



Management / Financial Advisory Committee Hampton Roads Transit

Monday, July 23, 2018 • 1:30 p.m.

2nd Floor Board Room • 3400 Victoria Blvd, Hampton, VA 23661

MEETING MINUTES

Committee members in attendance:

Brian DeProfio, Chair, City of Hampton
Steven Jenkins, City of Chesapeake
Lauren Kesselring, City of Norfolk
Jessica Dennis, City of Norfolk
Brian Solis, City of Virginia Beach
Alex Gottschalk, City of Virginia Beach
Jeffrey Raliski, City of Norfolk
Lisa Cipriano, City of Newport News
Constantinos Velissarios, City of Newport News

Hampton Roads Transit Staff in attendance:

Debbie Ball, Assistant Director of Finance
Sylvia Shanahan, Director of Finance
Brenda Green, Accounting Coordinator
Ashely Johnson, Budget Analyst III (recorder)
Margaret Denoncourt, Internal Auditor
Conner Burns, Chief Financial Officer
Brandon Singleton, Assistant Director of Budget and Financial Analysis
Angela Glass, Director of Budget and Financial Analysis
Gene Cavasos, Director of Marketing and Communications
Brian Smith, Chief of Staff
Ray Amoruso, Chief Planning and Development Officer
Keisha Branch, Grants Administration and DBE Officer
Jim Price, Chief Transit Operations Officer
Robert Travers, Attorney
Sibyl Pappas, Chief Engineering and Facilities Officer
Sonya Luther, Director of Procurement
William Harrell, President and CEO

Others in attendance:

Angela Hopkins, City of Newport News



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Call to order

Brian DeProffio, Chair, City of Hampton, called the meeting to order at 1:36 pm.

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

- Agenda
- June 2018 MFAC Meeting Minutes
- June 2018 Financial Statement
- FY18 4th Quarter Ridership Snapshot Draft
- Route Ridership FY14 – FY18 for all Routes
- Letter from Conner Burns, CFO

Welcome

Mr. DeProffio welcomed everyone to the meeting.

June 2018 Financial Report

Conner Burns, Chief Financial Officer, thanked the MFAC Committee and HRT staff for their continued hard work.

Mr. Burns briefed the committee on agency updates since the last meeting:

- Mr. Burns referenced a letter included in the MFAC meeting package regarding year-end budgetary projections. Mr. Burns stated as soon as the final numbers have been completed, he will reach out to committee members and review prior to next month's meeting.
- Mr. Burns corrected information from last month's meeting regarding the additional State Aid and how it should be processed. Mr. Burns stated that staff will brief the full board at the upcoming commission meeting on Thursday, July 26th.
- Next month, the budgetary projections will be displayed in an enhanced format in order to achieve greater transparency.
- Mr. Burns met with Margaret Denoncourt, Internal Auditor, about the progress of the internal audits. Progress reports are being presented at the Operations and Oversight



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- committee meetings. Mr. Burns reported that we are making good progress in regard to the internal audits.
- Mr. Burns invited MFAC members to a tour the new accounting office space.

Mr. Burns presented the June 2018 Financial Report.

Mr. DeProfio asked about farebox revenue and how it compares to FY17. There was discussion about farebox revenue being slightly lower than FY17.

Other Business

Mr. Burns provided a follow-up on two (2) action items.

- Mr. Burns provided an update on the development of a sub-committee within MFAC. Dr. Brian Smith, Chief of Staff, has been asked to join the sub-committee. Mr. Burns will email committee members tentative meeting dates in the coming weeks. The sub-committee will focus on how MFAC can provide more support to the Commission.
- Mr. Burns spoke with Lisa Cipriano, City of Newport News, and Mr. DeProfio regarding an outstanding list of open questions from the different localities. Ms. Cipriano gave a brief explanation of the contents of the list of questions from the June 2017 MFAC meeting. Mr. Burns requested the original list be sent to him for reference. Mr. DeProfio asked that members submit any additional questions or unresolved issues to be included on the list.

There was discussion about the Transportation Service Plan (TSP) timeline.

Mr. DeProfio asked for clarification on the Financial Management Oversight (FMO) review.

- The State FMO review has been completed and emailed to committee members.
- The Federal FMO review letter has not been received.

There was discussion about the Cost Allocation, service changes, and the localities budget approval timelines.

There was discussion about the workplan for the internal audit. Mr. Burns will provide the matrix to the committee at next month's meeting.

William Harrell, President and CEO, thanked Jeffery Raliski, City of Norfolk, for his service as an MFAC member. This will be Mr. Raliski's last MFAC meeting.



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Action Items:

Ms. Cipriano requested some dedicated time during next month's meeting to review the State FMO review for clarification.

Mr. Burns will provide the committee with the internal audit matrix.

Adjournment

The meeting was adjourned at 2:14 p.m.