



Management / Financial Advisory Committee

Monday, November 9, 2020 • 1:30 p.m.
3400 Victoria Blvd., Hampton VA
Zoom Teleconference

MEETING MINUTES

Call to order

Amy Inman, Chair – City of Norfolk, welcomed everyone and called the meeting to order at 1:30 pm.

Attendance was taken via teleconference.

Committee members in attendance via Zoom:

Amy Inman, Chair – City of Norfolk
Lisa Cipriano, City of Newport News
Jessica Dennis, City of Norfolk
Seth Parker, City of Norfolk
Cole Fisher, City of Virginia Beach
Alex Gottschalk, City of Virginia Beach
Earl Sorey, City of Chesapeake
Carl Jackson, City of Portsmouth
Genevieve Thomas, City of Hampton
Michael Hayes, City of Hampton
Karl Daughtrey, City of Hampton
James Burke, City of Portsmouth
Brian Solis, City of Virginia Beach
Angela Hopkins, City of Newport News
Steve Pittard, DPRT
Ann Doyle, City of Norfolk

Hampton Roads Transit Staff in attendance:

Adrian Tate, Finance Manager
Debbie Ball, Director of Finance
Larry Kirk, Assistant Director of Finance
Conner Burns, Chief Financial Officer
Angela Glass, Director of Budget and Financial Analysis
John Powell, Telecommunications Specialist
Ashely Johnson, Capital Improvement Plan Analyst III
Sheri Dixon, Director of Revenue
Keshia Branch, Director of Office of Program & Project Excellence
Michael Price, Chief Information Officer/Chief Technology Officer



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Ray Amoruso, Chief Planning and Development Officer
Erin Glen, Director of Enterprise Technology Solutions
Juanita Davis, Budget Analyst III
Kim Wolcott, Chief Human Resources Officer
Dawn Sciortino, Chief Safety Officer
Shanti Mullen, Internal Auditor
Joe Dillard, Organizational Advancement Officer

William Harrell, President and Chief Executive Officer
Gene Cavasos, Director of Marketing and Communications
Robert Travers, Attorney
Brian Smith, Chief of Staff
Sonya Luther, Director of Procurement
Sibyl Pappas, Chief Engineering and Facilities Officer
Jim Price, Chief Transit Operations Officer
Amy Braziel, Manager of Operations Administration
Vincent Jackson, Director of Service Planning & Scheduling
Scott Demharter, Director of Facilities
William Collins, Facilities Maintenance Manager

Others in attendance via Phone:

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)
Andrew Zalewski, Foursquare, ITP
Elyssa Gensib, WSP, USA
Madeleine Yi, WSP, USA
Simon Mosbah, WSP, USA

The November 2020 Management/Financial Advisory Committee (MFAC) package was distributed electronically to Committee Members in advance of the meeting. The meeting package consisted of:

- Agenda
- October 19, 2020 Meeting Minutes
- Capital Project Schedule FY2021- FY2031
- Capital Project Summary Sheets
- Capital Improvement Plan (CIP) FY2022-FY2031

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



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Approval of the October 2020 Minutes

A motion to approve the October 2020 Meeting Minutes was made and properly seconded.

The October 2020 Minutes were approved by unanimous vote.

October 2020 Fiscal Year 2021 Financial Report

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

Mr. Burns announced that October 2020 Financial report will be presented at the December 2020 MFAC meeting. He mentioned that MFAC meeting dates are set early in November and December due to the holiday seasons.

The October 2020 Financial Report will be forwarded to the committee members on November 20, 2020 for review and will be presented at the December 7th MFAC meeting.

November and December 2020 financials will be presented at the January 2021 MFAC meeting.

Two Regional Transit Funding Scenarios

Ray Amoruso, Chief Planning and Development Officer, discussed the two (2) regional transit funding scenarios as it relates to allocating federal, state, regional and local dollars. The two scenarios were:

1. What is the value of the local city contribution using the FY21 adopted budget, supporting the 13 routes and Peninsula commuter routes?
2. What would the total cost be if RTS picked up the 15-minute service or what would the total cost be if RTS picked up the 13 routes and the PC routes?

Mr. Amoruso stated that HRT will be providing the numbers for these two scenarios at the December MFAC meeting.

Update of the HRT/HRTAC Memorandum of Understanding (MOU)



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William Harrell, President and Chief Executive Officer, stated that HRT is waiting for feedback from Hampton Roads Transportation Accountability Commission (HRTAC) and that HRT submitted a draft Memorandum of Understanding (MOU) earlier in the month. Mr. Harrell then mentioned that HRTAC responded with a draft policies and procedures document. HRT has reviewed the MOU and sent a revised MOU to HRTAC.

HRT/HRTAC are considering hosting a workshop which would be comprised of the Mayors from the six (6) cities.

FY 2022 Budget Development

Mr. Burns gave an update on the upcoming dates of importance as it relates to the FY22 Budget Development Calendar.

Mr. Burns reminded the localities that the Transportation Service Plans (TSP) submission deadline is November 15, 2020 and the Agency will be presenting a Draft Budget at the December 7th MFAC meeting. Mr. Burns also announced that there will be a special MFAC meeting on January 11, 2021 to discuss individual TSP reviews.

ACTION ITEM: HRT was asked to provide a schedule of meeting times needed for the cities as it relates to the January 11, 2021, Special MFAC meeting about the TSP discussions.

FY2022-FY2031 Capital Improvement Plan (CIP)

Brian Smith, Chief of Staff, presented the Draft Fiscal Year 2022 - 2031 Capital Improvement Plan (CIP). He began with the background of the CIP which included the CIP review, CIP calendar, Regional Transit System, and Active versus Newly Programmed Projects. Keisha Branch, Director of Office of Program & Project Excellence, discussed the Funding Outlook for the CIP and the Constrained Capital Program. Ray Amoruso, Chief Planning and Development Officer, discussed Identifying and Prioritizing Capital Needs. HRT will be asking the Commission to adopt the resolution for the CIP on December 10, 2020.

ACTION ITEM: It was requested that HRT provided funding break down allocation, outlining the funding needs and sources as it relates to the CIP draft facilities assumption and amenities needs.



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Dr. Smith stated that the completed CIP, which is approximately 189 pages that includes project sheets will reflect the full lifecycle, funding sources, as well as, the complete breakdown of all projects. HRT will provide MFAC a summary table, that captures all CIP projects.

There were discussion concerning the FY22 Constrained Plan as it relates to the Light Rail. Jim Price, Chief Transit Operations Officer, stated that HRT has a 30-year light rail plan to which the 10-year CIP is based on.

ACTION ITEM: HRT was asked to provide a summary concerning the Light Rail as it relates federal and the local funding match.

There was discussion concerning the categories of the overall distribution of funding as it relates to the projects listed in the 10-year capital funding chart outlined on page 24 of the presentation.

ACTION ITEM: HRT was asked to provide a “line item” reflective of the state of good repair and the cash capital on the draft capital funding summary.

Regional Transformation Project Implementation Schedule/Resource Allocation Plan

Mr. Amoruso stated there will presentation at the December 7th MFAC meeting.

There were discussions regarding HRT’s application to HRTAC for capital element funding needs.

ACTION ITEM: HRT was asked to change the format of project sheets to reflect what is being asked for in the application to HRTAC.

Bus Stop App

Scott Demharter, Director of Facilities, did a presentation about the Bus Stop App. The app is not currently available to the public.

ACTION ITEM: Request for detail information on how the amenities will be funded. What will be the incremental increase to the localities? Will HRT amend the current contract for trash pickup? Will the CARES Act funding be used?



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Micro Transit Pilot in Virginia Beach and Newport News

Mr. Amoruso stated that HRT was invited to give a presentation on the proposed micro transit pilot program on December 1, 2020 in Virginia Beach. For the City of Newport News, HRT is in the process to brief the City Manager on what it means to be awarded a grant from the state and requirements.

Adjournment

The meeting was adjourned at 3:35 p.m.