



# Management / Financial Advisory Committee

Monday, July 19, 2021, • 1:30 p.m.  
509 E. 18<sup>th</sup> Street, Norfolk VA

Hybrid In-Person/Zoom Teleconference

## MEETING MINUTES

### Call to Order

Carl Jackson, Chair – City of Portsmouth, welcomed everyone and called the meeting to order at 1:37 p.m.

Attendance was taken for the meeting.

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

Carl Jackson, Chair City of Portsmouth  
Lisa Cipriano, City of Newport News  
Alex Gottschalk, City of Virginia Beach  
James Burke, City of Portsmouth  
Angela Hopkins, City of Newport News  
Mark Shea, City of Virginia Beach

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

Constantinos Velissarios, City of Newport News  
Brian DeProfio, City of Hampton  
Amy Inman, Chair – City of Norfolk  
Jason Beasley, City of Norfolk  
Jessica Dennis, City of Norfolk  
Sheila McAllister, City of Newport News  
Seth Parker, City of Norfolk  
Troy Eisenberger, City of Chesapeake  
Andria McClellan, Chair-TDCHR, City of Norfolk

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

Brenda Green, Accounting Coordinator (recorder)  
Larry Kirk, Assistant Director of Finance  
Conner Burns, Chief Financial Officer  
Angela Glass, Director of Budget and Financial Analysis  
Debbie Ball, Director of Finance  
Sheri Dixon, Director of Revenue Services  
Kim Wolcott, Chief Human Resources Officer  
John Powell, Telecommunications Specialist  
William Harrell, President and Chief Executive Officer



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Robert Travers, Attorney  
Sonya Luther, Director of Procurement  
Brian Smith, Deputy Chief Executive Officer  
Ray Amoruso, Chief Planning and Development Officer

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

Ashely Johnson, Capital Budget Analyst III  
Keisha Branch, Director of the Office of Program and Project Excellence  
Rachel Polasek, Client Technology Engineer  
Ben Simms, Director of Transportation Bus and Rail  
Amy Braziel, Manager of Operations  
Jim Price, Chief Transit Operations Officer  
Joe Dillard, Organizational Advancement Officer  
Adrian Tate, Finance Manager  
Misty Allen, Risk Manager  
Shanti Mullen, Internal Auditor  
Michael Price, Chief Information Officer/Chief Technology Officer  
Juanita Davis, Budget Analyst III  
Michele Good-Bacon, Contract Administrator

### **Others in attendance via Telephone:**

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)

The July 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
- June 21, 2021, Meeting Minutes
- Route Ridership FY17 – FY21 – ALL ROUTES
- June 21 FY21 Financial Report



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

A motion to approve the June 21, 2021, meeting minutes was made and properly seconded.

The June 2021 meeting minutes were approved by unanimous vote.

### **June 2021 FY 2021 Financials**

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. Mr. Burns reminded the Committee Members of the additional rows that were added to the Statement of Operations that separate the traditional 5307 monies and the CARES 5307 monies. Mr. Burns emphasized that the CARES operating grants are 5307 operating funds, citing *United States Code 49, chapter § 5307, Urbanized Area Formula Grants*.

The June financials, including the operating financial statement, non-operating COVID revenue/expenses, farebox revenue/expenses, locality crosswalk and locality reconciliations, were presented in detail by Mr. Burns to the Committee.

Mr. Burns stated that page two (2) represents the statement of operations without specific COVID revenue and expenses, and page three (3) represents the COVID expenditures separately. Mr. Burns discussed the year end adjustment of \$1,005.2 reflected on the June 2021 operating financial statement, citing pension, risk adjustment and inventory adjustments. Mr. Burns also pointed out that the local funding does include the carry forward recordation offset and that the locality crosswalk excludes the COVID19 revenue and expenses. The Locality Reconciliation is the Cost Allocation Agreement (CAA). It reflects the federal aid and the actual CARES Act funding allocation for each locality. The Locality Service Reliability Plan credits of \$896,000 are reflected in this month's financial report.

There were discussions concerning Hampton Roads Transit (HRT) providing masks for its transit riders. The Federal Transportation Administration (FTA) issued a mandate which is effective through September 13, 2021, requiring all public transit riders to wear mask. Chairman Jackson asked the Agency to review the possibility of providing masks for its fixed route and Metro Area Express (MAX) route transit riders.



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### **Finalizing Free Fare Day**

HRT will have a system wide free fare day on August 19, 2021, in celebration of the 10<sup>th</sup> anniversary of the Tide opening.

Election Day, November 2, 2021, and Earth Day, April 22, 2022, are also being reviewed as potential “Free Fare” days. These dates will be revisited in forthcoming Management/Financial Advisory Committee (MFAC) meetings.

### **Revised Bus Stop Amenities and Maintenance Policy Continued Discussion**

There were discussions concerning the funding source related to the maintenance and installation of the bus amenities and shelters not funded by the Regional Transit System (RTS). This topic is scheduled to be re-visited at the August 2021 meeting.

### **Federal Funding FY2020 and FY2021 - Breakdown**

Debbie Ball, Director of Finance, presented a breakdown of the FY2020/2021 Federal Funding sources received by the Agency, and how the funds are being expended. The shortfall in passenger revenue, the use of state emergency aid to cover passenger revenue shortfalls, and the distribution of traditional federal aid as well as the federal CARES Act funding used to cover net operating loss were reviewed. Ms. Ball also outlined how the localities end of the year true-up refund were affected by these federal funding sources.

There were discussions concerning the American Rescue Plan (ARP) of 2021. This bill provides additional relief to address the continued economic impact due to COVID-19. Brian Smith, Deputy Chief Executive Officer expounded on HRT’s use of the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA), these funds can only be allocated for operating expenses. Dr. Smith gave a brief overview of additional federal funding sources such as the ARP and how HRT will utilize these funds as it relates to the Capital Improvement Plan (CIP) and other forthcoming forecasted projects.

There were discussions concerning HRT’s expectations to return to the use of its “traditional” funding sources.

There were discussions concerning the Resolution adopted by the Transportation District Commission of Hampton Roads (TDCHR) Board in May 2021. MFAC inquired if the Resolution could be continued on a year-to-year basis or possibly adopted permanently in lieu of reinstating the traditional Cost Allocation Agreement (CAA).



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**Action Item:** Any considerations/requests for extension as it relates to the Resolution should be included and communicated in the localities yearly Transportation Service Plan (TSP) letter(s). Historically, TSP letters are sent out yearly during the first week of October.

There were discussions concerning the hybrid-meeting which allows some attendees to meet virtually and in person. Robert Travers, Attorney, stated that the Committee Members must be present physically at the meeting location to vote. He reminded the Committee that each locality has one official vote regardless of the number of members in attendance.

### **Other Business**

There was no Other Business.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:32 p.m.