

GRTC Development Committee

Meeting Date: August 12, 2026

Meeting Time:

Meeting Location: GRTC Board Room (with remote participation)

Committee Members:

Barb Smith, Chair
Dave Anderson
Terrell Hughes
Nicole Jones (Virtual)
Odie Donald (Virtual)

Staff Participants

Sheryl Adams
Adrienne Torres
Joe Dillard
Lora Toothman
Patricia Robinson

Call to Order

The meeting was called to order. A quorum was confirmed. Directors Nicole Jones and Odie Donald were noted as participating remotely due to City of Richmond business; Director Jones was expected to join later.

Amendments to the Agenda

There were no amendments to the agenda.

Public Comment

No public comments were received.

Approval of Minutes

A motion to approve the previous meeting minutes was made and seconded. The committee proceeded without any recorded revisions.

Facility Paving Project – Construction Change Orders

Staff requested approval of construction change orders associated with the ongoing facility paving project and authority to address additional changes within the available project grant budget. The original construction contract was approximately \$4.1 million, with approximately \$4.4 million in available grant funding.

- Fortifier asphalt reinforcement to extend pavement life: \$52,271.22.
- Thermoplastic pavement striping and bus yard layout changes: approximately \$9,897.
- Paratransit lot reconfiguration at 4800 Old Midlothian Turnpike to remove islands, change vehicle orientation and increase parking efficiency: contractor proposal of approximately \$69,000.

Committee members discussed pavement durability, the reasons for adding reinforcement, and oversight of future change orders. Staff agreed to report any additional change orders through regular project updates.

Action: The committee voted to recommend that the full Board approve the identified change orders and authorize additional changes within the available project budget, with ongoing reporting to the Board.

Construction Phase Engineering Services – Paving Project

Staff requested additional construction-phase engineering and inspection support because consultant involvement on site and in contractor meetings exceeded the original scope. Wendel is the prime consultant, with Kimley-Horn serving as subconsultant. The original fee was approximately \$161,000, with a proposed increase of approximately \$73,000.

Staff clarified that project funding includes federal, state and local components and that the local share information in the supporting materials would be corrected.

Action: A motion was made and seconded to recommend Board approval of the engineering services change order. The committee voted in favor.

Enterprise Software Licensing Renewal

Staff presented the annual renewal of Microsoft enterprise productivity and communication licenses, including Word, Excel, PowerPoint, SharePoint and email accounts provided to employees throughout the organization. Staff indicated that annual licensing costs generally increase modestly.

Action: The committee supported forwarding the licensing renewal procurement to the full Board. The transcript appears to identify the procurement amount as \$188,890; this amount should be confirmed against the Board action item.

FY2028–FY2032 Service Concept Planning Update

Staff reported that five-year financial and service planning materials were being refined for presentation at the September Board retreat. Working with Jarrett Walker + Associates, staff continued developing three regional service concepts: two baseline funding alternatives and one expanded investment/growth alternative informed by participating jurisdictions.

The committee discussed public outreach, including surveys and in-person meetings, regional transit investment priorities, the prior regional governance study, and the future of grant-supported microtransit pilots. Members requested the opportunity to review the concepts before public outreach. Staff agreed to schedule outreach following the September retreat and to provide materials in advance.

Legislative Update

Staff provided federal and state legislative updates, including:

- Federal stopgap funding proposals and the anticipated surface transportation reauthorization process.
- Potential federal Capital Investment Grants funding changes affecting the North-South BRT project, as well as bus formula and capital funding priorities.
- Proposed federal legislation concerning operator and rider safety, zero-fare transit, bus service improvements and transit resiliency.
- Adoption of the Commonwealth budget, including approximately \$19 million in additional statewide capital assistance, but no additional operating assistance identified in the discussion.
- Proposed revisions to the state transit merit funding formula to place greater emphasis on service performance, revenue hours and revenue miles, with an additional performance-based funding component. A Commonwealth Transportation Board decision was anticipated in September.

- Implementation considerations for bus lane enforcement legislation, including coordination with local governments, enforcement procedures and potential use of revenue.

Director Donald asked about the stability of federal transit funding and future authorization. Staff discussed the uncertainty of federal negotiations and the potential effect on project planning. Staff offered to provide a more detailed explanation of the revised state merit funding formula after formal action.

No action was taken.

Project Updates

Staff presented updates on ongoing capital projects and grant applications:

- Facility paving: work at the main facility was expected to be completed around August 29, 2026, with downtown transfer station paving planned from approximately August 31 through September 11, subject to coordination and schedule changes.
- SMART SCALE: applications were submitted for the Pulse Western Extension, Willow Lawn park-and-ride/transfer center, and portions of the North-South BRT corridor. Funding decisions were anticipated in early 2027.
- North-South BRT: station-area surveys were completed, supporting advancement of environmental review; consultant coordination was anticipated during the week of August 24.
- Pulse Western Extension: staff continued coordination with VDOT regarding additional traffic analysis and projected traffic impacts.
- Merit-funded projects: staff discussed facility space assessment, dedicated bus lane improvements along 14th Street, median station safety review and preliminary work at East Belt Boulevard.
- Willow Lawn and related property/transfer needs: the committee discussed parking, transit hub functions and possible property arrangements; planning remained ongoing.
- Permanent Downtown Transfer Station: four shortlisted teams had been invited to submit proposals, with the request for proposals scheduled to close August 28, 2026.

Full Board Agenda Review

The committee reviewed the upcoming full Board agenda.

New Business

No new business was presented.

Closed Session

A closed session was listed as an optional agenda item but was not held.

Adjournment

There being no further business, the meeting was adjourned.