



## Management / Financial Advisory Committee Hampton Roads Transit

Monday, September 23, 2019 • 1:30 p.m.  
3400 Victoria Blvd., Hampton, VA 23661

### 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  
Steven Jenkins, City of Chesapeake  
Angela Hopkins, City of Newport News  
Constantinos Velissarios, City of Newport News  
Michael Hayes, City of Hampton  
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  
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  
Misty Allen, Contract Administrator  
Sonya Luther, Director of Procurement  
Amy Braziel, Executive Assistant  
Benjamin Simms, Director of Transportation  
Juanita Davis, Budget Analyst III  
Kim Wolcott, Chief Human Resources Officer  
Jim Price, Chief Transit Operations Officer  
Brian Smith, Chief of Staff  
Gene Cavasos, Director of Marketing and Communications  
Scott Demharter, Director of Facilities  
William Collins, Facilities Maintenance Manager  
Joe Dillard, Government Relations Liaison

#### **Others in attendance:**



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### Call to order

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

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

- Agenda
- August 2019 MFAC Meeting Minutes
- August 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.

### August 2019 Financial Report

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

The August Financials, including the locality crosswalk and locality budget status to date were presented in detail to the Committee. Federal funding was reduced for Fund 5307 by \$50,000 and for Fund 5337 by \$200,000. The remaining federal funding reduction is related to grant salaries. There was a discussion regarding receiving a better understanding of the agency's cash flow after the audit.

### Other Business

Ray Amoruso, Chief Planning and Development Officer gave a presentation on what the localities can do to help increase ridership.

**ACTION ITEM: Email the MFAC members the presentation on ridership.**

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The Committee decided to further discuss the free ride days with the requested data at the November meeting.

The localities have until the end of the calendar year 2019 to make a decision regarding scooters in their city. The concern is if there should be an analysis done on what impact the scooters will have on transit.

The Agency will go live with the new financial system, Microsoft Dynamics 365, on October 1, 2019. Conner Burns asked the Committee for patience with the Agency during this transition.

There was a discussion about weighted projections for revenue.

There was discussion about the TSP calendar for Budget FY21. It is as follows:

- October 7, 2019: Mr. Harrell will be sending out TSP letter to localities
- November 4, 2019: Localities' TSP response
- Week of December 9, 2019: Draft 2021 Budget to be sent out to localities
- Week of January 6, 2020: Individual TSP meetings with the localities
- Week of January 13, 2020: Group TSP meeting with the localities
- Within first two weeks of February 2020: Preliminary 2021 Budget

The Capital Expenditure presentation along with CIP will be presented on November 12, 2019.

There was a presentation from Operations about missed trips.

There was a presentation from Kim Wolcott, Chief Human Resource Officer, regarding recruitment and retention of bus operators.

The ridership report, E-scooters, and amenities will move to the October agenda. There was a request to move the November MFAC meeting to November 12, 2019.

### **Adjournment**

The meeting was adjourned at 3:28 p.m.