

Meeting Date: January 15, 2026
Meeting Time: 1:30 PM
Meeting Location: GRTC Board Room

Attendees

Chair:
Barb Smith (Development Committee Chair)

Committee Members:
Nicole Jones
Terrell Hughes
Odie Donald II
Dave Anderson

Staff Participants:
Sheryl Adams
Tony Byrd
Rachel Dickerson
Joe Dillard Jr
Dexter Hurt
Mike Hurt
Tim Martin
Ashley Potter
Patricia Robinson
Adrienne Torres

1. Call to Order

The meeting was called to order by Chair Barb Smith. A quorum was present.

2. Consideration of Amendments to the Agenda

No amendments to the agenda were requested.

3. Public Comment

No public comments were offered.

4. Approval of Minutes

The minutes from the previous meeting were presented for approval.

Action:

Motion to approve the previous meeting minutes.

Motion made, seconded, and approved (Ayes).

5. Action Items

A. Maintenance and Transit Operations Technical Study

Staff presented a proposed contract with WSP to conduct a maintenance and transit operations technical study for GRTC. The study will provide a comprehensive review of current maintenance and operational practices, identify inefficiencies, modernize policies and procedures, and recommend improvements to support longterm efficiency, safety, and sustainability.

The study is expected to take approximately 12–18 months and will include both operational and maintenance reviews with consultants working directly with staff.

The total contract amount is \$199,992.28 and will be funded primarily through a DRPT technical assistance grant, with a minimal local match required.

Committee members discussed benchmarking practices with comparable transit agencies and ensuring the analysis reflects similar system conditions.

Action:

Motion to recommend approval to the full Board awarding the contract to WSP in the amount of \$199,992.28.

Motion made, seconded, and approved.

B. Expansion of Microtransit Vehicles

Staff presented a request to purchase five additional microtransit vehicles for the GRTC LINK service, including:

Three nonADA vans

Two ADAcompliant vans with wheelchair lifts

The expansion is necessary due to continued growth in the LINK service and the need to maintain service reliability and appropriate spare ratios.

The vehicles will be purchased through an existing Virginia state contract with Sonny Merryman Incorporated, eliminating the need for additional procurement.

Total cost: \$555,705

Funding sources include state grant funding with a four percent local match.

Action:

Motion to recommend approval to the full Board for the purchase of five microtransit vehicles for \$555,705.

Motion made, seconded, and approved.

C. Driver Barriers Retrofit Project – Phase 2

Staff requested approval to upgrade protective operator barriers on 65 fixedroute buses. The upgrades will create a more fully enclosed operator compartment to enhance safety and reduce operator assaults.

Phase I of the barrier installation was previously approved for 79 buses. The remaining buses currently have partial barriers that do not provide adequate protection.

Vendor: Gillig

Procurement method: Competitive bid process

Total project cost: \$213,679.70

Funding source: 100% federal funding

Action:

Motion to recommend approval to the full Board.

Motion made, seconded, and approved.

D. VIA Software Contract Change Order

Staff presented a change order request related to the VIA contract, which supports paratransit and microtransit operations.

The contract originally supported paratransit operations. A previous amendment added microtransit services. Due to growth in microtransit operations, the existing budget allocation has been exceeded.

Requested change order amount: \$274,425

Funding follows the standard federal, state, and local grant split.

Committee members requested additional background information regarding the original contract value and previous amendments for the full Board review.

Action:

Motion to recommend approval to the full Board for the \$274,425 change order.

Motion made, seconded, and approved.

E. Paratransit Vehicle Camera Equipment Retrofit

Staff presented a proposal to retrofit 23 paratransit vehicles with upgraded camera systems and software.

The upgrade is part of GRTC's initiative to modernize vehicle camera technology and improve system monitoring and safety.

Total project cost: \$165,500

Funding source: grant funding with four percent local match.

Action:

Motion to recommend approval to the full Board.

Motion made, seconded, and approved.

F. DRPT Grant Applications Resolution

Staff presented a comprehensive list of proposed DRPT grant applications, covering categories such as:

- State of good repair
- Business improvements
- Infrastructure and facility improvements
- Safety initiatives
- Service expansion
- Service sustainability

Staff noted updates to the application list since the initial distribution and reviewed how projects align with available funding and local match requirements.

Committee members discussed longterm sustainability considerations, particularly for expansion projects, and emphasized the need for a formal policy governing service expansions, grants, and studies before entering final agreements.

Action:

Motion to recommend approval of the DRPT grant application resolution to the full Board contingent upon adoption of a policy addressing services, grants, and studies prior to award acceptance.

Motion revised, seconded, and approved with one abstention.

G. February Service Changes / Title VI Review

Staff presented proposed temporary service adjustments beginning in February due to operator workforce shortages, particularly during evenings and weekends.

The proposed changes aim to:

- Improve schedule reliability
- Reduce lastminute trip cancellations
- Align service levels with available operator staffing

Staff explained that adjustments were targeted at trips with lower ridership and sufficient capacity on adjacent trips.

Committee members expressed concerns about service reductions on core transit routes and requested additional details regarding rider communication and mitigation strategies.

Staff discussed outreach efforts including:

- Public meetings
- Website and app updates
- Social media communication
- Onboard messaging
- Rider alert systems
- Potential transportation alternatives for impacted riders

Action:

Motion to move the item forward to the full Board without committee recommendation, with a request that staff provide additional service impact data and a communications plan.

Motion made, seconded, and approved.

H. Focal Point Advertising Contract Change Order

Staff requested approval for a change order to the Focal Point contract, which provides installation services for transit advertising wraps.

The advertising program continues to grow and requires installation services for both external advertising and GRTC branding initiatives.

Original contract value: \$250,000

Contract term: Five years (currently in Year 3)

Requested change order:

\$250,000 per year for the remaining two years

Total request: \$500,000

Staff reported strong advertising program performance and projected revenue of approximately \$800,000 for FY26.

Committee members discussed installation costs, advertising revenue potential, and possible future inhouse capacity.

Action:

Motion to recommend approval to the full Board for the \$500,000 contract change order.

Motion made, seconded, and approved.

6. New Business

Staff informed the committee that a scheduling poll would be distributed to determine a new regular meeting date that better accommodates committee member availability.

7. Adjournment

With no further business, the meeting was adjourned.