

Board of Directors of the Kansas City Streetcar Authority
May 16, 2019 at 12:00 p.m.
Meeting Summary Minutes
Singleton Yard
600 E. 3rd St, Kansas City, Missouri 64106

1. Call to Order:

Michael Hagedorn called the meeting to order. Introductions followed.

2. Approval of Previous Meeting Summary Minutes

Matt Staub moved to approve the March 27, 2019 meeting and the Strategic Planning Workshop summary minutes, Jason Swords seconded and the motion unanimously carried.

3. Public Comment

There were no Public Comments. Tom Gerend recognized Herzog Transit Service (HTSI) employees that are valued members of the Streetcar team.

4. #805 Delivery and Commissioning Update

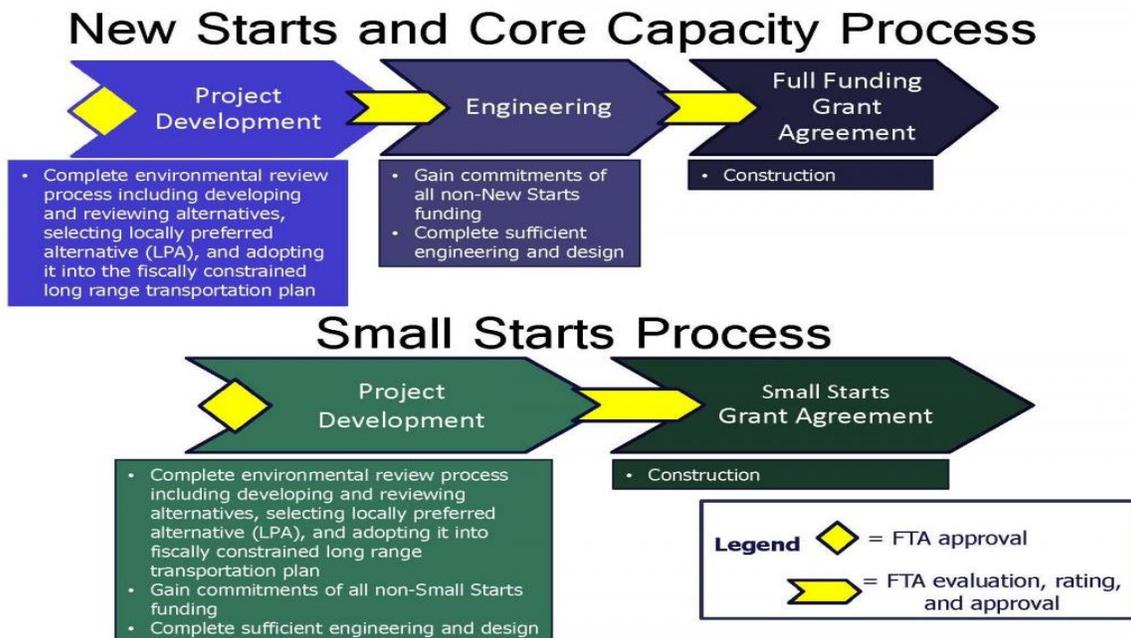
Mr. Gerend said that two years ago the Board of Director’s approved ordering two additional streetcars to increase the fleet to 6 Streetcars total, to be prepared for the growth. The first streetcar (805) arrived on May 13th. It will go through commissioning and burn in and will enter into revenue service in the beginning of July. He shared pictures of streetcars 805 and 806 in production and reported that 806 is scheduled to arrive in August.

On behalf of the Board of Directors, Michael Hagedorn thanked HTSI.

5. Streetcar Main Street Extension Updates

Tom Gerend gave updates on the Main Street Extension.

The project received a positive rating from the Federal Transit Administration (FTA) for the Main Street Extension, making a crucial step in moving the Streetcar Extension towards construction. The project received a Medium-High rating. Though this is an important prerequisite to a future federal grant agreement, it is not a formal commitment of federal funding. Mr. Gerend went through the New Starts process and where Kansas City Streetcar is in the



Mr. Gerend went through an extensive checklist that provided a categorized list of elements to be completed prior to FTS's approval for entry to engineering.

Mr. Gerend said while project development work on the Main Street Extension has been funded and is underway for 2019, it is important to look ahead to 2020 to outline remaining front-end cost, develop a timeline for final grant completion and district funding transition and determine near-term cash flow needs prior to TDD activation.

Mr. Gerend said that there the Federal Funding process has specific requirements. He went through them:

Committed: Committed sources are programmed capital funds that have all the necessary approvals (legislative or referendum) to be used to fund the proposed project without any additional action. These capital funds have been formally programmed in the MPO's TIP and/or any related local, regional, or state CIP or appropriation. Examples include dedicated or approved tax revenues, state capital grants that have been approved by all required legislative bodies, cash reserves that have been dedicated to the proposed project, and additional debt capacity that requires no further approvals and has been dedicated by the transit agency to the proposed project.

Budgeted: This category is for funds that have been budgeted and/or programmed for use on the proposed project but remain uncommitted, i.e., the funds have not yet received statutory approval. Examples include debt financing in an agency-adopted CIP that has yet to receive final legislative approval, or state capital grants that have been included in the state budget, but are still awaiting legislative approval. These funds are almost certain to be committed in the near future. Funds will be classified as budgeted where available funding cannot be committed until the Full Funding Grant Agreement (FFGA) is executed, or due to local practices outside of the project sponsor's control (e.g., the project development schedule extends beyond the TIP or CIP period).

Mr. Gerend asked for consideration of support for the project implementation proposal related to Main Street Extension, consisting of related actions necessary to support federal funding requirements and project implementation

Jason Swords moved to approve the allocation of \$9m in current and future streetcar funding to support federally required Main Street Extension Due Diligence, to execute the TDD transition and activation agreements and approve the project financial and bond issuance plan related to commitment of local match (TDD funding utilization), David Johnson seconded and the motion unanimously passed.

6. Committee Reports

Operations Committee

Tom reported on Ridership numbers and gave an update on the summer streetcar schedule.

- March Total Ridership -211,456
- April Total 2019 Ridership – 172,862

Mr. Gerend said construction on North Loop shelters didn't start in early May as previously stated but will start in early June. He displayed pictures of them in production.

Mr. Gerend reported on the new summer streetcar schedule, once 805 is in revenue service the summer schedule will begin. Four streetcars will run during peak time: Monday-Friday from 10:00-2:00, First Fridays and every Saturday.

Major Gates gave a Safety and Security update. He said there wasn't anything new to report. He advised the Board that he is now the commander of South Patrol. He will continue to be the KCPD liaison to the Streetcar.

Marketing Committee

Donna Mandelbaum gave the marketing committee update.

A commercial featuring the Royals streetcar is running on Fox Sports. The KC Streetcar partnered with Our Daily Nada,

Young Friends of the Kansas City Public Library and Andrews McNeel Publishing for KC Poetry on the Move to celebrate National Poetry month.

Art in the Loop 2019 theme is Make Believe. The kickoff is on June 5th. Ms. Mandelbaum invited the Board Members to attend.

As a part of Art in the Loop, KCSA will sponsor Summer Sounds music series. on Thursdays at 5:00 pm.

Budget and Finance

Tom Gerend reported that the financials are in good shape and are trending favorable. March and April 2019 financial statements were at the Board Members’ places for their review. Jan Marcason moved to accept both financial reports, George Guastello seconded and the motion carried.

Mr. Gerend said it has become difficult to stay ahead of bills, having to have two signatures on every check and with the Board meeting every other month. Staff propose an update to the purchasing and payment policy in order to keep business flowing. The Budget and Finance committee approved a new purchasing policy, that was at the Members places.

Purchasing and Payment Authority for Goods and Services

The following chart provides a guide on the bid processes, advertising, approvals and payment authority required for various purchase amounts

Dollar Amount	Type of Bid	Advertising	Approvals	Payment Authority
\$0 to \$3,000	No bids required, though comparison-shopping is encouraged.	None required.	Executive Director	Executive Director
\$3,001 to \$25,000	Three written bids preferred, to be documented by fax, e-mail or letter.	None required. Actively solicit potential vendors. May post bid document on website.	Executive Director	Executive Director
\$25,001 to \$75,000	Three written bids preferred, to be documented by fax, e-mail or letter.	None required. Actively solicit potential vendors. May post bid document on website.	Board Chair or Budget & Finance Committee	Executive Director + Board Chair
\$75,001 and above	Three written bids required (formal bid process, RFP/RFQ/RFI).	Required. Post bid document on website.	Board of Directors	Executive Director + Board Chair

Payment Authority Exceptions

- All payments related to KCSA legal services will need Executive Director and Board Chair signature
- All fixed payments related to annual contracts previously acted on by the KCSA will only need Executive Director
- Legal invoices will require Chairman of the Board of Directors and the Executive Director signature

Jan Marcason moved to accept the revised purchasing and payment authorization policy, George Guastello seconded and the motion carried.

7. Executive Director Report

Tom Gerend reminded the Board that there is a final Strategic Planning Workshop planned on May 31st, the meeting invite has been sent.

APTA Rail Conference is next month and he plans to attend.

The kickoff for Pride KC is May 28th at Union Station. He reminded the Board that the team, (KCSA, Ride KC and Bike KC) raised the funds to wrap the Streetcar, Bus, Station stops and Bikes from private companies.

David Johnson added that it is great to have a supportive stand.

8. David Johnson moved to vote to temporarily close this meeting to the public, pursuant to our authority to do so under subsections 1, 11, and 12 of Section 610.021 of the Missouri Statutes - which authorizes the Authority to close its meetings to the extent the discussion relates to any confidential or privileged communications with its attorney, sealed bids or proposals or related documents, any documents related to a negotiated contract or specifications for competitive bidding, or employees and that the meeting be reopened to the public upon conclusion of those discussions. Jason Swords seconded the motion. A roll call of following board members voted to go into closed session: Jan Marcason, Susan Ford-Robertson, George Guastello, Mike Hagedorn, David Johnson, Russ Johnson, Matt Staub, and Jason Swords. No board members voted against the motion.

David Johnson moved to come out of closed session. A roll call of the following Board Members voted: Jan Marcason, Susan Ford-Robertson, George Guastello, Mike Hagedorn, David Johnson, Russ Johnson, Matt Staub, and Jason Swords. No board members voted against the motion.

In open session it was announced that Russ Johnson moved to approve extending HTSI's contract, Jason Swords seconded and the motion carried.

The next meeting will be held on Thursday, May 16, 2019 at the Singleton Yard, 600 E. 3rd St., KCMO.

The meeting was adjourned.

Board Members Attending

George Guastello
Michael Hagedorn
David Johnson
Russ Johnson
Jan Marcason
Susan Ford-Robertson
Matt Staub
Jason Swords

Others attending

Maj. Daniel Gates, KCPD
Brandon Dawson, HTSI
Tom Gerend, KCSA
Brian Hadley, HTSI
Ebony Jackson, KCSA
Bruce Joslin, HTSI
Ryan Lowe, HTSI

Donna Mandelbaum, KCSA
Charlie Miller, Lewis Rice
J.C. Pletzer, HTSI
Rayanne Robertson, HTSI
Jon Schlegel, HTSI
Jackie Nofsinger-Smith, HTSI
Dave Thurston, HTSI
Jason Waldron, KMO