

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE OPERATIONS AND FINANCE
COMMITTEE BUDGET WORKSHOP
HELD MARCH 19, 2019

A Budget Workshop Meeting of the Operations and Finance Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 19th day of March 2019, at the RMTA Main Office, 901 East Byrd Street, Suite 1120, Richmond, Virginia, pursuant to due notice. Committee members Thomas Hawthorne, Marvin Tart, and Donald Williams were present and acting throughout the meeting. Mr. Tart served as Acting Chairman while Committee Chairman Greg Whirley participated in the meeting throughout by telephone. Board Member Barrett Hardiman joined the meeting in progress (although he is not a committee member). Committee members Unwana Dabney, Darius Johnson, and Bill Woodfin were absent. Also in attendance were RMTA staff members Joi Dean, Tammy Goodman, Sheryl Johnson, Jim Madison, Leslie Mehta, Theresa Simmons, and Paula Watson. Mark Grossenbacher of HNTB was present as well. There was no quorum for this meeting.

Mr. Tart served as Acting Chair and called the meeting to order at 9:38 a.m. Mr. Tart deferred making a motion on approval of the December 11, 2018 minutes in anticipation of a quorum later in the meeting. However, no quorum was ever present so approval of the December 11, 2018 minutes would be postponed to a later meeting. Also, Mr. Tart deferred making a motion to allow Mr. Whirley's participation by phone because there was no quorum. Because there was never a quorum, there was never a motion.

Next, in Ms. Dean's CEO Comments, she thanked everyone for participating and explained that Mr. Madison would present the draft fiscal year 2020 Operating Budget while Ms. Simmons would discuss the Capital Budget.

Mr. Madison then presented highlights of the proposed fiscal year 2020 operating budget, informing members that the RMTA is taking a conservative approach with its projections. Revenues were developed based upon the input of Jacobs, the RMTA traffic consultant. Budget draft highlights note a total revenue increase of 0.9% over the FY19 budget to \$44 million. Various operating expenses were discussed noting that total expenses increased 1.2% over the FY19 budget primarily due to an increase in system maintenance and E-ZPass processing fees. These increases were offset by decreases in annual road maintenance/parts fees and legal expenses. Staff is still awaiting the VDOT EZ-Pass processing fee rate and has used an estimated increase of 4%. Mr. Madison reported that the Authority is in good financial shape.

Director Hardiman joined the meeting in progress.

Ms. Simmons then proceeded to discuss the draft fiscal year 2020 capital plan. Ms. Simmons described how the RMTA determines its capital needs and which maintenance activities are required. Using inspection condition ratings of individual structures, staff determines what needs to be repaired immediately contrasted against what needs simply to be monitored. The Capital Plan budget decreased from approximately \$18.8 million for FY19 to a budget of \$10.5 million for FY20. Next, Ms. Simmons shared the 6 year outlook – in terms of a long range capital plan – including toll system expansions and upgrades, buildings and facilities repairs, and renovations and preventative maintenance activities that are performed based on findings from the inspection reports for bridges and pavements. Ms. Simmons also showed members how recent maintenance

activities/repairs have helped to extend the life of certain assets. She also explained that the assets are in good shape to be returned to the City of Richmond in 2041.

Ms. Simmons then provided a brief Toll System & Services project (TSS 2017) update, noting two additional items have been completed since the last discussion: the management plan review milestone and the initial design review milestone have been successfully completed. The baseline schedule agreement milestone had already been completed. Therefore, three milestones have been completed in total thus far. Ms. Simmons noted that the Authority continues to monitor TransCore's work on this project, including participating in weekly status meetings.

The meeting was adjourned at 11:19 a.m.