



## **Meeting of the Operations and Oversight Committee**

Thursday, August 8, 2019 • 10:00 a.m.  
2<sup>nd</sup> Floor Boardroom, 509 E. 18<sup>th</sup> Street, Norfolk, VA

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, August 8, 2019 at 10:00 a.m. in the 2<sup>nd</sup> Floor Boardroom, 509 E. 18<sup>th</sup> Street, Norfolk, VA

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



## Meeting of the Operations and Oversight Committee

Thursday, August 8, 2019 • 10:00 a.m.  
2<sup>nd</sup> Floor Boardroom, 509 E. 18<sup>th</sup> Street, Norfolk, VA

### AGENDA

1. Approval of the June 2019 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
  - a. Upcoming Procurements
  - b. Options to be Exercised
    - i. October
    - ii. November
5. Operations Update
6. Old and New Business
7. Adjournment

**The next Operations & Oversight Committee Meeting will be held on  
Thursday, September 12, 2019**



# Meeting of the Operations and Oversight Committee

Thursday, June 13, 2019 • 10:00 a.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

## MEETING MINUTES

### Call to order

Commissioner Parnell called the meeting to order at 10:00 a.m.

### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Woodbury, Newport News  
Commissioner Parnell, Norfolk  
Alt. Commissioner Inman, Norfolk  
Commissioner Rowe, Portsmouth  
Commissioner Gray, Hampton  
Commissioner Kanoyton, Hampton  
Commissioner Mucha, DRPT

### **Hampton Roads Transit Staff in attendance:**

Kimberly Ackerman, Chief Human Resource Officer  
Ray Amoruso, Chief Planning and Development Officer  
Amy Braziel, Sr. Executive Assistant  
Conner Burns, Chief Financial Officer  
Alesia Cain, Chief Information Technology Officer  
Gene Cavazos, Director OF Marketing & Communications  
William Collins, Facilities Maintenance Manager  
Sheri Dixon, Director of Treasury  
Wayne Groover, Sr Manager of Materials & Rail Vehicle Maintenance  
William Harrell, President and CEO  
Keith Johnson, Manager of Paratransit  
Don Lint, Construction Projects Coordinator  
Sonya Luther, Director of Procurement  
Maryann Martin, Operations Analyst II  
Shanti Mullen, Interim Internal Auditor  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Michael Perez, Operations Project & Contract Administrator  
Benjamin Simms, Director of Bus and Rail Transportation  
Mark Stemple, Director of Maintenance  
Brian Smith, Chief of Staff  
Robert Travers, Corporate Counsel

### **Others in attendance:**

Andrew Ennis, VADRPT

The June Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Procurement Items for Approval
- Upcoming Procurements

### **Approval of the May 2019 Minutes**

A motion to approve the May 2019 Meeting Minutes was made by Commissioner Woodbury and properly seconded by Commissioner Gray.

The May 2019 Meeting Minutes were approved by a unanimous vote.

### **Review of the Operations and Oversight Committee Action Items**

#### **Action Item: O &O committee to forward the 2019 -03 Local Reconciliation Alternate Refund Proposal to Management and Financial Advisory Committee (MFAC) for Review**

Commission Parnell sent his proposal to the Management and Financial Advisory Committee (MFAC) which was reviewed by MFAC and City Managers. City managers requested that MFAC develop a plan for future HRT funds left unused at the end of the fiscal year. It was stated that it is too late in the year to do anything with FY19 funds. A true-up was requested for FY2019.

There was discussion regarding issues identified by the Virginia Department of Rail and Public Transportation (VADRPT) along the light rail alignment and changes being made by the City of Norfolk. It was stated that some safety items would be addressed by the end of August.

### **Audit Update**

Ms. Shanti Mullen provided an update as enclosed in the meeting package.

Staff provided additional updates on findings.

Ms. Mullen announced that the audit regarding the budget process completed last year called for a contract administrator position. Ms. Mullen announced that a contract administrator was hired and introduced Ms. Misty Allen who accepted that position.

There was discussion regarding the Auditor I position being backfilled.

### **Procurement Recommendations to the Committee**

#### **Request for Approval of Contract 19-00012, Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk.**

Ms. Sonya Luther formally presented Contract 19-00012, Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk.

Alt. Commissioner Inman shared the City of Norfolk's displeasure with not being able to participate on the Request for Proposal (RFP) selection panel and/or provide input.

HRT's RFP Policy was discussed.

Mr. Robert Travers provided a summary of HRT's RFP, the modifications previously approved by the Commission and the legal support for the same.

Mr. William Harrell stated that in terms of input, HRT had reached out to the City of Norfolk during the initial procurement process and the City will continue to be heavily involved with the planning effort after the award of contract.

The O&O Committee requested Mr. Travers to reach out the Office of the Attorney General (OAG) for an opinion as to the legality of allowing third parties to participate on the agency's selection panels. Mr. Travers agreed to contact the OAG and determine if the OAG would be willing to provide an opinion on the issue.

There was discussion regarding the work that STV had previously done for HRT, including the Virginia Beach Town Center Extension Study and the facilities at 18<sup>th</sup> Street and 3400 Victoria Boulevard. It was stated that STV also assisted with the transition with the safety department. Alt. Commissioner Inman stated that she was familiar with STV, had been pleased with its work product, and supported the recommendation of award.

A motion to approve Contract 19-00012, Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk Motion was made by Commissioner Rowe and properly seconded by Commissioner Gray.

Contract 19-00012, Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk was approved by a unanimous vote.

Request for Approval of Contract # 19-00013, Light Rail Vehicle Body Repair Services.

Ms. Luther formally presented Contract # 19-00013, Light Rail Vehicle Body Repair Services.

A motion to approve Contract # 19-00013, Light Rail Vehicle Body Repair Service was made by Commissioner Woodbury and properly seconded by Commissioner Gray.

Contract # 19-00013, Light Rail Vehicle Body Repair Services was approved by a unanimous vote.

Request for Approval of Purchase Order 81093, Light Rail Vehicle Door Control Units.

Ms. Luther formally presented Purchase Order 81093, Light Rail Vehicle Door Control Units.

A motion to approve Purchase Order 81093, Light Rail Vehicle Door Control Units was made by Alt. Commissioner Inman and properly seconded by Commissioner Woodbury

Purchase Order 81093, Light Rail Vehicle Door Control Units was approved by unanimous vote.

Request for Approval of Contract 19-00015, Mechanics' Tool Supply Services

Ms. Luther formally presented Contract 19-00015, Mechanics' Tool Supply Services.

A motion to approve Contract 19-00015, Mechanics' Tool Supply Services was made by Commissioner Gray and properly seconded by Commissioner Woodbury.

There was discussion regarding the quantity of tools that were eligible for purchase as well as inventory control measures.

It was stated that toolbox inspections are done, and mechanics must replace mandatory tools that are broken or missing.

Mr. Mark Stemple and Mr. Conner Burns explained the tool allowance process and the ATU Agreement for the allowance.

Contract 19-00015, Mechanics' Tool Supply Services was approved by unanimous vote.

## **Upcoming Procurements**

The final page of the meeting package showed a chart of upcoming options to be exercised for previously approved previous contracts.

It was stated that the paratransit contract was omitted, and the contract will be presented in October.

## **Options to be exercised.**

Options were reviewed with the Committee.

Mr. Amoruso introduced the new DBE and Grants Coordinator, Jennifer Dove.

## **Operations Update**

Mr. Benjamin Simms provided the Operations Update.

Mr. Simms stated that a Paratransit Symposium was held the last week of May and was well attended by 61 people. There were an additional 10 providers that requested information.

Mr. Simms stated that a Peer Review will take place June 18-20<sup>th</sup> with peer agencies to gather input and recommendations for the upcoming Request for Proposal (RFP) that will be going out in July related to paratransit services.

Mr. Simms gave an update on the Harborfest event that took place June 7, 8, and 9, 2019. Ridership was 11,000 on rail and almost 11,000 on ferry.

There was discussion regarding ridership on fixed route services for paratransit clients as recent months have shown an uptick in riders. It was stated that the nice weather has had a lot to do with it.

## **New and Old Business**

Commissioner Parnell stated that this is his last Operations and Oversight Committee meeting as chair and thanked the committee members for their service.

## **Adjournment**

The meeting was adjourned at 10:56 p.m.

Respectfully submitted by:  
Amy Braziel, CAP-OM  
Sr. Executive Assistant



HAMPTON ROADS TRANSIT  
JULY/AUGUST 2019  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

| <b>Date</b> | <b>Action Item</b> | <b>Responsible Party</b> | <b>Due Date</b> | <b>Completed Date &amp; Method</b> |
|-------------|--------------------|--------------------------|-----------------|------------------------------------|
|             | No Open Items.     |                          |                 |                                    |
|             |                    |                          |                 |                                    |
|             |                    |                          |                 |                                    |
|             |                    |                          |                 |                                    |
|             |                    |                          |                 |                                    |
|             |                    |                          |                 |                                    |



**UPCOMING CONTRACTS FOR APPROVAL**

| <b>Title</b>                              | <b>Description</b>                                                                                                                                                                                                |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bus Exhaust and Emission Services         | To provide services which reduce exhaust and emission system related service calls while meeting the latest maintenance requirements established by the OEM and compliance with applicable clean air regulations. |
| Bus Repower Services                      | To provide the mid-life repower of up to fourteen (14) HRT buses.                                                                                                                                                 |
| Fence and Railing Maintenance and Repairs | To provide maintenance and repairs of the fencing systems and gates at various locations within the Hampton Roads service area.                                                                                   |
| Healthcare Reporting Services             | To provide a full-service solution to support compliance with the current Affordable Care Act healthcare annual reporting.                                                                                        |
| Medical Surveillance Program              | To provide medical surveillance program management.                                                                                                                                                               |
| Office Supply Services                    | To provide and deliver office supplies.                                                                                                                                                                           |
| Paratransit Services                      | To provide paratransit van, sedan and call center services.                                                                                                                                                       |
| Provision of Bulk Fluids                  | To provide diesel exhaust fluid, automatic transmission fluid, antifreeze and motor oil for HRT's bus maintenance facilities.                                                                                     |
| Towing and Flat Tire Replacement Services | To provide towing and flat tire replacement services for HRT's bus fleet.                                                                                                                                         |

**Options to be Exercised - October 2019**

| <b>Contract No.</b> | <b>Title</b>                                           | <b>Description</b>                                                                                                                 | <b>Total Awarded Value</b> | <b>Period of Performance</b> | <b>Option Year to be Exercised</b> |
|---------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|------------------------------------|
| 13-65245            | Ticket Vending Machine Credit Card Processing Services | To provide credit card processing services for HRT operated GFI Genfare/SPX Ticket Vending Machines.                               | \$ 275,000.00              | 3 yrs. w/2 1-yr. options     | Second                             |
| 15-68513            | Facilities and Light Rail Transit Electrical Work      | To perform electrical work associated with the Norfolk Light Rail Transit system and various HRT Facilities on a Task Order basis. | \$ 1,133,000.00            | 1 yr. w/4 1-yr. options      | Fourth                             |
| 16-72044            | State Legislative and Public Relations Services        | To provide state legislative and public relations services.                                                                        | \$ 590,016.00              | 2 yrs. w/3 1-yr. options     | Second                             |
| 16-73940            | Sampling and Laboratory Analysis Services              | To provide sampling and laboratory analysis services.                                                                              | \$ 57,684.56               | 1 yr. w/4 1-yr. options      | Third                              |

**Options to be Exercised - November 2019**

| <b>Contract No.</b> | <b>Title</b>                               | <b>Description</b>                                                                                                                                   | <b>Total Awarded Value</b> | <b>Period of Performance</b> | <b>Option Year to be Exercised</b> |
|---------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|------------------------------------|
| 17-75525            | Passenger Amenity Cleaning Services        | To maintain the appearance and cleanliness of passenger amenities at bus stops and light rail stations throughout the service area of Hampton Roads. | \$ 670,208.40              | 1 yr. w/2-1 yr. options      | Second                             |
| 17-76500            | Bus Stop Sign Installation and Maintenance | To provide bus stop sign installation and maintenance services on an as needed basis.                                                                | \$ 235,042.00              | 2 yrs. w/3-1 yr. options     | First                              |