



Meeting of the Transportation District Commission of Hampton Roads

Thursday, November 13, 2025, 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, November 13, 2025, 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, November 13, 2025, 3400 Victoria Boulevard,
Hampton, VA at 1:00 p.m. in Person – Zoom

AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of October 23, 2025, Meeting Minutes
4. President's Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee - Commissioner White/
Conner Burns, Chief Financial Officer
 - FY 24 – Financial Audit Brown Edwards – Recommend motion to approve the Financial Audit
 - October 2025 Financial Report will be presented at the December 2025 Meeting
 - B. Management/Financial Advisory Committee – Alternate Commissioner Cipriano/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Glover/Sonya Luther,
Director of Procurement
 - **Contract No. 25-00374 – Bus Repower Services**

Commission Consideration: Award of a contract to Cummins Sales and Service to provide bus repower services in the not-to-exceed amount of \$2,434,810.56.

- **Contract No. 25 – 00368 – Bus Stop Improvements Orcutt Avenue and 81st Street Transfer**

Commission Consideration: Award of a contract to M.K. Taylor, Jr. Contractors, Inc. to perform improvements to HRT's existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton, VA, in the not-to-exceed amount of \$543,821.32.

- **Contract No 24 – 00309 Data Archive Software and Extraction Services for Peoplesoft Financials**

Commission Consideration: Award of a contract to Platform 3 Solutions to provide data archive software and extraction services for PeopleSoft Financials, in the not-to exceed amount of \$454,278.00.

- **Contract No. 25 – 00359 Employee Benefits Consulting and Brokerage Services (Renewal)**

Commission Consideration: Award of contract to USI Insurance Services, LLC, to provide employee benefits consulting and brokerage services in the not-to exceed amount of \$260,147.00.

- **Contract No. 25 – 00357R Provision of Seven (7) Non-Revenue Vehicles**

Commission Consideration: Award of contract to Apple Ford, Inc. to provide seven (7) non-revenue vehicles, in the not-to-exceed amount of \$394,784.70.

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

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

- Paratransit Advisory Subcommittee – Janice Taylor, Chair/Barry Bland,
Paratransit Services Contract Administrator

F. Transit Ridership Advisory Sub-Committee – Rodney Davis, Director of Customer Relations

6. Old and New Business
7. Comments by Commission Members
8. Closed Session
9. Adjournment

**The next meeting will be held on Thursday, December 13, 2025, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, October 23, 2025, • 1:00 p.m.

509 E. 18th Street, Norfolk, VA in Person – Zoom

Call to Order

A quorum was attained. Chairman Glover called the meeting to order at 1:00 p.m.

Commissioners in attendance:

Chairman Glover, Portsmouth
Vice-Chair Harper, Hampton
Past-Chair Johnson, Chesapeake
Commissioner Smith, Chesapeake
Commissioner White, Hampton
Commissioner Harris, Newport News
Commissioner Woodbury, Newport News
Commissioner M. Johnson, Norfolk
Commissioner King, Norfolk
Commissioner Goodwin, Portsmouth
Commissioner Jamison, Virginia Beach
Commissioner Ross-Hammond, Virginia Beach
Alt. Commissioner Trogdon, Department of Rail and Public Transportation (DRPT)
Commissioner Askew, Virginia House of Delegates
Commissioner Diggs, Senate of Virginia (Zoom)

Hampton Roads Transit (HRT) staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Jayda Aldegon, Government and Commission Relations Intern
Tammara Askew, Data Analyst II (Zoom)
Marie Balak, Emergency Management Specialist (Zoom)
Monique Battle, Operations Project, and Contract Administrator (Zoom)
Thomas Becher, Communications Manager
Blue Bell, Budget Analyst (Zoom)
Barry Bland, Paratransit Service Contract Administrator
Malika Blume, Director of Internal Audit (Zoom)
Keisha Branch, Director of Capital Programs (Zoom)
Amy Braziel, Director of Contracted Services and Operational Analytics
David Burton, Williams Mullen, General Counsel
Royall Bryan, Digital Media Specialist
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Gene Cavasos, Director of Marketing
Dudley Clarke, Contract Budget Analyst (Zoom)
William Collins, Facilities Maintenance Manager

William Copeland, Graphic Designer
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Katie Fenimore, Marketing Communications Strategist
Ariel Garder, Public Outreach Coordinator
Angela Glass, Director of Budget & Financial Analysis (Zoom)
Wayne Groover, Director of Rail Maintenance (Zoom)
William Harrell, President and CEO
Keianna Harris, Executive Project Analyst
Toni Hunter, Staff Auditor (Zoom)
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Cheri Jordan, President, ATU Local 1177
Peter Katranides, Employee Engagement Retention Specialist (Zoom)
Justin Kahler, Grants Program Analyst - Capital Programs (Zoom)
Anthony Kramer, Assistant Security Manager
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications & External Affairs Officer
Lawrence Mason, Emergency Manager
Chris Pfaffinger, Marketing Manager
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer
Michael Price, Chief Information Officer, Chief Technology Officer
John Powell, Telecommunications Specialist
Luis R. Ramos, Senior Executive Administrator/Commission Secretary
Kayla Schmidt, Public Outreach Coordinator
Dawn Sciortino, Chief Safety Officer (Zoom)
Liliana Scott, HR Training Development Specialist (Zoom)
Benjamin Simms, IV, Chief Transit Operations Officer
Caleb Smith, Military and Government Outreach Liaison
Matthew Stumpf, Budget Analyst (Zoom)
Adrian Tate, Assistant Director of Finance (Zoom)
Robert Travers, HRT Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Vanessa Wadsworth, Vice President ATU Local 1177
Jessica White, Contract Administrator (Zoom)
Keishia Williams, Operations Support Technician (Zoom)

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

Alt. Commissioner Cipriano, City of Newport News
Alt. Commissioner Daughtery, DRPT (Zoom)
Annie Eng, Access Point Public Affairs (Zoom)
Andrew Ennis, DRPT (Zoom)
Megan Gribble, City of Portsmouth
Denise Johnson, Citizen
Shelia McAllister, City of Newport News (Zoom)
Jeff Sanchez, Key Performance (Zoom)
Angelique Shenk, City of Hampton (Zoom)
Alt. Commissioner, Constantino 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

Public Comments

Ms. Cheri Jordan, President of ATU Local 1171, expressed her gratitude to Mr. Harrell and the leadership at HRT for continuing the mandatory overtime suspension pilot program. Ms. Jordan indicated that the initiative has made a significant positive impact on the union workers. Ms. Jordan mentioned the upcoming microtransit contract with River North VIA, highlighting that drivers are classified as 1099 contractors rather than W-2 employees.

Ms. Angelina Kalana, a member of the public, emphasized the success of HRT, noting increased ridership and the desirability of light rail in Chesapeake, while criticizing Virginia Beach's missed opportunity with the Tide and expressing concerns about express rapid bus leading to capacity constraints.

A motion to close public comments was made by Commissioner Goodwin and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Harper, S. Johnson, Woodbury, Smith, King, White, Harris, M. Johnson, Ross-Hammond, Jamison, Goodwin, Trogon, Diggs and Askew.

Nays: None

Abstain: None

Approval of September 25, 2025, Meeting Minutes

A motion to approve September 25, 2025, minutes was made by Commissioner Woodbury and properly seconded by Commissioner White. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Harper, S. Johnson, Woodbury, Smith, King, White, Harris, M. Johnson, Ross-Hammond, Jamison, Goodwin, Trogon, Diggs and Askew

Nays: None

Abstain: None

President's Monthly Report

Mr. Harrell presented two President's Coins in recognition of extraordinary public service.

Mr. Dorsey – Light Rail Operator - In April, a passenger experienced a medical emergency on the light rail. Mr. Dorsey took charge, kept passengers calm, and relayed vital information to our operations center and first responders. EMS arrived within 10 minutes. Mr. Dorsey's dedication and composure ensured the safety of all onboard.

Transit Safety Officer Christopher Anderson - On September 29th, during a shelter check, TSO Anderson found an unresponsive man. Suspecting an opioid overdose, he administered naloxone, contacted the communications center, and requested EMS. His quick thinking and decisive action saved a life. Medical personnel arrived shortly after and transported the individual to the hospital.

Mr. Harrell noted that these individuals exemplify the spirit of service and commitment to the public good. Mr. Harrell thanked all supervisors, trainers, and team members who support HRT's mission every day.

Mr. Harrell noted that Hampton Roads Transit hosted a successful State of Transit event in the City of Hampton with regional leaders that emphasized the economic value of transit. Paul Skoutelas, President & CEO, American Public Transit Association (APTA) gave the keynote presentation. Mr. Harrell thanked Ms. Noelle Pinkard, Ms. Alexis Majied, and the entire communications team for their excellent work.

Mr. Harrell mentioned that HRT is improving its internal communications and engages with employees directly. Key initiatives include the GoMobile launch in early 2026.

Audit & Budget Review Committee

Chairman Glover called upon Commissioner White for a report from the Audit & Budget Review Committee.

Commissioner White called on Mr. Conner Burns to present the draft Fiscal Year (FY) 2024 Audit along with the September financial report.

Mr. Burns called on Ms. Danielle Nikolaisen, CPA, Partner with Brown Edwards and Ms. Christine Turner, CPA, Manager, reviewed the presentation with the Commission and stated that the FY 2024 audit received an unmodified opinion, which is the highest level of assurance that can be obtained on operational financials, including balances for the fiscal year end.

Management and Financial Advisory Committee (MFAC)

Chairman Glover called on Alt. Commissioner Cipriano for an update. Ms. Cipriano reported that the committee met on Monday, October 20, 2025, in Norfolk. Mr. Burns provided September Financial report at the committee meeting.

Ms. Cipriano noted that Ms. Kim Wolcott, Chief Human Resources Officer, provided the quarterly operation's report, and a briefing was given on the potential impact of a federal government shutdown on HRT funding. Commissioners emphasized the importance of preparing for secondary effects on local operations.

Ms. Cipriano mentioned that an update was provided on HRT's legislative agenda. Commissioners stressed the importance of localities understanding and supporting the legislative package to ensure effective collaboration.

Ms. Cipriano stated that there are a few reports that will be reviewed during the next MFAC meeting, including the budget projection report, a monthly balance sheet report, the sustainability study, and WSP's project reconciliation report.

Operations and Oversight Committee

Chairman Glover called on Sonya Luther to provide an update on the Operations and Oversight Committee.

Ms. Luther stated that the Committee met on Thursday, October 9, 2025, and reported that there were four (4) contracts presented that are being brought forth as a motion for Commission approval.

Contract No. 21-00134, Modification No. 5 - Auditing Services

Commission Consideration: Award of a modification to increase the not-to-exceed amount of the Auditing Services Contract by \$125,000.00, from \$432,875.00 to \$557,875.00.

Purchased Order No. PO-0018819 - High Speed Circuit Breaker (HSCB) and Associated Wiring Repair

Commission Consideration: Award of a sole source purchase order to Siemens Mobility, Inc., to provide High Speed Circuit Breaker and associated wiring repair services in the not-to-exceed amount of \$181,311.00.

Contract No 25 – 00363 Microtransit Service

Commission Consideration: Award of a contract to River North, LLC to provide a micro transit pilot program in the not-to-exceed amount of \$8,863,178.00.

Contract No. 22 – 00170 Modification No. 4 Pre-Employment Background Screening Services

Commission Consideration: Award of Modification No. 4 will provide the required funds to cover the cost of the pre-employment background screening services for eight (8) months, to June 30, 2026. The estimated amount of \$35,000.00 is based on updated pricing provided by First Choice for the eight-month extension period.

A motion to approve **Contract No. 21-00134, Modification No. 5 - Auditing Services, Purchased Order No. PO-0018819 - High Speed Circuit Breaker (HSCB) and Associated Wiring Repair, Contract No 25 – 00363 Microtransit Service, and Contract No. 22 – 00170 Modification No. 4**

Pre-Employment Background Screening Services was made by the Operations and Oversight Committee and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Harper, S. Johnson, Woodbury, Smith, King, White, Harris, M. Johnson, Ross-Hammond, Jamison, Goodwin, Trogon, Diggs and Askew.

Nays: None

Abstain: None

Chairman Glover noted that Mr. Simms, Chief Transportation Operations Officer, presented updates on a five-week pilot program designed to eliminate mandatory overtime for operators, an initiative aimed at improving workforce sustainability and service reliability. Mr. Simms announced that Ms. Amy Brazier, Director of Contracted Services and Operational Analytics, was honored for her leadership and was nominated to serve as American Bus Benchmarking Group (ABBG) Vice President next year. Mr. Simms also shared encouraging trends in micro-transit-ridership.

The next Operations & Oversight Committee meeting will be on Thursday, November 6, 2025, in Hampton.

Planning and New Starts Committee

Chairman Glover called on Commissioner Ross-Hammond to provide an update on the Planning and New Starts Committee.

Commissioner Ross-Hammond reported that the committee did not meet in October and noted that the next Planning and New Starts Committee meeting will be held in January 2026.

External Legislative Advisory Committee (ELAC)

Chairman Glover called on Commissioner Goodwin to provide an update on the ELAC.

Mr. Goodwin reported that the ELAC met in Norfolk on Wednesday, October 15th.

Mike Miller of the Ferguson Group provided the federal legislative update reporting that the federal government remains shutdown with no end in sight. While the Senate has remained in session to consider legislation to reopen the government, the House of Representatives remains in recess.

Mindy Carlin of Access Point provided the state legislative update reviewing the proposed changes to the state MERIT capital and operating funding program. The proposed changes are currently under consideration by the Transit Service Delivery Advisory Committee (TSDAC) and are expected to be voted on by the Commonwealth Transportation Board (CTB) later this fall. A 45-day public comment period ends on November 21, 2025.

Alexis Majied, Chief Communications & External Affairs Officer, provided the Marketing and Communications update. These updates are included in the board package as part of the president's report.

The next ELAC meeting is scheduled for Wednesday, November 5, 2025, at 1:30 pm in the Hampton boardroom.

Paratransit Advisory Sub-Committee (PAC)

Chairman Glover called on Mr. Barry Bland, Paratransit Services Contract Administrator, to provide the PAC update. Mr. Bland reported that the committee met on October 8, 2025, in Norfolk. Mr. Bland stated that performance statistics for August and September were provided to the committee.

The next PAC meeting is scheduled for December 10, 2025, in Norfolk.

Transit Riders Advisory Sub-Committee (TRAC)

Chairman Glover called on Mr. Rodney Davis to provide the TRAC update. Mr. Davis stated that the committee did not meet in the month of October.

The next TRAC meeting will be held on November 5, 2025, in Norfolk.

Old and New Business

None.

Comments from Commissioners

Vice-Chair Harper thanked Mr. Harrell, Commissioners, and HRT staff for their heartfelt condolences that were sent to Mayor Jimmy Gray after the loss of his spouse.

Commissioner Trogon stated that VDRPT has noticed an uptick in ridership and commended HRT on their efforts to improve ridership for the region.

Adjournment

With no further business to conduct, the meeting was adjourned at 2:46 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Chairman Glover

**Luis R. Ramos
Commission Secretary
November 13, 2025**



State of Transit Summit a Success

Hampton Roads Transit was proud to co-host the biennial State of Transit summit at the Hampton Convention Center on Tuesday, Oct. 21. Our public transit partners from Williamsburg Area Transit Authority and Suffolk Transit joined us for a thoughtful discussion on sustaining the future of public transit. We were honored to have Paul Skoutelas, President & CEO of American Public Transportation Association as the keynote speaker. A special thank you to everyone who attended.



Senior Executive Team Presents Updates at CEO Roundtables

The senior executive team held a series of meetings where staff heard updates on initiatives such as GoMobile and the System Optimization Plan, as well as ongoing projects including the Evelyn Butts Transit Center and renovations at the Hampton Transit Center. The CEO Roundtables in Hampton, Norfolk, and the Norfolk Tide Facility were well attended. Employees asked thoughtful and engaging questions on a broad range of topics.



HRT Hosts Transit Leaders from Across the Commonwealth

HRT recently hosted the Virginia Transit Leadership Institute's Class of 2026 – 15 emerging leaders from agencies across the Commonwealth. I had the opportunity to talk about leadership with the group during their all-day session. Their visit included a tour of the Norfolk Tide Facility, a ride on the Tide from end to end, and a tour of the Norfolk maintenance facility.



HRT Blog: Protecting Passengers and Employees

Transit security is always top of mind at HRT, and with recent national headlines, its importance is clearer than ever. We are fortunate to have a dedicated team of Transit Security Officers (TSOs) who prioritize the safety of our employees and passengers every single day. We're proud to be growing this small but mighty team, and we're already seeing the positive impact of this investment. Learn more about the vital work our TSOs are doing at blog.gohrt.com.



Going Places: Supporting Survivors of Domestic Violence

October is Domestic Violence awareness month – and for many survivors getting to safety starts with something as simple as a bus ride. Public transit connects survivors to shelters, counseling, jobs, and the everyday independence needed to rebuild their lives. In the latest episode of Going Places, we speak with Dr. Cheryl Chavers of the Newport News Police Department on how access to public transit supports survivors and strengthens communities. Listen to it now at goingplacespod.com or wherever you get your podcasts.



United Way Day of Caring

A “thank you” to Team HRT for helping with the United Way of South Hampton Roads Day of Caring. The group gathered at the ForKids Birdsong Center in Suffolk where they spent the day deep cleaning the kitchen and organizing the food pantry. ForKids’ mission is to break the cycle of homelessness and poverty in Southeastern Virginia. HRT is honored to play a small part in the work they do to build strong, stable, compassionate communities.



State of Transit: Sustaining the Future

Last month, Hampton Roads Transit joined Williamsburg Area Transit Authority and Suffolk Transit in hosting the biennial State of Transit Summit. The focus of this year's summit was sustaining the future of public transit. More than 200 people attended the event at the Hampton Convention Center on Oct. 21, including local, state, and federal lawmakers, business leaders, and community partners.

We were honored to have the President and CEO of the American Public Transit Association (APTA), Paul Skoutelas, as our keynote speaker. While agencies across the nation still face challenges, he told attendees that overall, the public transit industry is recovering "extraordinarily well" post-pandemic.

APTA shares HRT's vision that investment in public transit is vital to the communities we serve. As public transit advocates, we need to be more aggressive when discussing what we're doing – improving technology and right-sizing the system – why we're doing it, and the positive impact that freedom of mobility has on the region.

The summit included a CEO Panel, where I was joined by my counterparts from WATA and Suffolk Transit. It was an excellent opportunity to discuss our shared goals, such as improving regional connectivity and developing a strategy to align fare collection across all three agencies.

It also provided an opportunity to highlight the ongoing success of our 757 Express routes, where recent ridership increases indicate a demand for better public transit. The System Optimization Plan will position us to implement more 15-minute peak period service, making sure we provide a better customer experience.

We also heard from our public transit advocates in Richmond. State Sen. J.D. "Danny" Diggs discussed his role on the Transportation District Commission of Hampton Roads and what he calls our "duty to provide public transit." Sen. Diggs was highly complimentary of HRT's Transit Security Officer program, calling it a "real success story" and suggesting it increases customers' confidence in the system.

Del. Jackie Hope Glass discussed the importance of coordinated regional advocacy efforts when approaching the General Assembly to increase the Commonwealth's investment in public transit. When HRT, WATA, and Suffolk Transit speak in one voice, it demonstrates the regional value of public transit to our economic development.

The State of Transit Summit served as a powerful reminder of the vital role public transit plays in our communities. The shared commitment among HRT, WATA, Suffolk Transit, our community partners, and advocates will help ensure public transit remains a cornerstone of economic development for the Hampton Roads region.

Sincerely,

A stylized, handwritten signature in black ink, likely belonging to William E. Harrell.

William E. Harrell
President and CEO
Hampton Roads Transit



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting November 13, 2025

gohrt.com

President's Report

HRT and DRPT Partner on Winter Wonderland Train

A promotional graphic for the 'Winter Wonderland Train' by Hampton Roads Transit. The background is a light blue gradient with faint snowflake patterns. On the left, a white and blue transit bus is shown from a side-front perspective, partially covered in snow. The bus has 'TIDE' and '403' visible on its side. To the right of the bus, the text 'Kick off the holiday season with Hampton Roads Transit' is written in a dark blue serif font. Further right, the words 'Winter Wonderland' are in a cursive script, followed by a snowflake icon and the word 'TRAIN!' in large, bold, blue block letters. Below this, the dates 'November 14–February 15' are in red, and '\$2 per ride for adults & kids ride FREE!' is in dark blue. At the bottom right is the Hampton Roads Transit logo, which consists of three blue swooshes followed by the text 'HAMPTON ROADS TRANSIT' in a dark blue sans-serif font.

Kick off the holiday season with
Hampton Roads Transit

Winter Wonderland
❄️
TRAIN!

November 14–February 15
\$2 per ride for adults & kids ride **FREE!**

 **HAMPTON ROADS TRANSIT**

President's Report

Winter Wonderland Bus to Shine in Norfolk Parade



President's Report

OnDemand Rideshare Service Extended



President's Report

Thousands Take Advantage of Free Rides on the Tide



President's Report

HRT's New “Smart Stops” are Exceeding Expectations



AUDIT REPORT

Hampton Roads Transit
FY2024



BROWN EDWARDS

certified public accountants



SUMMARY STATUS

Overview of Progress To-Date

- FY2021, completed August 29, 2023
- FY2022, completed October 22, 2024
- FY2023, completed March 25, 2025
- FY2024, completed October 20, 2025
- VRS and NTD engagements have been completed on-schedule
- Single Audits have been completed after financial statement audits
- FY2025, currently scheduling with goal completion of March 2026

SCHEDULE

*Implementation of new accounting software;
audit completed by predecessor auditor

Fiscal Year	Year Begin	Year End	Completed
FY2020*	July 1, 2019	June 30, 2020	February 24, 2022
FY2021	July 1, 2020	June 30, 2021	August 29, 2023
FY2022	July 1, 2021	June 30, 2022	October 22, 2024
FY2023	July 1, 2022	June 30, 2023	March 25, 2025
FY2024	July 1, 2023	June 30, 2024	October 20, 2025
<i>FY2025</i>	<i>July 1, 2024</i>	<i>June 30, 2025</i>	<i>March 2026 Goal</i>



SUMMARY RESULTS

Overview of FY2024 Financial Audit Results

- Basic Financial Statements
 - Clean, Unmodified Audit Opinion
- Introductory Section and Required Supplementary Information
 - Not within audit scope, though we do assist management with the preparation of the document
- Compliance
 - No findings
- Internal Controls
 - Material Weaknesses: adjustments posted as part of the audit and grant reconciliations
 - Noted improvement as we audit fiscal years under purview of continuing personnel



SUMMARY RESULTS

Other Audit Matters

- Significant Estimates
 - Pension and Other Postemployment Benefits (OPEB) (Notes 16 & 17)
 - Lease and subscription (SBITA) amounts (Notes 10 & 11)
 - Useful lives of capital assets (Note 6)
 - Self-insurance (Note 13)
- Adjustments Passed
 - Various timing differences related to grant revenue and expense accruals from FY2023, recorded in FY2024
 - One grant deferred accrual to FY2025, expenses incurred in FY2024
- Management was committed, cooperative, and collaborative throughout.

CONTACTS



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Christine Turner, CPA

Manager
757-316-3208
cturner@becpas.com

Contract No.: 25-00374	Title: Bus Repower Services	Contract Amount: \$2,434,810.56
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Acquisition Description: Enter into a contract with a qualified firm to perform the midlife repower of thirteen (13) existing Hampton Roads Transit (HRT) buses for restoration to revenue service.

Background: HRT is required to reliably maintain a minimum operating bus fleet. To this end, HRT has an obligation for the performance of midlife propulsion overhaul “repower” of thirteen (13) HRT buses. A bus repower includes the midlife replacement of drive line components including, but not limited to engine, transmission, emission systems, electrical wiring, and upgrade of engine cooling systems, to restore vehicle reliability and fuel efficiency for the remainder of the vehicle’s useful life. Under the terms of this agreement, the Contractor will complete all repowered bus work in like-new condition, incorporate updated safety and convenience features, and restore excellent reliability, fuel efficiency, and driving experience to Original Equipment Manufacturer (OEM) specifications.

Contract Approach: A Request for Proposals was issued on September 4, 2025. Two (2) proposals were received on October 3, 2025, from the following firms:

- Coach Crafters, Inc. (Coach Crafters)
- Cummins, Inc., d.b.a. Cummins Sales and Service (Cummins)

A post-solicitation survey of the other firms solicited revealed that some were not able to provide a competitive proposal or could not comply with the Buy America or OEM parts requirement.

After review and evaluation of the technical proposals received, both firms were invited to discuss their proposal and provide technical clarifications on their approach to the Scope of Work. At the conclusion of discussions, negotiations were held with each firm for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the total proposed pricing. At the conclusion of negotiations, Best and Final Offers were requested.

After review and analysis of the Best and Final Offers received, HRT staff determined that Cummins provided the best value to HRT, based on a combination of technical capability and price. As a result of the negotiation, Cummins’ total proposed price decreased by \$22,837.36, or approximately 0.93%. Cummins’ BAFO 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 Cummins is technically and financially capable of performing the work.

Cummins is headquartered in Columbus, IN and operates service locations in Richmond and Chesapeake, VA. Cummins has provided similar services for Beaver County Transit Authority, in Aliquippa, PA; Connect Transit Authority, in Bloomingdale, IL; and San Luis Obispo Regional

Contract No.: 25-00374	Title: Bus Repower Services	Contract Amount: \$2,434,810.56
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Transit Authority, in Obispo, CA. Cummins has also provided similar services to HRT satisfactorily.

The period of performance for this contract is twelve (12) months.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with 28% federal 5339 and 68% state grant, and 4% ACC funds.

Project Manager: Monique Battle, Operation Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Cummins Sales and Service to provide bus repower services in the not-to-exceed amount of \$2,434,810.56.

Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Cummins, Inc. dba Cummins Sales and Service	\$2,457,647.92	\$2,434,810.56
Coach Crafters, Inc	\$2,885,350.00	\$2,795,000.00

Contract No: 25-00368	Title: Bus Stop Improvements - Orcutt Avenue and 81st Street Transfer	Contract Amount: \$543,821.32
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Acquisition Description: Enter into a contract with a qualified Contractor to perform improvements to Hampton Roads Transit's (HRT's) existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton, VA.

Background: HRT has a requirement to implement improvements to its bus stop and transfer areas. Under the terms of this agreement, the Contractor will perform general improvement work, including, but not limited to, the following:

- Installation of erosion and sediment control measures.
- Removal of existing asphalt pavement, curb and gutter, sidewalk, and driveways.
- Site clearing and removal of existing trees.
- Installation of new concrete pavement, curb, sidewalk and ramp, concrete bus shelter pads, and driveway apron.
- Installation of a closed-circuit television (CCTV) camera system, including three (3) direct-burial aluminum poles, new electrical service, camera equipment, conduit, junction boxes and cabinets, and equipment for power and networking.
- Installation of landscaping.
- Removal and replacement of chain link fence.
- Removal and replacement of bus shelters.
- Removal of existing pavement markings and installation of new pavement markings.

Contract Approach: An Invitation for Bids was issued on September 12, 2025. Two (2) bids were received on October 14, 2025, from the following firms:

- M&F Concrete, Inc.
- M.K. Taylor Jr., Contractors, Inc. (M.K. Taylor)

A post-solicitation survey of other firms solicited revealed that most were not able to obtain pricing from subcontractors in time to respond to the IFB, or the required work was not within the scope of their service offerings. As such, there was no indication that a re-solicitation would result in greater participation.

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

M.K. Taylor's pricing is deemed fair and reasonable based on a price analysis conducted and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that M.K. Taylor is technically and financially capable of performing the work.

Contract No: 25-00368	Title: Bus Stop Improvements - Orcutt Avenue and 81st Street Transfer	Contract Amount: \$543,821.32
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M.K. Taylor is located in Hampton, VA and has provided similar services for S.A Seaman Construction, in Williamsburg, VA; Amentum Technology, Inc. in Hampton, VA; and Hampton University in Hampton, VA. M.K. Taylor has also provided similar services to HRT satisfactorily.

The period of performance for this Contract is eighteen (18) months.

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with 58% state grant and 42% HRRTF funds.

Project Manager: Daniel Detmer, Engineer/Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to M.K. Taylor, Jr. Contractors, Inc. to perform improvements to HRT's existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton, VA, in the not-to-exceed amount of \$543,821.32.

Solicitation Results

Bidder	Total Bid Price
M.K. Taylor, Jr. Contractors, Inc.	\$543,821.32
M&F Concrete, Inc.	\$705,779.57

Contract No.: 24-00309	Title: Data Archive Software and Extraction Services for PeopleSoft Financials	Contract Amount:	
		Base Year:	\$139,278.00
		Four (4) Option Years:	<u>\$315,000.00</u>
		Total:	\$454,278.00

Acquisition Description: Enter into a contract with a qualified Contractor to provide data archive software and extraction services for PeopleSoft Financials.

Background: Hampton Roads Transit (HRT) has a requirement to archive required data information contained in PeopleSoft Financials prior to the final decommission and retirement of its legacy PeopleSoft Financials software. Under the terms of this agreement, the Contractor will provide a secure commercial off-the-shelf (COTS) Software as a Service (SaaS) data archiving management solution to store HRT's identified PeopleSoft Financials application data and provide full inquiry and reporting capabilities against the archived data in a timely manner. The Contractor will also provide data extraction services for HRT's legacy data from Peoplesoft Financials to the data archiving system. The data archiving solution will be hosted on the Contractor's site and allow designated HRT users access to approved legacy data.

Contract Approach: A Request for Proposals (RFP) was issued on November 6, 2024. Three (3) proposals were received on February 21, 2025, from the following firms:

- CherryRoad Technologies, Inc. (CherryRoad)
- Platform 3 Solutions (Platform 3)
- Precise Analytics LLC

In response to the RFP, proposers were required to provide hourly rates for implementation of the software system, and pricing for on-going monthly support services described in the RFP.

After review and evaluation of the technical proposals, CherryRoad and Platform 3 were invited to provide technical clarification on their approach to providing the services described in the Scope of Work. At the conclusion of the technical presentations, both firms were invited for further discussions and negotiation for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing. At the conclusion of negotiations, Best and Final Offers were requested.

After review and analysis of the Best and Final Offers received, HRT staff determined that Platform 3 provided the best value, based on a combination of technical capability and price. Although Platform 3 did not offer any price concession as result of the negotiation, the firm offered two (2) months of free support, if the award is made prior to December 31, 2025; and confirmed that the offered SaaS licensing has capacity of up to one (1) terabyte of content. Platform 3's pricing is deemed fair and reasonable based on the price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Platform 3 is technically and financially capable of performing the work.

Contract No.: 24-00309	Title: Data Archive Software and Extraction Services for PeopleSoft Financials	Contract Amount:	
		Base Year:	\$139,278.00
		Four (4) Option Years:	<u>\$315,000.00</u>
		Total:	\$454,278.00

Platform 3 is located in Minnetonka, MN, has provided similar services for VF Corporation in Denver, CO; Medtronic in Minneapolis, MN; and Rexel USA in Dallas, TX.

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

No DBE Goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with 28% federal 5307 and 68% state grant and 4% ACC funds.

Project Manager: Glenda Dixon, Senior Director of ERP Systems and Services

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Platform 3 Solutions to provide data archive software and extraction services for PeopleSoft Financials, in the not-to exceed amount of \$454,278.00.

Solicitation Results

Proposer	Original Pricing	BAFO Pricing
Precise Analytics LLC	\$210,000.00	N/A
Platform 3 Solutions	\$454,278.00	\$454,278.00
CherryRoad Technologies, Inc.	\$554,250.00	\$407,375.00

Platform 3's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$139,278.00	\$73,500.00	\$77,000.00	\$80,500.00	\$84,000.00	\$454,278.00

Contract No.:	Title:	Contract Amount:	
25-00359	Employee Benefits Consulting and Brokerage Services (Renewal)	Three (3) Base Years:	\$151,454.00
		Two (2) Option Years:	\$108,693.00
		Total:	\$260,147.00

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide employee benefits consulting and broker services.

Background: Hampton Roads Transit (HRT) has a requirement for consulting and brokerage services for marketing, claims services, and advisement related to its employee benefits program, to include group health, group dental, group vision, group life insurance, short-term disability insurance, flexible spending accounts, health savings accounts, legal resources, and an employee assistance program. Under the terms of this agreement, the Contractor will assist HRT with administration, financial analyses, advertisements, and communication with benefit providers and employees, in regard to the program.

Contract Approach: A Request for Proposals (RFP) was issued on July 7, 2025. Two (2) proposals were received on August 29, 2025, from the following firms:

- Alliant Insurance Services, Inc.
- USI Insurance Services, LLC (USI)

In response to the RFP, proposers were required to provide monthly rates for employee benefits consulting and brokerage services described in the Scope of Work.

Upon review and evaluation of the proposals received, HRT staff determined that USI was rated best to meet the Scope of Work requirements based on the firm's technical approach, experience, and qualifications. As a result, no further information or clarifications were necessary.

In order to obtain more favorable pricing, USI was invited for discussions and negotiation for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed monthly rate. At the conclusion of negotiations, a Best and Final Offer was requested.

After a review and analysis of the Best and Final Offer received, HRT staff determined that USI provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, USI offered a total price reduction of \$62,752.48, or approximately 19.4%. Based on the results of the negotiations, and the fact that the pricing was obtained in a competitive environment, USI's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that USI is both technically and financially capable of performing the services.

USI is located in Norfolk, VA, and has provided similar services for Portsmouth Public Schools in Portsmouth, VA; New Horizon Regional Education Center in Hampton, VA; and a number of

Contract No.: 25-00359	Title: Employee Benefits Consulting and Brokerage Services (Renewal)	Contract Amount:	
		Three (3) Base Years:	\$151,454.00
		Two (2) Option Years:	\$108,693.00
		Total:	\$260,147.00

localities in Virginia, including Hampton, Newport News, Portsmouth, Fredericksburg, Manassas, and Suffolk. USI also currently provides these services to HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

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

Project Manager: Kim Wolcott, Chief Human Resources Officer

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to USI Insurance Services, LLC, to provide employee benefits consulting and brokerage services in the not-to exceed amount of \$260,147.00.

Solicitation Summary

Proposer	Original Pricing	BAFO Pricing
Alliant Insurance Services, Inc.	\$274,999.80	N/A
USI Insurance Services, LLC	\$322,899.48	\$260,147.00

USI Insurance Services, LLC's Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$49,000.00	\$50,470.00	\$51,984.00	\$53,544.00	\$55,149.00	\$260,147.00

Contract No: 25-00357R	Title: Provision of Seven (7) Non-Revenue Vehicles	Contract Amount: \$394,784.70
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Acquisition Description: Enter into a contract with a qualified contractor to provide seven (7) non-revenue vehicles.

Background: Hampton Roads Transit (HRT) has a requirement for seven (7) non-revenue vehicles to replace older, less dependable mission critical support vehicles. Under the terms of this agreement, the Contractor will provide various trucks and SUVs, including optional dealer upfitting, service preparation, transportation, and delivery.

Contract Approach: An Invitation for Bids was issued on September 19, 2025. Four (4) bids were received on October 10, 2025, from the following firms:

- Apple Ford, Inc. (Apple Ford)
- CMA Williamsburg Ford/Petersburg Motor Co. (Williamsburg Ford)
- Hall of Elizabeth City, LLC (Hall of Elizabeth City)
- Southern Auto Group (Southern Auto)

In response to the IFB, bidders were required to provide pricing for the seven (7) vehicles specified in the Price Schedule.

After review and evaluation of the bids received, CMA Williamsburg, Hall of Elizabeth City, and Southern Auto were deemed non-responsive and ineligible for award due to the firms not providing pricing for all of the required vehicles. The three (3) firms indicated that they were not able to provide one (1) of the required SUVs. Apple Ford provided pricing for all seven (7) vehicles and, when contacted, confirmed that they will be able to provide all the vehicles required. Therefore, HRT staff determined that Apple Ford was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award.

Since Apple Ford was the only responsive bidder, a decision was made to enter into price negotiations with the firm, in an effort to obtain the most favorable pricing. Negotiations focused on reducing the total price. As a result of the negotiations, Apple Ford reduced its total bid price by \$14,354.00, or approximately 3.5%, and the revised pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Apple Ford is technically and financially capable of providing the required vehicles.

Apple Ford is located in Columbia, MD and has provided similar services for Fairfax County in Fairfax, VA; the Prince William County Public Schools in Bristow, VA; and the Housing Authority of Baltimore City, in Baltimore, MD.

The period of performance for this Contract is four (4) months.

Contract No: 25-00357R	Title: Provision of Seven (7) Non-Revenue Vehicles	Contract Amount: \$394,784.70
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No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with 27% federal 5307 and 65% state grant and 8% ACC funds.

Project Manager: Monique Battle, Operation Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Apple Ford, Inc., to provide seven (7) non-revenue vehicles, in the not-to-exceed amount of \$394,784.70.

Solicitation Results

Bidder	Total Bid Price	Revised Pricing
Hall of Elizabeth City, LLC*	\$358,501.00	N/A
Southern Auto Group*	\$367,316.50	N/A
CMA Williamsburg Ford/Petersburg Motor Co.*	\$379,085.00	N/A
Apple Ford, Inc.	\$409,138.70	\$394,784.70

**Did not provide pricing for all of the required vehicles.*

TRAC Commission Report

November 2025

Hampton Roads Transit's Transit Riders Advisory Committee (TRAC) met on November 5, 2025, in the Norfolk boardroom. Interim Chair Heather Cutrone convened the meeting at 6:01 P.M. Members present were Interim Chair Heather Cutrone, Commissioner Mamie Johnson, Karl Burden-El Bey, Yolanda Burns, and Terrance Mobley.

HRT staff in attendance were Linda Hodge, Operations Supervisor, Henry Ryto, TRAC Staff Liaison, and Rodney Davis, Director of Customer Relations. General public attendees were Denise Johnson and Bruce Robinson.

Rodney Davis provided an overview on the results of the 2025 American Bus Benchmarking Group (ABBG) Customer Satisfaction Survey that was conducted April 8 – May 19, 2025.

Mr. Davis discussed the administration of the survey. He went on to say that:

- The survey goal was 500 and HRT completed 530 surveys.
- HRT's average score of 3.78 was a slight improvement over the 2024 score of 3.73.
- 65% of survey respondents indicated they used the bus primarily for traveling to work.
- Areas rated at or above average were: Entering and Leaving the Bus, Driver Appearance, Ride Comfort, Paying a Fare, Convenient Network, Safety on the Bus, Seat/Space Availability, General Information, Interior Comfort, and Pollution Reduction.
- Areas rated below average were: Convenient Schedule, Journey Time, Driver Helpfulness, Safety (Security) When Waiting, Vehicle Cleanliness, Actual Service Information, Resolving Problems, Punctuality, and Alternatives Information.

During his Director Remarks, Mr. Davis, reviewed TRAC CAFs and the calendar of activities. During her Chair Remarks, Heather Cutrone thanked everyone for their attendance.

During Roundtable:

- Terrance Mobley said he was willing to volunteer his service as needed.
- Yolanda Burns commented that individuals were sleeping in the shelter adjacent to the Union Mission and the shelter had a foul smell.
- Linda Carroll said Bus Operations will, at times, assist customers with information by providing onboard announcements when appropriate if there is a significant service disruption.
- Commissioner Johnson asked Ms. Burns to provide details pertaining to the shelter at Union Mission so she could assist in allocating resources to address the problem.
- Karl Burden-El Bey thanked Mr. Davis for his service as Director.

During Public Comment, Ms. Johnson said she would offer her assistance.

The meeting adjourned at 7:01 P.M.