

**MINUTES**  
**JUNE 20, 2023**  
**GRTC BOARD OF DIRECTORS**

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  
Lincoln Saunders, 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  
Mike Hurt, Interim Director of Marketing & Communications  
Tonya Thompson, Director of Procurement  
Von Tisdale, Executive Director RideFinders  
Henry Benton, Communications Specialist  
Brandon Butler, Procurement Specialist  
Monica Carter, Safety and Service Compliance Manager  
Jamel Harper, Procurement Specialist  
Ashley Mason, Manager of Organizational Advancement  
Patricia Robinson, Planning Manager  
Janice Witt, Executive Assistant  
Richard Hankins, RVA Rapid Transit  
Ken Lantz, 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 June 20, 2023, by Chairman 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://www.youtube.com/watch?v=SCKRBSEcP0c&t=260s>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this June 20, 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.

**Roslyn Hamilton**

I use the Pulse, 14, and any 2 A, B, and C. My biggest concern with the buses is I think they really need to keep it AS IS with the “no fare” charge. Because, for a lot of us out here, things are getting higher, and we’re scrambling, you know.

I appreciate not having to pay the bus fare, because sometimes I had wanted to catch the bus, but I didn’t have enough money and I had to walk. I have a handicap now and it’s even harder, so I appreciate that. Everybody is not alike, disrespecting, fighting, it’s just that everybody’s not alike. It is very helpful and I, for one, am very grateful.

**Jane Peterson**

I use bus route 76. I'm retired and I don't want to own a car. I like having the bus available.

III. Approval of May 16, 2023 Board Meeting Minutes

Mr. Saunders motioned to approve the May 16, 2023 Board Meeting minutes, Mr. Schmitt seconded, and the motion carried unanimously.

IV. Consent Agenda

A. Mechanical, Electrical and Plumbing Services

B. Website Redesign Services and Software

Mr. Ingle motioned to approve the Consent Agenda, Ms. Robertson seconded, and the motion was carried unanimously.

V. Action Items

A. Advertising Policy

Staff recommends that the Board of Directors approve the 2023 GRTC Advertising Policy for the purpose of providing guidance and structure for approving messages to be included in GRTC’s advertising program and displayed on GRTC’s property. Mr. Anderson motioned to approve the proposed advertising policy with the amendments to remove gambling and alcohol from the policy. Mr. Saunders seconded, and the motion was carried unanimously. Mr. Ingle requested that the Committee that reviews the ads take into consideration the responsible laws.

B. City of Richmond Franchise Agreement

Staff recommends that the Board of Directors support the updated Franchise Agreement that will allow for advertising for BRT stations and local bus stops. Mr. Ingle motioned to approve staff’s requests, Mr. Anderson seconded, and the motion carried unanimously.

VI. Information Items

A. Updated List of Recent and Upcoming Procurements

Ms. Thompson stated that there are five new procurements and three of those staff will be submitting award recommendations to you this summer. First, installation of solar equipment for the Clever Smart Yard project which will allow staff to monitor bus performance while vehicles are here at the facility and the estimated cost of this project is \$217,000. Second, the ERP Denovo Support Services, which is our contractor who is currently assisting us with the implementation of our Enterprise Resource Planning System and the estimated cost for additional services is \$108,000. Third, Scheduling Software Training Services for fixed route software and the estimated cost is \$91,000.

B. RideFinders Awards

VII. 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. Ridership Report – Patricia Robinson
- E. Rider Comments – Monica Carter
- F. Financial Report – John Zinzarella

VIII. Board Subcommittee Reports

A. Finance Subcommittee Report – Jim Ingle

Mr. Ingle stated that he did not have anything to add that Mr. Zinzarella covered it all.

B. Development Subcommittee Report – Barb Smith

Ms. Smith stated that the Committee received updates on plans, studies, and projects underway for the North/South BRT Study, Eastbound Transfer Hub Study, Microtransit Implementation Plan, Transit Strategic Plan, Dedicated Lanes Study, Zero Emissions Vehicles Transition Plan, Facilities Master Plan, 325 Belt Blvd Demo and Remediation, Pulse Station Modifications, Downtown Transfer Station, and the Permanent Downtown Transfer Stations. Ms. Adams stated that this will all be reviewed at the Board of Directors Retreat.

IX. Chief Executive Officer's Report – Sheryl Adams

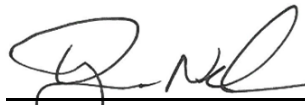
- The Board of Directors Retreat is scheduled for July 18 at Bon Secours Training Camp from 9AM – 2PM. The regularly scheduled Board meeting that day will be cancelled.
- After the last Board meeting, Mr. Anderson met with Mr. Carter in Training and the experience of using the Training Simulator. He has a video to share and challenged all Board members to try the Simulator to see what the Operators experience daily.

X. Board Chair's Report

XI. Adjourn

There being no further business, the meeting adjourned at 9:05AM.

APPROVED:



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Tyrone E. Nelson, Chair  
GRTC Board of Directors

July 18, 2023

Date