

## 1. Call to Order and Determination of Quorum

Bill McDonald moved to call the meeting to order and determined a quorum.

### Committee Members

- William McDonald (Chair)
- James Bensley
- Sue Carlock
- Terry Rice
- Edward White
- Brian Young

### Others Attending

- Bill Carpenter, CEO
- Kelly Parisi, Executive Assistant to the CEO
- Dan DeLaus, Chief Legal Counsel
- Sara Molyneux, Policies, Procedures, Tech. Docs

## 2. Approval of Agenda

Terry Rice moved to approve the agenda, and James Bensley seconded the motion, which carried unanimously.

## 3. Finalize Governance Retreat Agenda and Date

The retreat date is December 08, 2021, and the event will be in person. The retreat work will occur from 10:00 AM to 4:30 PM, with a social hour to follow. The event will be offsite, but the venue is yet to be determined (possibly City Grill, possibly Urban Euphoria). Bill McDonald invited the Committee to discuss the retreat agenda. A summary of the discussion follows.

### 1. Redesign and Bike Share

- a. RTS Connect, OnDemand, and Bike Share
- b. City and county proposals to integrate service into RTS routes
- c. Terry Rice mentioned GTC's county-wide planning and transportation plan and suggested sending the GTC link to the Board to allow interested parties to pre-read before the retreat
- d. Transportation Coordinator discussion (what does the Board see as the organization's mission)?

### 2. Finances

- a. COVID revenue
- b. Federal legislation
- c. Tie to capital projects discussion
- d. Multi-year projection
- e. Capital projects
  - i. Take federal legislation into account. Terry Rice suggested sorting projects according to those which could be done with available funding and those that would be possible with future funding through federal legislation.

### 3. Zero Emission Vehicle Strategy

- a. Establish a committee of Board Members and management, so there is clarity about the scope and details of the project.
- b. The Committee discussed the percentage of electric buses in the fleet. Bill Carpenter explained that the total number of electric buses is capped at 20 until we have a charging garage/depot. The depot design allows for up to 80 buses to charge, although

the number of electric buses we'd require to meet the zero-emission standard is still to be determined.

- c. Bill McDonald and Bill Carpenter discussed the variables around the zero-emission initiative (the overall size of the fleet is dependent on school district work and therefore impacts the number we would use to determine the total electric buses). Bill Carpenter concluded by framing the topic with the question, "What are we trying to accomplish by 2025?"
- 4. RCSD
  - a. Long-term planning
  - b. Impact on capital issues
  - c. What is the maximum number of buses required if the RCSD student placement policy is changed?
  - d. There is a great deal of complexity to consider
  - e. Plans for building out the campus will be impacted by the uncertainty of the number of buses needed to serve the greater community, with student transportation included or not included.
- 5. Comp Plan Initiatives
  - a. Bill Carpenter provided examples of strategies/tactics that are regularly included in the plan. The Committee discussed if the organization needs to be more agile with mobility options and support of mobility in the community with services like mobility management. Bill McDonald commented on the community-wide need for mobility management services. Bill Carpenter shared that if that is a service the Board wants the Authority to provide, that needs to be clarified to management.

The Committee conveyed agreement about the topics and schedule for the retreat.

#### 4. Review Board Retreat Evaluation and Annual Board Assessment

The Committee reviewed the Board Retreat Evaluation and suggested the following changes.

- Remove question 6. ("The technology used for the Retreat worked well for me.")
- Question 5 is "The retreat was the right length to accomplish the intended outcomes." The Committee discussed adding the following after question 5.
  - The overall purpose of the retreat was clear and understandable.
  - We accomplished the overall retreat outcomes.
- Add the following question: "For each topic, put a rating of 1 – 5 for each column, ranging from Strongly Disagree to Strongly Agree."

Topic	Topic Was Appropriate	Purpose Was Clear	Outcome Was Achieved
Redesign and Bike Share			
Finances			
Zero Emission Vehicle Strategy			
RCSD			
Comp Plan Initiatives			

The Committee engaged in a thoughtful discussion about the Annual Board Assessment and came to the following recommendations:

1. Separate the Assessment from the Retreat Evaluation.
2. Ask the Board Members to complete the Board Assessment by April 2022.
3. The surveys will remain anonymous. Members have the option to identify themselves.
4. Emphasize that:
  - a. The assessment results are for us (the Board) and our work and not to judge Board members. The intent is to get honest specific feedback to elevate governance and identify what we need to stop doing, continue doing, or improve so that we can do an excellent job as a Board.
  - b. If you give a question a score of 1 or 2, please A) include a specific comment to provide context for the score, or B) contact the Board Chair or CEO to explain what you need for better understanding, or C) both A and B.
5. Remove question 25 ("I believe the Board Portal is being used to maximum benefit.")

#### **5. Summary of Recommendations to the Board**

The Governance Committee recommends the full Board's acceptance of the Governance Committee Meeting Minutes during the next Board Meeting to:

1. Hold the Board Retreat on December 08, 2021, with the current timetable and agenda.
2. Modify the Board Retreat questions to get salient data.
3. Run the Board Annual Self-assessment by April 2022
  - a. Remove question 25.
  - b. Encourage Board Members to give comments for questions with a 1 or 2 score. Board Members are welcome to contact the Board Chair or CEO for clarity.

#### **6. Motion to Adjourn**

Terry Rice moved to adjourn the meeting. Brian Young seconded the motion, which carried unanimously.