

**MINUTES
JANUARY 17, 2023
BOARD OF DIRECTORS
GRTC TRANSIT COMPANY**

Members Present: Tyrone E. Nelson, Chair, County of Henrico
Andreas Addison, Vice Chair, City of Richmond
Barbara K. Smith, Secretary/Treasurer, County of Chesterfield
Dave Anderson, County of Chesterfield
Todd Eure, County of Henrico
Jim Ingle, County of Chesterfield
Lincoln Saunders, City of Richmond
Daniel Schmitt, County of Henrico

Others Present: Bonnie Ashley, General Counsel
Sheryl Adams, Interim Chief Executive Officer
Adrienne Torres, Chief Development Officer
John Zinzarella, Chief Financial and Administrative Officer
Tim Barham, Chief of Transit Operations
Tony Byrd, Director of Maintenance
Anthony Carter, Director of Risk Management
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Sam Sink, Director of Planning & Schedules
Tonya Thompson, Director of Procurement
Von Tisdale, Executive Director, RideFinders
Monica Carter, Safety and Service Compliance Manager
Antionette Haynes, Procurement Services Administrator
Jean Lombos, ITS Project Implementation Manager
Ashley Mason, Manager of Organizational Advancement
Kesha Reed, Senior Budget and Financial Analyst
Janice Witt, Executive Assistant
Richard Hankins, RVA Rapid Transit
David Ware, NEXT

I. Call to Order & Introductions

This meeting of the Board of Directors of the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on January 17, 2023, by the Chair, Tyrone Nelson, at 8:00AM. The meeting was held at GRTC Transit System, Operators Lounge, 301 East Belt Boulevard, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address:
https://youtu.be/FCKEiXUU_Y4.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this January 17, 2023, standing meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com. Per the meeting notice, all written comments received via email by Ashley Mason prior to 5:00PM on the day preceding a meeting were provided to all members of the Board the night before the meeting, are read during the Public Comment Period of the meeting by staff following the two-minute speaking limit and will be included in the minutes of the meeting.

No public comments were received.

III. Information Items

A. Updated List of Recent and Upcoming Procurements

Planning has added one procurement the Downtown Transfer Center Study. GRTC would like a consultant to help support us in evaluating site requirements for a permanent location, the economic impact of the transfer center and the potential for a joint development.

IV. Action Item

A. Microtransit Implementation Plan

Finished Phase I which identified the five zones. The five zones are Ashland, Powhatan, Washington Park – Azalea, Sandston – Elko, North Chesterfield West. GRTC aims to implement the pilot in FY24. GRTC requires assistance from consultants to refine the five pilot zones and develop a phased implementation plan. This includes confirming zone boundaries and the appropriate operating model, developing detailed implementation and communication plans, estimating the operating and capital costs of Microtransit service, establishing service standards and a reporting structure, and supporting GRTC throughout the procurement and implementation process. Staff recommends that the Board authorize the Interim CEO to award a task order for a Microtransit Implementation Plan in the amount of \$185,234.63 to Foursquare ITP through GRTC's General Planning Consultant contract. Mr. Schmitt motioned to accept staff's request, Ms. Smith seconded, and the motion carried unanimously.

V. Staff Reports

Staff discussed the Reports provided in the Board Packet as follows with no significant changes from the prior month to report and no new significant issues pending:

- A. Safety Performance – Tony Carter
- B. Service Report and Operator Staffing – Tim Barham
- C. Vehicle/Facility Report and Maintenance Staffing – Tony Byrd
- D. Quarterly Performance – Sam Sink
- E. Ridership Report – Sam Sink
- F. Rider Comments – Monica Carter
- G. Financial Report – John Zinzarella

VI. Board Subcommittee Reports

A. Finance Subcommittee Report

The Finance Subcommittee met on January 12 and the following items were discussed:

- *FY2024 Proposed Baseline Budget*
The FY2024 Proposed Baseline Operating Budget is \$71.6M. The key assumptions were: zero fare continues through June 30, 2024, no growth in service, headcount 520 positions which is an increase of 5 positions, health insurance, CPI-U Index, DRPT Trip Grant, DRPT, CVTA, City of Richmond, Henrico, and Chesterfield Contributions.
- *Multi-Year Capital Plan – FY2024 Project List*
At the meeting on Thursday with the Finance Subcommittee, the following items were reviewed: the five-year capital plan and FY24 state application request. The total for FY24 projects was \$27.2M and our state match request was \$15.1M.
- *Petersburg Area Transit Federal Formula Split*
Ms. Adams will be reaching out to Petersburg this week. In the past there was a 90/10 split, 90% going to GRTC and 10% to Petersburg. GRTC has challenged them over the past couple of years to take this into formula driven split following how funds are allocated from CVTA. GRTC's number now is about 94/6 and Petersburg came back with an 85/15 split and GRTC has requested methodology for those numbers.

VII. Interim Chief Executive Officer's Report – Sheryl Adams

- Joe Dillard is working with Delegate McQuinn on a house bill for operator assaults to make it a class 6 felony and working with the Union to get them involved with this. We have requested this

before and it failed but there has been an increase in Operator assaults and GRTC is hoping this will be successful.

- Joe Dillard is working on a house bill with Delegate Tata to help find Microtransit funding.

VIII. Approval of December 20, 2022 Board Meeting Minutes

Mr. Saunders motioned to approve the December 20, 2022 Board Meeting minutes, Mr. Ingle seconded, and the motion carried unanimously.

IX. Consent Agenda

- A. HASTUS Annual Maintenance and Support Agreement
- B. Radio System Console Upgrade
- C. Zero Emission Vehicle Transition Plan
- D. East End Transfer Hub Study
- E. Medical Health Insurance Renewal

Mr. Anderson motioned to approve the Consent Agenda, Mr. Addison seconded, and the motion carried unanimously.

X. Executive Session

- A. Personnel Subcommittee

Mr. Saunders moved that GRTC's Board of Directors hold a closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the discussion and consideration of prospective candidates for employment as Chief Executive Officer of the Greater Richmond Transit Company. The motion was seconded by Mr. Schmitt, and the motion carried unanimously.

Mr. Saunders moved that this closed meeting was convened pursuant to the Virginia Freedom of Information Act and that, according to Sections 2.2-3712 of the Code of Virginia, it was conducted in conformity with Virginia law and that nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Mr. Nelson requested a Roll Call Vote which was unanimous.

XI. Adjourn

There being no further business, the meeting adjourned at 9:54AM

APPROVED:

Tyrone E. Nelson, Chair
GRTC Board of Directors

Date