

**MINUTES
DECEMBER 21, 2021
BOARD OF DIRECTORS
GRTC TRANSIT COMPANY**

Members Present: Benjamin P. Campbell, Chair
Eldridge Coles, Secretary/Treasurer
George P. Braxton
Ian Millikan

Others: Bonnie Ashley, General Counsel
Julie Timm, Chief Executive Officer
Sheryl Adams, 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
Dexter Hurt, Senior ITS Project Manager
Carrie Rose Pace, Director of Communications
Patricia Robinson, Acting Director of Scheduling and Planning
Tonya Thompson, Director of Procurement

The meeting of the Board of Directors of the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order at 8AM, December 21, 2021, by the Chair, Mr. Campbell. To protect the safety of meeting attendees, this meeting was conducted through electronic communication means pursuant to and in compliance with City of Richmond Ordinance No. 2020-093, adopted April 9, 2020. This meeting was open to participation through electronic communication means by the public and closed to in-person participation by the public. Necessary GRTC Administrative Staff and presenters assembled electronically for this meeting, and all GRTC Board of Directors participated by videoconference via RingCentral. A quorum was present.

Public Comments - For the benefit of all attendees, Ms. Carrie Rose Pace explained how to participate in public comment at Board Meetings.

Video and audio of Board Meetings are streamed live online and recorded for later viewing at GRTC's YouTube channel at youtube.com/user/ridegrtc. Board Meeting notices, agendas and packets are available at GRTC's website ridegrtc.com by clicking on Stats & Reports in the top navigation bar and selecting the first option in the drop-down menu, Board Reports. Citizens are welcome to provide their comments in writing in advance to carrie.rosepace@ridegrtc.com. The person responsible for receiving comments in writing is Carrie Rose Pace, Director of Communications. All written comments received via email prior to 5:00 p.m. on the day preceding a meeting will be provided to all members of the Board the night before the meeting and will be included in the minutes of the meeting. During the Public Comments portion of the agenda, Carrie Rose Pace will read all comments received by the submission deadline, following the two-minute speaking time limit normally observed in Board Meetings.

There were no public comments.

Operations and Maintenance Report – Sheryl Adams, COO

Operating Performance – Tim Barham

- Lost trips for November are down to 3,027 and operated 94.02% of scheduled trips due to the Thanksgiving holiday and several trips not operating.
- Currently, there are 245 full-time operators and 23 part-time operators. Eight operators are in training, which is the largest group since the modifications of the hiring criteria. We have another nine that started yesterday.
- The new booking started this past Sunday with reduced service as previously discussed. We are down to 202 runs and we have seen fewer missed trips.
- Currently, over 90% of all staff are vaccinated.

Approval of Minutes – Mr. Millikan motioned to approve the November 16, 2021, Board meeting minutes, Mr. Braxton seconded, and the motion carried unanimously.

Ridership Performance – Patricia Robinson

Total fixed route ridership for the month of November is 700,705 and the local fixed route ridership for November is 554,603, which is down 6.11% from October, and up 10.33% from November 2020. We are up from November 2019 (pre-COVID) for local fixed route by 9.52% due to zero fares and the necessity of our service for our riders.

Safety Performance – Tony Carter

- Overall, there was a decrease in external, non-preventable, and preventable events during the month of November.
- There were zero passenger incidents with Specialized Transportation in November.
- There were six traffic incidents with Specialized Transportation in November; three were preventable and three were non-preventable. The three preventable incidents were minor.
- We will now be reporting assaults. Assaults are defined as any act of aggression, verbal or physical, towards an operator or rider which stops operations and in which supervision and/or police are involved in response. GRTC had one verbal and three physical assaults for November and Specialized had two physical assaults.

Maintenance Performance – Tony Byrd

Our KPI's for the month of November were 8,261 miles between road calls, which exceeded our goal of 5,200 miles. Our preventive maintenance for the month of November was at 84% with a goal of 80%. Currently, 21% of the fixed route fleet is down for service repairs with a spare ratio of 30%. All the new vehicles are inspected and ready for service. A couple more technicians have been hired so our vehicles down for service will continue to improve.

Portable Restrooms – Tim Barham

Due to the COVID-19 pandemic, public facilities closed restrooms to GRTC's bus operators. This presented an urgent need to place five portable toilets in heavily traversed areas within GRTC's system. In March 2020, Staff contracted with Edmunds Waste Removal for these

services. The current approved purchase order provides services through December 31, 2021. The pandemic continues to place constraints on operators' ability to use public restroom facilities. As a result, staff determined that the need to retain portable restrooms and cleaning services still exists and issued a Request for Quotes for the continuation of services. There were two quotes submitted. The proposer who submitted the lowest responsive and responsible quote was Edmunds Waste Removal, Inc. A price analysis was performed, and Edmunds' cost was determined to be fair and reasonable. The agreement consists of a 1-year base term with 2, 1-year options to renew with pricing to remain the same in each option year. Edmunds Waste Removal, Inc. is a Virginia Department of Small Business and Supplier Diversity certified small and woman-owned enterprise. Federal COVID Relief Funds will be used to fund the services.

Staff is requesting that the Board of Directors authorizes the CEO to execute a contract with Edmunds Waste Removal, Inc. for portable restroom and cleaning services for an estimated value of \$58,800 during year 1 with two one-year options for an estimated contract value of \$200,000 which includes a contingency of \$23,600 for potential relocation fees and deployment of additional portable restroom facilities over the course of the contract period. Mr. Braxton motioned to grant staff's request, Mr. Millikan seconded and the motion carried unanimously.

Financial and Administrative Report – John Zinzarella, CFO

October Financial Report – John Zinzarella

Source of Funds – This item details GRTC self-generated funds and optional subsidies (local, state, and federal). Revenues are unfavorable versus budget by \$2.66M or 12.61 because of favorable operating expenses year-to-date combined with timing of spending versus the budget assumptions for federal reimbursement \$2.87M.

Operating Expenses are favorable versus budget by \$2.87M or 13.49% because of:

- Favorable labor expenses of \$2.18M because of the favorable headcount versus budget in transportation and equipment and facility maintenance groups and higher than budgeted vacancy factor in the general and administrative groups.
- Favorable purchased services of \$191.9k because of timing of building maintenance versus budget calendarization.
- Favorable materials and supplies of \$174.6k because of timing of purchases versus budget calendarization.
- Favorable casualties and liability expense of \$138.7k because of recording annual provision for uninsured losses.
- Favorable purchased transportation services of \$241.8k because of actual demand differing from budgetary assumptions.

Recent and Upcoming Procurements – Tonya Thompson

The procurement for snow removal services is underway; the pre-bid meeting was held December 14 and questions regarding the solicitation will be taken until 10 am today and bids are due by January 5. If you know of a company that would be interested in providing these services, please tell them to reach out.

The evaluation committee has identified a highest ranked proposer for the Enterprise Resource Planning System procurement. The plan is to provide the executive team with a demonstration

and obtain their feedback and after that the negotiation process. We should have a recommendation for the board in early 2022.

Currently, we are planning a procurement for all amenity needs at the new Temporary Transfer Center. There are some significant delays in the production of amenities right now and we would like to purchase the shelters, benches, trashcans and restroom facilities in order to get on the production schedule and get the amenities here in time to make improvements to our new location. Planning has oversight of this project and the estimated purchase price is \$324,000. The funding for this project has been approved in the FY 21 budget.

Chief Executive Officer's Report – Julie Timm

- Vaccine Mandate – The great news is GRTC is over 93% vaccinated. The federal appeals panel said that the Biden vaccine mandate can move forward and the Labor Department put out a statement that they would start enforcing that mandate effective February 9. Having approximately 30 employees not vaccinated or reported that they are vaccinated, this will impact us and our workforce. We will continue to monitor actions by the Supreme Court to see if this will be taken in an emergency session; however, I do expect that the GRTC mandate will be put back on the table after the new year and that will bring back the risk of suspension/termination for those employees not vaccinated and our mandate would be in effect the same day as the federal mandate, February 9.
- Holiday Gift – We just announced yesterday that employees will be receiving a holiday gift which will consist of a long sleeve polo shirt, a rolling GRTC backpack, and a \$100 gift card.
- Grant - GRTC received notice that we were awarded an \$8M grant by DRPT and the Commonwealth Transportation Board to support our zero-fare application which will allow us to continue the zero-fare program from July 1, 2022, through June 30, 2025. We were told that our application was successful for several factors 1) the detailed analysis and data collection of our fare system, 2) the broad support that we received from our application to continue this study which came from funding commitments, Mayor Stoney, the City of Richmond, and VCU to continue the annual appropriations, state funds as well as the resolution of support we received from TPO policy boards and the GRTC Board and 3) action of the state legislature and the Commonwealth Transportation Board that provided the changes in the legislation to make these funds available across the State to continue to assess the impact of fares on our essential workforce.

Chairperson Report – Ben Campbell

Mr. Campbell emphasized that the three-year study with no fare service is very important and puts GRTC in a unique position in the country. He requested that Ms. Timm provide an outline to the Board of what the study process will be. This represents a major change in our understanding of public transportation.

Mr. Braxton said he is so proud of the workforce at GRTC with the vaccination percentage that has been reported. If that percentage is compared to where we are as a nation right now, which is around 61%, it is fantastic! Leadership created the incentives to help make this happen and we are thankful employees took advantage of it.

Executive Session

Mr. Millikan moved that the Board of Directors hold a closed meeting pursuant to Section 2.2-3711(A)(29) of the Code of Virginia to discuss the status and terms of a contract for the provision of health insurance, because discussion in an open session would adversely affect GRTC's bargaining position. The motion was seconded by Mr. Braxton and the motion carried unanimously. The Board went into Executive Session.


At the conclusion of the closed meeting, Mr. Millikan moved to reconvene the open meeting, Mr. Braxton seconded, and the motion carried unanimously. Mr. Campbell reconvened the open meeting.

Mr. Campbell requested a Roll Call Vote be taken, 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. The Roll Call Vote was unanimous.

Other Business

There being no further business, the meeting adjourned at 9:43AM.

APPROVED:


Benjamin P. Campbell, Chair

January 18, 2022_____

Date