

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE

January 8, 2018

A meeting of the Operations and Finance Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on January 8, 2018, at the central office of the RMTA, 901 East Byrd Street Richmond, VA at 10:00 a.m. Committee Chairman Greg Whirley and Board member Marvin Tart were present. RMTA Chairman Darius Johnson arrived during the meeting. Also in attendance were Joi Dean, Jim Madison, Theresa Simmons and Paula Watson, from the RMTA, Eric Ballou of Christian and Barton, and Mark Grossenbacher of HNTB.

The Operations and Finance Committee Chairman, Mr. Whirley, called the meeting to order at 10:09 a.m.

Mr. Whirley stated that since a quorum was not present, approval of the minutes from the August 29, 2017 committee meeting would be postponed to a later meeting.

Mr. Whirley proceeded to the CEO's comments portion of the agenda. Ms. Dean provided a brief update on Pope's Alley. She emphasized the Authority's position regarding the need to protect its fracture critical pier and that the Authority has communicated its position to the parties that are currently in litigation.

Next, Ms. Dean reported on the negotiations for purchase of the VDOT Salt Shed Facility. She gave a brief overview of the facilities and stated that the RMTA had exercised its option to purchase from VDOT and negotiated a purchase price in the range of \$20,000 to \$25,000. The Committee discussed environmental considerations involved in the transaction, and Mr. Ballou advised of the desirability of an environmental study so that RMTA would be informed of environmental conditions and risks.

Ms. Simmons and Ms. Watson briefed the Committee on the disposition of surplus property parcels located along Forest Hill Avenue near the Forest Hill ramp. The parcels were purchased during the initial right of away acquisition for the Powhite Parkway. A recent title search revealed that the RMTA owned these parcels after the Authority received a request from an individual who desired to purchase the parcels. Staff supported this request, and HNTB had advised that the parcels were surplus. Mr. Whirley mentioned VDOT guidance as to reconveyances to the original owner, and Staff and Mr. Ballou were to report back with updates on that as well as reviewing past RMTA records and diligence with the City as to RMTA ownership.

Mr. Madison then presented the next item for discussion which was an adjustment to the Main Street Station budget that would increase the overall budget by approximately \$249,000. The principal reasons were 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 Shed 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. The Committee members present supported this increase.

Mr. Madison then described for the Committee members the budget calendar for the next few months. Mr. Whirley asked that Staff communicate to the Committee if the Mid-Year Toll Certification" of the Traffic and Revenue Consultant was skewed to the downside.

Ms. Simmons proceeded to the Toll System Equipment (TSS 2017) update, specifically the re-use of automatic coin machines (ACMs). This was not required during the RFP process, although TransCore volunteered to study their re-use and advise RMTA. She stated that all proposals were scored based upon new ACMs. Based on the analysis performed by TransCore, it was determined that re-use was not an option due to overall condition of the legacy ACMs and would offer no appreciable cost savings to the Authority. Staff and HNTB were in agreement with this position. The committee members present concurred with the findings.

Ms. Simmons continued her briefing by showing next steps towards all electronic tolling (AET) and the implementation timeline that would be required. An important part of transitioning to AET was increasing E-ZPass participation. Methods for increasing E-ZPass penetration include a cash/E-ZPass toll price differential, conversion of existing mixed mode lanes to E-ZPass only, reduction in the number and/or hours of staffed lanes, and marketing/outreach. It was also noted that methods for increasing E-ZPass penetration could increase wait times in the full service lanes, which can also be a driver towards increasing E-ZPass

Staff distributed to the Committee a binder with key documents for their use in future meetings and RMTA business participation. This binder will be utilized over the course of the next six months, as the Operations and Finance Committee continues to have conversations about future options for future toll road operational policy decisions.

As an item of new business, Ms. Dean updated the Committee with the status of expanding the leased space for the central administrative offices. Discussions were continuing and included the costs and extent of the build-out.

With no other business to conduct, the meeting adjourned at 11:50 a.m.

APPROVED:

Chairman

Secretary