

**MINUTES**  
**MARCH 21, 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  
Ellen Robertson, City of Richmond  
Daniel Schmitt, County of Henrico

Others Present: Bonnie Ashley, General Counsel  
Sheryl Adams, Chief Executive Officer  
Adrienne Torres, Chief of Staff  
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  
Monica Carter, Safety and Service Compliance Manager  
Antionette Haynes, Procurement Services Administrator  
Ashley Mason, Manager of Organizational Advancement  
Cherika Ruffin, Program Manager  
Maurice Carter, Local 1220, Amalgamated Transit Union  
Diana Hall, Citizen  
Richard Hankins, RVA Rapid Transit  
Ken Lantz, PlanRVA  
Dan Motta, PlanRVA

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 March 21, 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://youtube.com/live/IRoQgSDnLZ4?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this March 21, 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 written public comments were received.

III. Approval of February 21, 2023 Board Meeting Minutes

Mr. Schmitt motioned to approve the February 21, 2023 Board Meeting minutes, Mr. Addison seconded, and the motion carried unanimously.

IV. Consent Agenda

- A. Procurement of Flat Bed Wrecker
- B. Facilities Master Plan Task Order
- C. Title VI Program Resolution
- D. Pulse Station Modifications
- E. Procurement Threshold Updates

Ms. Robertson motioned to approve the Consent Agenda, Ms. Smith seconded, and the motion carried unanimously.

V. Information Items

A. Updated List of Recent and Upcoming Procurements

Listed below are four new procurements Ms. Thompson highlighted:

- Tire Lease Services for GRTC's transit vehicles. The current contract is with Michelin North America, Inc., and it will expire on May 31. Staff is pursuing other contracts through the invitation for bids process. The estimated value of this contract is \$3,080,000 over a five-year period and we anticipate an award in the Spring.
- Mechanical, Electrical, Plumbing, Fire & Sprinkler Services – the facilities team would like to contract for preventive maintenance repair and replacement services for all these systems. The estimated value of this contract is \$2,100,000 over a three-year period.
- Website Redesign Services – Staff is seeking to update GRTC's website in order to make it more rider focused and to properly support the organization's needs for activities such as paratransit eligibility certification, employment offerings, developer data portal and current contracting opportunities. Staff has budgeted \$100,000 for these services and anticipate bringing this to the Board in the Spring.
- Downtown Transfer Center Restrooms – This will be to bring restroom facilities to our drivers at the Downtown Transfer Center. The estimated cost of the structure is \$200,000 and anticipate bringing this to the Board in the Spring for approval.

VI. 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

Mr. Barham provided statistical information to the Board from 2022 on the number of operators that started training and how many graduated - there were 68 total operators that started training and 53 of those graduated.

- C. Vehicle/Facility Report and Maintenance Staffing – Tony Byrd
- D. Ridership Report – Sam Sink
- E. Rider Comments – Monica Carter

Ms. Carter presented the Rider Comments for February and reported that there were 46 complaints that were non-verified. The Board has concerns over the number of non-verified complaints and asked that staff look into this.

- F. Financial Report – John Zinzarella

VII. Board Subcommittee Reports

A. Finance Subcommittee Report - The Finance Subcommittee met on March 9 and discussed the following:

- Ms. Thompson, Director of Procurement, presented Procurement Threshold Updates to the Subcommittee and it was recommended to the Board of Directors at the March Board meeting to approve the increases.

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

- Mrs. Adams is requiring administrative staff to ride the bus quarterly with the purpose of gaining a better understanding of where our routes travel, what our operators experience daily, and to provide support to our frontline employees. This program will begin in April.

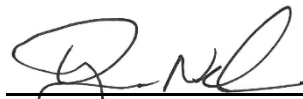
IX. Board Chair's Report

- Chairman Nelson stated that Ms. Adams and Ms. Torres gave a presentation to the Henrico Board of Supervisors and it was well received and suggested that Chesterfield and the City of Richmond should invite them to present to the Chesterfield Board of Supervisors and Richmond City Council.

X. Adjourn

There being no further business, the meeting adjourned at 8:45AM

APPROVED:



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Tyrone E. Nelson, Chair  
GRTC Board of Directors

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April 18, 2023

Date