

MINUTES
MARCH 19, 2024
GRTC BOARD OF DIRECTORS
BOARD MEETING

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
Frank Adarkwa, Director of Planning & Schedules
Tim Barham, Chief of Transit Operations
Tony Byrd, Director of Maintenance
Anthony Carter, Director of Safety
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Mike Hurt, Interim Director of Marketing and Communications
Marc René, Director of Finance
Cherika Ruffin, Interim Executive Director of RideFinders
Tonya Thompson, Director of Procurement
Monica Carter, Safety and Service Compliance Manager
Guy Roach, Project Manager
Patricia Robinson, Planning Manager
Janice Witt, Executive Assistant
Austin Amandolia, HR&A (Virtual)
Ken Lantz, PlanRVA
Stan Wall, HR&A (Virtual)
Faith Walker, RVA Rapid Transit
David Ware, NEXT

I. Call to Order & Introductions

This meeting of the Board of Directors and the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on March 19, 2024, by Chairman Nelson, at 8AM. The meeting was held at GRTC, 3rd Floor Conference Room, 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/IO7OoX8trLQ?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this March 19, 2024 meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com.

There were no public comments.

III. Board Meeting Minutes – February 20, 2024

Mr. Saunders motioned to approve the February 20, 2024 Board Meeting minutes, Mr. Ingle seconded, and the motion carried unanimously.

IV. Consent Agenda

- A. Financial Auditing Services
- B. Bus Stop Sign Manufacturing
- C. Amenities Installation and Repairs
- D. E-Vehicles for Microtransit Services
- E. Clever Software Maintenance Renewal

Ms. Robertson motioned to approve the Consent Agenda, Ms. Smith seconded, and the motion carried unanimously.

V. Information Item

A. *Downtown Transfer Station Project* – Ms. Torres stated that in September 2023, GRTC in partnership with the City of Richmond, kicked off a study to help identify appropriate sites and development types for a permanent transfer station in downtown Richmond with a focus on transit-oriented development (TOD). Ms. Torres introduced Stan Wall and Austin Amandolia with HR&A who gave a detailed presentation on the progress of the study. Two public meetings have been held to gather feedback throughout the study. One in January 2024 and one in March 2024. The study is planned to be completed in April 2024.

VI. Operational Updates

A. Operational Performance – Mr. Barham updated the Board on the Operational Performance on the following departments:

- *Transportation* – The current staffing is 325 full-time operators, 27 part-time operators with 9 operators in training for the month of February. Staff started recruiting for the microtransit division and would like to start by hiring 20 operators. Currently, fixed route operators are working on that service. Microtransit operators do not require a CDL. Transit Appreciation Day was March 18 and we gave the operators gifts and thanked them for their hard work and dedication.
- *Safety* – Street accidents have gone down slightly.
- *Maintenance* – Hiring for a General Utility position. We have 18 of the 19 buses on the property and we are in the process of getting those ready for service.
- *Customer Service* – There was a decrease in complaints for February and there were 10 commendations.

B. Ridership Performance – Mr. Adarkwa gave a review of the ridership performance. Below are a few highlights:

- *Pulse* – Ridership for February 2024 is 151,438 which is an increase of 12.69% from January 2024 – February 2024 and year-over-year (February 2023 – February 2024) it has increased 12.16%.

- *1A Chamberlayne/Hull/Midlothian* – Ridership for February 2024 is 47,975 which is an increase of 14% from January 2024 – February 2024 and year-over-year (February 2023 – February 2024) it has increased 46%.
- *19 West Broad Street* – Ridership for February 2024 is 44,795 which is an increase of 21% from January 2024 – February 2024 and year-over-year (February 2023 – February 2024) it has increased 49%.
- *Link Microtransit* – There are three existing zones for the Link and they are Azalea (started November 13, 2023), Clover Dale (started March 11, 2024), and Ashland (started March 18, 2024). We continue to see an increase in ridership on the Link service.

VII. Financial Updates

Mr. Zinzarella reviewed the January 2024 Financials.

VIII. Chief Executive Officer Report

No report.

IX. Board Chair's Report

No report.

X. Executive Session

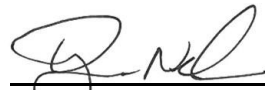
Mr. Schmitt moved that GRTC's Board of Directors hold a closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the discussion and consideration of the performance and salary of the Chief Executive Officer of GRTC. The motion was seconded by Mr. Eure, and the motion carried unanimously.

Mr. Schmitt 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. Nelson requested a Roll Call Vote which was unanimous.

XI. Adjourn

There being no further business, the meeting adjourned at 9:13AM.

APPROVED:



Tyrone E. Nelson, Chair
GRTC Board of Directors

April 16, 2024

Date