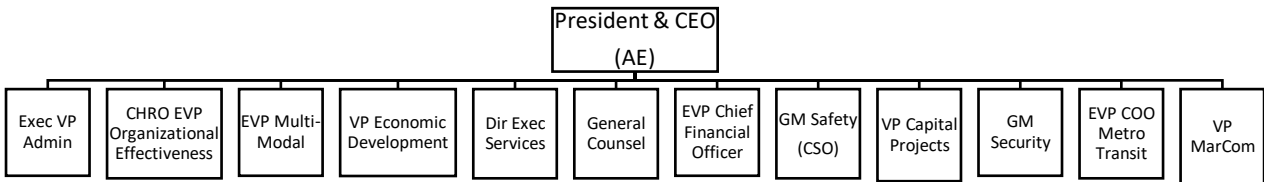
VHLC - Vital Harmon Logic Controllers

Vulnerability - a characteristic of passengers, employees, vehicles, and/or facilities that increases the likelihood of a security breach.

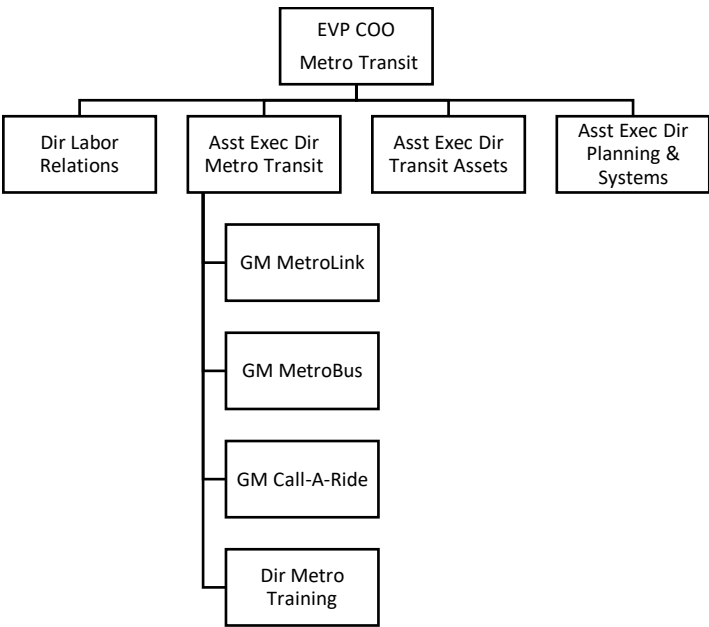
Appendix D – Organizational Chart

The following organizational charts have been condensed/consolidated to more easily illustrate the organizational structure within Metro. Detailed organizational charts are available upon request from Talent Management.

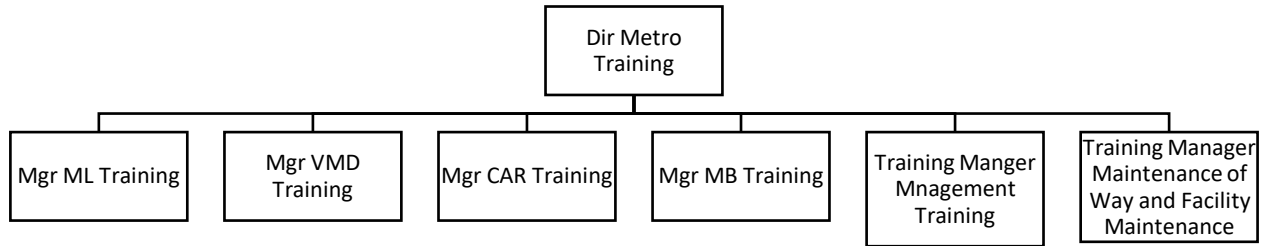
Executive Office



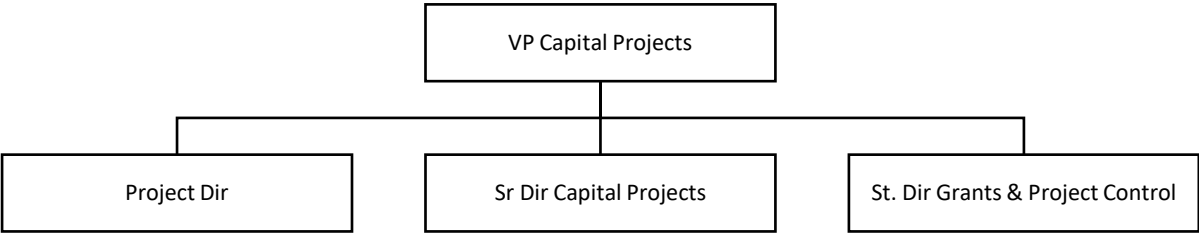
Metro Transit Executive Office



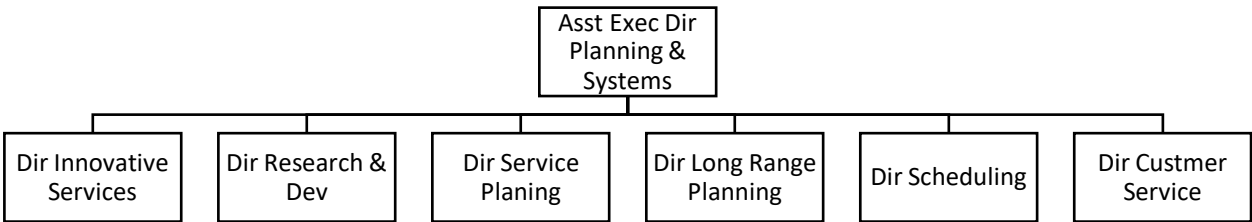
Metro Training



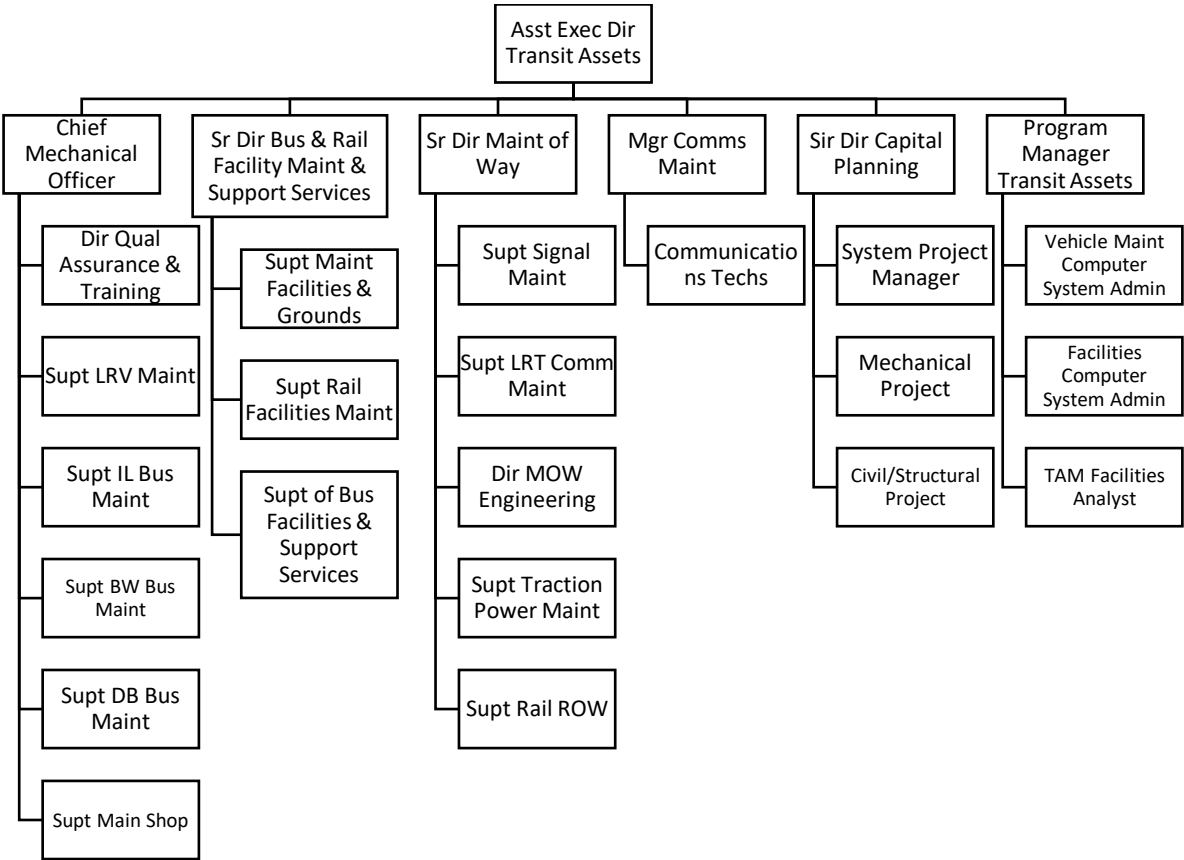
Engineering & New Systems Development



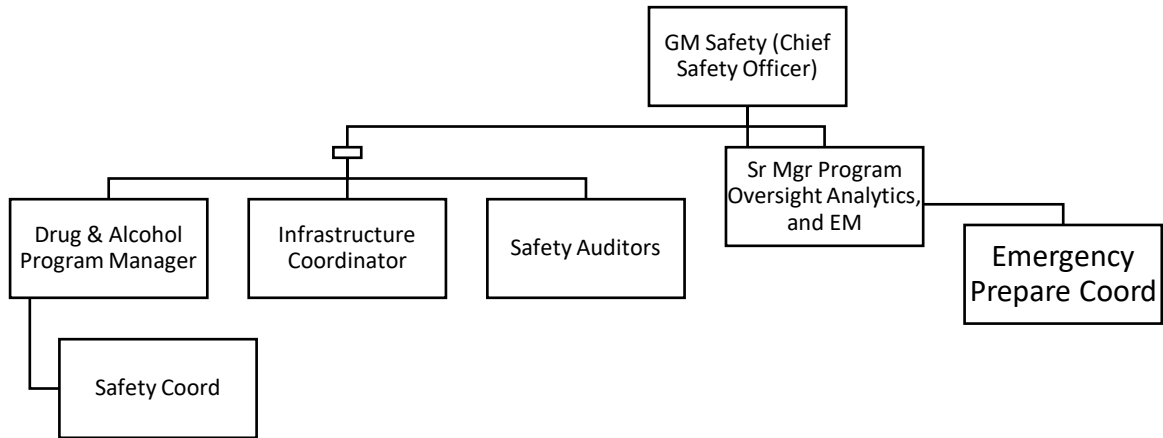
Planning & Systems



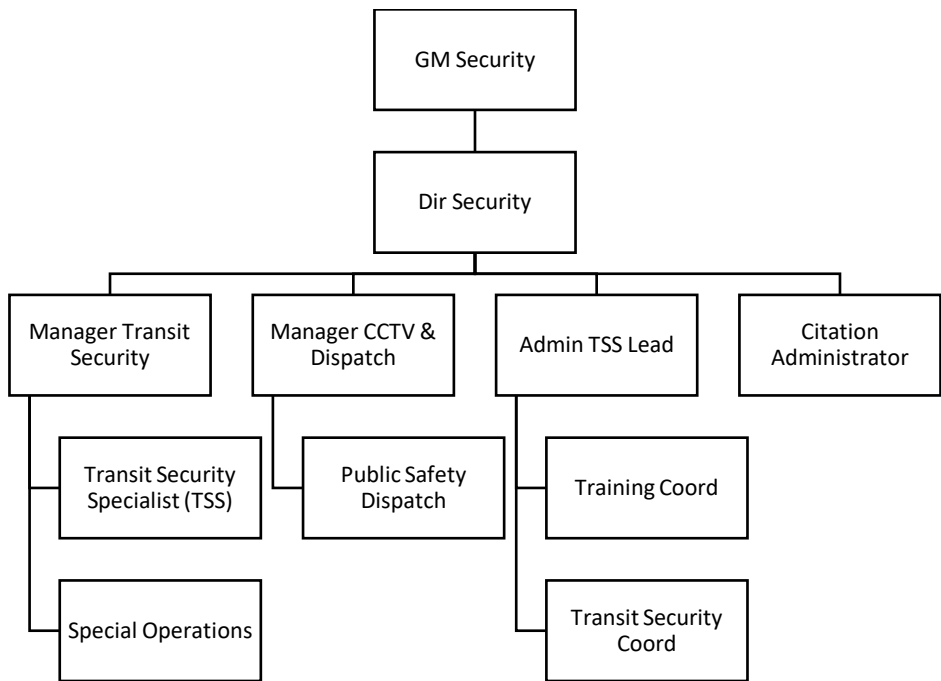
Transit Assets



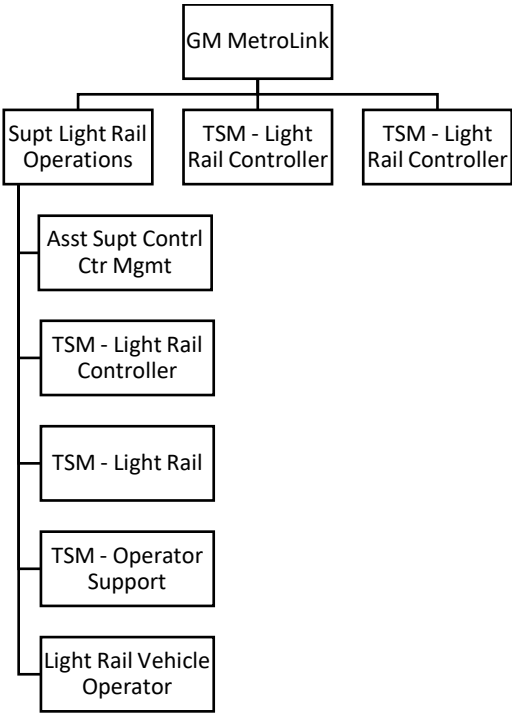
Safety



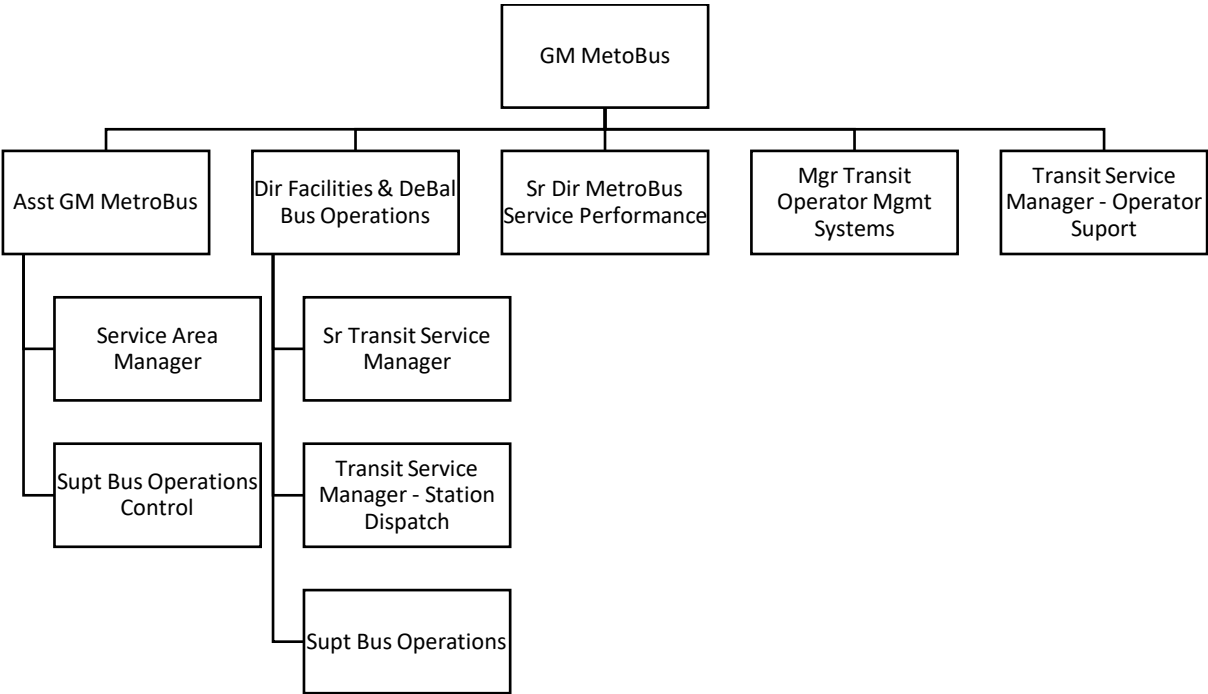
Security



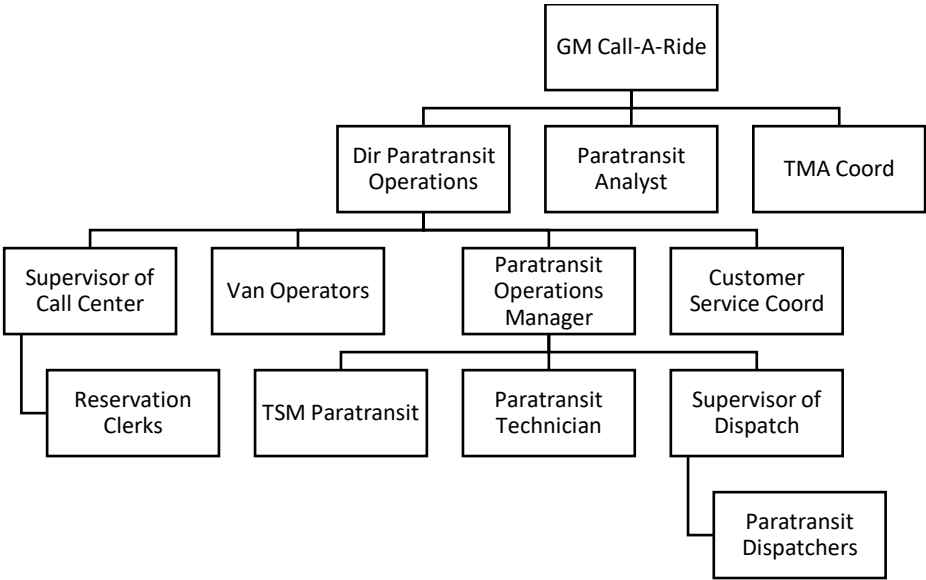
MetroLink



MetroBus



Call-A-Ride



Appendix E – Document Map

The following document map is a list of documents that is referenced in the PTASP and the department that owns the document. All documents are reviewed by the owning department for compliance with PTASP.

TAM

Transit Asset Management Plan (TAM)

Safety

BSSO Program Standards Manual

Department Standard Operating Procedures

Metro Emergency Reference System Guide

Emergency Preparedness Program Plan (EPPP)

Drug and Alcohol Plan

Job Hazard Analysis

Engineering and Capital Projects

Metro Engineering & New Systems Development (ENSD) Configuration Management Plan Department Standard Operating Procedures

Metro Active Project System (MAPS) Manual

Job Hazard Analysis

Security

System Security Plan (SSP)

Department Standard Operating Procedures

Operations MetroBus

MetroBus Operations Guidelines to Excellence

Department Standard Operating Procedures/Bulletin

Operations Call-A-Ride

CAR Operator Rulebook

Department Standard Operating Procedures/Bulletin

Operations MetroLink

MetroLink Rule Book

Department Standard Operating Procedures

General Orders and General Notices

Training

Metro Transit Training Plan/Curriculum

Department Standard Operating Procedures

Vehicle Maintenance

Maintenance Plan

LRV Maintenance Program

Department Standard Operating Procedures

ROW

Signal System Maintenance plan

Metrolink Communications System Maintenance Plan

Track Maintenance Plan

Standard for Structure Inspection and Maintenance Plan

Traction Power Maintenance Plan

Department Standard Operating Procedures

MOW

Appendices

Facility Maintenance Plan

Department Standard Operating Procedures

Procurement

Contractor Safety Action Plan

Procurement Procedure Manual

Department Standard Operating Procedures

Risk Management

Continuity of Operations Plan (COOP)

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE BI-STATE DEVELOPMENT AGENCY
OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT APPROVING
THE 2025 BI-STATE DEVELOPMENT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

PREAMBLES

Whereas, The Bi-State Development Agency of the Missouri-Illinois Metropolitan District (the “Agency”) is a body corporate and politic, created by an interstate compact between the States of Missouri and Illinois, acting by and through its Board of Commissioners (the “Board”); and

Whereas, 49 U.S.C. 5329 was changed by MAP-21 (Pub. L. 112-141 (2012)) to require a Public Transportation Agency Safety Plan (“PTASP”) that is approved by the agency’s board of directors or equivalent; and

Whereas, the Agency was required to certify that it has a safety plan, meeting the requirements of the rule by July 20, 2020, and the Board of Commissioners approved that plan on June 26, 2020; and

Whereas, an annual update of the Agency’s PTASP is needed; and

Whereas, the 2025 updates include:

- Risk Reduction Program Added: A new program and performance targets were established to comply with Bipartisan Infrastructure Law requirements, emphasizing collision reduction, operator safety, and system reliability.
- Expanded Safety Performance Measures: BSD increased its measures from four to fourteen, matching the FTA’s National Safety Plan categories.
- Joint Labor Safety Committee (JLSC) Governance: Formal inclusion of the JLSC as a required review and approval body prior to BSSO and Board submission.
- Enhanced Leadership Accountability: Clarifies the responsibilities of the Accountable Executive and Chief Safety Officer for oversight of Safety Risk Management and Safety Risk Reduction.
- Roadway Worker Protection (RWP) Program: Added under Safety Risk Management to align with 49 CFR Part 671 and ensure consistent procedures for track access and worker protection.
- Updated Departmental Roles and Communication: Department descriptions now emphasize participation in safety committees and internal communication via The Hub.
- Terminology and Format Updates: Chapters on Safety Event Notification and Investigation were refined for consistency with FTA Part 673 and NTD standards; appendices were reorganized, and a new appendix was added for Risk Reduction Safety Performance Targets.
- Revised Approval Page: Updated to reflect JLSC approval and 2025 adoption date.

Whereas, it is feasible, necessary and in the public interest for the Agency to approve the annual updates to the Bi-State Development Public Transportation Agency Safety Plan, in accordance with the terms and conditions described herein.

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE BI-STATE DEVELOPMENT AGENCY OF THE MISSOURI-ILLINOIS METROPOLITAN DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Findings: The Board of Commissioners hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section.

Section 2. Approval of the 2025 Bi-State Development Public Transportation Agency Safety Plan: The Board of Commissioners hereby approves the 2025 Bi-State Development Public Transportation Agency Safety Plan, annual update (as provided in the Attachment to the Briefing Paper and made a part hereof), under and pursuant to this Resolution and the Compact for the authorized Agency purposes set forth in the preambles hereof and subject to the conditions hereinafter provided.

Section 3. Actions of Officers Authorized: The officers of the Agency, including, without limitation, the President and CEO, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the Metro Transit Agency Safety Plan and the execution of such documents or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Severability: It is hereby declared to be the intention of the Board of Commissioners that each and every part, section and subsection of this Resolution shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Commissioners intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part, section or subsection of this Resolution shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect, unless the court making such finding shall determine that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the intent of this Resolution.

Section 5. Rights Under Resolution Limited: No rights shall be conferred by this Resolution upon any person or entity other than the Agency officers and employees.

Section 6. Governing Law: The laws of the State of Missouri shall govern this Resolution.

Section 7. No Personal Liability: No member of the Board of Commissioners, officer, employee or agent of the Agency shall have any personal liability for acts taken in accordance with this Resolution.

Section 8. Effective Date: This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED, by the Board of Commissioners of the Bi-State Development Agency this 5th day of December, 2025.

In Witness Whereof, the undersigned has hereto subscribed his signature and caused the Seal of the Agency to be affixed.

**THE BI-STATE DEVELOPMENT AGENCY OF THE
MISSOURI-ILLINOIS METROPOLITAN DISTRICT**

By: _____

Title: _____

(SEAL)
ATTEST:

By _____

Deputy Secretary to the Board of Commissioners

From: Andrew J. Ghiassi-General Manager of Safety, Bi-State Development
Subject: Bi-State Safety Oversight (BSSO) Annual Safety Report
Disposition: Information Only
Presentation: Andrew J. Ghiassi-General Manager of Safety, Bi-State Development

Objective: The purpose of this briefing is to provide the Board of Commissioners with the 2025 annual update on the Bi-State Safety Oversight (BSSO) program. This update reflects the program's progress over the past year, the current status of safety oversight across the MetroLink system, and the priorities identified for the year ahead. The report is intended to keep the Board fully informed on the program's performance, highlight areas of advancement, and ensure transparency in how oversight responsibilities are being met.

Background: The Bi-State Safety Oversight program remains a collaborative initiative administered jointly by the Missouri and Illinois Departments of Transportation. Its mandate is to provide consistent and independent oversight of the MetroLink rail-fixed guideway system and to ensure compliance with both federal and state safety regulations. The program was established in accordance with 49 USC 5329 and federal regulations contained in 49 CFR Parts 672, 673, and 674, and is further supported by statutory requirements in Missouri and Illinois.

Through this structure, the BSSO is responsible for enforcing risk management protocols, investigating reportable events, and verifying that corrective measures are carried out and sustained. In close partnership with Bi-State Development, the program continues to monitor and strengthen the safety framework of MetroLink operations, ensuring that risks are addressed and compliance is maintained across all areas of system activity.

Regulatory Compliance and Collaboration: The BSSO program continues to operate in full compliance with federal and state regulatory requirements, while at the same time advancing a collaborative oversight model that enhances the effectiveness of safety management. In 2025, the program worked closely with Bi-State Development to conduct comprehensive audits and targeted inspections designed to identify risks and confirm compliance. Independent investigations were completed on reportable events, ensuring that corrective measures were implemented and sustained. In addition, the BSSO coordinated drills and exercises with BSD and emergency response partners to evaluate preparedness and strengthen response capabilities.

These combined efforts have not only improved MetroLink's operational safety and readiness but also reinforced accountability in the corrective action process. The partnership between BSSO and BSD has led to meaningful safety improvements and further strengthened the resiliency of the system.

Program Standard Updates: During 2025, revisions were made to the Joint BSSO Program Standard Manual to ensure oversight practices remain aligned with current federal expectations and industry best practices. These updates expanded the application of risk-based inspections across MetroLink operations, allowing for a more proactive identification of hazards and operational risks. The review and approval process was streamlined to reduce delays and provide

more timely oversight responses, while responsibilities of oversight personnel were further clarified to improve consistency in audit and investigation processes.

The language of the Program Standard was also refined to provide clearer reporting requirements and to improve transparency in documentation. These revisions demonstrate the adaptability of the oversight program and its commitment to ensuring that procedures remain effective, efficient, and capable of addressing evolving safety challenges.

Annual Safety Report Overview:

The 2025 Annual Safety Report presents an account of oversight activities and safety performance across the MetroLink system. It provides a detailed review of events observed throughout the year, together with an evaluation of corrective actions that have been implemented. Progress on Corrective Action Plans is clearly documented, with closure rates continuing to improve compared to prior years. The report also summarizes the results of recent safety audits, which confirmed BSD's compliance with the requirements of 49 CFR Part 674 as well as the relevant state oversight standards.

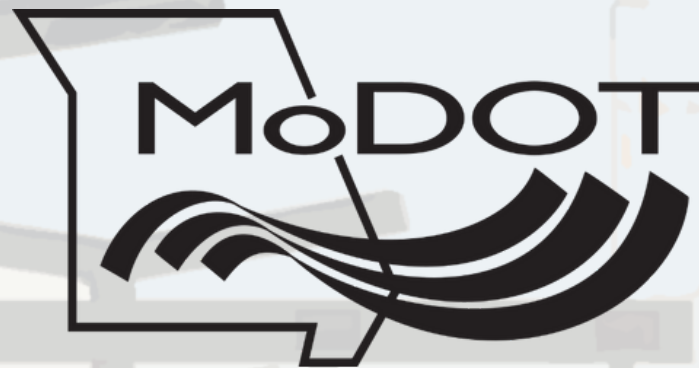
This year's report also highlights the integration of enhanced risk-tracking measures into day-to-day oversight activities, giving BSSO a stronger ability to anticipate hazards and address them early in their lifecycle. Additionally, preparations are underway to ensure compliance with anticipated federal oversight updates expected in 2025 and 2026, positioning both BSSO and BSD for a seamless transition as new requirements are introduced.

Committee Action Requested: No action is required from the Board at this time. This briefing is provided for information only.

Funding Source: No funding is requested as part of this report.

Attachments:

- Bi-State Safety Oversight (BSSO) Annual Report Presentation



Illinois Department of Transportation

BI-STATE SAFETY OVERSIGHT

Annual Safety Report to the Bi-State
Development Board of Commissioners

November 14, 2025

Agenda

- Program Requirements & Activities
- Regulatory Updates
- MetroLink Safety Events
- MetroLink Corrective Action Plans (CAPs)



Program Requirements & Activities

Program Management and Organizational Structure

- Bi-State Safety Oversight (BSSO) comprises a partnership of MoDOT and IDOT
 - Purpose of program: Oversee safety at rail transit programs (BSD) including state and federal regulations
 - **MoDOT** – Program Manager, Justin Sobeck
 - Transportation Resource Associates, Inc. (TRA) – MoDOT Contractor Support
 - **IDOT** – Program Manager, Jonathan Stevanovich
 - Dovetail Consulting – IDOT Contractor Support

BSSO Governing Regulations

FEDERAL REGULATIONS

- 49 United States Code (USC) 5329(e)
- 49 Code of Federal Regulations (CFR) Parts 671, 672, 673, 674

STATE REGULATIONS

- Missouri Revised Statues
 - Chapter 389, Sections 998 & 1005
- Missouri State Code
 - 7 CSR 265 Chapter 9
- Illinois Compiled Statutes
 - 45 ILCS 111
- Illinois Public Act 102-0559

FTA – Part 671 – Roadway Worker Protection Program (RWP)

- 49 CFR Part 671 – effective on December 2, 2024
- **Sets minimum safety standards for rail transit roadway workers**
- Requires BSD to implement programs that protect transit workers who work on or near the right of way though:
 - Establishing an RWP manual
 - Documented safety briefings
 - Formalized track access procedures
 - Risk-based protection measures.
 - The right to challenge and refuse unsafe work assignments
 - Establish and maintain an RWP training and qualification program.
- **BSD must comply by December 2, 2025**
 - BSD submitted the program for review

FTA – Part 672 – Public Transportation Safety Certification Training Program Training (PTSCTP)

- 49 CFR Part 672 is the FTA training rule, updated August 2024
 - The PTSCTP establishes a uniform curriculum for safety training for:
 - BSSO Personnel
 - BSD Safety Personnel
 - BSD and BSSO Contractors
- New requirements include the following:
 - BSD must designate a point of contact (PoC) for the FTA
 - That PoC must report its list of PTSCTP participants to the FTA twice a year

FTA – Part 673 – Public Transit Agency Safety Plan Requirements (PTASP)

- On May 30, 2024, FTA updated PTASP Requirements in 49 CFR Part 673
 - Formalized change per the Bipartisan Infrastructure Law
- The BSSO and BSD continue to work towards a compliant safety plan
 - BSD submitted a revised plan on October 14, 2025
 - 2025 PTASP conditionally approved by BSSO on October 28, 2025

BSSO/METRO Collaboration

TRIENNIAL
AUDITS

EVENT
INVESTIGATION

DRILLS &
EXERCISES

SAFETY & SECURITY
CERTIFICATION

FRONTLINE TEAM
SAFETY MEETINGS

CONFIGURATION
CHANGE BOARD

CAP ADVISORY
REVIEW COMMITTEE

BSSO/METRO SAFETY
MEETINGS

BSSO Annual Plan Reviews and Other Approvals

- Public Transportation Agency Safety Plan (PTASP)
- System Security Plan (SSP)
- Emergency Preparedness Program Plan (EPPP)
- Event Investigation Procedures (EIP)
- Annual Internal Audit Report and Certification
- Accident Investigation Reports
- Corrective Action Plans (CAPs)
- Roadway Worker Protection Program (RWP)*

*Biennial



BSSO Risk-Based Inspection (RBI) Program

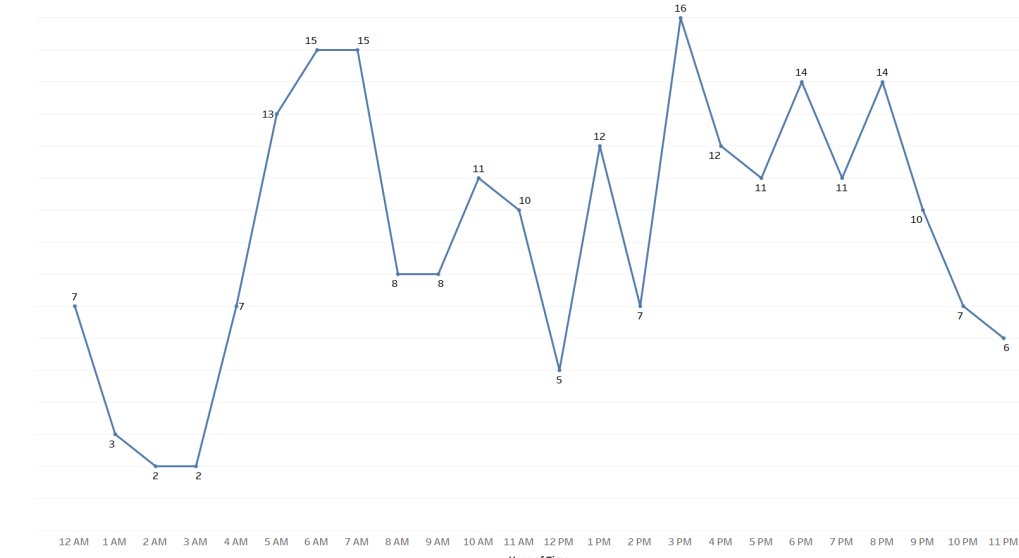
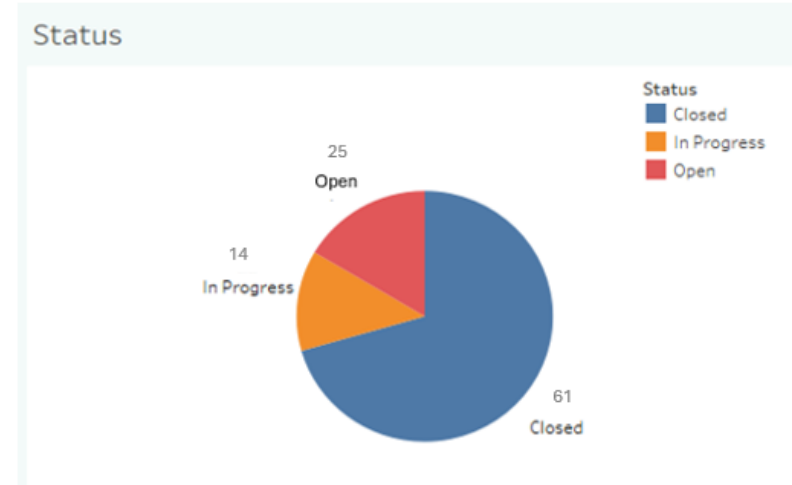
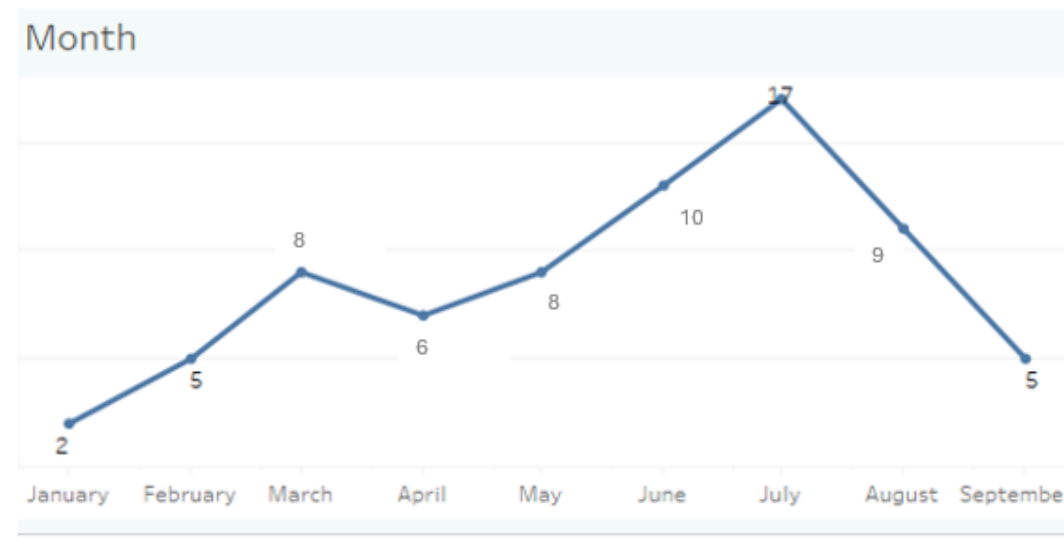
- October 21, 2022: FTA Special Directive 22-37
- December 16, 2024: BSSO's RBI Program approved for implementation
- Ongoing inspections and data collection
- Inspections:
 - Based on data from BSD, industry trends, and the level of risk
 - Includes leading and lagging indicators
 - Announced or unannounced
 - BSSO has access to all BSD facilities and data
 - BSSO will follow all BSD safety requirements during inspections
 - BSD must accompany BSSO on-demand for unannounced inspections

Recent RBI Program Activities

- July 2025: BSSO conducted a Risk-Based Inspection (RBI) to evaluate its Secure Platform Project (SPP)
 - Inspection based on recent trespassing events
 - No findings or recommendations
- August 2025: BSSO conducted a Risk-Based Inspection (RBI) at twelve grade crossings in MO and IL
 - Based on (2) FTA-reportable events involving collisions at grade crossings:
 - June 24, 2025, at MLK Grade Crossing
 - July 5, 2025, at 18th Street Grade Crossing
 - BSSO recommended that grade crossing markings be renewed

Future RBI Program Activities

- BSSO continues to collect and analyze data from BSD
- Lagging indicators (e.g., safety events)
- Leading indicators (e.g., hazards, rules, and procedure compliance)
- BSD may be required to provide additional safety data



NOT ACTUAL REPRESENTATIVE DATA

MetroLink Reportable Safety Events

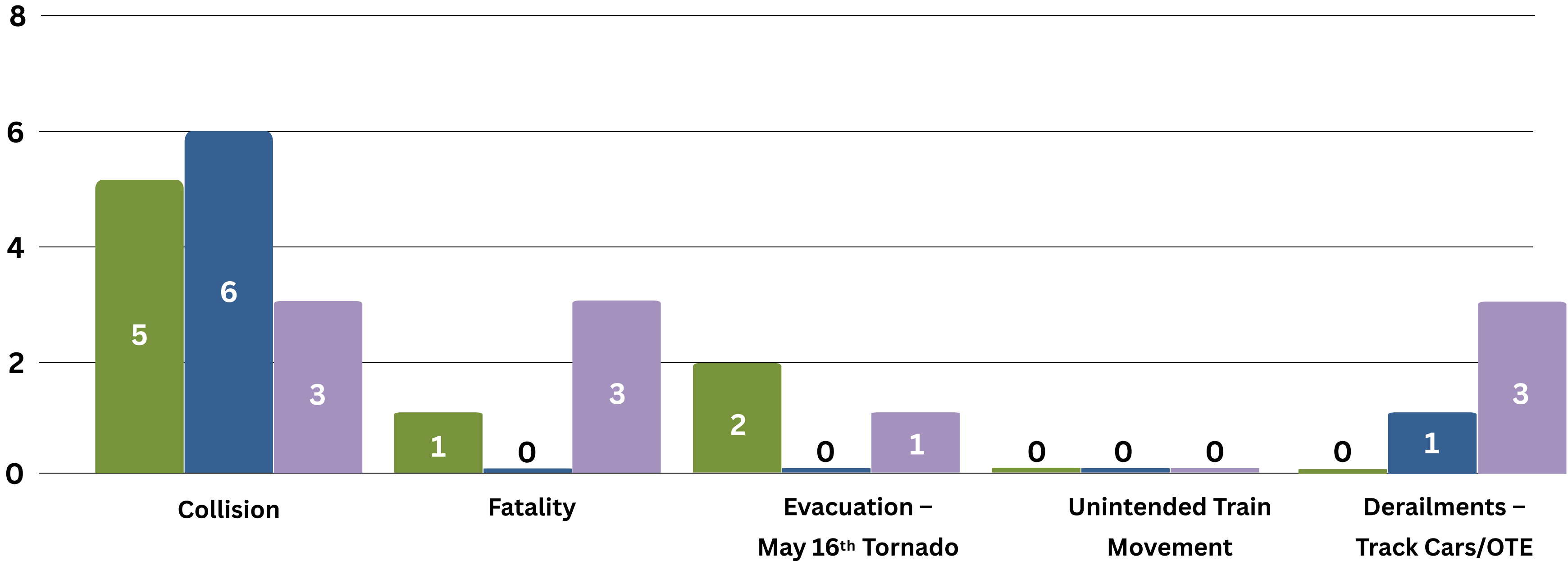
FTA Reportable Event Criteria 49 CFR Part 674

- The terms “accident,” “incident,” and “occurrence” have been eliminated in favor of the term “**safety event.**”
- Reportable Safety Events:
 - A fatality
 - Two (2) or more injuries
 - A derailment
 - A collision resulting in one or more injuries
 - A collision between two rail transit vehicles
 - A collision resulting in disabling damage to a rail transit vehicle
 - An evacuation for life safety reasons
 - Any unintended train movement



MetroLink Safety Events | 2023-2025

2023 2024 2025



Corrective Action Plans (CAP)

What is a CAP?

- A plan that describes actions an BSD will take to minimize, control, correct, or eliminate risk and hazards and a schedule for taking those actions
- Systematic process to document, track, monitor, and verify implementation of those actions

When is a CAP Required

- BSSO requires a CAP to address:
 - Instances of non-compliance with the PTASP
 - Audit findings
 - The root cause of safety events
 - Inadequate or ineffective risk mitigations



MetroLink CAPs | 2023-2025



Thank you!



JUSTIN SOBECK

Justin.Sobeck@mdot.mo.gov

Missouri Department of Transportation
105 West Capitol Avenue
Jefferson City, Missouri 65102



Illinois Department of Transportation

JONATHAN STEVANOVICH

Jonathan.Stevanovich@illinois.gov

Illinois Department of Transportation
69 West Washington Street, Suite 2100
Chicago, IL 60602

VISION

"Metro is committed to safe, reliable, and efficient service that St. Louis can trust. With better connections, convenient service, and a more comfortable ride, we are building a stronger, more dependable choice for mobility—one that empowers people, connects communities, and moves our region forward..."

Ron Forrest

Executive Vice President, Chief Operating Officer, Metro Transit

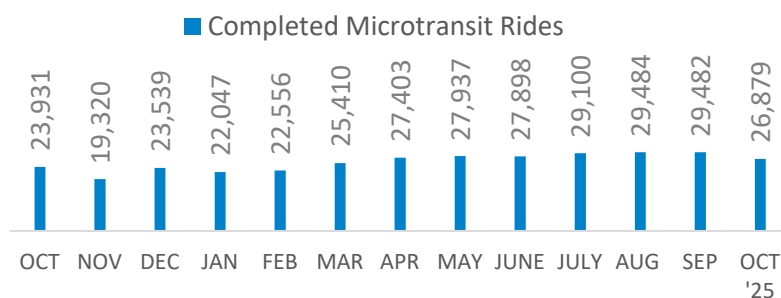
Transit Service Performance		MetroBus Fixed Route + Special Services	FY26 vs. FY25	MetroLink	FY26 vs. FY25	Call-A-Ride	FY26 vs. FY25
System Ridership	YTD	4,883,419	6%	2,744,760	4.5%	177,216	34.6%
	Q2	1,293,087	5%	531,060	2.1%	47,400	29.0%
Masabi Electronic Ticket Validations	YTD	981,331	* MetroBus boardings recorded by new electronic fare system are not yet separated by bus route, therefore not yet included in Missouri or Illinois totals.				
	Q2	271,052					
Missouri Ridership	YTD	3,295,226	*(-14.9%)	2,187,439	5.7%	177,216	34.6
	Q2	860,353	*(-17.9%)	531,060	2.1%	47,400	29.0
Illinois Ridership	YTD	607,072	*(-10.8%)	557,321	.01%		
	Q2	161,682	*(-11.6%)	133,725	1.3%		
Revenue Miles	YTD	4,505,091	2.3%	777,010	(-8.7%)	1,703,366	25.3%
	Q2	1,144,915	1.5%	194,300	(-4.1%)	437,405	15.3%
Revenue Hours	YTD	333,285	3.6%	35,224	(-6.0%)	88,807	6.6%
	Q2	84,844	2.8%	8,825	(-3.0%)	23,071	(-2.0%)
On-Time Performance	YTD	86.1%	1.0%	94.74%	(-1.7%)	87.09%	(-6.86%)
	Q2	85.9%	1.3%	94.4%	(-0.4%)	84.96%	(-9.33%)

Call-A-Ride Passenger Trip Requests, October, 2025

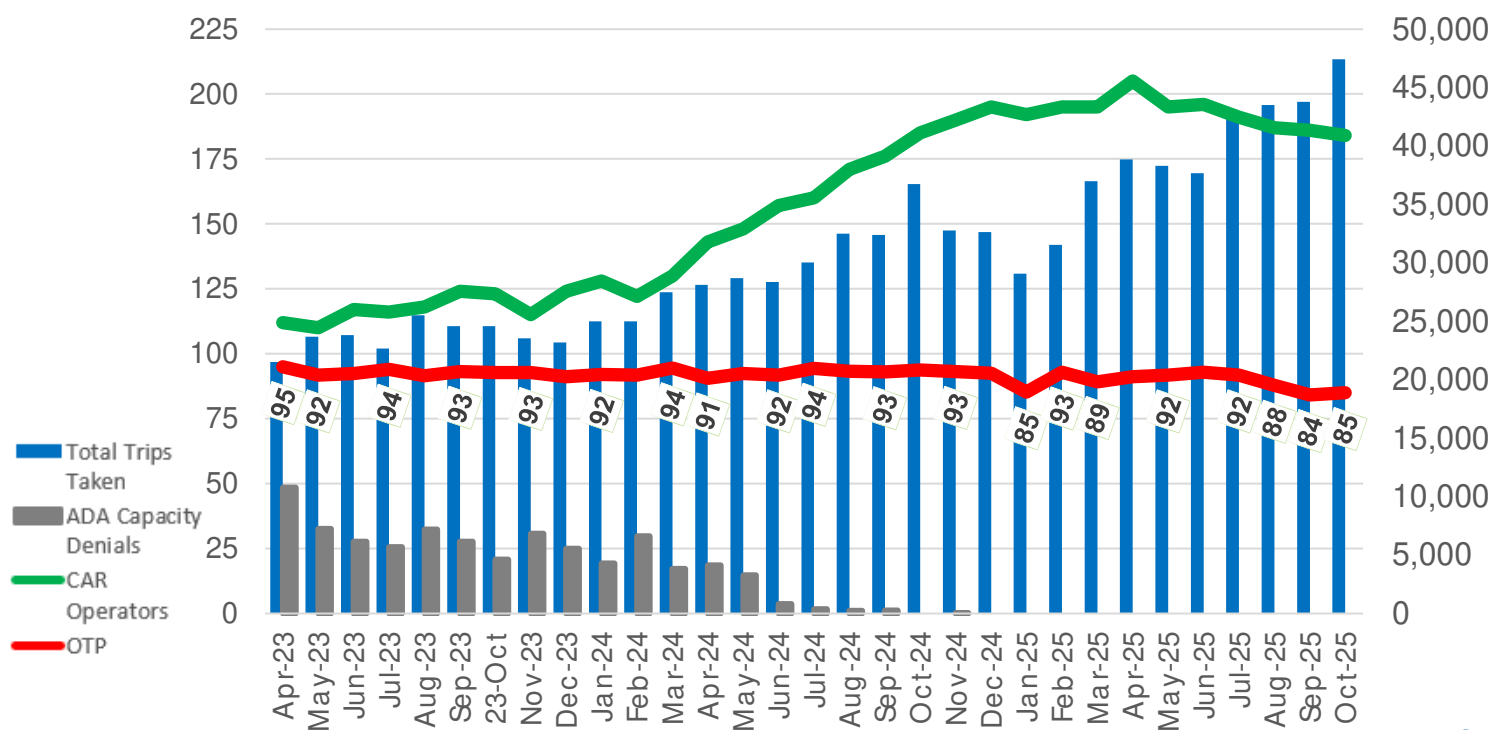
Passenger Trip Requests	# of Trips (includes overflow)	Percent of Trip Requests
Scheduled and Made	47,400	83.82%
Cancelled by Passenger	7,114	12.58%
No-Shows + Late Cancels	1,689	2.99%
Missed Trips	302	0.53%
Van Unavailable – ADA Rider Capacity Denial	0	0.0%
Van Unavailable – Same-Day Capacity Denial	3	0.01%
Van Available – Adversarial Denial	33	0.06%
Eligibility, Beyond Hours or Boundaries	11	0.02%
Former ADA Denial	0	0.0%
Total Trip Requests	56,552	100%

Paratransit Overflow Trips YTD	Jul 25	Aug 25	Sep 25	Oct 25
Lyft	1,127	554	1,885	3,580
Via (paratransit overflow only)	738	1,272	1,057	2,045
TOTAL OVERFLOW TRIPS	1,865	1,826	2,942	5,625

Via Metro STL, Last 12 Months



CAR Operators + Total Passenger Trips Served vs Service Reliability, Apr 2023-Oct 2025



October FY26: Paratransit Ridership Surges Amid Steady Fixed-Route Growth

Call-A-Ride Complementary Paratransit Demand Continues

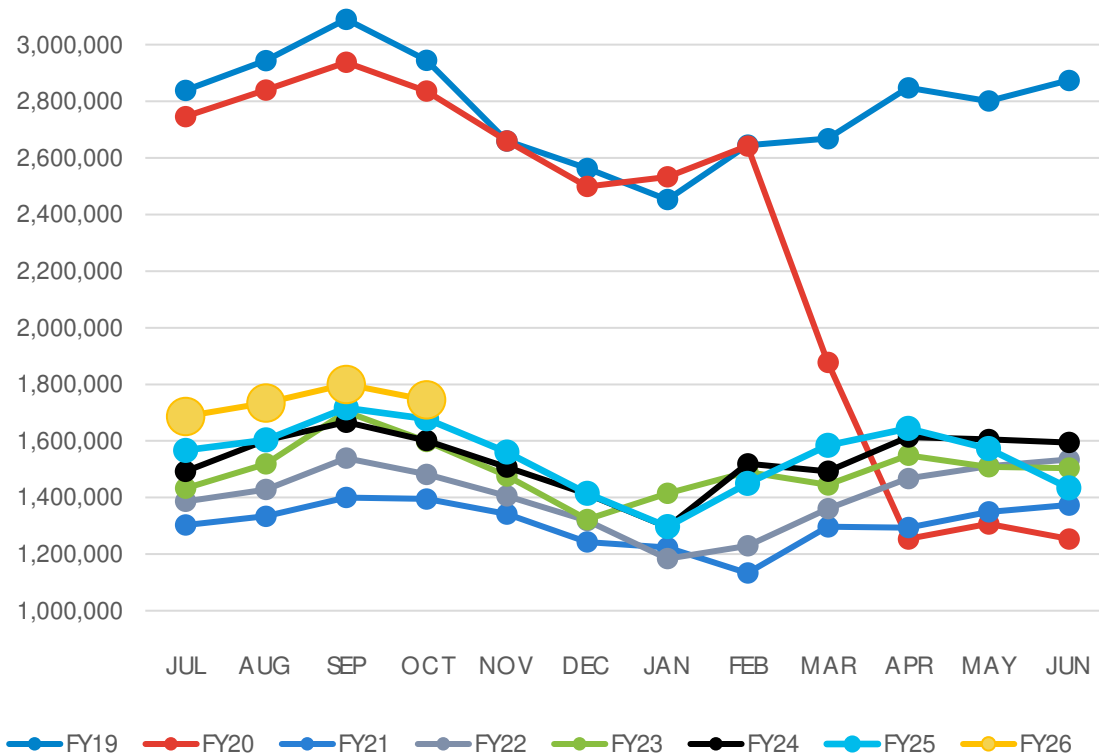
- **Ridership Growth** – Call-A-Ride service demand has returned to pre-COVID levels. October 2025 ridership was higher than any single month since August 2018. Trips completed increased by 35% year-over-year (YOY), and **October 2025 ridership increased by 93% compared to October 2023**. This large surge in ridership reflects a truer picture of paratransit demand in our region, which was artificially repressed by large numbers of ADA Capacity Denials. There has been no substantial number of ADA Capacity Denials since October of 2024.
- **Operational Strain** – Increased demand is particularly impactful during peak periods, exceeding current operator and fleet capacity. This strain has led to a decline in system performance, **with OTP dropping below 90% for three months running, and below 85% in both September and October 2025**.

- **Reliance on 3rd-Party Vendors & Management to Meet Demand** – Call-A-Ride does not currently have the available complement of drivers to meet demand; as such, the system has increasingly relied on overflow service and non-operator personnel in peak demand periods. In October 2025, over 5,600 trips were outsourced to third-party providers to stabilize service. Additionally, Call-A-Ride Division Leadership, including qualified Transportation Service Managers (TSMs), Director of Operations, and dispatch staff, have actively participated in operations by driving non-revenue vehicles to pick up revenue passengers. This hands-on approach aims to alleviate operator burden during peak demand.

Fixed Route Ridership Growth Slow & Steady

- MetroBus boardings have increased steadily by 6% YTD compared to the same period in FY25, after accounting for electronic fare usage.
- MetroLink ridership rose more than 8% YOY in July and August, dipped slightly in September, then stabilized in October 2025. Overall, MetroLink shows a 4.5% YTD ridership increase over FY25.

STANDARDIZED FIXED-ROUTE RIDERSHIP



Fiscal Year Fixed-Route Ridership

Actuals

FY19 = 35,874,800
Jul-Oct = 12,938,600

FY20 = 29,734,100
Jul-Oct = 12,535,700

FY21 = 16,970,800
Jul-Oct = 5,926,300

FY22 = 18,155,900
Jul-Oct = 6,330,416

FY23 = 19,332,100
Jul-Oct = 6,807,001

FY24 = 19,478,550
Jul-Oct = 7,055,697

FY25 = 20,796,600
Jul-Oct = 7,222,451

YTD FY26

Jul-Oct = 7,628,179

- Standardized figures smooth the month-to-month variance caused by calendar service day mix
= [(average weekday * 20) + (average Saturday * 4) + (average Sunday * 4)]
- Fixed-route ridership figures do not include MetroBus Special Service.
- Ridership comparisons reflect conservative estimation methods as measurement systems continue to be upgraded and calibrated.
- All ridership totals have been adjusted to reflect the impacts of cyberattacks, equipment malfunctions, and other technical outages.

Sign-on and Retention Bonuses

- As of November 9, 2024, Mechanics and Electricians are the only positions with a sign-on bonus.
- Sign-on bonus payouts for Bus Operators will conclude in October of 2025. **0** Bus Operators remain in process.
- Sign-on bonus payouts for Van Operators will conclude in March of 2026. **23** Van Operators remain in process.

Status of Operations

MetroBus	1,701 of 99,487 scheduled trips were missed in October, with 1,059 (1.7%) due to workforce issues.
MetroLink	There were zero (0) annulled trip in October 2025.
Call-A-Ride	Zero (0) denied boardings out of 56,552 trips requested in October.

In October 2025, MetroBus missed 1.7% (or 1,701) of all scheduled trips, as reported by Metro Operations in TroubleLog. Service levels and bus routes were minorly adjusted on September 8th to improve schedule adherence based on rider and operator feedback. The volume of missed trips was highest (2.3%, or 503 trips throughout the month) during the afternoon peak (2pm-6pm), when it has been more difficult to get all runs out on time due to peak hour vehicle requirements and staffing and fleet shortages. There were several scheduled construction projects that caused disruptions to regular MetroLink service, as well as single tracking that was implemented due to maintenance on a portion of the alignment in Illinois. Lastly, ADA rider capacity denials managed to remain at 0% throughout October despite a steady increase in demand, although on-time performance (OTP) fell short of the department's 93% target, coming in at 85%.

Recruitment Progress

- We hired 17 Non-CDL holding Bus Operator Apprentices in October. Our next Training classes will be on November 10th for CDL holders.
- We hired 10 Van Operator Apprentices in October. Our next class will be on November 10th.

Recruiting & Training Snapshot

	Applications	Hires	Scheduled for Training	In Training	FY26 Grads
MetroBus Operators	127	14	2	14	16
MetroLink Operators	0	0	0	0	0
Call-A-Ride Operators	183	4	7	3	3
1A Mechanics	14	0	1	5	7
Electro-Mechanics	0	0	0	4	0
Electricians	4	0	3	1	3

Staffing Levels

	FT MetroBus Operators	PT MetroBus Operators	MetroLink Operators	Call-A-Ride Operators	General Maintenance 1A Mechanics	Vehicle 1A Mechanics	MetroLink ElectroMechanics	Electricians
Budgeted	650	0	102	180	42	188	39	65
Required for Service	651	20	94	200	--	--	--	--
Active	622	12	89	186	39	159	28	59
(Over)/Under Budget	28	(12)	13	(6)	3	29	11	6
% (Over)/Under Budget	4.3%	(----)	12.7%	(3.3%)	7.1%	15.4%	28.2%	9.2%