



Meeting of the Transportation District Commission of Hampton Roads

Thursday, July 25, 2024, at 1:00 p.m.

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

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, July 25, 2024, 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 25, 2024, 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 27, 2024, 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 2024 Financial Report

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

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

- **Contract No. 24-000281 – Heating Ventilation, Air Conditioning,
Refrigeration and Plumbing Maintenance Services (Renewal)**

Commission Consideration: Award of contract to Warwick Mechanical Group for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$811,330.00, over a five-year period.

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

- TDCHR Committee Assignments

6. Comments by Commission Members

7. Closed Session

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 22, 2024, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, June 27, 2024, • 1:00 p.m. 509 E. 18th Street, Norfolk, VA, and Hybrid (Zoom) Meeting

Call to Order.

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

Commissioners in attendance:

Chairwoman Woodbury, Newport News
Alt. Commissioner Eisenberger, Chesapeake
Past Chair Ross-Hammond, Virginia Beach
Alt. Commissioner John Stevenson, Norfolk
Commissioner Goodwin, Portsmouth
Commissioner Johnson, Chesapeake
Alt. Commissioner Sparks, VDRPT
Alt. Commissioner DeProfio, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner Alex Askew, House of Delegates Representative (Zoom)

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician (Zoom)
Monique Battle, Associate Project Manager (Zoom)
Thomas Becher, Communications Manager (Zoom)
Malika Blume, Director of Internal Audit
Keisha Branch, Director of Capital Programs
Amy Braziel, Director of Contracted Services and Operational Analytics
Daniel Burton, Asst. Manager of Bus Transportation
David Burton, William Mullens, General Counsel
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Linda Carroll, Bus Transportation Supervisor (Zoom)
Dudley Clarke, Contract Budget Analyst (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Steven Florian, Fare Technology Service Manager (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Brenda Green, Accounting Supervisor
Wayne Groover, Director of Rail Maintenance (Zoom)

William Harrell, President and CEO
Danielle Hill, Director of Human Resources
Toni Hunter, Staff Auditor
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Keith Johnson, Paratransit Service Contract Administrator
Justin Kahler, Grants Program Analyst (Zoom)
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Tanya Kelly, Procurement Admin. Assistant
Don Lint, Construction Project Coordinator (Zoom)
Robert Lee, RTS Program Manager
Alexis Majied, Chief Communications & External Affairs Officer
Lawrence Mason, Emergency Management Specialist (Zoom)
Tracy Moore, Director of Transportation (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO (Zoom)
Chad Pritchett, Senior Budget Analyst
Luis R. Ramos, Senior Executive Administrator/Commission Secretary
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Lilian Scott, HR Training Development Specialist
Brian Smith, Deputy CEO
Paula Studebaker, HR Executive Assistant
Adrian Tate, Assistant Director of Finance (Zoom)
Alex Touzov, Senior Director of Tech Services
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Jessica White, Contract Administrator
Kim Wolcott, Chief Human Resources Officer
Robert Travers, HRT Corporate Counsel

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

Paul Atkinson Jr., Eggleston
Alt. Commissioner Cipriano, Newport News
Alt. Commissioner Daugherty, VDRPT
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Denise Johnson, Chair, Transit Riders Advisory Committee
Alt. Commissioner Jovanovic, Virginia Beach
Ina Kreps, Portsmouth, Citizen
Taiub Mohammad, 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
- Financial Reports
- Committee Reports

A moment of Silence was observed prior to the Commission Meeting.

Public Comments

There were no public comments.

Approval of May 23, 2024, Meeting Minutes

A motion to approve the May 23, 2024, minutes was made by Commissioner Bullock and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, Stevenson, Johnson, Eisenberger, Sparks, White, Bullock, Houston, Glover, Goodwin, and Askew

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell invited Senator Spruill to the podium. Joined by Chairwoman Woodbury, Mr. Harrell gave remarks on behalf of HRT to express appreciation for Senator Spruill's devoted service over many years. Senator Spruill was commended for his unselfish service to the Transportation District Commission of Hampton Roads for over 15 years of dedication and a steadfast commitment to improving our region's public transportation system.

Senator Spruill thanked the Commission and expressed how much he enjoyed working with the Commission.

Mr. Harrell covered the following items during he report. He noted that HRT and TRAFFIX hosted a successful ribbon cutting ceremony for the newly renovated office at Naval Station Norfolk. This included Captain Janet Days, Commanding Officer, and many distinguished guests including Commissioner Goodwin and Commissioner McClellan.

Mr. Harrell mentioned that the recent CEO roundtables that are done on a quarterly basis. This results in important feedback from employees on ways HRT can improve the overall workplace and services. These sessions also provided opportunity to debrief the employees on results from the

Employee Survey the was conducted earlier in the year and was also reviewed with the Commission.

Mr. Harrell invited all Commissioners to the 40th Anniversary celebration of the VB Wave trolley. The trolley has been a significant part of the Virginia Beach oceanfront. Ridership has continued to grow and there will be activities in July to both celebrate the past and continue promoting this important service.

Mr. Harrell stated that HRT was honored at the annual Virginia Transit Association conference. This included awards for outstanding community programming for multiple programs and initiatives, including Transit Equity Day, the Student Freedom Pass and HRT's partnership with the City of Norfolk and Norfolk Tides baseball. HRT was recognized for programs which introduce public transit to new communities and help to grow the use of all transit modes.

Mr. Harrell stated that HRT has also implemented a ride-a-mile program with our existing employees, supported by outreach staff.

Audit & Budget Review Committee

Chairwoman Woodbury called on Mr. Conner Burns for the Audit and Budget Committee report. Mr. Burns briefed the Commission on the June monthly financial report.

Mr. Harrell mentioned that Chairwoman Woodbury requested a report on active grants. The report was included in the Commission package. Mr. Harrell called on Dr. Brian Smith, Deputy CEO, to brief the Commission. Dr. Smith provided a detailed overview of both federal and state grants as outlined in the report. This report provided the award date, the estimated completion dates, the award amount, and remaining balances. These awards were all listed in order from older to newer in terms of the end dates. Dr. Smith also took an opportunity to express appreciation for federal partners and state partners and thanked VDRPT in particular. He noted it is essential to have robust participation by the State for both capital and operating support and that without this support HRT would not be able to do what it does.

Management and Financial Advisory Committee (MFAC)

Chairwoman Woodbury called on Alt. Commissioner Eisenberger to present the MFAC report. Mr. Eisenberger indicated that the April's financials was presented to the committee.

Commissioner Eisenberger stated that they received an update on the strategic allocation, all the cities have approved the strategic allocation agreement. Commissioner Eisenberger stated that all our service modes have increased in ridership, in comparison to last year's ridership numbers for Juneteenth fare free day: 47% increase on the ferry, 23% increase on light rail, and a 41% increase on bus.

Commissioner Eisenberger mentioned that the MFAC voted and approved a new Chair resulting in Commissioner DeProfio of Hampton who will be serving as MFAC Chair moving forward. MFAC's next meeting will be July 20, 2024, in Hampton.

Conner Burns, Chief Financial Officer, took a moment to express his gratitude for Commissioner Eisenberger's commitment and service to the committee.

Operations and Oversight Committee

Commissioner Glover called on Ms. Sonya Luther to present the following contracts for Commission approval.

There were four contracts presented and approved by the O&O Committee and brought to the Commission as a motion for approval:

A motion to approve **Contract No. 24-00278 – Bus Operator Barrier and Modification Services** is respectfully recommended that Commission Approve contracts to Coach Works to provide bus operator barrier installation and modification services in the not-to-exceed amount of \$964,624.37.

Contract No. 24-00272R Microtransit Pilot Program recommended that Commission Approve contracts to River North, LLC to provide a microtransit pilot program in the not-to-exceed amount of \$2,445,828.48.

Contract No. 24-00273 Paratransit Eligibility Evaluation and Processing Service (Renewal) recommended that Commission Approve contracts to ADARide.com to provide paratransit eligibility evaluation and processing services in the not-to-exceed amount of \$1,077,039.00, over five (5) years.

Contract No. 24-00288 Provision of Facility Furniture recommended that Commission Approve contracts to B. W. Wilson Paper Company to provide facility furniture for HRT in the not-to-exceed amount of \$240,000.00 over three (3) years.

Contract No. 24-00278 – Bus Operator Barrier and Modification Services, Contract No. 24-00272R Microtransit Pilot Program, Contract No. 24-00273 Paratransit Eligibility Evaluation and Processing Service (Renewal), and Contract No. 24-00288 Provision of Facility Furniture was made by the Operations and Oversight Committee and properly seconded by Commissioner Ross-Hammond. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, Stevenson, Johnson, Eisenberger, Sparks, White, Bullock, Houston, Glover, Goodwin, and Askew

Nays: None

Abstain: None

The next meeting of the O&O Committee will be on July 11, 2024, in Hampton.

Planning and New Starts Committee.

Chairwoman Woodbury called on Past Chair Ross-Hammond for a brief update. Ms. Ross-Hammond called on Mr. Ray Amoruso, Chief Planning and Development Officer. Mr. Amoruso stated that the committee was presented with two presentations, the Ferry Study Analysis and the 2023 Origin and Destination Survey Report, and provided a brief overview for the Commission.

External Legislative Affairs Committee (ELAC)

Commissioner Bullock brief the Commission on the following:

Federal Legislative Update

Phil Bianchi of Squire Patton Boggs provided a federal legislative update focusing on the status of the Fiscal Year 2025 Transportation, Housing & Urban Development Appropriations bill.

State Legislative Update:

Noelle Pinkard reported the Senate of Virginia held a special session on Tuesday, June 18, 2024, to consider a military tuition program and skill games, sending both issues to be studied by the Joint Legislative Audit and Review Commission. The House of Delegates is scheduled to return to Richmond Friday, June 28, 2024, to consider both issues.

The next ELAC meeting is scheduled for July 17, 2024, in the Hampton Boardroom.

Smart Cities and Innovation Committee

Smart Cities and Innovation Committee did not meet in the month July.

Paratransit Advisory Sub-Committee (PAC)

Mr. Keith Johnson provided a brief report to the Commission.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson stated the TRAC did not meet in the month of June, the next TRAC meeting is on July 10, 2024, in Norfolk.

Old and New Business

Past Chair Ross-Hammond stated that the nominating committee met on June 13, 2024. Past-Chair Ross-Hammond Chair of the Nominating Committee provided a report to the Board and nominated the following officers for new fiscal year. They are as follows:

Commissioner Carey, Chair (Chesapeake)
Commissioner Glover, Vice Chair (Portsmouth)
Conner Burns, Treasurer
Luis Ramos, Secretary

A motion to approve the officers was made and properly seconded. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, Stevenson, Johnson, Eisenberger, Sparks, White, Bullock, Houston, Glover, Goodwin, and Askew

Nays: None

Abstain: None

Adjournment

With no further business to conduct, the meeting was adjourned at 2:15 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Patricia Woodbury
Chair

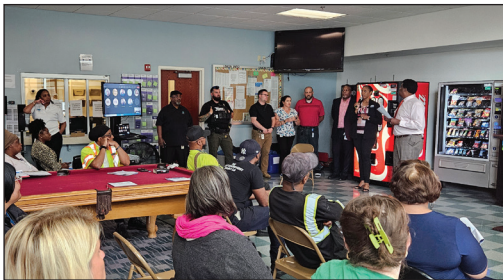
ATTEST:

Luis Ramos
Commission Secretary
June 25, 2024



Naval Base TRAFFIX Office Gets Makeover

HRT and TRAFFIX held a ribbon cutting to show off its newly renovated office at Naval Station Norfolk. Capt. Janet Days, Commander Officer of Naval Station Norfolk was a guest speaker, with Commissioners Andrea McClellan and Tony Goodwin also in attendance. The office is a vital resource for HRT, providing better access to service members, their families, veterans, and government contractors. The celebration included a ride-along on the Base Express.



CEO Roundtables

The Senior Executive Team hosted a series of CEO Roundtables, meeting with staff in Hampton and Norfolk over three days this month. Staff received a briefing on an employee survey conducted in January and then had an opportunity to ask questions. The conversation was productive, and topics included compensation, mandatory overtime, and training. More than a dozen operators and mechanics signed up to participate in an upcoming focus group to address areas of concern. The next CEO Roundtables will be scheduled sometime this fall.



Trolley 40th Anniversary Celebration

Next month, HRT will celebrate the 40th anniversary of the VB Wave Trolley service at the Virginia Beach Oceanfront. Trolley service began in the resort city in the summer of 1984, and quickly became a staple for residents and tourists alike. Mark your calendar for Tuesday, July 23, and join us as we reflect on this major milestone. Keep an eye on your inbox for more details and an official invitation.



HRT Honored at Annual VTA Conference

The agency received recognition during the Virginia Transit Association's annual conference in May. Hampton Roads Transit was awarded the Outstanding Community Program award for multiple programs including Transit Equity Day, Student Freedom Pass, and its partnership with the Norfolk Tides. Together, the programs introduced public transit to new communities and helped build post-pandemic ridership.



Travel Training with Virginia Department for the Blind and Vision Impaired

This month, HRT hosted a group of nine people from the Virginia Department for the Blind and Vision Impaired. Public Outreach and Norfolk Tide Facility staff took them on a tour and train ride to Harbor Park. Participants learned about the accessibility features offered on light rail, including reading station signs, and finding the emergency buttons.



Employee Travel Training and Ride-a-Mile

The better our employees are at navigating the system the better customer service they can provide to riders. HRT employees will have an opportunity to experience travel training for themselves and check next quarter's Ride-a-Mile off their to-do list. The Public Outreach team is hosting employee travel training on Wednesday, July 10. The team will depart 18th Street at 10:00 a.m. and return around noon.



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting July 2 , 2024

gohrt.com

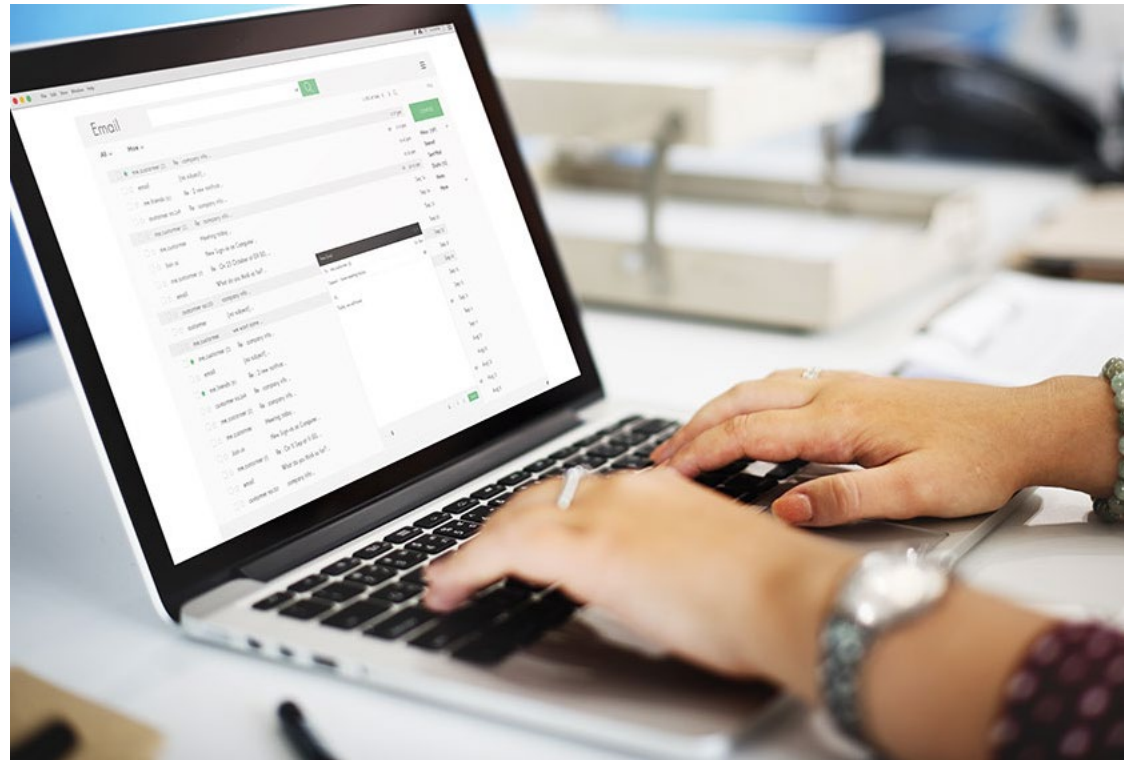
President's Report

System Optimization Begins with Internal Outreach



President's Report

Union Members
Eligible for
Company Email
Addresses



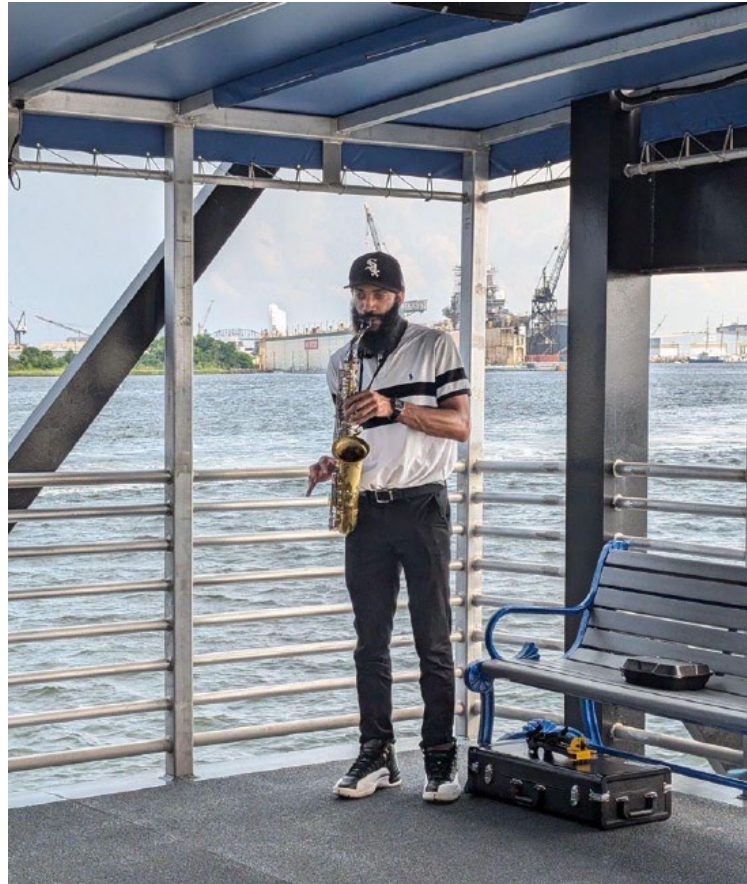
President's Report

Employees Take Travel Training



President's Report

Music on the Ferry



President's Report

HRT Honors Norfolk Tides for Unique Partnership





President's Letter

July 2024

EMPLOYEE SURVEY RESULTS

An organization that values the input of its employees is poised for success. To that end, in January 2024, Hampton Roads Transit conducted its first agency-wide employee survey. The goal was to glean information on what the agency is doing well and where improvement is needed.

Responses were anonymous to encourage participation. More than 350 surveys were collected online and in person over three weeks. A majority of respondents represented Transit Operations, including both Union and Non-Union employees.

Employees were asked questions covering five major themes: The Company, Company Culture, Management, The Work You Do, and Miscellaneous.

On a scale of 1 to 5, with 1 representing strongly disagree and 5 representing strongly agree, The Company earned a 3.66 rating. A majority of employees (68 percent), indicated that overall they are satisfied at HRT, while 66 percent said they can see themselves still working here in five years.

Company Culture rated slightly lower at 3.46 with a majority of employees indicating they feel part of a team working to fulfill HRT's mission and vision (70%) and that HRT cares about its customers (67 percent).

Management performed well, earning a rating of 3.82. Survey responses indicate employees have a positive outlook when it comes to supervisors showing appreciation, providing help in understanding the agency's strategic goal, recognizing potential, being engaged, and being supportive.

The Work You Do outperformed all other categories, earning a rating of 3.88. Eighty-nine percent of employees said they want to give their best when at work. Another 80 percent said they understood how their work affected the company's overall success while 76 percent said they always know what's expected of them.

The Miscellaneous category covered "temperature check" topics such as receiving career advice from senior executives and interest in a corporate volunteer program. Sixty-two percent of employees indicated they would be interested in receiving career advice from senior executives. Less than half indicated they were interested in participating in a company volunteer program.

Employees were also given an opportunity to provide written responses to four open-ended questions. The responses show HRT is doing well by providing bus operator training, a stable career, and a public service to the community. Employees also indicated they would like to see a pay increase, an end to split shifts and mandatory overtime. They also asked for improvements in communication within and between departments.

HRT is already working to address many of the concerns raised by employees in the survey, including launching a focus group to hear directly from employees. The agency and Union also recently completed negotiations on a new contract effective July 1.

While this was our first agency-wide survey, it won't be the last. We plan to conduct this survey annually and hope that even more employees will participate in January. I encourage employees who may not have taken the survey this year to fill it out next year. We appreciate the employees who took the time to respond and provide feedback. As we move forward it's important to remember, the success of an organization is contingent upon our ability to work together.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read "W. Harrell".

William E. Harrell

President and CEO

Hampton Roads Transit



HAMPTON ROADS
TRANSIT

Draft Financial Statement

JUNE 2024 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

June 2024

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,144.5	\$ 709.4	\$ 791.5	\$ 82.2	11.6 %	\$ 8,144.5	\$ 8,525.0	\$ 380.5	4.7 %
Passenger Revenue - RTS	936.9	121.4	62.9	(58.5)	(48.2) %	936.9	682.6	(254.2)	(27.1) %
Advertising Revenue	800.0	66.7	38.5	(28.2)	(42.3) %	800.0	768.1	(31.9)	(4.0) %
Other Transportation Revenue	2,698.8	224.9	228.7	3.8	1.7 %	2,698.8	2,738.0	39.2	1.5 %
Non-Transportation Revenue	60.0	5.0	24.9	19.9	397.1 %	60.0	520.8	460.8	768.0 %
Total Operating Revenue	12,640.1	1,127.4	1,146.5	19.1	1.7 %	12,640.1	13,234.5	594.4	4.7 %
Non-Operating Revenue									
Federal Funding (5307/5337)	38,858.9	2,880.0	4,607.7	1,727.7	60.0 %	38,858.9	35,009.4	(3,849.5)	(9.9) %
HRRTF Funding	10,044.1	1,301.8	781.9	(519.9)	(39.9) %	10,044.1	8,451.4	(1,592.8)	(15.9) %
State Funding	26,837.1	2,236.4	2,236.4	0.0	0.0 %	26,837.1	26,837.1	0.0	0.0 %
Local Funding	47,766.4	3,980.5	3,980.5	0.0	0.0 %	47,766.4	47,766.4	0.0	0.0 %
Total Non-Operating Revenue	123,506.5	10,398.7	11,606.6	1,207.9	11.6 %	123,506.5	118,064.3	(5,442.3)	(4.4) %
TOTAL REVENUE	\$ 136,146.6	\$ 11,526.1	\$ 12,753.1	\$ 1,227.0		\$ 136,146.6	\$ 131,298.7	\$ (4,847.8)	
Personnel Services	\$ 81,507.0	\$ 6,879.0	\$ 8,813.2	\$ (1,934.2)	(28.1) %	\$ 81,507.0	\$ 79,990.0	\$ 1,517.0	1.9 %
Contract Services	16,447.7	1,394.7	1,063.8	330.9	23.7 %	16,447.7	11,578.2	4,869.4	29.6 %
Materials & Supplies	6,271.9	506.4	31.3	475.1	93.8 %	6,271.9	6,996.6	(724.8)	(11.6) %
Gas & Diesel	6,918.2	645.8	572.3	73.5	11.4 %	6,918.2	6,666.1	252.1	3.6 %
Contractor's Fuel Usage	1,240.7	103.4	82.9	20.5	19.9 %	1,240.7	1,034.5	206.2	16.6 %
Utilities	1,353.3	118.9	165.2	(46.3)	(38.9) %	1,353.3	1,459.3	(106.0)	(7.8) %
Casualties & Liabilities	5,528.5	475.7	388.1	87.7	18.4 %	5,528.5	5,265.2	263.4	4.8 %
Purchased Transportation	15,052.1	1,267.3	1,270.8	(3.6)	(0.3) %	15,052.1	14,432.7	619.4	4.1 %
Other Miscellaneous Expenses	1,827.1	134.9	226.4	(91.4)	(67.8) %	1,827.1	2,091.6	(264.5)	(14.5) %
TOTAL EXPENSE	\$ 136,146.6	\$ 11,526.1	\$ 12,613.8	\$ (1,087.8)		\$ 136,146.6	\$ 129,514.3	\$ 6,632.3	
SURPLUS (DEFICIT)			\$ 139.2				\$ 1,784.4		

1. Line of Credit balance as of July 16, 2024, is \$3,299,843.16.

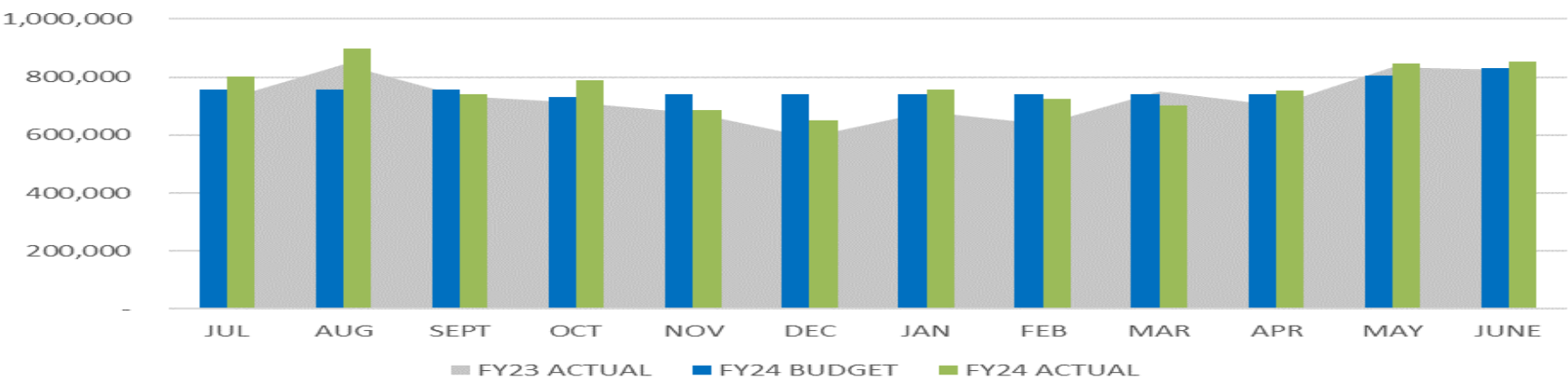
OPERATING FINANCIAL STATEMENTS

June 2024

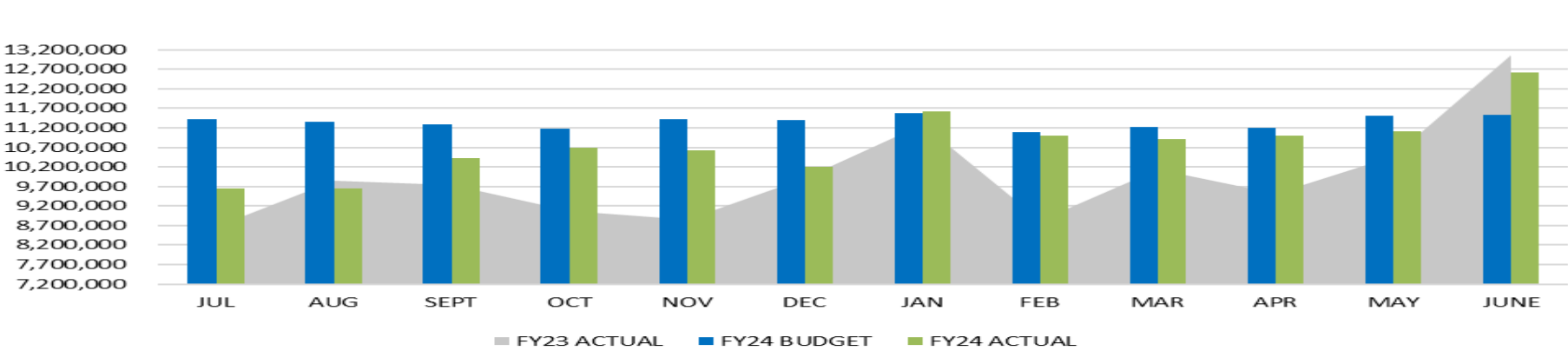
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 936.9	\$ 121.4	\$ 62.9	\$ (58.5)	(48.2) %	\$ 936.9	\$ 682.6	\$ (254.2)	(27.1) %
RTS Service	10,044.1	1,301.8	781.9	(519.9)	(39.9) %	10,044.1	8,451.4	(1,592.8)	(15.9) %
TOTAL REVENUE	\$ 10,981.0	\$ 1,423.2	\$ 844.8	\$ (578.3)		\$ 10,981.0	\$ 9,134.0	\$ (1,847.0)	
Operating Expenses									
Personnel Services	\$ 7,916.8	\$ 1,026.0	\$ 701.1	\$ 324.9	31.7 %	\$ 7,916.8	\$ 6,719.2	\$ 1,197.6	15.1 %
Contract Services	1,225.0	158.8	65.3	93.5	58.9 %	1,225.0	775.5	449.5	36.7 %
Materials & Supplies	1,426.1	184.8	53.4	131.4	71.1 %	1,426.1	1,294.6	131.5	9.2 %
Utilities	67.0	8.7	8.2	0.5	5.6 %	67.0	65.1	1.8	2.8 %
Casualties & Liabilities	346.1	44.9	16.9	28.0	62.4 %	346.1	279.6	66.5	19.2 %
TOTAL EXPENSE	\$ 10,981.0	\$ 1,423.1	\$ 844.8	\$ 578.3		\$ 10,981.0	\$ 9,134.0	\$ 1,847.0	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

June 2024

YEAR-TO-DATE					
FISCAL YEAR 2024 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 9,081.3	\$ 8,359.1	\$ 848.5	\$ 9,207.6	\$ 126.3
Advertising Revenue	\$ 800.0	\$ 676.6	\$ 91.5	\$ 768.1	\$ (31.9)
Other Transportation Revenue	\$ 2,698.8	\$ -	\$ 2,738.0	\$ 2,738.0	\$ 39.2
Non-Transportation Revenue	\$ 60.0	\$ 125.2	\$ 395.5	\$ 520.7	\$ 460.7
Federal Funding (PM 5307/5337)	\$ 38,858.9	\$ 35,009.4	\$ -	\$ 35,009.4	\$ (3,849.5)
HRRTF Funding ¹	\$ 10,044.1	\$ -	\$ 8,451.4	\$ 8,451.4	\$ (1,592.7)
State Funding	\$ 26,837.1	\$ 26,837.1	\$ -	\$ 26,837.1	\$ -
Local Funding	\$ 47,766.4	\$ 47,766.4	\$ -	\$ 47,766.4	\$ -
TOTAL REVENUE:	\$ 136,146.6	\$ 118,773.8	\$ 12,524.9	\$ 131,298.7	\$ (4,847.9)
EXPENSE					
Personnel Services	\$ 81,507.0	\$ 72,882.4	\$ 7,107.6	\$ 79,990.0	\$ 1,517.0
Services	\$ 16,447.7	\$ 10,549.4	\$ 1,028.8	\$ 11,578.2	\$ 4,869.5
Materials & Supplies	\$ 14,430.8	\$ 13,391.3	\$ 1,306.0	\$ 14,697.3	\$ (266.5)
Utilities	\$ 1,353.3	\$ 1,329.7	\$ 129.7	\$ 1,459.4	\$ (106.1)
Casualties & Liabilities	\$ 5,528.5	\$ 4,797.3	\$ 467.8	\$ 5,265.1	\$ 263.4
Purchased Transportation	\$ 15,052.2	\$ 13,150.3	\$ 1,282.4	\$ 14,432.7	\$ 619.5
Other Miscellaneous Expenses	\$ 1,827.1	\$ 1,905.7	\$ 185.9	\$ 2,091.6	\$ (264.5)
TOTAL EXPENSE:	\$ 136,146.6	\$ 118,006.1	\$ 11,508.2	\$ 129,514.3	\$ 6,632.3
BUDGET STATUS TO DATE ² :	\$ -	\$ 767.7	\$ 1,016.7	\$ 1,784.4	\$ 1,784.4

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.
2. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 47,766.4	\$ 47,766.4	\$ 47,766.4	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 7,977.4	\$ 8,359.1	\$ 381.7
Locality Share - Sub-Total:	\$ 55,743.8	\$ 55,743.8	\$ 56,125.5	\$ 381.7
Plus: Federal Aid	\$ 38,858.9	\$ 38,858.9	\$ 35,009.4	\$ (3,849.5)
State Aid	\$ 26,837.1	\$ 26,837.1	\$ 26,837.1	\$ -
Total Revenue Contribution:	\$ 121,439.8	\$ 121,439.8	\$ 117,972.0	\$ (3,467.8)
Operating Expenses:	\$ 121,439.8	\$ 121,439.8	\$ 117,204.3	\$ (4,235.5)
Locality Budget Status to Date ¹ :	\$ 767.7			
KPI				
Farebox Recovery:	6.6%		7.1%	
Farebox % of Budgeted Expense:			6.9%	

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,866.8	\$ 2,866.8	\$ 2,866.8	\$ -
Plus: Local Farebox	\$ 426.8	\$ 426.8	\$ 439.8	\$ 13.0
Locality Share - Sub-Total:	\$ 3,293.6	\$ 3,293.6	\$ 3,306.6	\$ 13.0
Plus: Federal Aid	\$ 2,904.1	\$ 2,904.1	\$ 2,380.3	\$ (523.8)
State Aid	\$ 1,719.8	\$ 1,719.8	\$ 1,631.1	\$ (88.7)
Total Revenue Contribution:	\$ 7,917.5	\$ 7,917.5	\$ 7,318.0	\$ (599.5)
Operating Expenses:	\$ 7,917.5	\$ 7,917.5	\$ 7,305.0	\$ (612.5)
Locality Budget Status to Date ¹ :				\$ 13.0

KPI			
Farebox Recovery:	5.4%	6.0%	
Farebox % of Budgeted Expense:		5.6%	

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,971.8	\$ 4,971.8	\$ 4,971.8	\$ -
Plus: Local Farebox	\$ 723.5	\$ 723.5	\$ 844.0	\$ 120.5
Locality Share - Sub-Total:	\$ 5,695.3	\$ 5,695.3	\$ 5,815.8	\$ 120.5
Plus: Federal Aid	\$ 4,615.8	\$ 4,615.8	\$ 4,882.7	\$ 266.9
State Aid	\$ 2,903.2	\$ 2,903.2	\$ 3,115.7	\$ 212.5
Total Revenue Contribution:	\$ 13,214.3	\$ 13,214.3	\$ 13,814.2	\$ 599.9
Operating Expenses:	\$ 13,214.3	\$ 13,214.3	\$ 13,693.7	\$ 479.4
Locality Budget Status to Date ¹ :				\$ 120.5

KPI

Farebox Recovery:	5.5%	6.2%
Farebox % of Budgeted Expense:		6.4%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,886.7	\$ 7,886.7	\$ 7,886.7	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 1,193.6	\$ 1,491.8	\$ 298.2
Locality Share - Sub-Total:	\$ 9,080.3	\$ 9,080.3	\$ 9,378.5	\$ 298.2
Plus: Federal Aid	\$ 6,886.0	\$ 6,886.0	\$ 7,714.0	\$ 828.0
State Aid	\$ 4,530.1	\$ 4,530.1	\$ 4,997.5	\$ 467.4
Total Revenue Contribution:	\$ 20,496.4	\$ 20,496.4	\$ 22,090.0	\$ 1,593.6
Operating Expenses:	\$ 20,496.4	\$ 20,496.4	\$ 21,791.8	\$ 1,295.4
Locality Budget Status to Date ¹ :				\$ 298.2

KPI

Farebox Recovery:	5.8%	6.8%
Farebox % of Budgeted Expense:		7.3%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 20,722.5	\$ 20,722.5	\$ 20,722.5	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 3,787.8	\$ 3,671.6	\$ (116.2)
Locality Share - Sub-Total:	\$ 24,510.3	\$ 24,510.3	\$ 24,394.1	\$ (116.2)
Plus: Federal Aid	\$ 14,901.0	\$ 14,901.0	\$ 11,441.5	\$ (3,459.5)
State Aid	\$ 11,275.0	\$ 11,275.0	\$ 10,690.3	\$ (584.7)
Total Revenue Contribution:	\$ 50,686.3	\$ 50,686.3	\$ 46,525.9	\$ (4,160.4)
Operating Expenses:	\$ 50,686.3	\$ 50,686.3	\$ 46,289.6	\$ (4,396.7)
Locality Budget Status to Date ¹ :				\$ 236.3

KPI

Farebox Recovery:	7.5%	7.9%
Farebox % of Budgeted Expense:		7.2%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,027.4	\$ 3,027.4	\$ 3,027.4	\$ -
Plus: Local Farebox	\$ 527.8	\$ 527.8	\$ 537.3	\$ 9.5
Locality Share - Sub-Total:	\$ 3,555.2	\$ 3,555.2	\$ 3,564.7	\$ 9.5
Plus: Federal Aid	\$ 2,873.1	\$ 2,873.1	\$ 2,670.9	\$ (202.2)
State Aid	\$ 1,786.2	\$ 1,786.2	\$ 1,798.2	\$ 12.0
Total Revenue Contribution:	\$ 8,214.5	\$ 8,214.5	\$ 8,033.8	\$ (180.7)
Operating Expenses:	\$ 8,214.5	\$ 8,214.5	\$ 8,024.3	\$ (190.2)
Locality Budget Status to Date ¹ :				\$ 9.5

KPI

Farebox Recovery:	6.4%	6.7%
Farebox % of Budgeted Expense:		6.5%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,291.2	\$ 8,291.2	\$ 8,291.2	\$ -
Plus: Local Farebox	\$ 1,317.9	\$ 1,317.9	\$ 1,374.6	\$ 56.7
Locality Share - Sub-Total:	\$ 9,609.1	\$ 9,609.1	\$ 9,665.8	\$ 56.7
Plus: Federal Aid	\$ 6,678.9	\$ 6,678.9	\$ 5,920.0	\$ (758.9)
State Aid	\$ 4,622.8	\$ 4,622.8	\$ 4,604.3	\$ (18.5)
Total Revenue Contribution:	\$ 20,910.8	\$ 20,910.8	\$ 20,190.1	\$ (720.7)
Operating Expenses:	\$ 20,910.8	\$ 20,910.8	\$ 20,099.9	\$ (810.9)
Locality Budget Status to Date ¹ :	\$ 90.2			

KPI

Farebox Recovery:	6.3%	6.8%
Farebox % of Budgeted Expense:		6.6%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

Contract No.: 24-00281	Title: Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services (Renewal)	Contract Amount: Two Base Years: \$323,918.00 Three Option Years: <u>\$487,412.00</u> Total: \$811,330.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide preventative maintenance and repair services for Hampton Roads Transit's (HRT's) heating, ventilation, air conditioning/refrigeration (HVAC/R), and plumbing equipment.

Background: HRT owns or occupies thirty (30) facilities located throughout the Hampton Roads region and is required to maintain HVAC/R and plumbing systems in a state of good repair for the safety and comfort of its patrons and employees alike. Under the terms of this agreement, the Contractor will provide preventative maintenance and repair services for its HVAC/R and plumbing equipment. The Contractor will also provide repair work outside of the preventative maintenance program on an on-call basis.

Contract Approach: An Invitation for Bids was issued on May 15, 2024. Three (3) bids were received on June 12, 2024, from the following firms:

- Colonial Webb Contractors Company
- JRC Services, LLC
- Warwick Mechanical Group (Warwick)

After an evaluation of the bids received, HRT staff determined that Warwick was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) Bidder; and is therefore eligible for award.

Warwick's bid price, which includes an annual \$135,000.00 allowance for emergencies and unplanned maintenance, is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Warwick is technically and financially capable to perform the work.

Warwick is located in Newport News, VA and provides similar services for Hampton Roads Sanitation District; NATO Supreme Allied Command in Norfolk, VA; and Lillibridge Healthcare Services – Bon Secour Harbourview in Suffolk, VA. Warwick also currently provides these services for HRT satisfactorily.

No DBE goal was established for this solicitation.

The period of performance for this contract is two (2) base years, with three (3) additional one-year options.

Cost/Funding: This Contract will be funded with operating funds.

Contract No.: 24-00281	Title: Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services (Renewal)	Contract Amount: Two Base Years: \$323,918.00 Three Option Years: <u>\$487,412.00</u> Total: \$811,330.00
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Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Warwick Mechanical Group for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$811,330.00, over a five-year period.

Solicitation Results

Firm	Total Bid Price
Warwick Mechanical Group	\$811,330.00
Colonial Webb Contractors Company	\$1,068,994.64
JRC Services, LLC	\$1,221,915.00

Warwick Mechanical's Bid Summary					
Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3	Total
\$161,895.00	\$162,023.00	\$162,279.00	\$162,407.00	\$162,726.00	\$811,330.00

TRAC Board Report

July 2024

Hampton Roads Transit's Transit Riders Advisory Committee (TRAC) met on July 10, 2024, in the board room of the Administration Building in Norfolk. The meeting was convened at 6:01 P.M.

TRAC members in attendance were Chairperson Denise Johnson, Heather Cutrone, Commissioner August Bullock, and Melissa Osborne.

HRT staff in attendance were Ray Amoruso, Sherri Dawson, Rodney Davis, Kevin Brown, Kim Darden, and Henry Ryto.

Members of the general public in attendance were Robert Neeley, Wendy Matthis, and Lisa Dixon.

The May minutes were approved as submitted. The motion was by Melissa Osborne, seconded by Commissioner Bullock.

Ray Amoruso, Chief of Planning and Development, gave a presentation on the System Optimization Plan. He said HRT is involved in a process that is expected to last nine to ten months with the final plan slated to be presented to the Commission in April 2025. He said the farebox recovery ratio is now 8.5%, down from a peak 21%, and that ridership is 55% of what it was pre-COVID. Mr. Amoruso said HRT is facing multiple systemic challenges including:

- COVID-19 changed travel behavior in the region, leading to a decline in regular transit use.
- While people have started returning to in-person work, many commuters work at home at least part of the week
- Bus operator shortage makes it difficult to return service to pre-pandemic levels and provide a reliable travel option for customers.
- Transit operating costs are rising faster than new funding sources are becoming available.

Kevin Brown gave a presentation on Turn-by-Turn, an enhanced onboard navigation system for HRT's bus operators. The system is currently installed on 15 buses (seven northside and eight southside). In due course, the system will be on all buses.

During his Director's Remarks, Rodney Davis introduced two pending new Chesapeake TRAC members, Lisa Dixon, and Wendy Matthis. He said farewell to Melissa Osborne of Hampton.

Denise Johnson thanked HRT staff for their continued support.

During the Roundtable:

1. Heather Cutrone lauded outgoing member Melissa Osborne.
2. Melissa Osborne made her goodbye remarks.
3. Commissioner Bullock commended Ms. Osborne and when the ABBG Customer Satisfaction Survey results would be available.
4. Rodney Davis informed Commissioner Bullock that he expected the survey results to be available in September.

The meeting adjourned at 7:01 P.M.