

**MINUTES**  
**APRIL 19, 2022**  
**BOARD OF DIRECTORS**  
**GRTC TRANSIT COMPANY**

Members Present: Benjamin P. Campbell, Chair, City of Richmond  
Gary Armstrong, Vice Chair, County of Chesterfield  
Eldridge F. Coles, Secretary/Treasurer, City of Richmond  
Todd Eure, County of Henrico  
Jim Ingle, County of Chesterfield  
Tyrone Nelson, County of Henrico  
Lincoln Saunders, City of Richmond  
Daniel K. Smith, County of Chesterfield

Members Absent: Daniel Schmitt, County of Henrico

Others Present: Bonnie Ashley, General Counsel  
Julie Timm, Chief Executive Officer  
Sheryl Adams, Chief of Staff  
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  
Sam Sink, Director of Planning & Schedules  
Rob Taggart, Director of Information Systems  
Tonya Thompson, Director of Procurement  
Von Tisdale, Executive Director of RideFinders  
Maurice Carter, President – Local 1220, Amalgamated Transit Union  
Dexter Hurt, Senior ITS Project Manager  
McGregor Sheppard, Capital Improvement Program Manager  
Janice Witt, Executive Assistant,  
Dr. Joe Casey, County of Chesterfield  
Dironna Clarke, City of Richmond  
Avery Daugherty, Department of Rail and Public Transportation  
Richard Hankins, RVA Rapid Transit  
Cynthia Newbille, President Richmond City Council  
Barb Smith, County of Chesterfield  
Yolanda Stokes, Citizen  
Xavier Stokes, GRTC Bus Operator  
Chris Suarez, Richmond Times Dispatch  
Cari Tretina, County of Henrico

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 19, 2022, by the Chair, Mr. Campbell at 8:15AM. The meeting was held in person 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/YVNIuGNHEHg>.

## II. Public Comments

The public notice, meeting agenda, and agenda attachments for this April 19, 2022, 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. Also, per the meeting notice, this meeting is being live streamed on YouTube.

This meeting, two submitted public comments were received in writing.

*From: Faith Walker, RVA Rapid Transit*

Good morning, my name is Faith Walker. I am a resident of Henrico County, and I am the Executive Director of RVA Rapid Transit. RVA Rapid Transit is a nonprofit dedicated to educating and advocating for frequent, far-reaching public transit in our region. We first wanted to thank you all for the hard work and dedication of everyone at GRTC during the pandemic and the operator shortage. These are hard times and you all have been providing an essential service day in and day out.

On behalf of RVA Rapid Transit, I also want to express our strong support for GRTC to continue its zero-fare policy as part of the Virginia Department of Rail and Public Transportation grant. We are strongly advocating for the City of Richmond to honor its \$1 million pledge to match the grant.

We support this continuation of zero-fare for two reasons. First, it would afford critical, continued financial relief for core bus riders, who have been hit incredibly hard by the pandemic. Second, it would give our region a key opportunity to continue examining the benefits, costs, and long-term prospects of a zero-fare policy.

We appreciate your consideration on this front, and we are happy to help in whatever way we can.

*Rev. Dr. Faith Harris, Co-Director, Virginia Interfaith Power & Light*

Virginia Interfaith Power & Light envisions overcoming the climate crisis, eradicating environmental and social injustices, and living in a just, thriving, and equitable world. We were an early supporter of GRTC's plans to extend and expand its Zero Fare initiative to 2023. Our hope was to see Zero Fare permanently extended. We were happy to learn that GRTC will remain Zero Fare through June 30, 2022, as approved by the Board of Directors. That plan is in jeopardy if Richmond does not follow through on its commitment to this current budget.

We are aware that fare-less riders began as a response to the COVID-19 pandemic beginning March 19, 2020, for GRTC the Local Bus, Pulse (Bus Rapid Transit), Express Bus, and CARE/Paratransit vans. This decision has positively affected the interest of essential workers, mothers and their children, and senior citizens who rely on public transit services to reach jobs, food, healthcare, and other critical community resources. The city and businesses have benefitted in their efforts to re-open the economy from fare-less transit as well.

As an organization that collaborates with people of faith, values, and good conscience we acknowledge our responsibility to help support our neighbors. We also know the benefits of increasing public transportation to reduce carbon and other emissions from single-passenger vehicles as well as to decrease traffic congestion. Supporting the expansion of public transportation should be a priority in Richmond's current and future budgets.

We have collected over 300 signatures from Richmond residents in favor of making zero fares permanent. They have signed on affirming the language below.

### **Petition to Extend Zero Fare for Another 3 Years**

GRTC will remain Zero Fare through June 30, 2022, as approved by the Board of Directors. Since March 19, 2020, GRTC has been fare-less to ride the Local Bus, Pulse (Bus Rapid Transit), Express Bus, and CARE/Paratransit vans. This decision positively affects the interest of essential workers, mothers and their children, and senior citizens who rely on public transit services to reach jobs, food, healthcare, and other critical community resources.

GRTC's annual operating and capital expenditures for 2022 are expected to extend fare-less rides through the fiscal year 2025. Sign below if you support Fare-less Rides, also known as Zero Fare rides.

Kidest Gebre	23224
Fatima Booker	23224
Lillian Cross	24222
Peggy Turner	23222
Barbara Chapman	23111
Fatima Malik	23220
Julia Daum	20198
Haley Carney	22192
Laurachioma Jones	22191
Aishwarya Chilamula	23220
Jonathan Destin	23219
Victoria Delkaso	23219
Miles Kenny	23220
Suzanna Swanner	23220
Trey Mount	23220
Laweezah Malik	23220
Amanda Swall	20165
Alyssa Hayes	23114
Alyssa Brosius	23220
Megan Schnellenberger	23222
A Anderson	23220
Rachel Benfield	23220

Raahim Zaidi	23836
Jaylen Hargrove	23234
Elijah Kaplowitz	23220
Sydney Biondi	22485
Sophia Habtu	22191
Lucilla Antwie	23223
Ana Sofia Uro de Leon	22206
Jenna Werneth	23220
Abigail Levan	23602
Jordan James	23220
Ollie H	22153
Evangelia Riris	22201
Trinity Bowens	23284
Vaughn Omps	23220
Sydney Wojcieszak	23220
Cynthia Jones	23832
Haley Caldwell	23220
Ethel Robinson	23224
Anneathira Mallory	23224
Winifred Williams	23237
Chandler Alfreda	23832

Mackel Hodge	23173
Gregory Cunningham	23224
Ralph Hodge	23231
Sandra Johnson	23222
Mary Crawford	23222
Sharon Mines	23838
Brittany Powell	23231
Marc Jolley	23236
Carol Underdue	23234
James Ingram	23112
Dwayne Hill	23224
Freeman Alice	23140
Caroline Coleman	23234
Kenyetta White	23227
Zynora Manson	23150
Tonya Mccauley	23875
Doris Mosby	23832
Abel Lulseged	23220
Cynthia Vega	23223
Berthenia Minor	23224
Grace Washington	23233
Monique Drake	23222

Dewan Young-Myles	23832
Sheila Matthews	23228
Barry Coleman	23234
Avi Hopkins	23112
Chris Moore	23116
Chante Simms	23234
Jessica Burke	23224
Kathleen Eslker	24225
Amanda Lynch Lynch	23227
Emily Bickford	23220
Lavern Blakey	23075
Allison Taylor	23236
Tabetha Thompson	23832
Stacy Gee	23224
Brandon Brandon	23223
Marie Fleming	23234
Karen Martin	23075
Louise Mcqueen	23224
Nicole Mckinney	23225
Davis Michelle	23832
Maya Hok	23220
Amy Wentz	23234
Wyatt Gordon	23222
Ojeda Wade	23225
Anita Samuel	23227
Kendyl Crawford	23225
Thad Williamson	23220
Jeremy Hoffman	23220
Jordan Monica	23222
Brandon Oliver	23231
Princess Mayott	23113
Allan-Charles Chipman	23222
Annette Smith	23832
Tara Fitzpatrick	23227
Bedford Mayott	23113

Shirley L Jeffers	23832
Cheli Feggins Hunter	23238
Francine Mclean	23234
Yanique Doumbia	23224
Lovinia Thompson	23223
Maya Harris	23150
Tasha Tunstall	23231
Joyce Loving	23228
Anna Day	23223
Sharonda Jackson	23234
Angela Meekins	23234
Sheryl Simmons	23224
Paul Flowers	23231
Anthony Starks	23224
Cynthia Lewis	24139
Kristin Gorin	23059
Emanuel Thompson	23832
David-Jamel Williams	8902
Shirley Farrar	23225
Gwen Taylor	23234
Ruby Clark	23224
Lakeisha Hunter	23139
Torrey James	23223
Emily Fleischer	23220
Vonda Battle	23832
Sabrina Montague	23224
Danielle Bonner	23234
Kassandra Hodge	23232
Melvin Willis	23150
Lisa Hines	23234
Arlene Goodman	23225
Gloria Underdue	23234
Arnetta E Rogers	23234
Isaiah Hodge	23231
Sharon Johnson	23234

Cassandra Armstrong	23234
Vonetta Hampton	23832
Jenee Pearson	23223
Kimberly Wood-Allen	23222
Deirdre Jones	23832
Jessica Brown	23150
Marvin Gilliam Jr.	23231
Frances Matthews	23224
Brenita Younger	23222
Darrell Taylor	23225
Charnessa Brown-Walker	23112
Armani Minns	23222
Carol Crawley	23231
Alex Monroe	23831
Preston Orange	23060
Tequila Samuel	23832
Patricia Parker	23231
Dorothy Smith	23223
Kristin Reed	23223
Penni Sweetenburg-Lee	23234
Wilma Edmonds	23116
Mareesa Jones	23227
Keith King	23225
Jessica Futrell	23223
Antwan Pierce	23224
Derek Lewis	23223
Leslie Lewis	23223
Cynthia Evans	23223
Nickey McMullen	23222
Alfreda Hill	23235
Shanara Clay	23231
Rosa Lewis	23224
Shannon Bowman	23234
Kristina Scarborough	23223

Keenon Moore	23228
Chelsea Mason	23225
Linda Crews	23112
Fernando Temple	23223
Darrell Tennyson	23225
Brenda Simms	23224
Ryan Jones	23225
Tesha Goodwine	23231
Harris Felicia	23235
Shanika Stubbs	23235
Tineka Crump	23832
Lashanda Chandler	23225
Erica Garris	23223
Jackson Hall	23225
Linda Cheatham	23234
Jovita Dabney	23803
Crystal Haynes	23224
Keandre Baugh	23225
Bishop Bernard Lambert	23222
Margaret Mitchell	23224
Samantha Thompson	23223
Sylvia Kenney	23234
Erika Holmes	23237
Darren Jones	23139
Rosa Robinson	23225
Opal Revels	23223
Hulin Kathleen	23231
Michelle Mayo	23224
Angela Anderson	23223
Parker Surprise	23223
Shamara Haynes	23237
Robin Mines	23224
Emily Hobbs	23222
Monica Jefferson	23116
Brian Dyer	23220

Toni Schmiegelow	23238
Barbara Powell	23703
Wanda Scott	23222
Ann Sadler	23223
Tammy Jones	23224
Nekita Cromwell	23231
Karen Bosley	23113
Calvin Jenkins	23224
Laura Goren	23224
Margaret Mack	23227
Aaron Turner	23222
Angela Burnette	23237
Stephanie Campbell	23220
James Edward Heck	23224
Bianca Augustin	23220
Barbara Rogers	23234
Sharon Glover	23223
Timothy Cantrell	23225
Alyssa Jimenez	23231
Elvetta Vasquez	23235
Saint Jeffers	23831
Andrea Jackson	22980
Avis Osborne	23223
Donald Hale	23220
Lucas Lee	23220
Justin Walters	23220
Faith Harris	23226
Emily Mickley	23220
Samuel Massenburg	23225
Shameka White	23320
Valerie Wilson	23224
Shayla Bailey	23224
Clara Sigmon	22427
Felipe Fonseca	22124
Emily Nuckolls	23219

Kailyn Turcios	22191
Peter Stauffer	23221
Natalia Segarra	23220
Michelle Williams	23234
Dianne Johnson	23237
Antonio Carrington Sr	23223
Germaine Blakey	23223
Alicia Higgs	23224
Bailey Holland	23113
Yolanda Cook	23234
Ashley Harris	23059
Bonita Kirk	23225
Demond Johnson	23234
Annette Bailey	23236
Carolyn Jackson	23075
Michelle Khlat	23230
Paula Bonner	23803
Arlaj Hargrove	23224
Rosalyn Buise-Ford	23112
Patricia Tucker	23224
Georgia Murphy	22192
Carolyn Turner	23227
Maisha Khan	23221
Art Raymond	23226
Camille Mealy	23223
Joseph Bey	23224
Latricia Owens	23227
Annette Cosby	23223
Lee Williams	23220
Robin van Tine	23602
Nancy Wein	23236
Amy Bergner	22101
Debra Mcdaniels	23666
Lauren Martin	23235
Kim Crater	22901

Jeanne Whitney Smith	20132
Julia Loomis	23704
Pamela Luke	23663
Christine Ulrich	23035

Annmarie Pancham	23221
Sheryl Johnson	23222
Roberta Patterson	24401
Lucy van Tine	23602

Mary-Helen Sullivan	23220
Lorena Thompson	20190
Laura Whitefleet-Smith	23693
Peter Kearney	22041

*Maurice Carter – President, Local 1220 Amalgamated Transit Union*

Mr. Carter stated he represents the bargaining unit of GRTC, and he welcomed the new board members. When he reaches out with correspondence to the Board, he requests that the Board respond. Thank you.

### III. Approval of Board Minutes – March 15, 2022

The new GRTC bylaws state that it takes a two-thirds majority of each of the three jurisdictions to pass a vote. Bonnie Ashley, GRTC’s General Counsel, stated that due to the new quorum voting rules that we do not have enough members from the last Board meeting to meet the voting requirements to approve the minutes.

Mr. Ingle motioned to allow the members who were at the last GRTC Board meeting to approve the minutes, Mr. Armstrong seconded, and the motion carried unanimously.

Mr. Armstrong motioned to approve the March 15, 2022, Board meeting minutes, Mr. Coles seconded, and the motion carried unanimously.

### IV. Development and Engagement Report – Adrienne Torres, CDO

Information Items were reported to the Board consistent with the Board Agenda as follows:

- Update on Downtown Transfer Center – McGregor Sheppard
- BRT Lane Painting – Sam Sink
- BRT Station Modification Feasibility Study – Adrienne Torres/McGregor Sheppard

### V. Operations and Maintenance Report – Sheryl Adams, COO

Information Items were reported to the Board consistent with the Board Agenda as follows:

- Operating Performance – Tim Barham
  - On-time performance for March was 67.97% and this is due to construction work, traffic, and staffing.
  - The target number for full-time operators to return to pre-pandemic service is approximately 300. Currently, there are 242 full-time operators and 23 part-time operators. May 2 class planned with seven individuals. May 16 class planned for seven individuals.
  - The national mask mandate has been lifted; however, we are encouraging staff and riders to continue wearing masks while on transit and in GRTC facilities.
- Ridership Performance – Sam Sink
- Quarterly Performance – Sam Sink
- Safety Performance – Tony Carter
- Maintenance Performance – Tony Byrd

## VI. Financial and Administrative Report – John Zinzarella, CFAO

Information Items were reported to the Board consistent with the Board Agenda as follows:

- February Financial Report – John Zinzarella
  - Revenues are unfavorable versus budget by \$4.61M or 10.93% because of below budget operating expenses year-to-date combined with timing of spending versus the budget assumptions for federal reimbursement \$4.61M.
  - Operating Expenses are favorable versus budget by \$4.27M or 10.23% because of:
    - Lower than budgeted labor expenses of \$3.04M because of the below budgeted headcount levels in transportation and equipment and facility maintenance groups and higher than budgeted vacancy factor in the general and administrative groups.
    - Favorable purchased services of \$858.01k because of timing of building maintenance versus budget calendarization.
    - Unfavorable materials and supplies of \$450.01k because of annual true up billing for CNG, increased cost of certain parts and the timing of purchases versus budget calendarization.
    - Favorable casualties and liability expense of \$512.24k is because of participation in the Virginia Liability Pool.
    - Favorable purchased transportation services of \$99.92k is because of actual demand differing from budgetary assumptions.
- Recent and Upcoming Procurements – Tonya Thompson
  - Highlighted four new projects added to the Upcoming Procurement List.
    - E-Sign Pilot Program – staff desires to install e-paper signs and e-paper kiosks and select stops to evaluate the performance of real-time electronic signage technology. The signs will display schedule information, customer alerts, and predictive real-time arrival information. The plan is to install 12 e-signs and two e-kiosks at the new downtown transfer plaza and either an e-sign or an e-kiosk at ten local stops each year for the next five years. The estimated cost of this project is \$1.3M. This project is in the FY23 capital budget and the funding for this project is pending.
    - Origin-Destination Survey – to gather information on travel patterns and socioeconomic characteristics of our riders. The estimated cost of this project is \$290,000 and funding for this project is pending.
    - Security Assessment – The focus would be on GRTC's administrative and maintenance buildings. The assessment will identify security defects and vulnerabilities and assist staff in implementing security controls. The estimated cost of this project is \$20,000 and staff will be applying for the funding in the future.
    - HVAC Mechanical Equipment Assessment – to have all HVAC mechanical equipment assessed to develop a plan for repairs or replacement to keep the system in optimal operational condition. We are in the early planning phases of this project. Staff will be developing a cost estimate and identifying funding soon to provide you with an anticipated report time frame.
- FY2023-FY2026 Draft Capital Plan – Julie Timm

### Closed Session

Mr. Eure 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 the collective bargaining agreement because discussion in an open session would adversely affect GRTC's bargaining position. The motion was seconded by Mr. Smith, and the motion carried unanimously.

Mr. Saunders motioned to include a City and County staff representatives to sit in the closed session. The motion was seconded by Mr. Nelson.

Mr. Armstrong stated that given the topic of the closed session, he was in opposition to the inclusion of City or County staff in the GRTC Closed session; however, that does preclude outside representation from future closed sessions. Mr. Ingle asked for clarification on GRTC Board policy on this request. Ms. Timm stated there is no written policy. Board practice has been to allow only members of GRTC staff or other individuals directly related to the topic of the closed session in GRTC closed sessions. Mr. Saunders asked that the Board review the policy and provide clear guidelines as to when outside expertise should be included in closed sessions.

After discussions, Mr. Campbell called for a Roll Call Vote and the vote failed to pass (County of Chesterfield – 3 No; City of Richmond – 1 No and 2 Yes; and County of Henrico – 2 Yes; 1 Absent)

Mr. Eure 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 the collective bargaining agreement because discussion in an open session would adversely affect GRTC's bargaining position. The motion was seconded by Mr. Smith, and the motion carried unanimously.

Mr. Eure 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. Campbell requested a Roll Call Vote which was unanimous.

#### FY2023 Operational Budget

Ms. Timm recommended that the Board defer consideration of the FY2023 Operational Budget Plan until the May Board Meeting. The Board concurred unanimously, and the item was deferred.

#### FY2023 Regional Public Transportation Plan – Adrienne Torres

Mr. Armstrong motioned to approve the FY2023 Regional Public Transit Plan as presented; Mr. Smith seconded, and the motion carried unanimously.

#### VII. Chief Executive Officer's Report – Julie Timm

The May Board meeting has been rescheduled to May 24, 2022, at 8AM at GRTC due to a conflict with the annual InterCity Chamber trip.

#### VIII. Chairperson Report – Ben Campbell

Mr. Campbell requested a vote by acclamation that this Board extends its gratitude to George Braxton and Ian Millikan for their faithful and careful service on the GRTC Board, all approved.

#### IX. Other Business

Mr. Nelson made two recommendations 1) that this Board is large enough that it should consider breaking down into committees because there is just so much information and this would help with the regular Board meeting. Mr. Nelson requested the Chair to put this on the agenda to discuss and



think about what Committees are prepared; and 2) that this Board should consider having a Budget Work Session prior to approving the budget because this is the first meeting with an additional jurisdiction and we need more time.

X. Adjourn

There being no further business, the meeting adjourned at 11:40AM.

APPROVED:

  
\_\_\_\_\_  
Benjamin P. Campbell, Chair

May 24, 2022

Date