



Management / Financial Advisory Committee Hampton Roads Transit

Monday, March 25, 2019 • 1:30 p.m.
3400 Victoria Blvd., VA 23661

MEETING MINUTES

Committee members in attendance:

Jessica Dennis, City of Norfolk
Angela Hopkins, City of Newport News
Constantinos Velissarios, City of Newport News
Sheila McAllister, City of Newport News
Cheryl Spivey, City of Portsmouth
Carl Jackson, City of Portsmouth
Tara Reel, City of Virginia Beach
Miryam Woodson, City of Virginia Beach
Alex Gottschalk, City of Virginia Beach
Steven Jenkins, City of Chesapeake
Karl Daughtrey, City of Hampton

Hampton Roads Transit Staff in attendance:

Brenda Green, Executive Assistant
Ashley Johnson, Budget Analyst II
Adrian Tate, Staff Accountant (recorder)
Robert Travers, Attorney/Interim Chief Safety Officer
Debbie Ball, Director of Finance
Conner Burns, Chief Financial Officer
Angela Glass, Director of Budget and Financial Analysis
Shanti Mullen, Interim - Internal Auditor
Gene Cavasos, Director of Marketing and Communications
Alesia Cain, Chief Information Officer/Chief Technology Officer
Sheri Dixon, Director of Treasury
William Harrell, President and Chief Executive Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Juanita Davis, Budget Analyst III
Joe Dillard, Government Relations Liaison
Ray Amoruso, Chief Planning and Development Officer
Amy Braziel, Senior Executive Assistance

Others in attendance:



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Call to order

Steven Jenkins, Chair, City of Chesapeake, called the meeting to order at 1:32 pm.

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

- Agenda
- February 2019 MFAC Meeting Minutes
- February 2019 Financial Statement
- Route Ridership FY14 – FY18 for all Routes
- FY20 Preliminary Operating Budget, Commission Meeting February 28, 2019
- FY19 vs FY20 Variance, Commission Meeting February 28, 2019

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

Welcome

Mr. Jenkins welcomed everyone to the meeting.

The February 2019 meeting minutes were approved.

February 2019 Financial Report

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

The February financials, including the locality crosswalk, locality budget status to date and year-end projections were presented in detail to the Committee.

There was some discussion regarding the personnel savings. It was noted that this was mainly due to the FSS project (Microsoft Dynamics) and unfilled technology positions.

ACTION ITEM: The City of Portsmouth requested a breakdown of the federal funding being allocated from paratransit to ferryboat.



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There was a brief discussion about the FY20 operating budget. As soon as the budget is approved in May, the agency would like to start discussions with the cities about pruning some routes.

Other Business

To address an action item regarding the breakdown of federal funds, a PowerPoint presentation was created in lieu of a white paper.

ACTION ITEM: The federal funding PowerPoint will be distributed via email to all attendees and MFAC members by close of business today.

ACTION ITEM: Constantinos Velissarios asked for a narrative of the positions that have been added or eliminated between FY19 and FY20 draft budget.

Adjournment

The meeting was adjourned at 2:12 p.m.