



Management / Financial Advisory Committee Hampton Roads Transit

Monday, May 21, 2018 • 10:00 a.m.

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

MEETING MINUTES

Committee members in attendance:

Steven Jenkins, Chair, City of Chesapeake
Brian DeProfio, City of Hampton
Lauren Kesselring, City of Norfolk
Jessica Dennis, City of Norfolk
Miryam Woodson, City of Virginia Beach
Brian Solis, City of Virginia Beach
Brian Casey, City of Portsmouth
Alex Gottschalk, City of Virginia Beach
Carl Jackson, City of Portsmouth
Jeffrey Raliski, City of Norfolk
Lisa Cipriano, City of Newport News

Hampton Roads Transit Staff in attendance:

Debbie Ball, Assistant Director of Finance
Angela Glass, Director of Budget and Financial Analysis
Sylvia Shanahan, Director of Finance
Brenda Green, Accounting Coordinator
Ashely Johnson, Budget Analyst III (recorder)
Samantha Sink, Principal Transit Planner
Jamie Jackson, Director of Transit Development
Alesia Cain, Chief Information Officer/Chief Technology Officer
Margaret Denoncourt, Internal Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer
William Harrell, President and Chief Executive Officer
Conner Burns, Chief Financial Officer
Brandon Singleton, Assistant Director of Budget and Financial Analysis
Gene Cavasos, Director of Marketing and Communications
Brian Smith, Assistant to the President for Organizational Advancement
Luis Ramos, Senior Executive Assistant
Robert Travers, Attorney
Sonya Luther, Director of Procurement
Kim Ackerman, Chief Human Resources Officer
Sheri Dixon, Manager of Revenue Services



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Others in attendance:

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Call to order

Steven Jenkins, Chair, City of Chesapeake, called the meeting to order at 1:30 pm.

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

- Agenda
- April 2018 MFAC Meeting Minutes
- April 2018 Financial Statement
- Route Ridership FY14-FY18 – All Routes
- Proposed FY19 Budget

Welcome

Mr. Jenkins welcomed everyone to the meeting.

A motion to approve the April 2018 MFAC minutes was made and properly seconded.

The April 2018 minutes were approved by a unanimous vote.

April 2018 Financial Report

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

Mr. Burns briefed the committee regarding where the Finance department stands with the budget and his goals and expectations going forward.

Mr. Burns presented the April 2018 Financial Statement.

There was some discussion on how on the projections should be presented going forward.



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The true-up projections were discussed along with how the state of good repair projects affected the City of Norfolk's true-up balance.

Procurements

There were no Procurements in April between \$50,000-\$100,000

Mr. Burns concluded the April Financial Report.

Summary of the Proposed FY19 Budget

Mr. Burns gave a brief introduction to the development of the Proposed Fiscal Year 2019 Budget.

Mr. Burns thanked his staff, Director of Budget and Financial Analysis – Angela Glass, Assistant Director of Budget and Financial Analysis – Brandon Singleton, Director of Finance – Sylvia Shanahan, Assistant Director of Finance – Debbie Ball, Manager of Revenue Services – Sheri Dixon, Budget Analyst III – Ashley Johnson, Accounting Coordinator – Brenda Green and the entire Senior Executive Team for their hard work in developing the FY19 budget.

The Proposed FY19 Budget was presented by Mr. Burns.

There was some discussion about State Aid and confirmation of the expected award.

There was additional discussion about the state of good repair expenses for light rail and if those projects have been added to the FY19 Capital Improvement Plan. The state of good repair projects that will not be completed in FY18 have been added to the FY19 Capital Improvement Plan.

There was some discussion about projections for ridership and the impact on the Transit Service Plan (TSP).

The Proposed FY19 Budget presentation was concluded.

Other Business

There was some discussion about service changes and how those changes affect the TSP for each of the localities. Because of the changes, the deadline on when to accept any changes was discussed. Brandon Singleton, Assistant Director of Budget and



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Financial Analysis, gave a brief timeline on the development of the TSP and how it supports budget development.

There was a brief discussion on the cost per service hour and gaining a clear understanding on what costs are included in that figure.

There was a brief discussion on federal funding and ridership and how ridership affects how much funding is received by the agency.

There was a discussion on how/when to change the Chair for MFAC. The committee decided that the Chair will change at the beginning of each fiscal year, July 1 and the new Chair will be appointed by the City in alphabetical order.

Lisa Cipriano, City of Newport News, questioned the make-up of the committee and the number of representatives per city. Currently, most of the localities have two (2) or more representatives. Robert Travers, attorney, for HRT, stated that according to the TDCHR Bylaws, there shall be one (1) representative per city. However, it is at the discretion of the committee if additional representatives can attend.

Action Items:

July Agenda: Committee members are to consider the make-up and succession plan for the committee and be prepared to discuss.

Adjournment

The meeting was adjourned at 2:47 p.m.