

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
HELD SEPTEMBER 11, 2018**

A regular meeting of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 11th day of September, 2018, in the Riverfront Plaza East Tower Conference Room, 951 East Byrd Street, Richmond, Virginia, pursuant to due notice.

The following Directors were present and acting throughout the meeting: Chairman Nelson and Directors Elswick, Hardiman, Hawthorne, Hinson, Johnson, Ramsey, Tart, Whirley, Williams, and Woodfin. Directors Dabney and Gurley joined the meeting in progress. Directors Brown and Waller were absent. Staff present were Ms. Dean, Ms. Johnson, Mr. Madison, Ms. Mehta, Ms. Simmons, and Ms. Watson. Others present were Mark Grossenbacher of HNTB and newly appointed counsel, Belinda Jones, of Christian and Barton. Mr. Nelson served as Chairman of the meeting, and, following her election, Ms. Mehta, as Secretary.

The Chairman called the meeting to order at 12:07 p.m. The Chairman introduced Belinda Jones as the new General Counsel of the Authority. Ms. Jones commented briefly that she looked forward to working with the Authority and the Board. The Board, in turn, welcomed Ms. Jones.

The Chairman reported the resignation of Mr. Eric Ballou as General Counsel and Secretary of the Board and thanked him for his decades-long service. The Chairman provided a biographical sketch of Ms. Mehta and, pursuant to the bylaws of the Authority, the Chairman called for the election of a new Board Secretary. Upon motion duly made, seconded and

unanimously carried by the affirmative votes of all of the Directors noted above as being present, Ms. Mehta was elected Secretary of the Board.

Continuing, upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the present Directors, the minutes of the Authority's meeting held on July 10, 2018, were approved as previously distributed.

The Chairman then noted the Board's recognition of five individuals having provided dedicated service to the Authority. Although not present, Virgil R. Hazlett, Charles R. "Dick" White and James D. "Jim" Holland were recognized with certificates of appreciation. The Chairman then noted RMTA Board member and immediate prior Chairman, Darius Johnson, as being in attendance, and observed that a resolution of appreciation was before the Board to recognize Mr. Johnson's leadership and contributions to the Authority. After the Chairman read the resolution aloud, the Board adopted such resolution of appreciation by acclamation. Following the presentation of the resolution of appreciation and a framed photograph of the Downtown Expressway, Mr. Johnson made brief remarks, and stated that he looked forward to his continuous service to the Board.

The Chairman again noted former Board Secretary and General Counsel, Eric Ballou, as being in attendance, and observed that a resolution of appreciation was before the Board to recognize Mr. Ballou's trusted guidance through decades of service to the Authority. After the Chairman read the resolution aloud, the Board adopted such resolution of appreciation by acclamation. Following the presentation of the resolution of appreciation and a framed photograph of the Downtown Expressway, Mr. Ballou thanked the Board and expressed that it was his privilege to have worked with the Authority.

Commencing the CEO's portion of the agenda, Ms. Dean turned to the matter of the VDOT salt storage sheds, reporting that the Authority continued to work with VDOT to provide VDOT a right of entry to remove the impacted soils. Ms. Dean continued that a right of entry also would be negotiated with VDOT to remove the storage facilities, with the intent that the storage facilities would be removed in the spring of 2019. Ms. Dean further reported on the office expansion, noting that it was very close to completion, and would be finalized once glass doors were delivered and installed. Ms. Dean noted that the office expansion provided for a conference room, five additional offices, and storage space. In discussing the conference room, Ms. Dean stated she was hopeful that the October 2018 Board Meeting would be held in the new office space. Ms. Dean gave an update on RMTA's Hurricane Florence preparations. Ms. Dean reminded the Board that RMTA is a 24-hour operational facility and that the two primary concerns are safety of employees and the collection of tolls. Ms. Dean noted that Ms. Simmons planned to meet with employees that afternoon to continue the Authority's preparation for the upcoming hurricane.

Ms. Simmons gave the Operations report, referring Board members to her written report in the agenda packet. Ms. Simmons began with a report to the Board that the Authority was prepared for any impacts from Hurricane Florence, reiterating the priorities of the Authority were to protect the safety of its employees and to collect tolls.

Ms. Simmons then provided a summary of the repair to the 10<sup>th</sup> Street on-ramp, reporting that the Authority had reached out to local businesses, and would continue to work with the media, VDOT, the City of Richmond, and the Richmond Police Department to minimize disruption. Ms. Simmons reported on the Protective Coatings Contract, stating an anticipated completion of August 2019. A board member asked whether the delay would cause the Authority

any adverse financial consequences, to which Ms. Simmons responded that the liquidated damages provision would account for any additional payments to the Authority's current vendor due to a delay.

Director Whirley discussed the need to call an Operations Committee meeting after the successful completion of the Factory Acceptance Testing of the new toll system. Discussions continued surrounding the traffic incident management committee comprised of VDOT and regional localities. Ms. Simmons reported that the Authority is a member of this committee and Janice Smith, RMTA's Lead Special Conservator of the Peace, is the Authority's representative on the committee.

Mr. Madison gave the Traffic and Revenue report, also referring Board members to the written report. Traffic for August 2018 increased by approximately 2.0% versus August 2017. Year to date fiscal year 2019 traffic is approximately 1.3% ahead of last year. Fiscal year 2019 toll revenue is 1.0% ahead of the budget estimate through August 31, 2018, and expenses are within budget expectations.

Moving to new business, the Chairman distributed committee assignments. The Board discussed the annual Board Retreat and, after discussion of potential dates, agreed that the Board Retreat would be scheduled for Friday, November 9, 2018, from 8:30 a.m. to 1:00 p.m.

There being no further items of new business or any further business to come before the meeting, the meeting was adjourned at 12:54 p.m.

  
Secretary

APPROVED:

  
Chairman