

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
HELD JANUARY 9, 2018**

The regular meeting of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 9<sup>th</sup> day of January, 2018, at the offices of Christian & Barton, L.L.P., in the Mutual Building (Conference Room 11-B), 909 East Main Street, Richmond, Virginia, pursuant to due notice.

The following Directors were present and acting throughout the meeting: Directors Hardiman, Hazelett, Hinson, Holland, Johnson, Ramsey, Tart, West, White, Whirley, and Woodfin. Directors Brown, Dabney, Nelson, and Waller were absent. Mr. Gurley joined the meeting in progress. Staff present were Ms. Dean, Ms. Watson, Ms. Simmons, Ms. Johnson, and Mr. Madison. Others present included Mark Grossenbacher of HNTB and Mr. Ballou.

Mr. Johnson served as Chairman of the meeting, and Mr. Ballou as Secretary.

The Chairman called the meeting to order at 12:00 p.m., and 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 Authority's meeting held on January 9, 2018 were approved as previously distributed.

Mr. Whirley gave the report of the Operations and Finance Committee, which had met January 8, 2018 at the Authority's offices. Mr. Gurley joined the meeting during Mr. Whirley's presentation. The Committee considered the current status of the new Toll Equipment System, especially the re-use potential for some of the automatic coin machines (ACMs). While the contractor and the Authority had considered this as a possibility during the latter stages of the procurement, further analysis had led to the conclusion that all ACMs would require

replacement. System design was progressing, and the Authority expected to receive a milestone payment request in late January or early February. The Committee and staff were working to address the business rules for the new Toll Equipment System as well as the communications and outreach plan. Board members especially commented on the importance of the communications plan with the member jurisdictions and other stakeholders as to the new system, increasing the emphasis on EZ-Pass, and positioning for all electronic tolling. It was also emphasized that this particular aspect of the new Toll Equipment System should be considered by the Regional Projects and Outreach Committee.

Continuing, Mr. Whirley reported that the Operations and Finance Committee had also approved, and recommended for Board approval, an amendment to the Main Street Station budget that increased the overall budget by approximately \$249,000. Messrs. Whirley and Madison described the amendment, and the reasons therefor, which included general maintenance and engineering services, administrative and legal services, small equipment purchases, maintenance and janitorial supplies, and public relations/marketing/event expenses, all in connection with bringing the new facilities online. The increased amount was still within the overall budget funding that City Council had in place for Main Street Station in the current fiscal year. Following a brief discussion, the Board, upon motion duly moved, seconded and approved by all Directors noted above as being present, authorized an increase in the Main Street Station fiscal year 2018 budget by \$249,000 for the purposes described to the Board.

Mr. Whirley concluded by reporting that the Committee had heard from Staff regarding the status of the central office expansion, and lease negotiations for same, certain surplus property along Forest Hill Avenue, the budget calendar for development and consideration of the

next fiscal year's budget, the status of the Pope's Alley matter, and the Authority's potential acquisition of salt sheds from VDOT.

The Chairman observed that the Compensation and Benefits Committee had not met but was expected to meet prior to the next Board meeting, as it was considering a compensation matter that concerned all Authority employees. At this time, the Chairman distributed and commented upon updated Committee assignments to reflect recent Board changes, including the addition of Mr. Hardiman to the Board.

In response to a question from Mr. Holland as to whether the Authority Board was fully constituted with all authorized Board members, Ms. Dean and Messrs. Johnson and Ballou responded that it was.

The CEO began her portion of the Agenda by noting the commencement of this year's General Assembly session the following day. The Authority was reviewing a variety of bills that had already been introduced, including SCOP (special conservator of the peace) and toll bills. The final date for introduction of bills was at the end of the following week.

Mr. White stated that the Chesterfield County Administrator had extended an offer for a tour of the County on January 31. The Board discussed the various areas and facilities of the County that might be included along with the nature and purpose of such an undertaking. Mr. Hinson asked if the Board should be meeting in the jurisdictions, as to which the Chairman responded that the Governance Committee would consider a matter such as this for recommendation to the Board.

It was noted that the Authority was once again the recipient of the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its 2017 budget, such award illustrating a commitment to the highest principles of governmental budgeting and

demonstrating the satisfaction of nationally recognized guidelines for effective budget presentation.

Ms. Simmons gave the Operations report, referring the Board members to her written report, especially as to the status of the flexible asset management, deck rehabilitation and protective coatings procurements. In addition, the current cold weather had led to breaks in waterlines located on bridges over the area's highways. One such break occurred in a City waterline on the Shepherd Street bridge over the connector between the Downtown Expressway and the Powhite Parkway. Ms. Simmons showed the Board pictures of the break and the resulting downpour on the Expressway, and reported that VDOT had handled the road closure. She was not aware of any traffic incidents due to the ruptured waterline.

Mr. Madison gave the Finance/Traffic report. He observed that December 31 marked the halfway point of the fiscal year, and traffic for this period was approximately 2.2% ahead of the prior year period, while aggregate revenues were 1.2% ahead of budget. Expenses were at approximately 97% of budget, and financial indicators were looking positive based on this data. As referenced earlier by Mr. Whirley, Staff was beginning the budget process and would be meeting with the Operations and Finance Committee in budget development over the next several months. In response to a question from Mr. White regarding the effect on traffic and revenue of snow in December, Mr. Madison answered that there had been a slight decrease in traffic due to adverse weather, but this had occurred during the holiday period. The projection by the toll revenue consultant, Jacobs Engineering Group, included allowances for bad weather events and differences in commuting days. While actual overall traffic was down by approximately 0.7% for December 2017 as compared to December 2016, it was approximately 1.5% ahead on a normalized basis.

At the request of the Chairman, the Board considered a motion to convene in Executive Session pursuant to Va. Code § 2.2-3711.A(1) of the Virginia Freedom of Information Act, as relates to personnel issues, for the purpose of discussing the evaluation process and performance of a specific Authority employee, namely the Authority's CEO. Such motion was duly moved, seconded and approved by all Directors noted above as being present.

The Board reconvened in open session and considered a motion pursuant to Virginia Code § 2.2 3712(D) that, to the best knowledge of each Director then present, (i) only such public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board and that a statement to such effect would appear in the minutes of the meeting. Such motion was duly made, seconded and approved in a roll call vote by all Directors noted above as being present.

There being no items of new business or any further business to come before the meeting, the meeting was adjourned at 1:15 p.m.



Secretary

APPROVED:

  
Chairman