

**AGENDA**  
**Hampton Roads Transportation Accountability Commission (HRTAC)**  
**Finance Committee Meeting – October 6, 2015**

**9:00 a.m.**

Conference Room D, 723 Woodlake Drive, Chesapeake, VA 23320

- 1. Call to Order**
- 2. Approval of Agenda**
  - *Recommended Action: Approval*
- 3. Public Comment Period**
  - *Limit 5 minutes per individual*
- 4. Chair's Comments**
- 5. Action Item**
  - *Recommended Action: Discussion/Endorsement/Request/Recommendation*
  - A. Endorse Proposed Changes to the FY2015 HRTAC Operating Budget (Attachment 5A)**
  - B. Recommendation of the Policy Relating to Procurement of Goods and Services, Including Procedures for Certain Small Purchases (Attachment 5B)**
- 6. Discussion Item**
  - A. Debit and Credit Card and Direct Debit Policy - Executive Director Request for Input**
- 7. Bond Counsel Request for Proposals –**
  - A. Discussion or Consideration of Competing Proposals - Closed Session**

**Adjournment**

**Agenda Item 5-A**  
**Action Item**

**To: Chair Wagner and the other members of HRTAC Finance Committee**

**From: Kevin B. Page, Executive Director**

**Date: October 6, 2015**

**Re: Recommendation of the FY2015 Budget Amendment**

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**Recommendation:**

The Finance Committee is asked to endorse the proposed changes and provide recommendation to the Commission to approve the adjustments of line items within the Commission's approved FY2015 Annual Budget.

**Background:**

During FY2015, HRTAC was more reliant on the services of the HRTPO Support Staff and legal assistance than anticipated in the FY2015 Operating Budget. This was in part attributed to the absence of an Executive Director and the initial startup of HRTAC. As the FY2015 year has come to a close, transfer adjustments must be made to align the budget with expenses within its line items of the existing approved budget. At its August 20, 2015 Regular Meeting, the Commission authorized the Finance Committee to conduct a public hearing for the proposed adjustments of line items within the Commission's approved FY2015 Annual Budget. The Finance Committee conducted an FY2015 Budget Amendment Public Hearing on Friday, October 2, 2015. The Finance Committee will be asked to recommend to the Commission adoption of the proposed FY2015 Budget Amendment.

**Fiscal Impact:**

There is no fiscal impact in relation to this Action Item.

**Suggested Motion:**

Motion is to recommend that the Commission approve the FY2015 Operating Budget changes and to re-adopt the HRTAC FY 2015 Budget that reflects the following line-item transfers within the Budget's accounts (A) an increase to the accounts established for HRTPO Support Staff and legal expense by \$91,700 and \$139,300, respectively (\$231,000 in the aggregate), and (B) a decrease in the HRTAC Staff account, which is available and unused, by \$231,000.



## **Agenda Item 5A – Attachment**

### **FY2015 Budget Amendment Background Information and Proposed Budget Provided at the Public Hearing and Posted on the HRTAC Web Site**

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At its August 20, 2015 meeting, the Hampton Roads Transportation Accountability Commission (HRTAC) authorized a public hearing for the consideration of an amendment to the HRTAC FY 2015 Budget that reflects certain line-item transfers within the budget's accounts.

#### **Background:**

During the operation of the approved FY2015 operating budget year, HRTAC was more reliant on the services of the Hampton Roads Transportation Planning Organization (HRTPO) Support Staff and legal assistance than anticipated. This was in part attributed to the absence of an Executive Director and the initial startup of HRTAC. As the FY2015 year has come to a close, transfer adjustments must be made to align the budget with expenses within its line items of the existing approved budget.

#### **Fiscal Impact:**

There is no fiscal impact in relation to this FY2015 Budget Amendment.

#### **Proposed Changes:**

Amendment to the HRTAC FY 2015 Budget to reflect the following line-item transfers within the Budget's accounts: (i) an increase to the accounts established for HRTPO Support Staff by \$91,700 and legal expense by \$139,300 (collectively, a \$231,000 increase to accounts), and (ii) a decrease in the HRTAC Staff account, which is available and unused, by \$231,000. The total amount of the Budget will not be amended, and will remain at \$1,088,363.



**Hampton Roads Transportation Accountability Commission  
FY2015 Operating Budget Amendment**

	Approved	Proposed	Proposed
Income:	Budget	Changes	Budget
Income/HRTF Reimbursement	\$ 0	\$ 0	\$ -
Total Income	0	0	-
	Approved	Proposed	Proposed
Expenditures:	Budget	Changes	Expenditures
<u>Personnel Expenditures</u>			
Reimbursement - HRTPO/HRPDC Support Staff	\$ 72,431	\$ 91,700	\$ 164,131
HRTAC Staff	520,932	(231,000)	289,932
Personnel Subtotal	593,363	(139,300)	454,063
<u>Professional Services:</u>			
Audit Services	40,000	-	40,000
Bank Fees	3,500	-	3,500
Legal (non-project services)	140,000	139,300	279,300
Financial Advisors	200,000	-	200,000
Insurance (Officers & Directors, Liability)	15,000	-	15,000
Executive Director Search Consultant	25,000	-	25,000
Recruiting	-	-	-
Professional Subtotal	423,500	139,300	562,800
<u>Technology/Communication</u>			
Computer hardware and peripherals/maintenance	10,000	-	10,000
Website Consultant (Development & Hosting)	10,000	-	10,000
Technology/Communication Subtotal	20,000	-	20,000
<u>Administrative Expenses</u>			
Public Notices/Advertising	12,000	-	12,000
Office Space	TBD	-	-
Office Supplies	2,000	-	2,000
Furniture	10,000	-	10,000
Printing/Copying	10,000	-	10,000
Dues/Subscriptions	2,000	-	2,000
Travel	8,000	-	8,000
Meeting Expenses	3,500	-	3,500
Postage Delivery	1,000	-	1,000
Professional Development	3,000	-	3,000
Administrative Expenses Subtotal	51,500	-	51,500
Total Expenditures	\$ 1,088,363	\$ -	\$ 1,088,363
Budget Balance	\$ 1,088,363	\$ -	\$ 1,088,363



**Agenda Item 5-B**  
**Action Item**

**To: Chair Wagner and the other members of HRTAC Finance Committee**

**From: Kevin B. Page, Executive Director**

**Date: October 6, 2015**

**Re: Recommendation of the Policy Relating to Procurement of Goods and Services,  
Including Procedures for Certain Small Purchases**

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**Recommendation:**

The Finance Committee is asked to endorse the proposed Policy Relating to Procurement of Goods and Services, Including Procedures for Certain Small Purchases and recommend the policy to the Commission for approval and adoption.

**Background:**

As a part of standing up the Commission, the Commission is creating and adopting certain policies and procedures to guide the Commission's operations and business practices. HRTAC Counsel and staff have worked with the Executive Director to develop the proposed, "Policy Relating to Procurement of Goods and Services, Including Procedures for Certain Small Purchases." This draft policy is contemplated by Section 2.2-4303(G) of the Virginia Public Procurement Act (VPPA), and sets out the guidelines and procedures in a stepped protocol matrix for HRTAC small purchases from \$1 up to \$25,000. The upper limit is materially less than the limits that may be established under the VPPA.

**Fiscal Impact:**

There is no fiscal impact in relation to this Action Item.

**Suggested Motion:**

Motion is to endorse the Policy Relating to Procurement of Goods and Services, Including Procedures for Certain Small Purchases, and to recommend the policy to the Commission for approval and adoption.



## HAMPTON ROADS TRANSPORTATION ACCOUNTABILITY COMMISSION

### POLICY RELATING TO PROCUREMENT OF GOODS AND SERVICES, INCLUDING PROCEDURES FOR CERTAIN SMALL PURCHASES

#### (1) General

The Virginia Public Procurement Act (“VPPA”) covers contracts made by the Hampton Roads Transportation Accountability Commission (the “Commission” or “HRTAC”) with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction (as those terms are defined in the VPPA). The VPPA seeks, among other things, to enable public bodies in the Commonwealth to obtain high quality goods and services at reasonable costs. This Policy, including its small purchases procedures, is adopted to provide the Commission’s members, officers and employees with direction regarding the VPPA and its implementation.

Under the VPPA, covered contracts must be awarded after competitive sealed bidding, or competitive negotiation, as provided in the VPPA, unless otherwise authorized by law.

#### (2) Exemptions

Without limiting the exemptions under the VPPA that may be applicable from time to time, neither the competitive sealed bidding nor competitive negotiation procedures apply to:

- (a) Contracts negotiated and awarded to a source that is determined in writing to be the sole source available for that which is to be procured; in order to use this exemption under Section 2.2-4303(E) of the VPPA, all requirements of the exemption, including the written determination and public notice requirements, must be observed; ~~the~~ written determination may be made by the Commission’s Executive Director or Chief Financial Officer if funds for the applicable contract are available under the Commission’s then-applicable operating budget, but copies of such determinations must be given to the Finance Committee within five (5) business days after being made].
- (b) Contracts awarded in case of emergency; however, such procurement shall be made with such competition as is practicable under the circumstances; in order to use this exemption under Section 2.2-4303(F) of the VPPA, all requirements of the exemption, including the written determination and public notice requirements must be observed; ~~the~~ written determination may be made by the Commission’s Executive Director or Chief Financial Officer if funds for the applicable contract are available under the Commission’s then-applicable operating budget, but copies of such determinations must be given to the Finance Committee within five (5) business days after being made].
- (c) Purchases made from another public body’s contract, even if the Commission did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being



conducted on behalf of other public bodies; however, this exemption under Section 2.2-4304 of the VPPA is subject to the limitations set forth therein.

- (d) Single or term contracts for goods and services that fit within the dollar limitations and other parameters set forth in Section 2.2-4303(G) of the VPPA if they are entered into pursuant to small purchases procedures that have been adopted by the Commission in writing; the Commission’s small purchases procedures are set forth in the chart below; these procedures may not be used for single or term contracts for transportation-related construction.

<u>Estimated Cost of Small Purchase</u>	<u>Procedure with Small Purchase</u>
<p>When the aggregate or the sum of all phases is expected to be <u>less than</u> \$500</p>	<p>Purchase may be made upon receipt of one (1) or more written or telephone quotes.</p> <p>As applicable, complete either (a) a Purchase Approval Form (attached hereto as <u>Exhibit A</u>) or (b) a Credit Card Form (attached hereto as <u>Exhibit B</u>), and submit such form to the Executive Director for approval. Once approval is granted, instruct vendor to invoice HRTAC for payment or charge to HRTAC credit card, as applicable.</p>
<p>When the aggregate or the sum of all phases is expected to be <u>between</u> \$500 and \$1,499</p>	<p>Requires at least three (3) attempted telephone, catalog, eVA Quick Quote, or electronic/written quotes to be obtained. Efforts should be made to obtain one or more of those quotes from vendors listed in the Department of Small Business and Supplier Diversity database as being SWaM (Small, Women-owned and Minority-owned Business) certified or DBE (Disadvantaged Business Enterprise) certified.</p> <p>Complete a Purchase Approval Form, attach quotes and submit to the Executive Director for approval. The form will then be submitted to the Chief Financial Officer (“CFO”) and Executive Director for budgetary and final approvals respectively. After CFO and Executive Director approvals have been obtained, order and have vendor invoice directly.</p>



<p>When the aggregate or the sum of all phases is expected to be <u>between</u> \$1,500 and \$4,999</p>	<p>Requires at least three (3) attempted written (which may be electronic) quotes, including eVA Quick Quotes, to be obtained. Efforts should be made to obtain one or more of those quotes from vendors listed in the Department of Small Business and Supplier Diversity database as being SWaM certified or DBE certified.</p> <p>Complete a Purchase Approval Form, attach quotes and forward to the Executive Director for approval. It will then be submitted to the CFO and Executive Director for budgetary and final approvals respectively. After CFO and Executive Director approvals have been obtained, order and have vendor invoice directly.</p>
<p>When the aggregate or the sum of all phases is expected to be <u>between</u> \$5,000 and \$25,000</p>	<p>Requires at least four (4) attempted written (which may be electronic) quotes, including eVA Quick Quotes, to be obtained. Efforts should be made to obtain one or more of those quotes from vendors listed in the Department of Small Business and Supplier Diversity database as being SWaM certified or DBE certified.</p> <p>Complete a Purchase Approval Form and a Requisition Form (attached hereto as <u>Exhibit C</u>), attach quotes, and forward to the Executive Director for approval. It will then be submitted [to the Computer Network Manager (if applicable) and on] to the CFO and Executive Director for budgetary and final approvals respectively. After the CFO and Executive Director have approved the Requisition, it and all attachments (quotes, Purchase Approval Form, etc.) will be submitted to the Procurement Officer who will create a Purchase Order (“PO”), submit the PO to the vendor, send a copy of the PO to appropriate employees involved, and establish the PO in the Quick Books system.</p>

NOTE: Re-quotes may be required should none of the research produce prices, quality or quantities desired. Should re-quotes be required, approval by the Executive Director must be obtained before contacting vendors. ALL responding vendors must be contacted for the opportunity to re-quote.



**EXHIBIT A**

**Purchase Approval Form**



**EXHIBIT B**

**Credit Card Form**

