



Management / Financial Advisory Committee Hampton Roads Transit

Monday, August 19, 2019 • 1:30 p.m.
509 East 18th Street, Norfolk, VA 23504

MEETING MINUTES

Committee members in attendance:

Lisa Cipriano, City of Newport News - Chair
Brian DeProfio, City of Hampton
Jessica Dennis, City of Norfolk
Seth Parker, City of Norfolk
Alex Gottschalk, City of Virginia Beach
James Burke, City of Portsmouth
Carl Jackson, City of Portsmouth
Steven Jenkins, City of Chesapeake
Angela Hopkins, City of Newport News
Constantinos Velissarios, City of Newport News
Miryam Woodson, City of Virginia Beach
Gregory Patrick, City of Norfolk
Amy Inman, City of Norfolk
Michael Hayes, City of Hampton

Hampton Roads Transit Staff in attendance:

Brenda Green, Executive Assistant
Adrian Tate, Staff Accountant (recorder)
Larry Kirk, Assistant Director of Finance
Robert Travers, Attorney
Debbie Ball, Director of Finance
Conner Burns, Chief Financial Officer
Angela Glass, Director of Budget and Financial Analysis
Sheri Dixon, Director of Treasury
Ray Amoruso, Chief Planning and Development Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Shanti Mullen, Internal Auditor
Misty Allen, Contract Administrator
William Harrell, President and Chief Executive Officer
Sonya Luther, Director of Procurement
Erin Burzynski, Data Analyst I
Keshia Branch, Grants Administration and DBE Officer

Others in attendance:

Commissioner Gray, City of Hampton



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Call to order

Lisa Cipriano, City of Newport News, called the meeting to order at 1:31 pm.

The August 2019 Management/Financial Advisory Committee (MFAC) package was distributed electronically to committee members in advance of the meeting. The meeting package consisted of:

- Agenda
- July 2019 MFAC Meeting Minutes
- July 2019 Financial Statement
- Routed Ridership FY14-FY19 – All Routes

The financials were uploaded to the Agency's website prior to the meeting.

Welcome

Ms. Cipriano welcomed everyone to the meeting.

July 2019 Financial Report

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

The July Financials, including the locality crosswalk and locality budget status to date were presented in detail to the Committee.

ACTION ITEM: Request to add the prior year's information as a reference point in addition to the charts on the financial report

ACTION ITEM: Breakdown of Light Rail farebox

ACTION ITEM: Offer recommendations to the localities on how we can partner on being advocates of bus ridership

ACTION ITEM: Distribute youth ridership report



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Other Business

Conner Burns presented the Organizational Chart for the Finance Unit and introduced his team.

There was an overview of the Capital Improvement Plan. There was a suggestion for the committee to receive monthly updates on projects from the agency.

ACTION ITEM: Present on the ACC and how it relates to the CIP and Capital Expenditures

There was discussion about how to modify the current Cost Allocation Agreement. Robert Travers suggested to the committee to identify issues to be addressed and how the committee would like to see those issues resolved.

ACTION ITEM: Review of the TSP calendar

ACTION ITEM: Request for the missed trip presentation that was provided to the Operation & Oversight Committee

Adjournment

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