



Management / Financial Advisory Committee Hampton Roads Transit

Monday, December 9, 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
Jessica Dennis, 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
Angela Hopkins, City of Newport News
Michael Hayes, City of Hampton
Miryam Woodson, City of Virginia Beach
Steven Jenkins, City of Chesapeake

Hampton Roads Transit Staff in attendance:

Brenda Green, Executive Assistant
Adrian Tate, Staff Accountant (recorder)
John Proetta, Staff Accountant
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
Erin Glenn, Interim Chief Information Officer/Chief Technology Officer
Ray Amoruso, Chief Planning and Development Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Jim Price, Chief Transit Operations Officer
William Harrell, President and Chief Executive Officer
Kim Wolcott, Chief Human Resources Officer
Brian Smith, Chief of Staff
Juanita Davis, Budget Analyst III
Dawn Sciortino, Chief Safety Officer
Tiffany McClain, Public Outreach & Ridership Coordinator
Keshia Branch, Grants Administration and DBE Officer
Gene Cavazos, Director of Marketing and Communications
Joe Dillard, Government Relations Liaison
Jamie Jackson, Director of Transit Development



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Others in attendance:
Jeff Raliski, HRTPO
Robert Case, HRTPO

Call to order

Lisa Cipriano, Chair, City of Newport News, called the meeting to order at 1:22 pm.

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

- Agenda
- November 2019 MFAC Meeting Minutes
- CIP Funding Sheets
- Constrained Capital Schedule
- Unfunded Capital Project List
- Route Ridership FY16-FY20 – All Routes

The following was distributed to the MFAC members in attendance.

- FY2021 Operating Budget & TDP's - Draft
- October 2019 Financial Reports
- Student Freedom Pass

Welcome

Ms. Cipriano welcomed everyone to the meeting.

The November 2019 meeting minutes were approved.

October 2019 Financial Report

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

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



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ACTION ITEM: An additional KPI will be added to the December Financials

There was a reminder given to the Committee that HRT will only be presenting the December Financials at the January MFAC meeting. The November Financials will be sent to the Committee prior to the meeting.

Other Business

Tiffany McClain, Public Outreach & Ridership Coordinator, did a presentation on the Student Freedom Pass.

ACTION ITEM: Request for Student Freedom Pass ridership per route to be sent out to the Committee

There was discussion about HRT teaming up with the localities to engage the riders and our show appreciation.

Ray Amoruso, Chief Planning and Development Officer, discussed the changes made to the Capital Improvement Plan.

There was a discussion about the prior years' Advanced Capital Contribution and the Capital Expenditure Budget.

ACTION ITEM: Free fare information will be presented and distributed in January

Kim Wolcott, Chief Human Resources Officer, presented an update on hiring of bus operators to address questions concerning missed trips.

Conner Burns presented the Draft FY21 Operating Budget.

Adjournment

The meeting was adjourned at 3:09 p.m.