

**MINUTES
NOVEMBER 21, 2023
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
Stefan Marks, Chief Development Officer
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
Michael Hurt, Interim Director of Marketing and Communications
Marc René, Director of Finance
Von Tisdale, Executive Director RideFinders
Cherika Ruffin, RideFinders
Monica Carter, Safety and Service Compliance Manager
Antionette Haynes, Procurement Specialist
Patricia Robinson, Planning Manager
Janice Witt, Executive Assistant
Ken Lantz, PlanRVA
Leslie Roberts, Brown Edwards & Company (Joined Remotely)
Christy Turner, Brown Edwards & Company

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 November 21, 2023, 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/IVVrj_keSV4?feature=share.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this November 21, 2023, Board 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 Mike Hurt prior to 5PM on the day preceding a meeting were provided

to all members of the Board the night before the meeting and will be made a part of the meeting minutes. Mr. Hurt received no written public comments.

III. Board Meeting Minutes – November 21, 2023

Mr. Ingle motioned to approve the November 21, 2023 Board Meeting minutes, Ms. Robertson seconded, and the motion carried unanimously.

IV. Action Items

A. January Service Changes – Ms. Robinson stated that GRTC plans to make service adjustments on January 14, 2024. Per FTA regulations, GRTC is required to conduct an equity analysis for any fare or major service change following the methodology outlined in GRTC's Title VI Program. As GRTC receives federal funding, it must comply with Title VI of the Civil Rights Act of 1964 which prevents discrimination based on race, color, or national origin. This analysis ensures changes are fair for all customers based on set thresholds. Ms. Robinson reviewed the service changes and concluded that the changes did not result in a disparate impact on minority populations or a disproportionate burden to low-income populations. Staff is recommending that the Board of Directors acknowledge and concur with the results of the Title VI Equity Analysis; Mr. Saunders motioned to accept the staff's recommendation; Ms. Smith seconded, and the motion carried unanimously.

B. GRTC Financial Audit - Ms. Turner of Brown Edwards stated that the financial statements presented fairly, in all material respects. The auditors have a clean unmodified audit opinion on the audited financial statements. Mr. Ingle motioned to accept GRTC's Annual Audit report as presented, Mr. Addison seconded, and the motion carried unanimously.

C. RideFinders Financial Audit – Ms. Turner stated that that the financial statement disclosures are neutral, consistent, and clear. No significant difficulties in dealing with management in performing and completing the audit. The auditors have a clean unmodified audit opinion on the audited financial statements. Ms. Robertson motioned to accept the RideFinders Annual Audit report as presented, Mr. Anderson seconded, and the motion carried unanimously.

V. Information Items

A. Updated List of Recent and Upcoming Procurements – there were two new projects added this month and they are 1) Marketing Services for \$150,000 and 2) Motorized Entrance Gates/Fence for \$250,000.

B. Public Transportation Agency Safety Plan (PTASP) – In 2018, FTA published the PTASP which requires transportation systems that receive federal funds develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The plan must include safety performance targets which are created by GRTC based on prior safety performance data. The Board approved GRTC's Agency Safety Plan in December 2022. GRTC staff will annually present the Safety Performance Targets to the Board for information purposes only to keep in compliance with FTA requirements. Mr. Carter stated the agency sets safety performance targets that represent its goals for the upcoming year. These goals could be maintaining current safety performance levels or improvement over current safety performance. FTA has not specified how transit providers set their targets nor established a required methodology. GRTC staff sets these targets and Mr. Carter reviewed the targets that were set with the Board. The Board requested in the future to show the actual numbers compared to the targeted numbers.

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
- C. Vehicle/Facility Report – Tony Byrd
- D. Ridership Report – Patricia Robinson
- E. Rider Comments – Monica Carter
- F. Financial Report – John Zinzarella

VII. Chief Executive Officer Report – Sheryl Adams

- A. Ms. Adams stated with Ms. Tisdale's retirement and the search for an Executive Director that she has asked Ms. Ruffin to serve as Interim Executive Director. Ms. Adams asked if there were any concerns regarding her leading the search to find an Interim Executive Director for RideFinders or did the Board want to handle that function. The Board stated that Ms. Adams should lead that search.


VIII. Board Chair's Report

- A. The Chairman recognized and congratulated Ms. Adams for her 25 years of service with GRTC and presented her with the 25 years of service pin.
- B. The Chairman thanked all the staff and stated what a great year it has been with all the accomplishments. Ms. Robertson also commended staff and the leadership of GRTC.

IX. Adjourn

There being no further business, the meeting adjourned at 9:04AM.

APPROVED:



Tyrone E. Nelson, Chair
GRTC Board of Directors

January 16, 2024

Date