



Management / Financial Advisory Committee Hampton Roads Transit

Tuesday, November 12, 2019 • 1:00 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
Karl Daughtrey, 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
Constantinos Velissarios, City of Newport News
Angela Hopkins, 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, Interim Chief Information Officer/Chief Technology Officer
Ray Amoruso, Chief Planning and Development Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Misty Allen, Contract Administrator
Sonya Luther, Director of Procurement
William Harrell, President and Chief Executive Officer
Kim Wolcott, Chief Human Resources Officer
Brian Smith, Chief of Staff
Amy Braziel, Manager of Operations Administration
Juanita Davis, Budget Analyst III
Keisha Branch, Grants Administration and DBE Officer

Others in attendance:

Simon Mosbah, WSP
Andrew Zalewski, Foursquare ITP
Lora Byala, Foursquare ITP



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Call to order

Lisa Cipriano, Chair – City of Newport News, called the meeting to order at 1:00 pm.

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

- Agenda
- October 2019 MFAC Meeting Minutes

The following was distributed the MFAC members at the meeting.

- Advanced Capital Contribution (ACC)
- Capital Improvement Plan (CIP)
- Capital Expenditure Budget (CapEx)
- Capital Investment Plan FY21-FY26

Welcome

Ms. Cipriano welcomed everyone to the meeting.

The October 2019 meeting minutes were approved.

Due to the early monthly meeting, October financials will be presented at the December 2019 meeting. Ms. Cipriano recommended to HRT to complete the November financial statements and email them to the localities. Then in January 2020, HRT will present the December 2019 financial statements to MFAC. The MFAC members approved this recommendation.

Capital Investment Plan

Ray Amoruso, Chief Planning and Development Officer, welcomed everyone to the meeting. Andrew “Andy” Zalewski from Foursquare ITP presented the Capital Investment Plan (CIP) for Fiscal Years 2021-2026. Mr. Zalewski stated that the plan is not final, and there will be some adjustments.



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Capital Expenditure Budget

Conner Burns, Chief Financial Officer, presented the draft Capital Expenditure Budget (CapEx) and associated Advanced Capital Contribution balance. There was discussion about the Origin & Destination survey. There was also discussion about what are the procedures if HRT purchases items in CIP earlier than projected in CIP.

ACTION ITEM: Continue refining the accumulated ACC

Other Business

The discussion about the HRT Line of Credit will occur in March 2020.

ACTION ITEM: HRT staff to complete a Ride for Free day calculation for the localities

ACTION ITEM: Incorporate the suggested recovery rate calculation for KPIs for future financial statements

Ms. Cipriano asked for a volunteer committee of MFAC members to discuss possible changes to the Cost Allocation Agreement. These proposals will be brought back to MFAC.

Adjournment

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