

**MINUTES**  
**APRIL 18, 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, 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  
Von Tisdale, Executive Director RideFinders  
Brandon Butler, Procurement Specialist  
Monica Carter, Safety and Service Compliance Manager  
Jamel Harper, Procurement Specialist  
Jean Lombos, IT Service Delivery Manager  
Ashley Mason, Manager of Organizational Advancement  
Julien Belair, RVA Rapid Transit  
Steph Power, RVA Rapid Transit  
Richard Hankins, RVA Rapid Transit  
Ken Lantz, PlanRVA  
Jaime Lawson, Citizen  
Charles Robideau, Chesterfield County Resident  
Faith Walker, RVA Rapid Transit

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 April 18, 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://youtube.com/live/JX3QR6hbbH0?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this April 18, 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.

**Joyce Freeman**

I take the 4B. I live off of Williamsburg Road. We only have one bus and it is hard to get home. It's just a headache sometimes. Sometimes it doesn't come, so we need another bus out there.

**Gloria Octave**

Riding a bus is actually new to me. I haven't rode a bus in maybe 10 years, a long time. Unfortunately I was in a car accident and my car was totaled. I'm just trying to get over the drama of being in the accident and over the idea of riding the bus and it was kind of scary. But I called the number and they were very helpful and gave me the route that I needed to take. It was the 91 connector and thank God it was just walking distance from where I live. Yay. Then, I came out yesterday to try it out and I just came to Willow Lawn. I was so excited to be able to get out of my house and out of my community and so I went grocery shopping. I had a little groceries to go back. I met so many nice people along the ride. It was so awesome.

III. Approval of March 21, 2023 Board Meeting Minutes

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

IV. Consent Agenda

- A. Clever Maintenance Renewal
- B. Real-Time Passenger Information Signage
- C. Fixed Route Buses
- D. Transfer Center Restrooms
- E. FY24 Regional Public Transportation Plan
- F. Wage Rates
- G. GRTC and RideFinders Corporate Bank Resolution Revisions

Mr. Saunders motioned to approve the Consent Agenda, Mr. Schmitt seconded, and the motion was carried unanimously.

Ms. Adams stated that management is excited that the wage rates are in place and feel it will have a positive impact on recruitment and retention with our workforce. Management and the Union reached this agreement quickly and the Union is also very excited.

Chairman Nelson wanted to remind everyone that the consent agenda items are reviewed/discussed in length during the Subcommittee meetings. The Subcommittee makes a recommendation for the full Board to approve. Anyone is welcome to attend/join the meeting in-person or virtually and all meeting notices are posted on GRTC's website.

V. Information Items

A. Updated List of Recent and Upcoming Procurements

Ms. Thompson stated there were no new procurements; however, there was one procurement between \$50,000 and \$100,000 that required the Board Chair's approval. The purchase was to renew the Specialized Transportation Scheduling Software Support Agreement for an additional six months while staff works with GRTC's new schedule and software provider. The cost of the renewal was \$72,294.

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

The Board requested that Mr. Barham also provide charts for training statistics.

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

VII. Board Subcommittee Reports

A. Finance Subcommittee Report – Jim Ingle

- The Subcommittee voted in favor of supporting a recommendation of approval for the FY24 Regional Public Transportation Plan which was on the Consent Agenda.
- Reviewed financials.
- Reviewed the pay changes that were agreed upon in the Consent Agenda to make sure that the full Board knows that GRTC can sustain the increases.
- At the next Finance Subcommittee meeting, staff will review the FY24 Budget Book and the proposed budget and bring it to the Board at the May Board meeting.

B. Development Subcommittee Report – Barb Smith

- Reviewed the quarterly report and the performance remains consistent on routes. The quarterly report helps to identify underperforming routes and those will be evaluated in the upcoming Transit Strategic Plan for potential adjustments.
- The May booking changes revolve around the downtown transfer station being in operation and that should start May 21.
- There was a Title VI evaluation done of the May booking changes and that showed no impact.
- Reviewed the FY24 Regional Transportation Plan which was on the Consent Agenda.

VIII. Chief Executive Officer's Report – Sheryl Adams

- Started working on the new vision and mission goals and we will present it to the Board at a Retreat toward the end of summer and get feedback from the Board.

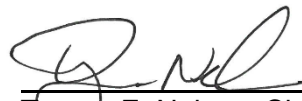
IX. Board Chair's Report

- Thank you to all the staff for your hard work to make GRTC a world-class transportation system and the Board appreciates everything you are doing.

X. Adjourn

There being no further business, the meeting adjourned at 8:41AM

APPROVED:

  
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Tyrone E. Nelson, Chair  
GRTC Board of Directors

May 16, 2023  
Date