



# Management / Financial Advisory Committee

Monday, December 6, 2021, • 1:30 p.m.  
509 East 18<sup>th</sup> Street, Norfolk VA  
Hybrid In-Person/Zoom Teleconference

## MEETING MINUTES

### **Call to Order**

James Burke – City of Portsmouth, welcomed everyone and called the meeting to order at 1:30 p.m.

Attendance was taken for the meeting.

### **Committee members in attendance In-Person:**

James Burke, City of Portsmouth  
Amy Inman, City of Norfolk  
Andy Fox, City of Norfolk  
Lisa Cipriano, City of Newport News  
Troy Eisenberger, City of Chesapeake  
Megan Gribble, City of Virginia Beach

### **Committee members in attendance virtual:**

Sheila McAllister, City of Newport News  
Jason Beasley, City of Norfolk  
Constantinos Velissarios, City of Newport  
Angela Hopkins, City of Newport News  
Jessica Dennis, City of Norfolk  
Kevin Chatellier, City of Virginia Beach  
Diane Wishart, City of Norfolk  
Kaitlyn James, City of Virginia Beach  
Mark Shea, City of Virginia Beach

### **Hampton Roads Transit Staff in attendance In-Person:**

Brenda Green, Accounting Coordinator (recorder)  
Conner Burns, Chief Financial Officer  
John Powell, Telecommunications Specialist  
Angela Glass, Director of Budget and Financial Analysis  
Debbie Ball, Director of Finance  
Larry Kirk, Assistant Director of Finance  
Adrian Tate, Finance Manager  
Ray Amoruso, Chief Planning and Development Officer



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Michael Price, Chief Information Officer/Chief Technology Officer  
Robert Travers, Attorney  
William Harrell, President and Chief Executive Officer  
Gene Cavazos, Director of Marketing and Communications  
Kim Wolcott, Chief Human Resources Officers  
Brian Smith, Deputy Chief Executive Officers

### **Hampton Roads Transit Staff in attendance virtual:**

Dawn Sciortino, Chief Safety Officer  
Keisha Branch, Director of the Office of Program and Project Excellence  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Michele Goode-Bacon, Contract Administrator  
Ashley Johnson, Capital Budget Analyst  
Sonya Luther, Director of Procurement  
Misty Gordon, Risk Manager  
Sheri Dixon, Director of Treasury  
Shanti Mullen, Internal Auditor  
Juanita Davis, Budget Analyst III  
Jim Price, Chief Transit Operations Officer  
Ben Simms, Deputy Chief Transit Operations Officer  
Robert Lee, Management Analyst  
Schuyler Mathis, Enterprise Project Manager  
Mindy Sweeney, Staff Accountant

### **Others in attendance virtual:**

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)

The December 2021 Management/Financial Advisory Committee (MFAC) package was posted to HRT's website and distributed electronically to Committee Members in advance of the meeting. The meeting package consisted of:

- Agenda
- November 8, 2021, Meeting Minutes
- October 2021 FY22 Financials
- Route Ridership FY-18-FY22 – ALL ROUTES
- FY23-FY24 Cost Allocation Amendment – Norfolk Edits



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The additional items were electronically distributed in the December 2021 MFAC meeting invite and consisted of:

- FY23 Draft Operating Budget

### **Approval of the November 2021 MFAC Minutes**

A motion to approve the November 8, 2021, meeting minutes was made and properly seconded.

The November 2021 meeting minutes were approved by unanimous vote.

### **October 2021 FY 2022 Financials**

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. Mr. Burns presented the first quarter Draft Financial Statement ending October 31, 2021, to the Committee Members. The October 2021 financials include the operating financial statement, RTS financial statement, non-operating COVID revenue/expenses, farebox revenue/expenses, consolidated crosswalk, and locality crosswalk. Mr. Burns also presented the locality reconciliations, which reflects the estimated year-to-date Locality Service Reliability Plan credit for each of the cities. The Statement of Operations is structured to reflect the traditional operating budget without COVID. In addition, the Regional Transit System (RTS) expenses and operations are added into this statement. Page three addresses RTS specifically. Burns mentioned that the Agency's line of credit balance as of October 31, 2021, is \$0. The CARES Act balance after October's expenses is \$6,122,989.

There were discussions concerning the September to October drop in passenger farebox revenues. Burns stated that farebox revenue has been trending up for the last 10 months and that the Agency is above its projected farebox YTD revenues. There were discussions concerning Personnel Services and Contract Services.

### **The Strategic Resolution Draft**

The Strategic Resolution Draft discussion, which was tabled at the November 8, 2021, and was re-opened for discussion by Mr. Burke.



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Mr. Burns asked that the Strategic Resolution Draft be tabled until the January 2022 MFAC meeting due to the absence of the City of Hampton’s MFAC representatives.

William Harrell, President and Chief Executive Officer, stated that the City of Norfolk has submitted some recommended suggested changes to the Draft Resolution. HRT will be sharing these suggested recommendations with the MAFC members for their review via email. In addition, Mr. Harrell stated that to allow the partnering cities proper time to review these changes, it was requested that the matter be tabled until the January 2022 MFAC meeting.

Mr Burke, gave the motion to table the “discussion”, as it relates to the Resolution Draft. The motion was given and properly seconded.

The motion to table the “discussion”, as it relates to the Draft Resolutions was approved by unanimous vote.

MFAC will continue with these “discussions” at the January 24, 2022, meeting.

### **FY2023 Draft Operating Budget and TSP Review**

Angela Glass, Director of Budget and Financial Analysis, reviewed the FY2023 Operating Budget and Transportation Service Plan (TSP) Draft with the Committee Members. Ms. Glass presented an outline of the upcoming events related to the budget calendar. The drafted revenue budget assumptions, revenue sources, prioritized cost drivers, expenses, local contribution, TSP local summary and TSP draft for each locality were also presented to the MFAC members. In addition, Ms. Glass summarized the “next steps” needed to be taken prior to the final adoption by the FY2023 Operating Budget by the Transportation District Commission of Hampton Roads (TDCHR) in May 2022.

There were discussions concerning HRT’s budgetary assumptions for FY2023 Operating Draft Budget. Ms. Glass stated that the FY2023 budget was formulated on the assumption that HRT would return to full service and the implementations of the associated RTS routes and a favorable farebox revenue recovery. There were discussions concerning the revenue sources for the FY2023 Operating Budget and TSP Draft.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:56 p.m.