



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

Thursday, December 8, 2022, at 1:00 p.m.  
509 E. 18th Street, Norfolk, VA – In Person

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, December 8, 2022, at 1:00 p.m., at 509 E. 18th Street, Norfolk, VA - In Person.

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, December 8, 2022, at 509 E. 18 Street, Norfolk, VA at  
1:00 p.m. in Person – Zoom

### AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of November 10, 2022, 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
    - October 2022 Financial Reports – **Financials will be sent out separately**
  - B. Management/Financial Advisory Committee – Commissioner Gribble/  
Conner Burns, Chief Financial Officer
  - C. Operations & Oversight Committee - Commissioner Glover/  
Sonya Luther, Director of Procurement
    - **Contract No. PO-0009653 - PeopleSoft Human Capital Management Severity 1 Fixes (Renewal)**  
  
**Recommending Commission Approval:** Award of a Purchase Order to Oracle America, Inc. to provide PeopleSoft Human Capital Management Severity 1 fixes and U.S. 1099 tax form updates in the not-to-exceed amount of \$120,000.
  - D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/  
Ray Amoruso, Chief Planning & Development Officer

E. External/Legislative Advisory Committee - Commissioner Bullock/  
Alexis Majied, Chief Communications and External Affairs Officer

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

G. Paratransit Advisory Subcommittee – Chair Troy Bowser/  
Keith Johnson, Paratransit Services Contract Administrator

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

6. Old and New Business

- TDCHR Goals for the President & CEO (2022 – 2023) – Motion to Approve
- Resolution 02 – 2022 – A Resolution of the Transportation District Commission of Hampton Roads adopting the updated Hampton Roads Transit (HRT) Capital Improvement Plan (CIP) for fiscal years 2024 through 2033.
- Resolution 03 – 2022 – A Resolution of the Transit Strategic Plan Annual Update (FY2024-2033)
- Public Transportation Agency Safety Plan (PTASP) – Motion to Approve

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday, January 26, 2023, at 1:00 p.m.  
Hampton, VA – In Person**



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

Thursday, November 10, 2022 • 1:00 p.m. 3400 Victoria Blvd.,  
Hampton, VA, and Hybrid (Zoom) Meeting

### **Call to Order.**

A quorum was attained, and Chairman Rouse called the meeting to order at 12:59 p.m.

### **Commissioners in attendance:**

Chairman Rouse, Virginia Beach (Zoom)  
Vice Chair Woodbury, Newport News  
Past Chair McClellan, Norfolk  
Commissioner Gray, Hampton  
Commissioner Carey, Chesapeake  
Commissioner Johnson, Chesapeake  
Alt. Commissioner, Stevenson, Norfolk  
Alt. Commissioner Sherman, VDRPT (Zoom)  
Commissioner White, Hampton  
Commissioner Bullock, Newport News  
Commissioner Glover, Portsmouth  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner Gribble, Virginia Beach  
Commissioner Simonds, House Representative (Zoom)  
Commissioner Spruill, Senate Representative

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

Tammara Askew, Administrative Support Technician  
Ray Amoruso, Chief Planning and Development  
Keisha Branch, Director of the Office of Program & Project Excellence (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Danielle Burton, Assistance Manager of Bus Transportation  
David Burton, General Counsel, Williams Mullen  
Gene Cavazos, Director of Marketing & Communication  
Meredith Cox, Sr. Project Manager  
Rodney Davis, Director of Customer Relations  
Sheri Dixon, Director of Revenue Services (Zoom)  
April Edwards, Senior Executive Assistant  
Angela Glass, Director of Budget & Financial Analysis (Zoom)  
Wayne Groover, Interim Director Rail Maintenance  
Shelia Gulledge, Manager Technology PMO  
William Harrell, President and CEO  
Robert Lee, RTS Program Manager

Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications & External Affairs Officer  
Sophia Owen-Allen, Staff Auditor (Zoom)  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Noelle Pinkard, Organizational Advancement Officer (Zoom)  
John Powell, Telecommunications Specialist  
Michael Price, Chief Information Officer/CTO  
John Nason, Director of Bus Maintenance  
Luis Ramos, Sr. Executive Administrator/Commission Secretary  
Shleaker Rodgers, Quality Assurance Auditor (Zoom)  
Dawn Sciortino, Chief Safety Officer  
Ben Simms, Chief Transit Operations Officer  
Brian Smith, Deputy CEO  
Adrian Tate, Finance Manager (Zoom)  
Alex Touzov, Director of Technology Services (Zoom)  
Robert Travers, Corporate Counsel  
Fevrier Valmond, Deputy Director of Procurement (Zoom)  
Kim Wolcott, Chief of Human Resources

**Others in attendance via phone/(Zoom)/In-Person:**

Alt. Commissioner Brian DeProfio, City of Hampton,  
Alt. Commissioner Tonya Chapman, City of Portsmouth  
Alt. Commissioner Carl Jackson, City of Portsmouth  
Troy Eisenberger, City of Chesapeake (Zoom)  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)  
Angela Hopkins, City of Newport News (Zoom)  
Denise Johnson, Chair, Transit Rider Advisory Committee  
Jessica Klion, Consultant, Foursquare ITP (Zoom)  
Magno Milo, Consultant, WSP (Zoom)  
Simon Mosbah, Consultant, WSP (Zoom)  
Shelia McAllister, City of Newport News (Zoom)  
Alt. Commissioner Earl Sorey, City of Chesapeake (Zoom)  
Rebecca Spurrier, Management Analyst, City of Hampton (Zoom)  
Janice Taylor, League of Women Voters  
Alt. Commissioner Constantinos Velissarios, City of Newport News (Zoom)  
Andrew Zalewski, Foursquare (Zoom)  
Christian Zimmer, Consultant, WSP (Zoom)

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**

Ms. Judy Swystun with Hampton Roads Transportation, Inc., made a request for assistance in obtaining funding to purchase wheelchair accessible vehicles.

Mr. Harrell stated that HRT will review the request and will report back to the Board.

Commissioner McClellan arrived at 1:05 p.m.

## **Approval of October 27, 2022, Meeting Minutes**

A motion to approve the October 27, 2022, minutes was made by Commissioner McClellan and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Rouse, Woodbury, McClellan, Gray, Johnson, Carey, Sherman, White, Bullock, Glover, Ross-Hammond, Spruill, and Simonds.

Nays: None

Abstain: None

## **President's Monthly Report**

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell provided an update on the 2022 Governor's Conference.

Chairman Rouse exited the meeting, and his duties were assumed by Vice Chair Woodbury.

## **Audit & Budget Review Committee**

Commissioner Jimmy Gray stated that the Audit and Budget Committee met on October 24, 2022.

Due to the timing of the meeting, there was no Financial Report given.

## **Management and Financial Advisory Committee (MFAC)**

Alt. Commissioner Gribble stated that the committee met on Monday, November 7, 2022.

Ms. Gribble stated that Mr. Ray Amoruso gave a review of the Transportation Service Plan and there was a discussion regarding fare free Election Day.

## **Operations and Oversight Committee**

Commissioner Glover stated that the Operations and Oversight Committee met on Thursday, November 3, 2022, and called on Ms. Sonya Luther to present the contracts for approval.

Ms. Luther presented Contract No. 22–00171 Peoplesoft Human Capital Management Managed Services (Renewal). It was recommended to award a renewal contract to Cherry Road Technologies, Inc. to provide PeopleSoft Human Capital Management managed services in the not-to-exceed amount of \$842,500.00.

Ms. Luther presented Contract No: 22-00181 Information Technology Risk Assessment. It was recommended to award a contract to Janus Software, Inc. to provide information technology risk assessment services in the not-to-exceed amount of \$189,982.50.

The motion from the Operations and Oversight Committee was properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, McClellan, Gray, Johnson, Carey, Sherman, White, Bullock, Glover, Ross-Hammond, Spruill, Simonds, and Gribble.

Nays: None

Abstain: Commissioner Sherman.

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

The Planning and New Starts Committee did not meet in the month of November and no report was given.

#### **External/Legislative Affairs Committee**

Commissioner Bullock reported that the committee did not meet in November, the next scheduled meeting is December 7, 2022, at 1:30 in Norfolk.

Commissioner Carey joined the meeting in person at 1:37 p.m.

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

Commissioner McClellan stated that the committee did not meet in the month of November and that the committee's next meeting will be held in December in Norfolk.

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

Ms. Alicia Griffin read the PAC Report to the board.

#### **Transit Ridership Advisory Sub-Committee (TRAC)**

Ms. Denise Johnson read TRAC Report as enclosed in these minutes.

### **Old and New Business:**

There was no old or new business discussed with the Board.

### **Closed Session**

There was no closed Session.

### **Commissioner Comments:**

Commissioner Carey thanked staff for lending a bus to the City of Chesapeake for the World of Works Expo for 8<sup>th</sup> graders.

Chairman Rouse stated that goals and objectives for Mr. Harrell were under review and with the President and CEO's evaluation will be complete next month.

Commissioner Bullock commented on a recent incident on a bus concerning the safety of bus operators. Mr. Benjamin Simms provided details on HRT's security team and the proactive approaches of that unit. Mr. Simms stated that operators have a better sense of security with the security team in place. Mr. Simms also stated that barriers are in place on many buses and de-escalation training is given to all operators. Commissioner Rouse requested more frequent Transit Security Officer visits of high-risk routes to ensure operators are safe and requested periodic updates.

Commissioner McClellan asked if there are mental health benefits for operators and questioned the sharing of that information with employees. Ms. Kim Wolcott stated that there is an employee assistance program available to staff, which includes mental health care. Telehealth was discussed to address stigmas with mental health. These resources are shared with all staff, including at the health fairs that were ongoing at the time of the meeting which were noted by Mr. Harrell. Commissioner Woodbury noted the importance of making sure employees know of mental healthcare opportunities.

Commissioner Glover acknowledged the United States Marine Corps birthday today and thanked all veterans in honor of Veteran's Day.

Mr. Harrell stated that HRT will be honoring veterans at both campuses tomorrow and thanked Mr. Luis Ramos for his leadership in planning this important initiative.

Commissioner Woodbury thanked HRT for providing free rides on Election Day.

Commissioner Ross-Hammond expressed interest in HRT participating in upcoming holiday events in Virginia Beach and invited everyone to attend.

### **Adjournment**

With no further business to conduct, the meeting adjourned at 1:39 p.m.



**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

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**Aaron Rouse  
Chair**

**ATTEST:**

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**Luis Ramos  
Commission Secretary  
November 10, 2022**

# President's Report

## 2022 Virginia Governor's Transportation Conference



### AN IDEA WHOSE TIME HAS COME

I want to talk about Inclusion, Diversity, Equity and Accessibility.

They're ideas that have taken center stage in recent years. Sparked by social justice movements and a changing cultural landscape, more Americans are standing up for the belief that these ideas matter. I count myself among them.

Inclusion means providing equal access to opportunities and resources for people who might otherwise be excluded. Diversity – broadly speaking - is the inclusion of people from all walks of life. Equity recognizes that each of us did not start in the same station in life but that should not limit our potential to reach our goals.

These ideas are playing out in education, healthcare, transportation, and at Hampton Roads Transit. We want to ensure that our policies and procedures are as inclusive, diverse, equitable and accessible as possible - and not just to our employees but to our customers as well.

As a leader in the Commonwealth, we are committed to pursuing inclusion, diversity, equity, and accessibility – which we refer to as IDEA - across all our services. We are embracing these principles as we move forward with our mission of connecting Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable.

As evidence of HRT's embrace of IDEA, we created an Inclusion, Diversity, Equity and Accessibility Committee. Made up of a diverse group of HRT employees, the committee is tasked with developing and tracking agency's diversity strategic plan. We believe the IDEA committee will help HRT connect with the diverse communities it serves and, in the process, achieve a greater awareness of the needs of those communities.

This includes identifying and addressing potential deficiencies within the agency, as well as the services we provide. This is where accessibility comes into the picture.

We want our services to accommodate customers who may have special requirements under the Americans with Disabilities Act – including reasonable modifications to bus, light rail, paratransit, and ferry services.

Our goal is to make public transportation available to more people. As a recipient of federal funding, HRT operates under Title VI guidelines – which means no one is excluded from taking advantage of the services we offer no matter race, color, or national origin.

HRT is also committed to Environmental Justice and was the first transit agency in the Commonwealth to pilot a small fleet of electric buses. Our program launched in 2020 and from the information we have learned, we hope for a transition to electric vehicles as we identify the funding to advance this initiative.

Our Core Values encompass safety, customer service, workforce success, and fiscal responsibility. This begins with our commitment to inclusion, diversity, equity, and accessibility.

It's not just a good idea, it's a great IDEA.

Sincerely,

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

**William E. Harrell**

President and CEO

Hampton Roads Transit



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting December 8, 2022

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

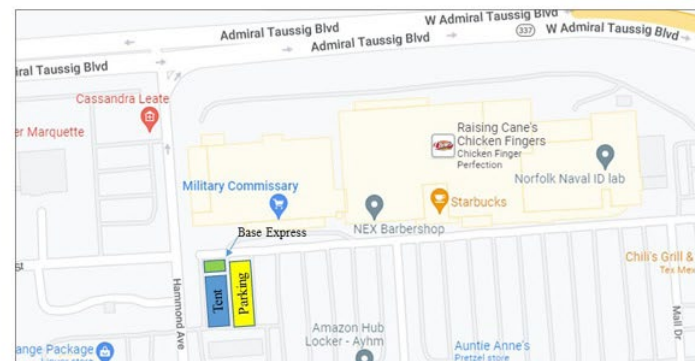
# President's Report

On Friday, December 2, 2022,  
HRT cut the ribbon for the new  
Base Express at Naval Station  
Norfolk.



## *Ribbon Cutting for New Base Express*

*on* **FRIDAY, DECEMBER 2, 2022 at 11:00 AM**  
*at* **NEX COMPLEX on HAMMOND DRIVE**  
(NEAR THE COMMISSARY)



<b>Purchase Order No.:</b> PO0009653	<b>Title:</b> PeopleSoft Human Capital Management Severity 1 Fixes (Renewal)	<b>Contract Amount:</b> \$120,000.00
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**Acquisition Description:** Award a renewal Purchase Order for a Vendor to provide PeopleSoft Human Capital Management (HCM) Extended Severity 1 Fixes Support. Severity 1 fixes are defined as fixes that are related to critical outages in the utilization of PeopleSoft HCM, such as the overall system being down, or a mission critical function is unavailable.

**Background:** Hampton Roads Transit (HRT)'s PeopleSoft HCM was implemented in phases in 2002/2003. Support for PeopleSoft HCM ended in January 2018 and support to address new issues is no longer provided by the Vendor.

The PeopleSoft HCM software is crucial to support the ongoing operations for workforce management and paying of employees. HRT expects to release solicitation for new HRMS solution by end of 2022.

In the interim, HRT requires continued extended sustaining support to address any newly discovered severity 1 bugs and reduces HRT's risk by applying proven and tested severity 1 fixes. This continued extended support ensures coverage in the event of critical issues with the use of HRT's PeopleSoft HCM application.

For reference, Severity 1 support differentiates from HCM managed services for which continued support services was awarded in November 2022. HCM managed provides day to day operational support and assistance in HRT's utilization of PeopleSoft HCM.

Under the terms of this agreement, the Vendor will provide PeopleSoft HCM severity 1 fixes.

**Contract Approach:** A Request for Quote (RFQ) was issued on November 16, 2022. Two (2) quotes were received on November 28, 2022, from the following firms:

- Oracle America, Inc. (Oracle)
- Mythics, Inc.

After review and evaluation of the quotes received, Oracle was deemed the lowest priced offeror and is therefore eligible for award.

Based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment, Oracle's quote is deemed fair and reasonable. Additionally, the pricing has not changed from the previous year. A contractor responsibility review performed confirmed that Oracle is technically and financially capable of providing the requested items.

<b>Purchase Order No.:</b> PO0009653	<b>Title:</b> PeopleSoft Human Capital Management Severity 1 Fixes (Renewal)	<b>Contract Amount:</b> \$120,000.00
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Oracle is headquartered in Austin, TX and has been a computer technology corporation and software provider for over forty-four (45) years. Oracle has also provided similar services to HRT satisfactorily.

**Cost/Funding:** This Purchase Order will be funded with operating funds.

**Project Manager:** Glenda Dixon, Director of ERP Services

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve award of a Purchase Order to Oracle America, Inc. to provide PeopleSoft Human Capital Management Severity 1 fixes and U.S. 1099 tax form updates in the not-to-exceed amount of \$120,000.

### **SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>QUOTE</b>
<b>Oracle America, Inc.</b>	<b>\$120,000</b>
Mythics, Inc.	\$126,000



# Legacy Peoplesoft HCM Severity 1 Fixes (Renewal)

Glenda Dixon  
Director of ERP Services



# Background and Purpose

## Background:

- PeopleSoft HCM was implemented in phases in 2002/2003.
- Support for Legacy PeopleSoft HCM ended in January 2018

## Purpose:

- Ensure Support for Severity Level 1 Issues

# Severity Levels

- Level 1** – Critical Impact/System Down. Complete system outage.
- Level 2** – Significant Impact/Severe downgrade of services.
- Level 3** – Minor impact/Most of the system is functioning properly.
- **Level 4** – Low Impact/Informational.

# The Future

## New HRMS

- Assessment RFP Awarded
- Assessment nearly completion – 1/2023
- RFP for new HRMS Release targeted 1/2023
- New HRMS Target Implementation Start 3<sup>rd</sup> 2023
- Decommissioning the of Legacy Peoplesoft HCM following full implementation of new HRMS.

## **TRAC Report**

### **November 2022**

HRT's Transit Riders Advisory Committee (TRAC) met on November 2, 2022, in the board room in Norfolk. Chair Denise Johnson convened the meeting at 6pm. TRAC members in attendance were Denise Johnson (Virginia Beach), Robert Neely (Newport News), Heather Cutrone (Virginia Beach), Melissa Osborne (Hampton), Kenneth Moore (Chesapeake), and Commissioner August Bullock (Newport News). HRT staff attendees were Royall Bryan, Stephanie Napier, Linda Carroll, Henry Ryto, and Rodney Davis. Mr. Ben Grau attended as a member of the general-public.

The September minutes were approved. The motion was made by Commissioner Bullock and seconded by Mr. Neely.

Ms. Noelle Pinkard, Organizational Advancement Officer, provided an update on the 2023 federal and state legislative public policy priorities. She emphasized HRT's primary goal of protecting existing transit programs and funding.

Ms. Royall Bryan, Public Outreach Coordinator provided a presentation on the various aspects of the 757 Express including branding, high-frequency bus service, real-time information, and passenger information displays along with other technology enhancements as well as amenity improvements, and the construction of the Southside Operating Facility,

Ms. Stephanie Napier, Facilities Asset Manager, provided a presentation on how customers can and should use the "Am I Clean" application. She said HRT's cleaning contractors service all passenger amenity locations once a day, five out of seven days a week and this includes transit centers, transfer stations, light rail stations, and stops with HRT owned amenities. Ms. Johnson asked who checked to ensure the cleaning is being done and Ms. Napier responded that the project manager checks to ensure stops are cleaned. Commissioner Bullock asked if the Adopt-A-Stop shelters were cleaned by contractors. Ms. Napier stated that the Adopt-A-Stop shelters were cleaned by contractors and augmented with cleaning by those who adopted the stop. Mr. Kenneth Moore asked who cleans the buses in the event of the release of body fluids. Bus Operations Supervisor Ms. Carroll explained the bus road call process and said the buses are cleaned by bus cleaners.

During the Roundtable, Ms. Osborne asked Mr. Davis whether it was possible to change the current detour for the Route 115 to Nickerson Street that skips Old Buckroe and Fox Hill Roads because it requires customers to walk quite a distance. Mr. Davis said that unfortunately there seems to be no alternative, but he would check again with Planning and Operations.

Chair's Remarks: Chairperson Denise Johnson thanked the HRT staff and TRAC for their work.

The meeting adjourned at 6:35pm. The next TRAC meeting will be on January 4, 2023, in the board room in Hampton at 6pm.

## **Luis Ramos**

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**From:** Luis Ramos  
**Sent:** Thursday, November 10, 2022 4:25 PM  
**To:** Aaron Rouse; Amelia Ross-Hammond; Andria McClellan; August Bullock ; Charles B. Hunter; Don Carey; Dr. Patricia P. Woodbury; Jennifer DeBruhl (jennifer.debruhl@drpt.virginia.gov); Jimmy Gray; Kirk Houston; Lionell Spruill; Roland J. White - G - Hampton; Shannon E. Glover - Mayor Portsmouth; Shelly Simonds House Delegate; Stephens L. Johnson - G - Cheasapeake  
**Cc:** David Burton - Williams Mullen (DBurton@williamsmullen.com); William E. Harrell; Robert Travers; Luis Ramos; doc-center  
**Subject:** TDCHR Goals for the President and CEO (2022-2023) - DRAFT  
**Attachments:** TDCHR goals for CEO\_2022 2023\_map\_111022.docx

### **On behalf of Chairman Aaron Rouse, TDCHR**

Colleagues,

Based on the direction of the Executive Committee, I have met with the President & CEO to develop goals for the remainder of this year and 2023. Please see the attached draft that was developed for your review and consideration. My recommendation is to ask the Commission to approve the goals at the December 8, 2022 meeting in Norfolk.

If you have any questions or comments, please feel free to contact me.

Sincerely,

Chairman Aaron Rouse

## TDCHR Goals for the President and CEO (2022-2023)

1. Continue to phase in RTS improvements consistent with Chapter 6 of the Transit Strategic Plan in a data-driven manner congruent with the availability of key labor requirements.
2. Ensure the strategic integration of technology and enhanced customer amenities across the range of service implementation:
  - Prioritize technology upgrades including system-wide mobile & digital fare payments, passenger information displays at transit hubs, and expanded use of real-time data that support easy and seamless trip planning.
  - 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. Deploy comprehensive and integrated communications plans including internal and external stakeholders to socialize and market services and benefits of transit investments supporting economic recovery and quality of life across the Hampton Roads Region.
  - Deploy multi-media and online tools to inform and involve stakeholders and leverage social platforms, advertising and the news media.
  - Coordinate with partners and regional stakeholder groups to incorporate transit into economic development and recovery initiatives and strengthen HRT's role as 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 the line of credit.
5. Develop and initiate strategies to expand transit ridership, including innovative approaches such as microtransit, shuttle service, and other demand response options to meet evolving marketplace needs.



## **Transportation District Commission of Hampton Roads Resolution**

### ***RESOLUTION 02 - 2022***

A Resolution of the Transportation District Commission of Hampton Roads adopting the updated Hampton Roads Transit (HRT) Capital Improvement Plan (CIP) for fiscal years 2024 through 2033.

**WHEREAS**, the Virginia Department of Rail and Public Transportation has required transit agencies in Virginia to complete a ten-year plan for operations and capital improvements, and Hampton Roads Transit (HRT) has developed an updated Capital Improvement Plan (CIP) for FY 2024 through FY 2033;

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

**WHEREAS**, the CIP will provide a basis for inclusion of HRT's capital and operating needs in programming and planning documents, to include in the agency's ten-year Transit Strategic Plan and related capital investments for the Regional Transit Service;

**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 updated HRT Capital Improvement Plan covering FY 2024 - FY 2033.

**APPROVED and ADOPTED** by the Transportation District Commission of Hampton Roads at its meeting on the 8th day of December 2022.

TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS

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The Honorable Aaron Rouse  
Chair

ATTEST:

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Luis R. Ramos  
Commission Secretary



# HAMPTON ROADS TRANSIT

## RESOLUTION 03– 2022

### APPROVING THE TRANSIT STRATEGIC PLAN ANNUAL UPDATE (FY2024-2033)

**Whereas**, the Commonwealth of Virginia requires Hampton Roads Transit, and other agencies operating in urbanized areas across Virginia, to develop a 10-year Transit Strategic Plan (or TSP) to ensure public transportation is planned and implemented in ways that meet the mobility needs of its communities; and

**Whereas**, the TSP replaces the previously required Transit Development Plan and its main goal is to create a strategic blueprint outlining desired changes that will improve the provision of transit services throughout the HRT service area; and

**Whereas**, thousands of customers, stakeholders, employees, and local partners from across the region were involved in the planning process to examine needs and identify improvements for more efficient and effective public transportation to be included in the TSP; and

**Whereas**, the TSP is firmly grounded in guiding principles endorsed by the Transportation District Commission of Hampton Roads, which include: 1) implementing new regional standards to achieve a more effective bus network; 2) prioritizing high-frequency services on a regional backbone system; 3) balancing resources between peak hour and all-day services; 4) prioritizing connections across jurisdictions; 5) providing sufficient transit coverage throughout the region; and 6) leveraging a data-driven approach and factoring of funding and operational constraints to prioritize and phase implementation of service changes over a 10-year planning horizon, as required by state guidelines; and

**Whereas**, the Virginia General Assembly has expressly emphasized the importance of having effective multimodal transportation, which is essential for Hampton Roads' economic growth, vitality, and competitiveness and, to this end, it is also required that HRT's Transit Strategic Plan document the Hampton Roads Regional Transit Program in order to achieve the development and operation of a core regional network of transit routes and related infrastructure, rolling stock, and support facilities, with the goal of achieving a modern, safe, and efficient core network of transit services across the Hampton Roads region; and

**Whereas**, HRT's current TSP was adopted by unanimous approval of HRT's governing board on December 8, 2022, and it is required by state regulation that the TSP undergo a minor update each year and a major update every five years;

**Now therefore be it resolved**, that the Transportation District Commission of Hampton Roads hereby approves the annual update of the Transit Strategic Plan, covering FY2024 through FY2033, and authorizes the President and CEO: to engage with the Hampton Roads Transportation Accountability Commission for the utilization of regional transit funding to implement the Hampton Roads Regional Transit Program of the TSP; to continue HRT's coordinated work with the Hampton Roads Transportation Planning Organization, Suffolk Transit, and Williamsburg Area Transit Authority on regional planning processes; and, as prescribed in guidelines issued by the Virginia Department of Rail and Public Transportation and approved by the Commonwealth Transportation Board, to transmit copy of this adopting resolution along with the submittal of the complete Transit Strategic Plan annual update to the Virginia Department of Rail and Public Transportation.



***APPROVED and ADOPTED*** by the Transportation District Commission of Hampton Roads at its meeting on the 8<sup>th</sup> day of December 2022.

TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS

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Hon. Aaron Rouse  
Chair

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Luis R. Ramos  
Commission Secretary  
December 8, 2022



# PTASP Annual Update

12/8/2022

# Public Transportation Agency Safety Plan (PTASP)

On July 19, 2018, the FTA published the Public Transportation Agency Safety Plan Final Rule, 49 CFR part 673, which required public transportation systems that receive federal funds or that operate a rail transit system that is subject to FTA's State Safety Oversight Program, to develop a PTASP by July 20, 2020

- HRT's Public Transportation Agency Safety Plan was developed and approved by the HRT Commission and the SSOA (DRPT) and certified with the FTA by July 20, 2020. Each year, the PTASP must be updated, approved and recertified
- The purpose of the PTASP is to improve public transportation safety through the implementation of a Safety Management System, also known as (SMS), a comprehensive approach to managing safety

# SMS is a top-down, data-driven Safety Management System



1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

# Updates to the 2022 annual revision of the PTASP Version 3

1. Bipartisan Infrastructure Law requirements
  - Establish Safety Committee that includes equal amount frontline employee representatives selected by the labor organization
  - Safety Training Programs that include de-escalation training
  - Establish performance targets based on a 3-year rolling average of data reported to NTD
  - Establish strategies to minimize exposure to infectious diseases
2. Updated Agency Safety Goals and Objectives
3. Updated Emergency Response Planning, Coordination, and Training section with HRT Security input
4. Updated agency information related to:
  - Scope of transit services
  - Staffing and Departmental changes and responsibilities
  - Committee changes
  - Transit Asset Management information
  - Safety Department Risk Register and Log information
  - Updated Acronym List

# PTASP

## Requirements for annual updates, certification, and approvals timeline

FTA deadline to submit the final approved PTASP is December 31, 2022

- PTASP annual review with HRT Staff. Updates completed and reviewed November 15, 2022
- Review by the JHSC and the Union President and/or designees completed November 25, 2022
- State Safety Oversight (DRPT) review and approval received on December 5, 2022
- Motion for the Commission to vote on and approve the updates to the PTASP at the Dec 8, 2022, Commission Meeting