



Management / Financial Advisory Committee Hampton Roads Transit

Monday, October 21, 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
Karl Daughtrey, City of Hampton
Michael Hayes, City of Hampton
Jessica Dennis, City of Norfolk
Amy Inman, City of Norfolk
Seth Parker, City of Norfolk
Alex Gottschalk, City of Virginia Beach
Tara Reel, City of Virginia Beach
James Burke, City of Portsmouth
Carl Jackson, City of Portsmouth
Constantinos Velissarios, City of Newport News
Sheila McAllister, City of Newport News

Hampton Roads Transit Staff in attendance:

Brenda Green, Executive Assistant
Adrian Tate, Staff Accountant (recorder)
Larry Kirk, Assistant Director of Finance
Shanti Mullen, Internal Auditor
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
Erin Glenn, Director of Enterprise Technology Solutions
Ray Amoruso, Chief Planning and Development Officer
Dawn Sciortino, Chief of Safety
Sibyl Pappas, Chief Engineering and Facilities Officer
Misty Allen, Contract Administrator
Sonya Luther, Director of Procurement
Ron Hodges, Director of Business Development
Alonzo Crittenden, Regional Sales Manager
William Harrell, President and Chief Executive Officer
Kim Wolcott, Chief Human Resources Officer
Jim Price, Chief Transit Operations Officer
Brian Smith, Chief of Staff
Gene Cavazos, Director of Marketing and Communications



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Others in attendance:

Call to order

Lisa Cipriano, Chair, City of Newport News, called the meeting to order at 1:30 pm.

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

- Agenda
- September 2019 MFAC Meeting Minutes
- September 2019 Financial Statement
- Routed Ridership FY16-FY20 – All Routes

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

Welcome

Ms. Cipriano welcomed everyone to the meeting.

The September 2019 meeting minutes were approved.

September 2019 Financial Report

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

Mr. Burns stated that there will be a presentation of the Audited FY19 Financial Statements in December 2019 if received by the Auditor prior to the joint December Audit & Budget/MFAC meeting. The Statement of Net Position as of June 30, 2019 will be included in the audited financial statements.

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

ACTION ITEM: Discuss "Ride for Free Day", the Agency will provide each locality how much it will cost per locality.



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There was a discussion about the projections the agency will be providing in January to the Committee. There was a request from Constantinos Velissarios, City of Newport News, to provide an additional KPI (YTD Actual Local Farebox divided by the YTD Budgeted Expenses).

Other Business

There was a discussion about the TSP letter that went out to the localities and the desire to have an idea of possible enhancements.

ACTION ITEM: The Agency was asked to schedule the TSP meetings as soon as possible.

In the monthly ridership reports, the last tab will include the youth ridership information at the route level and will be updated monthly.

ACTION ITEM: Tiffany McClain, Public Outreach & Ridership Coordinator, to present her youth ridership presentation to the Committee in the near future.

There was a discussion about amenities. Sibyl Pappas, Chief Engineering and Facilities Officer, will schedule a meeting with the localities to discuss the possible savings.

There will be a CIP discussion at the November meeting.

Adjournment

The meeting was adjourned at 2:49 p.m.