



Management / Financial Advisory Committee Hampton Roads Transit

3400 Victoria Blvd., Hampton, VA, 23661, 2nd Floor Board Room
Tuesday, January 23, 2018
10:00 a.m.

MEETING MINUTES

Call to order

Mr. Jenkins called the meeting to order at 10:05 am

Committee members in attendance:

Brian DeProfio, City of Hampton
Jeff Raliski, City of Norfolk
Brian Solis, City of Virginia Beach
Steve Jenkins-Chair, City of Chesapeake
Susan Wilson, City of Portsmouth
Lauren Kesselring, City of Norfolk
Thelma Drake, City of Norfolk
Brian Casey, City of Portsmouth
Miriam Woodson, City of Virginia Beach

Hampton Roads Transit Staff in attendance:

Debbie Ball, Assistant Director of Finance
Angela Glass, Director of Budget and Financial Analysis
Sylvia Shanahan, Interim Chief Financial Officer
Brenda Green, Accounting Coordinator (recorder)
Jamie Jackson, Director of Transit Development
Alesia Cain, Chief Information Officer/Chief Technology Officer
Jim Price, Chief Transit Operations Officer
Gene Cavazos, Director of Marketing and Communications
Ray Amoruso, Chief Planning & Development Officer
Mark Stemple, Director of Maintenance
Margaret Denoncourt, Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
William Harrell, President and Chief Executive Officer
Robert Travers, Attorney
Keith Johnson, Paratransit Service Contract Administrator
Amy Braziel, Executive Assistant of the Chief Transit Operations Officer
Kim Ackerman, Chief Human Resources Officer
Keisha Branch, Grants Administration and DBE Officer
Benjamin Simms, Director of Transportation



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Others in attendance:

Karl Daughtrey, City of Hampton
Constantinos Velissariors, City of Newport News

The January Management/Financial Advisory Committee (MFAC) package was distributed electronically to committee members in advance of the meeting. The meeting package consisted of:

- Agenda
- December 2017 MFAC Meeting Minutes
- November 2017 Financial Statement Projections
- December 2017 Financial Statement Projections
- FY18 2nd Quarter Snapshot-System Ridership
- Youth Transit Presentation
- Grant Presentation
- Paratransit Overview O&O Presentation
- FY 2017 Annual Financial Report

Welcome

Mr. Steven Jenkins, Chair, City of Chesapeake, welcomed everyone to the meeting.

A motion to approve the December 2017, MFAC minutes and properly seconded.

The December 2017 minutes were approved by a unanimous vote.

System Ridership FY18 - 2nd Quarter Snapshot Summary

Mr. Ray Amoruso, Chief Planning & Development Officer, presented an overview of the Systems Ridership for the 2nd Quarter.

Mr. William Harrell, CEO and President, gave an overview of Hampton Roads Transit's (HRT) "Going Forward Plan", Summarizing the Transportation Development Plan (TDP) recommendation, analyzed ridership data forecasting and farebox revenue projections.



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Brian DeProfio, City of Hampton, asked that once this report has been presented would HRT make any suggested changes and improvements to the routes within FY18 or will there be additional factors that would cause a delay.

Mr. Amoruso, stated that due to the delayed responses of the Transportation Service Plan (TSP) letters from the cities of Newport News, Hampton and Norfolk, any requested changes during the FY19 would not be possible.

There was some discussion concerning FY19 equipment challenges.

There was some discussion concerning the city of Hampton, TSP routes changes, making some routes more efficient and streamlined by eliminating stops.

Mr. DeProfio, stated that based on the city of Hampton's data, there are several stops on some routes not being utilized and asked if HRT staff could analyze bus stop utilization within the City of Hampton and make some recommendations regarding reducing the number of bus stops.

Mr. Harrell stated HRT could work with any recommendations that the City of Hampton would like to have in order to streamline services and make them more efficient.

Summary of Youth Ridership FY15, FY16 and FY17

Mr. Gene Cavasos, Director of Marketing and Communications, gave an overview of the Youth Ridership FY15, FY16 and FY17 presentation

The Youth Freedom Pass ID application is processed and issued to youths under the age of 17 with parental approval required.

Summary of Grant Program Overview

Ms. Keisha Branch, Grants Administration and DBE Officer, gave an overview of the Grant Program.

There was some discussion concerning the funding for Congestion Mitigation and Air Quality (CMAQ) program and Regional Surface Transportation (RSTP) program



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There was some discussion concerning the of year-to-year, variation of federal funding contributions.

There was some discussion concerning the time line to receive 5307 Funding.

Summary of Operations & Oversight Paratransit Overview

Mr. Mark Stemple, Director of Maintenance, gave an overview of the Operations & Oversight Paratransit Presentation.

The October 2017 fare increase did not affect Paratransit recipients. A paratransit fare evaluation is conducted by HRT, annually.

There was some discussion concerning rural and high traffic area bus stops being in compliance for America with Disabilities Act (ADA). The cost for paratransit services in this region would be reduce drastically if all bus stops were 100% ADA compliant as this would allow paratransit riders access to fix bus routes in lieu of using the current call in service.

Pick-up and Drop-off location and destinations for paratransit recipients must be with $\frac{3}{4}$ of mile of any regularly scheduled fix buses route, this also includes the Max Bus. Any changes to a regularly scheduled fix bus route will have some effect on the paratransit routes.

ACTION ITEM: Could HRT identify which stops would be most effective for our paratransit users if those stops were ADA compliance.

Ms. Sylvia Shanahan, Interim Chief Financial Officer, gave an overview of Paratransit Administrative Cost.

There was some discussion concerning paratransit's contractual services as it relates to the administrative cost.

There was some discussing concerning the difference between paratransit's' cost per rider and cost per boarding.

Ms. Angela Glass, Director of Budget and Financial Analysis, gave an overview of Paratransit mode cost which consist of any third-party cost specifically related to



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paratransit. Operating cost and administrative cost are spread from by service hours to all modes.

ACTION ITEM: How does HRT compare to other transit agencies cost effectiveness if you are separating administrative cost prior to assess the true cost?

- **Mr. Harrell stated that HRT will provided a complete overview per service by mode clearly identifying the associated cost.**

ACTION ITEM: Ms. Thelma Drake, requested to see how the budget works, what are we paying for, and are there ways to be more efficient and more cost effective.

Once the fiscal year budget is adopted and approved by the Transportation District Commission of Hampton Roads (TDCHR), each city will receive a copy of the budget. The budget will show dollars allocated to each mode of operations for ferry, bus, paratransit and light rail. There are additional sections for Advance Capital Contributions (ACC) and Commission Expenses

The Commission Expenses are charged evenly to the cities (1/6 of the amount).

ACTION ITEM: Mr. Karl Daughtrey, City of Hampton asked that HRT show how they compared to other agencies of similar size with cost per hour, mode and services.

December 2017 FY 2018 Financial Report

Ms. Shanahan, gave an overview of the December 2017 Financial Report.

There was some discussion concerning revenue advertising expenses.
There was some discussion concerning fare box revenue.

There was some discussion concerning year-end federal funding and preventable maintenance funds being flexed over for operating expense.

ACTION ITEM: It was requested that HRT provide data and trends concerning late buses and missed trips based on no operator or equipment failure.



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HRT service demands are lower in the winter seasons. The summer seasons require an increase of service, equipment and man power due to seasonal routes.

Other Business

Brian Solis, Virginia Beach inquired about the questions that were emailed by Ms. Drake addressed to Ms. Shanahan, concerning the time line of her responses.

Mr. Harrell stated that those issues and questions will be addressed in upcoming meetings with the MFAC members.

Adjournment

The meeting was adjourned at 12:27 pm