

**MINUTES
AUGUST 15, 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
Ellen Robertson, City of Richmond
Lincoln Saunders, City of Richmond
Daniel Schmitt, County of Henrico

Member Absent: Jim Ingle, County of Chesterfield

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
Tony Carter, Director of Risk Management
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Michael Hurt, Interim Director of Marketing and Communications
Tonya Thompson, Director of Procurement
Cherika Ruffin, Program Manager, RideFinders
Monica Carter, Safety and Service Compliance Manager
Patricia Robinson, Planning Manager
Antionette Haynes, Procurement Specialist
Steve McNally, Planning Project Manager
Jamel Harper, Procurement Specialist
Jean Lombos, IT Service Delivery Manager
Henry Benton, Communications Specialist
Ashley Mason, Manager of Organizational Advancement
Janice Witt, Executive Assistant
Ken Lantz, PlanRVA

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 15, 2023, by Chairman Nelson, at 8:00AM. The meeting was held at GRTC, 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/VnAJXfOdJ2k?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this August 15, 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

Henry Bento 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.

Pamela Hurt Blake

My name is Pamela Hurt Blake. It's hard for me to find bus routes to go to jobs I'm applying for. I have been offered jobs but I'm not able to go to them, because the bus routes don't go to them, such as Ashland or Glen Allen or further out.

Olita Robinson

My name is Olita Robinson. In the evening time, like after 2:00pm, the 1A slows down and the 1C slows down. They should have it more frequently in the evening, like they do in the morning, because people be getting off of work and they don't want to be standing up here all waiting. They be tired, you know.

- III. Approval of July 18, 2023 Board Meeting/Retreat Minutes – Tyrone Nelson
Ms. Smith motioned to approve the July 18, 2023 Board Meeting/Retreat minutes, Ms. Robertson seconded, and the motion carried unanimously.

- IV. Consent Agenda
 - A. Microsoft Software Product Suite Renewal
 - B. Pumping Services at Restrooms DTS
 - C. Bus Wash
 - D. Tire Maintenance Services and Mileage LeasingMr. Schmitt motioned to approve the Consent Agenda, Mr. Saunders seconded, and the motion was carried unanimously.

- V. Action Item
 - A. Permanent Downtown Transfer Station Transit Oriented Development
Stan Wall with HR&A gave a detailed presentation on the Permanent Downtown Transfer Station Oriented Development. He stated that HR&A's mission is to ensure implementation of their clients' aspirations to create vital places, build more equitable and resilient communities, and improve people's lives. HR&A is proposing a 26-week scope composed of four phases which are 1) Data Gathering & Predevelopment Analysis, 2) Potential Development Site Due Diligence, 3) Concept Development, and 4) TOD Funding Analysis and then the final report. Staff recommends that the Board of Directors authorizes the CEO to contract with HR&A Advisors for consultant services related to a permanent location for a transfer facility and transit-oriented development in downtown Richmond for \$442,840. Mr. Addison motioned to approve staff's request, Mr. Saunders seconded, and the motion carried unanimously.

- VI. Information Items
 - A. Updated List of Recent and Upcoming Procurements
Ms. Thompson provided an update of the new Procurements and listed the following: North South BRT Phase 2 Study – BRT Station modification construction for \$700,000; Demo of 325 East Belt Boulevard for \$2M; Office Furniture; and Articulated Vehicles for \$3M.

- 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 Operating Staffing – Tim Barham
 - C. Vehicle/Facility Report and Maintenance Staffing – Tony Byrd
 - D. Ridership Report – Patricia Robinson

- E. Quarterly Performance Report – Patricia Robinson
- F. Rider Comments – Monica Carter
- G. Financial Report – John Zinzarella

VIII. Board Subcommittee Reports

A. Finance Subcommittee Report – Jim Ingle

Mr. Schmitt stated that Mr. Zinzarella did a great job with the budget, preparations are in place and the Finance Committee is taking into considerations staffing. Mr. Zinzarella added that the required audit communication from Brown Edwards was sent to the members of the Finance Committee.

IX. Chief Executive Officer Report – Sheryl Adams

A. The Shareholders' Annual Meeting will be held on Wednesday, October 18, at 10AM here at GRTC in the 3rd Floor Conference Room.

B. The regularly scheduled Board meeting for October will be rescheduled to October 24 at 8AM.

C. The Downtown Transfer Station is officially set to open on Sunday, September 10 and we will have a ribbon cutting ceremony on Monday, September 11, at 10AM at the 8th Street lot.

D. We have launched an Employee of the Month Program which starting August 1. This is for employees who consistently demonstrate excellence on the job. Employees nominate their peers and a Committee selects the final three. This month those employees were Faith Baylor, Marlon Buck, and Tawana Monague. They will have a dedicated parking spot for the month, a letter, and a framed certificate.

E. FTA Triennial Review Update – The review has been completed and overall, it went very well. Highlights from the review: safety was a priority here at GRTC, there are processes in place at GRTC that they will be recommending to other transit agencies, 23 different sections were reviewed, commended our Transit Asset Management Plan, and preventive maintenance was 100% and that is rare. There were five corrective actions but they were minor.

X. Board Chair's Report

A. The Chairman reported that it is good to come to Board meetings and hear about positive movement, finances in good shape, recruitment of operators going well, and projects. We are headed in the right direction. Thanked all staff.

XI. Adjourn

There being no further business, the meeting adjourned at 9:12AM.

APPROVED:



Tyrone E. Nelson, Chair
GRTC Board of Directors

October 12, 2023

Date