



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, January 25, 2021 • 10:00 a.m.
Zoom Tele/Video Conference

MEETING MINUTES

Attendance was taken via teleconference.

Commissioners in attendance:

Commissioner Gray, City of Hampton-Chair
Commissioner Woodbury, City of Newport News
Commissioner Fuller, City of Chesapeake
Commissioner McClellan, City of Norfolk
Commissioner Hamel, City of Chesapeake
Commissioner Glover, City of Portsmouth

Alternate Commissioners in attendance:

Commissioner Cipriano, City of Newport News
Commissioner Velissarios, City of Newport News
Commissioner Jackson, City of Portsmouth
Commissioner Solis, City of Virginia Beach
Commissioner Shea, City of Virginia Beach

Hampton Roads Transit Staff in attendance:

William Harrell, President and Chief Executive Officer
Angela Glass, Director of Budget and Financial Analysis
Conner Burns, Chief Financial Officer
Sheri Dixon, Director of Revenue Services
Ray Amoruso, Chief Planning and Development Officer
Robert Travers, Attorney
Sibyl Pappas, Chief Engineering and Facilities Officer
Sony Luther, Director of Procurement
Kim Wolcott, Chief Human Resources Officer
Debbie Ball, Director of Finance
Juanita Davis, Budget Analyst III
Jim Price, Chief Transit Operations Officer
Amy Braziel, Manger of Operations Administration
Brenda Green, Accounting Coordinator (recorder)
Larry Kirk, Assistant Director of Finance
John Powell, Telecommunications Specialist



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, January 25, 2021 • 10:00 a.m.
Zoom Tele/Video Conference

Brian Smith, Deputy Chief Executive Officer
Michael Price, Chief Information Officer/ Chief Technology Officer
Shanti Mullen, Internal Auditor

Others in attendance:

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)

Call to Order

Commissioner Gray called the meeting of the Audit & Budget Review Committee (ABRC) to order at 10:01 am.

The January 2021 Audit & Budget Review Committee meeting package was distributed electronically to the ABRC and Commissioners in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- ABRC December 2020 Meeting Minutes
- November 2020 FY21 Financial Report
- December 2020 FY21 Financial Report

Approval of December 7, 2020 ABRC Meeting Minutes:

A motion to approve the December 2020 Audit & Budget Review Committee (ABRC) meeting minutes was made and properly seconded. The December 2020 Minutes were approved by unanimous vote.

FY 2021 November and December Financials

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

Mr. Burns stated that the November financials were electronically submitted to the Committee Members in December for review. Mr. Burns stated that there were no significant anomalies to report on the November financials.

Mr. Burns reviewed the December financials.



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, January 25, 2021 • 10:00 a.m.
[Zoom Tele/Video Conference](#)

Mr. Burns pointed out that the CARES operating grants are also 5307 funding citing *United States Code 49, chapter § 5307, Urbanized area formula grants.*

The December financials, 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.

The total amount for FY21 December year-to-date CARES Act funding spent is \$9.8 million.

FY 2022 Budget Calendar

Angela Glass, Director of Budget and Financial Analysis reviewed the first half of the FY2022 Budget Calendar, overviewing the success of the past events and highlighting the upcoming events on the budget calendar's timeline.

Ms. Glass highlighted that the localities final FY 2022 Transit Strategic Plan (TSP) service charges deadline is due to HRT no later than February 14, 2021.

FY21 – FY31 Capital Improvement Plan (CIP)

Brian Smith, Deputy Chief Executive Officer presented the advancement of Robert Hall and Evelyn T. Butts transfer centers in the CIP. The two transfer centers are replacement projects that could be advanced by leveraging FY 2021 Hampton Roads Transit Fund (HRTTF) monies currently available and combined with other funds, rather than waiting on future funding availability.

Recommended action: Hampton Roads Transit (HRT) recommends adoption from ABRC, the amended FY21-FY31 Technical CIP to the Transportation District Commission of Hampton Roads (TDCHR) board for approval and adoption at the January 28, 2021 meeting.

Proposed: Programming for Project EF3825, Robert Hall Transfer Center Replacement and Project ER3810, Evelyn T. Butts Transfer Center Replacement in the FY21-31 CIP projects funding dates would be modified. In addition, the CIP total would be reduced to \$408.53 million and reducing the Hampton Roads Regional Transit Fund (HRRTF) by \$1.809 million.



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, January 25, 2021 • 10:00 a.m.
[Zoom Tele/Video Conference](#)

Approval of the Amended FY21-31 CIP

Commissioner Hamel, City of Chesapeake gave a motion for the recommendation to adopt, the Amended FY21-31 Technical CIP, to the TDCHR board

Commissioner Shea, City of Virginia Beach properly seconded

The motion passed with a unanimous vote of the ABRC. The Amended FY21-FY31 Technical CIP has been approved for the recommendation of adoption from the TDCHR board.

Other Matters

Chairman Gray stated that the next meeting will be February 22, 2021 at 10 am, via Zoom teleconference.

Adjournment

With no further business to discuss, the January 2021 Audit/Budget Review Committee meeting was adjourned at 10:49 am by Chairman Gray.