

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE  
HELD DECEMBER 11, 2018**

A meeting of the Operations and Finance Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 11th day of December 2018, at the RMTA Main Office, 901 East Byrd Street, Suite 1120, Richmond, Virginia, pursuant to due notice. Committee Chair Greg Whirley and Committee members Thomas Hawthorne, Marvin Tart, and Bill Woodfin were present throughout the meeting. Committee members Darius Johnson and Donald Williams joined the meeting in progress. Also in attendance were RMTA staff members Joi Dean, Jim Madison, Leslie Mehta, Theresa Simmons, and Paula Watson. Mark Grossenbacher of HNTB was present as well.

Mr. Whirley served as Chair and called the meeting to order at 10:25 a.m. Mr. Whirley deferred making a motion on approval of the May 8, 2018 minutes until there was a quorum.

Director Williams joined the meeting in progress and, as a result, there was a quorum throughout the rest of the committee meeting.

Next, Mr. Whirley acknowledged Ms. Dean. Ms. Dean began her CEO Comments with an update regarding the Toll System Project. She noted that the project is getting back on track. She spoke with TransCore's President and Senior Vice President the previous week. They assured Ms. Dean that they were committed to timely completion of the project. Ms. Dean explained that there is a new Toll System Project Manager since the last project manager's departure from the company. The new project manager has more seniority within the company than the last one. Under his new leadership, the project delay has decreased from 110 to 56 days behind schedule. Ms. Simmons explained that TransCore has completed the Initial Design Review milestone and the project is currently in the Midpoint Design Review Stage. TransCore and RMTA continue to work to further reduce the number of days behind schedule. In addition to TransCore's assurances that there will be added resources to the project and the project manager's level of seniority, Ms. Simmons noted that RMTA streamlined its own review and comment process to assist TransCore in its efforts to mitigate the project schedule delays. Ms. Simmons noted that there are provisions in the contract that minimize the Authority's risk due to schedule delays: (1) the contract allows for RMTA's ability to approve project staff; (2) RMTA may request removal of project staff, if necessary; (3) there is a liquidated damages clause in the contract; and (4) the agreement provides for a declaration of default under certain circumstances. Additionally, RMTA's consultant, HNTB, is an external check on the project's progress safeguarding the final design of the toll system by ensuring no requirements are sacrificed by TransCore in an effort to minimize the current schedule delay. Mr. Whirley suggested a letter be sent to TransCore's upper management to express the Operations and Finance Committee's concerns with the project schedule delays and to request TransCore's President prioritize RMTA's project.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Directors noted above as being present, the minutes of the Operations and Finance Committee meeting held on May 8, 2018 were approved as previously distributed.

Mr. Madison then discussed the Fiscal Year 2019 Budget Adjustment request: (1) RMTA requests an anticipated increase for the Main Street Station fund by \$1,002,196, to provide operations through June 30, 2019, as the adopted budget anticipated operations through December 31, 2018

based on the Authority's 10th (and current) Amendment to Management Agreement with the City of Richmond (*see* Exhibits attached to the December 11, 2018 Board Minutes) and (2) RMTA requests an increase for the Operations budget by \$97,000 to include recently added or anticipated employment positions through June 30, 2019, as the adopted budget had not anticipated these newly created positions.

Director Johnson joined the meeting in progress.

A Fiscal Year 2019 Budget Amendment Resolution was then presented for Committee review. Upon a motion duly made, seconded and unanimously carried by the affirmative votes of all of the Directors noted above as being present, with the addition of a job description, Main Street Station and Operation budget increase amounts, and the adjective "anticipated" preceding the phrase "increased contributions," the Fiscal Year 2019 Budget Amendment Resolution was approved.

Ms. Simmons discussed toll differential analysis. She reminded the Committee that the Board Retreat included toll differential discussions. RMTA is preparing an analysis on various issues including whether a toll differential would make sense for RMTA and, if so, what approach should be taken and what should be the timing of any such toll differential.

Ms. Simmons also provided a brief snow storm update. It snowed in the region on December 9, leaving the area with approximately ten inches of snow – with earlier predictions having been that the area would receive two inches. Ms. Simmons explained that in preparation for the snow the RMTA utilized the Douglasdale Lot as the salt shed area. The process went well and the RMTA adjusted plans as it became clear that early snow fall estimates were low.

Having no new business, the meeting was adjourned at 12:03 p.m.