

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

A regular meeting 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.

The following Directors were present and acting throughout the meeting, except as noted below: Chairman Nelson and Directors Brown, Dabney, Gurley, Hardiman, Hawthorne, Hinson, Johnson, Tart, Whirley, Williams, and Woodfin. Director Gurley joined the meeting in progress, as noted below. Directors Elswick, Ramsey, and West were absent. Authority staff present were Ms. Dean, Ms. Johnson, Mr. Madison, Ms. Mehta, Ms. Simmons, and Ms. Watson. Others present throughout the meeting were Mark Grossenbacher of HNTB, lobbying counsel, Heidi Abbott, of Hunton Andrews Kurth, and General Counsel, Belinda Jones, of Christian and Barton. Mr. Nelson served as Chairman of the meeting, and Ms. Mehta as Secretary. There was a quorum throughout the meeting.

The Chairman called the meeting to order at 12:24 p.m.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the present Directors, the board and board retreat minutes of the Authority's meeting held on November 9, 2018, were approved as previously distributed.

Director Whirley provided a report from the Operations and Finance Committee. He explained that the Toll Project remains in progress. The project delay has diminished, but the gap needs to continue to lessen to get the project back on track. The Operations and Finance Committee asked that RMTA staff write a letter to TransCore expressing the Committee's

concern with the toll project delay. Director Whirley also explained that the recent snow fall was the first time that RMTA was fully responsible for snow removal. He praised RMTA staff for the snow removal success. Director Whirley also explained that the Committee discussed options for a future toll differential. He asked others, particularly Director Hardiman, to participate in future discussions on this topic.

Director Gurley joined the meeting in progress.

Director Whirley also discussed the Budget Resolution for budget adjustments that came before the Operations and Finance Committee. The Resolution requested an increase in the budget authorization for Main Street Station by \$1,002,196 to provide for operations for the Station and an increase in the budget authorization for the Central Administration budget by \$97,000 for recently added or anticipated employment positions, both through June 30, 2019. Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the present Directors, the Board Resolution was approved.

Commencing the CEO's portion of the agenda, Ms. Dean reported that she attended the Richmond Region Transportation Forum on November 29 at Libbie Mill Library hosted by Henrico County. Director Brown presented where he discussed the importance of a regional authority. Directors Dabney, Elswick, Tart, and Williams were in attendance as well.

Ms. Simmons gave the Operations report, referring Board members to her written report in the agenda packet. Ms. Simmons noted that approximately 1,100 tons of salt were held at the Douglasdale Lot in preparation for snow removal.

Mr. Madison provided the Traffic and Revenue report, also referring Board members to the written report in the agenda packet. He highlighted that monthly gross traffic increased by an estimated 70,000 vehicles or 1.3% when compared to the prior year and that year-to-date fiscal

year 2019 gross traffic is approximately 1.3% ahead of the prior year. Mr. Madison noted that toll revenues of \$17.6 million are 0.4% ahead of budget and that fiscal year-to-date expenses of \$6.4 million are within budget expectations.

Before adjourning, Ms. Dean shared that she will be attending the ChamberRVA evening reception on January 3, 2019. The reception will include Capital Region legislators and local elected officials from the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, and the Town of Ashland.

There being no further items of new business or any further business to come before the meeting, the board meeting was adjourned at 1:18 p.m.


Secretary

APPROVED:


Chairman

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY

**RESOLUTION APPROVING BUDGET
ADJUSTMENTS FOR FISCAL YEAR 2019**

December 11, 2018

WHEREAS, the Richmond Metropolitan Transportation Authority (the “Authority”) desires to adjust its adopted budget for fiscal year 2019;

WHEREAS, the Authority’s adopted financial policies require the approval of the Board of Directors to increase the total budgeted expense per fund or transfer budget authorization between the expense categories of salaries and benefits, operating, and capital; and

WHEREAS, the budget adjustments proposed by Staff that requires Board approval are:

- Increase budget authorization for the Main Street Station fund by \$1,002,196, as set forth in the attached Exhibits, to provide for 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 (the “City”). Based on RMTA negotiations with the City, it is clear that the City would like RMTA to continue managing the Station beyond December 31, 2018. Revenues generated from operations of Main Street Station in addition to anticipated increased contributions from the City, in accordance with the management agreement, provides for no net impact to the 2019 fiscal year budget.
- Increase budget authorization for the Operations budget by \$97,000, as set forth in the attached Exhibits, to include recently added or anticipated employment positions through June 30, 2019, as the adopted budget had not anticipated these newly created positions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY THAT:

1. The foregoing budget adjustments are approved and adopted.
2. Staff shall include such adjustments in the Authority’s’ fiscal year 2019 adjusted budget.
3. This resolution shall take effect immediately.

**Richmond Metropolitan Transportation Authority
Proposed Budget Amendment FY19**

Main Street Station				
	<u>FY19 Adopted</u>	<u>FY19 Adjusted</u>	<u>Adjustment</u>	<u>Comment</u>
<u>Revenues</u>	254,750	499,000	244,250	Scheduled events and projection
<u>City Contribution</u>	<u>722,993</u>	<u>1,480,939</u>	<u>757,946</u>	Per agreement, City funds difference between revenues and expenses
Total Revenues	977,743	1,979,939	1,002,196	
<u>Expenses</u>				
Compensation and Benefits	35,350	164,650	129,300	Adding Facility Manager and 2 Event Coordinators (6 months)
Operating Costs	852,250	1,583,000	730,750	Full year/projection
Administrative Allocation	<u>90,143</u>	<u>232,289</u>	<u>142,146</u>	Increased RMTA oversight
Total Expenses	977,743	1,979,939	1,002,196	
Net Gain/(Loss)	0	0		

RMTA				
	<u>FY19 Adopted</u>	<u>FY19 Adjusted</u>	<u>Adjustment</u>	<u>Comment</u>
IT Manager, Controller	0	92,000	92,000	New roles - Toll System and Strategic Plan (Salary and benefits 6 months)
Benefits Consultant	<u>47,000</u>	<u>52,000</u>	<u>5,000</u>	New contract awarded - RFP
Total	47,000	144,000	97,000	

Toll Systems and Information Technology Manager

Richmond Metropolitan Transportation Authority, the organization that operates metropolitan Richmond toll facilities and Main Street Station, is recruiting for its Toll Systems & Information Technology Manager. This position reports directly to the Chief Executive Officer.

This position is responsible for managing the daily operations and staff of the highly complex toll maintenance and information technology departments. General responsibilities include: management and oversight of the toll system maintenance administration, business information systems, information security systems, and networking and communications systems; management of staffing levels and disciplines, and leveraging contractor resources to build and maintain a successful and efficient technical team; developing and implementing technology strategy and programs that will elevate RMTA's technology capabilities and organization performance management; overseeing and directing projects, resources and budgets; collaborating with executive staff to set technology policies, priorities and agendas.

Must have the ability to evaluate, design and implement information systems, communication systems and support procedures; manage budgets, costs, schedules and technical details for complex technology projects; hands-on experience developing business continuity and disaster recovery plans; hands-on experience and knowledge of VPN, TCP/IP and IPSEC protocols; strong knowledge of IT security concepts and experience managing various intrusion detection/prevention systems in a multilayer approach; maintain confidentiality; provide consistently high quality customer service, **OR** any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Requirements include: Bachelor's degree in information systems, computer science or a related technical discipline; MCSA certification required; Cisco CCNA certification, Comptia Security+ certification or Comptia CASP certification preferred; hands-on experience maintaining Exchange/Office 360, Windows Server 2008, 2012 and 2016; experience with Microsoft Dynamics GP and Cisco networking infrastructure maintenance; minimum of five (5) years of supervisory experience in a technical field; experience implementing electronic toll collection systems is a plus.

Other requirements:

Ability to successfully perform each essential function and duty. Must be able to work flexible hours and overtime as required. Must be available by phone 24 hours a day, 7 days a week (unless on approved leave) for IT and network issues deemed serious by executive staff. Maintaining regular, reliable attendance is an essential function of this position. Must possess a valid Virginia driver's license and satisfactory driving record. Must be able to successfully complete drug and criminal history screenings as a condition of employment.

The RMTA offers a competitive benefit package which includes medical, dental, life and disability insurance, retirement benefits through the Virginia Retirement System, tuition reimbursement, paid holidays, paid time off and annual merit increase for fully meeting performance expectations. Our downtown Richmond location includes free parking. Salary is commensurate with experience. For consideration, please fax or mail your resume with cover letter and salary requirements to Human Resources. Open until filled. Posting #18-10.



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Equal Opportunity Employer

