



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

Thursday, February 27, 2025, at 1:00 p.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA – In Person - Zoom

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, February 27, 2025, at 1:00 p.m. at 509 E. 18<sup>th</sup> Street, Norfolk, VA.

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

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 27, 2025, 509 E.18<sup>th</sup> Street, Norfolk, VA  
at 1:00 p.m. in Person – Zoom

### Revised - AGENDA

#### Call to Order & Roll Call

1. Public Comments
  2. Approval of January 23, 2025 Meeting Minutes
  3. President's Monthly Report - William Harrell
    - A. Board Updates
  4. Committee Reports
    - A. Audit & Budget Review Committee - Commissioner White/  
Conner Burns, Chief Financial Officer
      - January 2025 Financial Report
      - FY2026 Preliminary Operating Budget & TSPs
    - B. Management/Financial Advisory Committee – Alternate Commissioner DeProfio/  
Conner Burns, Chief Financial Officer
    - C. Operations & Oversight Committee - Commissioner Glover/Sonya Luther, Director  
of Procurement
      - **Contract No. 24-00326 – Fare Technology Assessment, Phase 6 –  
Unified Fare Study**
- Commission Consideration:** Award of a contract to Arcadis Group to conduct a unified fare study in the not-to-exceed amount of \$249,806.00.
- **Contract No. 24 – 00319 – Towing and Flat Tire Replacement  
Services (Renewal)**

**Commission Consideration:** Award of contract to Affordable Towing and Recovery of Hampton Roads, LLC to provide towing and flat tire replacement services in the not-to-exceed amount of \$402,250.00 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 Goodwin/  
Alexis Majied, Chief Communications and External Affairs Officer

F. Paratransit Advisory Subcommittee – Ms. Alicia Griffin, Chair/Barry Bland,  
Paratransit Services Contract Administrator

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

5. Old and New Business

- 2024 Annual Status of Safety Report – Rail Fixed Guideway State Safety Oversight Program – Report Submitted by Mr. Andrew Ennis, TSSP-Rail, PTSCTP, Transit Rail Safety & Emergency Management Administrator
- **Resolution No. 01-2025:** Authorizing the issuance of bonds, notes and other obligations in a maximum principal amount not to exceed \$17,000,000.00 to evidence a revolving line of credit.

6. Comments by Commission Members

7. Closed Session

8. Adjournment

**The next meeting will be held on Thursday, March 27, 2025, at 1:00 p.m.  
at 3400 Victoria Boulevard, Hampton, VA**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, January 23, 2025 • 1:00 p.m. 3400 Victoria Blvd., Hampton, VA, and Hybrid (Zoom) Meeting

## Call to Order.

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

### **Commissioners in attendance:**

Chairman Johnson, Chesapeake  
Vice-Chair Glover, Portsmouth (Zoom)  
Past Chair Woodbury, Newport News  
Commissioner Ross-Hammond, Virginia Beach  
Commissioner Gray, Hampton  
Commissioner White, Hampton  
Commissioner King, Norfolk (Zoom)  
Commissioner Goodwin, Portsmouth  
Alt. Commissioner Daughtery, VDRPT (Zoom)  
Commissioner Robinson, VDRPT (Zoom)

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

Ray Amoruso, Chief Planning and Development Officer  
Tammara Askew, Administrative Support Technician (Zoom)  
Monique Battle, Ops Project and Contract Administrator (Zoom)  
Thomas Becher, Communications Manager (Zoom)  
Blue Bell, Budget Analyst (Zoom)  
Barry Bland, Paratransit Services Contract Administrator  
Malika Blume, Director of Internal Audit (Zoom)  
Keisha Branch, Director of Capital Programs  
Amy Braziel, Director of Contracted Services and Operational Analytics  
David Burton, William Mullens, General Counsel  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Sherri Dawson, Director of Transit Development  
Rodney Davis, Director of Customer Relations  
Sheri Dixon, Director of Revenue Services (Zoom)  
Dudley Clarke, Contract Budget Analyst (Zoom)  
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)  
Angela Glass, Director of Budget & Financial Analysis  
Wayne Groover, Director of Rail Maintenance (Zoom)  
William Harrell, President and CEO  
Keianna Harris, Special Projects Assistant (Zoom)  
Danielle Hill, Director of Human Resources  
Toni Hunter, Staff Auditor

Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)  
Shane Kelly, Sr. Manager Security & Emergency Preparedness  
Justin Kahler, Grants Program Analyst (Zoom)  
Mason Lawrence, Emergency Manager  
Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications & External Affairs Officer  
Gus Maxwell, Public Outreach Coordinator  
Tracy Moore, Director of Transportation (Zoom)  
John Nason, Director of Bus Maintenance  
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)  
Noelle Pinkard, Organizational Advancement Officer (Zoom)  
Luis R. Ramos, Senior Executive Administrator/Commission Secretary  
Shleaker Rodgers, Staff Auditor (Zoom)  
Dawn Sciortino, Chief Safety Officer  
Liliana Scott, HR Training Development Specialist (Zoom)  
Sherry Scott, Manager of Transportation Transit Operations (Zoom)  
Benjamin Simms, IV, Chief Transit Operations Officer  
Brian Smith, Deputy CEO  
Monique Strickland, Talent Acquisition Manager Human Resources  
Paula Studebaker, HR Executive Assistant  
Matthew Stumpf, Budget Analyst  
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  
Keishia Williams, Operations Support Technician  
Kim Wolcott, Chief Human Resources Officer  
Robert Travers, HRT Corporate Counsel

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

Alt. Commissioner Cipriano, City of Newport News  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT  
Angela Hopkins, City of Newport News  
Denise Johnson, Chair, Transit Riders Advisory Committee  
Ina Kreps, Portsmouth, Citizen  
Sheila McAllister, City of Newport News (Zoom)  
Alt. Commissioner Sparks, VDRPT (Zoom)  
Janice Taylor, League of Women Voters (Zoom)  
Constantinos Velissarios, City of Newport News (Zoom)

The TDCHR meeting package was distributed electronically to all Commissioners in advance of the meeting. The meeting package consisted of:

- Agenda
- Meeting Minutes
- President's Report Presentation

- Financial Reports
- Committee Reports

### **Public Comments**

There were no public comments.

### **Approval of December 12, 2024, Meeting Minutes**

A motion to approve December 12, 2024, minutes was made by Commissioner Woodbury and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Johnson, Woodbury, Ross-Hammond, Stevenson, Gray, King, Daughtery, White, Velissarios and Goodwin

Nays: None

Abstain: None

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

Mr. Harrell welcomed everyone to the meeting. Mr. Harrell stated that in the interest of time he would defer providing a longer report and encouraged the Commission to review the complete report provided in the package.

Mr. Harrell called upon Ms. Alexis Majied, Chief Communications Officer, to introduce Mr. August Maxwell, Public Coordinator. Mr. Maxwell provided a presentation on the creation of a new Student Transit Riders Commission program. Mr. Maxwell presented the new program and answered questions..

### **Audit & Budget Review Committee**

Chairman Johnson called upon Commissioner Gray for a report from Audit & Budget Review Committee report.

Commissioner Gray stated the Budget & Audit Committee did not meet this month.

Mr. Gray called on Mr. Conner Burns who provided the Commission with December's Financial Report.

Commissioner Gray announced that this would be his last meeting, and that Commissioner White would be taking over the duties of chairing the Audit & Budget Review Committee.

Committee members and staff gave their congratulations and appreciation to Commissioner Gray.

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

Chairman Johnson called on Alt. Commissioner DeProfio to provide and update for the MFAC Committee.

Mr. DeProfio stated that the Committee met on Tuesday January 21, 2025.

Mr. DeProfio stated that the December Financial Report and audit updates were given to MFAC.

MFAC also received a Service Reliability credit update and there was discussion regarding Free Fare Days.

### **Operations and Oversight Committee**

Chairman Johnson called on Commissioner Glover to provide an update on the Operations and Oversight Committee.

Mayor Glover stated that the Committee met on Thursday, January 9, 2025, and there are two contracts presented at the meeting that are being brought forth as a motion for Board approval. Commissioner Glover called on Ms. Sonya Luther to present the following contracts:

#### **Contract No. 19-00004    Modification No. 5 Oracle Peoplesoft Annual Support Services Renewal**

Commission Consideration: Award of a modification to increase the not-to-exceed amount of the Oracle PeopleSoft Annual Support Services Renewal Contract by \$177,962.74, from \$1,562,501.39 to \$1,740,464.13.

#### **Contract No. 24-00306    Human Resources Temporary Staffing Services**

Commission Consideration: Award of a contract to Sparks Group, Inc. and Talantage, LLC to provide human resources temporary staffing services to HRT. The cumulative amount of all Task Orders issued under these contracts will not exceed \$660,000.00.

A motion to approve **Contract No. 19-00004, Modification No, 5 Oracle PeopleSoft Annual Support Services Renewal** and **Contract No. 24-00306, Human Resources Temporary Staffing Services** was made by the Operations and Oversight Committee and properly seconded by Commissioner Woodbury. A Roll Call vote resulted as follows:

Ayes:            Commissioner Johnson, Glover, Woodbury, Ross-Hammond, Stevenson, Gray, King, Daughtery, White, Velissarios, and Goodwin.

Nays:            None

Abstain:        None

Commissioner Glover thanked Commissioner Gray for his commitment and dedication to the Commission.

The next Operations and Oversight Committee Meeting will be held in Norfolk on February 13, 2025.

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

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

Commissioner Ross-Hammond stated that Committee met prior to the Commission meeting. Commissioner Ross-Hammond called on Mr. Ray Amoruso for a brief update. Mr. Amoruso stated that committee was given updates on ridership post pandemic, the Chesapeake High-Capacity Corridor Study, and the Naval Station Transit Corridor Project.

The Chesapeake High-Capacity Corridor Study is planned to be presented to the Chesapeake City Council on February 25, 2025, during a City Council Work Session.

### **External Legislative Affairs Committee (ELAC)**

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

Commissioner Goodwin stated that the committee met on January 15, 2025.

Mr. Goodwin called on Ms. Noelle Pinkard to provide an update on Transit Advocacy Day on Monday, January 27, 2025. Ms. Pinkard shared some of the legislative initiatives being discussed in Richmond to include light rail funding opportunities, budget amendments to help pay for toll activity and Virginia Transit Association initiatives to secure additional statewide operating and capital funding resources.

The next meeting will be held on February 19, 2025, in Norfolk.

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

Chairman Johnson called on Mr. Michael Price to provide an update on the Smart Cities and Innovation Committee.

Mr. Price stated that there was no meeting this month.

Mr. Harrell stated that there is a recommendation under New Business to consolidate the technology focus of the Smart Cities & Innovation Committee as part of the Operations & Oversight Committee.

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

Chairman Johnson called on Mr. Barry Bland to provide an update on the Paratransit Advisory Committee.



Mr. Bland stated that there has not been a PAC meeting since the last update and that the next meeting will be on February 12, 2025, in Hampton.

**Transit Riders Advisory Sub-Committee (TRAC)**

Ms. Denise Johnson stated that TRAC met on January 8, 2025, in Hampton.

Ms. Denise Johnson provided her report to the Commission. The next Transit Riders Advisory Sub-Committee meeting will be held on March 5, 2025, in Norfolk.

Chairman Johnson recognized and welcomed the new DRPT Director, Ms. Tiffany Robinson.

**Old and New Business**

A motion to consolidate the technology focus of the Smart Cities & Innovation Committee as part of the Operations & Oversight Committee was made by Commissioner Woodbury and properly seconded by Commissioner Goodwin. A roll call vote resulted as follows:

Ayes: Commissioners Johnson, Glover, Woodbury, Ross-Hammond, Stevenson, Gray, King, Daughtery, White, Velissarios, and Goodwin.

Nays: None

Abstain: None

**Comments from Commissioners**

None.

**Adjournment**

With no further business to conduct, the meeting was adjourned at 1:57pm.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

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**Stephens Johnson,  
Chair**

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**Luis Ramos  
Commission Secretary  
January 23, 2025**



## HRT Prepares for Transit Advocacy Day

The 2025 Virginia General Assembly session is underway with a range of legislative and budgetary issues of interest to HRT. We have identified three major legislative priorities for the session:

- Increased funding for statewide transit capital and operating needs: HRT supports a budget amendment to raise overall state funding that is being championed by the Virginia Transit Association.
- Sustainable and predictable Light Rail funding: HRT supports an update to Virginia's MERIT program, which provides operating and capital support for transit systems across the Commonwealth, to address the unique needs of the Tide light rail system.
- Public transportation toll relief: HRT is pursuing a budget amendment to help defray public transportation costs on tolled facilities in Norfolk and Portsmouth.

HRT is joining other members of the Virginia Transit Association (VTA) at Virginia's Capitol on Jan. 27 for the annual Transit + Rail Advocacy Day. We'll be attending a briefing about the future of transit and rail, visiting with lawmakers to share the legislative priorities above, and joining a reception with VTA members, legislators, and decision-makers.



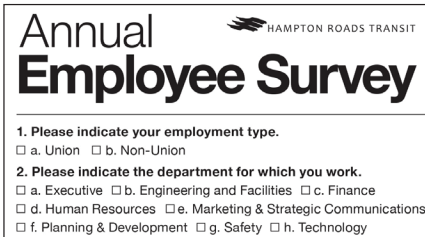
## Transit Equity Day 2025

On Monday, Feb. 10, HRT will honor Rosa Parks by offering free fares on all bus, light rail, ferry, OnDemand, and paratransit services. This is the fourth year HRT has honored Parks, who paved the way for equity in public transportation. Transit Equity Day is a great opportunity to highlight her life and legacy while giving people who might not usually use public transit a chance to try it for free.



## Drive Out Hunger Food Drive

January is Poverty Awareness Month, and HRT Cares, an employee group supporting fellow employees and community organizations, is sponsoring the second annual HRT Drive Out Hunger Food and Fund Drive. All donations will benefit the Virginia Peninsula Foodbank and the Foodbank of Southeastern Virginia and the Eastern Shore. Last year, HRT employees donated nearly 700 meals for families in need. This year, in addition to collection bins set up for employees, we also will accept donations from the public. The goal is to collect enough food to provide 1,000 meals. The drive runs through Jan. 26.



## Second Annual Employee Survey

HRT is now conducting our second annual employee survey. The survey can be completed online via Insite or in person at locations throughout the agency. The survey is anonymous, and we encourage all employees to complete it. This is a great opportunity for leadership to hear from staff. We cannot make meaningful changes without input from staff. The last day to complete the survey is Friday, Feb. 14.



## CEO Luncheon

In December, I hosted a CEO Luncheon in Hampton. More than two dozen staff from every department were invited to attend, including Operations. Kim Wolcott, Chief Human Resources Officer, and Alexis Majied, Chief Communications Officer, were also there on behalf of the senior executive team. This event provides an excellent opportunity to engage with team members. The conversation centered around HRT's successes in 2024, ongoing initiatives in the New Year, and feedback on how to improve the workplace.



### Gus The Bus Makes Admirals Debut

"Gus the Bus" made his professional hockey debut when the Norfolk Admirals took on the Wheeling Nailers on Jan. 4. Gus and a dozen of his closest friends made a special appearance for Mascot Mania night. The beloved Gus appeared alongside local favorites, including Salty, Hat Trick, Pucky the Panda, Rip Tide, and Tango Tiger. Gus and the others took to the ice after the first intermission. They signed autographs and took photos with adoring fans. Be on the lookout for Gus! You never know where he might show up in the community next.



### Operators to Represent HRT at State "Roadeo"

Three bus operators are headed to Fairfax after finishing in the top three at the annual bus "Roadeo" held on Dec. 8 at Todd Stadium in Newport News. Ten HRT operators competed, navigating a 40-foot bus through several obstacles within a designated timeframe. Operators Reginald Charity, Jr., Shawn Washington, and Jimmy Brown will represent HRT at the state competition this spring.



### Holiday Festivities Around HRT

The halls and offices of HRT were decked in garland and lights as staff looked to spread holiday cheer throughout December. Operations continued its tradition of hosting celebrations on the North and South sides, including a day that's always a favorite among operators – trading in their uniforms for holiday sweaters. The Recognition and Reward Committee encouraged employees to get in the holiday spirit by sponsoring a photo contest and inviting staff to "capture the magic."



## Connecting Chesapeake Study Update

After months of planning and public input, Hampton Roads Transit is preparing to present its ideas for the Connecting Chesapeake Study to the Chesapeake City Council. We're excited to take this next step toward improving mobility options for the City of Chesapeake.

The study has been nearly two years in the making. In the summer of 2023, HRT began working with the City of Chesapeake to explore high-capacity transit options that align with future growth plans, improve connectivity to the regional transportation network, and enhance the City's economy.

Our first task was educating the public on the various available high-capacity transit options: bus rapid transit, express bus service, and light rail. Through a series of outreach events, HRT staff engaged city and community leaders, business owners, and the public. HRT initially identified 16 alignment alternatives to the city. Over the duration of the study, these were narrowed down to four.

The four alignment alternatives have undergone comprehensive analysis, including ridership potential, traffic and transportation impacts, ability to influence land use, and relative understanding of capital costs. Businesses are excited about the potential for connecting employees to jobs and residents to schools, shopping, medical facilities, and entertainment venues. Others see the value in simply connecting the community with public transit that is faster and more frequent. While we have been engaged with the public throughout this process, some have preferred the directness of two of the final alignment alternatives. Others, however, support the two alignment alternatives that offer connections to activity centers around the city.

This has been a unique opportunity for both HRT and the City in that we've been able to walk in lockstep throughout the entire process, ensuring our planning aligns with their 2050 Comprehensive Plan and the Greenbrier Area Plan for the City.

While there have been past studies looking at high-capacity transit in Chesapeake, we believe the time is now to move forward. The City of Chesapeake has the second largest population in the Commonwealth of Virginia, and Connecting Chesapeake will position HRT to plan ahead for future growth.

Sincerely,

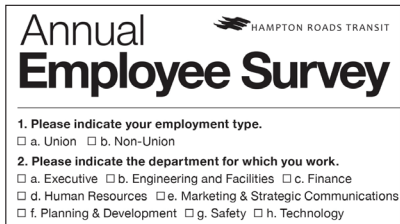
A handwritten signature in black ink, appearing to read "W. Harrell", with a large, sweeping flourish at the end.

William E. Harrell  
President and CEO  
Hampton Roads Transit



## Base Express Celebrates 100,000 Riders

The Base Express marked a major milestone — reaching 100,000 riders in just over two years. Hampton Roads Transit staff visited Naval Station Norfolk on Jan. 29 to celebrate this achievement. They handed out lanyards, pens, and other swag to customers on the Blue and Gold Routes. When the service began in December 2022, it was anticipated to reach 25,000 riders within the first three years.



## Employee Survey Update

The second annual employee survey is complete. More than 400 employees completed the survey this year, up from about 350 last year. We introduced some new questions this year to better understand employee sentiment regarding rewards and recognition, as well as internal communication strategies. The results will be reviewed and analyzed, helping inform decisions for upcoming initiatives.



## Random Acts of Kindness

HRT teamed up with WNSB HOT 91 for two days of Random Acts of Kindness to commemorate Transit Equity Day and honor Rosa Parks and Claudette Colvin. On Monday, Feb. 10, and Wednesday, Feb. 12, radio DJs visited DNTC and HTC, transforming the transit centers into party central. Commuters laughed, and danced, and spun the prize wheel for a chance to win 30-day transit passes.



## Virginia Symphony Orchestra Partnership

The Virginia Symphony Orchestra held its annual CommUNITY Play-In and Sing-Along on Sunday, Feb. 2, at Norfolk State University. This celebration of peace and unity features the VSO orchestra and chorus alongside members of the community who also play and sing. This year, due to parking challenges on campus at NSU, VSO provided free fares on the Tide light rail to all participants and attendees.



## YWCA Travel Training

Staff from the YWCA South Hampton Roads visited HRT on Friday, Feb. 7. It's part of a year-long partnership between our two organizations. The YWCA says public transit is important to the people they serve, which is primarily women and families who have experienced domestic violence. They wanted their frontline staff to learn about HRT services. They heard from Sheri Dixon, Director of Revenue Services, and Jennifer Dove, Civil Rights/Grants Program Manager. They received training on the new system map, learned how to plan a trip, and then took a bus ride to DNTC. YWCA hopes to make this part of their staff's annual training.



## OnDemand Rideshare Demo at CNU

Students and faculty at Christopher Newport University in Newport News were treated to a demonstration of HRT's OnDemand ridesharing service. Public Outreach coordinated with CNU's Center for Community Engagement to organize the demo. An OnDemand vehicle was available outside the student union for students to learn how to use the app and even take a ride to a nearby restaurant. All students who participated were given a promo code to use to try the service for free within two weeks. We have plans to go back later this spring for another demo.



## HERO Committee Hosts Gala

Employees have been working to revive HRT's HERO Committee – HRT Employee Recognition Organization. It's a committee of employees responsible for planning and implementing events for employees. To kick off 2025, HERO hosted a semi-formal gala at the Sheraton Norfolk Waterside Hotel on Jan. 25. Nearly 250 people attended. The cost to join HERO is \$26 annually. Employees can pay all at once or through payroll deductions throughout the year.



HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

JANUARY 2025  
FISCAL YEAR 2025  
FINANCIAL REPORT

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

# OPERATING FINANCIAL STATEMENTS

## January 2025

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 8,823.3	\$ 718.5	\$ 687.8	\$ (30.7)	(4.3) %	\$ 5,136.4	\$ 4,984.7	\$ (151.7)	(3.0) %
Passenger Revenue - RTS	881.3	73.4	67.1	(6.3)	(8.6) %	514.1	476.5	(37.6)	(7.3) %
Advertising Revenue	800.0	66.7	88.0	21.3	32.0 %	466.7	496.4	29.8	6.4 %
Other Transportation Revenue	2,975.3	247.9	235.6	(12.4)	(5.0) %	1,735.6	1,642.2	(93.4)	(5.4) %
Non-Transportation Revenue	60.0	5.0	31.4	26.4	527.2 %	35.0	(26.6)	(61.6)	(176.0) %
<b>Total Operating Revenue</b>	<b>13,539.8</b>	<b>1,111.5</b>	<b>1,109.8</b>	<b>(1.7)</b>	<b>(0.2) %</b>	<b>7,887.8</b>	<b>7,573.3</b>	<b>(314.5)</b>	<b>(4.0) %</b>
<b>Non-Operating Revenue</b>									
Federal Funding (5307/5337)	46,120.7	3,663.0	4,483.7	820.7	22.4 %	26,930.8	25,513.9	(1,416.9)	(5.3) %
HRRTF Funding	10,517.6	876.5	847.5	(29.0)	(3.3) %	6,135.3	5,187.7	(947.6)	(15.4) %
State Funding	24,937.8	2,078.1	2,078.1	0.0	0.0 %	14,547.0	14,547.0	0.0	0.0 %
Local Funding	50,258.9	4,188.2	4,188.2	0.0	0.0 %	29,317.7	29,317.7	0.0	0.0 %
<b>Total Non-Operating Revenue</b>	<b>131,834.9</b>	<b>10,805.9</b>	<b>11,597.5</b>	<b>791.7</b>	<b>7.3 %</b>	<b>76,930.8</b>	<b>74,566.3</b>	<b>(2,364.5)</b>	<b>(3.1) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 145,374.7</b>	<b>\$ 11,917.4</b>	<b>\$ 12,707.4</b>	<b>\$ 790.0</b>		<b>\$ 84,818.6</b>	<b>\$ 82,139.5</b>	<b>\$ (2,679.0)</b>	
<b>TOTAL EXPENSE</b>	<b>\$ 145,374.7</b>	<b>\$ 11,917.4</b>	<b>\$ 12,574.9</b>	<b>\$ (657.5)</b>		<b>\$ 84,818.6</b>	<b>\$ 81,406.1</b>	<b>\$ 3,412.4</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 132.5</b>				<b>\$ 733.4</b>		

1. Line of Credit balance as of February 19, 2025 is \$13,091,537.54.  
 2. Line of Credit Average Daily balance for January 2025 was \$13,256,715.77.

# OPERATING FINANCIAL STATEMENTS

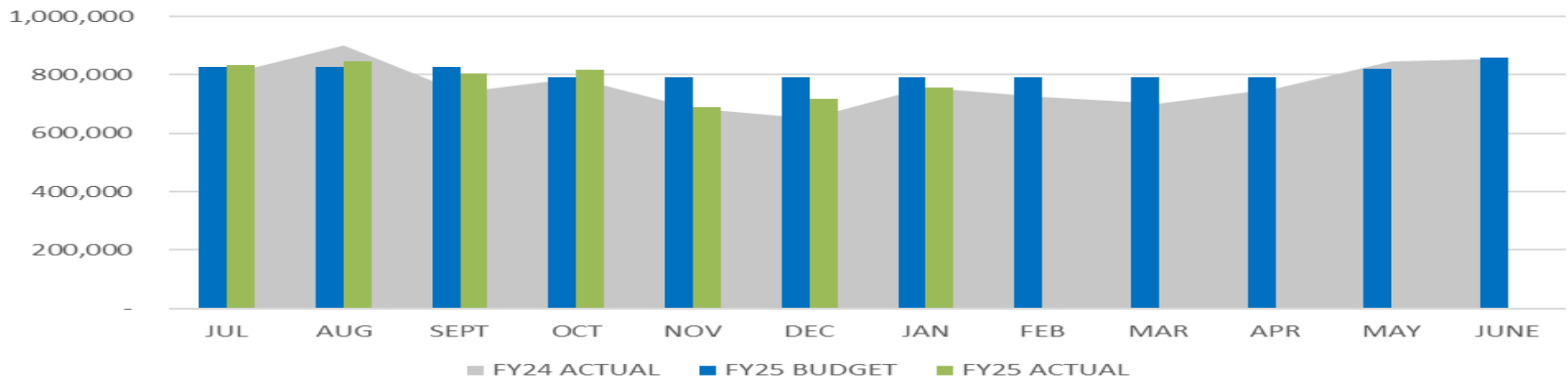
January 2025

757 EXPRESS, 15-MINUTE INCREMENT

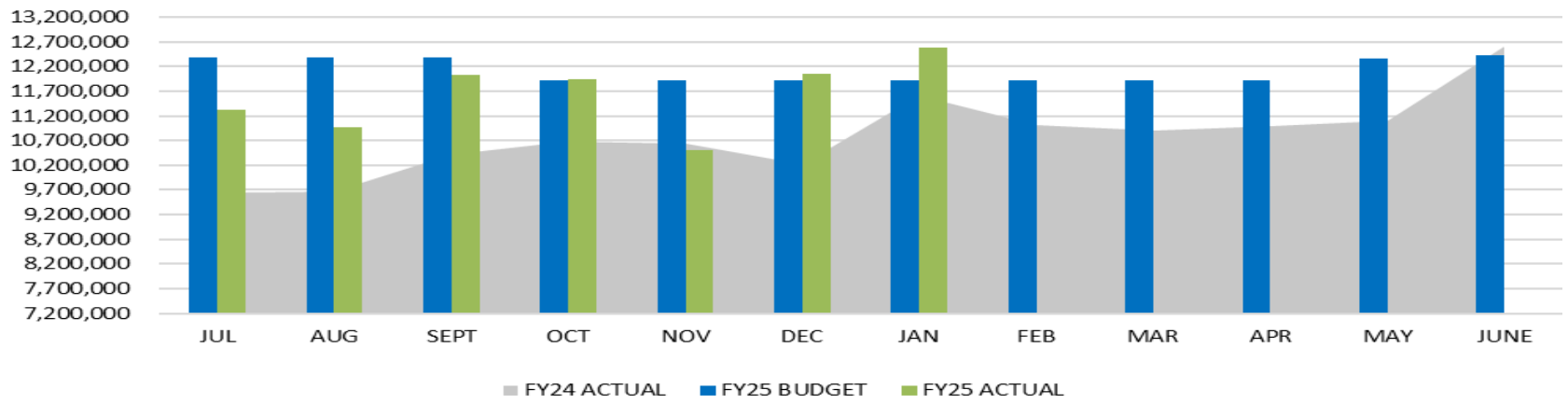
FISCAL YEAR 2025	Annual		Month to Date			Year to Date				
	Budget	Budget	Actual	Variance		Budget	Actual	Variance		
Dollars in Thousands										
<b>Operating Revenue</b>										
Passenger Revenue	\$ 881.3	\$ 73.4	\$ 67.1	\$ (6.3)	(8.6) %	\$ 514.1	\$ 476.5	\$ (37.6)	(7.3) %	
RTS Service	10,517.6	876.5	847.5	(29.0)	(3.3) %	6,135.3	5,187.7	(947.6)	(15.4) %	
<b>TOTAL REVENUE</b>	<b>\$ 11,398.9</b>	<b>\$ 949.9</b>	<b>\$ 914.6</b>	<b>\$ (35.3)</b>		<b>\$ 6,649.3</b>	<b>\$ 5,664.2</b>	<b>\$ (985.2)</b>		
Personnel Services	\$ 8,402.3	\$ 700.2	\$ 683.1	\$ 17.1	2.4 %	\$ 4,901.3	\$ 4,335.1	\$ 566.3	11.6 %	
Contract Services	1,187.4	99.0	104.1	(5.2)	(5.2) %	692.6	506.6	186.0	26.9 %	
Materials & Supplies	1,352.6	112.7	101.7	11.0	9.8 %	789.0	666.1	122.9	15.6 %	
Utilities	81.6	6.8	7.8	(1.0)	(14.7) %	47.6	40.5	7.1	14.9 %	
Casualties & Liabilities	375.0	31.3	17.9	13.4	42.8 %	218.8	115.9	102.9	47.0 %	
<b>TOTAL EXPENSE</b>	<b>\$ 11,398.9</b>	<b>\$ 949.9</b>	<b>\$ 914.6</b>	<b>\$ 35.3</b>		<b>\$ 6,649.3</b>	<b>\$ 5,664.2</b>	<b>\$ 985.2</b>		
<b>SURPLUS (DEFICIT)</b>			<b>\$ -</b>				<b>\$ -</b>			



## Farebox Revenue



## Total Expenses



# OPERATING CROSSWALK

January 2025

YEAR-TO-DATE					
FISCAL YEAR 2025 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
<b>REVENUE</b>					
Passenger Revenue	\$ 5,650.5	\$ 4,887.9	\$ 573.3	\$ 5,461.2	\$ (189.3)
Advertising Revenue	\$ 466.7	\$ 448.2	\$ 48.2	\$ 496.4	\$ 29.7
Other Transportation Revenue	\$ 1,735.6	\$ -	\$ 1,642.2	\$ 1,642.2	\$ (93.4)
Non-Transportation Revenue	\$ 35.0	\$ 64.8	\$ (91.4)	\$ (26.6)	\$ (61.6)
Federal Funding (PM 5307/5337)	\$ 26,930.8	\$ 25,513.9	\$ -	\$ 25,513.9	\$ (1,416.9)
HRRTF Funding <sup>1</sup>	\$ 6,135.3	\$ -	\$ 5,187.7	\$ 5,187.7	\$ (947.6)
State Funding	\$ 14,547.0	\$ 14,547.0	\$ -	\$ 14,547.0	\$ -
Local Funding	\$ 29,317.7	\$ 29,317.7	\$ -	\$ 29,317.7	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 84,818.6</b>	<b>\$ 74,779.5</b>	<b>\$ 7,360.0</b>	<b>\$ 82,139.5</b>	<b>\$ (2,679.1)</b>
<b>EXPENSE</b>					
Personnel Services	\$ 50,592.2	\$ 45,711.1	\$ 4,363.6	\$ 50,074.7	\$ 517.5
Services	\$ 9,434.1	\$ 6,922.6	\$ 660.8	\$ 7,583.4	\$ 1,850.7
Materials & Supplies	\$ 8,092.3	\$ 6,742.9	\$ 643.7	\$ 7,386.6	\$ 705.7
Utilities	\$ 926.0	\$ 821.5	\$ 78.4	\$ 899.9	\$ 26.1
Casualties & Liabilities	\$ 3,232.9	\$ 2,268.3	\$ 216.6	\$ 2,484.9	\$ 748.0
Purchased Transportation	\$ 11,382.1	\$ 10,794.4	\$ 1,030.5	\$ 11,824.9	\$ (442.8)
Other Miscellaneous Expenses	\$ 1,159.0	\$ 1,051.3	\$ 100.4	\$ 1,151.7	\$ 7.3
<b>TOTAL EXPENSE:</b>	<b>\$ 84,818.6</b>	<b>\$ 74,312.1</b>	<b>\$ 7,094.0</b>	<b>\$ 81,406.1</b>	<b>\$ 3,412.5</b>
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ 467.4</b>	<b>\$ 266.0</b>	<b>\$ 733.4</b>	<b>\$ 733.4</b>

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.

**Draft Financial Statement**

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 50,259.0	\$ 29,317.7	\$ 29,317.7	\$ -
Plus: Local Farebox	\$ 8,650.6	\$ 5,046.2	\$ 4,887.9	\$ (158.3)
Locality Share - Sub-Total:	\$ 58,909.6	\$ 34,363.9	\$ 34,205.6	\$ (158.3)
Plus: Federal Aid	\$ 46,120.7	\$ 26,930.8	\$ 25,513.9	\$ (1,416.9)
State Aid	\$ 24,937.9	\$ 14,547.0	\$ 14,547.0	\$ -
Total Revenue Contribution:	\$ 129,968.2	\$ 75,841.7	\$ 74,266.5	\$ (1,575.2)
Operating Expenses:	\$ 129,968.2	\$ 75,841.7	\$ 73,799.1	\$ (2,042.6)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 467.4</b>

**KPI**

Farebox Recovery:	6.7%	6.6%
Farebox % of Budgeted Expense:		6.4%

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

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,018.0	\$ 1,760.5	\$ 1,760.5	\$ -
Plus: Local Farebox	\$ 420.9	\$ 245.5	\$ 262.6	\$ 17.1
Locality Share - Sub-Total:	\$ 3,438.9	\$ 2,006.0	\$ 2,023.1	\$ 17.1
Plus: Federal Aid	\$ 3,433.7	\$ 2,003.0	\$ 1,874.8	\$ (128.2)
State Aid	\$ 1,592.5	\$ 928.9	\$ 902.9	\$ (26.0)
Total Revenue Contribution:	\$ 8,465.1	\$ 4,937.9	\$ 4,800.8	\$ (137.1)
Operating Expenses:	\$ 8,465.1	\$ 4,937.9	\$ 4,723.6	\$ (214.3)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 77.2</b>

**KPI**

Farebox Recovery:	5.0%	5.6%
Farebox % of Budgeted Expense:		5.3%

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

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 5,237.4	\$ 3,055.1	\$ 3,055.1	\$ -
Plus: Local Farebox	\$ 743.4	\$ 433.7	\$ 503.3	\$ 69.6
Locality Share - Sub-Total:	\$ 5,980.8	\$ 3,488.8	\$ 3,558.4	\$ 69.6
Plus: Federal Aid	\$ 5,267.5	\$ 3,072.7	\$ 3,594.8	\$ 522.1
State Aid	\$ 2,647.6	\$ 1,544.4	\$ 1,723.0	\$ 178.6
Total Revenue Contribution:	\$ 13,895.9	\$ 8,105.9	\$ 8,876.2	\$ 770.3
Operating Expenses:	\$ 13,895.9	\$ 8,105.9	\$ 8,806.6	\$ 700.7
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 69.6</b>

**KPI**

Farebox Recovery:	5.4%	5.7%
Farebox % of Budgeted Expense:		6.2%

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

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,300.7	\$ 4,842.1	\$ 4,842.1	\$ -
Plus: Local Farebox	\$ 1,426.3	\$ 832.0	\$ 909.4	\$ 77.4
Locality Share - Sub-Total:	\$ 9,727.0	\$ 5,674.1	\$ 5,751.5	\$ 77.4
Plus: Federal Aid	\$ 7,959.9	\$ 4,643.3	\$ 5,008.2	\$ 364.9
State Aid	\$ 4,200.2	\$ 2,450.1	\$ 2,627.3	\$ 177.2
Total Revenue Contribution:	\$ 21,887.1	\$ 12,767.5	\$ 13,387.0	\$ 619.5
Operating Expenses:	\$ 21,887.1	\$ 12,767.5	\$ 13,309.6	\$ 542.1
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 77.4</b>

**KPI**

Farebox Recovery:	6.5%	6.8%
Farebox % of Budgeted Expense:		7.1%

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

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 21,795.0	\$ 12,713.7	\$ 12,713.7	\$ -
Plus: Local Farebox	\$ 4,191.4	\$ 2,445.0	\$ 2,106.6	\$ (338.4)
Locality Share - Sub-Total:	\$ 25,986.4	\$ 15,158.7	\$ 14,820.3	\$ (338.4)
Plus: Federal Aid	\$ 17,677.5	\$ 10,311.9	\$ 8,503.2	\$ (1,808.7)
State Aid	\$ 10,464.1	\$ 6,104.1	\$ 5,755.4	\$ (348.7)
Total Revenue Contribution:	\$ 54,128.0	\$ 31,574.7	\$ 29,078.9	\$ (2,495.8)
Operating Expenses:	\$ 54,128.0	\$ 31,574.7	\$ 28,885.9	\$ (2,688.8)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 193.0</b>

**KPI**

Farebox Recovery:	7.7%	7.3%
Farebox % of Budgeted Expense:		6.7%

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

# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,182.0	\$ 1,856.2	\$ 1,856.2	\$ -
Plus: Local Farebox	\$ 514.1	\$ 299.9	\$ 308.0	\$ 8.1
Locality Share - Sub-Total:	\$ 3,696.1	\$ 2,156.1	\$ 2,164.2	\$ 8.1
Plus: Federal Aid	\$ 3,747.3	\$ 2,185.9	\$ 2,075.9	\$ (110.0)
State Aid	\$ 1,730.1	\$ 1,009.2	\$ 1,004.8	\$ (4.4)
Total Revenue Contribution:	\$ 9,173.5	\$ 5,351.2	\$ 5,244.9	\$ (106.3)
Operating Expenses:	\$ 9,173.5	\$ 5,351.2	\$ 5,230.4	\$ (120.8)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 14.5</b>

**KPI**

Farebox Recovery:	5.6%	5.9%
Farebox % of Budgeted Expense:		5.8%

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



# LOCALITY RECONCILIATION

January 2025

FISCAL YEAR 2025 (\$ in thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,725.9	\$ 5,090.1	\$ 5,090.1	\$ -
Plus: Local Farebox	\$ 1,354.5	\$ 790.1	\$ 798.0	\$ 7.9
<b>Locality Share - Sub-Total:</b>	<b>\$ 10,080.4</b>	<b>\$ 5,880.2</b>	<b>\$ 5,888.1</b>	<b>\$ 7.9</b>
Plus: Federal Aid	\$ 8,034.8	\$ 4,714.0	\$ 4,457.0	\$ (257.0)
State Aid	\$ 4,303.4	\$ 2,510.3	\$ 2,533.6	\$ 23.3
<b>Total Revenue Contribution:</b>	<b>\$ 22,418.6</b>	<b>\$ 13,104.5</b>	<b>\$ 12,878.7</b>	<b>\$ (225.8)</b>
<b>Operating Expenses:</b>	<b>\$ 22,418.6</b>	<b>\$ 13,104.5</b>	<b>\$ 12,843.0</b>	<b>\$ (261.5)</b>
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 35.7</b>

**KPI**

Farebox Recovery:	6.0%	6.2%
Farebox % of Budgeted Expense:		6.1%

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

<b>Contract No.:</b> 24-00326	<b>Title:</b> Fare Technology Assessment, Phase 6 – Unified Fare Study	<b>Contract Amount:</b> \$249,806.00 One (1) year
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**Acquisition Description:** Enter into a sole source contract with Arcadis Group (Arcadis), formerly IBI Group, to conduct a unified fare study.

**Background:** Hampton Roads Transit (HRT), in partnership with Williamsburg Area Transit Authority (WATA) and Suffolk Transit, desire to engage Arcadis to conduct a study to support identification of a “Unified Fare System” to improve the transit experience for their customers by creating a seamless method to pay for and transfer between the three (3) transit systems. Under the terms of this agreement, Arcadis will provide the following:

- Collect data and information to conduct a high-level assessment and full inventory of the existing state of fare system infrastructure across the Hampton Roads region.
- Conduct a comprehensive analysis of peer agencies and industry vendors to evaluate existing fare systems, related technologies, and operational strategies.
- Compile information gathered from HRT, WATA, and Suffolk Transit during the Needs Assessment workshops, as well as findings from an evaluation of the current mobility environment and interest in more supportive regional trip-making solutions, to prepare an analysis and develop alternatives for a Unified Fare System.
- Develop a detailed evaluation of technology requirements and identify alternatives for fare collection equipment and systems that align with the project scope.
- Prepare a final summary of alternatives for each agency that synthesizes the information, findings, and parameters defined under the preceding tasks.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Arcadis are industry experts with unique technical and functional knowledge of HRT’s fare collection system with a team to support analysis, testing, documentation review, and provide critical details on similar deployments. Additionally, Arcadis possesses intimate knowledge of HRT’s fare collection and the mobile fare project background, vision, and requirements for its implementation. This critical knowledge has been gained through work completed on previous fare assessment phases beginning in 2016, and through subsequent efforts supporting mobile fare workshops, requirements development, and serving as advisors through the procurement process.

A solicitation was issued on December 18, 2024, and Arcadis provided a responsive offer on January 21, 2025. The offer included fully loaded hourly rates for an estimated number of hours over a one (1) year contract term.

<b>Contract No.:</b> 24-00326	<b>Title:</b> Fare Technology Assessment, Phase 6 – Unified Fare Study	<b>Contract Amount:</b> \$249,806.00 One (1) year
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Based on the results of a price analysis performed using historical data and the Independent Cost Estimate, the proposed pricing is deemed fair and reasonable.

Arcadis is headquartered in Highlands Ranch, CO and has provided these services for Montgomery County Department of Transportation in Montgomery County, MD; Northern Virginia Transportation Commission in Washington, D.C.; Central Ohio Transit Authority in Columbus, OH; and Metropolitan Transportation Commission in Bay Area, CA. Arcadis has also provided similar services to HRT satisfactorily.

The Contract period of performance is one (1) year.

**Cost/Funding:** This contract will be funded with state grant and ACC funds.

**Project Manager:** Steven Florian, Fare Technology Services Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Arcadis Group to conduct a unified fare study in the not-to-exceed amount of \$249,806.00.

<b>Contract No.:</b> 24-00319	<b>Title:</b> Towing and Flat Tire Replacement Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$ 80,450.00
		Four Option Years:	<u>\$321,800.00</u>
		<b>Total:</b>	<b>\$402,250.00</b>

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide towing and flat tire replacement services.

**Background:** Hampton Roads Transit (HRT) requires towing and flat tire replacement services for all revenue and non-revenue vehicles. Under the terms of this agreement, the Contractor will provide towing services due to accidents, mechanical breakdowns, fires, and/or to remove privately owned vehicles from HRT's property. The Contractor's towing procedures must meet or exceed the motor vehicle original manufacturers' and HRT's towing requirements. Flat tire replacement services shall be provided for buses only.

**Contract Approach:** An Invitation for Bids was issued December 12, 2024. Five (5) bids were received on January 21, 2025, from the following firms:

- Affordable Towing and Recovery of Hampton Roads, LLC (Affordable Towing)
- Brinkley's Wrecker Service, LLC
- GB's Towing and Auto Repair, Inc
- Resolve First LLC
- Tidewater Express, Inc

Bidders were required to provide unit prices for the towing of each vehicle type, as well as for flat tire replacement services. After an evaluation of the bids received, HRT staff determined that Affordable Towing was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

Affordable Towing's bid price is deemed fair and reasonable based on a price analysis performed utilizing historical pricing, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Affordable Towing is technically and financially capable to perform the work.

Affordable Towing is located in Chesapeake, VA and provides similar services to Norfolk Public Schools; the City of Virginia Beach; the City of Chesapeake; and the Norfolk Naval Fleet Readiness Base.

No DBE goal was established for this solicitation.

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



February 2025

# 2024 Annual Status of Safety Report

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**Rail Fixed Guideway State  
Safety Oversight Program**

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## Program Background and Overview

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

The FTA certified DRPT's State Safety Oversight (SSO) program under 49 CFR Part 674 on April 4, 2018. This regulation directs eligible states to significantly strengthen their authority to oversee and enforce safety requirements to prevent and mitigate accidents and incidents on rail fixed guideway systems subject to oversight. Additionally, it mandates eligible states to demonstrate legal and financial independence from these rail transit systems, as well as provide the necessary financial and human resources for overseeing the number, size, and complexity of rail transit systems within their jurisdictions. While the regulation does not mandate oversight of security practices at the rail transit system, DRPT maintains this authority over HRT security and emergency preparedness programs as authorized by the Code of Virginia. This report details State Safety Oversight activities at the HRT Tide light rail system<sup>1</sup> from January 1 through December 31, 2024.

## State Safety Oversight Responsibilities

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

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

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

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



undergoes annual review and updates to reflect enhancements to the program. This document and its practices are subject to FTA review.

## Key Program Activities

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

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

## Staffing

The Transit Rail Safety and Emergency Management Administrator (Administrator) oversees DRPT's SSO program and reports directly to the DRPT Director. The Administrator performs all programmatic decision making and supervisory tasks with the support of contracted consultants. The consultant staff include subject matter experts in the fields of train signaling, engineering, track and structures, rail vehicles, and rail operations. The PTSCPT final rule, 49 CFR Part 672 implements a uniform safety certification training curriculum and requirements for individuals who conduct safety reviews, inspections, examinations, and other safety oversight activities of public transportation systems operated by public transportation agencies and those who are directly responsible for safety oversight of public transportation agencies. The DRPT Administrator and consultant staff are compliant with the above-mentioned regulations.

## Program Highlights from 2024

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

### Approval of Program Documents

Federal regulation mandates that the SSOA annually review and approve key documents associated with safety and security at the rail transit system. Accordingly, in 2024, DRPT reviewed and approved HRT's Security and Emergency Preparedness Plan Version 8.2 on August 29, 2024.

The PTASP Final Rule, 49 CFR Part 673, requires certain operators of public transportation systems that receive federal funds to develop safety plans that include the processes and

procedures to implement safety management systems and safety performance targets. 49 CFR Part 673 also requires an annual review and update of the PTASP. Additionally, the Infrastructure Investment and Jobs Act (IIJA) had numerous implications for SSOAs and RTA safety programs. These requirements are described in greater detail in the “*Federal and State Legislative Changes*” section. HRT incorporated all the applicable requirements from the IIJA into its agency safety plan and will be working to incorporate Part 673 revisions during the 2025 update cycle. DRPT formally approved HRT’s PTASP, Version 5, on December 19, 2024.

## Triennial Audits

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

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

DRPT conducted two triennial audits of HRT in March and October 2024. Both triennial audits were conducted on-site. HRT submitted documents subject to audit early for review and interviews with HRT personnel were pre-scheduled and conducted.

The March triennial audit assessed HRT’s rail transportation program, including implementation of the PTASP, as well as compliance with relevant policies and procedures. This audit resulted in the following FNC and FCRs:

- FNC-1: HRT did not perform a formal review or revision of the rulebook in CY 2022, as required by EXE-101-01.
- FNC-2: The DRPT audit team identified deviations from standard procedures during efficiency testing.
- FCR-1: The PTASP responsibilities matrix was outdated and should have been updated as part of the last PTASP revision.
- FCR-2: HRT Control Center personnel failed to notify Dominion Energy of a downed pole in a timely manner.

The October triennial audit assessed HRT's rail training program, including implementation of the PTASP, as well as compliance with relevant policies and procedures. This audit resulted in the following FCRs:

- FCR-1: There is no formal process to efficiently track compliance with and progress toward achieving set training safety goals throughout the year.
- FCR-2: Upon review of physical training files, DRPT cited missing efficiency check documentation in multiple operator training files. HRT confirmed that the efficiency checks were not completed for the requested months.

DRPT approved proposed CAPs for all the findings listed for the March. At the time of this report, DRPT was reviewing HRT's proposed CAPs for findings from the October audit. One of the requirements for a CAP is the RTA must provide an estimated completion date that is both realistic and practical. The estimated completion date should be based on the severity and complexity of the finding the CAP is designed to address. Because of this, it is understood that some CAPs may have a shorter estimated completion period while others may have estimated completion plans that could span several months or even years. CAPs with long-term estimated completion dates are acceptable with continued monitoring. A final completion date is assigned when a CAP is verified by the SSO program as ready for closure. As of this writing, the following audit findings and associated corrective actions remain open:

- March 2024 Audit
  - FNC-1: HRT did not perform a formal review or revision of the rulebook in CY 2022, as required by EXE-101-01.
  - FCR-2: HRT Control Center personnel failed to notify Dominion Energy of a downed pole in a timely manner.
- October 2024 Audit
  - FCR-1: There is no formal process to efficiently track compliance with and progress toward achieving set training safety goals throughout the year.
  - FCR-2: Upon review of physical training files, DRPT cited missing efficiency check documentation in multiple operator training files. HRT confirmed that the efficiency checks were not completed for the requested months.

These corrective actions are actively monitored by DRPT, which will continue to work collaboratively with HRT on resolving open corrective actions. In addition to CAPs from the 2024 triennial audits, DRPT engages with HRT regularly to monitor the progress the closure and verification of CAPs from various sources, including, but not limited to: DRPT inspections, safety events, HRT internal safety reviews, HRT drills or exercises. In 2024, DRPT approved the closure of 39 of HRT's CAPs, as shown in *Figure 1*.

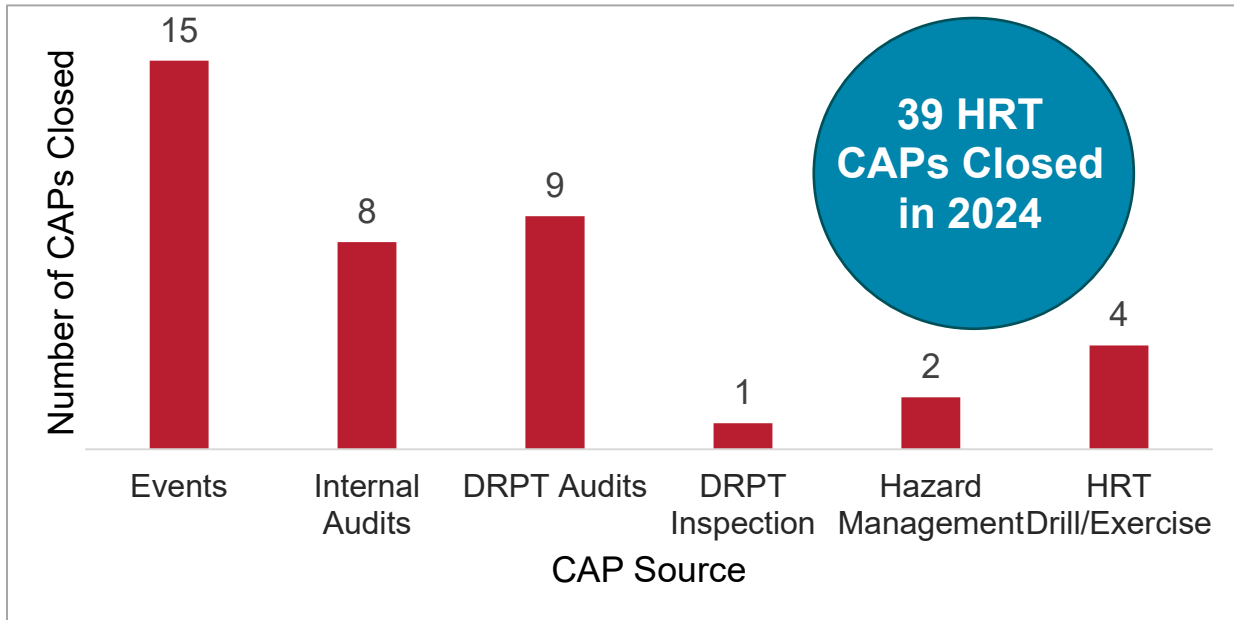


Figure 1: 2024 HRT CAPs Closed by DRPT.

## Inspection Program

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

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

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

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

Inspections may be announced or unannounced. For announced inspections, DRPT may provide notice to HRT up to 24 hours before the inspection occurs. If DRPT anticipates an inspection will

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

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

In 2024, DRPT conducted the following inspections:

Month	Activity
January	Station Tactile Warning Strip Conditions
March	Station Conditions, Operations Rules Compliance & Norfolk Tide Facility (NTF) shop
June	Station Conditions
July	Operations Rule Compliance, Track Conditions
October	Light Rail Vehicle (LRV) Event Verification
December	Drug & Alcohol Program

DRPT did not identify or issue any findings during the inspections conducted in 2024. Even if no deficiencies are identified during an inspection, DRPT provides observations, comments, and suggestions to strengthen the HRT’s safety program. HRT often proactively addresses these items by generating corrective actions or mitigations and responds to DRPT’s inspection memos. The FTA formally certified DRPT’s RBI program on December 4, 2024. In 2025, DRPT will continue to refine its RBI program which will include regularly analyzing data submitted by HRT; prioritizing the analyzed data to identify areas of heightened risk; and performing inspections of the identified areas, as well as complying with implementation requirements per Special Directive 22-49.

## Accident Notifications and Investigations

Federal regulation requires rail transit agencies subject to oversight to notify the SSOA and the FTA of accidents that occur on the rail system. During 2024, the FTA defined “accidents” as “an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision involving a rail transit vehicle; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.” Further, DRPT requires HRT to provide additional notifications of safety events that do not meet the FTA definition for an accident. All event notifications are reported directly to the Administrator within the timeframes prescribed in the SSPS. Please note that as of January 1, 2025, DRPT no longer uses the terms “accident,” “incident,” or “occurrence” and uses the term “safety event” pursuant to changes to 49 Code of Federal Regulation (CFR) Part 674.

DRPT is required to investigate all accidents. To conduct these investigations, DRPT may authorize HRT to investigate on its behalf, or DRPT can conduct its own independent investigation. In the event the National Transportation Safety Board (NTSB), FTA, or other federal entity launches an investigation into an HRT light rail accident, DRPT will join the investigative process. DRPT is ultimately responsible for the sufficiency and thoroughness of all investigations, whether conducted by DRPT or HRT. DRPT reviews all investigation reports prepared by HRT for accuracy and adopts each report as its own official investigative report once all DRPT requirements have been met. In 2024, there were **55 safety events** at HRT, as shown in *Figure 2*.

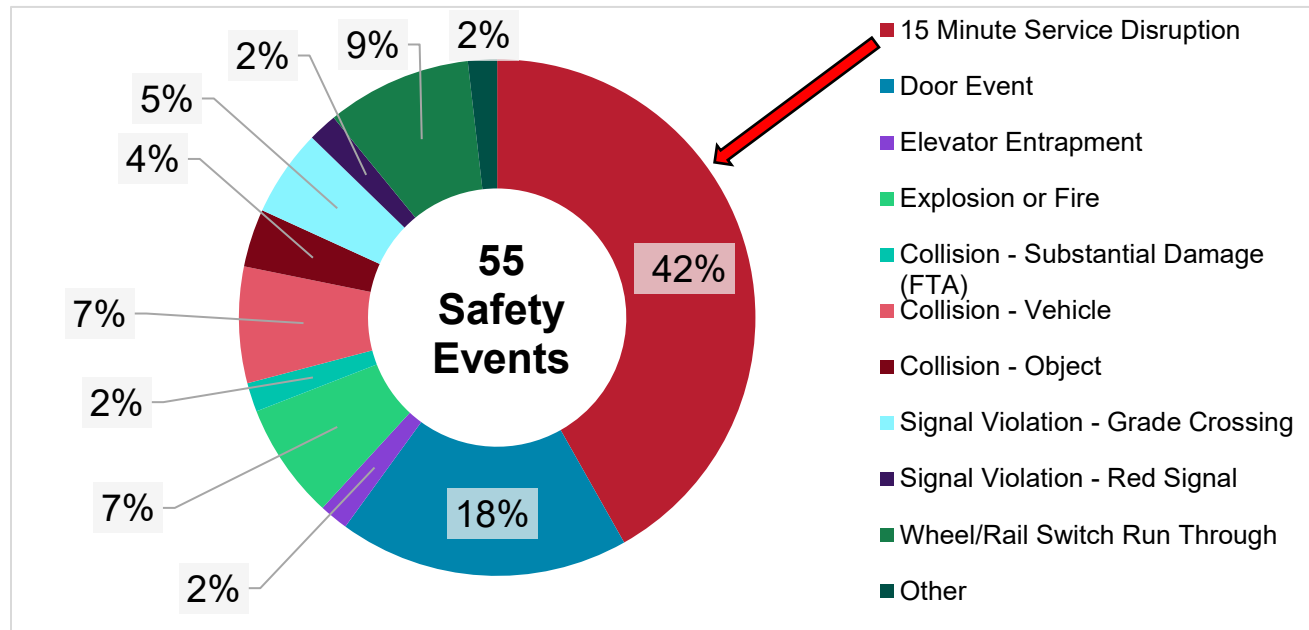


Figure 2: 2024 HRT Accidents by Type.

Several of the events include five collisions involving light rail vehicles and POVs (one of which was reportable to the FTA due to resulting substantial damage); two collisions with objects; three fires; one elevator entrapment; three signal violations at grade crossings; several rule violations by rail Tide operators; several service disruptions, and other events.

The investigations into these accidents concluded:

- Three of the five LRV collisions with POVs were due to actions of the POV drivers; two of the five LRV collisions were due to operating rule violation/human factors.
  - HRT generated two CAPs for collisions with POVs that were due to operating rule violation/human factors; both CAPs were approved for implementation by DRPT in 2024.
- The three fires were found to be non-preventable.
  - Two were brush/mulch fires and one was a fire in the NTF East Yard; all three fires were found to be caused by either passenger or pedestrian actions.
- The three signal violations at grade crossings were found to be preventable.
  - HRT generated three CAPs from the signal violations; the CAPs were approved for implementation and closure by DRPT in 2024.

Of the 55 safety events, the collision with a POV resulting in substantial damage met the criteria for reporting accidents to the FTA. HRT properly reported this event to the FTA. As shown in *Figure 3*, there was a slight increase in the overall total number of safety events in 2024 compared to the previous three years; however, there was also a decrease in the number of FTA reportable events. All investigation reports were reviewed and adopted by the DRPT Administrator.

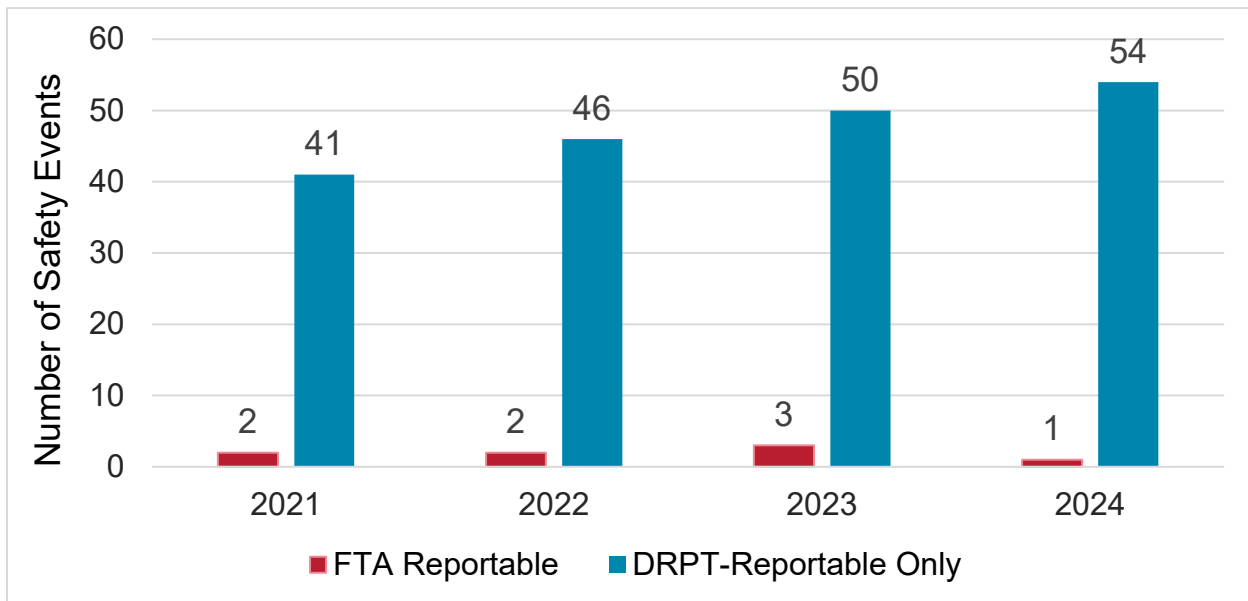


Figure 3: Comparison of FTA Reportable and DRPT Reportable HRT Safety Events 2021 – 2024.

## FTA Actions

Between June 3 to 5, 2024, the FTA conducted its triennial audit of the DRPT SSO program. DRPT submitted all requested documents and participated in on-site audit activities, including interviews and field inspections of the HRT Tide system. The FTA issued its final report to DRPT on October 10, 2024, with two findings related to internal program administration. At the time of this report, DRPT has submitted proposed corrective actions to address these findings in the timeframes prescribed by the FTA and awaits FTA’s approval.

## Federal and State Legislative Changes

The FTA issued a NPRM for 49 CFR Part 671: Rail Transit Roadway Worker Protection with a public comment period from March 25, 2024, to May 24, 2024. This NPRM proposed mandatory minimum standards to prevent safety events for transit workers who need to access the tracks in the service of their work and applies to RTAs covered by the SSO program, SSOAs, and rail transit workers. DRPT informed HRT of the NPRM and public comment period. DRPT also performed a comparative analysis of the 671 NPRM and HRT’s current track access program. Following the NPRM, the FTA published the final on December 2, 2024, which sets minimum standards for RWP program elements, including an RWP manual and track access guide;

requirements for on-track safety and supervision, job safety briefings, good faith safety challenges, and reporting unsafe acts and conditions and near-misses; development and implementation of risk-based redundant protections for workers; and establishment of RWP training and qualification and RWP compliance monitoring activities.

Additionally in 2024, the FTA published revisions to 49 CFR Part 672: PTSCTP final rule. These revisions were published in August 2024 and went into effect as of November 1, 2024. The revisions to Part 672 include requirement for SSOAs and RTAs to ensure designated personnel and contractors are enrolled within 30 days of designation; the addition of a recertification training element defined by FTA as part of recertification training requirements; clarification of FTA's classification of voluntary participation and what voluntary participation entails; and new administrative requirements for SSOAs and RTAs.

Final revisions to 49 CFR Part 673: PTASP final rule went into effect in May 2024. These revisions include DRPT reviewed HRT's PTASP in compliance in the updated revisions to 49 CFR Part 673, however, did not hold HRT accountable for the new requirements during the 2024 PTASP revision cycle as HRT had already begun to engage its Joint Health & Safety Committee in its PTASP review when the final rule was published. DRPT formally notified HRT that it would work with HRT to ensure that 49 CFR Part 673 revisions are incorporated into HRT's 2025 PTASP, Revision 6, as well as incorporate Part 673 revisions into the DRPT 2025 SSPS.

The FTA published revisions to 49 CFR Part 674: State Safety Oversight final rule in October 2024. DRPT developed a draft of the SSPS Appendix E: Safety Events Requiring Notification to the SSO, which incorporated the appropriate safety event revisions from Part 674 that went into effect on January 1, 2025. In November 2024, DRPT notified and provided HRT with the updated draft of SSPS Appendix E; DRPT also held a virtual workshop in December 2024 with relevant HRT Safety and Operations personnel to ensure adequate understanding of the new safety event reporting criteria and requirements.

Finally, the FTA also issued Safety Advisory 24-2 on November 25, 2024, regarding street-running rail vehicle collisions. As recommended in the Safety Advisory, DRPT issued a notice to HRT on November 26, 2024, requesting that HRT analyze street-running rail collisions through its existing Safety Risk Management process outlined in its PTASP and share the results with DRPT by March 2025. DRPT plans to review and provide the results of the analysis to the FTA per the requested timeframe in the Safety Advisory.



## RESOLUTION NO. 01-2025

**Resolution No. 01-2025: Authorizing the issuance of bonds, notes and other obligations in a maximum principal amount not to exceed \$17,000,000.00 to evidence a revolving line of credit.**

WHEREAS, the President & CEO of the Transportation District Commission of Hampton Roads (“**Commission**”) has advised the Commission that it will be necessary from time to time to borrow on the credit of the Commission for the purposes of meeting current expenses as approved in the annual budget; and

WHEREAS, the President & CEO anticipates that revenues, federal grant revenues and non-federal operating subsidies will be available in the near future in an amount approximately equal to or in excess of \$17,000,000.00 and that obtaining a revolving line of credit for working capital in the amount of \$17,000,000.00 in anticipation of the receipt of such revenues, federal grant revenues and non-federal operating subsidies is necessary so that sufficient funds will be on hand to pay operating expenses (collectively, “**Expenses**”) until such time as such revenues, federal grant revenues and non-federal operating subsidies are collected; and

WHEREAS, the Commission has reviewed the terms and conditions provided by TowneBank setting forth the terms and conditions for establishing a working capital revolving line of credit in the amount of \$17,000,000.00 to fund Expenses, and the Commission has determined that such terms and conditions are in the best interest of the Commission and should be authorized, approved and ratified in all respects; and

WHEREAS, the President & CEO has recommended to the Commission that the Commission authorize the (i) signing and performance of a Line of Credit Agreement (“**Line Agreement**”), (ii) issuance of a Revolving Line of Credit Note in the amount of \$17,000,000.00 (“**Note**”) payable to the order of TowneBank and (iii) signing and performance of a Security Agreement (“**Security Agreement**”) granting a security interest to TowneBank in the Commission’s revenues and deposit accounts, in the forms presented to the Commission at this meeting establishing a revolving line of credit in the amount of \$17,000,000.00; and

WHEREAS, the proceeds of the sale of the Note will be used to pay the costs of issuance of the Note and to fund Expenses in anticipation of the receipt of the Commission’s Federal Formula Apportionments from a grant from the Federal Transit Administration, in the estimated amount of [**\$23,358,441.00**] (collectively, “**Grant Revenues**”); and

WHEREAS, the Commission has determined that the Grant Revenues will be used for working capital, to pay Expenses and other corporate purposes.

NOW, THEREFORE, BE IT RESOLVED by the Transportation District Commission of Hampton Roads:

1. The terms and conditions of the Line Agreement, Note and Security Agreement are approved and authorized in all respects, and each of William E. Harrell, President & CEO, and Luis R. Ramos, Secretary, is authorized, directed and empowered to take all actions and to execute, deliver and perform all obligations under the Line Agreement, Note, Security Agreement and any other certificates, documents or instruments that any such officer deems necessary or advisable, with the advice of counsel, to cause the Note to be issued and to borrow, repay and reborrow the proceeds of the Note.
2. The Commission is authorized to borrow, repay and reborrow funds pursuant to the provisions of the Transportation District Act of 1964, Chapter 19, Title 33.2, Code of Virginia of 1950, as amended (“**Act**”), the Line Agreement, the Note and this Resolution.
3. The Line Agreement, Note and Security Agreement will be in substantially the form submitted to this meeting, which are hereby approved, with such completions, amendments, omissions, insertions, and other changes as may be approved by counsel for the Commission and the officers executing the Line Agreement, Note and Security Agreement, their execution to constitute conclusive evidence of approval of any such completions, amendments, omissions, insertions and other changes.
4. The Note will not be deemed to be a “private activity bond” within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (“**Tax Code**”).
5. The Note will be deemed to be a “bond,” “note,” or “other interest-bearing obligation” of the Commission in accordance with the provisions of Section 33.2-1920 of the Code of Virginia of 1950, as amended (“**Virginia Code**”).
6. The proceeds of the Note will be used to pay the costs of issuance of the Note and to fund Expenses in anticipation of receipt of the Grant Revenues.
7. When the Grant Revenues are received by the Commission, such revenues first will be used to repay the sums outstanding on the Note before they are used for any other purpose.
8. Each of William E. Harrell, President & CEO, and Luis R. Ramos, Secretary, is designated an authorized representative of the Commission to act for and on behalf of the Commission in all matters pertaining to the performance of the Line Agreement, the issuance of the Note, the signing of any and all documents in connection with the issuance of the Note, and borrowing, repaying and reborrowing the proceeds of the Note. Each such individual is authorized and directed to perform all such other acts as may be necessary or convenient to implement the undertakings set forth in these Resolutions.
9. Pursuant to this Resolution, all the Grant Revenues and the Commission’s other revenues and non-federal operating subsidies (collectively, “**Revenue Collateral**”) are pledged to secure the payment of the obligations under the Line Agreement and the principal of and interest on the Note in accordance with the provisions of Section 33.2-1920 B.1 of the Virginia Code. If the Commission pledges any of the Revenue Collateral to secure any other indebtedness before all sums outstanding under the Line Agreement and Note are paid in full, then any and all such other pledges will be subordinate and junior, in right of payment and in right of lien priority, to the pledge securing the Line Agreement and Note.

10. All actions previously taken by or on behalf of the Commission in connection with the signing and delivery of the Line Agreement, Note and Security Agreement are ratified and confirmed in all respects.

11. This Resolution is adopted and is effective as of February 27, 2025.

TRANSPORTATION DISTRICT COMMISSION OF  
HAMPTON ROADS

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Commissioner Stephens Johnson, Chair

ATTEST:

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Luis R. Ramos, Secretary

Date: February 27, 2025