



Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 23, 2023, at 1:00 p.m.
509 E. 18th Street, Norfolk, VA – In Person

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, February 23, 2023, at 1:00 p.m., at 509 E. 18th Street, Norfolk, VA.

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

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



Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 23, 2023, at 509 E. 18th Street, Norfolk, VA at
1:00 p.m. in Person – Zoom

AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of January 26, 2023, 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
 - January 2023 Financial Reports
 - Preliminary Draft FY 2024 Operating Budget – will be sent out separately,
and presented at the MFAC Committee & Commission Meetings.
 - B. Management/Financial Advisory Committee – Commissioner Gribble/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Glover/
Sonya Luther, Director of Procurement
 - **No Procurement Items to bring before the Commission.**
 - 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

- DRPT State Safety Oversight (SSO) – 2022 Annual HRT Board Presentation
Presented by Andrew Ennis, TSSP-Rail, PTSCTP
Transit Rail Safety & Emergency Management Administrator, Virginia
Department of Rail and Public Transportation

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday, March 26, 2023, at 1:00 p.m.
at 3400 Victoria Boulevard, Hampton, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, January 26, 2023 • 1:00 p.m. 3400 Victoria Boulevard, Hampton, VA, and Hybrid (Zoom) Meeting

Call to Order.

A quorum was attained, and Chairwoman Ross-Hammond called the meeting to order at 1:00 p.m.

Commissioners in attendance:

Chairwoman Ross-Hammond, Virginia Beach
Vice Chair Woodbury, Newport News
Past Chair McClellan, Norfolk
Commissioner Carey, Chesapeake
Commissioner Johnson, Chesapeake
Alt. Commissioner Sherman, VDRPT (Zoom)
Alt Commissioner DeProfio, Hampton
Commissioner Jimmy Gray (Zoom)
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Glover, Portsmouth

Hampton Roads Transit Staff in attendance:

Tammara Askew, Administrative Support Technician (Zoom)
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
Alexander Brink, Sr. Manager of Bus Transportation
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 Cavasos, Director of Marketing & Communication
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
April Edwards, Senior Executive Assistant (Zoom)
Angela Glass, Director of Budget & Financial Analysis (Zoom)
Wayne Groover, Interim Director Rail Maintenance
Shelia Gullede, Manager Technology PMO
William Harrell, President and CEO
Van Lawson, Security Specialist
Robert Lee, RTS Program Manager
Sonya Luther, Director of Procurement (Zoom)
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)

Tracey Johnson, Security Specialist, (Zoom)
Shane Kelly, Manager Security & Emergency Preparedness, (Zoom)
Alexis Majied, Chief Communications & External Affairs Officer
Tracy Moore, Director of Transportation (Zoom)
John Nason, Director of Bus Maintenance (Zoom)
Sophia Owen-Allen, Staff Auditor (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator (Zoom)
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO (Zoom)
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 Officer

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

Rob Case, HRTPO
Alt. Lisa Cipriano, City of Newport News
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)
Alt. Commissioner Megan Gribble, Virginia Beach
Angela Hopkins, City of Newport News (Zoom)
Alt. Commissioner Carl Jackson, Portsmouth (Zoom)
Denise Johnson, Chair, Transit Rider Advisory Committee
Clara Massaquoi, Citizen
Shelia McAllister, City of Newport News (Zoom)
Alt. Commissioner, Stevenson, Norfolk
Rebecca Spurrier, Management Analyst, City of Hampton
Janice Taylor, League of Women Voters (Zoom)
Alt. Commissioner Constantinos Velissarios, 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

Chairwoman Ross-Hammond thanked Vice-Chair Dr. Woodbury for allowing her to accept the role of Chair of the Commission to complete the vacated term of the former Chair and newly elected State Senator, Aaron Rouse of Virginia Beach.

Public Comments

There were no public Comments.

Approval of December 8, 2022, Meeting Minutes

A motion to approve the December 8, 2022, minutes was made by Commissioner McClellan and properly seconded by Commissioner Carey. A roll call vote resulted as follows:

Ayes: Ross-Hammond, Woodbury, McClellan, Johnson, Carey, White, Bullock, DeProfio and Glover.

Nays: None

Abstain: None

President's Monthly Report

Mr. Harrell mentioned that Mr. Ramos, Commission Secretary, informed him that this is the first time that we have a woman in the role of chair, vice chair, and past chair. Mr. Harrell stated that, it is true that women rule the world, and they also rule Hampton Roads Transit. We wanted to recognize this historical occasion.

Mr. Harrell welcomed and recognized Mr. John Reid, President of the ATU Local 1177, along with Ms. Sherry Jordan, Financial Secretary/Treasurer for ATU Local 1177.

Mr. Harrell stated that the Route 112, the initial roll out of the Regional Transit System (RTS) program, is doing very well with ridership. We are in the process of hiring more operators, mechanics, and other key staffers to continue the strategic roll out of the RTS program. Mr. Harrell called on Mr. Amoruso to provide a brief update regarding the same.

Mr. Harrell mentioned that progress has been made at Hampton Transit Center (HTC). Mr. Harrell called on Ms. Sybil Pappas, Chief Officer of Engineering and Facilities, for a brief report. Ms. Pappas mentioned that we're preparing for a soft opening of the refurbished HTC in March 2023.

The soft opening will allow our bus operators to start circulating through the HTC and learn the new circulation pattern. HRT added 3 more bus bays to accommodate more traffic and route expansion. HRT expects to have an official opening of the HTC in April 2023. HRT, through its Marketing and Communications Department, will promote the Re-Opening of the Hampton Transfer Center.

Ms. Pappas reminded the Board that HRT hosted a public information session regarding the federal discretionary RAISE grant. One of the key components for the RAISE grant is feedback from the community. If awarded, HRT intends to use the discretionary money to support our new electric Southside facility. To that end, HRT is submitting a \$25 million dollar grant application to the RAISE

program this year. HRT encourages anyone willing to send a letter of support to do so on behalf of HRT has created a template letter of support that will be provide on request. All letters of support should be turned into HRT before the end of February. Grant funding will be required to construct this proposed facility as planned.

Mr. Harrell mentioned that as part of our vision is to promote prosperity across our region, he took part in a recent Boy Scout event conducted at HRT to support local scouts in learning principles of leadership.

Mr. Harrell thanked Mr. Bullock and several members of the Commission that were in Richmond for Virginia Transit Day.

Note: Commissioner Sherman joined via zoom at 1:20 p.m.

Audit & Budget Review Committee

Chairwoman Ross-Hammond called on Mr. Conner Burns, Chief Financial Officer to present the financial report.

Mr. Conner Burns presented the preliminary financial report for December 2022 as enclosed in the meeting package.

Management and Financial Advisory Committee (MFAC)

Ms. Gribble mentioned that prior to the regularly scheduled MFAC meeting, the committee meet on January 9, 2023, to discuss and review the Transportation Service Plans (TSP). During the regular meeting, the committee decided to table the discussion of the reserve fund until February. At the regular meeting, a quarterly balance sheet update was given and the FY24 draft Service Plan was briefly discussed.

Operations and Oversight Committee

Commissioner Glover stated that the Operations and Oversight Committee meet on January 12, 2023. Commissioner Glover called on Ms. Sonya Luther to present the contracts for consideration.

Ms. Luther presented **Contract No. 21-00160 - Credit Card Merchant Processing Services** to award of a contract to Towne Bank to provide credit card merchant processing services in the not-to-exceed amount of \$152,461.80 for five (5) years.

Ms. Luther presented **Contract No. 22- 00210 - Facilities General Contractor Services** to award of a contract to Contracting Solutions, Inc. and QC General Construction, LLC to provide facilities general contractor services. The cumulative amount of all Task Orders issued under the two (2) Contracts will not exceed \$1,500,000.00 over the three-year period.

Ms. Luther presented **Purchase Order No. PO0009917 – Forklift Replacement** to award a contract Purchase Order to Alliance Material Handling to provide three (3) replacement forklifts in the total amount of \$144,356.00.

Ms. Luther presented **Contract No. 22-00208 – Provision of Sixty-Two (62) Non-Revenue Vehicles** to award a contract to Petersburg Motor Company, Inc., dba CMA's Williamsburg Ford to provide and deliver sixty-two (62) non-revenue vehicles in the not-to-exceed amount of \$3,925,729.00.

Ms. Luther presented **Contract No. 21-00200R Provision of Three (3) Regional Transit System (RTS) facility trucks** to award a contract to Petersburg Motor Company dba CMA's Williamsburg Ford to provide and deliver three (3) RTS facility trucks in the not-to-exceed amount of \$134,463.00.

Ms. Luther presented **Contract No. 22-00221 – Provision of Twenty (20) Paratransit Vans** to award a contract to Sonny Merryman, Inc. to provide twenty (20) paratransit vans, for use on Hampton Roads Transit's Paratransit Services contract, in the total amount of \$1,426,032.00.

A recommendation was made by the Operations and Oversight Committee to approve: **Contract No. 21-00160 -Credit Card Merchant Processing Services, Contract No. 22- 00210 - Facilities Genera Contract No. 22-00208 – Provision of Sixty-Two (62) Non-Revenue I Contractor Services, Purchase Order No. PO0009917 – Forklift Replacement, Contract No. 21-00200R Provision of Three (3) Regional Transit System (RTS) facility trucks, and Contract No. 22-00221 – Provision of Twenty (20) Paratransit Vans**, which was properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Ross-Hammond, Woodbury, McClellan, Johnson, Carey, White, DeProfio, Bullock and Glover.

Nays: None

Abstain: Sherman

Planning and New Starts Committee

Commissioner Ross-Hammond stated that the Planning and New Starts Committee did not meet in the month of January. No report was given.

External Legislative Affairs Committee

Commissioner Bullock reported that Commissioners Ross-Hammond, and Andrea McClellan joined him at the Virginia Transit Association Transit Advocacy Day in Richmond on January 23, 2023. They met with numerous members of the Hampton Roads delegation to encourage continued funding for public transportation in Hampton Roads. Legislators were informed about HRT's progress on the 757 Express regional transit program. All the representatives that were met with supported the inclusion of \$20 million in state recordation taxes consistent with the Governor's Budget for the Hampton Roads Regional Transit Fund.

Commissioner Bullock stated since the 118th Congress opened on January 3rd, the House and Senate are both in session this week. But at the same time, the nation's legislative branch has been slow to get moving this year, especially in the House where Speaker McCarthy's battle for the gavel kept Representatives from even being sworn in for several days. Congressional leadership continues to make committee appointments and making committee assignments for new members. Newly elected Congresswoman Kiggans has been appointed to the Armed Services Committee.

The next ELAC meeting will be on Wednesday, February 15, 2023, in Norfolk.

Smart Cities and Innovation Committee

Commissioner McClellan stated that the committee met in December. Commissioner McClellan called on Mr. Michael Price for a brief update, Mr. Price stated that there was no formal report for this month, but there will be a committee report in March of 2023.

Paratransit Advisory Sub-Committee (PAC)

No report.

Transit Ridership Advisory Sub-Committee (TRAC)

Ms. Denise Johnson gave her report to the Commission, and it is enclosed in these minutes for reference.

Old and New Business:

None.

Closed Session

There was no closed Session.

Commissioner Comments:

It was brought to the attention of the Board that Vice-Chair Woodbury would soon be celebrating a birthday. Vice-Chair Woodbury was serenaded with a hearty rendition of the Happy Birthday song.

Adjournment

With no further business to conduct, the meeting adjourned at 2:07 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Amelia Ross-Hammond
Chair

ATTEST:

Luis Ramos
Commission Secretary
January 26, 2023



President's Report

January 2023



The New 112

Monthly ridership on the newly expanded Rt. 112 in Newport News and Hampton has grown significantly with more than 17,200 customers boarding in November and December than during the same time last year. Farebox data shows that 65,879 customers boarded the 112 in those two months compared with 48,625 during the same period the year before – a difference of 17,254 boardings, or 73 percent.

That's great news. The change is being driven in part by returning service hours in May, the retaining of operators as COVID subsides, and the introduction of 15-minute frequency during the morning and evening rush hours, a first for the Peninsula. The route serves downtown Newport News, Patrick Henry Mall, and Lee Hall.



Hampton Transfer Center work nears finish line

The placing of concrete at the Hampton Transfer Center on Pembroke Avenue is about 85% complete and, depending on weather, should be completed soon. Look to the middle of February before we start running traffic into the center off King Street - at the earliest. After that: install bus shelters, benches and trash cans, finish lighting, install signs, complete the new storm water management system, and install fencing.



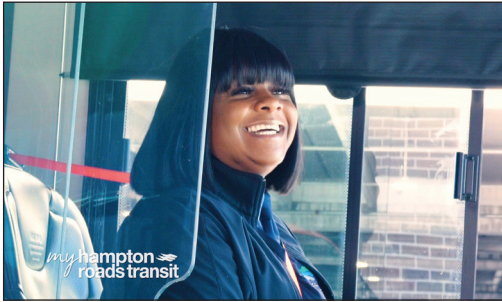
Public Information Session

The Southside Operations Division continues to take shape. We hosted two public information sessions on the plans at the Meyera Oberndorf Central Library Auditorium this month in an effort to solicit citizen feedback throughout the community. Ms. Sibyl Pappas, Chief of Engineering and Facilities, led the outreach meetings.



Scouting

Cub Scouts from Pack 180 are working toward becoming Boy Scouts. Before that happens, they paid a quick visit with me at 18th Street. One of the requirements of their AOL adventures is to meet with a community leader and discuss leadership and issues within our community and I was happy to oblige. The AOL den is led by our own Jay Cominoli, manager of Digital Services and Web Development. We had a fantastic discussion on key leadership principles, and I am excited about our nation's future with these young leaders in action!



Recruiting Continues Non-Stop

Operator recruiting continued without let up this month with a new series of commercials produced by our Department of Marketing and Strategic Communications. These excellent videos take advantage of the charm and confidence of our existing operators to engage and attract new recruits. The team produced six videos varying in length from 15 seconds, to 30, and one lasting a minute. [Take a look at the 30-second ad here.](#)



Microtransit – Gone but Maybe Not Forever

Our experiment with on-demand transit service came to a close on Feb. 5. The pilot program has yielded some interesting data – and a strong reason to explore ways to keep this unique service going as a new mode of service. HRT OnDemand was available in two select regions - Newport News and Virginia Beach – from July 2022 to February 2023.

It allowed customers within two designated service zones to request a shared ride using a smartphone app. The data showed 26,258 total ride requests in Newport News, and 13,037 in Virginia Beach. Both cities showed higher demand in the afternoons. Those numbers should not be ignored. While funding is always a challenge when considering service expansion, Hampton Roads Transit is exploring short- and long-term funding options and next steps in exploring OnDemand as a new mode of service.



Transit Equity Day

Hampton Roads Transit provided free services on Friday, Feb. 3, to mark Transit Equity Day, a National Day of Action that commemorates the importance of investing in public transit for the benefit of all citizens. It also coincided with the birthday of civil rights icon and public transit rider Rosa Parks.

Bus headlights were on all day to symbolize the light Parks provided to our world while each bus carried a small sign on a reserved front seat in honor of her courageous act that helped make transit more equitable for all.



Roadeo

The unique challenges of the Transit Bus Roadeo unfolded on Super Bowl Sunday on the grounds of John B. Todd Stadium in Newport News where a number of our operators competed for a chance to represent HRT in the Commonwealth event. The top contestants were Reginald Charity Jr, Gary Tate, Donald Wesley, Jimmy Brown, and Crystal Pittman. The top three – Charity, Tate, and Wesley - will represent HRT in Petersburg on May 20 and 21 at a statewide competition.

Not only were driving skills tested, but pre-trip acuity was measured in such areas as broken horns, a rear brake lights out, air leaks, and missing license plates. Congratulations to all contestants and a special thanks to everyone who helped out on a rainy, blustery day.



Congratulations to Our Own Alexis Majied

Alexis Majied, our new Chief of Communications, won distinction as a Top Forty Under 40 from Inside Business magazine. In its 24th year, the business-focused publication annually recognizes forty outstanding professionals under the age of 40 who have built successful careers, and who are actively impacting the local community.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

JANUARY 2023 FISCAL YEAR 2023 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

January 2023

FISCAL YEAR 2023	Annual		Month to Date				Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance		
Operating Revenue										
Passenger Revenue	\$ 8,694.8	\$ 724.6	\$ 680.8	\$ (43.7)	(6.0) %	\$ 5,071.9	\$ 4,963.8	\$ (108.1)	(2.1) %	
Advertising Revenue	800.0	66.7	58.1	(8.6)	(12.8) %	466.7	356.6	(110.1)	(23.6) %	
Other Transportation Revenue	2,158.9	179.9	222.1	42.2	23.4 %	1,259.4	1,535.9	276.5	22.0 %	
Non-Transportation Revenue	60.0	5.0	32.4	27.4	548.6 %	35.0	208.3	173.3	495.2 %	
Total Operating Revenue	11,713.7	976.1	993.4	17.3	1.8 %	6,833.0	7,064.6	231.6	3.4 %	
Non-Operating Revenue										
Federal Funding (5307/5337)	26,694.0	2,224.5	3,537.8	1,313.3	59.0 %	15,571.5	15,780.9	209.4	1.3 %	
HRRTF Funding	10,319.0	859.9	609.2	(250.7)	(29.2) %	6,019.4	2,832.4	(3,187.0)	(52.9) %	
State Funding	31,464.9	2,622.1	2,622.1	0.0	0.0 %	18,354.5	18,354.5	0.0	0.0 %	
Local Funding	45,396.5	3,783.0	3,783.0	(0.0)	(0.0) %	26,481.3	26,481.3	0.0	0.0 %	
Total Non-Operating Revenue	113,874.4	9,489.5	10,552.1	1,062.6	11.2 %	66,426.7	63,449.1	(2,977.6)	(4.5) %	
TOTAL REVENUE	\$ 125,588.1	\$ 10,465.7	\$ 11,545.6	\$ 1,079.9		\$ 73,259.7	\$ 70,513.7	\$ (2,746.0)		
Personnel Services	\$ 74,946.2	\$ 6,251.2	\$ 6,915.2	\$ (664.0)	(10.6) %	\$ 43,649.1	\$ 43,027.6	\$ 621.5	1.4 %	
Contract Services	12,241.1	998.6	957.6	40.9	4.1 %	7,241.3	5,859.1	1,382.2	19.1 %	
Materials & Supplies	6,117.0	520.9	493.8	27.0	5.2 %	3,547.7	3,325.2	222.6	6.3 %	
Gas & Diesel	10,265.8	855.5	1,251.6	(396.1)	(46.3) %	5,988.4	3,992.3	1,996.0	33.3 %	
Contractor's Fuel Usage	1,881.0	156.8	15.7	141.1	90.0 %	1,097.3	364.4	732.9	66.8 %	
Utilities	1,308.9	109.1	111.6	(2.6)	(2.3) %	763.5	799.9	(36.4)	(4.8) %	
Casualties & Liabilities	4,045.1	340.4	359.2	(18.8)	(5.5) %	2,343.0	2,527.5	(184.5)	(7.9) %	
Purchased Transportation	13,385.3	1,115.4	1,051.7	63.7	5.7 %	7,808.1	7,061.0	747.1	9.6 %	
Other Miscellaneous Expenses	1,397.6	117.9	124.6	(6.7)	(5.7) %	821.3	688.5	132.8	16.2 %	
TOTAL EXPENSE	\$ 125,588.1	\$ 10,465.7	\$ 11,281.0	\$ (815.4)		\$ 73,259.7	\$ 67,645.6	\$ 5,614.1		
SURPLUS (DEFICIT)			\$ 264.5				\$ 2,868.1			

1. Line of Credit balance as of January 31, 2023, is \$6,736,538

2. Non-Operating COVID Revenue and Expenses YTD - \$96,877

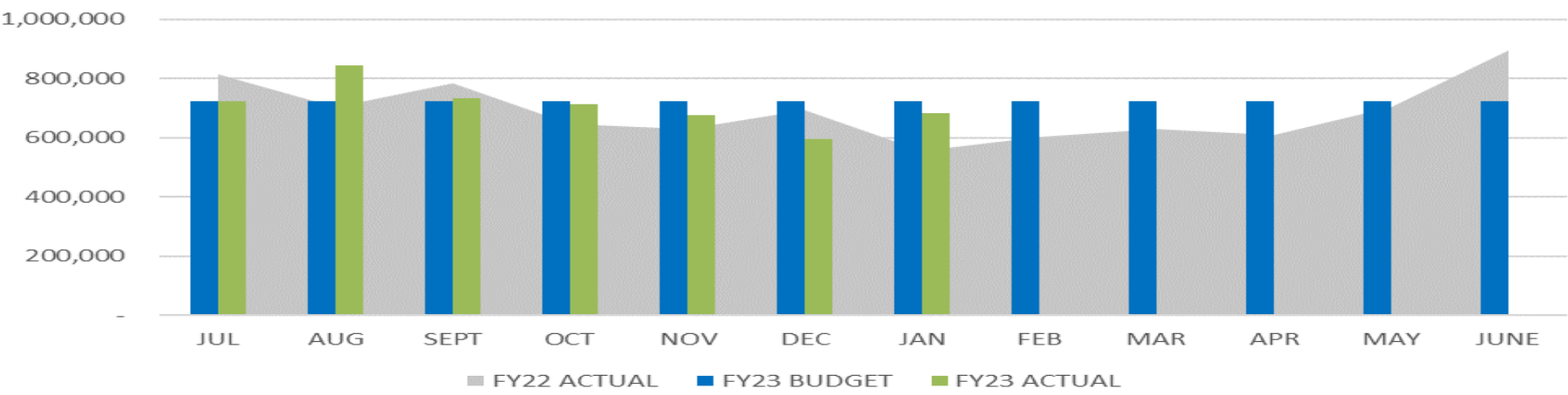
OPERATING FINANCIAL STATEMENTS

January 2023

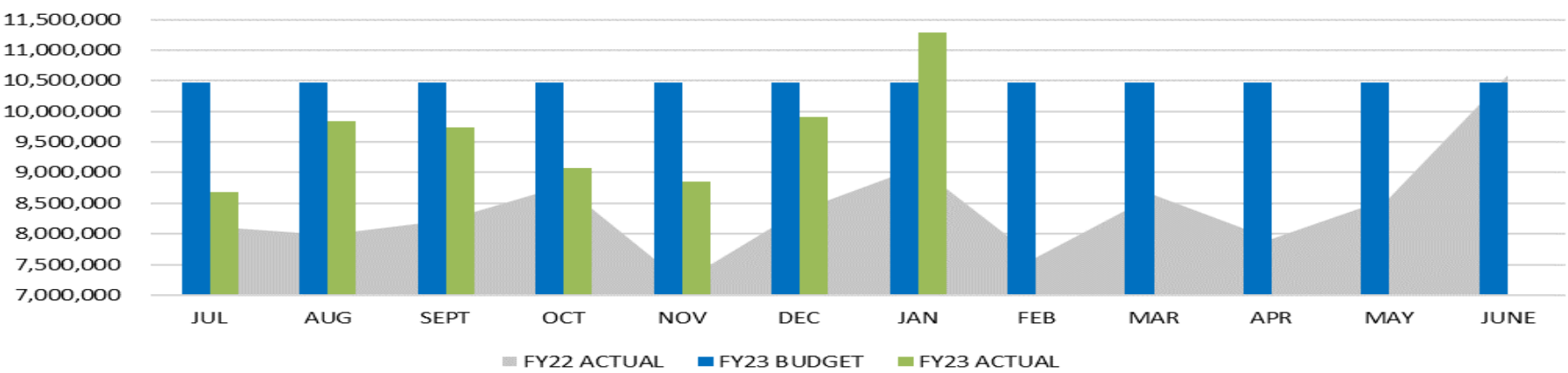
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2023 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 879.4	\$ 73.3	\$ 58.8	\$ (14.5)	(19.8) %	\$ 513.0	\$ 344.2	\$ (168.7)	(32.9) %
RTS Program	10,319.0	859.9	609.2	(250.7)	(29.2) %	6,019.4	2,832.4	(3,187.0)	(52.9) %
TOTAL REVENUE	\$ 11,198.3	\$ 933.2	\$ 668.0	\$ (265.2)		\$ 6,532.4	\$ 3,176.6	\$ (3,355.7)	
Personnel Services	\$ 7,997.5	\$ 666.5	\$ 477.9	\$ 188.6	28.3 %	\$ 4,665.2	\$ 2,375.8	\$ 2,289.4	49.1 %
Contract Services	966.9	80.6	46.3	34.2	42.5 %	564.0	250.6	313.4	55.6 %
Materials & Supplies	1,934.3	161.2	126.8	34.4	21.3 %	1,128.3	446.8	681.5	60.4 %
Utilities	74.3	6.2	3.7	2.5	39.9 %	43.3	22.5	20.8	48.0 %
Casualties & Liabilities	225.4	18.8	13.2	5.6	29.7 %	131.5	80.9	50.6	38.5 %
TOTAL EXPENSE	\$ 11,198.3	\$ 933.2	\$ 668.0	\$ 265.2		\$ 6,532.4	\$ 3,176.6	\$ 3,355.7	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

January 2023

YEAR-TO-DATE					
FISCAL YEAR 2023 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 5,071.9	\$ 4,533.4	\$ 430.4	\$ 4,963.8	\$ (108.1)
Advertising Revenue	\$ 466.7	\$ 333.1	\$ 23.5	\$ 356.6	\$ (110.1)
Other Transportation Revenue	\$ 1,259.4	\$ -	\$ 1,535.9	\$ 1,535.9	\$ 276.5
Non-Transportation Revenue	\$ 35.0	\$ 95.3	\$ 113.0	\$ 208.3	\$ 173.3
Federal Funding (PM 5307/5337)	\$ 15,571.5	\$ 15,780.9	\$ -	\$ 15,780.9	\$ 209.4
HRRTF Funding ¹	\$ 6,019.4	\$ -	\$ 2,832.4	\$ 2,832.4	\$ (3,187.0)
State Funding	\$ 18,354.5	\$ 18,354.5	\$ -	\$ 18,354.5	\$ -
Local Funding	\$ 26,481.3	\$ 26,481.3	\$ -	\$ 26,481.3	\$ -
TOTAL REVENUE:	\$ 73,259.7	\$ 65,578.5	\$ 4,935.2	\$ 70,513.7	\$ (2,746.0)
EXPENSE					
Personnel Services	\$ 43,649.1	\$ 40,220.5	\$ 2,807.1	\$ 43,027.6	\$ 621.5
Services	\$ 7,241.3	\$ 5,476.9	\$ 382.2	\$ 5,859.1	\$ 1,382.2
Materials & Supplies	\$ 10,633.4	\$ 7,180.7	\$ 501.2	\$ 7,681.9	\$ 2,951.5
Utilities	\$ 763.5	\$ 747.7	\$ 52.2	\$ 799.9	\$ (36.4)
Casualties & Liabilities	\$ 2,343.0	\$ 2,362.6	\$ 164.9	\$ 2,527.5	\$ (184.5)
Purchased Transportation	\$ 7,808.1	\$ 6,600.4	\$ 460.7	\$ 7,061.1	\$ 747.0
Other Miscellaneous Expenses	\$ 821.3	\$ 643.6	\$ 44.9	\$ 688.5	\$ 132.8
TOTAL EXPENSE:	\$ 73,259.7	\$ 63,232.4	\$ 4,413.2	\$ 67,645.6	\$ 5,614.1
BUDGET STATUS TO DATE²:	\$ -	\$ 2,346.1	\$ 522.0	\$ 2,868.1	\$ 2,868.1

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.
2. Includes estimated year-to-date Locality Service Reliability Plan credit.

Draft Financial Statement

LOCALITY RECONCILIATION

January 2023

FISCAL YEAR 2023 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 45,396.5	\$ 26,481.3	\$ 26,481.3	\$ -
Plus: Local Farebox	\$ 7,647.8	\$ 4,461.2	\$ 4,533.4	\$ 72.2
Locality Share - Sub-Total:	\$ 53,044.3	\$ 30,942.5	\$ 31,014.7	\$ 72.2
Plus: Federal Aid	\$ 26,694.1	\$ 15,571.6	\$ 15,780.9	\$ 209.3
State Aid	\$ 31,464.9	\$ 18,354.5	\$ 18,354.5	\$ -
Total Revenue Contribution:	\$ 111,203.3	\$ 64,868.6	\$ 65,150.1	\$ 281.5
Operating Expenses:	\$ 111,203.3	\$ 64,868.6	\$ 62,804.0	\$ (2,064.6)
Locality Budget Status to Date ¹ :	\$ 2,346.1			

KPI

Farebox Recovery:	6.9%	7.2%
Farebox % of Budgeted Expense:		7.0%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

Draft Financial Statement

LOCALITY RECONCILIATION

January 2023

FISCAL YEAR 2023 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,723.7	\$ 1,588.8	\$ 1,588.8	\$ -
Plus: Local Farebox	\$ 455.0	\$ 265.4	\$ 243.7	\$ (21.7)
Locality Share - Sub-Total:	\$ 3,178.7	\$ 1,854.2	\$ 1,832.5	\$ (21.7)
Plus: Federal Aid	\$ 2,007.6	\$ 1,171.1	\$ 1,384.2	\$ 213.1
State Aid	\$ 1,993.8	\$ 1,163.0	\$ 1,204.0	\$ 41.0
Total Revenue Contribution:	\$ 7,180.1	\$ 4,188.3	\$ 4,420.7	\$ 232.4
Operating Expenses:	\$ 7,180.1	\$ 4,188.3	\$ 4,193.7	\$ 5.4
Locality Budget Status to Date ¹ :	\$ 227.0			

KPI

Farebox Recovery:	6.3%	5.8%
Farebox % of Budgeted Expense:		5.8%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

LOCALITY RECONCILIATION

January 2023

FISCAL YEAR 2023 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,722.4	\$ 2,754.7	\$ 2,754.7	\$ -
Plus: Local Farebox	\$ 672.7	\$ 392.4	\$ 440.5	\$ 48.1
Locality Share - Sub-Total:	\$ 5,395.1	\$ 3,147.1	\$ 3,195.2	\$ 48.1
Plus: Federal Aid	\$ 3,265.3	\$ 1,904.8	\$ 2,248.5	\$ 343.7
State Aid	\$ 3,387.3	\$ 1,975.9	\$ 2,098.5	\$ 122.6
Total Revenue Contribution:	\$ 12,047.7	\$ 7,027.8	\$ 7,542.2	\$ 514.4
Operating Expenses:	\$ 12,047.7	\$ 7,027.8	\$ 7,218.8	\$ 191.0
Locality Budget Status to Date ¹ :				\$ 323.4

KPI

Farebox Recovery:	5.6%	6.1%
Farebox % of Budgeted Expense:		6.3%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

LOCALITY RECONCILIATION

January 2023

FISCAL YEAR 2023 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,492.8	\$ 4,370.8	\$ 4,370.8	\$ -
Plus: Local Farebox	\$ 1,111.7	\$ 648.5	\$ 736.5	\$ 88.0
Locality Share - Sub-Total:	\$ 8,604.5	\$ 5,019.3	\$ 5,107.3	\$ 88.0
Plus: Federal Aid	\$ 4,917.0	\$ 2,868.2	\$ 3,208.4	\$ 340.2
State Aid	\$ 5,337.1	\$ 3,113.3	\$ 3,241.6	\$ 128.3
Total Revenue Contribution:	\$ 18,858.6	\$ 11,000.8	\$ 11,557.3	\$ 556.5
Operating Expenses:	\$ 18,858.6	\$ 11,000.8	\$ 11,084.7	\$ 83.9
Locality Budget Status to Date ¹ :	\$ 472.6			

KPI

Farebox Recovery:	5.9%	6.6%
Farebox % of Budgeted Expense:		6.7%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2023 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,709.4	\$ 11,497.2	\$ 11,497.2	\$ -
Plus: Local Farebox	\$ 3,560.9	\$ 2,077.2	\$ 2,033.4	\$ (43.8)
Locality Share - Sub-Total:	\$ 23,270.3	\$ 13,574.4	\$ 13,530.6	\$ (43.8)
Plus: Federal Aid	\$ 9,763.3	\$ 5,695.3	\$ 4,523.5	\$ (1,171.8)
State Aid	\$ 13,163.5	\$ 7,678.7	\$ 7,223.0	\$ (455.7)
Total Revenue Contribution:	\$ 46,197.1	\$ 26,948.4	\$ 25,277.1	\$ (1,671.3)
Operating Expenses:	\$ 46,197.1	\$ 26,948.4	\$ 24,549.1	\$ (2,399.3)
Locality Budget Status to Date ¹ :				\$ 728.0

KPI

Farebox Recovery:	7.7%	8.3%
Farebox % of Budgeted Expense:		7.5%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2023 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,880.2	\$ 1,680.1	\$ 1,680.1	\$ -
Plus: Local Farebox	\$ 559.6	\$ 326.4	\$ 300.3	\$ (26.1)
Locality Share - Sub-Total:	\$ 3,439.8	\$ 2,006.5	\$ 1,980.4	\$ (26.1)
Plus: Federal Aid	\$ 1,942.8	\$ 1,133.3	\$ 1,259.0	\$ 125.7
State Aid	\$ 2,072.7	\$ 1,209.1	\$ 1,226.1	\$ 17.0
Total Revenue Contribution:	\$ 7,455.3	\$ 4,348.9	\$ 4,465.5	\$ 116.6
Operating Expenses:	\$ 7,455.3	\$ 4,348.9	\$ 4,268.5	\$ (80.4)
Locality Budget Status to Date ¹ :	\$ 197.0			

KPI

Farebox Recovery:	7.5%	7.0%
Farebox % of Budgeted Expense:		6.9%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

LOCALITY RECONCILIATION

January 2023

FISCAL YEAR 2023 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,868.0	\$ 4,589.7	\$ 4,589.7	\$ -
Plus: Local Farebox	\$ 1,287.9	\$ 751.3	\$ 779.0	\$ 27.7
Locality Share - Sub-Total:	\$ 9,155.9	\$ 5,341.0	\$ 5,368.7	\$ 27.7
Plus: Federal Aid	\$ 4,798.1	\$ 2,798.9	\$ 3,157.3	\$ 358.4
State Aid	\$ 5,510.5	\$ 3,214.5	\$ 3,361.3	\$ 146.8
Total Revenue Contribution:	\$ 19,464.5	\$ 11,354.4	\$ 11,887.3	\$ 532.9
Operating Expenses:	\$ 19,464.5	\$ 11,354.4	\$ 11,489.2	\$ 134.8
Locality Budget Status to Date ¹ :				\$ 398.1

KPI

Farebox Recovery:	6.6%	6.8%
Farebox % of Budgeted Expense:		6.9%

1. Includes estimated year-to-date Locality Service Reliability Plan credit.

TRAC Board Report

January 2023

HRT's Transit Riders Advisory Committee (TRAC) met on January 4, 2023, in Hampton at 6 P.M. TRAC members in attendance were Denise Johnson, Robert Neeley, Melissa Osborne, Alyson Swett, and Commissioner August Bullock. HRT staff in attendance were Antoinette White, Linda Carroll, Theresa Dempsey, Henry Ryto, and Rodney Davis.

The November 2022 minutes were approved as submitted. The motion to approve was by Commissioner Bullock, seconded by Robert Neeley.

Antoinette White provided a presentation on the January 15, 2023, service board:

1. Routes 64 and 121 will be redesignated as 757 Express.
2. Routes 108 and 112 layover time at Lee Hall will be reduced due to passenger and operator concerns about security at night.
3. Routes 6 and 14 will no longer go to Summit Pointe to improve their connectivity with other routes servicing Robert Hall.
4. Route 24 will service Summit Pointe.
5. Routes 20, 33, and 960 will be adjusted for the new transfer center at Parks & 19th.
6. Route 21's time point at Naval Station Norfolk Gate 5 will be eliminated.
7. The Route 44 will now serve the DNTC on Sundays and begin service at 5 A.M. on weekdays.
8. Route 980 will gain an additional trip. There will be discussions with Amazon about the additional service.

In response to a question by Commissioner Bullock, Ms. White stated the Route 108 will serve the new Amtrak station in Newport News once it opens.

Under Director's Remarks, Rodney Davis reviewed CAFs filed by TRAC members.

In her Chair's remarks, Denise Johnson thanked HRT staff for their support and expressed gratitude to Melissa Osborne and Heather Cutrone for volunteering with literature distribution.

During Roundtable:

1. Melissa Osborne said the bus stop sign at Michigan Street and Queen Street as well as the sign at Nickerson Blvd., and Andrews Blvd. are either down or damaged.
2. Robert Neeley updated TRAC on his observations on construction in Newport News.
3. Alyson Swett thanked HRT for the installation of new bus shelters in Norfolk.
4. Commissioner Bullock inquired about bus shelter cleaning responsibilities.
5. Rodney Davis discussed complaints about Route 980 service to Amazon. Linda Carroll explained that the issues were being addressed by Planning and Operations.

The meeting adjourned at 6:31 P.M.



DRPT State Safety Oversight (SSO) 2022 Annual HRT Board Presentation

Andrew Ennis

February 23, 2023





State Safety Oversight Responsibilities and Activities

- Conduct audits, inspections, and assessments
- Investigate (or delegate investigation of) rail accidents, incidents, and hazards
- Track and verify progress in correcting safety and security gaps
- Approve program documents
- Process improvements

Triennial Audits



March 2022 – HRT's Security and Emergency Preparedness Department

- 1 finding of non-compliance
- 2 findings of compliance with recommendation



September 2022 – Multi-departmental PTASP Implementation

- 5 findings of non-compliance
- 10 findings of compliance with recommendation





Inspections

February:

- Station Inspections
- Riding Observations
- Stationary Speed Reviews

April:

- Safety Department

June:

- Supervision

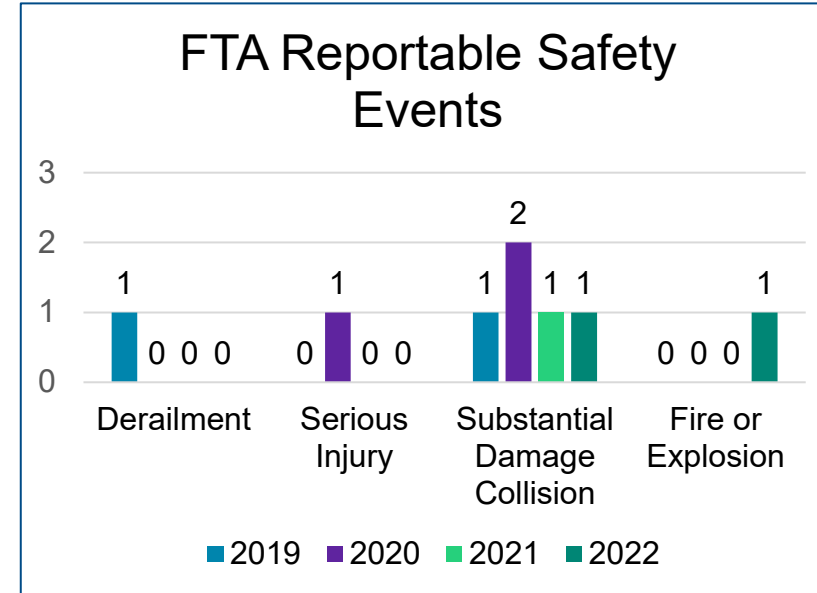
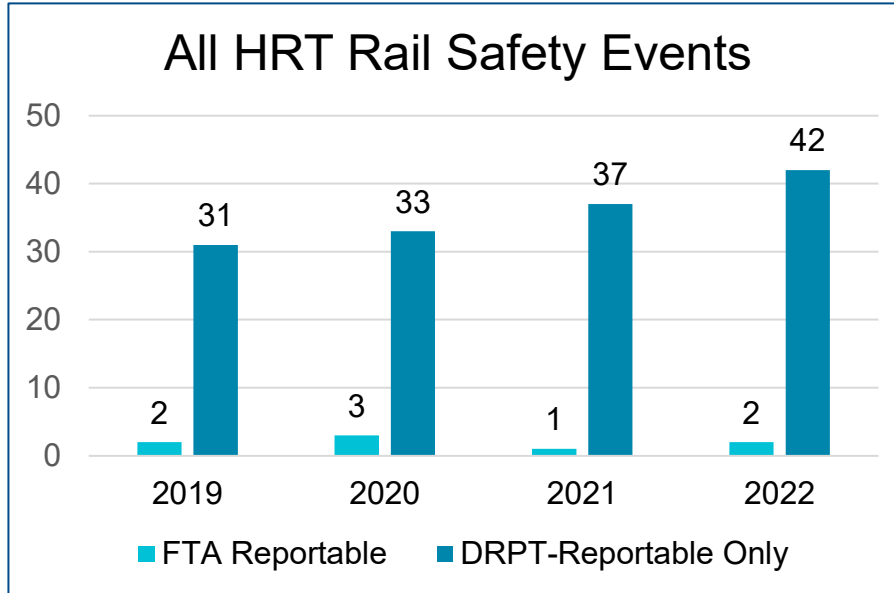
July:

- LRV Maintenance

November:

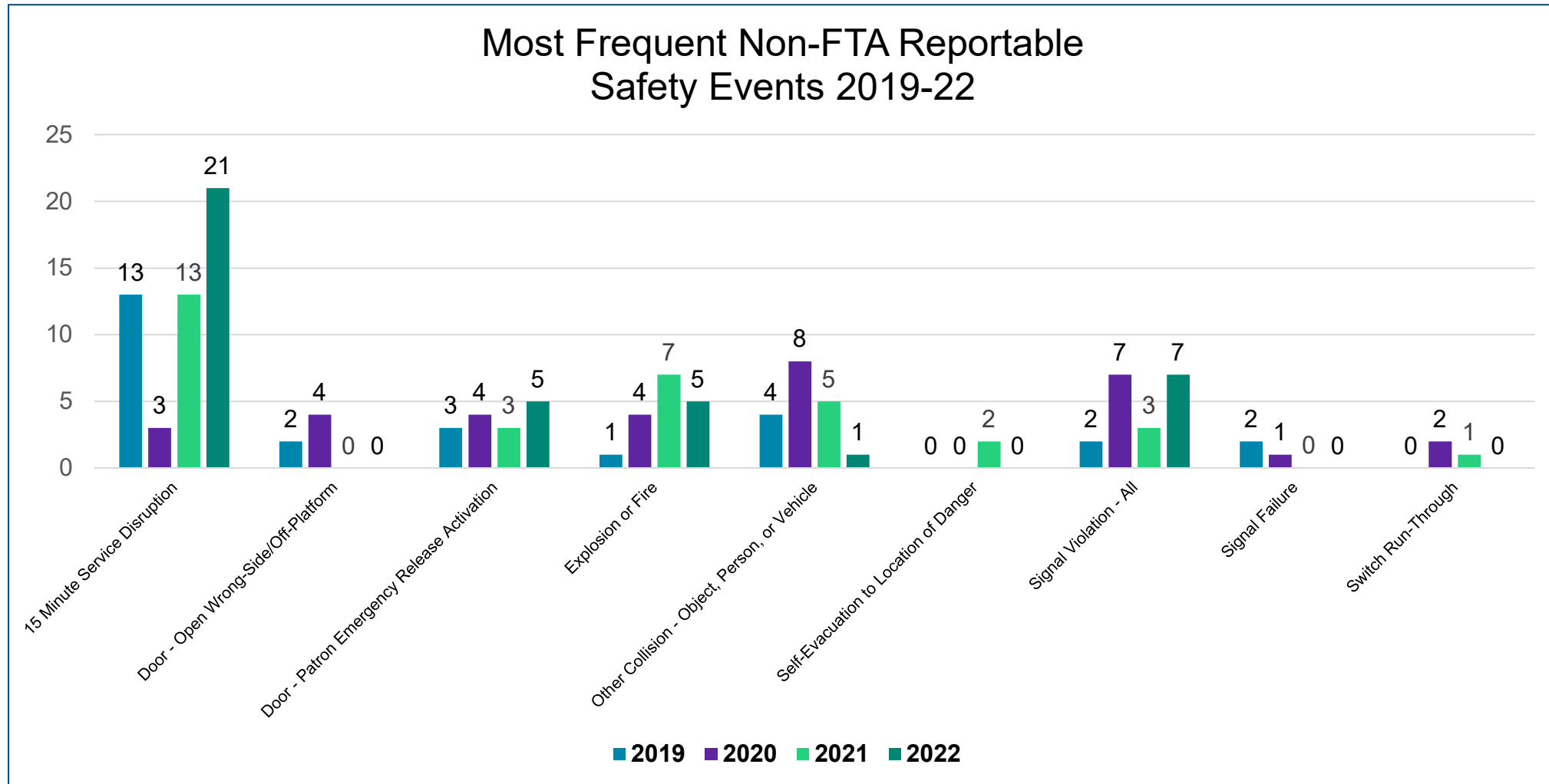
- Station Inspections
- Riding Observations
- Stationary Speed Reviews
- Grade Crossing Observations

Safety Events



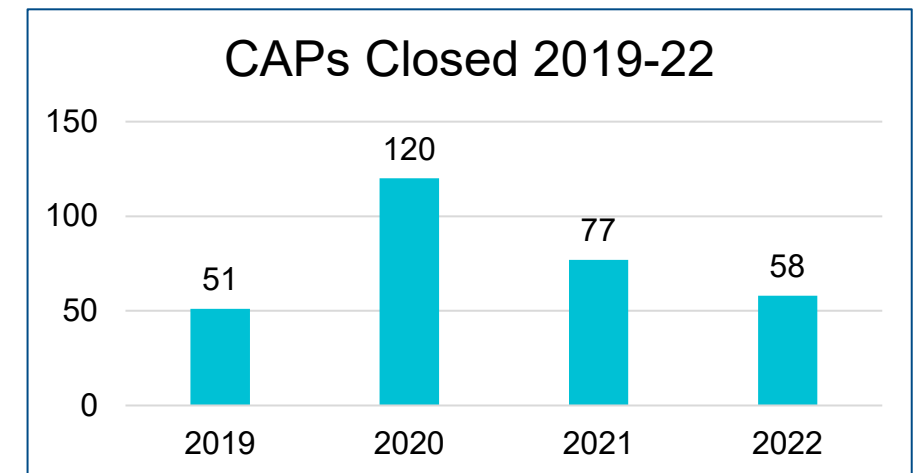
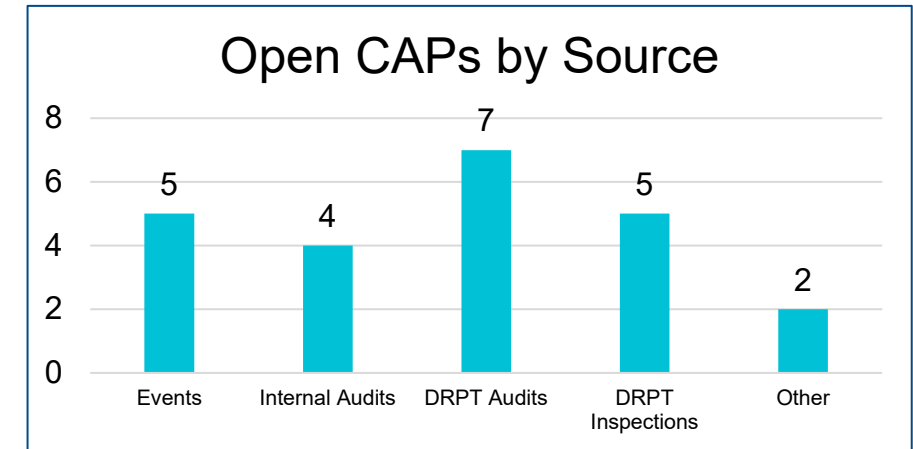
- Total events remain on pace to exceed pre-pandemic levels
- FTA-reportable events increased by 1 event in 2022 compared to 2021
- The two FTA reportable events in 2022:
 - A collision with privately-owned vehicle that did not adhere to traffic regulations
 - A fire/explosion at Holt Street Traction Power Substation that was the result of component failure

Safety Events



Corrective Action Plans (CAPs)

- Currently 23 open CAPs (as of 1/25/2023)
- Proposed implementation dates through 12/31/2024



State Safety Oversight 2022 Recap and Final Thoughts

- HRT's Safety Department is very well-equipped and well-positioned
- Incremental progress continues to be seen in routine and unannounced checks
- Early challenges of system maturation
- HRT has taken steps to implement the Bipartisan Infrastructure Law
 - HRT met the 12/31/2022 deadline for its Joint Health & Safety Committee approval of its PTASP
- DRPT plans to enhance its risk-based inspection program to comply with FTA Special Directive 22-49



Questions?



February 2023

2022 Annual Status of Safety Report

Rail Fixed Guideway State Safety Oversight Program

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Executive Summary

The Virginia Department of Rail and Public Transportation (DRPT) is the designated Rail State Safety Oversight Agency (SSOA) for the Commonwealth of Virginia. In this role, DRPT oversees the Hampton Roads Transit (HRT) Tide light rail system in Norfolk. The state safety oversight agency's mission is the continuous verification that HRT is carrying out its documented programs to ensure the safety of its passengers and employees.

The Transit Rail Safety and Emergency Management Administrator oversees DRPT's oversight program with support from contracted consultant staff who are experts in fields such as train signaling, civil engineering, and rail operations. The budget for the state safety oversight program is funded by Federal Transit Administration (FTA) dedicated formula grants that are matched with DRPT administrative funds.

In its oversight role, DRPT:

- Conducts audits and inspections (both announced and unannounced) of the Tide system
- Reviews and adopts accident, incident, and hazard investigations
- Tracks and verifies HRT's progress in correcting safety and security gaps on its light rail system

2022 Program Highlights

Approved Documents

DRPT formally approved HRT's Public Transportation Agency Safety Plan (PTASP), Version 3 on January 3, 2023.

Triennial Audits

- March: HRT's Security and Emergency Preparedness Department
- September: HRT's multi-department implementation of the PTASP including Facilities, Engineering, Procurement, Human Resources, and others

Inspections

- February: Rules Compliance Inspection
- April: Safety Department Inspection
- June: Supervision Inspection
- July: Light Rail Vehicle (LRV) Maintenance Inspection
- November: Rules Compliance Inspection

Accident notification and investigations (all investigations and reports adopted by DRPT)

In 2022, there were two collisions with private occupancy vehicles (POVs). Both were the fault of the POV driver, and one of the collisions resulted in substantial damage.

Federal Regulatory Compliance

The FTA conducted its triennial audit of the DRPT SSO program in June 2021. The final audit report was issued to DRPT in February 2022 and contained three findings. DRPT generated proposed corrective actions to address these findings, which were submitted to the FTA on March 25, 2022. All corrective actions were closed by the FTA as of June 29, 2022.

The Infrastructure Investment and Jobs Act (IIJA), signed into law in November 2021, required HRT to make several updates to their safety program, including establishing and implementing a joint labor-management safety committee vested with the responsibility to formally approve the HRT PTASP. HRT was required to establish the committee by July 31, 2022, and to have the committee formally approve the PTASP by December 31, 2022. HRT successfully met these objectives by the deadlines mentioned above. In addition to the creation of a joint labor-management safety committee, the IIJA required HRT to update its PTASP to include strategies to minimize the exposure to infectious diseases, developing a risk reduction program to reduce transit worker assaults, and de-escalation training. These requirements are described in greater detail in the “Federal and State Legislative Changes” section.

FTA also issued a special directive to DRPT in Fall 2022 regarding the development and implementation of a Risk-Based Inspection (RBI) program. DRPT currently performs routine announced and unannounced inspections and will work closely with HRT and the FTA as we make enhancements to the inspection program to meet the RBI requirements.

Program Background and Overview

In 1996, FTA issued the Rail Fixed Guideway Systems State Safety Oversight Rule, 49 Code of Federal Regulations (CFR) Part 659. Under this rule, each state with rail fixed guideway systems not subject to the regulatory authority of the Federal Railroad Administration was responsible for overseeing the safety and security program implementation of these systems. Pursuant to Subdivision 16 of § 33.2-285 of the Code of Virginia, the designated Rail State Safety Oversight Agency (SSOA) is the Department of Rail and Public Transportation (DRPT) in the Commonwealth of Virginia. DRPT oversees the Hampton Roads Transit (HRT) Tide light rail system in Norfolk, Virginia.

The FTA certified DRPT's State Safety Oversight (SSO) program under 49 CFR Part 674 on April 4, 2018. This regulation directs eligible states to significantly strengthen their authority to oversee and enforce safety requirements to prevent and mitigate accidents and incidents on rail fixed guideway systems subject to oversight. Additionally, it mandates eligible states to demonstrate legal and financial independence from these rail transit systems, as well as provide the necessary financial and human resources for overseeing the number, size, and complexity of rail transit systems within their jurisdictions. While the regulation does not mandate oversight of security practices at the rail transit system, DRPT maintains this authority over HRT security and emergency preparedness programs as authorized by the Code of Virginia. This report details State Safety Oversight activities at the HRT Tide light rail system¹ from January 1 through December 31, 2022.

¹ An interstate compact was enacted on August 22, 2017, creating the Washington Metrorail Safety Commission (WMSC). Effective March 18, 2019, the WMSC is the designated State Safety Oversight Agency for WMATA Metrorail. To learn more about WMSC's oversight role, please visit <https://wmsc.gov/oversight/>.

State Safety Oversight Responsibilities

DRPT's SSO program activities are intended to ensure that the rail transit agency (RTA) places safety considerations over operational expediency in all decision making. An important distinction should be made in delineating the role of the SSOA versus the role of the RTA in maintaining and improving rail safety. The SSOA's role is that of the regulator ensuring that all the mechanisms in place at the RTA are sound and unconditionally applied. The state does not perform day-to-day functions at the RTA. Alternatively, the RTA's role is to perform all necessary programmatic, procedural, technical, engineering, and operational activities that it has formally adopted to maintain safety in rail operations.

DRPT's oversight mission is to continuously verify that the RTA is carrying out its documented programs to ensure the safety of its passengers and employees. DRPT's oversight efforts are fully transparent to HRT. All DRPT's actions, including those that denote various deficiencies at HRT, are communicated objectively with the goal of improving HRT's rail safety posture and without assigning fault. Although HRT's Safety and Security Departments are the custodians of HRT's safety and security programs, the entire organization, including its senior executives, middle managers, supervisors, and frontline personnel, is empowered and responsible for upholding its safety goals.

The entirety of this oversight effort is called the "Program." The activities of the DRPT oversight program are described in a document titled the Safety and Security Program Standard (SSPS). As mandated by federal regulation, the SSPS contains a description of DRPT's organizational structure and lines of authority that support the oversight program. It also lists DRPT's protocols for operating a federally compliant SSO program. The SSPS is a dynamic document that undergoes annual review and updates to reflect enhancements to the program. This document and its practices are subject to FTA review.

Key Program Activities

Throughout the year, the SSOA's key program activities include:

- Conduct regular work sessions with HRT rail safety, security, operations, and maintenance personnel
- Conduct audits, inspections, and special assessments of HRT's light rail operations
- Review and approve primary HRT rail safety, security, and emergency preparedness plans
- Conduct or adopt rail investigations for accidents, incidents, and hazards occurring on the HRT light rail system
- Track and verify HRT's progress in correcting safety and security gaps on its light rail system

Staffing

The Transit Rail Safety and Emergency Management Administrator (Administrator) oversees DRPT's SSO program and reports directly to the DRPT Director. The Administrator, Andrew Ennis, performs all programmatic decision making and supervisory tasks with the support of contracted consultants. The consultant staff include subject matter experts (SMEs) in the fields

of train signaling, engineering, track and structures, rail vehicles, and rail operations. The Moving Ahead for Progress in the 21st Century Act (MAP-21), published in 2012, and a subsequent federal regulation directed FTA to establish a more comprehensive and standardized training and certification program for designated state and RTA personnel who conduct rail safety reviews and have direct safety oversight responsibility. This certification program places greater emphasis on SSO and RTA staff obtaining certifications and competencies specific to the rail system they work and oversee. The DRPT Administrator and consultant staff are compliant with the above-mentioned regulations.

Program Highlights from 2022

All the SSO program components command equal significance. These program components are designed to be symbiotic, with information and intelligence gathered in one program element informing another. For instance, information gathered in a triennial audit might inform an accident investigation. In the same manner, a finding of cause discovered during an accident investigation might spur closer scrutiny of a certain practice at the RTA, prompting frequent inspections by SSO staff.

Approval of Program Documents

Federal regulation mandates that the SSOA annually review and approve key documents associated with safety and security at the rail transit system. Accordingly, in 2022 DRPT reviewed and approved HRT's Security and Emergency Preparedness Plan Version 8.

The Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, requires certain operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement safety management systems and safety performance targets. 49 CFR Part 673 also requires an annual review and update of the PTASP. Additionally, the IIJA had numerous implications for SSOAs and RTA safety programs. These requirements are described in greater detail in the "Federal and State Legislative Changes" section.

HRT incorporated all the applicable requirements from the IIJA into its agency safety plan. DRPT conditionally approved HRT's PTASP on December 1, 2022. The Joint Health & Safety Committee subsequently approved the PTASP by the December 31, 2022, deadline and DRPT provided final approval on January 3, 2023.

Triennial Audits

One of the mechanisms DRPT utilizes to assess the ongoing health of HRT's rail safety performance is the triennial audit process. Triennial audits gauge the level to which safety is integrated into rail operations, maintenance, training, human resources, procurement, engineering, quality assurance departments, and management structure. All these separate departments, and the organization, support the safe operation of the rail system. The methodology associated with the triennial audits is the continuous and robust assessment of all these departments and their documented efforts at ensuring safety of HRT's passengers and employees. Instead of a single audit of the entire program being conducted once every three years, DRPT conducts this audit on a continual three-year cycle. During these audits, if DRPT concludes that any aspects of HRT's documented programs related to rail safety are not being executed as officially described, DRPT will record these as findings.

Findings are classified as either Findings of Non-Compliance (FNCs) or Findings of Compliance with Recommendations (FCRs). FNCs generally relate to those areas where the RTA is not following federal or state requirements or its own established plans, policies, procedures, or where such documents are nonexistent. FCRs are deficiencies where the RTA has practices or plans that do not rise to the level of non-compliance with established policies, procedures, or industry standards. Further, they are a preemptive attempt at preventing a low hazard condition from progressing to a situation where it could result in a non-compliance/safety critical issue if unchecked. The RTA is required to address such findings through corrective action plans (CAPs). These CAPs can take the form of recalibrating a program or procedure to better match their practical applications, reinstruction, or instituting new procedures or programs. DRPT reviews and approves all CAPs proposed by HRT and monitors these CAPs to ensure completion within established timeframes.

DRPT conducted two triennial audits of HRT in March and September 2022. Both triennial audits were conducted on-site. HRT submitted documents subject to audit early for review, and interviews with HRT personnel were pre-scheduled and conducted.

The March triennial audit assessed HRT's Security and Emergency Preparedness Department. This audit resulted in the following FNCs and FCRs:

- FNC-1: HRT did not submit its 2021 SEPP updates to DRPT for review by July 31 as required by SSPS Section 4.3.
- FCR-1: Several of HRT's security procedures were not reviewed, and if applicable, updated annually in accordance with HRT EXE-101.
- FCR-2: HRT does not require its contracted security personnel to complete refresher training other than for track access training.

The September triennial audit assessed the implementation of the PTASP across HRT's Finance, Marketing and Communications, Internal Audit, Records Management, Planning and Development, Engineering and Facilities, Technology, and Human Resources Departments. This audit resulted in the following FNCs and FCRs:

- FNC-1: Customer Relations did not post a customer service alert related to the out-of-service elevators at NSU station because the appropriate staff were not notified.
- FNC-2: Technology has not been consistently attending the SMSC meetings nor providing the specified data reporting to the committee per the PTASP.
- FNC-3: According to Facilities, two quarters of fire suppression system inspections were missed due to a lapse in the contract with HRT's inspection vendor.
- FNC-4: Facilities currently maintains completed vendor inspection reports in an Outlook email folder. This is not in compliance with HRT's REM-100 policy.
- FNC-5: The elevator inspection done in April 2022 shows both NSU elevators' certificates expired in 2019; however, HRT allowed these elevators to continue in service after failing certification.
- FNC-6: At time of the audit, relevant stakeholders in external departments were not properly notified regarding the out of service elevators at NSU.
- FCR-1: Business Development is currently housed under the Marketing and Communications Department, however, the current PTASP lists this function under Planning and Development.
- FCR-2: HRT's employee handbook requires the following revisions: inclusion of HRT's safety reporting program; include a reference to reasonable suspicion in the fitness for duty section.

- FCR-3: Although the Finance Department is listed as a participant in SMSC, Procurement does not routinely attend the meetings and is not currently required to report data. HRT may benefit from regular reporting by Procurement about the status of safety related procurements and the status of requests for safety-related budget resource.
- FCR-4: The Public Affairs Officer and Social Media Coordinator have not completed appropriate National Incident Management Systems (NIMS) training in accordance with HRT's Security and Emergency Preparedness (SEPP) and emergency management best practices.
- FCR-5: Marketing and Communications were not on the internal distribution list regarding service changes that may need to be announced via social media.
- FCR-6: The PTASP should be updated to clarify the nuance of Facilities' responsibilities at the NTF, and Tide stations does not extend to the whole facility but rather the admin areas and the "building envelope" and that "specialty equipment" maintenance is the responsibility of operations and maintenance departments.
- FCR-7: The hazmat program description in the PTASP and referenced documentation should clarify where Facilities is responsible for keeping the inventory and SDS.
- FCR-8: The PTASP currently delegates HRT's Transit Asset Management program to the Facilities Department, however it has transitioned to the Executive Department.
- FCR-9: HRT Facilities does not have a sufficient process to oversee and ensure compliance by contractors for safety-critical systems and equipment.
- FCR-10: Records Management does not currently engage directly with departmental records coordinators to determine whether other departments are adhering to records management policies.

DRPT approved proposed CAPs for all the findings listed for both the March and September audits. One of the requirements for a CAP is the RTA must provide an estimated completion date that is both realistic and practical. The estimated completion date should be based on the severity and complexity of the finding the CAP is designed to address. Because of this, it is understood that some CAPs may have a shorter estimated completion period while others may have estimated completion plans that could span several months or years. CAPs with long-term estimated completion dates are acceptable with continued monitoring. A final completion date is assigned when a CAP is verified by the SSO program as ready for closure. As of this writing, all findings from the September 2022 triennial audit and associated corrective actions remain open, in accordance with timeframes prescribed in the SSPS. These corrective actions are actively monitored by DRPT, which will continue to work collaboratively with HRT on resolving open corrective actions.

Inspection Program

The DRPT inspection program is intended as a cooperative effort with HRT to assess the safety and security of operations and maintenance practices. Additionally, it is used to verify overall compliance with federal rules and standards as well as all relevant HRT rules, standards, and procedures on an ongoing basis. The program allows DRPT to:

- Evaluate topics of heightened risk based on recent information, trends, or incidents
- Identify potential problem areas requiring further investigation and solution development
- Assist HRT by providing independent evaluations of procedural and rules compliance
- Gain consistent involvement in HRT operations, maintenance, and safety programs

Inspections typically last one to two days and involve multiple topics and types of observations or reviews, some of them simultaneous. Inspection activities are based on both a regular rotation of subject matter areas as well as areas of heightened risk. Areas of heightened risk are determined through extensive data analysis. Inspection activities can include the following areas of focus:

- Rail Vehicles
- Vehicle Maintenance Facilities and Yards
- Track Access/Roadway Worker Protection
- Traction Power System
- Signal System
- Rail-Highway Grade Crossings
- Operations Control Center
- Rule compliance results provided by HRT

Inspections may be announced or unannounced. For announced inspections, DRPT may provide notice to HRT up to 24 hours before the inspection occurs. If DRPT anticipates an inspection will require specific HRT personnel or preparation, DRPT will provide advance notice to assist with scheduling. For unannounced inspections, DRPT personnel will arrive on the property without advanced notice to HRT. Inspections are conducted from public areas as well as on the Tide right-of-way. Inspections taking place from public areas, such as onboard trains, in stations, or from the street, will not be announced to the HRT personnel performing the operations or maintenance being observed. For any inspections performed on the Tide operating right-of-way, DRPT will provide advanced notification to HRT to ensure coordination and compliance with all HRT right-of-way access and permitting requirements. DRPT oversight program representatives will abide by all HRT safety rules and regulations while on HRT property, including roadway worker protection requirements.

DRPT will publish an inspection report detailing inspection activities after its conclusion. For each inspection, the report will document any observations, violations, potential hazards, deficiencies, and areas for improvement. Unlike the triennial audits, HRT is not required to develop CAPs in response to items in the report unless it is specifically issued by DRPT in an inspection report. However, DRPT strongly encourages HRT to respond to the report and develop CAPs. Even if no deficiencies are identified during an inspection, HRT often proactively addresses inspection items by generating corrective actions or mitigations.

In 2022, DRPT conducted the following inspections:

- February: Rules Compliance
- April: Safety Department
- June: Rules Compliance
- July: LRV Maintenance
- November: Rules Compliance

Finding(s) issued by DRPT during the 2022 inspection cycle:

- FNC-1: HRT is not completing its OCS fixed termination tension inspections in accordance with OPS-LRSY 302.
 - HRT resolved this finding through the CAP process before the end of 2022.

Safety Event Notification and Investigation

Federal regulation requires rail transit agencies subject to oversight to notify the SSOA and the FTA of accidents that occur on the rail system. The FTA defines “accidents” as “an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision involving a rail transit vehicle; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.” Further, DRPT requires HRT provide additional notifications of safety events that do not meet the FTA definition for an accident. Additional safety events can include “incidents” and “occurrences” like multiple injuries, significant damage, rule violations or service delays. All event notifications are reported directly to the Administrator within the timeframes prescribed in the SSPS.

DRPT is required to investigate all accidents. To conduct these investigations, DRPT may authorize HRT to investigate on its behalf, or DRPT can conduct its own independent investigation. In the event the National Transportation Safety Board (NTSB), FTA, or other federal entity launches an investigation into an HRT light rail accident, DRPT will join the investigative process. DRPT is ultimately responsible for the sufficiency and thoroughness of all investigations, whether conducted by DRPT or HRT. DRPT reviews all investigation reports prepared by HRT for accuracy and adopts each report as its own official investigative report once all DRPT requirements have been met.

During 2022, there were two collisions involving light rail vehicles and privately owned vehicles (POVs), six reportable fires, and several signal and rule violations by rail Tide operators. The investigations into these events concluded:

- The two collisions with POVs were the fault of the POV drivers (traffic violations).
- The six fires were found to be non-preventable.
 - One fire took place at the Holt Street traction power substation. The root cause was identified as component failure.
 - Three of the fires were found to be caused by imprudent actions of patrons. The remaining fires were caused by imprudent actions of the public (brush fires).
- The signal and rule violations were found to be preventable. HRT implemented and closed several CAPs to address these violations before the end of 2022.

Of these events, one of the POV collisions and the fire at the Holt Street traction power substation met the criteria for reporting to the FTA. HRT properly reported these events to the FTA. All investigation reports were reviewed and adopted by the DRPT Administrator.

FTA Actions

On June 8-11, 2021, the FTA conducted its triennial audit of the DRPT SSO program. The FTA issued its final audit report to DRPT in February 2022 with following findings:

- DRPT did not have a process for investigating allegations of noncompliance with HRT’s PTASP.
- DRPT did not determine an appropriate staffing level for the current SSO Program.
- DRPT did not demonstrate its employees and other personnel are qualified to perform their functions.

In March, DRPT submitted proposed corrective actions to address these findings. All proposed corrective actions were approved by the FTA and closed by the FTA as of June 29, 2022.

In October 2022, the FTA issued Safety Advisory 22-1 and Safety Advisory 22-2. Safety Advisory 22-1 recommended that SSOAs direct RTAs to evaluate the sufficiency of current RTA periodic maintenance inspection procedures for rail car passenger door inspection and function testing. To address Safety Advisory 22-1, HRT performed an assessment of the current inspection procedures for rail car passenger door inspections and functioning testing. HRT provided the completed vehicle inspection checklists to DRPT to show that door inspections are included as part of their periodic maintenance inspection programs.

Safety Advisory 22-2 recommended that SSOAs direct RTAs to consider signal system safety and train control as part of their safety risk management (SRM) process and SSOAs review the signal system safety and train control SRM activities to confirm RTAs have adequately addressed hazards and potential consequences. To address Safety Advisory 22-2, HRT provided DRPT with copies of its current safety data related to the function of the Tide signal system. Additionally, HRT will submit copies of meeting minutes from its monthly Safety Management System Committee through June 2023 to verify that signal system performance and failures are being discussed as part of the SRM process.

On October 21, 2022, the FTA issued Special Directive 22-49 requiring DRPT to develop and implement a risk-based inspection program within two years of the issuance of the Directive. DRPT will work to enhance its risk-based inspection program to comply with the FTA Special Directive 22-49.

Federal and State Legislative Changes

The Infrastructure Investment and Jobs Act (49 U.S.C. § 5329 / IIJA § 30012) continues the public transportation safety program. The Act includes the following changes for the program:

- Provides state safety oversight agencies authority to collect and analyze data and conduct risk-based inspections of rail fixed guideway transportation systems
- Requires agency safety plans to be consistent with Centers for Disease Control and Prevention and State health authority guidelines to minimize exposure to infectious diseases
- Requires recipients serving an urbanized area with a population of fewer than 200,000, to develop their agency safety plan in cooperation with frontline employee representatives
- Requires recipients of section 5307 funds that serve urbanized areas with populations of 200,000 or more to undertake the following activities:
 - Establish a Safety Committee, composed of representatives of frontline employees and management, that is responsible for identifying, recommending, and analyzing the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies' safety risk assessment.
 - Develop and add to their agency safety plan, a risk reduction program for transit operations to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database.

- Set risk reduction performance targets using a three-year rolling average of the data submitted by the recipient to the National Transit Database and allocate not less than 0.75 percent of their section 5307 funds to safety related projects.
- Require maintenance personnel to meet the existing safety training requirements and safety, operations, and maintenance personnel to complete de-escalation training.

HRT incorporated all the applicable requirements detailed above into its agency safety plan and met all IIJA deadline requirements