



Management / Financial Advisory Committee Hampton Roads Transit

Monday, December 12, 2018 • 1:30 p.m.
509 E 18th Street, Board Room, Norfolk, VA 23504

MEETING MINUTES

Committee members in attendance:

Brian DeProfio, City of Hampton-Chair
Lauren DiEugenio, City of Norfolk
Amy Inman, City of Norfolk
Brian Solis, City of Virginia Beach
Jessica Dennis, City of Norfolk
Constantinos Velissarios, City of Newport News
Angela Hopkins, City of Newport News
Carl Jackson, City of Portsmouth
Steven Jenkins, City of Chesapeake
Karl Daughtrey, City of Hampton
Michael Hayes, City of Hampton
Miryam Woodson, City of Virginia Beach
Alex Gottschalk, City of Virginia Beach

Hampton Roads Transit Staff in attendance:

Sylvia Shanahan, Director of Finance
Brenda Green, Accounting Coordinator
Ashely Johnson, Budget Analyst III (recorder)
Debbie Ball, Assistant Director of Finance
Keisha Branch, Grants Administration and DBE Officer
Margaret Denoncourt, Internal Auditor
Conner Burns, Chief Financial Officer
Brandon Singleton, Financial Control Administrator
Angela Glass, Director of Budget and Financial Analysis
Gene Cavasos, Director of Marketing and Communications
Robert Travers, Attorney
Alesia Cain, Chief Information Officer/Chief Technology Officer
Sheri Dixon, Manager of Revenue Services
William Harrell, President and Chief Executive Officer
Kim Ackerman, Chief Human Resources Officer
Romika Williams, Human Resources Manager Recruiting
Garth Malena, Data Analyst II (Revenue Services)
Tom Holden, Media Specialist
Jamie Jackson, Director of Transit Development
Sibyl Pappas, Chief Engineering and Facilities Officer
Sonya Luther, Director of Procurement
Brian Smith, Chief of Staff



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Others in attendance:

Call to order

Brian DeProfio, Chair, City of Hampton, called the meeting to order at 1:34 pm.

The November 2018 Management/Financial Advisory Committee (MFAC) package was distributed electronically to committee members in advance of the meeting. The meeting package consisted of:

- Agenda
- November 2018 MFAC Meeting Minutes
- October 18 FY 19 Financial Report
- Pending Changes to State Operating Assistance Program
- Projection Template
- Route Ridership FY14-FY18

Welcome

Mr. DeProfio welcomed everyone to the meeting.

The November meeting minutes were approved.

October 2018 Financial Report

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting.

Mr. Burns presented the October financials.

Mr. Burns reviewed the locality crosswalk and the different funding sources. The year to date locality reconciliation slides for each locality were also reviewed.

Projection Template

Mr. Burns presented a projection template and reviewed it with the committee.



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There was some additional discussion on how the projections will be presented in the future.

Amy Inman, City of Norfolk, asked for a breakdown of what funding is included in the non-locality category.

Angela Glass, Director of Budgets and Financial Analysis, explained that the Max routes and Elizabeth River Crossing are included in the non-locality category.

ACTION ITEM: What level of service does HRT provide for the revenue (\$2 million) from ERC. What is the cost of the max route?

There was some additional discussion on the max routes and the Elizabeth River Crossing assistance.

Pending Changes to the State Operating Assistance Program

Brian Smith, Chief of Staff, gave a presentation on the update to the changes to the State Operating Assistance program.

There was some discussion on the potential impact on the State Operating Assistance that HRT receives.

DRPT FMO Review

Mr. Burns continued with a review of the DRPT FMO from the previous meeting. A review of items thirteen through twenty-four, skipping items nineteen and twenty-one was completed. Items nineteen and twenty-one will be discussed when Ray Amoruso, Chief Planning and Development Officer and Jim Price, Chief Operations Officer, are able to attend the next MFAC meeting.

Kimberly Ackerman, Chief Human Resources Officer, reviewed the management responses for items eighteen through twenty-four, with the exception of items nineteen and twenty-one as noted above.

State Operating Assistance

Mr. DeProfio briefed the committee on the discussion of how to proceed with handling the additional State Operating Assistance. Mr. DeProfio stated that a middle ground was



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discussed on reducing the remaining locality invoices for FY19 by the localities portion of the assistance. This was approved by a unanimous vote of the committee. This item will be presented to the Commission for consideration.

Other Business

Mr. Burns clarified that the inventory count will be handled with HRT staff.

Ms. Inman asked if there was any information on the RFP for Micro Transit. William Harrell, President and Chief Executive Officer, briefed the committee on the RFP and advised the committee that the documentation will be shared with the committee.

Brian Solis, City of Virginia Beach, asked if the future locality invoices can have two lines, one for the billed amount and one for the credit. Mr. Burns stated this could be done.

Ms. Inman asked for clarity on the reconciliation on the six-year Capital Improvement Plan (CIP) and the ten-year program for the TDP and if the State of Good Repair is being fully covered. Mr. Harrell provided an explanation on the CIP and TDP and HRT's plan to ensure the State of Good Repair is covered.

There was some additional discussion on the CIP and the State of Good Repair in relation to vehicle replacement.

The items on the agenda to discuss the operating budget and communication between the MFAC committee and Audit and Budget committee will be addressed at the next meeting.

The next meeting scheduled for January 21st, 2019 is a holiday, the meeting will be moved to Tuesday, January 22, 2019 at 1:30 in the Hampton boardroom.

Review of Action Items:

What level of service does HRT provide for the revenue (\$2 million) from ERC.
What is the cost of the max route?

Adjournment

The meeting was adjourned at 3:03 p.m.