**MEETING MINUTES**

**Meeting of the Management/Financial Advisory Committee**

Thursday, June 21, 2017 • 10:00 a.m.

2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

**Call to order**

Amy Inman, Chair – City of Norfolk, welcomed everyone and called the meeting to order at 1:37 pm.

Attendance was taken via teleconference.

**Committee members in attendance via Zoom:**

Amy Inman, Chair – City of Norfolk

Lisa Cipriano, City of Newport News

Constantinos Velissarios, City of Newport News

Jessica Dennis, City of Norfolk

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 DeProfio, City of Hampton

Brian Solis, City of Virginia Beach

Angela Hopkins, City of Newport News

Sheila McAllister, City of Newport News

**Hampton Roads Transit Staff in attendance:**

Brenda Green, Accounting Coordinator (recorder)

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

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

Misty Allen, Risk Manager

Dawn Sciortino, Chief Safety Officer

Shanti Mullen, Internal Auditor

Tom Holden, Media Relations Specialist

Joe Dillard, Government Relations Liaison

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

Vincent Jackson, Director of Service Planning & Scheduling

**Others in attendance via Phone:**

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)

Ann Doyle, City of Norfolk

Scudder Wagg, Jarrett Walker and Associates

Timothy Potens, Transportation Systems Specialist

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

* Agenda
* September 21, 2020 Meeting Minutes
* September 2020 FY21 Financial Statement
* Route Ridership FY16 – FY20 – All Routes

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

**Approval of the September 2020 Minutes**

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

The September 2020 Minutes were approved by unanimous vote.

**September 2020 Fiscal Year 2021 Financial Report**

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

Mr. Burns announced that HRT has completed negotiations with Dominion Energy and the Agency has secured a $310,000 bus wrap contract for 2 (two) years. This revenue will be reported on future financial reports under advertising revenue.

Mr. Burns presented the FY2021 first quarter consolidated draft financial report, ended September 30, 2020. Statement of Operations, including the operating financial statement, non-operating COVID revenue/expenses, farebox revenue/expenses, locality crosswalk and locality reconciliation were presented in detail to the Committee Members and attendees.

**FY2021 Operating Budget Update & FY2022 Budget Development**

Angela Glass, Director of Budget and Financial Analysis, gave the Committee Members an update concerning the FY2022 budget process. Ms. Glass stated that the Planning team and Executive team are currently reviewing the initial budget request. She reminded the Members that they could review any upcoming dates of importance on the FY2022 Budget Calendar, that was presented to the Members at the September 21, 2020 MFAC meeting.

**Regional Transit Program**

Ray Amoruso, Chief Planning and Development Officer reminded the Committee Members that the TSP response letters are due by November 15, 2020.

Mr. Amoruso presented the Hampton Roads Regional Transit Program outlining the groupings of routes and supporting improvements. Routes are grouped in “natural buckets” that are co-dependent on one another. The routes will be grouped as Group A, Northside (Peninsula) Routes 101, 112, 114, PCS and Max, Groups B, Routes 1,15, 20, 36, 45 & 47 or Group C Routes 2,3,8, & 21. The changes to the new Regional Backbone routes will create regional 15 minutes service routes, service times will start and end at the same time, span of services and service frequency. Mr. Amoruso mentioned that program costs outlined in the legislation include capital and operating costs, maintenance costs, expansion projects and state of good repair. The three (3) sources of revenue for this program will eventually include recordation tax, transient occupancy tax and a grantors tax.

Sibyl Pappas, Chief Engineering and Facilities Officer, stated that HRT has leveraged its dedicated funding with state and federal funds to safeguard more value for the regional transit system than what any single city could achieve on its own. The capital elements are rolling stock, facilities, and technology. The operation and maintenance elements of the program are human resources, rolling stock, facilities, and technology. Ms. Pappas also stated that the regional program is dependent on tax revenue which is fluid by nature. There is a high degree of financial uncertainty due to the current economic situation. HRT will be adaptable to economic conditions to maximize deliverables each year, in the event future funding levels are not maintained for the agency’s overall use, or if the tax revenue does not materialize at the anticipated levels.

HRT will present a presentation supporting the various funding sources for the Regional Backbone Program in December.

**HRTAC – HRT Memorandum of Understanding (MOU)**

William Harrell, President and Chief Executive Officer, stated the HRT is making progress with Hampton Roads Transportation Accountability Commission (HRTAC). The HRT/HRTAC MOU is currently in the draft stage and HRT is awaiting HRTAC’s comments and questions.

The legislation is clear on how “backbone” routes funds should be allocated. Mr. Harrell stated that HRT’s Strategic Plan was approved by the TDCHR board and the backbone region funding allows HRT to move forward on Group A (Routes 101, 112, 114, PCS and Max).

HRT will present a presentation supporting the various funding sources for the Regional Backbone Program in December.

**Six Year CIP Presentation**

Brian Smith, Chief of Staff stated the draft CIP will be presented to MFAC at the November 9th meeting and to the Commission on November 12th.

**Status of Norfolk Transit System Redesign and Schedule**

Scudder Wagg of Jarrett Walker and Associates gave a presentation of the updated status of the Norfolk Transit System Redesign and Schedule program.

Ms. Inman stated that Norfolk is preparing all analysis in preparation of a meeting with Norfolk’s City Council. In addition, Norfolk has been working closely with Mr. Amoruso and the HRT’s planning group to provide a high-level Title VI perspective.

**Special January 11, 2021 MFAC- FY2022 Transit Service Plan (TSP)**

HRT suggested a special MFAC teleconference meeting to discuss the FY2022 proposed budget with the 6 (six) member cites. It was discussed that each locality be given a designated time slot of 1 ½ hours to discuss their individual FY2022 TSP. It was also discussed that an individual city may still request a separate meeting prior to January 11, 2021.

The TSP preliminary first draft historically will be presented the second week of December.

There were discussions concerning the December board picks for operators as it relates to the scheduling of the TSP meetings.

ACTION ITEM: HRT will prepare a tentative schedule for the cites as it relates to the Special MAFC meeting, January 11, 2021.

**Adjournment**

The meeting was adjourned at 3:37 p.m.