



Meeting of the Operations and Oversight Committee

Thursday, February 12, 2026, • 10:00 a.m.
509 E. 18th Street. Norfolk, VA and Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, February 12, 2026, at 10:00 a.m. in the Norfolk Boardroom.

Those who wish to join the meeting via ZOOM may do so by following the link at:

https://hrtransit-org.zoom.us/webinar/register/WN_vqYQ6tB0QEmN-90MWKtoYA

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



Meeting of the Operations and Oversight Committee

Thursday, February 12, 2025, • 10:00 a.m.
Hybrid 509 E. 18th Street, Norfolk, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the November and December 2025 Operations and Oversight Committee Meeting Minutes
2. Review Action Items- None
3. Audit Update – Malika Blume
 - a. Audit Update
 - b. Approval of HRT 2026 Internal Audit Charter
 - c. Approval of 2026 Audit Schedule
4. Procurement Recommendations to the Committee – Sonya Luther
 - a. Contract No. 25-00379, Ferry Repair Services (Renewal).
 - b. Contract No. 25-00362, Pre-Employment Background Screening Services – Workday Human Capital Management.
5. Task Orders **(for informational purposes only)**.
 - a. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support:
 - i. Task Order 213. This Task Order is for Bill guide; Pivot frame; Speaker; OCU display assembly. This Task order is for \$1,115.39 and is funded with operating funds.
 - ii. Task Order 214. This Task Order is for Cable, LED Driver. This Task order is for \$199.15 and is funded with operating funds.

- iii. Task Order 215. This Task Order is for Repair of module controllers; Repair of coin validator. This Task Order is for \$600.00 and is funded with operating funds.
- iv. Task Order 216. This Task Order is for Data probe escutcheon; Intermediate coin by-pass; Shaft No. 10A. This Task Order is for \$2,605.40 and is funded with operating funds.
- v. Task Order 217. This Task Order is for Transponder, CBID-V2; Belt, pedestal, Fastfare. This Task Order is for \$1,121.98 and is funded with operating funds.
- vi. Task Order 218. This Task Order is for Controller Board repair. This Task Order is for \$200.00 and is funded with operating funds.
- vii. Task Order 219. This Task Order is for 41" FastFare TRiM (Qty 11); Interface software licenses. This Task Order is for \$194,436.36 and is funded with 28% Federal 5339; 68% State; and 4% ACC funds.
- viii. Task Order 220. This Task Order is for 41" FastFare TRiM (Qty 10); Interface software licenses. This Task Order is for \$176,887.60 and is funded with 28% Federal; 68% State; and 4% ACC funds.
- ix. Task Order 221. This Task Order is for 41" FastFare TRiM (Qty 4); Interface software licenses. This Task Order is for \$71,095.04 and is funded with HRRTF funds.
- x. Task Order 222. This Task Order is for 41" FastFare TRiM (Qty 1); Interface software licenses. This Task Order is for \$18,448.76 and is funded with ACC funds.
- xi. Task Order 223. This Task Order is for Smart Card interconnect cables; TRiM connector plates; Optical encoders; Extension springs; Cashbox guides; Kevlar cord belts; Transceivers. This Task Order is for \$2,037.60 and is funded with operating funds.
- xii. Task Order 224. This Task Order is for Cable-TRiM; Lever and plunger; Cashbox magnet clamp. This Task Order is for \$628.62 and is funded with operating funds.

6. Options to be Exercised March 2026 and April 2026 – Sonya Luther
7. Upcoming Commission Approvals – Sonya Luther
8. Operations Update-Benjamin Simms, IV
9. Old and New Business
10. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, March 12, 2026, in Hampton, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday November 6, 2025, • 10:00 a.m.
3400 Victoria Blvd Hampton, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

Commissioner Woodbury called the meeting to order at 10:00 AM.

Commissioners in attendance:

Commissioner Steve Johnson, Chesapeake
Commissioner Daughtery, DRPT (Zoom)
Commissioner M. Johson, Norfolk
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Tammara Askew, Sr. Data Analyst (Zoom)
Malika Blume, Director of Internal Audit (Zoom)
Monquie Battle, Ops Project & Contract Administrator (Zoom)
Barry Bland, Paratransit Services
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
William Collins, Facilities Maintenance Manager
Rodney Davis, Director of Customer Relations
Scott Demharter, Director of Facilities (Zoom)
Glenda Dixon, Sr. Director ERP System & Service (Zoom)
Gavin Dorsey, Budget Analyst (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Misty Gordon, Risk Manager (Zoom)
Brenda Green, Accounting Supervisor
Wayne Groover, Director of Light Rail Maintenance and Facilities
William Harrell, President and CEO
Toni Hunter, Staff Auditor (Zoom)
Shane Kelly, Sr. Manager Security & Emerg Preparedness
Karen Kitsis, Sr. Director of Planning and Development
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications Officer

Lawrence Mason, Emergency Manager, Safety
Tracy Moore, Director of Transportation
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Luis Ramos, Executive Assistant to the President & CEO
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer
Liliana Scott, HR Training Development Specialist (Zoom)
Kevin Shaw, Director of Bus Maintenance
Benjamin Simms, Chief Transit Operations Officer
Monique Strickland, Talent Acquisition Manager
Paula Studebaker, HR Executive Assistant (Zoom)
Matthew Stumpf, Budget Analyst (Zoom)
Jawuan Taylor, Facilities & Rail Maintenance Admin
Robert Travers, Corporate Counsel
Fevrier Valmond, Assistant Director of Procurement
Keishia Williams, Operations Support Technician (Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News
Megan Gribble, Portsmouth (Zoom)
Andrew Ennis, DRPT (Zoom)

The October 2025 Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Audit Update
- Procurement Items for Approval
- Options to be Exercised.
- Upcoming Procurements

Approval of October 2025, Meeting Minutes

A motion to approve October 2025, Operations and Oversight Committee meeting minutes were made by Commissioner Woodbury and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Johnson, Ross- Hammond, Woodbury, Daughtery, and M. Johnson.

Nays: None

Abstain: None

Audit Update

There was no audit update.

Review of the Operations and Oversight Committee Action Items

There were no action items.

Procurement Items for Approval

Contract No. 25-00374, Bus Repower Services

Ms. Luther Contract No. 25-00374, Bus Repower Services, as a recommendation 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.

A motion to approve both Contract No. 25-00374, Bus Repower Services, was made by commissioner Johnson and properly seconded by commissioner Ross-Hammond and a roll call vote as follows:

Ms. Monique Battle came forward to answer questions.

There was discussion on the cost for bus repairs as well as the cost split.

There was discussion regarding buses out of service to be used for extended life.

Ayes: Commissioner's Johnson, Ross- Hammond, Woodbury, Daughtery, and M. Johnson.

Nays: None

Abstain: None

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

Ms. Luther presented Contract No. 25-00368, Bus Stop Improvements – Orcutt Avenue and 81st Street Transfer, as a recommendation that the Commission approve the award of a contract to M.K. Talor, 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.

A motion to approve Contract No. 25-00368, Bus Stop Improvements – Orcutt Avenue and 81st Street Transfer, Microtransit Service, was made by commissioner Ross-Hammond and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Mr. Daniel Detmar came forward to answer questions.

There was discussion regarding the impact this will have on riders as well as the difference in bid pricing.

There was discussion on how many stops need to have CCTV and if it is a new stop.

Ayes: Commissioner's Johnson, Ross-Hammond, Woodbury, Daughtery, and M. Johnson.

Nays: None

Abstain: None

Contract No. 24-00309, Data Archive Software and Extraction Services for PeopleSoft Financials.

Ms. Luther presented Contract No. 24-00309, Data Archive Software and Extraction Services for PeopleSoft Financials as a recommendation 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.

A motion to approve Contract No. 24-00309, Data Archive Software and Extraction Services for PeopleSoft Financials, was made by commissioner S. Johnson and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Ms. Glenda Dixon gave presentation.

There was discussion regarding the timeline and the calculations and what's included.

Ayes: Commissioner's Johnson, Ross-Hammond, Woodbury, Daughtery, and M. Johnson.

Nays: None

Abstain: None

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

Ms. Luther presented Contract No. 25-00359, Employee Benefits Consulting and Brokerage Services (Renewal), as a recommendation 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.

A motion to approve Contract No. 25-00359, Employee Benefits Consulting and Brokerage Services (Renewal), was made by commissioner Ross-Hammond and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Ms. Kim Wolcott gave a presentation.

Ayes: Commissioner's Johnson, Ross-Hammond, Woodbury, Daughtery and M. Johnson.

Nays: None

Abstain: None

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

Ms. Luther presented Contract No. 25-00357R, Provision of Seven (7) Non-Revenue Vehicles, as a recommendation 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.

A motion to approve Contract No. 25-00357R, Provision of Seven (7) Non-Revenue Vehicles, was made by commissioner Ross-Hammond and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Ms. Monique Battle came forward to answer questions

There was discussion regarding the delivery time and the bid process.

Ayes: Commissioner's Johnson, Ross-Hammond, Woodbury, Daughtery and M. Johnson.

Nays: None

Abstain: None

Task Orders

Task orders were included on the agenda for review. There were no questions or comments regarding the same.

Options to be Exercised.

Options to be Exercised enclosed in the meeting package for December 2025 were reviewed by the Committee.

Upcoming Procurements

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

Operations Update

Mr. Simms gave a presentation, where he announced a few recent events that HRT supported. The Fall-O-Ween event that was held in Newport news where over 4,000 patrons were transported and the NSU Homecoming Game where over 10,600 patrons were transported that evening. He also reminded the board about the upcoming Grand Illumination Parade, scheduled to take place on November 22 and encouraged everyone to come out and join in the festivities.

Mr. Simms also spoke about the recently hosted Mobile Heart to Heart. A time when managers went out to our local transfer centers and spoke with operators. One of the hot topics was the current Pilot Program that is working to help eliminate mandatory overtime for operators. This program is showing favor with the operators and shows improvements.

Lastly, Mr. Simms gave an update on microtransit ridership.

Old and New Business

There was no old and new business to discuss.

Commissioner Comments

There were no comments given.

****The next meeting will be held on Thursday, December 4, 2025, at 10:00 am in the HRT NORFOLK Boardroom.**

Adjournment

Commissioner Glover adjourned the meeting at 10:46 AM.



24-00309 Data Archive Software Extraction Services

**Operations and Oversight Committee Meeting
November 4, 2025**

Overview / Objective

PeopleSoft Financials was “Sunset” after Implementation new Financials system Microsoft Dynamics Finance and Operations.

This marked end operational use while maintaining historical data accessibility. Mode of “read only” access for limited designated users to data access for compliance, audit, or business needs.

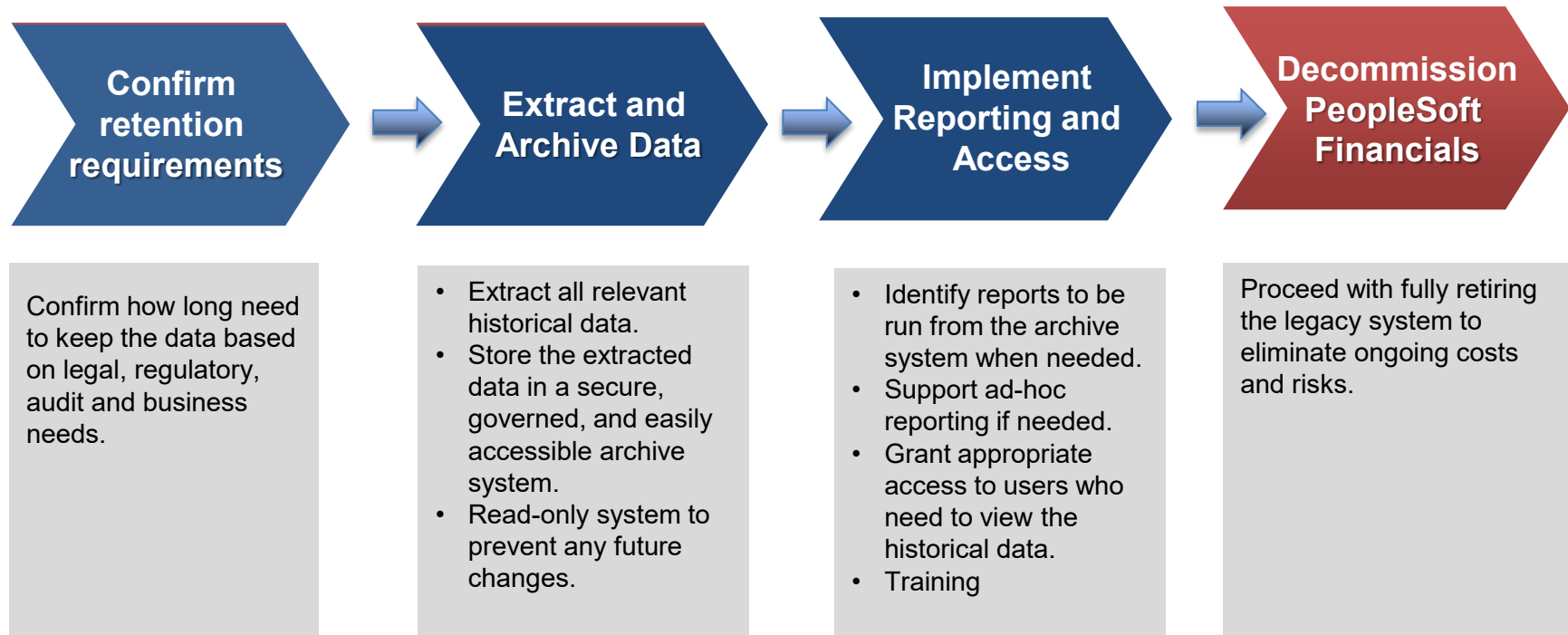
In preparation for “Decommissioning” where all system components will be removed. Identify process to archive required historical data in PeopleSoft Financials for on-going access prior to the **final** decommission and retirement legacy PeopleSoft Financials software.

Data Retention Strategies System Replacement

	Pros	Cons
Convert All Data	<ul style="list-style-type: none"> All records converted 	<ul style="list-style-type: none"> Data Mapping Challenges/ Integrity Timeframes High cost and complexity
Maintain the Legacy System	<ul style="list-style-type: none"> Short-term, easy access to data 	<ul style="list-style-type: none"> Legacy vendor maintenance cost Vulnerable security Training as staff turns over
PDF the Records	<ul style="list-style-type: none"> May entail less time/cost than data conversion or archiving 	<ul style="list-style-type: none"> Buries data in multi-page files User access tracking/audit is less reliable, if available Query/analytics compromised
Archive the Data	<ul style="list-style-type: none"> Consolidation of legacy data silos Easy data access /sort /filter query Less system maintenance cost Secure, compliant record storage 	<ul style="list-style-type: none"> Some up-front costs for legacy data extraction and migration



Project Timeline





HAMPTON ROADS
TRANSIT

Thank you

gohrt.com



Meeting of the Operations and Oversight Committee

Thursday December 4, 2025, • 10:00 a.m.
509 E. 18th Street Norfolk, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

President and CEO William Harrell called the meeting to order at 10:00 AM.

Commissioners in attendance:

Commissioner Steve Johnson, Chesapeake
Commissioner Woodbury, Newport News (Phone)
Commissioner Daughtery, DRPT (Zoom)
Commissioner M. Johson, Norfolk
Carter, Portsmouth

Hampton Roads Transit Staff in attendance:

Ray Amaruso, Chief Plan & Development Officer
Tammara Askew, Sr. Data Analyst (Zoom)
Malika Blume, Director of Internal Audit
Monquie Battle, Ops Project & Contract Administrator
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Dudley Clark, Contract Budget Analyst (Zoom)
William Collins, Facilities Maintenance Manager
Rodney Davis, Director of Customer Relations
Scott Demharter, Director of Facilities
Glenda Dixon, Sr. Director ERP System & Service
Gavin Dorsey, Budget Analyst (Zoom)
Jennifer Dove, Civil Rights/Grants Project Manager (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Wayne Groover, Director of Light Rail Maintenance and Facilities
William Harrell, President and CEO
Toni Hunter, Staff Auditor (Zoom)
Shane Kelly, Sr. Manager Security & Emerg Preparedness
Karen Kitsis, Sr. Director of Planning and Development
Sonya Luther, Director of Procurement

Alexis Majied, Chief Communications Officer
Lawrence Mason, Emergency Manager, Safety
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Luis Ramos, Executive Assistant to the President & CEO
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer
Kevin Shaw, Director of Bus Maintenance
Benjamin Simms, Chief Transit Operations Officer
Matthew Stumpf, Budget Analyst (Zoom)
Alex Touzov, Sr. Director of Technology Services
Robert Travers, Corporate Counsel
Fevrier Valmond, Assistant Director of Procurement
Jessica White, Contract Specialist (Zoom)
Keishia Williams, Operations Support Technician
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News

The December 2025 Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Audit Update
- Procurement Items for Approval
- Options to be Exercised.
- Upcoming Procurements

Approval of November 2025, Meeting Minutes

****Please note: Due to not having a quorum, November's meeting minutes will be up for approval at January Operations and Oversight Committee Meeting along with Decembers. ****

Audit Update

There was no audit update.

Review of the Operations and Oversight Committee Action Items

There were no action items.

Procurement Items for Approval

****Please Note: Due to not having a quorum all contracts will be read and discussed but brought to the commission for approval in need of a motion and a second. ****

Purchase Order No. PO0018983, Light Rail Vehicle Wheel Kits

Ms. Luther Purchase Order No. PO0018983, Light Rail Vehicle Wheel Kits, as a recommendation that the Commission approve the award of a purchase order to Siemens Mobility, Inc., to provide wheel kits for HRT's LRV parts inventory in the total amount of \$120,240.00.

Mr. Wayne Groover gave a presentation.

There was discussion that the need for this contract is to have materials ready for access when needed.

Contract No. 25-00378, Oracle PeopleSoft Annual Support Services (Renewal).

Ms. Luther presented Contract No. 25-00378, Oracle PeopleSoft Annual Support Services (Renewal), as a recommendation that the Commission approve the award of a contract to Mythics, LLC to provide Oracle PeopleSoft HCM annual support services, in the not-to-exceed amount of \$606,506.92.

Ms. Glenda Dixon gave a presentation.

There was discussion regarding the two-year options and when the proposed end of PeopleSoft.

Contract No. 22-00197, Modification No. 9, Portable Toilet Rental.

Ms. Luther presented Contract No. 22-00197, Modification No. 9, Portable Toilet Rental, as a recommendation that the Commission approve the award of a modification to increase the not-to-exceed amount of the Portable Toilet Rental Contract by \$10,462.80, from \$181,446.84 to \$191,909.64.

Mr. Scott Demharter was available to answer questions.

Contract No. 25-00380, Provision of Three (3) 29' Buses.

Ms. Luther presented Contract No. 25-00380, Provision of Three (3) 29' Buses, as a recommendation that the Commission approve the award of a contract to Gillig to procure three (3) heavy duty 29' low floor diesel buses in the total amount of \$2,235,576.00.

Ms. Monique Battle gave a presentation.

There was discussion regarding how well and timely this presentation was needed and put together as well as bus size.

Contract No. 25-00382, Replacement Paratransit Vehicles.

Ms. Luther presented Contract No. 25-00382, Replacement Paratransit Vehicles, as a recommendation that the Commission approve the award of a contract to Sonny Merryman, Inc. to procure forty-two (42) Body on Chassis paratransit buses, for use on HRT's Paratransit Services Contract, in the total amount of \$5,616,198.00.

Ms. Monique Battle came forward to answer questions

There was discussion regarding the CIP breakdown.

Contract No. 21-00154, Modification No. 5, Structured Cabling Services.

Ms. Luther presented Contract No. 21-00154, Modification No. 5, Structured Cabling Services, as a recommendation that the Commission approve the award of a modification to increase the not-to-exceed amount of the Structured Cabling Services Contract by \$160,000.00, from \$312,500.00 to \$472,500.00.

Mr. Alex Touzov gave a presentation.

There was discussion regarding the pricing and why it was so high.

Task Orders

Task orders were included on the agenda for review. There were no questions or comments regarding the same.

Options to be Exercised.

Options to be Exercised enclosed in the meeting package for February 2026 were reviewed by the Committee.

Upcoming Procurements

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

Operations Update

Mr. Simms gave a presentation, where he shared the success of the Grand Illumination Parade that took place on November 22. Approx 13,000 patrons were successfully transported to and from the event.

Mr. Simm also shared the addition of two new Transit Security Officers (TSO's) to our Security Department. Mr. Alvestico "AJ" Bently and Mr. Derek McClain. They are both assigned to our 2nd shift on both the North and South sides of the service area.

Mr. Simms wished the board a very happy and safe holiday season before turning it over to Ms. Amy Braziel, who gave the committee a brief update on Microtransit, Paratransit and Base Express, she will give a full detailed report in January's Operations and Oversight Committee Meeting.

There was discussion regarding HRT's patrol strategies and to see if the operator assaults have gone down and lastly to see if the barrier installs are complete.

Commissioner M. Johnson commended HRT for their assistance with the Grand Illumination Parade, joined with the city of Norfolk, this event was a huge success.

Old and New Business

There was no old and new business to discuss.

Commissioner Comments

Mr. William Harrell commended Ray Amaruso, HRT's former Chief Planning & Development Officer, due to his upcoming retirement and his 44 years of service, this is his last official O&O meeting.

Mr. Harrell also thanked City Manager Carter for adjusting his schedule to be able to attend this O&O.

****The next meeting will be held on Thursday, January 8, 2026, at 10:00 am in the HRT HAMPTON Boardroom.**

Adjournment

Mr. William Harrell adjourned the meeting at 10:44 AM.

Submitted by April Garrett, Sr. Executive Assistant



Light Rail Vehicle Wheel Kits

Purchase Order PO0018983



One wheel kit.
Preparing for installation.



Installed wheel kit.

Fleet Update



- Over the next several months, there will be bus procurement items presented for approval. Our long-term objective is to replace 176 buses over the next 10 years.
- As a reminder, all buses are scheduled for replacement based on eligibility criteria and available funding.



HAMPTON ROADS
TRANSIT

Thank you!

gohrt.com



HAMPTON ROADS TRANSIT
JANUARY 2026/February 2026
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method

PURPOSE

The purpose of Hampton Roads Transit's (HRT) Internal Audit department is to provide insightful, objective, independent audits and evaluations of HRT information and operations that assist management in making organizational decisions and improving performance, thereby promoting accountability and adding value to HRT. The mission of Internal Audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit department helps HRT accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes by:

- Determining whether resources are properly safeguarded.
- Determining whether such resources are properly and prudently used.
- Determining an auditee's compliance with legal requirements.
- Attesting to the fair presentation of an auditee's financial statements.
- Evaluating a program's results including costs and benefits.

STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING

The Internal Audit department will govern itself by adherence to the mandatory elements of the *Government Auditing Standards* issued by the Comptroller General of the United States, also known as the "Yellow Book." The Director of Internal Audit will report periodically to senior management and the Operations and Oversight Committee (Committee) regarding the Internal Audit department's conformance to the Code of Ethics and Standards.

AUTHORITY

The Director of Internal Audit will report functionally to the Committee which is established by the Transportation District Commission of Hampton Roads (TDCHR) to assist in fulfilling oversight responsibilities. The Committee's primary responsibilities are to monitor HRT's operational performance, relative to quality, efficiency, and effectiveness. To establish, maintain, and assure HRT's Internal Audit department has sufficient authority to fulfill its duties, the Committee will:

- Approve the Internal Audit charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit budget and resource plan.
- Receive communications from the Director of Internal Audit on internal audit performance.
- Approve decisions regarding the appointment and removal of the Director of Internal Audit.
- Review the annual performance evaluation and approve (if applicable) the remuneration of the Director of Internal Audit.

- Make appropriate inquiries of management and the Director of Internal Audit to determine whether there is inappropriate scope or resource limitations.

The Director of Internal Audit will have unrestricted access to communicate and interact directly with the Committee.

The Committee authorizes Internal Audit to:

- Have full, unrestricted access to all organizational functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information to include third-party vendors, upon advisement and approval from the President and CEO when appropriate.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of HRT, as well as other specialized services from within or outside HRT, in order to complete an audit or review.

INDEPENDENCE AND OBJECTIVITY

The Director of Internal Audit will ensure Internal Audit remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the Director of Internal Audit determines independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude allowing them to perform objectively and that no quality compromises are made, and internal auditors do not lessen their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties for HRT or its affiliates.
- Initiating or approving transactions external to the Internal Audit department.
- Directing the activities of any HRT employee not employed by Internal Audit.

Where the Director of Internal Audit has or is expected to have roles and/or responsibilities that fall outside of Internal Auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

SCOPE OF INTERNAL AUDIT ACTIVITIES

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the O&O Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for HRT. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of objectives are appropriately identified and managed.
- The actions of HRT's officers, directors, employees, and contractors are in compliance with HRT's policies, procedures, applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, and regulations.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

The Director of Internal Audit will report periodically to senior management and the O&O Committee regarding:

- Internal Audit's purpose, authority, and responsibility.
- Internal Audit's plan and performance relative to its plan.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, management or the O&O Committee.
- Results of audit engagements or other activities.
- Resource requirements.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during audits. These opportunities will be communicated to the appropriate level of management.

RESPONSIBILITY

The Director of Internal Audit has the responsibility to:

- Annually submit to senior management and the O&O Committee an internal audit plan for review and approval.
- Review and adjust the internal audit plan, as necessary, in response to changes in HRT's business, risks, operations, programs, systems, and controls.
- Ensure each audit on the plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of engagement results with applicable conclusions and recommendations.
- Follow up on audit findings and corrective actions, and report periodically to senior management and the O&O Committee corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure Internal Audit collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Internal Audit Charter.
- Ensure trends and emerging issues that could impact HRT are considered and communicated to senior management and the O&O Committee.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to policies and procedures designed to guide Internal Audit.
- Ensure adherence to HRT's relevant policies and procedures, unless such policies and procedures conflict with the Internal Audit Charter. Any such conflicts will be resolved or otherwise communicated to senior management and the O&O Committee.
- Ensure conformance of Internal Audit with Standards.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Internal Audit will maintain a quality assurance and improvement program that covers all aspects of the Internal Audit department, to include evaluation of conformance with the Standards. The program will also assess the efficiency and effectiveness of Internal Audit and identify opportunities for improvement.

The Director of Internal Audit will communicate to senior management and the O&O Committee on the quality assurance and improvement program, including results of internal assessments and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside HRT.

APPROVAL SIGNATURES

Malika Blume, Director of Internal Audit

Date

William Harrell, President/Chief Executive Officer

Date

Mayor Shannon Glover, Operations &
Oversight Committee Chair

Date



HAMPTON ROADS TRANSIT

Internal Audit Calendar Year 2026 Audit Schedule

Required Audits

Audits required based upon industry and regulatory bodies.

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
PTASP	Maintenance	PTASP Implementation Processes	March 2026	May 2026
PTASP	RWP	PTASP Implementation Processes	June 2026	August 2026
PTASP	Safety	PTASP Implementation Processes	September 2026	November 2026

Scheduled Audits

Board- Approved audits selected based upon company objectives.

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
Bus Maintenance	Operations	Is Preventative Maintenance being conducted in accordance with federal, state, local requirements and best practices?	December 2026	March 2027

Attestation Engagements

Reviews initiated by the Board, Current Events, or Senior Management.

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
TBD	TBD	TBD	TBD	TBD

Quality Assurance

Follow- up and Internal Audit Administrative Tasks.

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
Department Documentation	Organization- Wide	Annual document review of all department policies, and standard operating procedures.	March 2026	June 2026
Administrative Review	Internal Audit	Review of audits and other engagement documents for clarity and compliance.	January 2026	December 2026

Note: The audit plan is a working document and may change at any point due to HRT's needs.

Contract No.: 25-00379	Title: Ferry Repair Services (Renewal)	Contract Amount: \$4,625,420.00
----------------------------------	--	---

Acquisition Description: Enter into a renewal contract with two (2) Contractors to perform scheduled and emergency repairs for Hampton Roads Transit's (HRT's) ferry boat fleet on a Task Order basis.

Background: HRT has a requirement for maintaining its ferry boat fleet by conducting scheduled and emergency repairs as needed. Under the terms of this agreement, the Contractors shall perform repairs utilizing parts and processes that comply with United States Coast Guard regulations; and meet or exceed industry workmanship and quality standards.

Contract Approach: An Invitation for Bids was issued on December 10, 2025. Two (2) bids were received on January 20, 2026, from the following firms:

- Fairlead Boatworks, Inc. (Fairlead)
- Lyon Shipyard, Inc. (Lyon)

In response to the IFB, bidders were required to provide labor rates for the services described in the Scope of Work to be utilized when establishing pricing for proposed Task Orders. Following an evaluation of the bids received, HRT staff determined that, while both firms were responsive (in compliance with submittal requirements) and responsible (capable to perform), Fairlead was the lowest bidder.

However, in order for HRT to have the ability to retain the most skilled Contractors at the most favorable prices when scheduled or emergency repairs are required, a decision was made to award to both firms.

Based on a price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment, both firms' pricing are deemed fair and reasonable. A contractor responsibility review confirmed that both firms are technically and financially capable of performing the work.

Fairlead is located in Newport News, VA and has performed similar work for Huntington Ingalls Industries in Newport News, VA and Sailing Harbor Cruises in Norfolk, VA. Fairlead also provides similar services for HRT satisfactorily.

Lyon is located in Norfolk, VA and has provided similar services to the U.S. Army; the U.S. Navy Mid-Atlantic Regional Maintenance Center; the U.S. Coast Guard; and the Military Sealift Command. Lyon also provides similar services for HRT satisfactorily.

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

Contract No.: 25-00379	Title: Ferry Repair Services (Renewal)	Contract Amount: \$4,625,420.00
----------------------------------	--	---

No DBE Goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with operating and grant funds, dependent upon the task being requested.

Project Manager: Amy Braziel, Director of Contracted Services and Operational Analytics

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of contracts to Fairlead Boatworks, Inc. and Lyon Shipyard, Inc. to perform scheduled and emergency repairs for the ferry boat fleet. The cumulative amount of all Task Orders issued under these Contracts will not exceed \$4,625,420.00.

Contract No.:	Title:	Contract Amount:	
25-00362	Pre-Employment Background Screening Services – Workday Human Capital Management	One (1) Base Year:	\$ 45,832.50
		Four (4) Option Years:	<u>\$183,330.00</u>
		Total:	\$229,162.50

Acquisition Description: Enter into a contract with a qualified Contractor to provide pre-employment background screening services which integrates with Workday Human Capital Management (HCM).

Background: Hampton Roads Transit (HRT) currently employs over 950 individuals in various positions throughout the agency. HRT’s Human Resources Department, through the recruitment process, is required to ensure that all selected candidates successfully pass HRT’s background screening process, while remaining compliant with federal, state, and local regulations. Background screenings are conducted on all prospective employees for full-time, part-time, temporary, intern, and seasonal positions, as well as on all employees who are promoted or hired in another position within the agency. In this regard, HRT requires a third-party pre-employment background screening software to integrate with the implemented Workday HCM software. Under the terms of this agreement, the Contractor will provide reliable, thorough, timely, and quality background screening services in support of HRT’s recruiting and staffing efforts, while also providing configured connector solution to fully integrate with Workday HCM.

Contract Approach: A Request for Proposals (RFP) was issued on August 8, 2025. Three (3) proposals were received on September 17, 2025, from the following firms:

- Applicant Insight, Inc. dba aINSIGHT
- First Choice Research and Background Investigations, LLC dba First Choice Background Screening (First Choice)
- KENTECH Consulting, Inc. (KENTECH)

In response to the RFP, proposers were required to provide package rates, as well as ad-hoc rates for pre-employment background screening services as described in the Price Schedule.

After an initial review and evaluation of the technical proposals received, First Choice and KENTECH were rated best to meet the requirements of the Scope of Work. Both firms were invited to participate in presentations and interviews to provide demonstrations and technical clarification on their approach to the Scope of Work.

Following the technical presentations and interviews, HRT staff determined that First Choice was the most technically qualified to provide the services described in the Scope of Work based on clarifications provided during their presentation. Therefore, First Choice 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 rates. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Contract No.:	Title:	Contract Amount:	
25-00362	Pre-Employment Background Screening Services – Workday Human Capital Management	One (1) Base Year:	\$ 45,832.50
		Four (4) Option Years:	<u>\$183,330.00</u>
		Total:	\$229,162.50

After review and analysis of the BAFO received, HRT staff determined that First Choice provided the best value to HRT, based on a combination of technical capability and price. As a result of the negotiations, First Choice reduced their total price by \$17,312.50, or approximately 7%. Based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment, First Choice's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that First Choice is both technically and financially capable of performing the services.

First Choice is located in Davie, FL and has provided similar services for CT*transit* (Connecticut Department of Transportation) in Hartford, CT; the City of Deerfield Beach, in Deerfield, FL; and Banyan Treatment Centers, in Milford, DE. First Choice also provides similar services to HRT satisfactorily.

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: The base year, which includes software services and support, will be funded with 28% federal 5307 grant, 68% state grant, and 4% ACC funds. Maintenance of the software will be funded with 40% HRRTF and 60% operating funds.

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

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to First Choice Research and Investigations, LLC to pre-employment background screening services in the not-to exceed amount of \$229,162.50.

Solicitation Summary

Proposer	Original Pricing	BAFO Pricing
Applicant Insight, Inc. dba aINSIGHT	\$202,822.50	N/A
First Choice Research and Research and Investigations, LLC	\$246,475.00	\$229,162.50
KENTCH Consulting, Inc.	\$551,030.22	N/A

Contract No.: 25-00362	Title: Pre-Employment Background Screening Services – Workday Human Capital Management	Contract Amount:	
		One (1) Base Year:	\$ 45,832.50
		Four (4) Option Years:	<u>\$183,330.00</u>
		Total:	\$229,162.50

First Choice Research and Investigations, LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$45,832.50	\$45,832.50	\$45,832.50	\$45,832.50	\$45,832.50	\$229,162.50

Exercise of Options – March 2026						
Contract No.	Title	Description	Total Current Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
23-00255	Avaya Managed Services	To provide managed services for HRT's Avaya PBX system.	\$551,925.25	1 yr. w/4 1-yr. options	Second	\$108,180.00
24-00319	Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services for all revenue and non-revenue vehicles.	\$402,250.00	1 yr. w/4 1-yr. options	First	\$80,450.00

Exercise of Options – April 2026

Contract No.	Title	Description	Total Current Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
16-72051	Facilities Enterprise Asset Management System	To implement an Enterprise Asset Management system for HRT's Facilities Department	\$1,451,316.71	1 yr. w/4 1-yr. options (following implementation)	Fourth	\$102,198.76
22-00215	Interactive Voice Response System	To provide hardware, software, warranty, and maintenance support of HRT's Interactive Voice Response system	\$1,107,012.00	1 yr. w/4 1-yr. options	Third	\$221,402.40
24-00331	Pest Control Management Services	To provide pest control management services.	\$196,734.04	1 yr. w/4 1-yr. options	First	\$37,197.64
25-00333	Hydraulic Equipment Maintenance, Inspection, and Repair Services	To perform scheduled and unscheduled maintenance, inspections, and emergency repair services for HRT's hydraulic vehicle lifts, brake testing equipment, and related systems.	\$964,618.00	1 yr. w/4 1-yr. options	First	\$186,997.00
25-00335	Provision of Facilities Materials and Supplies	To supply and deliver materials and supplies for HRT's Facilities Department on an as needed basis.	\$453,960.00	1 yr. w/2 1-yr. options	First	\$151,320.00

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Audio/Visual Services	To provide audio and visual support services on a Task Order basis.	12/15/2026
Background Screening Software Service	To procure pre-employment background screening services, as well as services to configure, integrate, test, deploy, and support a Workday HCM validated background screening connector that will integrate with Workday HCM.	New
Chesapeake High-Capacity Transit Corridor Study (Phase II)	To provide a corridor study for Chesapeake's high-capacity transit options.	New
Contract and Vendor Software Solution	To provide a commercial off-the-shelf, Software as a Service Contract and Vendor Management Software solution.	New
General Planning Consultant	To provide general planning consulting services on a task order basis.	5/31/2026
Improving Real Time Passenger Information	To enhance data completeness and quality of HRT's existing real-time passenger information.	New
Light Rail Vehicle Midlife Overhaul	To provide the complete, turnkey Light Rail Vehicle midlife overhauls for all nine (9) LRVs.	New
Safety, Security, and Emergency Management Support Services	To provide Safety Management System support, Emergency Management support, Security support, Regulatory Compliance support, and technical support services on a task order basis.	2/27/2026
Structured Cabling Services	To provide services and materials necessary to maintain, modernize, and expand HRT's structured cabling.	2/23/2026
Transit Security Personnel Uniforms and Equipment	To supply and deliver uniforms and approved personal equipment for personnel of HRT's Security Department.	3/7/2026
Vanpool Assistance Program	To secure vanpool service providers to operate HRT's goCommute's vanpool program.	3/31/2026