

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
HELD DECEMBER 8, 2015**

The regular meeting of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 8<sup>th</sup> day of December, 2015, in the Williams Mullen Conference Center of the Williams Mullen Building, 200 South 10<sup>th</sup> Street, Suite 1600, pursuant to due notice.

The following Directors were present and acting throughout the meeting: Directors Hazelett, Hinson, Holland, Johnson, Kornblau, Nelson, Tart, West, White, and Woodfin. Directors Brown, Cannady, Homer, and Whirley were absent. Also present were Ms. Gray, Ms. Dean, Mr. Doughtie, Ms. Simmons, Ms. Johnson, Mr. Aida, and Mr. Ballou.

Mr. Holland served as Chairman of the meeting, with Mr. Ballou serving as Secretary.

Mr. Holland called the meeting to order at 12:00 noon. The Chairman observed that there was no need for the Executive Session preliminarily noted on the agenda, and upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Directors noted above as being present, the agenda was amended to remove the Executive Session. Following, upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Directors noted above as being present, the minutes of the Authority's meeting held on November 6, 2015 were approved as previously distributed.

Mr. Hazelett gave the report of the Regional Projects and Outreach Committee, outlining the proposed process for outreach to the member jurisdictions. The initial step would be the selection of presentation team(s), with the Committee recommending that the CEO serve as the primary presenter. A presentation would need to be developed, as well as the timeline/schedule

for the jurisdictional meetings. Meetings would likely be in the Spring, to be preceded by briefings with each jurisdiction's chief administrative officer/administrator/manager. Primary emphases would be on the ability of the Authority to undertake various projects as well as showcasing the competency of the Authority's staff. The Authority's Board would be regularly updated on the process so as to provide input. In connection with this, the Authority would develop a process for reviewing project requests, along with, as appropriate, seeking contributions to defer the costs of examining requested transportation projects. It was envisioned that the Authority would be perceived as the experts in various types of projects and would achieve the jurisdictions' agreement and buy-in on its role as to various projects. Mr. Hazelett noted that it was also important to brief various General Assembly members after the meetings with the jurisdictions.

Following Mr. Hazelett's presentation, the Board discussed same. Ms. West noted that she liked the idea of consulting the jurisdictions and obtaining their input, and Mr. Hinson thought the process would showcase the Authority and serve as a very useful starting point. Rev. Nelson, joined by others, commented on the importance of the schedule, especially as it relates to meeting with the governing bodies. The particular meeting dates of the respective jurisdictions were noted, as was the need for careful coordination among the governing bodies and their respective staffs, especially prior to the meetings. Mr. Johnson, a member of the Committee, supported this procedure, especially as it could be tailored for each jurisdiction. He also observed that the management round table might be a potential venue for the presentation, and the Chairman noted that the same might apply to local chambers of commerce.

As to potential negatives or downsides, Ms. West asked if other transportation bodies might be involved in a similar or parallel undertaking, as to which Mr. Hazelett noted the

potential confluence of the Authority, the TPO/MPO and VDOT, and the importance of involving these other entities as well.

Ms. Gray gave the report of the CEO, commencing her remarks by wishing all the Board and Staff members Happy Holidays. As requested by the Board, the location of meetings will rotate among the jurisdictions beginning in January 2016. Meetings will rotate every four months to a new location, beginning with Chesterfield County at the County Administrative offices. Details on the location for the meetings to occur next in Henrico County will follow once finalized.

As to the committee goals and objectives, following the Retreat, Ms. West remarked that, with respect to Governance matters, the meetings with the jurisdictions may well produce feedback that relates to particular goals and objectives. Other items included discussions with VDOT and the potential for a follow-up meeting with the MPO/TPO.

Ms. Gray also reviewed the upcoming Board schedule and workshop meetings of the Finance Committee. For January, the focus would be on the reserve fund policy, February would feature the operating budget, March the long-range capital plan and financial plan, April the completed fiscal year budget for Board consideration, and finally, in May, Board consideration of the fiscal year budget.

She next observed that the General Assembly would commence its annual session in January. Various areas of potential legislation included special conservators of the peace and toll-related bills. The Chairman stated that it was important to coordinate, where appropriate, with the local legislative liaisons.

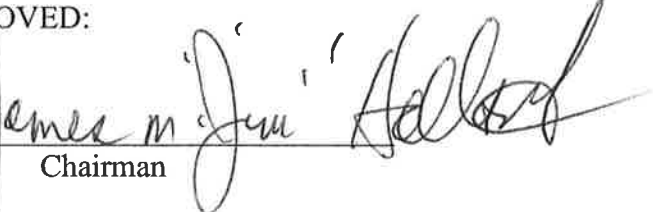
Ms. Simmons gave the Operations Report. In addition to the items set out in the written report in the Board agenda packet, she reported on the recent bus accident on the ramp from the

Powhite Parkway to the Chippenham Parkway. Consideration was being given to enhanced signage and related improvements. Also upcoming was the opening of bids for the Authority's deck rehabilitation project. Mr. Johnson asked as to the lights underneath the Kanawha Plaza, which seemed to be in a differing state of maintenance than underneath the Expressway Parking Deck. While Ms. Gray and Ms. Simmons noted the differences between the two (the lengthier Expressway Deck portion was actually a tunnel, while the Kanawha Plaza was a bridge), there were no safety issues. Nonetheless, Staff was discussing with the City the appropriate allocation of maintenance responsibilities.

Mr. Doughtie gave the Finance Report for November, 2015. With one additional commuting day over the preceding period, Thanksgiving traffic, and fewer negative weather events, monthly gross traffic increased by approximately 6.5% (301,000 vehicles). On a normalized basis, monthly traffic growth was estimated to be 4.4% over November, 2014. On a cumulative basis, fiscal year traffic is approximately 4.8% ahead of the previous year. On a year-to-date basis, Expressway revenues were ahead of budget by approximately 5.0%, and expenses were approximately 99% of budget. Budget adjustments were expected to be presented in the Spring, during the budget preparation cycle. The Chairman noted the previous month's discussion with regard to the effects of the UCI bike race on traffic, and with regard to the Expressway traffic by day chart, Rev. Nelson asked if a certain spike in traffic was out of the ordinary, as to which Mr. Doughtie responded in the negative.

There being no further business to come before the meeting, the same, upon motion duly made, seconded and unanimously carried, was adjourned at 1:00 p.m.

  
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Secretary

APPROVED:  
  
Chairman  
#1869794

