



Management / Financial Advisory Committee

Monday, June 21, 2021, • 1:30 p.m.
3400 Victoria Blvd., Hampton VA
Zoom Teleconference

MEETING MINUTES

Call to Order

Amy Inman, Chair – City of Norfolk, welcomed everyone and called the meeting to order at 1:30 p.m.

Attendance was taken via teleconference.

Committee members in attendance via Zoom:

Amy Inman, Chair – City of Norfolk
Lisa Cipriano, City of Newport News
Brian DeProfio, City of Hampton
Carl Jackson, City of Portsmouth
James Burke, City of Portsmouth
Constantinos Velissarios, City of Newport News
Angela Hopkins, City of Newport News
Mark Shea, City of Virginia Beach
Seth Parker, City of Norfolk
Ann Doyle, City of Norfolk
Thelma Drake, City of Norfolk
Troy Eisenberger, City of Chesapeake

Hampton Roads Transit Staff in attendance:

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
Danielle Hill, Director of Human Resources
Anthony Clemmons, Desktop Service Technician
Adrian Tate, Finance Manager
Sheri Dixon, Director of Revenue Services
Michael Price, Chief Information Officer/Chief Technology Officer
Juanita Davis, Budget Analyst III
Kim Wolcott, Chief Human Resources Officer
Dawn Sciortino, Chief Safety Officer
Ron Hodges, Director of Business Development
Misty Allen, Risk Manager



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Vincent Jackson, Director of Service Planning and Scheduling
Shanti Mullen, Internal Auditor
William Harrell, President and Chief Executive Officer
Robert Travers, Attorney
Gene Cavasos, Director of Marketing and Communications
Sonya Luther, Director of Procurement
Brian Smith, Deputy Chief Executive Officer
Ray Amoruso, Chief Planning and Development Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Scott Demharter, Director of Facilities, Engineering and Facilities Maintenance
Ben Simms, Director of Transportation Bus and Rail
Jennifer Dove, Grants and Civil Rights Coordinator
Joe Dillard, Organizational Advancement Officer

Others in attendance via Phone:

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)
Krista Edoff, Cherry Bekaert LLP
Kevin Page, Hampton Roads Transportation Accountability Commission (HRTAC)

The June 2021 Management/Financial Advisory Committee (MFAC) package was distributed electronically to Committee Members in advance of the meeting. The meeting package consisted of:

- Agenda
- May 24, 2021, Meeting Minutes
- Route Ridership FY17 – FY21 – ALL ROUTES
- May 21 FY21 Financial Report
- CIP Funding Project List

Motion to Amend the Agenda.

A motion to amend the June 21, 2021, Meeting Agenda was given and properly seconded.

The amended June 21, 2021, Meeting Agenda was approved by unanimous vote.



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HRTAC- HRT MOU – Update

Mr. Kevin Page, Executive Director of the Hampton Roads Transportation Accountability Commission (HRTAC) presented an overview of the Hampton Road Regional Program to the MFAC members. The new legislation created by the General Assembly in 2020 that supports the Regional Transit Service Program (RTSP), the Regional Transit Fund (RTF) and the Memorandum of Understanding (MOU), which was developed by HRTAC, and HRT were reviewed. Mr. Page pointed out HRTAC's application process, and its relations to disbursements of funds. He reviewed the annual schedule, the submission and its review, and the approval/rejection process as it relates to the allocation of the fund's applications. HRTAC amended its Bylaws to ensure that disbursements of the RTSP would be approved in conformity with the six (6) District Cities. Mr. Page stated that a Regional Transit Committee will be established consisting of the members from the six (6) District Cities. The MOU was adopted at the June 17, 2021, Annual Organizational Meeting of HRTAC. HRT has been approved and awarded (2) two Hampton Roads Regional Transit Fund (HRRTF) applications by HRTAC.

There were discussions concerning the annual adoption of the Transportation Strategic Plan (TSP) in January 2022. The next annual TSP is scheduled to be adopted in December 2021.

There were discussions concerning HRTAC's definitions of the "support facilities" as outlined in the RTF's MOU and regional "backbone" routes (*Subsection D of Va. Code §33.2-286*).

HRT's second application submission to HRTAC was based on the funding needs outlined in the Transportation Strategic Plan (TSP) which was adopted at the Transportation District Commission of Hampton Roads (TDCHR) Board Members in March 2021. This application included both Capital and Operating support funding expenditures.

Approval of the May 2021 MFAC Minutes

A motion to approve the May 24, 2021, meeting minutes was made and properly seconded.

The May 2021 meeting minutes were approved by unanimous vote.



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May 2021 FY 2021 Financials

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. He asked the Committee Members to please hold their questions until the end of the presentation.

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 May 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 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), which reflects the federal aid and the actual CARES Act funding allocation. The Locality Service Reliability Plan credits will be displayed on the June FY 2021 financial report.

Revised Bus Stop Amenities and Maintenance Policy Continued Discussion

HRT's Passenger Amenity Policy PD-113 was revised, updated, and approved in April 2021. HRT is mandated by the FTA and the State to review, revise, and approve all company policies, annually.

There were discussions concerning the various classifications of bus stops. HRT has been working closely with the partnering cities as it relates to bus stop amenities, identifying the RTSP main routes, RTSP feeder routes, the boarding criteria, and the funding resources needed to support these amenities.

There were discussions concerning amending HRT's Passenger Amenity Policy PD-113 to reflect the RTSP routes and applicable amenities.

Jennifer Dove, Grants and Civil Rights Coordinator, discussed Title VI, *of the Civil Rights Act of 1964 42 U.S.C § 2000D ET SEQ* as it relates to the passenger amenities on the



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RTSP routes. She stressed that Passenger Amenities Program/Policy must be submitted to the Federal Transportation Administration (FTA) for approval.

Amy Inman, City of Norfolk asked for a draft list concerning the recommendations related to the classification of bus stops, the associated amenities, the financial impact, the partnering cities, and HRT's Passenger Amenity Policy, PD-113, allowing them to be address appropriately by the MFAC members. Mr. Burns stated that the Cost Allocation Agreement (CAA) will allocate both federal and state funding towards the support of the cleaning maintenance and amenities of the bus stops and shelters. HRT's goals are to work with the local partners to meet the needs of its riders.

Update on Service Reliability

William Harrell, President and Chief Executive Officer stated that HRT will continue to evaluate the need for Service Reliability Plan monthly. He emphasized that this is not a problem unique to HRT as this problem crosses all barriers of the transportation industry. HRT is proud that while the Agency had adjusted frequency of services, it's still able to maintain route coverage.

Kim Wolcott, Chief Human Resources Officer shared HRT's effort in recruiting qualified candidates for employment, as it relates to the reinstating of regular services hours/frequencies. Ms. Wolcott reviewed the current bus operators/staffing levels, the pending full time operator candidates and the number of operators needed to fill to the current vacancy for the Agency to return to regular service. HRT has been conducting job fairs, doubling its efforts in marketing/advertising, social media campaigns, and implementing incentives for those who continue through the employment process. HRT has also changed the "last chance agreement" and the "re-hiring policy" to increase the staffing opportunities. Currently, HRT does not have a definitive date of return to regular services/frequencies; however, the Agency is monitoring these efforts monthly. Ms. Wolcott reviewed the staffing metric trend of fulltime operators' separations. However, HRT will continue to track the service progress and the current trend of customers, who are showing interest in the use of our services, in hopes that an increase in service use will trend upwardly. HRT will keep the Committee informed as they move forward with this plan.

Currently, HRT will need sixty-four (64) plus operators to return to regular service.



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Service Cuts and Credit Vouchers due to Drivers Shortage

Mr. Burns stated he will reach out to each city's MFAC Senior Member to determine whether to refund or apply credit to a future invoice.

Free Fare Day on Election Day, November 2, 2021

November 2, 2021, Elections Day and August 19, the 10th Anniversary of the Tide will be "Free Fare" Days. New Year's Eve, Earth Day, and Transit Week are also being considered as future "free fare" days.

There were discussions conceding the "Free Fare" day, to promote the RTSP's "757" Express.

New Chair Carl Edward Jackson

A motion to nominate Carl Jackson, City of Portsmouth as the new MFAC Chair was made and properly seconded.

The motion was approved by unanimous vote.

Ms. Inman welcomed Mr. Jackson, as the new MFAC Chair as of July 1, 2021.

Other Business

There was no Other Business.

Adjournment

There being no further business, the meeting was adjourned at 3:34 p.m.