

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE JOINT OPERATIONS AND FINANCE AND
COMPENSATION AND BENEFITS COMMITTEES MEETING
HELD JUNE 4, 2020**

A Joint Committee Meeting of the Operations and Finance and Compensation and Benefits Committees of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 4th day of June 2020 via electronic communication as described below, pursuant to due notice.

Operations and Finance Committee Chairman Thomas Hawthorne and the following Operations and Finance Committee members were present and acting throughout the committee meeting: Unwana Dabney, Aubrey Fountain, Marvin Tart, Donald Williams, and Bill Woodfin. Darius Johnson joined the meeting in progress as noted below.

Compensation and Benefits Committee Chairwoman Marilyn West and the following Compensation and Benefits Committee members were present and acting throughout the committee meeting: Harvey Hinson, Lane Ramsey, and Donald Williams. Compensation and Benefits Committee member Carlos Brown was absent.

There was a quorum for each of the Committees throughout the meeting.

Although not on the Committees, Board Chairman Greg Whirley participated in the meeting as well.

Also in attendance were RMTA staff members Joi Dean, Sheryl Johnson, Jim Madison, Leslie Mehta, Theresa Simmons, and Paula Watson.

Compensation and Benefits Committee Chairwoman West called the meeting to order at 12:01 p.m.

As Board Secretary, Leslie Mehta conducted a roll call of everyone present at the meeting.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present and pursuant to Virginia Code Section 2.2-3707 and 3708.2.A.3 of the Freedom of Information Act; Article 3, Section 6 of the RMTA Bylaws; and Governor Northam's adopted amendments to HB 29 and HB 30 concerning electronic meetings, the meeting was held electronically (via audio and/or video conference through Zoom, a remote conferencing service) and recorded in its entirety and maintained and the recording and minutes will be made available to the public in accordance with FOIA rules and by the same method used to provide notice of the meeting. It was held electronically in accordance with Virginia Code Section 54.1-2345 and 44-146.17, and due to Governor Ralph Northam's declaration of a state of emergency on March 12, 2020 (Executive Order Number 51) and subsequent Stay At Home Order on March 30, 2020 (Executive Order Number 55) because of the coronavirus disease pandemic which rendered meeting in person impracticable and unsafe to assemble a quorum in a single location. Members affirmed that the purpose of the remote meeting was to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities during this time (namely, Staffing and Finance Considerations). As noted above, the electronic meeting was held through Zoom and public notice was given using the same methods as has been customary for other RMTA public body meetings. Moreover, the public notice was provided contemporaneously with the notice sent to members of the Authority and arrangements were made for public access to the meeting through the video conferencing platform Zoom. Additionally, members asserted that this meeting otherwise complied with FOIA rules.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members affirmatively agreed with the motion.

Next, Ms. Dean provided her CEO comments. Ms. Dean previewed Staff comments concerning the immediate plans to reactive the work force. She noted that reactivation is limited in terms of the number of staff called back. Ms. Dean stressed that the plan's goal is to balance safety for employees and customers while continuing to be good stewards of Authority funds. Ms. Dean listed safety measures that RMTA has implemented, including instituting social distancing rules, requiring face coverings when social distancing cannot be maintained, deep cleanings, the use of gloves and hand sanitizer as well as other safety measures recommended by the CDC, Virginia Department of Health and industry standard guidelines. Ms. Dean stressed that other Authorities have returned to booths in the last few weeks so RMTA is in line with other Authorities. She noted that Mr. Madison would provide details from the financial perspective, Ms. Johnson would provide staffing and processing details, and Ms. Simmons would provide Operations updates.

Next, Mr. Madison provided a Finance update. He noted that the current system traffic volume is down 55% from 2019. Mr. Madison provided an analysis with regard to incremental traffic volume to break even upon a return to previous staffing levels, if needed. He explained that in a given pay period (two weeks), RMTA is currently down 58.8% and, as a result of adjusted staffing levels, wage and taxes are down \$77,516 for a given pay period (from \$198,800 to \$121,284 per pay period). In terms of Operational Cost Factor, May Traffic is 2,298,406. In terms of the pay period, traffic volume is 163,168 and the daily traffic average is 10,878. Therefore, there will need to be an increase of 14.2% to justify returning to pre-COVID staffing levels.

Mr. Johnson joined the meeting in progress during Mr. Madison's presentation.

Next, Ms. Johnson provided a Staffing Considerations update. She explained that pre-COVID-19 staffing levels were 41 Full-time Toll Collectors (12 returned to work as of June 1; 27 have committed to returning by June 30; and only 1 has not responded); 7 Senior TCAs (Senior TCAs were on-call during the furlough and all but one has worked during the furlough), and 20 Part-time Toll Collectors (Part-time Toll Collectors will return as needed to supplement staffing). Therefore, staffing commitments to return to the Authority are 27 Full-time toll collectors; 6 Senior TCAs; and 10 Part-time Toll Collectors.

Ms. Johnson further explained that 13 furloughed employees have not committed to return and, of those 13 employees, 9 are in a potentially protected category (i.e., medical or childcare issues). Furloughed employees will receive *Rehire Offer Letters* with a deadline of June 30 to return to work. Additionally, employees who decline the offer or fail to respond will be considered as voluntarily separated.

Lastly, Ms. Simmons provided an Operations update. Ms. Simmons explained the COVID-19 reconfigurations compared to the pre-COVID-19 configurations. She noted that for COVID-19 reconfigurations, all plaza and gates are 22 (as compared to 31 previously) shifts per day with 41 (as compared to 61 previously) employees per week; Downtown Expressway, Powhite, and Forest Hill plus gates are 18 (as compared to 27 previously) shifts per day with 34 (as compared to 51 previously) employees required per week; Downtown Expressway, Powhite, and Forest Hill are 14 (as compared to 19 previously) shifts per day and 26 (as compared to 43 previously) employees required per week; Downtown Expressway, Powhite, Forest Hill off ramp are 12 (as compared to 16 previously) shifts per day and 23 (as compared to 34 previously) employees required per week; and Downtown Expressway and Powhite are 8 (as compared to 23 previously) shifts per day and 15 (as compared to 32 previously) employees required per week (supervisor shifts are not included in these numbers, but pre-COVID-19 numbers include Part-time employees). In terms of staffed lanes by hours per day, the current level is 14.5 whereas pre-COVID-19 it was 24. Current average shift hours is 7.25 whereas it varied pre-COVID-19. Moreover, currently the minimum hours per week (the minimum number of hours to be considered Full-time) is 27, but pre-COVID-19 the minimum varied.

Operations and Finance Committee Chairman Thomas Hawthorne noted that the next board meeting is scheduled for Tuesday, June 9, 2020 at 12 noon. Having no further new business, he adjourned the meeting at 1:02 p.m.