



Meeting of the Transportation District Commission of Hampton Roads

Thursday, January 25, 2018 • 1:00 p.m.

2nd Floor Board Room • 3400 Victoria Boulevard, Hampton, VA

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, January 25, 2018 at 1:00 p.m., 2nd Floor Board Room, 3400 Victoria Boulevard, Hampton, VA.

The meeting is open to the public and in accordance with the Board's operating procedures and in compliance with the Virginia Freedom of Information Act, there will be an opportunity for public comment at the beginning of the meeting.

The agenda and supporting materials are included in this package for your review.



Meeting of the Transportation District Commission of Hampton Roads

Thursday, January 25, 2018 • 1:00 p.m.
2nd Floor Board Room • 3400 Victoria Boulevard, Hampton, VA.

1. Call to Order & Roll Call
2. Public Comments
3. Approval of Minutes – December 14, 2017
4. President’s Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee – Keith Parnell/
Sylvia Shanahan, Interim Chief Financial Officer
 - November/December 2017 Financial Report
 - Presentation of 2017 Annual Financial Audit – Cherry Bekaert
 - B. Operations & Oversight Committee - Commissioner Fuller/
Sonya Luther, Interim Director of Procurement
 - **Contract No: 17- 75499 – Wide Area Network, internet and Telephone Services**

Recommending Commission Approval: Award of a contract to Cox Virginia Telecom, LLC to provide wide area network connectivity, internet access and telephone services in the not-to-exceed amount of \$998,610 for a period of five (5) years.
 - C. Planning and New Starts Development Committee – Commissioner Wood
 - D. External/Legislative Advisory Committee – Commissioner Kanoyton
 - E. Management/Financial Advisory Committee – Steve Jenkins/
Sylvia Shanahan, Interim Chief Financial Officer

F. Paratransit Advisory Subcommittee – Ms. Janice Taylor, Chair

G. Transit Ridership Advisory Sub-Committee (TRAC) – Mr. Jamie Battle

6. Old and New Business

- Resolution No. 08 – 2017 - Adopting Update to the HRT Capital Improvement Plan (CIP) for FY 2018-FY 2024
- Resolution No. 01 – 2018 Transportation District Commission of Hampton Roads adopting the HRT Transit Development Plan for FY 2019-FY 2025
- Resolution No. 02 – 2018 – Title VI Equity Analysis for Proposed Major Service Changes in January 2018

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

The next meeting will be held on Thursday, February 22, 2018 at 1:00 p.m. in the 2nd Floor Board Room at 509 E. 18th Street, Norfolk, VA.



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, December 14, 2017 • 1:00 p.m.
2nd Floor Board Room • 509 E. 18th St., Norfolk, VA

Call to order

A quorum was attained, and Chairman Fuller of Newport News called the meeting to order at 1:00 p.m.

Commissioners in attendance:

Commissioner Wood, Virginia Beach
Commissioner Sorey, Chesapeake
Commissioner Pittard, VDRPT
Commissioner Moffett, Hampton
Commissioner Kanoyton, Hampton
Commissioner Cipriano, Newport News
Commissioner Raliski, Norfolk
Commissioner Parnell, Norfolk
Commissioner Hunter, Portsmouth
Commissioner Rowe, Portsmouth
Commissioner Ross-Hammond Virginia Beach

Hampton Roads Transit Staff in attendance:

Amy Braziel, Sr. Executive Assistant
Debbie Ball, Assistant Director of Finance
David Burton, General Counsel, Williams Mullen
Angela Glass, Director of Budget & Financial Analysis
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Jamie Jackson, Director of Transit Development
Keith Johnson, Manager of Paratransit
Don Lint, Director of Construction
Sonya Luther, Assistant Director of Procurement
Shanti Mullen, Internal Auditor II
Sibyl Pappas, Chief Engineering & Facilities Officer
Luis R. Ramos, Sr. Executive Assistant/Commission Secretary
Dyanne Sampson, Director of Procurement
Sylvia Shanahan, Interim Chief Financial Officer
Benjamin Simms, Director of Transportation (Bus & Rail)
Brian Smith, Assistant to the President for Organizational Advancement
Mark Stemple, Director of Technical Services

Brittany Sumpter, DBE & Grants Coordinator
Robert Travers, Corporate Counsel

Others in attendance:

Frank Azzalina, HRTI
Jamie Battle, Chair, Transit Rider Advisory Committee
Judith Brown, Chair, Transportation Committee, League of Women Voters of South Hampton Roads
Brian DeProfio, City of Hampton
Krista Edof, CBH
Ron Jordan, Advantis
Ina Kreps, Paratransit Client
Steve Lambert, HRPTO
Sherri Neil, City of Portsmouth
Eric Nelson, HDR,
Tara Reel, City of Virginia Beach
Brian Solis, City of Virginia Beach
Miguel Wilborne, Cherry Bekaert
Jerri Wilson, City of Newport News
Susan Wilson, City of Portsmouth
Constantino Velisserios, City of Newport News
Mark Geduldig-Yatrofsky, Portsmouthcitywatch.org

The December 2017 TDCHR meeting package was distributed electronically to all Commissioners, the media, and the public in advance of the meeting. The meeting package consisted of:

- Agenda
- November Meeting Minutes
- October President’s Report Presentation
- November Public Comments and Social Media Analytics
- November President’s Report
- Committee Reports

Public Comment

No Public Comment

Approval of the November 2017 TDCHR Meeting Minutes

A motion to amend and approve the November 2017 meeting minutes as printed, adding Commissioner Solis’ name as an attendee, was made by Commissioner Ross-Hammond and properly seconded by Commissioner Wood. A roll call vote resulted as follows:

Ayes: Commissioners, Fuller, Sorey, Pittard, Moffett, Kanoyton, Cipriano, Parnell, Raliski, and Ross-Hammond

Nays: None

Abstain: Wood, and Hunter

President's Monthly Report

Mr. William Harrell, President and CEO, welcomed everyone to the meeting.

Mr. Harrell provided an update on the current operator staffing challenges at HRT.

Ms. Kimberly Ackerman gave a presentation on Operator Staffing and Retention.

There was a discussion regarding staffing challenges and patterns over the past 10 years and possible reasons for not being able to retain employees.

Mr. Harrell spoke on the need for implementing mandatory overtime stating that the Agency will phase it in for a period of time until needs are met then it will be phased back out.

Commissioner Wood asked about compensation for operators and Ms. Ackerman stated that HRT is currently under a Bargaining Agreement which spells out operator pay. Ms. Ackerman also stated that HRT is looking at a possible sign-on bonus to make the operator position more appealing to applicants.

There was some discussion regarding the effects of operator shortages and the impact that it has on routes and performance.

There was a comment regarding turnover rates and the average time of service for HRT's operators.

Mr. Harrell shared that HRT was awarded a Community Impact Service Award for the Student Freedom Pass program.

Vision, Mission and Core Values were reviewed, and it was stated that HRT's Strategic Plan update will be available in the first quarter of 2018.

Mr. Harrell announced that Ms. Dyanne Sampson, Director of Procurement, was leaving the agency as she accepted a position in San Antonio, TX.

COMMITTEE REPORTS

Audit and Budget Committee

Commissioner Parnell stated that the Audit and Budget Committee will have some updates that will be brought forth in January.

Ms. Sylvia Shanahan presented the October Financial Report.

Operations and Oversight Committee

There were no contracts for approval for the month of December.

Planning and New Starts Development Committee

The Planning and New Starts Committee did not have a meeting this month and no report was given.

External Legislative Advisory Committee

Commissioner Kanoyton stated that the committee met earlier in the week and will present a resolution under old business. Mr. Brian Smith distributed copies of the legislative priorities adopted by the Commission.

Mr. Joe Dillard provided an overview, which included a recap of a legislative on Wednesday, December 13, and reviewing proposed bills. It was also noted that Mr. Harrell was appointed to chair a working group as part of Governor-elect Northam's Transportation Committee supporting the Administration's transition.

Mr. Dillard noted January 22, 2018, is the annual VTA transit advocacy day and legislative reception. Commissioners were invited to participate then and any other days they might be available during the General Assembly session to meet with lawmakers and advocate for the Commission's legislative priorities. Mr. Ron Jordan provided an update regarding a collaborative committee between Hampton Roads and Northern Virginia legislative liaisons and transit stakeholders.

Management Finance Committee (MFAC)

Ms. Shanahan stated that MFAC meeting was held on Monday, December 11, 2017. Ms. Shanahan gave an update regarding the audit that was completed, the true up process, and ridership. It was stated that MFAC, Transportation Service Plans (TSP) letters are currently due, we have only received three TSP letters from servicing cities.

The next MFAC meeting will be held in January 23, 2017.

Paratransit Advisory Sub-Committee (PAC)

Ms. Janice Taylor gave an update on the PAC. The next PAC meeting will be held in February.

Transit Ridership Advisory Committee (TRAC)

Mr. Jamie Battle gave an update on the TRAC. Mr. Battle specifically discussed HRT's Mystery Rider Program. The next TRAC meeting is January 10, 2018.

Old and New Business

Ms. Sharila Samarasinghe and Mr. Andrew Innis from the Department of Rail and Public Transportation presented the October 2017 Audit/SSPP Findings that was enclosed in the meeting package.

There were some questions regarding the Capital Improvement Plan (CIP) Resolution. More time was requested by the Commission to review the CIP resolution.

Staff will get a letter out to the Virginia Department of Rail and Public Transportation (VDRPT) concerning delay of adoption of Resolution 8-2017, Commission will review adopting the HRT Capital Improvement Plan (CIP) for FY 2018 - FY 2024 at the TDCHR meeting in January.

A motion to defer Resolution 08-2017, Adopting Update to the HRT Capital Improvement Plan (CIP) for FY 2018-FY 2024 was made by Commissioner Wood and was properly seconded by Commissioner Parnell. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Wood, Sorey, Moffett, Kanoyton, Cipriano, Parnell, Raliski, Rowe, Hunter, and Ross-Hammond

Nays: None

Abstain: Pittard

Resolutions 05-2017, Endorsing Core 20 Plan, 06-2017, Federal Transit Administration Resolution authorizing the filing of grant applications with the (FTA) administration, 07-2017, Directing the Acceptance and Appropriation of \$5 Million Provided by the City of Virginia Beach were all presented to the Board.

A motion to approve Resolutions 05-2017, Endorsing Core 20 Plan, 06-2017, Federal Transit Administration Resolution authorizing the filing of grant applications with the (FTA) administration, 07-2017, Directing the Acceptance and Appropriation of \$5 Million Provided by the City of Virginia Beach was made by Commissioner Ross-Hammond and was properly seconded by Commissioner Raliski. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Wood, Sorey, Moffett, Kanoyton, Cipriano, Parnell, Raliski, Rowe, Hunter, and Ross-Hammond

Nays: None

Abstain: None

Comments from Commissioners:

Commissioner Parnell stated that he attended the PAC meeting and that taxis were now assisting MV with the Paratransit community. Mr. Parnell stated that the transition has been seamless thus far.

Commissioner Parnell stated that he and Commissioner McClelland sat in on a transit planning software meeting and reported that things appear to be very efficient.

Commissioner Parnell mentioned mobile ticketing and how it appears that it is on schedule to be implemented in 2021 but wanted to mention how important it is to HRT's customers.

Mr. Harrell stated that HRT may be participating in a pilot program related to mobile ticketing. Ms. Alesia Cain stated that the pilot is on track to be done on the trolleys coming in late summer.

Commissioner Parnell stated that he understands that funding is an issue for implementing mobile ticketing on a systemwide basis.

Commissioner Pittard provided an update on the legislative process and stated that he is hopeful that transportation needs will gain some traction.

Commissioner Cipriano showed her appreciation to HRT and mentioned the support she has received.

CLOSED SESSION:

Commissioner Wood motioned to convene into closed session for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice and briefings by staff members or consultants as provided by paragraph 8 of Virginia Code Section 2.2-3711(A). Commissioner Parnell seconded the motion. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Wood, Sorey, Moffett, Kanoyton, Cipriano, Parnell, Raliski, Rowe, Hunter, and Ross-Hammond

Nays: None

Abstain: None

The Closed Session concluded at 2:22 p.m. Commissioner Wood motioned that the Board reconvene and attested that only certain personnel matters involving the assignment, appointment, promotion, performance, or salaries, of specific public officers, appointees, or employees of HRT as provided by paragraph 1 of Virginia Code Section 2.2-3711(A). Commissioner Cipriano seconded the motion. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Wood, Sorey, Moffett, Kanoyton, Cipriano, Parnell, Raliski, Rowe, Hunter, and Ross-Hammond

Nays: None

Abstain: None

Adjournment

The meeting adjourned at 2:45 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

**Doug Fuller
Vice Chairman**

ATTEST:

**Luis R. Ramos,
Commission Secretary
January 25, 2018**



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

December 14, 2017

gohrt.com

Current Staffing

Bus Operator FT Manpower Summary (as of 11 December 2017)

	# Active	# Available
Hampton	150	148
Norfolk	267	252
Virginia Beach	35	33
Total	452	433
Staffed Percentage	93%	91%

- The number to meet schedule is 478.
- There are (22) individuals in Bus Operator training.
- Next training class is scheduled for 18 December 2017 with (6) trainees scheduled.
- 22 December projected to be 99% staffed on Northside.

Recruiting Events

Trending Career Fair Data			
	# of events	# attended	# FT hired
2018	19		
2017 (1 Jan - 11 Dec)	15	428	108
2016	13	549	96
2015	12	422	101

- Data does not reflect external Career Fair attendance & individual interview dates.

Staffing Metrics

Operator Separations

Trending FT Operator Separations					
	Terminations	Resignations	Retirements	Total	Monthly Avg
2017 (1 Jan - 4 Dec)	28	44	15	87	8
2016	25	35	13	73	6
2015	22	34	10	66	6
Grand Total	75	113	41	226	6

	2015	2016	2017
FT Operator Turn-over Rate	14%	15%	18%

Staffing, Retention & Customer Service

- Peer Ambassador Program for new Operators.
- Additional on the job training added to the Training Schedule.
- Introduction to Extra-board during the onboarding process.
- Exposure to Extra-board during training program.
- Reduction of days for disciplinary suspensions (coaching opportunities).
- Utilization of Last Chance Agreement (LCFWA).
- Promotional opportunities for Operators to Management roles.
- Mandatory Overtime.
- Review of Schedules.

President's Report

- **Community Impact Service Award from Coastal Virginia**
 - **Student Freedom Pass**



Poised for Success in 2018 & beyond

Our vision

A valued regional partner that drives prosperity and makes life better for our community.

Our Mission

To connect Hampton Roads through high quality, safe, efficient, and sustainable transportation services.

Our Core Values

Customer Service, Quality, Innovation, Integrity, Financial Health, Workforce Success, Safety

- Strategic Plan Update – 1st Quarter



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

December 14, 2017

gohrt.com

REASSESSING OUR SNOW ROUTES

In late January of 2014, a snow storm blew into Hampton Roads that forced most of the region to shut down. Snow and ice covered the streets and the cities fought to clear it, but the magnitude of the snow event prevented HRT from delivering service safely, and we reluctantly closed for two days.

Questions arose about the structure of HRT's snow plans, how the agency decided when it was appropriate to shut down service, and how we might deliver critical transit at reduced levels when snow and ice cover the ground.

HRT coordinated with the cities, identified key facilities and critical locations, and used HRT's observations about driving in extreme conditions of inclement weather to ultimately develop the current snow route plan. HRT and local public works departments provided confirmation that the routes developed would be given priority by snow plow crews, as the included key locations each city had identified as a priority.

The plan identified the conditions under which service would be suspended throughout the system and identified snow routes. The Snow Routes are identified by a color-coded system and combine elements of existing HRT routes, instead of the customary route numbers and were shaped by city plans for snow removal which included lifeline services (ex. hospitals) and key businesses. Three Snow Routes were designated for the Peninsula: Brown, Teal and Gray and seven were identified on the Southside: Red, Gold, Purple, Blue, Green, Orange, Pink, and Silver.

The Snow Plan delivered critical service among all modes of service, including, bus, light rail, and ferry. The plan also established the method of and location of service for our transit operators and customers during a snow event. The goal was to provide access to transit service, while identifying potential hazards, delays and limited routes during extreme weather events. Passengers were able to identify designated stops on the snow routes by the blue snowflake on the bus stop pole.

Unfortunately, these routes are not meeting the needs of our customers. Customers are confused about the snow routes and it does not get them to their desired destination. Our best intentions to deliver critical service during snow events – such as serving major activity centers – was undermined when those locations closed during storms. Identifying the snow route stops is difficult for both Operators because of reduced visibility and customers have challenges locating the stops and finding the right bus stop to stand by. Ridership has been paltry during snow events, as major storms generally shut down most businesses and services throughout the region.



President's Report

January 2018

However, our customers are engaged with HRT prior, during, and after snow events that impact the system. GoHRT delivered 42,000 page views during the most recent storm. Nearly 25% of those views were of the Snow Emergency page (10,395). More people viewed the Snow Emergency page than the homepage, a fact probably due to the strong communication of HRT's with the public, the link in the news release, and the engagement on social media. Time spent on that single page was 185% above the site average (4 minutes, 22 seconds vs. 1 minute 31 seconds). As a comparison, on a typical day, the website has approximately 1,800 visitors starting 2,200 sessions.

I have directed our planning department to reevaluate the Snow Routes. Our goal is to develop a plan that is easily understood by our customers and employees alike while also ensuring the safety of our customers, employees, and assets.

I'll keep you apprised of their progress.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Harrell", with a large, sweeping flourish extending to the right.

William E. Harrell



President and CEO

Hampton Roads Transit

HRT's Facebook @hrtfan

- Total fans: 12,355
- Total posts: 12
- Impressions: 41,007
- Engagements: 752
- Clicks: 367
- People engaged: 58% female, 42% male
- Women between 25-34 most active users

Facebook Top Posts, by Reactions

Post	Reactions	Comments	Engagement	Reach
<p>Hampton Roads Transit Who'd like to win 2 GOLD TICKETS to Waterside District's NYE party? The Tide and Ferry will be running until 2 a.m. to get you there and home safely! Huge thank you to City of Norfolk Government for securing this extra service. End 2017 with a bang and ring in the new year at NYE Live! Enjoy a food and beverage package from 8PM – Close, which includes all draft and bottled beers, cocktails, house wine, plus a Champagne toast at midnight. Learn more about the event at http://www.nye-live.com/norfolk. Comment below and tag a spouse/friend/guest you'd like to attend this event with for your chance to win 2 GOLD TICKETS! Winner announced December 11, 2017.</p>  <p>(Post) December 05, 2017 11:06 am</p>	87	84	5.3%	4,588
<p>Hampton Roads Transit There's more to the lights and bells during the holiday... #SeeTracksThinkTrain</p>  <p>(Post) December 12, 2017 5:51 pm</p>	56	11	2.8%	3,948

HRT's Twitter @gohrt_com

- Total followers: 6,045
- Tweets sent: 18
- Retweets: 12
- Mentions received: 58
- Impressions: 15,253
- Engagements: 227
- Clicks: 35
- People engaged: 55% male, 45% female
- Men between 35-44 most active users

Twitter Top Posts, by Responses

Tweet	Reach	Responses	Clicks	Retweets
<p>gohrt_com https://t.co/e9RQrQEZ21 (Tweet) December 29, 2017 10:14 pm</p>	7,000	3	–	2
<p>gohrt_com Party on, HRT extends hours for New Year's Eve https://t.co/vNDxO5PtP4 via @13NewsNow (Tweet) December 29, 2017 5:46 pm</p>	6,307	1	–	1
<p>gohrt_com HRT's offering extended service for rail and ferry on New Year's Eve https://t.co/TDSAS5Dupyx via @WAVY_News (Tweet) December 25, 2017 8:25 pm</p>	6,060	1	–	1
<p>gohrt_com @JussDavid Please provide stop location and direction of travel so we can investigate. (Tweet) December 19, 2017 9:53 pm</p>	–	1	–	–



Draft Financial Statement

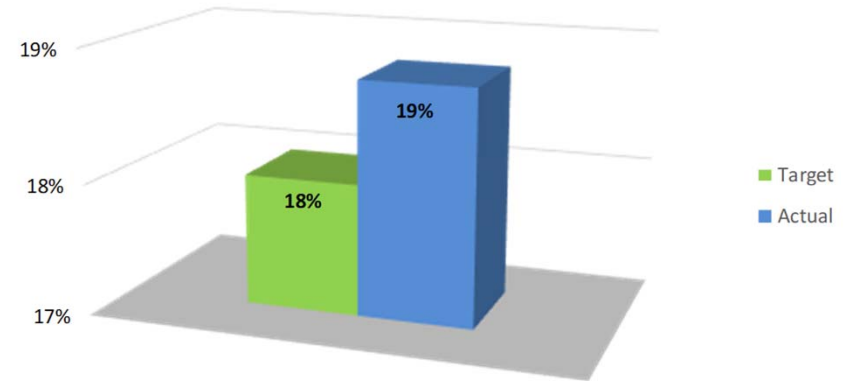
NOVEMBER 2017
FISCAL YEAR 2018
FINANCIAL REPORT

gohrt.com

Average Cost per Rider



Farebox Recovery Ratio

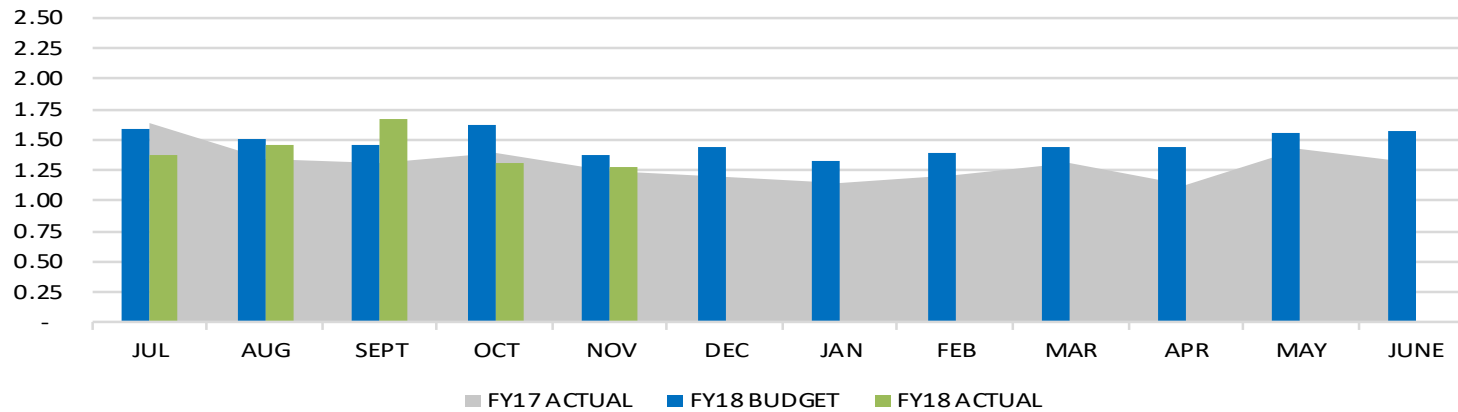


OPERATING FINANCIAL STATEMENTS

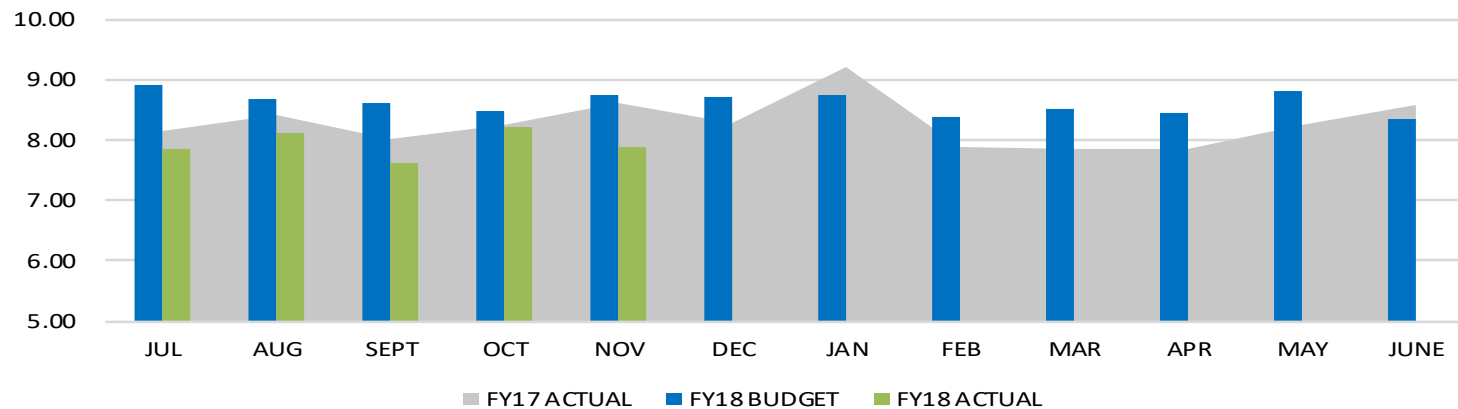
NOVEMBER 2017

Monthly				FISCAL YEAR 2018		Year to Date			
Budget	Actual	Variance		Dollars in Thousands		Annual Budget	YTD Actual	Variance	
Operating Revenue									
\$ 1,374.5	\$ 1,279.2	\$ (95.3)	-6.9%	Passenger Revenue		\$ 17,686.1	\$ 7,081.6	\$ 10,604.4	40.0%
110.4	63.4	(47.0)	-42.6%	Advertising Revenue		1,325.0	371.5	\$ 953.5	28.0%
186.3	183.6	(2.7)	-1.5%	Other Transportation Revenue		2,236.1	930.7	\$ 1,305.4	41.6%
5.0	5.9	0.9	18.2%	Non-Transportation Revenue		60.0	128.2	\$ (68.2)	213.6%
Non-Operating Revenue									
1,597.2	1,580.3	(17.0)	-1.1%	Federal Funding		16,347.0	7,061.9	\$ 9,285.1	43.2%
1,669.7	1,625.5	(44.2)	-2.6%	State Funding		20,036.2	8,127.3	\$ 11,908.8	40.6%
3,688.1	\$ 3,688.1	0.0	0.0%	Local Funding		44,256.6	18,440.3	\$ 25,816.4	41.7%
\$ 8,631.2	\$ 8,425.9			TOTAL REVENUE		\$ 101,947.0	\$ 42,141.6		
\$ 5,510.4	\$ 5,172.2	\$ 338.2	6.1%	Personnel Services		\$ 64,087.8	\$ 26,065.2	\$ 38,022.6	40.7%
754.7	605.7	149.0	19.7%	Contract Services		9,096.4	2,867.2	6,229.2	31.5%
950.3	819.1	131.2	13.8%	Materials & Supplies		11,830.9	4,417.5	7,413.4	37.3%
105.1	97.8	7.3	6.9%	Utilities		1,195.3	503.3	692.0	42.1%
392.4	348.4	44.0	11.2%	Casualties & Liabilities		4,709.0	1,732.2	2,976.8	36.8%
725.5	711.4	14.2	2.0%	Purchased Transportation		8,706.4	3,503.2	5,203.2	40.2%
192.8	117.2	75.5	39.2%	Other Miscellaneous Expenses		2,321.3	567.6	1,753.7	24.5%
\$ 8,631.2	\$ 7,871.8			TOTAL EXPENSE		\$ 101,947.0	\$ 39,656.2		38.9%
	554.2			OPERATING PROFIT (LOSS)			2,485.4		

Farebox Revenue (in millions)



Total Expenses (in millions)



LOCAL FUNDING

NOVEMBER 2017

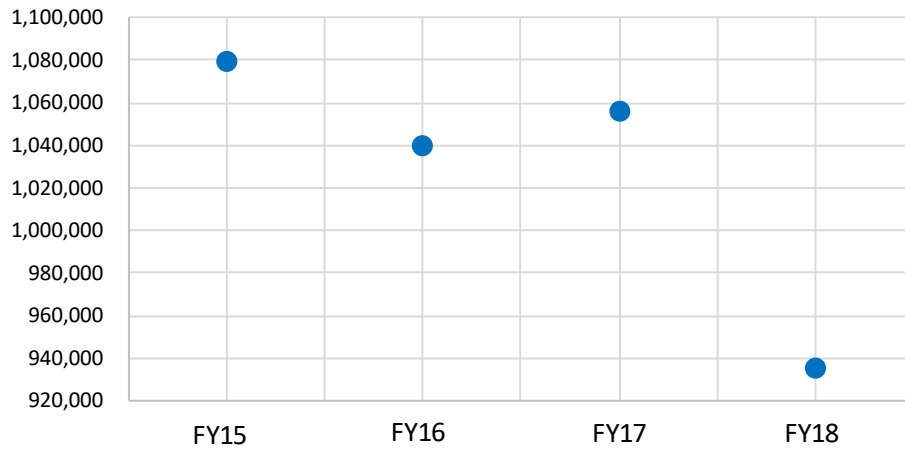
FISCAL YEAR 2018 (Dollars in Thousands)	Annual Budget	Projected Actual	Due to/ (from)*
Local Funding			
Chesapeake	\$ 2,547.6	\$ 2,634.0	\$ (86.4)
Newport News	7,280.2	7,543.1	(262.9)
Hampton	4,531.0	4,780.9	(249.9)
Norfolk	19,552.2	19,167.6	384.6
Portsmouth	2,977.4	2,978.8	(1.4)
Virginia Beach	7,368.2	7,152.2	216.0
TOTAL LOCAL FUNDING	\$ 44,256.6	\$ 44,256.6	\$ 0.0
STATE AID	\$ 20,036.2	\$ 19,466.7	\$ 569.5
FEDERAL PM	\$ 15,071.0	\$ 13,889.7	\$ 1,181.3

* Due to City / (Due from City)

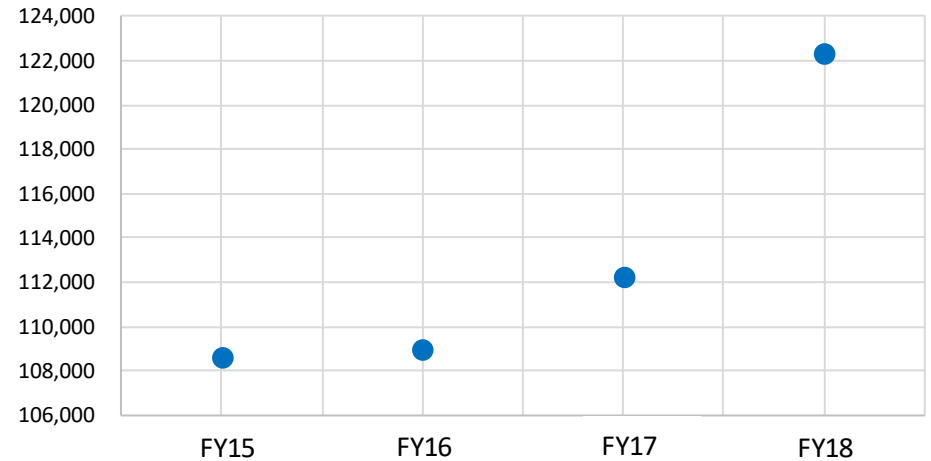
RIDERSHIP GRAPHS

NOVEMBER 2017

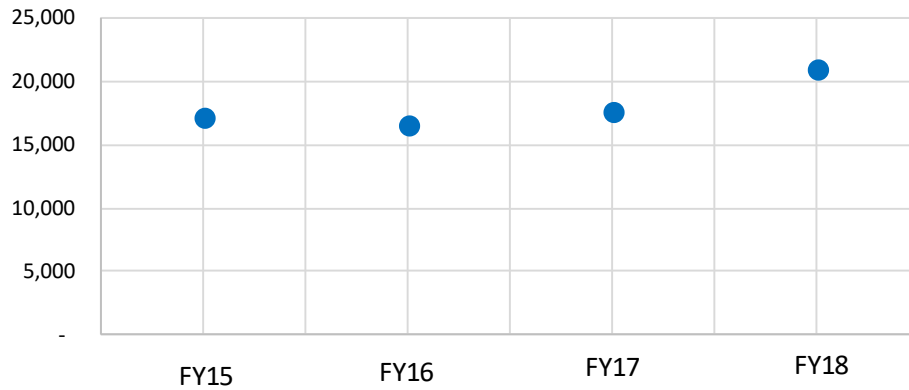
BUS



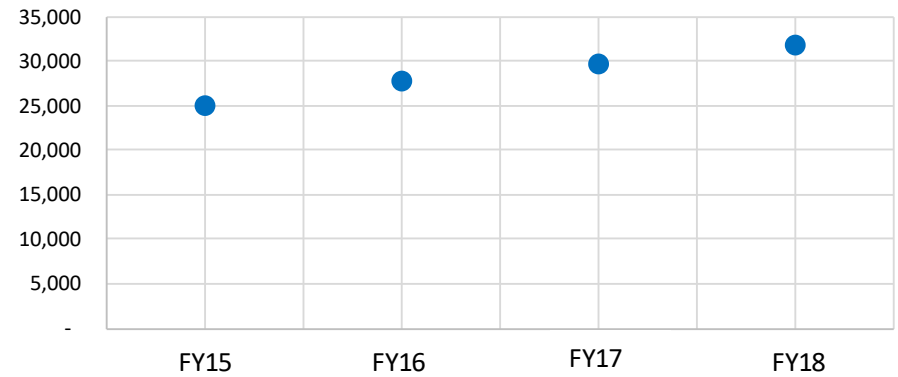
LIGHT RAIL



FERRY



PARATRANSIT



PROCUREMENTS BETWEEN \$50K-\$100K NOVEMBER 2017

November 2017

<u>Contract Number</u>	<u>Contract Description</u>	<u>Cost Center</u>	<u>Funding Source</u>	<u>Method of Procurement</u>	<u>Award Amount</u>	<u>Award Date</u>	<u>Awarded Vendor</u>	<u>Performance Period</u>
17-76504	Pest Control Management Services	Facilities	Operating	RFQ	\$ 57,040.00	11/6/2017	Hayward Termite and Pest Control	1 yr. plus 3 1-yr. options

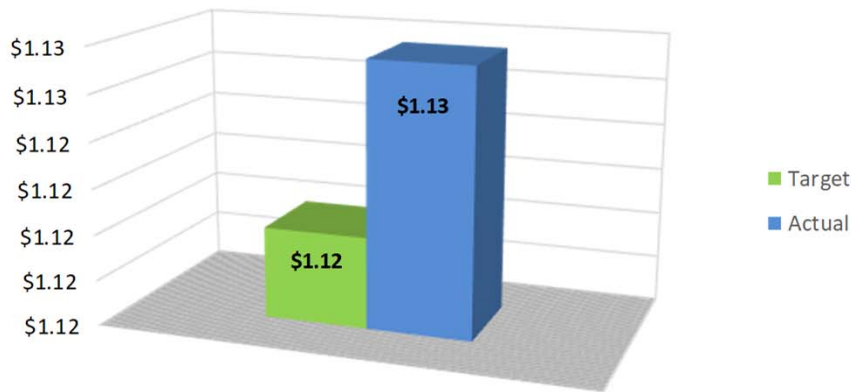


Draft Financial Statement

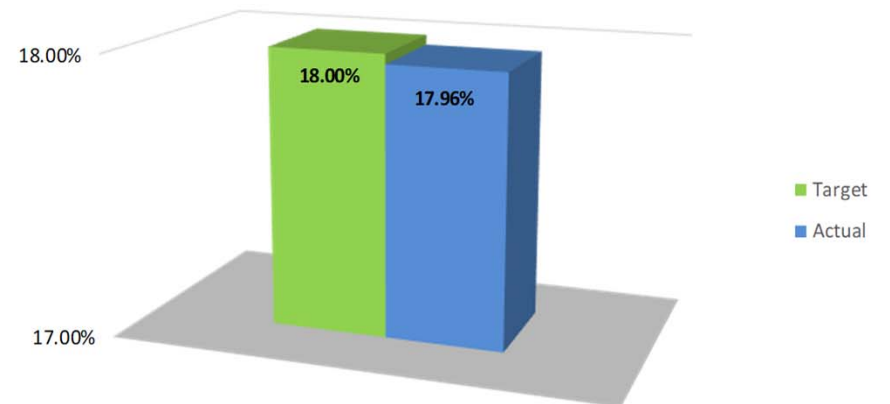
DECEMBER 2017
FISCAL YEAR 2018
FINANCIAL REPORT

gohrt.com

Average Fare per Rider



Farebox Recovery Ratio

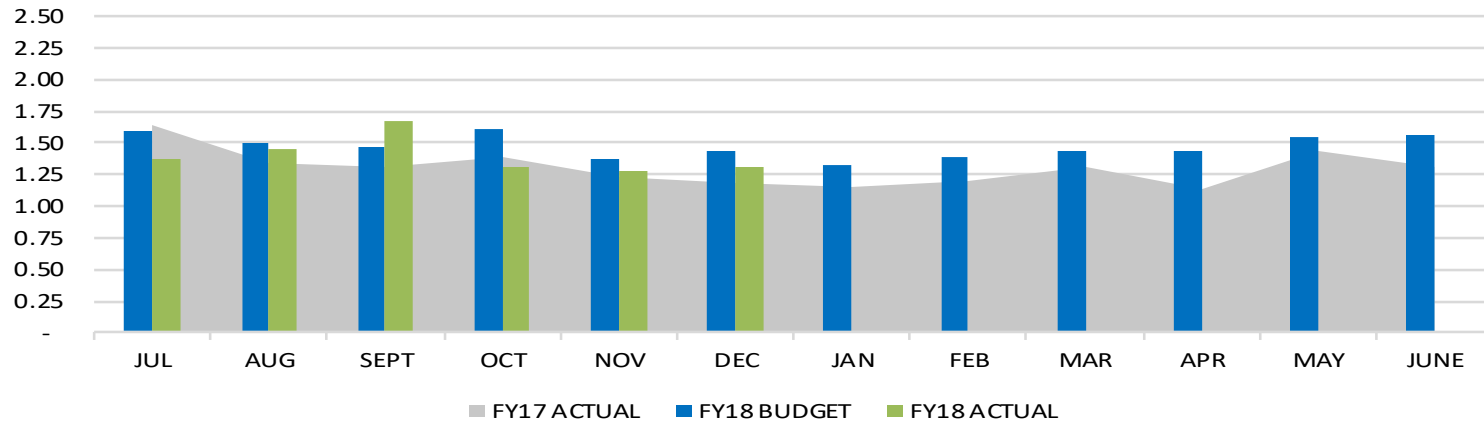


OPERATING FINANCIAL STATEMENTS

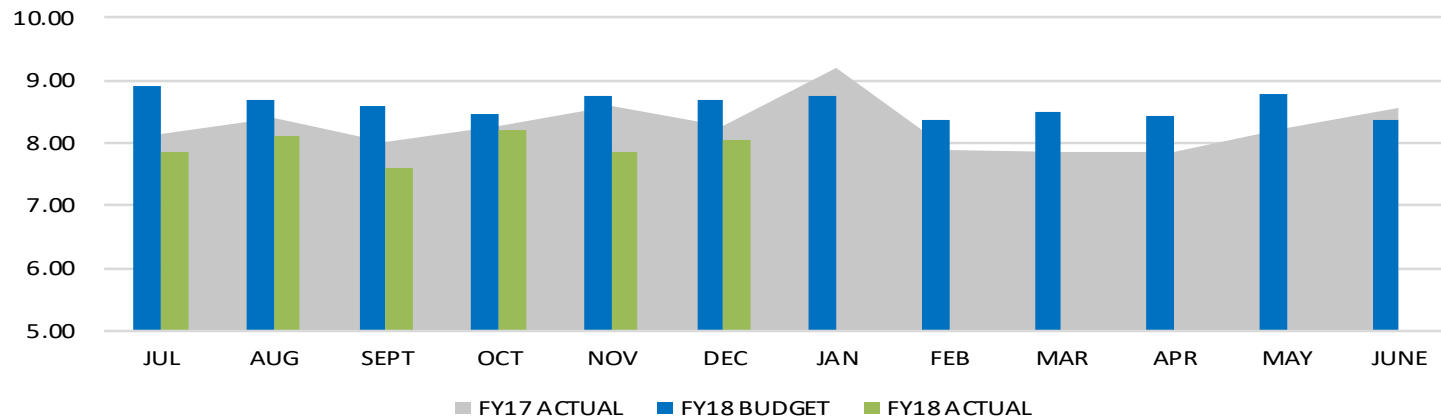
DECEMBER 2017

Monthly				FISCAL YEAR 2018		Year to Date				
Budget	Actual	Variance		Dollars in Thousands		Annual Budget	YTD Actual	Variance		
Operating Revenue										
\$ 1,434.9	\$ 1,079.6	\$ (355.3)	-24.8%	Passenger Revenue	\$ 17,686.1	\$ 8,161.2	\$ 9,524.9	46.1%		
110.4	144.4	33.9	30.7%	Advertising Revenue	1,325.0	515.8	\$ 809.2	38.9%		
186.3	183.6	(2.7)	-1.5%	Other Transportation Revenue	2,236.1	1,114.3	\$ 1,121.8	49.8%		
5.0	80.8	75.8	1515.5%	Non-Transportation Revenue	60.0	209.0	\$ (149.0)	348.3%		
Non-Operating Revenue										
1,495.8	1,536.9	41.1	2.8%	Federal Funding	16,347.0	8,598.9	\$ 7,748.2	52.6%		
1,669.7	1,625.5	(44.2)	-2.6%	State Funding	20,036.2	9,752.8	\$ 10,283.4	48.7%		
3,688.1	\$ 3,688.1	0.0	0.0%	Local Funding	44,256.6	22,128.3	\$ 22,128.3	50.0%		
\$ 8,590.1	\$ 8,338.8			TOTAL REVENUE	\$ 101,947.0	\$ 50,480.3				
\$ 5,750.7	\$ 5,411.5	\$ 339.2	5.9%	Personnel Services	\$ 64,087.8	\$ 31,476.6	\$ 32,611.2	49.1%		
696.6	606.9	89.7	12.9%	Contract Services	9,096.4	3,474.1	5,622.3	38.2%		
971.3	750.0	221.4	22.8%	Materials & Supplies	11,830.9	5,167.5	6,663.4	43.7%		
102.5	113.0	(10.6)	-10.3%	Utilities	1,195.3	616.4	578.9	51.6%		
150.3	348.4	(198.1)	-131.8%	Casualties & Liabilities	4,709.0	2,080.6	2,628.4	44.2%		
725.5	713.5	12.0	1.7%	Purchased Transportation	8,706.4	4,216.8	4,489.6	48.4%		
193.2	114.1	79.1	41.0%	Other Miscellaneous Expenses	2,321.3	681.7	1,639.6	29.4%		
\$ 8,590.1	\$ 8,057.4			TOTAL EXPENSE	\$ 101,947.0	\$ 47,713.6		46.8%		
	281.3			OPERATING PROFIT (LOSS)		2,766.7				

Farebox Revenue (in millions)



Total Expenses (in millions)



LOCAL FUNDING

DECEMBER 2017

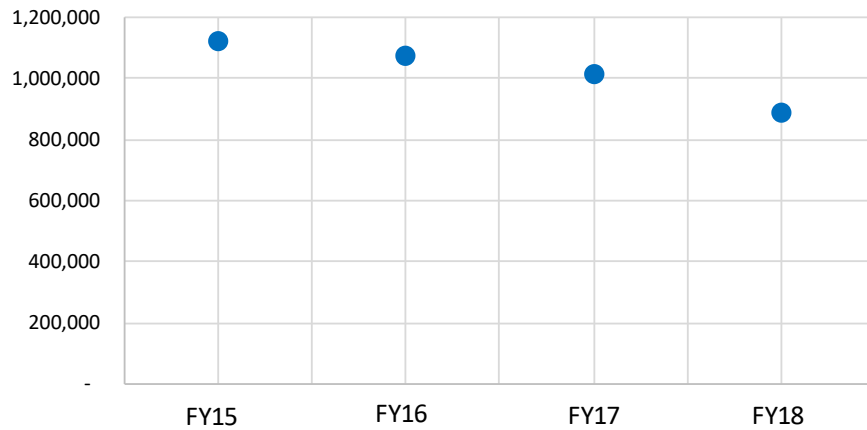
FISCAL YEAR 2018 (Dollars in Thousands)	Annual Budget	Projected Actual	Due to/ (from)*
Local Funding			
Chesapeake	\$ 2,547.6	\$ 2,597.3	\$ (49.7)
Newport News	7,280.2	7,490.2	(210.0)
Hampton	4,531.0	4,706.9	(175.9)
Norfolk	19,552.2	19,362.9	189.3
Portsmouth	2,977.4	2,959.6	17.8
Virginia Beach	7,368.2	7,139.7	228.5
TOTAL LOCAL FUNDING	\$ 44,256.6	\$ 44,256.6	\$ (0.0)
STATE AID	\$ 20,036.2	\$ 19,466.7	\$ 569.5
FEDERAL PM	\$ 15,071.0	\$ 14,864.9	\$ 206.1

* Due to City / (Due from City)

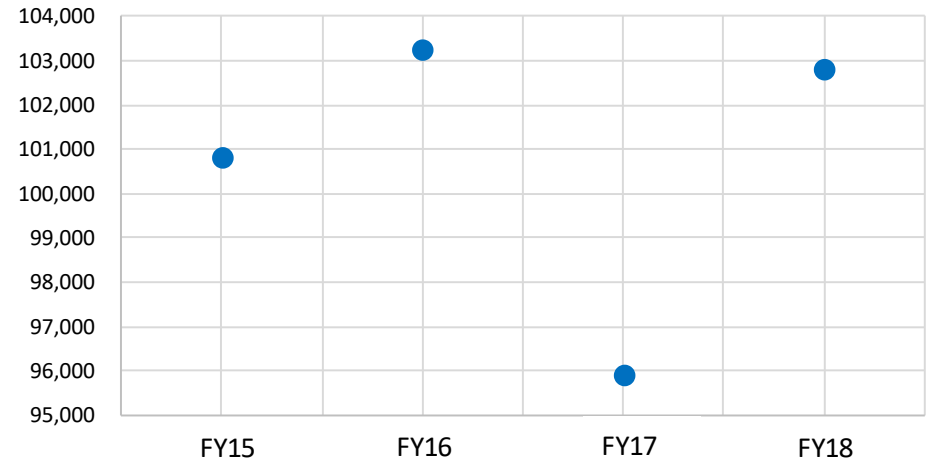
RIDERSHIP GRAPHS

DECEMBER 2017

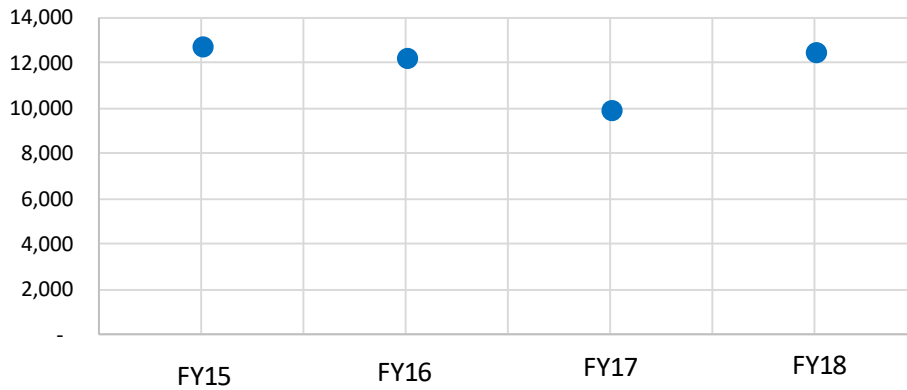
BUS



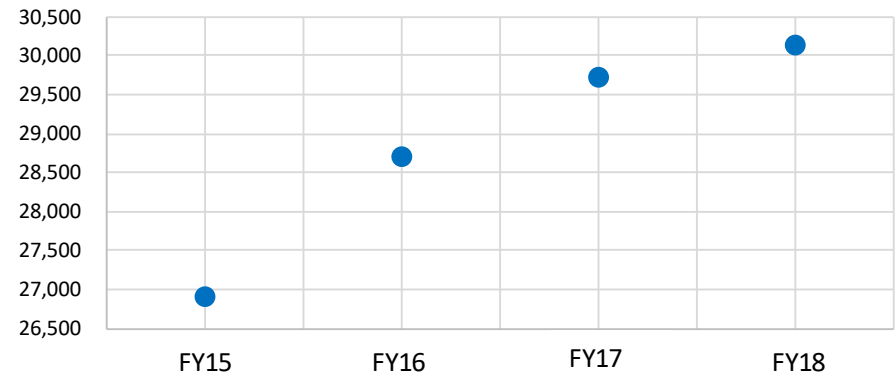
LIGHT RAIL



FERRY



PARATRANSIT



PROCUREMENTS BETWEEN \$50K-\$100K DECEMBER 2017

Dec-17

<u>Contract Number</u>	<u>Contract Description</u>	<u>Cost Center</u>	<u>Funding Source</u>	<u>Method of Procurement</u>	<u>Award Amount</u>	<u>Award Date</u>	<u>Awarded Vendor</u>	<u>Performance Period</u>
PO 77369	HP Zbook Laptops	Technology	Operating	RFQ	\$ 71,703.50	12/1/2017	Electronic Systems, Inc.	2 Week Delivery
PO 77618	Palo Alto Firewall Hardware and Sof	Technology	Operating	RFQ	\$ 76,510.34	12/22/2017	Slait Consulting	1 Year
PO 77617	Oracle HCM Payroll NA Tax Update	Technology	Operating	RFQ	\$ 50,000.00	12/22/2017	Oracle America, Inc.	11 Months



Transportation District Commission of Hampton Roads Resolution

RESOLUTION 08 - 2017

A Resolution of the Transportation District Commission of Hampton Roads adopting the update to the HRT Capital Improvement Plan (CIP) for FY 2019-FY 2024

WHEREAS, the Virginia Department of Rail and Public Transportation has required all transit agencies in Virginia to complete a six-year plan for operations and capital improvements, Hampton Roads Transit (HRT) has developed an update to last HRT Capital Improvement Plan for FY 2019-FY 2024;

WHEREAS, the CIP will serve as a management and guidance document for HRT capital investments over the next six years;

WHEREAS, the CIP will provide the basis for inclusion of HRT's capital and operating needs in programming and planning documents, and will be included in the ten-year Transit Development Plan;

WHEREAS, the CIP will support the development of a fiscally constrained annual capital and operating plan;

WHEREAS, the CIP will provide guidance to HRT management to maximize the investment of public funds and improve the efficiency and effectiveness of public transportation;

NOW, THEREFORE, BE IT RESOLVED that the Transportation District Commission of Hampton Roads adopts the attached updated HRT Capital Improvement Plan FY 2019-FY 2024.

APPROVED and ADOPTED by the Transportation District Commission of Hampton Roads at its meeting on the 25th day of January 2018.

TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS

Patricia P. Woodbury
Chair

ATTEST:

Luis R. Ramos, Commission
Secretary
January 25, 2018



Transportation Commission of Hampton Roads Resolution

RESOLUTION 01 - 2018

A Resolution of the Transportation District Commission of Hampton Roads adopting the update to the HRT Transit Development Plan for FY 2018-FY 2027

WHEREAS, the Virginia Department of Rail and Public Transportation has required all transit agencies in Virginia to complete a ten year plan for operations and capital improvements in order to ascertain the statewide needs for transit, Hampton Roads Transit (HRT) has developed the HRT Transit Development Plan for FY 2018-FY 2027 (TDP);

WHEREAS, the TDP will serve as a blueprint for investing in strategically phased operational and capital improvements in a fiscally responsible manner for HRT;

WHEREAS, the ten year TDP provides the basis for inclusion of HRT's capital and operating programs in programming and planning documents, including the Six Year Capital Improvement Program;

WHEREAS, the TDP will support the development of a fiscally constrained annual capital and operating plan as well as identifying unconstrained plan elements in accordance with state requirements;

WHEREAS, the TDP will serve to maximize the investment of public funds and improve the efficiency and effectiveness of public transportation;

NOW, THEREFORE, BE IT RESOLVED that the Transportation District Commission of Hampton Roads adopts the attached updated HRT Transit Development Plan: FY 2018-FY 2027.

APPROVED and ADOPTED by the Transportation District Commission of Hampton Roads at its meeting on the 25th day of January 2018.

TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS

Chair

ATTEST:

Luis R. Ramos
Commission Secretary
January 25, 2018



Resolution 02– 2018

Title VI Equity Analysis for Proposed Major Service Changes – February and May 2018

A Resolution of the Transportation District Commission of Hampton Roads approving the *Title VI Equity Analysis for Proposed Major Service Changes in February and May 2018*.

WHEREAS, the Transportation District Commission of Hampton Roads adopted the *Hampton Roads Transit (HRT) 2014 Title VI Program* through Resolution 01-2014 on the 24th day of January, 2014, in compliance with Federal Law and FTA Policy; and

WHEREAS, the adopted *HRT 2014 Title VI Program* requires that the Commission demonstrate the consideration, awareness, and approval of the Title VI Equity Analysis results for each proposed Major Service or Fare Change prior to approval or implementation of the proposed change; and

WHEREAS, Hampton Roads Transit has proposed Major Service Changes to MAX Route 918, 919, and 922; and

WHEREAS, Hampton Roads Transit has determined that public involvement is warranted because these changes would reduce and/or eliminate service to current trips on MAX; and

WHEREAS, Hampton Roads Transit has received comments from the public and stakeholders; and

WHEREAS, Hampton Roads Transit has completed a Title VI Equity Analysis on the proposed changes and reported the results of the Analysis to the Commission for full consideration; and

WHEREAS, the Title VI Equity Analysis included a full discussion of any potential disparate or disproportionate impacts with regards to race, color, national origin, or income; and

WHEREAS, Hampton Roads Transit has shown a substantial legitimate justification for the proposed actions:

NOW, THEREFORE, BE IT RESOLVED that the Transportation District Commission of Hampton Roads has given full consideration of, is aware of, and approves the equity Analysis for the proposed February and May 2018 Major Service Changes.

APPROVED by the Transportation District Commission of Hampton Roads at its meeting on the 25th day of January 2018.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

**Patricia P. Woodbury
Chairman**

ATTEST:

**Luis R. Ramos
Commission Secretary**



HAMPTON ROADS

TRANSIT

TITLE VI ANALYSES SERVICE CHANGES – FEBRUARY/MAY 2018

TDCHR
January 25, 2018

gohrt.com

TITLE VI ANALYSIS: PURPOSE

- TITLE VI OVERVIEW
- SERVICE CHANGES: FEBRUARY AND MAY 2018
 - METRO AREA EXPRESS (MAX) 918, 919, 922
 - REQUEST ADOPTION OF RESOLUTION
- FUTURE CONSIDERATIONS



WHAT IS TITLE VI?

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 PROTECTS PEOPLE FROM DISCRIMINATION BASED ON:

- RACE
- COLOR
- NATIONAL ORIGIN



- EXECUTIVE ORDER 12898

- IDENTIFYING AND ADDRESSING, AS APPROPRIATE, DISPROPORTIONATELY HIGH AND ADVERSE HEALTH OR ENVIRONMENTAL EFFECTS OF PROGRAMS, POLICIES, AND PROGRAMS ON MINORITY AND/OR LOW-INCOME POPULATIONS.




HAMPTON ROADS

TRANSIT

OUTREACH ACTIVITIES

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OUTREACH ACTIVITIES



CUSTOMER ALERT

**MAX 965/967 Proposed Changes
Public Meeting Revised**

Effective: Thursday, January 18th, 2018

Due to possible inclement weather, the public meeting to discuss proposed changes for Route 965 and 967 has been changed from Wednesday, January 17th to Thursday, January 18, 2018 from 6 to 7 PM at HRT Headquarters (3400 Victoria Blvd., Hampton)

965

Due to low ridership, it is proposed to eliminate the Route 965 effective June 2018


967

Due to low ridership, it is proposed to eliminate the following trips from the 967.

6:00 PM
6:30 PM

For more information, please visit gohrt.com or call 757.222.6100.
Para más información en español, por favor llame 757.222.6100.
Dial 711 for TTY service provided by Virginia Relay.

Thank you for riding with Hampton Roads Transit!

PROPOSED SERVICE REDUCTION

MAX Route 919
Silverleaf Park & Ride - Naval Station Norfolk

Due to low route productivity/ridership, Hampton Roads Transit (HRT) proposes the reduction of service for MAX Route 919, effective February 19, 2018 for the identified afternoon trips and May 7, 2018 for the identified morning trips below.

MAX Route 919 (Silverleaf Park & Ride - Naval Station Norfolk) provides service Monday through Friday between Silverleaf Commuter Station and Naval Station Norfolk. The trips proposed for service elimination include:

TRIP TIMES
5:00 A.M.
5:45 A.M.
6:30 A.M.
3:00 P.M.
4:15 P.M.


A public meeting is scheduled for Thursday, January 11, 2018 at 5 P.M. at HRT's Silverleaf Commuter Station (4300 Commuter Drive, Virginia Beach, VA) to solicit feedback and comment.

- HRT will continue to provide transit service to Naval Station Norfolk via the Route 919 through the following existing service times
 - Morning: 5:20 A.M., 6:05 A.M., & 6:30 A.M.
 - Afternoon: 2:54 P.M., 3:18 P.M., & 3:40 P.M.

A Title VI Analysis was performed to determine if any disparate and/or disproportionate impacts were identified for minority and/or low-income populations.

Questions or comments regarding the elimination of the MAX Route 919 can be directed to HRT's Title VI Compliance Officer by email at titlevi@hrttransit.org or by phone 757.222.6000.

For additional information or questions regarding service changes please contact HRT's Customer Service department at 757.222.6100.



Summary of Activities

- Public Meetings
- Military Meetings
- Customer Alerts
- Information Distribution
- Social Media
- Stakeholder Communication



HamptonRoadsTransit @gohrt.com · Jan 16

The MAX Route 965 public meeting scheduled for Wed. will be moved to Thurs. Jan. 18 from 6-7pm in the HRT Boardroom, 3400 Victoria Blvd., Hampton due to the inclement weather we're expecting on Wednesday. #gohrt





HAMPTON ROADS

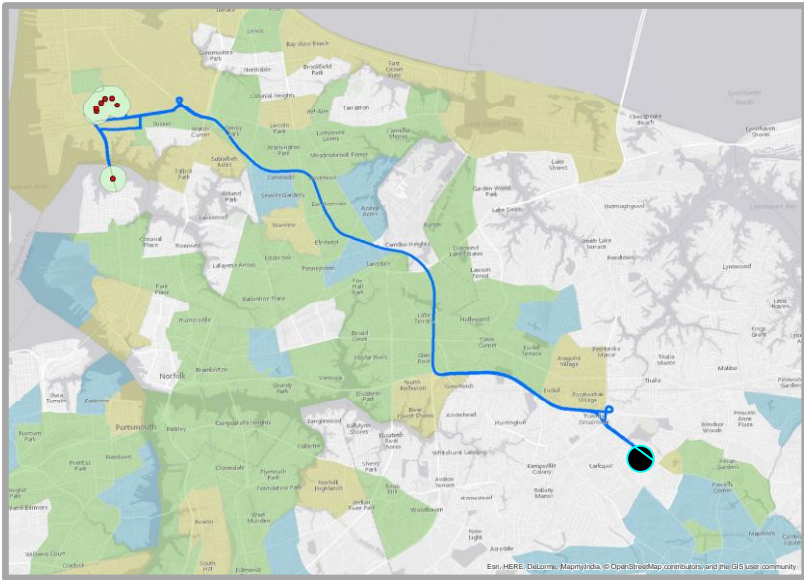
TRANSIT

MAJOR SERVICE CHANGES FEBRUARY AND MAY 2018

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SERVICE CHANGES: MAX ROUTE 918

SILVERLEAF PARK & RIDE & LAFAYETTE RIVER ANNEX



PROPOSED SERVICE CHANGES:

Service Elimination: Effective February 19, 2018
 Elimination of Trips: 6:00 A.M., 4:03 P.M.

FINDINGS

Based on the analysis, proposed changes to MAX Route 918 are not projected to generate a disparate impact to minority populations.

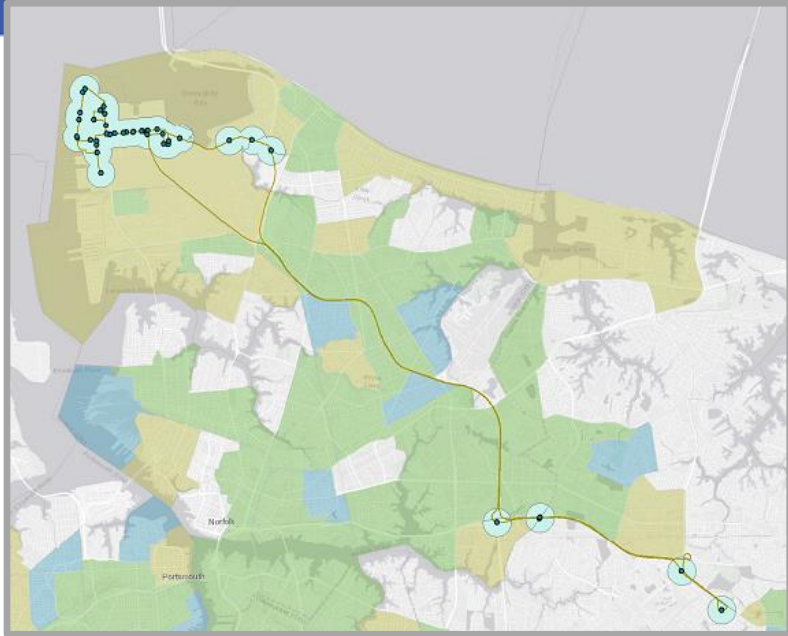
Based on the analysis, proposed changes to the MAX Route 918 are not projected to create a disproportionate burden to low-income populations.

	HRT SERVICE AREA CENSUS	MAX RTE. 918 SERVICE AREA CENSUS		HRT RIDERS O&D SURVEY	MAX RTE. 918 RIDERS O&D SURVEY
MINORITY	47.1%	33.9%		73.4%	0%
LOW-INCOME	20.5%	21.9%		69.4%	42.1%

MAX ROUTE - 918
CHARACTERISTICS

SERVICE CHANGES: MAX ROUTE 919

SILVERLEAF PARK & RIDE & NAVAL STATION NORFOLK



PROPOSED SERVICE CHANGES:

Service Reduction: Effective May 7, 2018

Elimination of Trips: 5:00 AM, 5:45 AM, 6:50 AM,
3:58 PM, 4:13 PM

FINDINGS

Based on the analysis, proposed changes to MAX Route 919 are not projected to generate a disparate impact to minority populations.

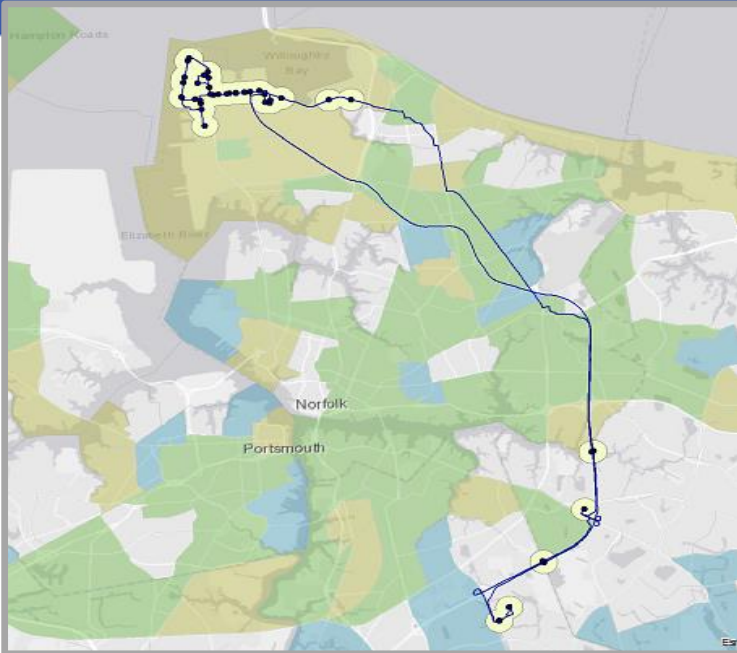
Based on the analysis, proposed changes to the MAX Route 919 are not projected to create a disproportionate burden to low-income populations.

	HRT SERVICE AREA CENSUS	MAX RTE. 919 SERVICE AREA CENSUS	HRT RIDERS O&D SURVEY	MAX RTE. 919 RIDERS O&D SURVEY
MINORITY	47.1%	42.1%	73.4%	44.7%
LOW-INCOME	20.5%	23.6%	69.4%	40.9%

MAX ROUTE - 919
CHARACTERISTICS

SERVICE CHANGES: MAX ROUTE 922

GREENBRIER MALL/INDIAN RIVER PARK & RIDE – NAVAL STATION NORFOLK



SERVICE CHANGES:

Service Reduction: Service Reduction: Effective May 7, 2018
 Elimination of Trips: *5:15 AM, *6:45 AM (*October 2017 changes)
 4:20 PM

FINDINGS

Based on the analysis, proposed changes to MAX Route 922 are not projected to generate a disparate impact to minority populations.

Based on the analysis, proposed changes to the MAX Route 922 are not projected to create a disproportionate burden to low-income populations.

	HRT SERVICE AREA CENSUS	MAX RTE. 922 SERVICE AREA CENSUS		HRT RIDERS O&D SURVEY	MAX RTE. 922 RIDERS O&D SURVEY
MINORITY	47.1%	42.3%		73.4%	37.5%
LOW-INCOME	20.5%	21.4%		69.4%	54.7%

MAX ROUTE - 922
CHARACTERISTICS



HAMPTON ROADS

TRANSIT

FUTURE BOARD CONSIDERATIONS

gohrt.com

FUTURE BOARD CONSIDERATIONS

- MAX 965: PATRICK HENRY MALL – NAVAL STATION NORFOLK
- MAX 966: SILVERLEAF PARK & RIDE – NEWPORT NEWS SHIPYARD
- OCTOBER SERVICE BOARD CHANGES

