

**MINUTES
MAY 16, 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
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
Henry Benton, Communications Specialist
Brandon Butler, Procurement Specialist
Monica Carter, Safety and Service Compliance Manager
Jamel Harper, Procurement Specialist
Antionette Haynes, Procurement Services Administrator
Ashley Mason, Manager of Organizational Advancement
Janice Witt, Executive Assistant
Hailey Anderson, Chesterfield Resident
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 May 16, 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/elWHVJoBWzs?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this May 16, 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.

Wayde Fleming

My name is Wayde Fleming and I am a resident of Richmond for more than 60 years.

I can remember when bus fare was 25 cent; 35 cent; 50 cent; and when we had bus tokens, bus tickets and bus passes at a cheaper rate. By keeping the bus fare free or at a cheaper rate it will help bus riders to keep using the buses.

I also remember when you could catch two buses and go from one side of the city to the other within 20 to 40 minutes- I could get to Willow Lawn from the East End in 20 minutes.

Now you are using six Pulse buses to do the same thing, and even though it's called "rapid transit" it takes much longer. Pulse buses are not always on time and to connect to the Pulse from the East End is hard. Now I have to catch 2 to 4 buses to get around in the city and I have to wait 30 minutes to an hour to catch a bus and walk 2 to 3 blocks for a bus stop. When all the buses were running up and down Broad Street and stopping every 2 to 3 blocks no one had a problem connecting. Since changing the bus routes in 2018 it's harder to move around in the city.

Putting the new transfer plaza in place, I hope it won't be like the last one where you have to run from gunshots and fights some days.

Some of today's bus drivers have no respect for anyone, especially the elderly and people with walkers and canes. They can see an elderly person with a bag having a hard time getting on and off the bus and they won't make any attempt to help them and all they have to do is let the ramp down. If you ask them to, they look at you as if you said something wrong to them and then they don't pull to the curb all the time. Let's get the buses running farther and on time in Richmond before doing other projects outside of the city. Thanks.

III. Approval of April 18, 2023 Board Meeting Minutes

Ms. Robertson motioned to approve the April 18, 2023 Board Meeting minutes, Mr. Anderson seconded, and the motion carried unanimously.

IV. Consent Agenda

A. Title VI May Service Change Analysis

B. Dedicated Lanes Study

C. CARE On-Demand Service

D. Computer Hardware Technology Refresh

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

V. Action Item

A. FY 2024 Operational Budget and Capital Plan – John Zinzarella

Mr. Zinzarella provided an update on the status of the GRTC FY2024 Draft Operational Budget. Since the initial draft budget of \$71.66M was proposed at the January 2023 Board Meeting, the draft budget was amended to \$74.144M and below are some of the adjustments to key budgetary assumptions:

Revenues - May 2023 Modified and Additional Key Assumptions:

- Zero Fare matching support – \$1.5M matching contribution from City of Richmond is within FY2024 operating contribution and remaining \$1.5M matching contribution from contingency surplus.
- Operating contributions – City of Richmond, Henrico, and Chesterfield Counties – assumption of 1.53% CPI-U indexing in compliance with Code of Virginia § 33.2-3712. "Continued responsibilities for local transit funding;"
- Commonwealth of Virginia DRPT Fiscal Year 2024 Operating Grants updated to actual awards, and
- GRTC Operations Reserve funded to 25% of projected operating expense.

Expenses – May 2023 Modified and Additional Key Assumptions:

- Increasing authorized headcount from 514 full-time employees (fte's) to 524 fte's. Operators budgeted - 300 fte's.
- Adjustments based upon actual enrollments in medical plans and updated salary projections based upon turnover and hiring activity.
- Inclusion of funds for staff training and development.

The proposed FY2024 Capital Budget of \$27.23M which was proposed at the January 2023 Board Meeting, has remained unchanged:

- Safety/Regulatory - \$1.477M
- PM/ADA/CCC - \$1.900M
- State of Good Repair - \$12.166M
- Business Improvement - \$0.465M
- Service Enhancement - \$7.622M
- Expansion - \$3.600M

Staff is requesting that the Board of Directors approve and adopt the GRTC FY2024 Operations Budget and Capital Plan as presented including modifications from the draft plan. Mr. Anderson motioned to grant the staff's request, Mr. Saunders seconded, and the motion carried unanimously.

VI. Information Items

- A. Updated List of Recent and Upcoming Procurements

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 – Sam Sink
- E. Rider Comments – Monica Carter
- F. Financial Report – John Zinzarella

VIII. Board Subcommittee Reports

- A. Finance Subcommittee Report – Jim Ingle

Mr. Ingle stated that Mr. Zinzarella reviewed the financials and the budget was adopted earlier in the meeting and there is nothing more to add.

- B. Operations Subcommittee Report – Ellen Robertson

Ms. Robertson stated that the Operations Subcommittee covers everything but financial information. You get to experience the total operation of this corporation and GRTC staff is doing a super job reporting. The Operations Subcommittee asked about the performance indicators as to whether they are realistic as it relates to the performance, asked with more operators would we expect to see a decrease in overtime pay and taking that into consideration that some operators are used to the extra hours and making sure we are sensitive to that in the process.

IX. Chief Executive Officer's Report – Sheryl Adams

- Ms. Adams introduced GRTC's new Communications Specialists, Henry Bendon who started yesterday, May 15. We are very excited to have him on board and would like to thank Ashley Mason for filling in with those duties while we hired someone.

- Ms. Adams mentioned last month that the staff has been working on a new vision, mission, and core value and we are at the point where we would like to present it to the Board. Mr. Dillard will be reaching out to each of you for some dates, possibly the end of June, early July to have a Board Retreat.

X. Board Chair's Report

- Chairman Nelson thanked staff, Board Members, Subcommittee leaders and members, for all their hard work. All the hard work is paying off and we are starting to see some differences. We will continue to set the bar high so we can get where we would like to be.
- Ms. Torres and Ms. Adams attended the ChamberRVA InterCity Visit in Kansas City; also, several Board Members attended. Each year the ChamberRVA takes approximately 150-200 leaders from this area and picks a place that is aligned with who we are and we go and see some comparable places, hear from those localities, and take field trips and go see what they are doing and puts you in touch with people who you can reach out to if necessary. I would recommend it to this entire Board if you have not attended, please plan on attending the next InterCity Visit.
- Chairman Nelson asked for an update on the proxy vote which came up at a previous meeting. He stated that the Board needs two members from each locality present to vote. Ms. Adams stated that to have a proxy vote it would require a change in GRTC's By-Laws which would require the Shareholders to meet and it is really involved; however, it is possible if you choose to do so. While researching this, we found out that the Board has the option of changing the time of the Board meeting, if this would help. Ms. Ashley, GRTC's General Counsel, added that the way to enter into proxy voting would be to have a Shareholder Agreement and that also needs to be reflected in your organizational documents for the Shareholders to act that means the governing bodies have to act so it would be the Chesterfield Board of Supervisors and Richmond City Council in order to put together a Shareholder Agreement and offer entry into that and then incorporate it into the governing documents. The By-Laws required only that this meeting occur on the third Tuesday of each month, it does not state that this meeting needs to occur at 8AM so you do have that flexibility to change the start time of the meeting. After discussions, the Board will consider a new time for the meetings and will also discuss the proxy vote at the next Shareholders meeting, which will be in October.

XI. Adjourn

There being no further business, the meeting adjourned at 9:40AM.

APPROVED:



Tyrone E. Nelson, Chair
GRTC Board of Directors

June 20, 2023

Date