



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

Thursday, July 27, 2023, at 1:00 p.m.

3400 Victoria Boulevard, Hampton, VA – In Person - Zoom

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, July 27, 2023, at 1:00 p.m., at 3400 Victoria Boulevard, Hampton, VA.

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

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, July 27, 2023, at 3400 Victoria Boulevard,  
Hampton, VA at 1:00 p.m. in Person – Zoom

### AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of June 22, 2023, Meeting Minutes
3. President's Monthly Report - William Harrell

A. Board Updates

4. Committee Reports

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

- June 2023 Financial Report
- 2021 External Financial Audit Report

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

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

The below contracts were approved at the Operations & Oversight Committee on  
Monday, May 22, 2023:

- **Contract No. 23-00243 Hybrid Bus and Allison Transmission Diagnostic  
and Repair Services (Renewal)**

**Commission Consideration:** Award of a sole source contract to Western  
Branch Diesel to provide hybrid bus and Allison transmission diagnostic and  
repair services in the amount of \$672,943.39 for five (5) years.

- 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
- 5. Old and New Business
- 6. Comments by Commission Members
- 7. Closed Session (as necessary)
- 8. Adjournment

The Transit Management Company Annual Meeting will be held immediately following  
the  
Regular TDCHR Meeting.

**The next meeting will be held on Thursday, August 24, 2023, at 1:00 p.m.  
at 509 E. 18<sup>th</sup> Street, Norfolk, VA**



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

Thursday, June 22, 2023, • 1:00 p.m. 509 E 18<sup>th</sup> Street Norfolk, 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  
Commissioner Daugherty, VDRPT (ZOOM)  
Commissioner White, Hampton  
Commissioner Bullock, Newport News  
Commissioner Houston, Norfolk  
Commissioner Glover, Portsmouth

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

Ray Amoruso, Chief Planning and Development  
Tammara Askew, Administrative Support Technician  
Monique Battle, Associate Project Manager (Zoom)  
Keisha Branch, Director of the Office of Program & Project Excellence  
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 (Zoom)  
David Burton, General Counsel, Williams Mullen  
Rodney Davis, Director of Customer Relations  
Glenda Dixon, Director of ERP Services  
Sheri Dixon, Director of Revenue Services (Zoom)  
Jennifer Dove, Civil Rights/Grants Program Manager  
April Garrett, Senior Executive Assistant (Zoom)  
Vanity Faulkner, Budget Analyst, (Zoom)  
Angela Glass, Director of Budget & Financial Analysis (Zoom)  
Keith Johnson, Paratransit Service Contract Administrator  
Jonathan Greene, Sr., Manager of Bus Transportation  
Wayne Groover, Director of Rail Maintenance  
Shelia Gulledge, Manager Technology PMO  
William Harrell, President, and CEO  
Danielle Hill, Director of Human Resources  
Robert Lee, RTS Program Manager (Zoom)

Sonya Luther, Director of Procurement  
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)  
Tracey Johnson, Security Specialist, (Zoom)  
Shane Kelly, Manager Security & Emergency Preparedness, (Zoom)  
Patrick McGowan, Manager of Rail Transportation (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)  
John Powell, Telecommunications Specialist  
Michael Price, Chief Information Officer/CTO  
Chad Pritchett, Senior Budget Analyst (Zoom)  
Luis Ramos, Sr. Executive Administrator/Commission Secretary  
Shleaker Rodgers, Quality Assurance Auditor (Zoom)  
Dawn Sciortino, Chief Safety Officer (Zoom)  
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)  
Jessica White, Contract Administrator  
Kim Wolcott, Chief Human Resources Officer  
Kristine Woodbury, Contract Specialist

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

Alt Commissioners Lisa Cipriano, City of Newport News (Zoom)  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)  
Ernest Docs, Paratransit User  
Denise Johnson, Chair, Transit Riders Advisory Committee  
Mark Geduldig-Yatrosky, City of Portsmouth Citizen  
Ina Kreps, Portsmouth Consumer  
Bret McKenzie, Citizen  
Jason Mitchell, City of Hampton  
Janice Taylor, League of Women Voters (Zoom)  
Alt. Commissioner Velissarios, City of Newport News  
Mr. E. V. Ragasa, Newport News, Citizen

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**

Mr. Ragasa expressed some of his concerns with attendees of the meeting riding the HRT system. He encouraged everyone to ride the regional transit system.

A motion to close public comments was made by Vice Chair Woodbury and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Ross-Hammond, Woodbury, McClellan, Johnson, Carey, Daugherty, Bullock, Houston, and Glover

Nays: None

Abstain: None

### **Approval of May 25, 2022, Meeting Minutes**

A motion to approve the May 25, 2023, minutes was made by Commissioner Bullock and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Ross-Hammond, Woodbury, McClellan, Johnson, Carey, Daugherty, Bullock, Houston, and Glover

Nays: None

Abstain: None

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

Mr. Harrell stated that HRT was pleased to host the Virginia Transit Association Conference (VTA) and Annual meeting, at which Dr. Ross Hammond was elected to be Vice Chair. It was noted that the organization will benefit greatly from having her in that leadership role.

During the VTA conference, HRT was pleased to be recognized for the hard work of our TRAFFIX department. Ms. Marie Arnt received the Helen Pool Transit Professional Distinguished Service Award, Ms. Latwana McClure received the Transit Employee Unsung Hero Award and Ms. Amber Leigh represented the entire department in receiving an award of excellence.

HRT has been very active with Operation Lifesaver. HRT recently won a new grant and has kicked off a new campaign, working closely with the City of Norfolk in terms of getting important light rail safety messages out to the public.

Mr. Harrell mentioned that this year nearly 600 student freedom passes have been distributed across 10 high schools throughout the region.

Mr. Harrell commented on HRT's IDEA committee, and its focus on inclusion, diversity, equity, and access, consistent with the mission of connecting Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable.

### **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 May 2023.

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

Commissioner Eisenberger stated that the committee met on Tuesday, June 19, 2023.

Mr. Eisenberger mentioned that Mr. Burns updated the committee on the June financials.

Mr. Eisenberger stated that Mr. Amoruso reviewed the Fare Policy.

Mr. Eisenberger announced that all localities have successfully adopted resolutions giving HRT the authority to strategically allocate federal funding for FY2024.

Mr. Eisenberger announced that he will continue to be Chair of the committee for Fiscal year 2024.

### **Operations and Oversight Committee**

The Operations and Oversight Committee met on Thursday, June 8, 2023, in Norfolk.

There were three contracts presented to the Committee for approval. All contracts were successfully approved and are being cumulatively brought before the Board as a motion for approval from the Operations and Oversight Committee. Ms. Luther presented the following contracts to the board:

Ms. Luther presented **Contract No. 23-00235 – Light Rail Track (Renewal)** to award of a contract to H & B Railroad Company, Inc. to perform track work associated with the Norfolk Light Rail Transit. The cumulative amount of all Task Orders issued under this Contract will not exceed \$6,900,000.00 over the four-year period.

Ms. Luther presented **Contract No. 23 – 00241 Oracle Enterprise Database Annual Support (Renewal)** to award of a contract to Mythics, LLC to provide Oracle Enterprise Database annual support in the not-to-exceed amount of \$1,478,819.22 over a five-year period.

Ms. Luther presented **Contract No. 23 – 00226 Waste Collection and Disposal Service (Renewal)** to award of a contract to TFC Recycling to provide waste collection and disposal services in the not-to-exceed amount of \$292,809.68 over a five-year period.

A recommendation was made by the Operations and Oversight Committee to approve the following contracts: **Contract No. 23-00235 – Light Rail Track (Renewal), Contract No. 23 – 00241 Oracle Enterprise Database Annual Support and Contract No. 23 – 00226 Waste Collection and Disposal Service (Renewal)** and was properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Woodbury, McClellan, Johnson, Carey, Daugherty, Bullock, White, Houston, and Glover

Nays: None

Abstain: None

Commissioner Glover stated that the next Operations and Oversight Committee meeting will be on July 13, 2023, in Hampton.

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

Vice Chairwoman Woodbury stated that the Planning and New Starts did not meet this month.

### **External Legislative Affairs Committee**

Commissioner Bullock stated that the External Legislative Affairs Committee did not meet this month.

The next ELAC meeting will be held on Wednesday July 19, 2023, in Hampton.

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

Past Chair McClellan stated that the committee did not meet this month. The next meeting will be held July 13, 2023, at 12 p.m. in Hampton.

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

Troy Bowser was not able to attend meeting. Mr. Keith Johnson gave a brief report.

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

TRAC Chair Johnson stated that the TRAC did not meet this month. Ms. Johnson stated that the next meeting will be on July 12, 2023, in Norfolk.

### **Old and New Business**

David Burton, Legal Counsel read **Resolution 01-2023 Resolution 01 – 2023 Fare Policy Language Adjustments for Hampton Roads Transit and related changes to the Fare Pricing Structure for all MAX Routes and Resolution 02 – 2023 Resolution 02 – 2023 Title VI Equity Analyses for Proposed Fare Change for all MAX Routes.**

Mr. Burton stated that this comes as a Recommendation for Approval from MFAC. Commissioner Glover properly seconded the motion. A roll call vote resulted as follows:

Ayes: Woodbury, McClellan, Johnson, Carey, Bullock, White, Daugherty, Houston, and Glover



Nays: None

Abstain: None

Vice-Chair Woodbury called on Robert Travers for the Nomination Committee report. Mr. Traver stated that the nominating committee met prior to the regular commission meeting. Mr. Travers stated that this comes from the nominating committee as a recommendation for approval. A motion to approve the officers for FY 2024 was made and properly seconded by Commissioner Glover. A roll call vote resulted in the adoption of the following slate of officers:

Commissioner Woodbury, Chair  
Commissioner Carey, Vice Chair  
Conner Burns, Treasurer  
Luis Ramos, Secretary

Ayes: Woodbury, McClellan, Johnson, Carey, Daugherty, Bullock, White, Daugherty, Houston, and Glover

Nays: None

Abstain: None

### **Closed Session**

There was no closed Session.

### **Commissioner Comments:**

Commissioner Carey thanked the Board for their vote.

### **Adjournment**

With no further business to conduct, the meeting adjourned at 1:42 p.m.

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

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**Patricia Woodbury  
Vice-Chair**

**ATTEST:**

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**Luis Ramos  
Commission Secretary  
June 22, 2023**



### HRT Hosts VTA Conference

Hampton Roads Transit hosted the 2023 Virginia Transit Association's Conference and Expo. It was held May 22-23 at the Sheraton Virginia Beach Oceanfront Hotel. HRT staff lead and participated in several panel discussions during the two-day event. One of the highlights came during the awards ceremony at the conclusion of the conference when several HRT staff members were recognized. Public Outreach Coordinator, Marie Arnt, received The Helen Poore Transit Professional Distinguished Service Award and Vanpool Program Coordinator, Latwana McClure, received the Transit Employee Unsung Hero Award. Our sincere congratulations to both.



### Operation Lifesaver Campaign Begins

"See Tracks? Think Train!" That's the message behind our latest light rail safety campaign. It kicked off June 5 at the Norfolk Tide facility with the unveiling of a special train wrapped in a design created by HRT Graphic Designer, Morgan Williams. HRT was awarded a \$20,000 grant by Operation Lifesaver Inc. to fund the campaign. Our Public Outreach team will be working with the City of Norfolk to raise awareness about safety around light rail tracks all summer long.



### Smooth Sailing at Harborfest & Seawall Musical Festival

It was all hands on deck for two major events this month. The 47th Norfolk Harborfest was held at Town Point Park, while across the Elizabeth River, Portsmouth held its 44th Annual Seawall Music Festival. To ensure it was smooth sailing across HRT services, dozens of extra staff were on hand. Event "Ambassadors" were placed at various bus stops and Tide stations to help with crowd control, safety, and ticket vending machines. We deployed electric buses to serve as shuttles from Downtown Norfolk to Park and Ride locations. Staff also set up on both sides of the water to help with ferry boardings.



### Student Freedom Pass a Big Success

Now that the school year has come to an end, we want to share with you the success of HRT's Student Freedom Pass Program. Working closely with public schools across Hampton Roads, the Public Outreach team distributed nearly 600 Student Freedom Passes at 10 high schools throughout Norfolk, Hampton, Newport News, and Virginia Beach. They distributed more than 200 passes in one day at Hampton High School. Student Freedom Pass Ridership has reached more than 185,000, so far, this fiscal year.



### Hampton Roads Pridefest Partnership

June is Pride month and HRT is letting customers know they can "Ride with Pride." Members of Public Outreach will be participating in Pridefest, on Saturday, June 24 at Town Point Park in Downtown Norfolk. HRT will have a booth with information on current job opportunities. We'll have a bus on site and one of the Elizabeth River ferries will be decked out with colorful lights.



### HRT Hosts Norfolk Firefighters for Battery Bus Response Training

On May 16th HRT hosted nearly 40 first responders from the Norfolk Fire Department for electric bus response training. It's the first time the agency has done this level of training since acquiring our electric buses. Although this kind of training is not yet required, it is encouraged by the American Public Transportation Association (APTA) and the Federal Transit Administration (FTA). It's also seen as a great opportunity to continue relationship building with the cities we serve. The training was paid for out of the grant funding for our electric bus program.



### FREE Fares to Commemorate Juneteenth

Hampton Roads Transit is proud to commemorate Juneteenth once again by offering FREE fares. On Monday, June 19, customers can ride free on all bus, light rail, ferry, trolley, and paratransit services. HRT first offered free fares in honor of Juneteenth in 2020, one year before it was an officially recognized state holiday in the Commonwealth.



### IDEA Committee Marks One Year

This month our Inclusion, Diversity, Equity and Accessibility Committee marks one year since it was formed. The Committee was created in June of 2022 when HRT became a founding signatory of the American Public Transportation Association's Racial Equity Action Plan. The Committee is made up of a diverse group of HRT employees. It is tasked with developing and implementing the agency's DEI strategic plan and connecting HRT with the diverse communities it serves to achieve a greater awareness of the needs of our customers.



# President's Letter

## July 2023

### CELEBRATING 40 YEARS OF THE ELIZABETH RIVER FERRY

This month Hampton Roads Transit is celebrating the 40th Anniversary of the Elizabeth River Ferry. People have been ferried across the Elizabeth River by boat for hundreds of years, beginning in the early 1600's, when oarsmen carried foot passengers between Norfolk and Portsmouth. About a hundred years later skiffs began transporting horse-drawn wagons across the river. The 1800's brought about the first paddlewheel ferry, which resembles the ferry boats we use today.

Following the opening of the Downtown tunnel between Norfolk and Portsmouth, ferry service was discontinued in 1955. It resumed in earnest about 30 years later, thanks in large part to David Jordan of Norfolk by Boat and George Hanbury II, former Portsmouth City Manager. Mr. Jordan began operating our first 45-passenger ferry, using a rented boat, under contract with Tidewater Regional Transit, on July 14, 1983.

The City of Portsmouth planned to purchase a ferry but when that fell through, Mr. Jordan was not deterred. He found a two-year-old paddlewheel style ferry in Florida and bought it for \$356,000 using his own money. The Elizabeth River Ferry or ERF I held 150 passengers and began operating in March 1985.

The ferry service is credited with sparking economic growth on both sides of the water. Service began just as Waterside was opening in 1983. At one point Norfolk city officials remarked that they had more people coming in the backdoor at Waterside, meaning the dock, than the front door. The ferry service also helped transform High Street in Portsmouth, leading to a revitalized downtown.

Our ferry service not only carries commuters back and forth, it's a source of entertainment. Families ride it to reach the many summer festivals in Downtown Norfolk and Portsmouth, as well as to Harbor Park to catch a Tides baseball game. Believe it or not, the ferry has even fostered romance. Several passengers and employees have met on the ferry and gone on to get married. Suffice it to say, the ferry service brings the community together in a real, tangible way.

For four decades now, HRT has enjoyed a partnership with Mr. Jordan and Norfolk by Boat. Over the years the Elizabeth River Ferry fleet has grown exponentially. As we embark on this 40th Anniversary celebration, we anticipate welcoming two new ferries, Elizabeth River Ferry VI and Elizabeth River Ferry VII, later this year.

We look forward to another 40 years of providing Hampton Roads families with this unique travel option and expanding transit options throughout the region.

Sincerely,

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





# President's Report

## July 2023



### Elizabeth River Ferry Celebrates 40th Anniversary

The Elizabeth River Ferry turned 40 on July 14, 2023! Dozens of people gathered at the North Landing ferry dock in Portsmouth for the celebration. Guest speakers included The Mayor of Portsmouth, Shannon Glover, Elizabeth River Crossings CEO, Anna Bonet, and Norfolk by Boat owner, David Jordan. Over the last 40 years, the ferry has moved more than 16.5 million riders back and forth across the Elizabeth River.



### Bethel High School Students Visit HRT

Our Marketing and Communications team hosted a group of students from Hampton City School's Summer Business Institute. The students attend Bethel High School's Media Arts and Design Academy and its Law and Public Safety Academy. They heard a presentation on the recent success of HRT's Operation Lifesaver campaign. The students had a chance to ask questions and were engaged throughout.



### Ride The Tide to the Tides Partnership

HRT and the Norfolk Tides have teamed up to let fans ride the Tide for free. All Norfolk Tides fan need to do is show their game ticket for a free ride on the light rail to and from Harbor Park. The free service is available for all remaining home games that include fireworks. That gives families about five more chances to take in a baseball game and try transit for free.



### HRT Awarded \$25M for Southside Facility

The Federal Transit Administration (FTA) has awarded Hampton Roads Transit a \$25 million grant as part of its Grants for Buses and Bus Facilities program. The money will be used to help pay for the new Southside Bus Operating Facility to accommodate zero-emission buses while assisting with maintenance of our current fleet. HRT is one of only 130 award recipients nationwide and four in the Commonwealth.



### Hampton Hosts Transit Security System Training Class

HRT hosted a Transit System Security class for the Transportation Safety Institute. Agencies from all over the country attended the weeklong event in Hampton during the last week of June. This course is part of the curriculum for the Light Rail and Bus Transit Safety and Security. In all, 27 people earned a certificate of completion, including seven HRT staff members.



### Operations Brings Back Mobile Heart to Heart Events

In July, Operations continued its Mobile Heart to Heart program. Management set up at transfer areas on the North and Southside with snacks, drinks, and HRT swag. Operators had a chance to talk with staff they otherwise might not get to while driving their routes. Management recognizes how important it is for operators to be able to give suggestions, ask questions and talk with supervisors about what they see on the road.



HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

# JUNE 2023 FISCAL YEAR 2023 FINANCIAL REPORT

**gohrt.com**

# OPERATING FINANCIAL STATEMENTS

## June 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	\$ 824.2	\$ 99.7	13.8 %		\$ 8,694.8	\$ 8,712.6	\$ 17.9	0.2 %
Advertising Revenue	800.0	66.7	74.5	7.8	11.8 %		800.0	1,020.6	220.6	27.6 %
Other Transportation Revenue	2,158.9	179.9	222.1	42.2	23.4 %		2,158.9	2,646.2	487.3	22.6 %
Non-Transportation Revenue	60.0	5.0	96.6	91.6	1,832.5 %		60.0	396.9	336.9	561.5 %
Total Operating Revenue	11,713.7	976.1	1,217.4	241.3	24.7 %		11,713.7	12,776.3	1,062.7	9.1 %
Non-Operating Revenue										
Federal Funding (5307/5337)	26,694.0	2,224.5	5,090.4	2,865.9	128.8 %		26,694.0	29,073.8	2,379.8	8.9 %
HRRTF Funding	10,319.0	859.9	667.7	(192.2)	(22.3) %		10,319.0	5,285.6	(5,033.4)	(48.8) %
State Funding	31,464.9	2,622.1	2,622.1	0.0	0.0 %		31,464.9	31,464.9	0.0	0.0 %
Local Funding	45,396.5	3,783.0	3,783.0	0.0	0.0 %		45,396.5	45,396.5	0.0	0.0 %
Total Non-Operating Revenue	113,874.4	9,489.5	12,163.3	2,673.8	28.2 %		113,874.4	111,220.8	(2,653.6)	(2.3) %
TOTAL REVENUE	\$ 125,588.1	\$ 10,465.7	\$ 13,380.8	\$ 2,915.1			\$ 125,588.1	\$ 123,997.1	\$ (1,590.9)	
Personnel Services	\$ 76,707.0	\$ 6,223.7	\$ 7,925.9	\$ (1,702.2)	(27.3) %		\$ 76,707.0	\$ 74,495.9	\$ 2,211.2	2.9 %
Contract Services	12,498.4	1,140.2	774.4	365.8	32.1 %		12,498.4	9,755.3	2,743.1	21.9 %
Materials & Supplies	5,978.8	561.1	1,678.8	(1,117.7)	(199.2) %		5,978.8	7,378.2	(1,399.5)	(23.4) %
Gas & Diesel	8,519.3	855.5	655.7	199.8	23.4 %		8,519.3	7,613.1	906.2	10.6 %
Contractor's Fuel Usage	1,750.0	141.8	88.2	53.6	37.8 %		1,750.0	773.3	976.7	55.8 %
Utilities	1,438.9	109.1	128.0	(18.9)	(17.3) %		1,438.9	1,454.1	(15.3)	(1.1) %
Casualties & Liabilities	4,014.0	340.4	380.4	(39.9)	(11.7) %		4,014.0	4,343.0	(328.9)	(8.2) %
Purchased Transportation	13,235.3	965.4	1,214.3	(248.9)	(25.8) %		13,235.3	12,514.3	720.9	5.4 %
Other Miscellaneous Expenses	1,446.4	128.4	219.6	(91.1)	(71.0) %		1,446.4	1,314.6	131.8	9.1 %
TOTAL EXPENSE	\$ 125,588.1	\$ 10,465.7	\$ 13,065.1	\$ (2,599.5)			\$ 125,588.1	\$ 119,641.9	\$ 5,946.1	
SURPLUS (DEFICIT)			\$ 315.6					\$ 4,355.2		

1. Line of Credit balance as of July 20, 2023, is \$9,562,268.66

2. Non-Operating COVID Revenue and Expenses YTD - \$97,651

# OPERATING FINANCIAL STATEMENTS

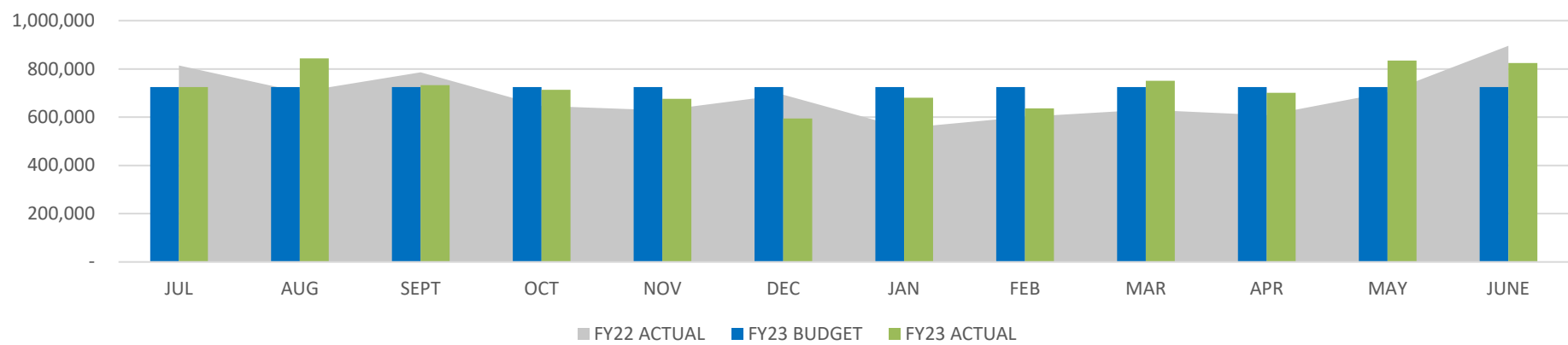
## June 2023

757 EXPRESS, 15-MINUTE INCREMENT

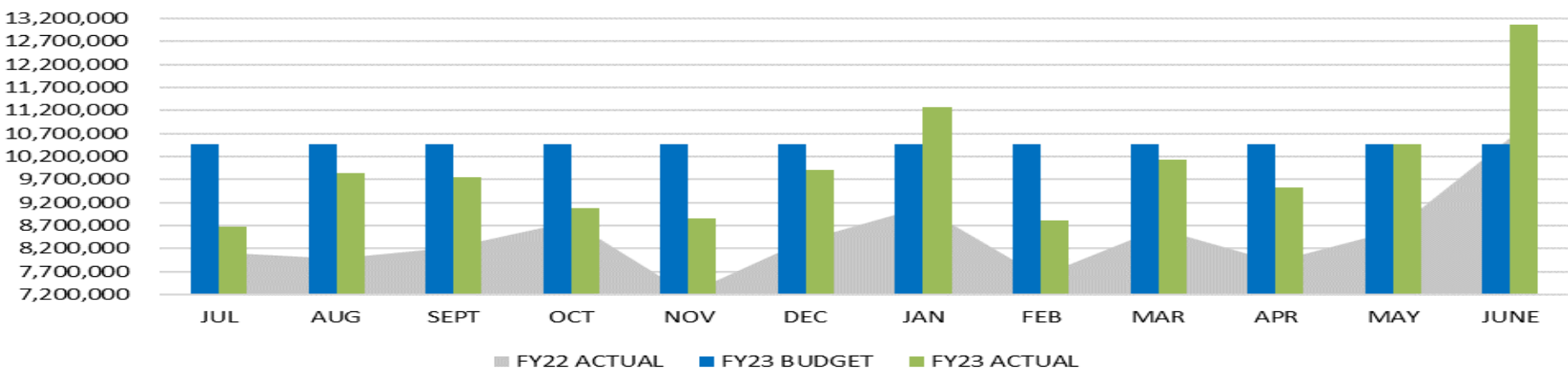
FISCAL YEAR 2023	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 879.4	\$ 73.3	\$ 73.1	\$ (0.1)	(0.2) %	\$ 879.4	\$ 664.7	\$ (214.7)	(24.4) %
RTS Program	10,319.0	859.9	667.7	(192.2)	(22.3) %	10,319.0	5,285.6	(5,033.4)	(48.8) %
TOTAL REVENUE	\$ 11,198.3	\$ 933.2	\$ 740.9	\$ (192.3)		\$ 11,198.3	\$ 5,950.2	\$ (5,248.1)	
Personnel Services	\$ 7,997.5	\$ 666.5	\$ 510.7	\$ 155.8	23.4 %	\$ 7,997.5	\$ 4,345.7	\$ 3,651.8	45.7 %
Contract Services	966.9	80.6	39.9	40.6	50.4 %	966.9	447.0	520.0	53.8 %
Materials & Supplies	1,934.3	161.2	170.7	(9.5)	(5.9) %	1,934.3	965.6	968.7	50.1 %
Utilities	74.3	6.2	4.8	1.4	23.1 %	74.3	44.2	30.1	40.5 %
Casualties & Liabilities	225.4	18.8	14.8	4.0	21.1 %	225.4	147.9	77.5	34.4 %
TOTAL EXPENSE	\$ 11,198.3	\$ 933.2	\$ 740.9	\$ 192.3		\$ 11,198.3	\$ 5,950.2	\$ 5,248.1	
SURPLUS (DEFICIT)			\$ -				\$ -		



Farebox Revenue



Total Expenses



	YEAR-TO-DATE				
FISCAL YEAR 2023 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
<b>REVENUE</b>					
Passenger Revenue	\$ 8,694.8	\$ 7,892.8	\$ 819.8	\$ 8,712.6	\$ 17.8
Advertising Revenue	\$ 800.0	\$ 938.4	\$ 82.2	\$ 1,020.6	\$ 220.6
Other Transportation Revenue	\$ 2,158.9	\$ -	\$ 2,646.2	\$ 2,646.2	\$ 487.3
Non-Transportation Revenue	\$ 60.0	\$ 135.8	\$ 261.1	\$ 396.9	\$ 336.9
Federal Funding (PM 5307/5337)	\$ 26,694.0	\$ 29,073.8	\$ -	\$ 29,073.8	\$ 2,379.8
HRRTF Funding <sup>1</sup>	\$ 10,319.0	\$ -	\$ 5,285.6	\$ 5,285.6	\$ (5,033.4)
State Funding	\$ 31,464.9	\$ 31,464.9	\$ -	\$ 31,464.9	\$ -
Local Funding	\$ 45,396.5	\$ 45,396.5	\$ -	\$ 45,396.5	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 125,588.1</b>	<b>\$ 114,902.2</b>	<b>\$ 9,094.9</b>	<b>\$ 123,997.1</b>	<b>\$ (1,591.0)</b>
<b>EXPENSE</b>					
Personnel Services	\$ 76,707.0	\$ 69,380.5	\$ 5,115.4	\$ 74,495.9	\$ 2,211.1
Services	\$ 12,498.4	\$ 9,085.4	\$ 669.9	\$ 9,755.3	\$ 2,743.1
Materials & Supplies	\$ 16,248.1	\$ 14,682.2	\$ 1,082.5	\$ 15,764.7	\$ 483.4
Utilities	\$ 1,438.9	\$ 1,354.3	\$ 99.9	\$ 1,454.2	\$ (15.3)
Casualties & Liabilities	\$ 4,014.0	\$ 4,044.7	\$ 298.2	\$ 4,342.9	\$ (328.9)
Purchased Transportation	\$ 13,235.3	\$ 11,655.0	\$ 859.3	\$ 12,514.3	\$ 721.0
Other Miscellaneous Expenses	\$ 1,446.4	\$ 1,224.4	\$ 90.2	\$ 1,314.6	\$ 131.8
<b>TOTAL EXPENSE:</b>	<b>\$ 125,588.1</b>	<b>\$ 111,426.5</b>	<b>\$ 8,215.4</b>	<b>\$ 119,641.9</b>	<b>\$ 5,946.2</b>
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ 3,475.7</b>	<b>\$ 879.5</b>	<b>\$ 4,355.2</b>	<b>\$ 4,355.2</b>

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.

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

FISCAL YEAR 2023 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 45,396.5	\$ 45,396.5	\$ 45,396.5	\$ -
Plus: Local Farebox	\$ 7,647.8	\$ 7,647.8	\$ 7,892.8	\$ 245.0
Locality Share - Sub-Total:	\$ 53,044.3	\$ 53,044.3	\$ 53,289.3	\$ 245.0
Plus: Federal Aid	\$ 26,694.1	\$ 26,694.1	\$ 29,073.8	\$ 2,379.7
State Aid	\$ 31,464.9	\$ 31,464.9	\$ 31,464.9	\$ -
Total Revenue Contribution:	\$ 111,203.3	\$111,203.3	\$113,828.0	\$ 2,624.7
Operating Expenses:	\$ 111,203.3	\$111,203.3	\$110,352.3	\$ (851.0)
Locality Budget Status to Date <sup>1</sup> :				\$ 3,475.7

KPI

Farebox Recovery:	6.9%	7.2%
Farebox % of Budgeted Expense:		7.1%

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

FISCAL YEAR 2023 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,723.7	\$ 2,723.7	\$ 2,723.7	\$ -
Plus: Local Farebox	\$ 455.0	\$ 455.0	\$ 422.9	\$ (32.1)
Locality Share - Sub-Total:	\$ 3,178.7	\$ 3,178.7	\$ 3,146.6	\$ (32.1)
Plus: Federal Aid	\$ 2,007.6	\$ 2,007.6	\$ 2,502.6	\$ 495.0
State Aid	\$ 1,993.8	\$ 1,993.8	\$ 2,063.2	\$ 69.4
Total Revenue Contribution:	\$ 7,180.1	\$ 7,180.1	\$ 7,712.4	\$ 532.3
Operating Expenses:	\$ 7,180.1	\$ 7,180.1	\$ 7,369.6	\$ 189.5
Locality Budget Status to Date <sup>1</sup> :				\$ 342.8

KPI

Farebox Recovery:	6.3%	5.7%
Farebox % of Budgeted Expense:		5.9%

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

FISCAL YEAR 2023 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,722.4	\$ 4,722.4	\$ 4,722.4	\$ -
Plus: Local Farebox	\$ 672.7	\$ 672.7	\$ 770.3	\$ 97.6
Locality Share - Sub-Total:	\$ 5,395.1	\$ 5,395.1	\$ 5,492.7	\$ 97.6
Plus: Federal Aid	\$ 3,265.3	\$ 3,265.3	\$ 4,157.7	\$ 892.4
State Aid	\$ 3,387.3	\$ 3,387.3	\$ 3,630.0	\$ 242.7
Total Revenue Contribution:	\$ 12,047.7	\$ 12,047.7	\$ 13,280.4	\$ 1,232.7
Operating Expenses:	\$ 12,047.7	\$ 12,047.7	\$ 12,798.9	\$ 751.2
Locality Budget Status to Date <sup>1</sup> :				\$ 481.5

KPI

Farebox Recovery:	5.6%	6.0%
Farebox % of Budgeted Expense:		6.4%

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

FISCAL YEAR 2023 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,492.8	\$ 7,492.8	\$ 7,492.8	\$ -
Plus: Local Farebox	\$ 1,111.7	\$ 1,111.7	\$ 1,303.5	\$ 191.8
Locality Share - Sub-Total:	\$ 8,604.5	\$ 8,604.5	\$ 8,796.3	\$ 191.8
Plus: Federal Aid	\$ 4,917.0	\$ 4,917.0	\$ 6,253.9	\$ 1,336.9
State Aid	\$ 5,337.1	\$ 5,337.1	\$ 5,723.6	\$ 386.5
Total Revenue Contribution:	\$ 18,858.6	\$ 18,858.6	\$ 20,773.8	\$ 1,915.2
Operating Expenses:	\$ 18,858.6	\$ 18,858.6	\$ 20,053.5	\$ 1,194.9
Locality Budget Status to Date <sup>1</sup> :				\$ 720.3

KPI

Farebox Recovery:	5.9%	6.5%
Farebox % of Budgeted Expense:		6.9%

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	\$ 19,709.4	\$ 19,709.4	\$ -
Plus: Local Farebox	\$ 3,560.9	\$ 3,560.9	\$ 3,535.7	\$ (25.2)
Locality Share - Sub-Total:	\$ 23,270.3	\$ 23,270.3	\$ 23,245.1	\$ (25.2)
Plus: Federal Aid	\$ 9,763.3	\$ 9,763.3	\$ 8,232.5	\$ (1,530.8)
State Aid	\$ 13,163.5	\$ 13,163.5	\$ 12,256.3	\$ (907.2)
Total Revenue Contribution:	\$ 46,197.1	\$ 46,197.1	\$ 43,733.9	\$ (2,463.2)
Operating Expenses:	\$ 46,197.1	\$ 46,197.1	\$ 42,689.8	\$ (3,507.3)
Locality Budget Status to Date <sup>1</sup> :				\$ 1,044.1

KPI

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

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	\$ 2,880.2	\$ 2,880.2	\$ -
Plus: Local Farebox	\$ 559.6	\$ 559.6	\$ 533.0	\$ (26.6)
Locality Share - Sub-Total:	\$ 3,439.8	\$ 3,439.8	\$ 3,413.2	\$ (26.6)
Plus: Federal Aid	\$ 1,942.8	\$ 1,942.8	\$ 2,335.3	\$ 392.5
State Aid	\$ 2,072.7	\$ 2,072.7	\$ 2,122.8	\$ 50.1
Total Revenue Contribution:	\$ 7,455.3	\$ 7,455.3	\$ 7,871.3	\$ 416.0
Operating Expenses:	\$ 7,455.3	\$ 7,455.3	\$ 7,576.3	\$ 121.0
Locality Budget Status to Date <sup>1</sup> :				\$ 295.0

KPI

Farebox Recovery:	7.5%	7.0%
Farebox % of Budgeted Expense:		7.1%

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



FISCAL YEAR 2023 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,868.0	\$ 7,868.0	\$ 7,868.0	\$ -
Plus: Local Farebox	\$ 1,287.9	\$ 1,287.9	\$ 1,327.4	\$ 39.5
Locality Share - Sub-Total:	\$ 9,155.9	\$ 9,155.9	\$ 9,195.4	\$ 39.5
Plus: Federal Aid	\$ 4,798.1	\$ 4,798.1	\$ 5,591.8	\$ 793.7
State Aid	\$ 5,510.5	\$ 5,510.5	\$ 5,669.0	\$ 158.5
Total Revenue Contribution:	\$ 19,464.5	\$ 19,464.5	\$ 20,456.2	\$ 991.7
Operating Expenses:	\$ 19,464.5	\$ 19,464.5	\$ 19,864.2	\$ 399.7
Locality Budget Status to Date <sup>1</sup> :				\$ 592.0

KPI

Farebox Recovery:	6.6%	6.7%
Farebox % of Budgeted Expense:		6.8%

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

<b>Contract No.:</b> 23-00243	<b>Title:</b> Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal)	<b>Contract Amount:</b> Base Year: \$119,180.50 Four Option Years: <u>\$553,762.89</u> <b>Total: \$672,943.39</b>
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**Acquisition Description:** Enter into a sole source renewal contract with Western Branch Diesel (Western Branch) to provide hybrid bus and Allison transmission diagnostic and repair services on an as needed basis.

**Background:** Hampton Roads Transit (HRT) has a requirement for maintaining a fleet of buses, manufactured by Gillig, and having Allison Transmissions and products. Some of the work to be performed is outside the capacity and/or capability of in-house maintenance staff and is not covered by existing warranties. As a result, HRT seeks to award a contract for routine and emergency repair services of the hybrid bus and Allison transmission fleet. Under the terms of this agreement, Western Branch is required to provide timely and professional execution of services, including all equipment, parts, and labor. All services and repairs are to be performed at the Contractor's place of business; therefore, the Contractor must have the appropriate facility, tools/equipment, licenses, and resources to perform the work.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Western Branch is the only Allison certified dealer and repair center within the region that can perform diagnostics and maintenance on the hybrid buses, which are equipped with Allison components. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 16, 2023, and Western Branch provided a responsive proposal on June 19, 2023. The proposal included estimated hours and hourly rates for diagnostic and repair labor, as well as transportation (towing) rates over the five-year contract term. The proposed amount also includes a total of \$400,000.00 to cover the cost of repair materials that HRT may require during the contract term.

Based on a price analysis performed utilizing the independent cost estimate and historical pricing data, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Western Branch is both technically and financially capable to provide the services described in the Scope of Work.

Western Branch is located in Portsmouth, VA, and currently provides these services to HRT satisfactorily.

The Contract period of performance is one (1) base year, with four (4) additional one-year options.

<b>Contract No.:</b> 23-00243	<b>Title:</b> Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal)	<b>Contract Amount:</b> Base Year: \$119,180.50 Four Option Years: <u>\$553,762.89</u> <b>Total: \$672,943.39</b>
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**Cost/Funding:** This Contract will be funded with operating funds.

**Project Manager:** John Nason, Director of Bus Maintenance

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$672,943.39 for five (5) years.

#### Western Branch Diesel's Proposal Summary

Item	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Summary
<b>Total Price:</b>	\$119,180.50	\$126,736.05	\$134,429.69	\$142,339.00	\$150,258.15	<b>\$672,943.39</b>

## **TRAC Board Report**

### **July 2023**

The meeting was convened by Vice Chairman Robert Neely at 6 P.M.

TRAC members in attendance were Robert Neely, Heather Cutrone, Alyson Swett, Melissa Osborne, and Commissioner August Bullock.

HRT staff present were Rodney Davis, Henry Ryto, Jonathan Greene, Jay Cominoli, and Linda Carroll.

Doreen Cutrone attended as a member of the public.

The March minutes were approved as submitted. The motion was by Alyson Swett, seconded by Melissa Osborne.

The May minutes were approved as submitted. The motion was by Melissa Osborne, seconded by Heather Cutrone.

There were no nominations for the Secretary and Vice Chair positions. Nominations for those positions will be received during future TRAC meetings.

Mr. Jay Cominoli, Digital Services & Web Development Manager, fielded IT related questions. Ms. Cutrone said that in most cases real-time is accurate, but there are times when real-time doesn't pick up on a bus that may have departed a few minutes early. Mr. Cominoli explained they are working on improving the accuracy. Commissioner Bullock asked what is the plan for getting Wifi on all HRT buses? Mr. Davis said he would check into it and get back with him.

During his Director's Remarks, Rodney Davis addressed Customer Relations staffing, the new security guard contract, messages to customer phones, free service on the light rail specifically during fireworks nights for Tide games, and farewell to TRAC members Robert Neely and Alyson Swett. Mr. Davis also provided a summary of TRAC CAFs.

During his Chair's Remarks, Vice Chair Neely said farewell to the committee.

During the Roundtable:

1. Alyson Swett said she loved being a member of TRAC and that she had learned so much while serving and that she wishes everyone the best. She also said she wanted to thank the HRT staff and that she was impressed by the professionalism of the staff. Ms. Swett said that she was surprised by how many smart and dedicated people there are on the HRT staff.
2. Commissioner Bullock commended the departees for their work. He also asked about plans to provide feedback on the ABBG survey.
3. Jonathan Greene thanked TRAC for all the work it does. He said the committee has helped him to know where improvements are needed.
4. Heather Cutrone commended HRT's customer service representatives for always being helpful and for trying to get customers the information they need.
5. Melissa Osborne commended two Route 115 bus operators.

6. Rodney Davis commended Engineering & Facilities for their work on keeping the DNTC clean.

The meeting adjourned at 6:34. Motion by Heather Cutrone, seconded by Commissioner Bullock. The next TRAC meeting will be at 6 P.M. on September 6, 2023, in the board room at the headquarters in Hampton, VA.