



## **Meeting of the Transportation District Commission of Hampton Roads**

Thursday, October 22, 2020 • 1:00 p.m. via Zoom Meeting

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, October 22, 2020 at 1:00 p.m. via Zoom.

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Board members, staff, and the general public, the TDCHR meeting will be held electronically via zoom.

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, October 22, 2020 • 1:00 p.m. Via Zoom

1. Call to Order & Roll Call

2. Public Comments

3. Approval of September 24, 2020, Meeting Minutes

Approval of February 27, 2020, Meeting Minutes

4. President's Monthly Report - William Harrell

A. Board Updates

5. Committee Reports

A. Audit & Budget Review Committee - Commissioner Gray/  
Conner Burns, Chief Financial Officer

- September 2020 Financial Report

B. Management/Financial Advisory Committee – Commissioner Inman/  
Conner Burns, Chief Financial Officer

C. Operations & Oversight Committee - Commissioner Hamel/  
Sonya Luther, Director of Procurement

- **Contract No. 20 – 00095 Facilities General Electrical Work**

**Recommending Commission Approval:** Award of a contract to Blackwater Electric Company, Inc. to perform electrical inspections, maintenance and repair of systems associated with Hampton Roads Transit's (HRT's) facilities in the not-to exceed amount of \$150,000 over the three-year term of the Contract.

- **Contract No: 20 – 00075 Ferry Boat Design and Build Project**

**Recommending Commission Approval:** Award of a contract to to St. Johns Ship Building, Inc. for the completion of construction and delivery of up to two (2) T-Boat Classification, 149-passenger ferry boats in the amount of \$3,340,926.73, with an option to purchase an additional ferry boat, in the event funds are available, in the amount \$2,854,801.73, for a total of \$6,195,728.46.

D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/  
Ray Amoruso, Chief Planning & Development Officer

E. External/Legislative Advisory Committee - Commissioner Kanoyton/  
Joe Dillard, Government Relations Liaison

F. Smart Cities & Innovation Committee – Commissioner McClellan/  
Michael Price, Chief Information/Technology Officer

G. Paratransit Advisory Subcommittee – Chair Paul Atkinson Jr./Keith  
Johnson, Manager of Paratransit

H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair  
Rodney Davis, Director of Customer Relations

6. Old and New Business

- Legislative Agenda – Commission Approval

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday, November 12, 2020 at  
1:00 p.m. location to be determined.**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Special Electronic Meeting - Thursday, September 24, 2020 • 1:00 p.m.

## **Call to order**

A quorum was attained, and Chairman Gray called the meeting to order at 1:01 a.m. Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Board members, staff, and the general public, the TDCHR meeting will be held electronically via zoom.

## **Commissioners in attendance via ZOOM/Phone:**

Chairman Gray, Hampton  
Vice-Chair McClellan, Norfolk  
Alt. Commissioner Inman, Norfolk  
Past-Chair Hunter, Portsmouth  
Commissioner Fuller, Chesapeake  
Commissioner Hamel, Chesapeake  
Commissioner DeBruhl, VDRPT  
Commissioner Kanoyton, Hampton  
Commissioner Woodbury, Newport News  
Commissioner Houston, Norfolk  
Commissioner Rowe, Portsmouth  
Commissioner Rouse, Virginia Beach  
Commissioner Ross-Hammond, Virginia Beach

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

Ray Amoruso, Chief Planning and Development Officer  
Debbie Ball, Director of Finance  
Keisha Branch, Director of the Office of Program and Project Excellence  
Amy Braziel, Manager of Operations Administration  
Conner Burns, Chief Financial Officer  
Danielle Burton, Operations Support Technician  
David Burton, General Counsel, Williams Mullen  
Gene Cavazos, Director of Marketing & Communications  
Joe Dillard, Organizational Advancement Officer  
Juanita Davis, Budget Analyst III  
Rodney Davis, Director of Customer Relations  
Sherri Dixon, Director of Revenue  
Jennifer Dove, Grants and Civil Rights Coordinator  
Bobby Edward, Sr. Manager Bus Transportation  
Angela Glass, Director of Budget  
Erin Glen, Director of ETS  
Brenda Green, Executive Administrative Assistant

William Harrell, President and CEO  
Ron Hodges, Director of Business Development  
Keith Johnson, Paratransit Services Contract Administrator  
Larry Kirk, Deputy Director of Finance  
Sonya Luther, Director of Procurement  
Shanti Mullen, Internal Auditor  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Michael Perez, Operations Contract and Project Administrator  
Jim Price, Chief of Transit Operations  
Michael Price, Chief Information Officer/CTO  
John Powell, Telecommunications Specialist  
Luis Ramos, Sr. Executive Administrator/Commission Secretary  
Ty Reynolds, Human Resource Manager  
Dawn Sciortino, Chief Safety Officer  
Benjamin Simms, Deputy Chief of Operations  
Sam Sink, Director of Transit Development  
Brian Smith, Chief of Staff  
Robert Travers, Corporate Counsel  
Fevrier Valmond, Deputy Director of Procurement  
Nikki Walker, Auditor 1  
Kim Wolcott, Chief of Human Resources

**Others in attendance via phone:**

Paul Atkinson, Chair of Paratransit Advisory Committee  
Steve Bond, City of Hampton  
Rob Case, HRTPO  
Alt. Commissioner Cipriano, Newport News  
Alt. Commissioner Jennifer Debruhl, VDRPT  
Alt Commissioner Brian DeProfio, Hampton  
Andrew Ennis, DRPT  
Cole Fisher, City of Virginia Beach  
Alt. Commissioner Amy Inman, Norfolk  
Alt. Commissioner Jackson, Portsmouth  
Alt. Commissioner Pettis Patton, Portsmouth  
Alt. Commissioner Scott, Newport News  
Mark Shea, City of Virginia Beach  
Alt. Commission Earl Sorey, Chesapeake  
Justin Stewart, City of Newport News  
Judith Swystun, President of Hampton Road Transportation, Inc.  
Janice Taylor, League of Women Voters  
Mark Geduldig-Yatrofsky, Portsmouth Citizen  
Alt Commissioner Velissarios, Newport News  
Linda Wheeler, Common Courtesy Hampton Roads  
Jerri Wilson, City of Newport News

The TDCHR meeting package was distributed electronically to all Commissioners in advance of the meeting. The meeting package consisted of:

- Agenda

- Meeting Minutes
- President's Report Presentation
- Social Media Analytics
- Financial Reports
- Committee Reports

### **Public Comments**

There were no public comments.

### **Approval of August 2020 Meeting Minutes**

A motion to approve the August 2020 meeting minutes was made by Commissioner Rowe and properly seconded by Ross-Hammond. There is a correction to the closed session language. The closed session was per paragraph 2 not 7 as stated in the minutes.

A roll call vote to approve the minutes, as amended, resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

### **President's Monthly Report**

Mr. William Harrell welcomed everyone to the meeting. He acknowledged the historic event and accomplishment that occurred on September 18, 2020, when Governor Northam and distinguished guests celebrated the launch of electric buses and the bill signing for regional transit funding. He also reviewed Goals given by the Commission as captioned below.

Three goals related to implementing the Strategic Plan.

1. Initiate the first grouping of high-frequency routes on the Peninsula of the core regional backbone as approved in the Strategic Plan on June 25, 2020, by the Transportation District Commission of Hampton Roads.
  - a) Initiate procurement of new buses, shelters, other core components of the first phase of the regional program
  - b) Coordinate with all member cities to begin installation of passenger amenities at high ridership locations
  - c) Recruit and train a qualified workforce
2. Ensure the strategic integration of technology and enhanced customer amenities in the regional transit program implementation.
  - a) Prioritize technology upgrades including system-wide mobile ticketing, passenger information displays at transit hubs, and real-time tools that support easy and seamless trip planning and ticketing

- b) Enhance amenities at stops to include additional lighting, seating, trash receptacles and shelters at locations system-wide where the largest number of riders utilize the service
- 3. Develop a comprehensive and integrated public communications plan including internal and external stakeholders to socialize and market the Strategic Plan and forthcoming transit investments to support the economic recovery of the Hampton Roads Region.
  - a) Deploy multi-media and online tools to inform and involve stakeholders and leverage social media platforms, advertising and the news media
  - b) Coordinate with partners and regional stakeholder groups to incorporate transit into economic development and recovery initiatives and strengthen HRT's role as a trusted regional mobility agency
- 4. Optimize resources to improve HRT's financial footing and fiscal sustainability to include proactive leveraging of available funds to deliver projects and services and reduce dependence on line of credit.
- 5. Develop and initiate strategies to improve transit ridership.
- 6. Working with HRT's component city governments, draft a response plan for HRT's various modes of transportation to deal with flooding issues within HRT's footprint.

Mr. Harrell and Mr. Ray Amoruso provided updates regarding the Regional Backbone system of the Hampton Roads Regional Transit Program.

There was discussion regarding investments for technology including the use of regional dollars for technology and to make sure the traditional funding sources of the Capital Improvement Plan are not the exclusive funding source for technology. Mr. Michael Price stated that technology investments are included and will be regularly maintained and upgraded.

Commissioner McClellan expressed appreciation that goal six was included and looked forward to HRT working with cities on the subject of flooding.

Mr. Harrell noted the staff recommendation to not collect fares on Election Day, Tuesday, November 3, 2020. It was noted this topic was also recently discussed at ELAC and MFAC committees and a formal approval by the Commission could be considered under New Business.

There was discussion regarding rider assistance and marketing campaigns to teach the public how to ride public transportation. Mr. Cavasos noted current how-to-ride videos and other information are online at [gohrt.com](http://gohrt.com) and staff would work to improve upon this going forward.

Commissioner Gray gave compliments on the ceremonial bill signing and electric bus ceremony.

### **Audit & Budget Review/Management and Financial Advisory Committee Combined**

Mr. Conner Burns gave the financial report as enclosed in the meeting package.

There was discussion regarding casualties and liabilities overages.

Alternate Commissioner Inman gave an overview of discussions held at the MFAC meeting. Ms. Inman stated that there was a robust conversation related to the budget.

Ms. Inman stated that there was discussion regarding the Regional Backbone implementation which included what funding will be available and how it will be utilized.

Ms. Inman stated that the CIP and budget development were also discussed at the meeting.

### **Operations and Oversight Committee**

Commissioner Hamel stated that the Operations and Oversight Meeting was held on Thursday, September 10, 2020 via Zoom. Ms. Sonya Luther was called on to present contract recommendations to the Board.

**Contract No: 20-00071 Light Rail Electrical Work:** Award of a contract to Blackwater Electrical Company, Inc. to provide Light Rail Electrical Work. The cumulative amount of all Task Orders issued under this Contract will not exceed \$810,000 over five (5) years.

**Contract No: 20 – 00076 On Site Vehicle Inspection Services (Renewal):** Award of a contract to Transit Resource Center to provide on-site vehicle inspection services in the not-to-exceed amount of \$174,854 for a total of five (5) years.

**Contract No: 20 –00047 Oracle Database Administration Managed Services and initiated Issue Support:** Award of a contract to Navisite to provide Oracle Database Administration Managed Services and Initiated Issue Support in the not-to exceed amount of \$211,960 for three (3) years.

Commissioner Woodbury stepped away from the meeting.

**Contract No: 20 – 00093 Supervisory Control and Data Acquisition System Hardware and Software:** Award of a sole source Contract to B&C Transit Inc. to provide Supervisory Control and Data Acquisition Hardware and Software support services in the not-to-exceed amount of \$678,592.96 over five (5) years.

A motion was made by Operations and Oversight Committee and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

Commissioner Woodbury was not available for the vote returning at 2:04 PM.

### **Planning and New Starts Committee**



Commissioner Ross-Hammond, Chair, stated that the committee met just prior to the TDCHR meeting.

Mr. Amoruso gave an overview of the Planning and New Starts meeting which included where HRT is with the Bus Rapid Transit (BRT) and Norfolk Naval Station Study where BRT and light rail are being explored.

### **External/Legislative Advisory Committee**

Commissioner Kanoyton stated that the Committee met on September 23<sup>rd</sup>. Ms. Kanoyton called on Mr. Ron Jordan for a brief legislative update. Mr. Jordan also provided a review of the proposed TDCHR legislative priorities for 2021 and added that priorities are currently in draft form and the Commission would consider them for adoption at the October meeting.

### **Smart Cities and Innovation Committee**

Commissioner McClellan stated that the committee met last week. Ms. McClellan shared highlights to include real time which is now available on Google Maps and an RFP is being developed for mobile fares implementation.

Commissioner McClellan requested that Key Performance Indicators be shared quarterly at the regular TDCHR meetings.

### **Paratransit Advisory Sub-Committee**

Mr. Atkinson's read his report to the Commission. Mr. Atkinson's report will be attached to the minutes.

### **Transit Ridership Advisory Sub-Committee**

Ms. Jackson stated that the committee met September 2<sup>nd</sup>.

Ms. Johnson gave an overview of what the committee discussed to include the committee chair will remain in place due to the ongoing pandemic. Ms. Johnson also stated that many bus stops need benches and shared cleanliness and service changes.

### **Old and New Business**

Mr. David Burton read the President's Annual Goals for the upcoming year for Mr. Harrell.

A motion to adopt the President's Annual Goals was made by Commissioner McClellan and properly seconded by Commissioner Hunter.

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

There was discussion regarding free fares for election day. The discussion included the use of CARES Act funding.

Alternate Commissioner Inman replaced Commissioner McClellan in the meeting.

A motion to approve implementing free fares for Election Day was made by Commissioner Kanoyton and properly seconded by Commissioner McClellan.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, Inman, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

There was a brief discussion regarding Commissioner Hunter and his move from Portsmouth to Chesapeake. The Commission will draft a letter authorizing Commissioner Hunter to remain a non-legislative member of the board representing the city of Portsmouth until such time that he is duly replaced. Commissioner Hunter was commended for his leadership and service on behalf of HRT.

A motion to approve the authorization for Commissioner Hunter to remain a non-legislative member of the board representing the city of Portsmouth was made by Commissioner Woodbury and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Gray, Inman, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

#### **Comments from Commissioners:**

There were no additional comments from commissioners.

#### **Adjournment**

With no further business to conduct the meeting adjourned at 2:44 p.m.

#### **TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS**

\_\_\_\_\_  
**Jimmy Gray**  
**Chair**

**ATTEST:**

\_\_\_\_\_

**Luis Ramos**  
**Commission Secretary**  
**October 22, 2020**



## Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 27, 2020 • 1:00 p.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA

### **Call to order**

A quorum was attained, and Chairman Hunter called the meeting to order at 1:01 p.m.

### **Commissioners in attendance:**

Commissioner Hunter, Portsmouth  
Commissioner Gray, Hampton  
Commissioner Fuller, Chesapeake  
Commissioner Hamel, Chesapeake  
Commissioner Mucha, VDRPT  
Commissioner Kanoyton, Hampton  
Commissioner Woodbury, Newport News  
Commissioner Coleman, Newport News  
Commissioner Parnell, Norfolk  
Alt. Commissioner Inman, Norfolk  
Alt. Commissioner Jackson, Portsmouth  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner Reel, Virginia Beach

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

Ray Amoruso, Chief Planning and Development Officer  
Debbie Ball, Director of Finance  
Amy Braziel, Manager of Operations Administration  
Conner Burns, Chief Financial Officer  
David Burton, General Counsel, Williams Mullen  
Gene Cavazos, Director of Marketing & Communications  
Jennifer Dove, DBE and Grants Coordinator  
Brian Smith, Chief of Staff  
Angela Glass, Director of Budget & Financial Analysis  
Erin Glen, Interim Chief CIO/CTO  
William Harrell, President and CEO  
Tom Holden, Media Relations Specialist  
Keith Johnson, Paratransit Services Contract Administrator  
Larry Kirk, Assistant Director of Finance  
Shanti Mullen, Internal Auditor I  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Luis Ramos, Sr. Executive Assistant/Commission Secretary  
Benjamin Simms, Director of Transportation & Security  
Robert Travers, Corporate Counsel  
Kim Wolcott, Chief of Human Resources

**Others in attendance:**

Paul Atkins, Chair, Paratransit Advisory Committee  
Rob Case, HRTPO  
Lisa Cipriano, City of Newport News  
Brian, DeProfio, City of Hampton  
Mark Geduldig-Yatrofsky, ATLANTISUR.US  
Angela Hopkins, City of Newport News  
Denise Johnson, Chair, TRAC  
Ina Kreps, Paratransit User  
Sheila McAllister, City of Newport News  
Constantino Velissarios, City of Newport News

The 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
- Meeting Minutes
- President's Report Presentation
- Social Media Analytics
- Committee Reports

**Public Comments**

There were no public comments.

**Approval of the January 2020 TDCHR Meeting Minutes**

A motion to approve the January 2020 meeting minutes was made by Commissioner Ross Hammond and properly seconded by Commissioner Parnell. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Gray, Hamel, Pittard, Kanoyton, Woodbury, McClellan, Parnell, Rowe, Ross-Hammond, and Reel.

Nays: None

Abstain: None

**President's Monthly Report**

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell stated that the FY2019 Annual Report from Trafix was placed at commissioner seats.

Mr. Harrell mentioned the FY21 Budget Proposal and that the MFAC and Audit and Budget Committee held a joint meeting to review same. Mr. Harrell stated that this is the earliest the budget proposal has ever been sent to the cities and that he was proud of the process.

Dr. Brian Smith gave a brief legislative update to the Board addressing several bills being considered by the General Assembly. Dr. Smith stated that both bills related to regional transit funding made it through their respective chambers before crossing over.

There was a question regarding an amendment to Senate Bill 1028 the excluded funding for extending light rail. Dr. Smith explained this applied to no extension outside the City of Norfolk. Mr. Harrell shared information regarding how larger projects such a rail and bus rapid transit (BRT) would ultimately need their own funding source.

Mr. Harrell introduced Mr. Michael Price, Chief Information Officer and Chief Technology Officer.

Mr. Harrell introduced Mr. Daniel Ramot, CEO of VIA.

Mr. Ramot stated that VIA is committed to being successful and shared the importance of the contract to VIA. It was stated that VIA would share additional information under the Paratransit Committee update.

## **COMMITTEE REPORTS**

### **Audit and Budget Review Committee**

Commissioner Gray stated that the Audit and Budget Committee had a joint meeting with the Management and Financial Advisory Committee (MFAC) this past Monday. It was stated that the Preliminary Audit presentation was made during the meeting and will be completed next month.

The Preliminary Budget and financial reports were also presented at the meeting.

Mr. Conner Burns stated that there have been challenges with the new financial system and that those issues have been resolved.

Mr. Burns presented the January 2020 Financial Report as included in the meeting package.

Mr. Conner Burns presented the FY21 Draft Operating Budget as included in the meeting package.

Ms. Krista Edoff with Cherry Burkart presented the Preliminary Audit Results.

Commissioner Pittard arrived at 1:36 PM

### **Management Finance Advisory Committee (MFAC)**

Mr. Brian DeProfio reported that MFAC had a joint meeting with the Audit and Budget Committee and the January financial records were shared. Mr. DeProfio stated that the financial numbers are trending well.

Mr. DeProfio stated that the Preliminary Operating budget was presented to the Committee and noted that the process has improved greatly over the years.

Mr. DeProfio stated that there were questions regarding the external audit regarding the financial system implementation and that the Committee was looking forward to the response.

Mr. DeProfio stated that the new paratransit vendor and free fare day were also discussed in the meeting.

There was additional discussion regarding a free fare day and the ability for HRT to legally have one. Mr. Harrell stated that a free fare day is allowed and that the goal is to get people to experience transit. Ms. Lisa Cipriano provided additional details regarding contributions that would need to be made by partner cities and stated the value of a free fare day which would get the public on the bus and would share good will and positive public relations. Marketing a free fare event was discussed.

### **Operations and Oversight Committee**

Commissioner Rowe stated that the Operations and Oversight Meeting was held on Thursday, February 13, 2020 in Norfolk.

Chairman Hunter abstained from the procurements being presented and left the meeting during the presentations.

Ms. Sonya Luther was called on to present recommendations to the Board.

It was recommended that the Commission approve Contract No: 19-00061 Newport News Transit Center Exterior Site Reconstruction to Allen Myers VA, Inc. for the demolition and reconstruction of exterior parking, and bus drive aisles at the Newport News Transit Center, in the not-to-exceed amount of \$1,647,777.00

There was discussion regarding interior work needed at the Newport News Transit Center. It was stated that Smart Scale funding, with strict requirements, could only be used for the exterior work and the interior work would be added to the Capital Improvement Plan (CIP).

Commissioner Rowe requested that the Board approve the external work and address the internal work needed when funding is available.

A motion to approve Contract No: 19-00061 Newport News Transit Center Exterior Site Reconstruction was made by the Operations and Oversight Committee and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Gray, Hamel, Pittard, Kanoyton, Woodbury, McClellan, Parnell, Rowe, Ross-Hammond and Reel

Nays: None

Abstain: Commissioner Hunter

## **Planning and New Starts Development Committee**

Commissioner Ross-Hammond stated that the Planning and New Starts Committee met prior to the TDCHR meeting.

It was noted that Ms. Jamie Jackson, Director of Transit Development, will be leaving HRT.

Commissioner Ross-Hammond stated that Bus Rapid Transit (BRT) and Naval Station Norfolk were discussed during the meeting.

Mr. Ray Amoruso stated that an overview of BRT was given and is moving forward. Mr. Amoruso stated that city councils in Newport News and Hampton would be briefed on a potential BRT line and an endorsement will be sought. Mr. Amoruso stated that the initial phase would be wrapping up in June with environmental study.

Mr. Amoruso provided an update on the Naval Station Norfolk project stating that it began about 2.5 years to go. Mr. Amoruso stated that an alignment is about to be selected and is looking to serve retail, airport, and residential neighborhoods.

Impacts are being reviewed and a public comment period will be held in which additional details will be shared.

## **External Legislative Advisory Committee (ELAC)**

Commissioner Kanoyton stated that a meeting is to be held on March 18<sup>th</sup> and an update will be given at the next meeting.

## **Smart Cities & Innovation Committee**

Commissioner McClellan stated that the Smart Cities and Innovation Committee met on February 13<sup>th</sup>.

Mobile payments and grant funding opportunities were discussed.

Commissioner McClellan stated that the committee is exploring microtransit opportunities and is currently looking for a list of providers. There are 4 consultant demonstration meetings planned for microtransit, two for March and two for April.

Commissioner McClellan stated that paratransit was also discussed.

It was stated that a letter was submitted to Senator Lucas requesting funding for technology to be included as part of new regional transit funding.

The next Smart Cities and Innovation Committee Meeting is scheduled for March 13, 2020.



## **Paratransit Advisory Sub-Committee (PAC)**

Mr. Paul Atkinson stated that the PAC met on February 12<sup>th</sup>. The media was in attendance.

Chairs were appointed for the subcommittees.

Mr. Atkinson stated that the majority of the meeting was devoted to service issues. The paratransit ridership has been affected and stories were shared from riders.

Mr. Atkinson shared his thought on the service and looks for improvement that will not come soon enough.

Commissioner Ross-Hammond shared concerns from Virginia Beach stating that she is excited about the new contract but due to bad data transfers delays, scheduling issues, and route missteps have happened.

Commissioner Ross-Hammond read letters from constituents.

Mr. Harrell stated that HRT is taking the issues related to paratransit very seriously. HRT meets with VIA daily and there is a commitment to ensure that the issues are resolved.

Mr. Jim Price provided an update stating that issues have been narrowed down. Mr. Price gave examples of identified issues and how they are being corrected.

Mr. Daniel Ramot provided an overview of VIA which is headquartered in New York and brings technology solutions for transit. Mr. Ramot provided details on their work and apologized for what has happened. Mr. Ramot stated that VIA is committed to improvements.

There was discussion regarding VIA's experience with paratransit service.

Mr. Ramot shared some technology solutions that are being made available and other corrective actions being taken. There was discussion regarding availability of technology to the paratransit community and outreach opportunities.

It was stated that the paratransit service issues getting resolved is what is important. Technology upgrades, etc. are great but not the priority. Commissioners shared their desire to get the service issues corrected immediately and to not allow focus on added technology until the service works properly.

Commissioner Woodbury left the meeting at 2:40 PM and Alternate Commissioner Cipriano replaced her at the table.

Commissioner Rowe made a motion to instruct Mr. Harrell and HRT to make corrections to the paratransit service current discrepancies and have a follow up report to the Board. Commissioner Ross-Hammond properly seconded the motion. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Gray, Hamel, Pittard, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: None

**Transit Ridership Advisory Committee (TRAC)**

Ms. Denise Johnson stated that the committee met

**Old and New Business**

None

**Comments by Commissioners**

None

**Adjournment**

The meeting adjourned at 2:06 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

**ATTEST:**

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**Brad Hunter**  
**Chair**

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**Luis Ramos**  
**Commission Secretary**



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting

September 24, 2020

[gohrt.com](http://gohrt.com)

# President's Report



*Ceremonial Bill Signing*  
for DEDICATED REGIONAL TRANSIT FUNDING  
and  
*Ribbon Cutting*  
for VIRGINIA'S FIRST  
ALL-ELECTRIC POWERED BUSES



# President's Annual Goals

## Implementing the Strategic Plan

1. Initiate the first grouping of high-frequency routes on the Peninsula of the core regional backbone as approved in the Strategic Plan on June 25, 2020, by the Transportation District Commission of Hampton Roads.
  - a. Initiate procurement of new buses, shelters, other core components of the first phase of the regional program
  - b. Coordinate with all member cities to begin installation of passenger amenities at high ridership locations
  - c. Recruit and train a qualified workforce
2. Ensure the strategic integration of technology and enhanced customer amenities in the regional transit program implementation.
  - a. Prioritize technology upgrades including system-wide mobile ticketing, passenger information displays at transit hubs, and real-time tools that support easy and seamless trip planning and ticketing
  - b. Enhance amenities at stops to include additional lighting, seating, trash receptacles and shelters at locations system-wide where the largest number of riders utilize the service

# President's Annual Goals

## Implementing the Strategic Plan (continued)

3. Develop a comprehensive and integrated public communications plan including internal and external stakeholders to socialize and market the Strategic Plan and forthcoming transit investments to support the economic recovery of the Hampton Roads Region.
  - a. Deploy multi-media and online tools to inform and involve stakeholders and leverage social media platforms, advertising and the news media
  - b. Coordinate with partners and regional stakeholder groups to incorporate transit into economic development and recovery initiatives and strengthen HRT's role as a trusted regional mobility agency

# President's Annual Goals

4. Optimize resources to improve HRT's financial footing and fiscal sustainability to include proactive leveraging of available funds to deliver projects and services and reduce dependence on line of credit.
5. Develop and initiate strategies to improve transit ridership.
6. Working with HRT's component city governments, draft a response plan for HRT's various modes of transportation to deal with flooding issues within HRT's footprint.

CHAPTER 6

# Hampton Roads Regional Transit Program





# New Regional Classifications and Service Standards



## **Regional Backbone Routes**

*15 minute service routes*



## **Local Priority Routes**

*30 minute service routes*



## **Coverage Routes**

*60 minute service routes*



## **Limited or Express Routes**



## **On-Demand Service**



**Service Times will start and end the same**



**Span of Service**



**Frequency of Service**

# Hampton Roads Regional Transit Program

## Documents the Hampton Roads Regional Transit Program pursuant to law:

§ 33.2-2600.1. *Hampton Roads Regional Transit Program and Fund.*

A. *The General Assembly declares it to be in the public interest that developing and continuing operations of reliable regional public transportation is important for a balanced and effective multimodal transportation system in the Hampton Roads region and is essential to the region's economic growth, vitality, and competitiveness. The General Assembly further declares that a special transportation program, to be known as the Hampton Roads Regional Transit Program (the Program), should provide for the costs of developing, maintaining, and improving a core regional network of transit routes and related infrastructure, rolling stock, and support facilities that have the greatest positive impacts on economic development potential, employment opportunities, mobility, environmental sustainability, and quality of life. The goal of the Program is to provide a modern, safe, and efficient core network of transit services across the Hampton Roads region. The Program shall be incorporated into strategic plans developed pursuant to § 33.2-286 and adopted by the governing board of each transit entity and shall form the basis for the regional transit planning process coordinated by the federally designated Metropolitan Planning Organization*

# Regional Backbone Transit Program

The following are Program eligible based on purposes and requirements outlined in law:

- ✓ **Capital** and **Operating** costs (from planning through ongoing O&M)
- ✓ **Expansion projects** and **State of Good Repair**
- ✓ Two (2) classifications of HRT bus routes: **Regional Backbone** and **Limited/Express**

# What are funding sources for the Regional Transit Program?

Three funding sources are authorized by the General Assembly to fund the Program using the Hampton Roads Regional Transit Fund:

- ✓ **State Recordation Tax**
- ✓ **Regional Transportation Improvement Fee (grantor's tax at rate of \$.06 per \$100 on sale of real property)**
- ✓ **Transient Occupancy Tax (TOT) (at rate of 1 percent of charge for occupancy on hotel stays)**
  - TOT collection will not begin until May 2021

# What are the Regional Backbone Routes?

Route #	Route Name
1	Granby Street
2	Hampton Blvd
3	Chesapeake Blvd
8	Tidewater Drive
15	Military Highway
20	Virginia Beach Blvd
21	Little Creek Road
36	Independence Blvd/Holland Road
45	Portsmouth Blvd
47	High Street/Churchland
101	Kecoughtan Road
112	Jefferson Avenue
114	Mercury Blvd

REGIONAL BACKBONE IMPACTS (15-MIN WEEKDAY PEAK SERVICE)		
	CURRENT HRT SYSTEM	CHANGE FROM CURRENT 13-ROUTE REGIONAL BACKBONE
NO. OF ROUTES WITH 15-MIN WEEK- DAY PEAK SERVICE	6	13
POPULATION SERVED	181,000	487,000 169% increase
JOBS SERVED	137,500	312,500 127% increase
AREA IN WALKING DISTANCE	41 sq. miles	115 sq miles 180% increase

# Groupings and Supporting Improvements

- Routes are grouped in “natural buckets” that are co-dependent on one another.
- Three groupings of routes:
  - Group A – Routes 101, 112, 114, PCS and MAX
  - Group B – Routes 1, 15, 20, 36, 45, and 47
  - Group C – Routes 2, 3, 8, 21
- Early system-wide implementation of technology investments such as real time, mobile fare payment, passenger information displays.
- Early system-wide implementation of Facility Improvements and Passenger Amenities
  - Shelters, benches, new passenger terminals at Robert Hall and Evelyn Butts, NET Center, new bus division(s) in VB and the Peninsula to accommodate larger fleet

# Group A, B and C Key Numbers

Group Name	# of New Operators	# of New Buses	# of new “regional backbone branded” bus stop signs
Group A (Routes 101, 112, 114, all Max and PCS)	57	24 (incl. spares)	239
Group B (Routes 1, 15, 20, 36, 45, 47)	130	12 (incl. spares)	444
Group C (Routes 2, 3, 8, 21)	55	12 (incl. spares)	341
Extra Board	48	n/a	n/a
Totals	290	48	

# Preliminary Capital Investment Planning

## Implementation Horizon for Regional Backbone Network - Capital

	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10
<b>A. Facilities</b>										
Procure Bus Stop Signage	■									
Facility Needs Assessments (18 months)	■	■								
Facility Design/Environmental (18 months)		■	■							
Facility Site Acquisition(s)			■							
Facilities Construction (VB and Peninsula Divisions)				■	■	■	■			
Safety Assessments and Certifications		■	■	■	■	■	■			
<b>B. Passenger Amenities</b>										
Passenger Amenities Procurement (shelters, lighting, benches)	■	■								
<b>C. Technology Equipment</b>										
Technology Procurement (mobile fare payment, real-time technology, information displays)	■									
<b>D. Vehicles</b>										
Group A Bus Procurement	■	■								
Group B Bus Procurement		■	■							
Group C Bus Procurement		■	■	■						

## Operations and Maintenance

<b>Workforce Development</b> (e.g., hiring and training Operators)										
Group A		■								
Group B		■	■							
Group C			■	■						
<b>Service Branding &amp; Marketing Plan</b>										
Group A	■	■								
Group B		■	■							
Group C			■	■						
<b>Execute Core Project Activities</b> (e.g., install new shelters, passenger information displays, signage)										
Group A		■	■							
Group B			■	■						
Group C			■	■						
<b>Service Implementation and Ongoing O&amp;M</b>										
Group A										→
Group B										→
Group C										→



# President's Report

- Recommendation for Free Fares on Election Day – Tuesday, November 3, 2020



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting

September 24, 2020

**gohrt.com**



# President's Report

## October 2020

### TRANSIT APPRECIATION MONTH

As most of you know, October is Transit Appreciation Month.

This annual commemoration highlights the important service that you provide to Hampton Roads every day and especially now during COVID-19 pandemic when making connections to friends, work and family are more important than ever.

I am deeply proud to be the CEO of this organization and to lead the many men and women who daily work to provide safe, efficient, and reliable transit options to our region. That we have a special month to celebrate your work makes me feel that much better.

I join in celebrating your work with the Virginia Department of Rail and Public Transportation and the many transit professionals across the nation who also recognize your hard work.

Ours is an essential service, one that drives economic activity and community cohesion across six cities in Hampton Roads. We have celebrated our work on our social media platforms, and I wanted to make sure you were aware of that because I know not everyone is on Twitter or Facebook.

We highlighted the wonderful bus operators Vickie Davis and Deborah Lee. Davis has been with us for 22 years, and Lee, 19 years. These ladies are very close friends who often create floral arrangements on the passing of HRT family members, when fellow employees are sick, for weddings, church events, or other celebrations.

They have a great rapport with customers and colleagues. I know that their customers appreciate them for their dedication, and I appreciate them for their years of service to the community.

We also recognized Alex Aguinaldo for her hard work and service on the Elizabeth River Ferry. She is HRT's first woman ferry boat captain! She is described as clear-headed, responsible, kind, and thoughtful. Alex sits at the highest point of the ferry, safely transporting deck hands and customers across the Elizabeth River.

Finally, we have Shirley Lewis, one of the "Original 25ers", on The Tide light rail. She has been an operator since 2011 and has experienced a lot during that time. She reacted with skill when a van drove around crossing gates and over the tracks, and she even helped return a backpack with valuable items to a young girl who had forgotten it on the train.

Lewis is well liked and respected by her colleagues. Being a train operator is a difficult job, and we want to thank Shirley – and all drivers, mechanics, and employees - for their dedication and hard work.

It does not go unnoticed! Let's all recognize and celebrate the critical role that transit plays in the lives of so many people. Thanks for all you do – Happy Transit Appreciation Month!

Sincerely,

**William E. Harrell**  
President and CEO  
Hampton Roads Transit

## GOHRT.COM - September 2019

### OVERVIEW

Sessions	162,620
Users	232,470
Pageviews	388,438

### DEVICE USAGE:

mobile	86.98%
desktop	11.01%
tablet	2.01%

### TRAFFIC SOURCE PER SESSION

Organic Search	77.35%
Direct	17.03%
Referral	3.21%
Email	0.58%
(Other)	1.46%
Social	0.10%
Display	0.26%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.604%
/routes/norfolk/index.html	6.304%
/route/20/index.html	4.551%
/routes/newport-news/index.html	3.807%
/routes/virginia-beach/index.html	3.448%
/routes/index.html	3.331%
/route/1/index.html	2.935%
/route/3/index.html	2.761%
/route/15/index.html	2.381%
/routes/light-rail/index.html	2.117%

## GOHRT.COM - September 2020

### OVERVIEW

Sessions	89,008
Users	123,045
Pageviews	204,458

### DEVICE USAGE:

mobile	82.88%
desktop	16.05%
tablet	1.07%

### TRAFFIC SOURCE PER SESSION

Organic Search	73.10%
Direct	23.79%
Referral	2.89%
Email	0.03%
(Other)	0.13%
Social	0.05%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.915%
/routes/norfolk/index.html	6.976%
/route/20/index.html	5.709%
/routes/virginia-beach/index.html	3.527%
/routes/newport-news/index.html	3.358%
/route/1/index.html	3.311%
/route/3/index.html	2.776%
/route/15/index.html	2.674%
/routes/index.html	2.580%
/route/21/index.html	2.128%



HAMPTON ROADS  
TRANSIT

Draft Financial Statement

# SEPTEMBER 2020 FISCAL YEAR 2021 FINANCIAL REPORT

**gohrt.com**

# OPERATING FINANCIAL STATEMENTS

## September 2020

### FISCAL YEAR 2021

Dollars in Thousands

	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 13,693.7	\$ 1,141.1	\$ 693.5	\$ (447.7)	(39.2) %	\$ 3,423.4	\$ 2,101.3	\$ (1,322.1)	(38.6) %
Advertising Revenue	1,075.0	89.6	76.7	(12.9)	(14.4) %	268.8	141.5	(127.2)	(47.3) %
Other Transportation Revenue	2,331.0	194.2	193.1	(1.1)	(0.6) %	582.7	578.2	(4.6)	(0.8) %
Non-Transportation Revenue	60.0	5.0	23.1	18.1	362.2 %	15.0	52.9	37.9	252.7 %
<b>Total Operating Revenue</b>	<b>17,159.6</b>	<b>1,430.0</b>	<b>986.4</b>	<b>(443.6)</b>	<b>(31.0) %</b>	<b>4,289.9</b>	<b>2,873.9</b>	<b>(1,416.0)</b>	<b>(33.0) %</b>
<b>Non-Operating Revenue</b>									
Federal Funding (5307/5337)	19,725.8	1,643.8	-	(1,643.8)	(100.0) %	4,931.5	-	(4,931.5)	(100.0) %
Federal Funding -CARES Act			1,758.0	1,758.0			4,692.0	4,692.0	
State Funding	19,969.8	1,664.2	1,655.4	(8.8)	(0.5) %	4,992.5	4,966.1	(26.3)	(0.5) %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	11,174.0	11,174.0	-	- %
<b>Total Non-Operating Revenue</b>	<b>84,391.7</b>	<b>7,032.6</b>	<b>7,138.1</b>	<b>105.4</b>	<b>1.5 %</b>	<b>21,097.9</b>	<b>20,832.1</b>	<b>(265.8)</b>	<b>(1.3) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 101,551.4</b>	<b>\$ 8,462.6</b>	<b>\$ 8,124.4</b>	<b>\$ (338.2)</b>		<b>\$ 25,387.8</b>	<b>\$ 23,706.0</b>	<b>\$ (1,681.9)</b>	
Personnel Services	\$ 65,430.9	\$ 5,470.7	\$ 5,170.3	\$ 300.3	5.5 %	\$ 16,165.0	\$ 15,374.2	\$ 790.8	4.9 %
Contract Services	10,504.6	910.3	990.4	(80.1)	(8.8) %	2,825.1	2,093.2	731.9	25.9 %
Materials & Supplies	5,062.0	424.2	379.3	44.9	10.6 %	1,244.3	1,517.9	(273.6)	(22.0) %
Gas & Diesel	4,350.8	362.6	358.9	3.7	1.0 %	1,087.7	1,131.3	(43.6)	(4.0) %
Contractor's Fuel Usage	748.0	62.3	54.4	8.0	12.8 %	187.0	174.7	12.3	6.6 %
Utilities	1,297.5	108.1	86.6	21.6	20.0 %	324.4	259.4	65.0	20.0 %
Casualties & Liabilities	3,661.9	305.2	325.7	(20.5)	(6.7) %	915.5	995.8	(80.4)	(8.8) %
Purchased Transportation	8,873.7	685.9	545.6	140.3	20.4 %	2,164.8	1,699.7	465.1	21.5 %
Other Miscellaneous Expenses	1,622.1	133.4	144.6	(11.1)	(8.3) %	474.1	376.2	98.0	20.7 %
<b>TOTAL EXPENSE</b>	<b>\$ 101,551.4</b>	<b>\$ 8,462.6</b>	<b>\$ 8,055.6</b>	<b>\$ 407.0</b>		<b>\$ 25,387.8</b>	<b>\$ 23,622.4</b>	<b>\$ 1,765.5</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 68.9</b>				<b>\$ 83.6</b>		



HAMPTON ROADS TRANSIT

Draft Financial Statement

# Non-Operating COVID Revenue and Expenses

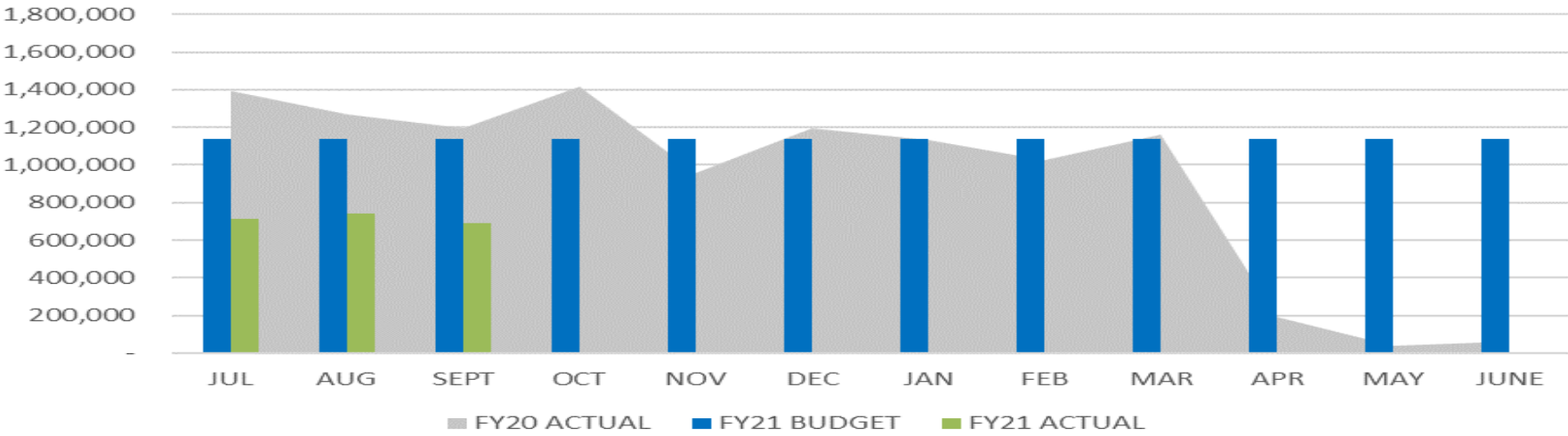
Sept 2020

Dollars in Thousands

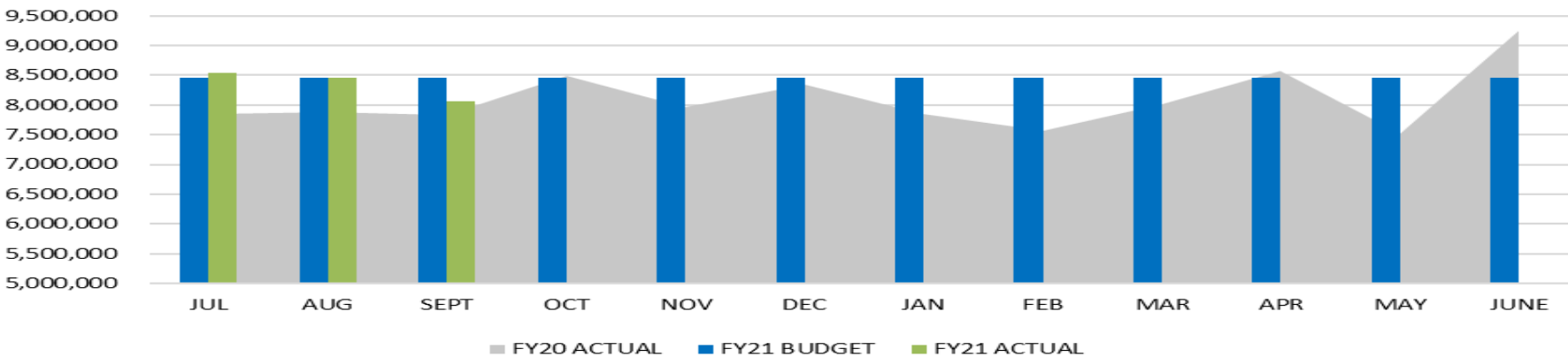
	Month to Date	Year to Date
Federal Funding - CARES Act	\$ 398.9	\$ 1,884.3
<b>Total Non-Operating Revenue</b>	<b>\$ 398.9</b>	<b>\$ 1,884.3</b>
Personnel Services	\$ 347.2	\$ 1,312.5
Contract Services	16.8	122.3
Materials & Supplies	0.9	413.1
Other Miscellaneous Expenses	34.0	36.3
<b>Total Non-Operating Expense</b>	<b>\$ 398.9</b>	<b>\$ 1,884.3</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>



Farebox Revenue



Total Expenses





# LOCALITY CROSSWALK

September 2020

YEAR-TO-DATE					
FISCAL YEAR 2021 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
<b>REVENUE</b>					
Passenger Revenue	\$ 3,423.4	\$ 1,958.5	\$ 142.8	\$ 2,101.3	\$ (1,322.1)
Advertising Revenue	\$ 582.7	\$ 131.2	\$ 10.3	\$ 141.5	\$ (441.2)
Other Transportation Revenue	\$ 268.8	\$ -	\$ 578.2	\$ 578.2	\$ 309.4
Non-Transportation Revenue	\$ 15.0	\$ 21.2	\$ 31.7	\$ 52.9	\$ 37.9
Federal Funding (5307/5337)	\$ 4,555.1	\$ -	\$ -	\$ -	\$ (4,555.1)
Federal Funding-CARES Act	\$ -	\$ 4,132.8	\$ 559.1	\$ 4,691.9	\$ 4,691.9
Project Salary Reimbursement	\$ 376.3	\$ -	\$ -	\$ -	\$ (376.3)
State Funding	\$ 4,992.5	\$ 4,668.2	\$ 298.0	\$ 4,966.2	\$ (26.3)
Local Funding <sup>1</sup>	\$ 11,174.0	\$ 11,174.0	\$ -	\$ 11,174.0	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 25,387.8</b>	<b>\$ 22,085.9</b>	<b>\$ 1,620.1</b>	<b>\$ 23,706.0</b>	<b>\$ (1,681.8)</b>
<b>EXPENSE</b>					
Personnel Services	\$ 16,164.9	\$ 14,374.3	\$ 1,000.0	\$ 15,374.3	\$ 790.6
Services	\$ 2,825.1	\$ 1,957.0	\$ 136.1	\$ 2,093.1	\$ 732.0
Materials & Supplies	\$ 2,519.0	\$ 2,640.2	\$ 183.7	\$ 2,823.9	\$ (304.9)
Utilities	\$ 324.4	\$ 242.5	\$ 16.9	\$ 259.4	\$ 65.0
Casualties & Liabilities	\$ 915.5	\$ 931.0	\$ 64.8	\$ 995.8	\$ (80.3)
Purchased Transportation	\$ 2,164.8	\$ 1,589.2	\$ 110.5	\$ 1,699.7	\$ 465.1
Other Miscellaneous Expenses	\$ 474.1	\$ 351.7	\$ 24.5	\$ 376.2	\$ 97.9
<b>TOTAL EXPENSES:</b>	<b>\$ 25,387.8</b>	<b>\$ 22,085.9</b>	<b>\$ 1,536.5</b>	<b>\$ 23,622.4</b>	<b>\$ 1,765.4</b>
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83.6</b>	<b>\$ 83.6</b>	<b>\$ 83.6</b>

1. Local Funding includes carry forward recordation offset of \$790.8K

2. Report Excludes COVID19 revenue & expense



Draft Financial Statement

HAMPTON ROADS TRANSIT

# LOCALITY RECONCILIATION

September 2020

FISCAL YEAR 2021  (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 41,532.0	\$ 10,383.2	\$ 10,383.2	\$ -
Locality Operating Share-Recordation Offset	\$ 3,164.1	\$ 790.8	\$ 790.8	\$ -
Plus: Local Farebox	\$ 12,777.5	\$ 3,194.5	\$ 1,958.5	\$ (1,236.0)
Locality Share - Sub-Total	\$ 57,473.6	\$ 14,368.5	\$ 13,132.5	\$ (1,236.0)
Plus: Federal Aid <sup>1</sup>	\$ 16,413.4	\$ 4,103.2	\$ 4,132.8	\$ 29.6
State Aid	\$ 18,677.6	\$ 4,669.5	\$ 4,668.2	\$ (1.3)
Total Revenue Contribution	\$ 92,564.6	\$ 23,141.2	\$ 21,933.5	\$ (1,207.7)
Operating Expenses	\$ 92,564.6	\$ 23,141.2	\$ 21,933.5	\$ (1,207.7)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	13.8%		8.9%	
Farebox % of Budgeted Expense:			8.5%	

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021  (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 1,845.8	\$ 461.5	\$ 461.5	\$ -
Locality Operating Share-Recordation Offset	\$ 840.1	\$ 210.0	\$ 210.0	\$ -
Plus: Local Farebox	\$ 656.4	\$ 164.1	\$ 93.3	\$ (70.8)
Locality Share - Sub-Total	\$ 3,342.3	\$ 835.6	\$ 764.8	\$ (70.8)
Plus: Federal Aid <sup>1</sup>	\$ 1,188.6	\$ 297.1	\$ 259.1	\$ (38.0)
State Aid	\$ 1,116.0	\$ 279.0	\$ 268.4	\$ (10.6)
Total Revenue Contribution	\$ 5,646.9	\$ 1,411.7	\$ 1,292.3	\$ (119.4)
Operating Expenses	\$ 5,646.9	\$ 1,411.7	\$ 1,292.3	\$ (119.4)
Locality Budget Status to Date	\$ -			

KPI

Farebox Recovery:	11.6%	7.2%
Farebox % of Budgeted Expense:		6.6%

1. Actuals reflect Federal CARES Act Funding



# LOCALITY RECONCILIATION

September 2020

FISCAL YEAR 2021  (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,462.2	\$ 1,115.6	\$ 1,115.6	\$ -
Locality Operating Share-Recordation Offset	\$ 189.4	\$ 47.3	\$ 47.3	\$ -
Plus: Local Farebox	\$ 1,257.4	\$ 314.4	\$ 194.5	\$ (119.9)
Locality Share - Sub-Total	\$ 5,909.0	\$ 1,477.3	\$ 1,357.4	\$ (119.9)
Plus: Federal Aid <sup>1</sup>	\$ 1,881.5	\$ 470.3	\$ 444.2	\$ (26.1)
State Aid	\$ 1,952.3	\$ 488.1	\$ 482.2	\$ (5.9)
Total Revenue Contribution	\$ 9,742.8	\$ 2,435.7	\$ 2,283.8	\$ (151.9)
Operating Expenses	\$ 9,742.8	\$ 2,435.7	\$ 2,283.8	\$ (151.9)
Locality Budget Status to Date	\$ -			

### KPI

Farebox Recovery:	12.9%	8.5%
Farebox % of Budgeted Expense:		8.0%

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021  (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,171.1	\$ 1,792.8	\$ 1,792.8	\$ -
Locality Operating Share-Recordation Offset	\$ 199.1	\$ 49.7	\$ 49.7	\$ -
Plus: Local Farebox	\$ 2,213.9	\$ 553.5	\$ 376.8	\$ (176.7)
Locality Share - Sub-Total	\$ 9,584.1	\$ 2,396.0	\$ 2,219.3	\$ (176.7)
Plus: Federal Aid <sup>1</sup>	\$ 3,080.3	\$ 770.1	\$ 822.8	\$ 52.7
State Aid	\$ 3,202.7	\$ 800.7	\$ 823.4	\$ 22.7
Total Revenue Contribution	\$ 15,867.1	\$ 3,966.8	\$ 3,865.5	\$ (101.3)
Operating Expenses	\$ 15,867.1	\$ 3,966.8	\$ 3,865.5	\$ (101.3)
Locality Budget Status to Date	\$ -			

KPI

Farebox Recovery:	14.0%	9.7%
Farebox % of Budgeted Expense:		9.5%

1. Actuals reflect Federal CARES Act Funding



# LOCALITY RECONCILIATION

September 2020

FISCAL YEAR 2021  (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,118.3	\$ 4,779.6	\$ 4,779.6	\$ -
Locality Operating Share-Recordation Offset	\$ 265.7	\$ 66.4	\$ 66.4	\$ -
Plus: Local Farebox	\$ 5,896.7	\$ 1,474.2	\$ 899.7	\$ (574.5)
Locality Share - Sub-Total	\$ 25,280.7	\$ 6,320.2	\$ 5,745.7	\$ (574.5)
Plus: Federal Aid <sup>1</sup>	\$ 6,785.9	\$ 1,696.5	\$ 1,894.9	\$ 198.4
State Aid	\$ 8,180.4	\$ 2,045.1	\$ 2,087.5	\$ 42.4
Total Revenue Contribution	\$ 40,247.0	\$ 10,061.8	\$ 9,728.1	\$ (333.7)
Operating Expenses	\$ 40,247.0	\$ 10,061.8	\$ 9,728.1	\$ (333.7)
Locality Budget Status to Date	\$ -			

### KPI

Farebox Recovery:	14.7%	9.2%
Farebox % of Budgeted Expense:		8.9%

1. Actuals reflect Federal CARES Act Funding



# LOCALITY RECONCILIATION

September 2020

FISCAL YEAR 2021  (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,703.8	\$ 676.0	\$ 676.0	\$ -
Locality Operating Share-Recordation Offset	\$ 132.9	\$ 33.2	\$ 33.2	\$ -
Plus: Local Farebox	\$ 781.5	\$ 195.4	\$ 132.7	\$ (62.7)
Locality Share - Sub-Total	\$ 3,618.2	\$ 904.6	\$ 841.9	\$ (62.7)
Plus: Federal Aid <sup>1</sup>	\$ 1,359.6	\$ 339.8	\$ 332.3	\$ (7.5)
State Aid	\$ 1,230.7	\$ 307.7	\$ 309.7	\$ 2.0
Total Revenue Contribution	\$ 6,208.5	\$ 1,552.1	\$ 1,483.9	\$ (68.2)
Operating Expenses	\$ 6,208.5	\$ 1,552.1	\$ 1,483.9	\$ (68.2)
Locality Budget Status to Date	\$ -			

KPI

Farebox Recovery:	12.6%	8.9%
Farebox % of Budgeted Expense:		8.5%

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021  (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 6,230.8	\$ 1,557.7	\$ 1,557.7	\$ -
Locality Operating Share-Recordation Offset	\$ 1,536.9	\$ 384.2	\$ 384.2	\$ -
Plus: Local Farebox	\$ 1,971.6	\$ 492.9	\$ 261.5	\$ (231.4)
Locality Share - Sub-Total	\$ 9,739.3	\$ 2,434.8	\$ 2,203.4	\$ (231.4)
Plus: Federal Aid <sup>1</sup>	\$ 2,117.5	\$ 529.4	\$ 379.5	\$ (149.9)
State Aid	\$ 2,995.5	\$ 748.9	\$ 697.0	\$ (51.9)
Total Revenue Contribution	\$ 14,852.3	\$ 3,713.1	\$ 3,279.9	\$ (433.2)
Operating Expenses	\$ 14,852.3	\$ 3,713.1	\$ 3,279.9	\$ (433.2)
Locality Budget Status to Date	\$ -			

KPI

Farebox Recovery:	13.3%	8.0%
Farebox % of Budgeted Expense:		7.0%

1. Actuals reflect Federal CARES Act Funding





<b>Contract No:</b>	20-00095	<b>Title:</b>	Facilities General Electrical Work	<b>Price: Term:</b>	\$150,000 1 yr. w/2 1-yr. Options
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**Acquisition Description:** Enter into a contract with a qualified Contractor to perform electrical inspections, maintenance and repair of systems associated with Hampton Roads Transit's (HRT's) facilities on an as needed basis.

**Background:** HRT has a requirement for maintaining its facilities' electrical systems to include on-call, scheduled and emergency maintenance, and repair work. This work is considered to be outside the capacity and/or capability of HRT's Facility Department's personnel. Under the terms of this agreement, the Contractor shall provide all labor, material and equipment to perform inspection and repair of damage or deterioration due to severe weather or other external factors; emergency repairs from isolated events that interrupt facilities, light rail platforms, ferry docks or generators; and, routine inspection and maintenance of the facilities and Light Rail platform infrastructure, as deemed necessary by HRT personnel.

**Contract Approach:** An Invitation for Bids (IFB) was issued on August 7, 2020. Two (2) bids were received on September 9, 2020 from the following firms:

- Bay Electric Company, Inc.
- Blackwater Electric Company, Inc. (Blackwater)

In response to the IFB, bidders were required to provide hourly labor rates for various labor categories to be utilized when establishing pricing for services to be performed.

After review and evaluation of the bids received, Blackwater was deemed lowest most responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award. Blackwater's proposed rates are deemed fair and reasonable based on a price analysis performed utilizing historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed Blackwater is technically and financially capable to perform the work.

Blackwater, located in Chesapeake, VA, has performed similar work for Portsmouth Redevelopment Housing Authority in Portsmouth, VA; the City of Norfolk; Merck Pharmaceuticals in Wilson, NC; and, Elizabeth River Crossings in Portsmouth, VA. Blackwater has also provided similar services for HRT satisfactorily.

The period of performance for this contract is one (1) base year with two (2) additional one-year options.

No DBE Goal was assigned for this solicitation.

<b>Contract No:</b>	20-00095	<b>Title:</b>	Facilities General Electrical Work	<b>Price: Term:</b>	\$150,000 1 yr. w/2 1-yr. Options
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**Cost/Funding:** This contract will be funded with Operating funds.

**Project Managers:** William Collins, Facilities Maintenance Manager

**Contracting Officer:** Theresa Petrowicz, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Blackwater Electric Company, Inc. to perform electrical inspections, maintenance and repair of systems associated with Hampton Roads Transit's (HRT's) facilities in the not-to exceed amount of \$150,000 over the three-year term of the Contract.

<b>Contract No:</b>	20-00075	<b>Title:</b>	Ferry Boat Design and Build Project	<b>Price: Term:</b>	\$6,195,728.46 18 Mos.
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**Acquisition Description:** Enter into a contract with a qualified Contractor for the completion of construction and delivery of up to two (2) T-Boat Classification, 149-passenger ferry boats for service on Hampton Roads Transit's (HRT's) Elizabeth River Ferry operation.

**Background:** HRT originally contracted with Armstrong Marine, Inc./U.S. Workboats, Inc. in May 2015 to construct four (4) ferry boats. The original Contractor constructed and delivered two (2) ferry boats. During the construction of the final two (2) ferry boats, it is believed that the Contractor experienced substantial financial duress that impacted its ability to, among other things, supply sufficient labor to complete the ferry boats and timely order critical components (e.g., diesel engines). Accordingly, and on February 14, 2020, HRT terminated the contract with the original Contractor for default.

Under the terms of this agreement, the new Contractor shall provide the labor, materials and equipment to complete the construction and delivery of up to two (2) ferry boats. The Contractor shall also provide the performance site and transportation of the existing material, fabricated hulls and fabricated superstructures from Hubert, NC to the Contractor's site.

**Contract Approach:** A Request for Proposals (RFP) was issued on April 22, 2020 and three (3) proposals were received on June 9, 2020 from the following firms:

- Fairlead Boatworks, Inc.
- Great Lakes Shipyard, a division of The Great Lakes Towing Company (Great Lakes)
- St. Johns Ship Building, Inc. (St. Johns)

Upon review and evaluation of the technical proposals received, two (2) firms, Great Lakes and St. Johns were rated best to meet the Scope of Work requirements. The firms were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on reducing their proposed pricing, eliminating duplicate items, and further clarifying their technical approach. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested.

After a review and analysis of the BAFOs received, HRT staff determined that St. Johns provided the best value to HRT based on a combination of technical capability and price. St. Johns' pricing included the amount to transport the existing material, fabricated hulls and fabricated superstructures from the current location to their location in Palatka, FL. St. Johns' pricing is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review

<b>Contract No:</b>	20-00075	<b>Title:</b>	Ferry Boat Design and Build Project	<b>Price: Term:</b>	\$6,195,728.46 18 Mos.
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performed confirmed that St. Johns is both technically and financially capable to perform the work.

St. Johns is located in Palatka, FL and provides similar services for Hornblower, Inc. in New York, NY; Gaming Entertainment, LLC in Rising Sun, IN; and, the Fisher Island Community Association in Fisher Island, FL.

The Contract period of performance is eighteen (18) months for one (1) ferry. HRT will have the option to extend the Contract term for an additional eighteen (18) months to facilitate the purchase of the second ferry boat.

No DBE goal was established for this solicitation.

**Cost/Funding:** This contract will be funded by Grant funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to St. Johns Ship Building, Inc. for the completion of construction and delivery of up to two (2) T-Boat Classification, 149-passenger ferry boats in the amount of \$3,340,926.73, with an option to purchase an additional ferry boat, in the event funds are available, in the amount \$2,854,801.73, for a total of \$6,195,728.46.

## SOLICITATION RESULTS

Offeror	Original Offer	Best and Final Offer
Great Lakes Shipyard	\$5,293,241.84	\$5,111,394.91
Fairlead Boatworks, Inc.	\$5,755,030.61	N/A
<b>St. Johns Ship Building, Inc.</b>	<b>\$7,430,758.42</b>	<b>\$6,195,728.46</b>

## TDCHR PAC Full Board Report

September 24, 2020

### Virtual Meeting

Good afternoon Mr. Chairman, Commissioners, and other attendees,

The Paratransit Advisory Committee has been on hiatus since February. Our next meeting is scheduled for October 14<sup>th</sup>.

Several service quality issues were brought to the attention of PAC members this month, including, on-time performance issues, difficulty reaching Via supervisors by phone, inconvenient ride time negotiations, and old standing order trips resurrecting in the system- which sent at least one paratransit rider on a trip they did not request to a location at which they were not expected. The Paratransit Advisory Committee is hopeful to virtually reconvene next month, with Via representatives joining us, to discuss these issues and their solutions.

I am pleased to report that the paratransit rider app is available and in use. Via, HRT, and the PAC have collaborated on a series of trainings to introduce this product to the ridership. There are a trio of videos available on HRT's paratransit webpage covering how to get started, use of the app, and how one may manage rides. A series of future app trainings are scheduled, for which registration is underway. The initial reports on app usage are promising, as of a week ago, 215 out of an estimated 640 riders with smartphones had logged into the app. I anticipate the usage to increase with the impending outreach efforts.

Yesterday, myself, Mr. Keith Johnson, Jonathan Hofmann of Via, and a local brain injury services program manager, Joann Mancuso, held a virtual training for Via customer service representatives. This was the latest of a series of successful trainings Via, HRT, and the Paratransit Advisory Committee have partnered on. I anticipate future offerings of this type for members of the Via team.

It was my privilege to represent the paratransit advisory committee at the Dedicated Funding for Better Transit & Electric Bus Ribbon Cutting ceremony on September 18<sup>th</sup>. A deep appreciation is due to the Commission, elected officials, Mr. Harrell & his entire team at HRT, and other stakeholders who make quality, innovative public transportation a priority for our region. On behalf of the paratransit advisory committee, and the community of which we are all a part, I offer my most sincere thanks.

This concludes my report. If there are any questions, I would be happy to answer them.

## **TRAC Report**

### **Sep 2020**

HRT's Transit Riders Advisory Committee (TRAC) met on September 2, 2020, at the Hampton Transit Center (HTC). The March and July minutes were approved and officer elections were held. Ms. Denise Johnson was re-elected Chair and Ms. Loraletta Gaynor, Chesapeake representative, was elected Vice Chair. The election of a Secretary was deferred. During the Roundtable, Ms. Tondalaya Thomas, Newport News representative submitted a written request for the installation of a bench at the stop in the vicinity of Jefferson Ave & 35<sup>th</sup> St. Her request was forwarded to Facilities. Ms. Melissa Osborne, Hampton representative complained about the cleanliness of the restrooms at the HTC. Mr. Rodney Davis, Director of Customer Relations, explained that someone was repeatedly messing up the HTC restroom and that Facilities was working on it. Mr. Robert Neely, Newport News representative asked if Thomas Nelson Community College was a participant in the Go365 program and Mr. Davis said he would look into the matter. Mr. Neeley also asked for an explanation on the process for the determining bus detours and Ms. Sherry Scott, Manager of Bus Transportation, answered his question. Mr. Davis announced that the light rail will be shut down on Saturday, October 10, Sunday October 11 and Saturday October 24, and that service will end at 10pm on Tuesday through Friday prior to those dates. Mr. Davis also said that HRT had adjusted the schedule on some of the routes to accommodate shift changes at the Newport News Shipyard. He went on to say that on a date to be determined, buses that normally line up at the HTC and NNTC would be temporarily rerouted to allow for the reconstruction of the bus lanes. He said HRT is beginning preparations for the implementation of the Regional Backbone and that the initial focus will be three Northside routes. Mr. Davis informed us that the IT Department will do a soft launch of Real-Time via gohrt.com and Google in the coming weeks, however in order to avoid confusion, there will not be a public announcement about Real-Time until it is integrated into the Call Center's Interactive Voice Response system and the testing and training required for all systems is complete. He also announced that IT in coordination with Facilities has developed an application for internal use that will enhance the Facilities Department's ability to track issues related to the maintenance of bus stop amenities.

The next TRAC meeting will be in the Norfolk board room on November 4, 2020.

# State Policy Positions

## Governance & Oversight

The TDCHR supports adding three legislative members, two from the House of Delegates and one from the Senate, to the Transportation District Commission of Hampton Roads. The TDCHR also supports requiring that expertise and experience in transportation, public budgeting and finance, corporate communications, or other fields relevant to supporting effective governance and oversight be considered when making gubernatorial appointments.

## Employer Tax Credits for Public Transportation

The TDCHR supports the creation of a state tax credit for employers who subsidize the cost of public transit commuting for their employees.

## Statewide Transit Capital Funding

The TDCHR supports continued increases in state funding for capital assistance. The state has identified \$932 million in statewide capital needs while also acknowledging a \$208 million shortfall in state controlled capital funds through FY 2025 before COVID-19 impacts. Funding capital at the state level is vitally important to continued growth and future operations of public transit.

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# Federal Policy Positions

## Innovation Grants for Multimodal Transportation

The TDCHR supports new financing programs for innovative pilot initiatives to meet needs of the commuting public such as AIM (Accelerating Innovative Mobility) which highlights FTA's commitment to support and advance innovation in the transit industry, MOD (Mobility on Demand) Sandbox which

promotes innovative business models to deliver high quality, seamless and equitable mobility options for all travelers.

### **Federal State-of-Good Repair (Bus)**

The TDCHR supports increased federal funding for bus and bus facilities to meet State of Good Repair (SOGR) objectives. The 2020 competitive grant program increased from \$289 million to \$454 million. We continue to advocate for plus-up funds in the FY21 process. We have an additional \$499 million in the bus and bus facilities competitive House THUD appropriations bill.

### **Environmental Preservation Via Public Transit Use**

The TDCHR urges federal financial support for better transit travel options designed to reduce the number of single occupant vehicles on roadways thereby reducing congestion, air pollution, and stormwater runoff, while combatting climate change.

### **Surface Transportation Act Reauthorization**

The TDCHR supports passage of new surface transportation authorization legislation called Investing in a New Vision for the Environment and Surface Transportation (INVEST ACT) to replace the scheduled to expire FAST Act in September 2020.

### **Federal Capital Improvement Grant (CIG) Program Funding**

The TDCHR supports Congress protecting and expanding federal Capital Investment Grant Program (New Starts/Small Starts) funding to meet demand. The federal fixed- guideway transit funding program is particularly important as Hampton Roads looks to possible extensions of systems that provide a regional benefit such as The Tide light rail system, Bus Rapid Transit on the Peninsula, or similar services.