



Management / Financial Advisory Committee

Monday, March 22, 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 1:34 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
Angela Hopkins, City of Newport News
Cole Fisher, City of Virginia Beach
Alex Gottschalk, City of Virginia Beach
Earl Sorey, City of Chesapeake
Brian DeProfio, City of Hampton
Carl Jackson, City of Portsmouth
James Burke, City of Portsmouth
Constantinos Velissarios, City of Newport News
Sheila McAllister, City of Newport News
Mark Shea, City of Virginia Beach
Seth Parker, City of Norfolk
Sarah Fuller, City of Norfolk
Jim Ridick, City of Norfolk
Ann Doyle, City of Norfolk
Thelma Drake, City of Norfolk
Jessica Dennis, City of Norfolk

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
John Powell, Telecommunications Specialist
Ashely Johnson, Capital Improvement Plan Analyst III
Misty Allen, Risk Manager



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Sheri Dixon, Director of Revenue Services
Michael Price, Chief Information Officer/Chief Technology Officer
Ray Amoruso, Chief Planning and Development Officer
Juanita Davis, Budget Analyst III
Keshia Branch, Director of Office of Program and Project Excellence
Kim Wolcott, Chief Human Resources Officer
Dawn Sciortino, Chief Safety Officer
Shanti Mullen, Internal Auditor
William Harrell, President and Chief Executive Officer
Robert Travers, Attorney
Gene Cavasos, Director of Marketing and Communications
Brian Smith, Deputy Chief Executive Officer
Sonya Luther, Director of Procurement
Sibyl Pappas, Chief Engineering and Facilities Officer
Jim Price, Chief Transit Operations Officer
Amy Braziel, Manager of Operations Administration
Joe Dillard, Organizational Advancement Officer
Vincent Jackson, Director of Service Planning & Scheduling
Adrian Tate, Finance Manager

Others in attendance via Phone:

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)
Elyssa Gensib, WSP USA
Simon Mosbah, WSP USA
Joshua Diamond, Foursquare ITP
Lisa Brennan, Department of Transportation

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

- Agenda
- February 22, 2021 Meeting Minutes
- Route Ridership FY17-FY21- ALL ROUTES
- February 21 FY21 Financial Report



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Approval of the February 2021 MFAC Minutes

The following corrections were added to the February 22, 2021 MFAC minutes under the FY 2021 January Financials. *“However, HRT was asked to provide the year-end projections per the request Mr. Velissarios. “*

A motion was made to approve the February 22, 2021 meeting minutes with corrections. The motion was made and properly seconded.

The February 2021 meeting minutes were approved by unanimous vote.

February 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 separate the traditional monies 5307 and the CARES 5307 monies. Mr. Burns emphasized that the CARES operating grants are 5307 operating funding, citing *United States Code 49, chapter § 5307, Urbanized Area Formula Grants*.

The February 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.

There were discussions concerning the slight increase (\$5.9K) in the Gas and Diesel expenses as it relates to the operating financial statement.

There were discussions concerning the variance in passenger farebox revenue as it relates to the allocation of the CARES ACT fund.

HRT's FY2021 federal funding (5307/5337) has been programed into projects for the Capital Improvement Plan (CIP).

FY2022 Budget Update

Angela Glass, Director of Budget and Financial Analysis stated that there are no additional updates to the FY2022 Budget to be reported.



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Communication with HRTAC – HRT Memorandum of Understanding (MOU)

Brian Smith, Deputy Chief Executive Officer stated that HRT is still working with Hampton Roads Transportation Accountability Commission (HRTAC) and their council concerning the Memorandum of Understanding (MOU). HRT is currently waiting to hear back from HRTAC.

HRT's Transit Strategic Plan (TSP) – Final Update

The Transportation District Commission of Hampton Roads (TDCHR) board will be considering the approval of the annual TSP update at the February 25, 2021 board meeting. Mr. Smith mentioned some placeholders noted in the updated TSP 10-year plan, which are indicated by “watermarks”. These watermarks are found in Staffing for the regional program and in the Financial Tables of chapters 5 & 6.

Mr. Smith presented an overview of the final updates to the annual TSP. He briefly outlined the six chapters and the appendixes. The first five chapters of the TSP directly follow the guidelines given by the Department of Rail and Public Transportation (DRPT), while chapter 6 (six) covers the regional transit program.

Chapters:

1. Systems Overview and Strategic Vision
2. System Performance and Operations Analysis
3. Planned Improvements and Modifications
4. Implementation Plan
5. Financial Plan
6. Hampton Roads Regional Transit Fund Program (HRRTF)

Appendix:

- A. Agency Profile and System Overview
- B. Phased System Maps
- C. Estimated Ridership Methodology and Results
- D. On-Demand (Micro transit) Service

Ray Amoruso, Chief Planning and Development Officer stated that Chapter 3 contains phased improvements, and modifications of the existing service plan over a 10-year horizon and is financially constrained to the existing funding sources and services. In addition, Chapter 3 factors in the new regional transit funding and related service



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upgrades. Mr. Amoruso reviewed the highlights of the 10-year regional service plan and the changes as it relates to the individual cities: Hampton, Newport News, Chesapeake, Portsmouth, Norfolk, and Virginia Beach

There were discussions concerning the added language to the TSP as it relates to the Metro Area Express (MAX) routes for the Norfolk Naval Shipyard and Victory Crossing transfer center.

Mr. Smith recapped the placeholders in Chapter 5, which identified the projected service costs and financial resources associated with Chapter 3. Based on the current information provided, these financial snapshots are forecasted to change year-by-year. Chapter 5 of the updated TSP is a blueprint of TDCHR's directions, related to the increases to the service frequency, its associated cost and information on key factors concerning this process. Chapter 5 also outlines the assumptions related to this year's updates to the regional funding. Mr. Smith provided an overview of the TSP's 10-year draft plan providing the outlook of the new capital projects, and the 10-year operating outlook which describes the funding sources and their usage. A preliminary review of the Regional Transit Service (RTS) operating/maintenance (O&M) its cost/revenue drivers, the preliminary additions needed for human resources, and the revenues/expenditures for the Hampton Roads Regional Transit Fund (HRRTF) were also presented to the Committee Members.

The TSP is a "living document", updated annually while major updates occur every 5 (five) years. Historically, the annual TSP is adopted in December. However, due to delays caused by the pandemic, the TDCHR board will vote on the updated TSP at the March 25, 2021 board meeting. The next annual TSP update process will begin July 2021.

William Harrell, President and Chief Executive Officer stated that the today's presentation of the TSP updated 10-year operating outlook is a "planning document". HRT's assumptions are conservative as it relates to the fare revenues and employment in this planning document. Mr. Harrell stated HRT is aware that other financial revenue sources will have a net positive affect on the future financial picture of this document.

There was discussion concerning additional revenue sources in lieu of the conclusion of the RTS funding. HRT will implement the RTS program consistent with the legislation that was approved/established by the general assembly as it relates to the regional "core" routes in the Tidewater area.



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Bus Stop Amenities and Maintenance – Review

Ms. Inman tabled the review of bus stop amenities and maintenance until the April 19, 2021 meeting.

“Free Fare” for Individual’s Transition into Housing

Sarah Fuller, City of Norfolk, and a member of the Norfolk Service Board, is responsible for homeless services and accommodations for the residents in the City of Norfolk. An overview of this proposed program was forwarded via email to Mr. Harrell by the City of Norfolk’s, City Manager. Ms. Fuller outlined that this proposed program would provide “free fare” access to HRT’s services. The individuals targeted for this program are those who are experiencing homelessness, who are registered in the homelessness program, and are trying to transition out of homelessness to a stable environment. The “free fare” access to public transportation would allow these individual’s ability to move around the Hampton Roads region as needed. This would enable them to travel on effective transportation to their desired destinations for both work and or pleasure, with freedom while in this program. Ms. Fuller is seeking HRT’s assistance/partnership concerning this matter. These qualified individuals would be enrolled in one of the homelessness programs across the region, as well as registered in the homelessness information management services. These individuals would be given a membership ID which is recognizable across all the cities, allowing HRT’s operators the ability to easily recognize those enrolled in the program. In addition, this ID would enable HRT to keep track and analyze the usage of services, by these participants, across all modes of transportation.

Mr. Harrell thanked Ms. Fuller for the information and the key elements she provided in her presentation. Mr. Harrell stated that HRT will take this information and analyze the mechanics financially and logistically. The Agency will then determine the implications that would impact the Agency for this proposed service prior making the decision on partnering/adopting this program. HRT also will be looking into additional resources that would aid in this cost. Mr. Harrell agreed with Ms. Fuller’s assessment noting that the success of this program would be based on a regional collaboration of all the six cities. HRT recognizes the critical use of public transportation and its impact in this region and that an additional external conversation is needed to how to approach this program properly. A following up of these finds/outlooks will be forthcoming.



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“Free Fares” for Individuals Requiring Transportation to COVID-19 Vaccine Clinics

The Federal Emergency Management Agency (FEMA) and Department of Transportation (DOT) are making funding available to offset the cost of transportation services provided to the COVID-19 vaccines clinics for qualified applicants.

Jim Ridick, City of Norfolk, Director of Emergency Services gave a presentation to the members of MFAC. Mr. Riddick stated that this proposed collaborative effort would service the “greatest good, for the greatest number of people with the greatest need” in the Tidewater regional area.

Lisa Brennan, Department of Transportation reviewed the FTA eligibility, under Formula Funds and the CARES Act of rides for vaccinations. The additional funding source for eligible expenses is the FEMA’s Public Assistance Program (PAP). This program has been used for transportation in other locations since the vaccine roll out. The eligible recipient of these funds would have been state/local/territorial government transit agencies. The recipient/sub-recipient would be required to have an arrangement with FEMA to develop the particulars of this project is and its solutions. HRT would be a potential candidate as recipient of the FEMA’s PAP program; however, it would involve the enrollment and participation of the Department of Rails and Public Transportation (DRPT). Ms. Inman stated that additional avenues for resources are being considered.

There were discussions concerning the HRT allocating eligible CARES Act funds, as it relates to “free fare” for riders with COVID-19 vaccination cards and valid vaccination appointments.

There were discussions concerning the restrictions related to the use of the PAP funding.

Mr. Smith will be coordinating a subsequential discussion with Ms. Brennan and Mr. Ridick to bring the appropriate people together to assess the opportunities that are needed prior to the March 31 meeting Ms. Inman coordinated has with FEMA, as it relates to the PAP program.

The City of Norfolk is looking into other potential transportation resources as it relates to the COVID-19 vaccination sites. They hope that HRT would be a part of that solution. The MFAC members desires are to see a regional solution to this situation.



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New Business

There were some discussions concerning the new funding from the America Relief Plan. HRT is tracking this funding closely through the Federal Transportation Administration (FTA) however, no specific dollar amount has been outlined at this time. HRT is waiting for more official communication. There is a significant time element difference between this funding and CARES Act and the supplemental funding allocated in December 2020. These funds are to be obligated to operational expenses by September 2024.

Adjournment

There being no further business, the meeting was adjourned at 3:54 p.m.