

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
HELD MARCH 9, 2021**

A meeting of the Board of Directors of the Richmond Metropolitan Transportation Authority (“RMTA”) was held on the 9<sup>th</sup> day of March 2021, via electronic communication through the Zoom video conferencing platform as described below and pursuant to due notice.

The following Directors were present and acting throughout the meeting: Acting Chairman Tart (Vice Chair) and Directors Brown, Dabney, Fountain, Hardiman, Hawthorne, Hinson, Johnson, Nelson, Whirley, and Williams.

Chairwoman West and Directors DuFrane, Elswick, Ramsey and Woodfin were absent.

Authority staff present were Ms. Dean, Ms. Johnson, Mr. Madison, Ms. Mehta, Ms. Simmons, and Ms. Watson. Also present were Belinda Jones and Henry Willett of Christian & Barton and Daniel Papiernik of HNTB.

In Chairwoman West’s absent, Vice Chairman Tart presided over the meeting pursuant to RMTA Bylaws Article IV, Section 2, with Ms. Mehta acting as Secretary. There was a quorum present throughout the meeting.

Acting Chairman Tart called the meeting to order at 12:02 p.m.

Ms. Mehta conducted a roll call of all participants on the electronic call.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Board members present and pursuant to Virginia Code Section 2.2-3707 and 3708.2.A.3 of

the Freedom of Information Act (“FOIA”); 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 are to 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 novel coronavirus/COVID-19 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. 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 of each board member’s vote. All board members present for the motion voted to approve the motion.

Next, Acting Chairman Tart turned to the agenda item of the previous board minutes. Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Board

members present, the Board minutes of the Authority's meeting held on January 12, 2021 was approved, as previously distributed.

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

Next, Acting Chairman Tart moved to the Report of the Compensation and Benefits Committee. Committee Chairman Hinson turned to Ms. Johnson for the report. Ms. Johnson noted that the Committee approved a Resolution Approving Employee Benefit Plans for Fiscal Year 2022: Medical – a. continue with The Local Choice (administered by Anthem) to include vision and dental coverage; 6% decrease to annual premiums; and decrease Health Savings Account (“HSA”) contribution for employee and employee plus plans back to the previous amount of \$1,000 for employees and \$1,500 for employee plus plans (for an annual Authority contribution/premium of \$680,000) and FSA Administration – renew with Discovery Benefits to include the limited purpose FSA for those enrolled in HSA (for an annual Authority contribution/premium of \$5,340). Mr. Hinson noted that no action is required of the Board at this time. This recommendation will be included in the overall FY22 Budget.

After the Committee Report, Acting Chairman Tart turned to Ms. Dean for the CEO Comments. She began with a COVID-19 update. First, she shared that there had been three RMTA employee positive cases within 48 hours. Although they could not be traced to RMTA, out of an abundance of caution and as a preventative measure to avoid further spread, on January 27 TCAs were pulled from the plazas/booths for a period of ten days. Additionally, a third party contractor was brought in to conduct a deep cleaning. She also noted that the RMTA maintenance team has been committed to the safety of staff and has worked diligently to clean the facilities. The TCAs

returned to the booths/plazas on February 8. Since that time, there have been no additional reported COVID-19 cases.

Ms. Dean also noted that the RMTA is working with the Virginia Department of Health to obtain vaccinations for Staff (RMTA employees fall under the 1B essential employee category). She also noted that on March 16 there will be a voluntary webinar by the Virginia Department of Health presented exclusively to RMTA staff to explain the COVID-19 vaccination process and to answer any questions that staff may have.

Next, Ms. Dean moved to the General Assembly update. There were a few bills that did not make it out of committee regarding essential employees and paid leave. She also noted that there was Central Virginia Transportation Authority (“CVTA”) legislation adding the Virginia Port Authority Executive Director as a non-voting member of CVTA. That legislation passed.

Ms. Dean also noted that the Finance Committee of the CVTA met on February 10. Fiscal agent agreements and policies and procedures are being drafted. The FY22 Budget has been drafted. Further, the Technical Advisory Committee (of which Ms. Dean is a member) met on March 8. The Committee’s Project Prioritization subcommittee discussed the 35% regional funding and decided that it would fund highway project to include limited access roadways, regional bike and pedestrian projects, and rail projects. The next meeting is scheduled for March 26.

Next, Ms. Dean turned to the Toll System update. At that time and at the request of Acting Chairman Tart, the Board considered a motion to convene in executive session pursuant to Virginia Code §2.2-3711.A(8) and (A)(29) of the Virginia Freedom of Information Act as it relates to legal

and contract matters. Such motion was duly moved, seconded and approved by all Board members noted above as being present.

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

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 Board member 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 by all Board members present.

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

Next, Ms. Simmons provided the Operations Report, referring Board Members to the written report in the agenda packet. Ms. Simmons provided an overview of the several snow and ice events which occurred in February, highlighting the fact that the only vehicle accident which occurred during the snow and ice events was not the result of the roadway conditions but rather reckless driving on the part of the driver as reported by the responding Richmond Police Officer.

Next, Mr. Madison then provided the Traffic and Revenue Report as included in the agenda packet. Regarding traffic highlights, he noted that February 2021 had the same number of commuting day as compared to the prior year although one less day due to leap year in 2020; however, the impact of the COVID-19 virus pandemic continues to be significant to traffic volume.

Monthly gross traffic decreased by an estimated 1.9 million vehicles or 38.0% when compared to the prior year. Year to date traffic for fiscal year 2021 is approximately 30.5% behind the prior year. Fiscal year 2021 toll revenue of \$18.4 million is approximately 8.7% under the budget estimate through February 2021. Fiscal year to date expenses of \$7.8 million are 21.6% under budget expectations. Fiscal year 2021 revenue and expense amounts are closely monitored and projected to demonstrate compliance with required debt coverage ratios.

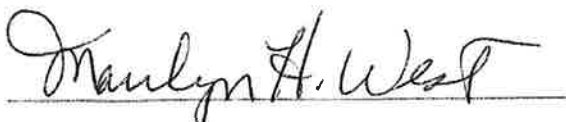
Regarding new business, Acting Chairman Tart noted that the next board meetings are May 11 and June 8 – both at 12 pm.

Having no further business to come before the meeting, the board meeting was adjourned at 12:53 p.m.



Secretary

APPROVED:



Chairwoman