

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
MINUTES OF THE COMPENSATION AND  
BENEFITS COMMITTEE MEETING  
HELD MARCH 14, 2023**

A Committee Meeting of the Compensation and Benefits Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 14th day of March 2023, at the RMTA Main Office, 901 East Byrd St., Ste. 1120, Richmond, Virginia, pursuant to due notice and electronic communication (via Zoom) as noted below.

Compensation and Benefits Committee Chairman Donald Williams and the following Committee members were present and acting throughout the committee meeting unless otherwise noted: Aubrey Fountain (entered at 10:59 a.m.), Dean Lynch, and Marilyn West. Board Chair Marvin Tart (entered at 10:52 a.m.) was present as well. Director Carlos Brown was absent.

Also in attendance were RMTA staff members Joi Dean, Sheryl Johnson, Leslie Mehta, Leah Moss, Steve Owen, Theresa Simmons, and Paula Watson. OneDigital consultant Mary Jones and PaypointHR consultant Rick Campbell (via electronic communication) were also present.

There was a quorum throughout the meeting.

Committee Chairman Williams called the meeting to order at 10:46 a.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, the Committee minutes of the Authority's meeting held on January 10, 2023 were approved, as previously distributed.

Next, by way of her CEO comments, Ms. Dean introduced OneDigital consultant, Mary Jones, and explained that Ms. Jones would provide a health insurance benefits update and there would be a compensation strategy discussion.

First, Ms. Jones of OneDigital began her health benefits summary by discussing the distinctions between an HSA (employee-owned and the money follows them) and an HRA (funds are owned by RMTA and unused funds remain with the RMTA). Moreover, to comply with IRS regulations, the health plan deductible will be adjusted from \$2,800/\$5,600 to \$3,000/\$6,000. Additionally, the following will be added to the plan: diabetes prevention program; LiveHealth Online will include dermatology visits; in-home addiction treatment (via in-person or telehealth visits); and expanded virtual care options (in-app medical text chat for on-demand 24/7 urgent care and follow-up visits for wellness, prevention, and chronic condition care).

Ms. Jones noted that currently employees are eligible for a premium discount of \$50.00 per month as a wellbeing incentive if they have their annual physical. OneDigital recommends expanding this to the covered spouses on the medical plan effective July 1, 2023 (if employee alone has their physical, they will receive a \$25.00 monthly premium discount; if both the employee and covered spouse receive their annual physicals, the employee will receive a \$50.00 monthly premium discount).

OneDigital recommends the following:

- Continue with The Local Choice (TLC), (with an 8.9% increase (this reflects a 1.0% one-time TLC adjustment))
- Keep Health Savings Account (HSA) and Health Reimbursement Account (HRA) contributions at \$1,000 for employee/\$1,500 for employee plus dependents
- Review benefits and wellbeing survey results to determine if any additional benefits should be included during open enrollment
- Share the 8.9% increase between employees and RMTA

Ms. Jones stressed that benefits are an important part of the employee benefit package and the OneDigital recommendations, if adopted, should position RMTA to retain and attract talent. She emphasized that TLC decisions must be finalized by April 1, 2023.

PaypointHR Consultant, Rick Campbell, shared preliminary information about the compensation study, focusing on the toll collector and maintenance worker positions. The data indicates that these positions should have a minimum rate of \$15/hour to remain competitive with the market. PaypointHR will continue with a market analysis of all RMTA positions.

Based on the information discussed, Ms. Johnson explained that the RMTA recommendation would be to implement a salary adjustment for the 25 identified employees who are substantially below the market rate, increasing to \$15 per hour based on the market rate as defined by the Consultant in the 2023 Compensation Study. Director Lynch recommended a one-time incentive to address the compression issue resulting from the market increase. It was unanimously approved to give toll collector and maintenance worker employees not receiving the increase: \$500 with 2-5 years of service and \$1,000 for those with more than 5 years of service. Further, Mr. Owen noted that the Authority is approximately \$500,000 under budget for the current fiscal year and, therefore, RMTA has the ability to implement the recommendations for the remainder of FY23.

Next, Ms. Johnson began the compensation strategy discussion by reviewing the FY24 salary increase budget proposals for our jurisdictional partners (the City of Richmond (8% increase), Henrico (8.2% increase) and Chesterfield (raised minimum wage to \$16 per hour and 3.5% raise for all other positions effective January 2024) counties, and the Virginia state government (up to 7% pay raise)).

After Committee discussion, Committee Chairman Williams entertained two resolutions:

- Resolution approving employee benefit plans for FY24:
  - Continue with TLC with understanding that there is an 8.9% increase to annual premiums (with a one-time 1.0% one-time TLC adjustment);
  - Maintain HSA and HRA contribution for employee and employee plus plans (\$1,000 for employees and \$1,500 for employee plus plans); and renew with WEX benefits for the limited purpose of the administration of FSA for those enrolled in HSA.
- Resolution approving compensation plan for FY 23:
  - Implement salary adjustment effective April 1, 2023 to a minimum wage of \$15 per hour and provide a one-time incentive to remaining toll collectors and maintenance workers as follows: \$500 for employees with 2-5 years of service and \$1,000 for those with more than 5 years of service.

The Committee considered motions to approve each of the Resolutions in turn. Both motions were duly moved, seconded, and approved by all Committee members noted above as being present.

Chairman Williams noted that the next Compensation and Benefits Committee meeting will be held on March 22 at 9:30 a.m. to continue the discussion of performance-based merit increases. A committee recommendation is necessary for inclusion in the FY24 budget proposal.

Having no further new business, Committee Chairman Williams adjourned the meeting at 11:51 a.m.



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**RESOLUTION APPROVING EMPLOYEE BENEFIT PLANS FOR FISCAL YEAR 2024**  
(March 14, 2023)

**WHEREAS**, the Richmond Metropolitan Transportation Authority (the “Authority”) desires to approve certain employee benefit plans for fiscal year 2024, to be included in the Authority’s annual budget for such period; and

**WHEREAS**, the Authority’s Compensation and Benefits Committee met on March 14, 2023 to consider such employee benefit plans, and recommended the following:

Coverage	Recommendation	Annual Authority Contribution/Premium*
Medical	a. Continue with The Local Choice (Administered by Anthem): includes vision and dental coverage b. 8.9% increase to annual premiums c. Maintain Health Savings Account (HSA) contribution for employee and employee plus plans, (\$1k for employees; \$1.5k for employee plus plans)	\$734,000 (9.9% increase over FY23)
FSA Administration	Renew with WEX Benefits, to include the limited purpose FSA for those enrolled in HSA.	\$ 6,500

\*Approximate

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY THAT:**

1. The extension and implementation, as appropriate, of the foregoing employee benefit plans and coverages are hereby authorized and approved, together with the payment by the Authority of the corresponding contribution levels, and the Chief Executive Officer is authorized to take such action as is necessary to procure and implement such employee benefit coverage, including without limitation, execution of all necessary documentation and payment of related premiums and amounts on behalf of the Authority and plan participants.
2. Staff and the Operations & Finance Committee shall include the foregoing rates and premiums in the development of the fiscal year 2024 budget.
3. This resolution shall take effect immediately.



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**RESOLUTION APPROVING COMPENSATION PLAN FOR FISCAL YEAR 2023**  
**(March 14, 2023)**

**WHEREAS**, the Authority desires to implement phase one of the 2023 compensation study to address entry-level positions that were identified by the Consultant as substantially below the market, and to be effective April 1, 2023; and

**WHEREAS**, in light of the competitive pressures for recruitment, and because the net effect of the increase will have a minimal impact to the current budget (FY23); and

**WHEREAS**, the Committee recognizes the compression issues that will result with this increase, and seeks to incentivize the remaining toll collectors and maintenance workers;

**WHEREAS**, the Authority's Compensation and Benefits Committee met on March 14, 2023 to recommend the following:

1. Implement the salary adjustment of employees who are substantially below market rate;
2. Provide a one-time incentive to the remaining toll collectors and maintenance workers;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY THAT:**

1. Twenty-five identified employees will receive an adjustment to their salary, increasing to \$15/hr, based on the market rate as defined by the Consultant in the 2023 Compensation Study;
2. The other toll collectors and maintenance workers will receive a one-time incentive as follows: \$500 for employees with 2-5 years of service; and \$1,000 for those with more than 5 years of service.
3. Staff shall include the foregoing increases and incentives, effective April 1, 2023.