

**MINUTES
AUGUST 29, 2024
GRTC BOARD OF DIRECTORS
SPECIAL 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
Jim Ingle, County of Chesterfield
Ellen Robertson, City of Richmond
Lincoln Saunders, City of Richmond
Daniel Schmitt, County of Henrico

Members Absent: Todd Eure, County of Henrico

Others Present: Bonnie Ashley, General Counsel
Sheryl Adams, Chief Executive Officer
Adrienne Torres, Chief of Staff
Kevin Hernandez, Chief Operating Officer
John Zinzarella, Chief Financial and Administrative Officer
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Mike Hurt, Director of Marketing & Communications
Marc Rene', Director of Finance
Cherika Ruffin, Interim Executive Director of RideFinders
Tonya Thompson, Director of Procurement
Henry Bendon, Marketing Communications Specialists
Mark Carter, Safety and Training Manager
Monica Carter, Safety and Service Compliance Manager
Ashley Mason, Manager of Employee Engagement
Ken Lantz, PlanRVA
Faith Walker, RVA Rapid Transit

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 August 29, 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: www.youtube.com/watch?v=hpOoS8iwmg4.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this August 29, 2024 meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com.

April Diamond

I ride the 1A or the 3A. I'm homeless, so I'm living in a shelter that's in that area. And my son, who's now 26, started riding the bus when he was about 16, I believe, to his first job at Kings Dominion. He was a little frustrated about it, but then he got patient about it. And the bus helps me so I can go to

find resources so I can have somewhere to live. And it's not a bad experience, but I think they should just wait on bringing the fare back because housing is so high, we barely have money for the live, and then we have to catch the bus to work, doctor's appointments and everything.

Willy

I catch bus route 3A, B or C and I'm thankful the buses are still free. I'm worried about how much they're going to be once they are not free, so. I have a problem with the fact that normally in the afternoons around 3 or 4 o'clock there are two buses back to back going to the same direction. But then there may be an hour wait before another. Why can't they spread those buses out? You have two buses. Both of them have maybe ten on each bus. I think that's a waste, because they could spread the buses out.

Jahad

My route that I take is back and forth from the South to the East a lot of times. And my story is, true story now, about the bus light and the bus route. The bus route has gotten more lighting over at the new Transfer Station. Me personally, I love it because there's a whole lot of lighting now and the old transfer plaza was a darker area and there's a whole lot of people sleeping out on benches there and stuff. And I just like it over here. It's a more comfortable area to be in, it's a real nice area to be in to catch the bus.

Thomas Alleman

I ride mostly the 2 bus routes and the 3 routes, and sometimes all the routes. What I would really like to see is all the bus stops having shelters and benches. And some of them need to be brought out of the woods and remade for people who are in wheelchairs. A lot of this is designed for able people and not disabled people and older people. That's part of the problem. Having the Transfer Station is nice, but it's also still out in the elements. It doesn't have a bathroom, which is very important. I know this is temporary, but we need a good permanent station. Even Petersburg has a better one."

Faith Walker

I'm here on behalf of RVA Rapid Transit to express our strong support for the ongoing collaboration between GRTC and the City of Richmond and the implementation of the permanent downtown transfer station. This initiative is crucial for enhancing the accessibility and efficiency for overall experience of public transportation in our City. The establishment of a permanent downtown transfer hub will offer numerous benefits to our bus riders and community at large. One of the areas is this efficiency is crucial for improving the overall reliability of the transit system but also as we just heard before protection from the elements as continue to experience rising temperatures having a covered climate control space is essential for the comfort and safety of transit users also want to add to recently we took thermal images and photos before shelters were installed some of the surface temperatures at the downtown transfer station was registering at 130 degrees when they were installed it did cool the area down but as you can imagine it's still hot because there's a large surface area. We highly encourage that this space be covered and then also a centralized transportation hub. A permanent station will serve as a centralized hub making it easier for riders to connect between different transit routes. RVA Rapid Transit believes that this project represents a significant step forward in our collective efforts to build a connected and resilient equitable transit system. I know this is going to take regional support but I do believe that we have the right people in the room. Thank you.

III. Board Meeting Minutes – July 16, 2024

Mr. Ingle motioned to approve the July 16, 2024 Board Meeting minutes, Mr. Saunders seconded, and the motion carried unanimously.

IV. Consent Agenda

- A. Microtransit and Paratransit Onboard Communication Technology Upgrade
- B. Articulated Onboard Communication Technology
- C. Microsoft Software Licensing Renewal
- D. GRTC & RideFinders Corporate Bank Resolutions
- E. Training Simulator

Mr. Saunders motioned to approve the Consent Agenda, Ms. Roberson seconded, and the motion carried unanimously.

V. Operational Updates

- A. Operational Performance – Ms. Carter updated the Board on the Operational Performance on the following departments:

- *Transportation* – We remain above 90% of our staffing goal on fixed route.
- *Microtransit* – Continues to run smoothly with full staffing and adding some additional shift coverage to help with wait times.
- *Maintenance* – Continue to meet Preventive Maintenance goals for small buses and fixed route and it was also mentioned that facilities are hard at work maintaining project and had the HVAC replacement, the water heater replacement and there's a big repainting project that will be taking place in the facility.
- *Risk Management* – There was some expected spike of incidents and accidents due to the year-over-year trend with summer months. The Training Department has been working hard at retraining and working with the new operators to prevent future accidents.
- *Customer Service* – Overall there was a decrease in the number of complaints systemwide with nine commendations.

- B. Ridership Performance – Ms. Torres gave a review of the ridership performance. Below are a few highlights:

- *Pulse* – Ridership for July 2024 was 160,266 which was an increase of 5.31% from June 2024 and a 13.17% increase from July 2023.
- *Express Routes* – Ridership for July 2024 was 8,871 which was an increase of 18.46% from June 2024 and a 18.88% increase from July 2023.
- *Local Fixed Route* – Ridership for July 2024 was 777,727 which was an increase of .38% from June 2024 and a 17.89% increase from July 2023.
- *Link Microtransit* – The total ridership for July 2024 was 6,470 which was a 25.41% increase from June 2024.

VI. Development Updates

- A. Subcommittee Report

Link Microtransit – Next step will be rider surveys and refining zones and service based on data we get from VIA. We will be adding more zones and identifying new zones in localities for future expansion.

FY25 Priorities – There are six FY25 Priorities and four of them are accomplished with the June Booking and next up are Broad Rock, Cherry Gardens, LINK zone implementation, and Montrose White Oak Village Link zone implementation.

Capital Projects

- North/South BRT will be busy in September with public engagement (September 9-30), information will be posted on webpage for people to get familiarized with proposals for North/South BRT. There will be pop-up meetings September 9 and 11 along the existing local bus route to get input, an open house at Main Street Station September 16 from 5pm – 7pm, and a virtual public meeting September 19 at 1pm.

- Western Pulse Extension – Public meeting on September 23.

Transit Stop Improvements – This was one of the public comments - GRTC received \$10M for implementing transit bus stops. Will be developing an implementation plan, condition assessment, there are 50 shelters arriving from now to the end of the year.

B. Major Projects Procurement Updates

- Essential Transit Infrastructure (ETI) Implementation Support Services – 50 shelters will be installed by the end of calendar year: City of Richmond – 38, Henrico County – 8, and Chesterfield County – 4.
- National Environmental Policy ACT (NEPA) for Western Extension Park-N-Ride/Transfer Station
- Henrico County Bench and Shelter Order – will put an order for Henrico County for 30 shelters and 50 benches.

C. Action Item

MOU for Downtown Transfer Hub – GRTC has been awarded grant funding of \$3M from state/federal/local funds to progress this project forward to environmental analysis, design, and engagement. The City of Richmond has been awarded CVTA regional funds of \$6.5M to support the Transfer Hub project. An MOU between GRTC and the City of Richmond is needed to transfer the prioritized site to the Economic Development Authority (EDA) for further coordination, financial attainment, and development of a permanent downtown transfer hub. Staff recommends that the Board of Directors authorize the CEO to sign the Memorandum of Understanding (MOU) between the City of Richmond and GRTC to enable the construction of a permanent downtown bus transfer hub and mixed-use development. Ms. Robertson motioned to grant staff's request, Ms. Smith seconded, and the motion carried unanimously.

VII. Financial Updates

A. Subcommittee Report – The Finance Subcommittee met on August 8 approved the minutes from the previous meeting and reviewed the June 2024 financials.

B. Action Item

GRTC Revenue Bond Program – Based upon the request of the GRTC Finance Committee to explore the possibility of GRTC's ability to issue tax exempt revenue bonds to finance large infrastructure projects, GRTC Management consulted with bond counsel and CVTA counsel and has determined that 1) it is believed that with the appropriate board approvals and following the validation process as outlined by bond counsel, GRTC does have the authority to issue tax exempt revenue bonds based upon a review of the applicable Commonwealth of Virginia and the Federal Internal Revenue Code statues and 2) GRTC will need to retain the services of a financial advisor to assist in further developing the revenue bond credit and preparation of all required documents for a revenue bond sale. GRTC management has the ability to utilize PRM through CVTA's contract with PRM. Based upon the contract the cost for the services for PRM through issuance and closing of a revenue bond sale will not exceed \$75,000.

The GRTC Board of Directors authorizes GRTC Management to continue to pursue the processes outlined by bond counsel to obtain the requisite approvals and initiate a bond validation proceeding for the creation of a GRTC Revenue Bond program. In addition, the GRTC Board of Directors authorizes GRTC Management to engage PFM to act as financial advisor on behalf of GRTC to assist in the establishment of the GRTC Revenue Bond Credit or a fee not to exceed \$75,000. Mr. Ingle motioned to accept the Revenue Bond Program, Mr. Addison seconded, and the motion carried unanimously.

VIII. Chief Executive Officer Report

No report.

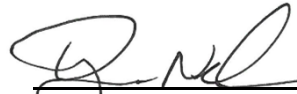
IX. Board Chair's Report

The Board Retreat will be held immediately following the regularly scheduled Board meeting on September 17, 2024.

X. Adjourn

There being no further business, the meeting adjourned at 8:46AM.

APPROVED:



Tyrone E. Nelson, Chair
GRTC Board of Directors

September 17, 2024

Date