



Management / Financial Advisory Committee

Monday, March 21, 2022, • 1:30 p.m.
3400 Victoria Blvd., Hampton VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Carl Jackson, City of Portsmouth, Chair welcomed everyone and called the meeting to order at 1:31 p.m.

Attendance was taken for the meeting.

Committee members in attendance in person:

Carl Jackson, Chair – City of Portsmouth
Mark Shea, City of Virginia Beach
Troy Eisenberger, City of Chesapeake
Lisa Cipriano, City of Newport News
Constantinos Velissarios, City of Newport News

Committee members in attendance virtual:

Brian DeProfio, City of Hampton
Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Jason Beasley, City of Norfolk
Andrew Fox, City of Norfolk
John Stevenson, City of Norfolk
Catheryn Whitesell, City of Norfolk
Megan Gribble, City of Virginia Beach

Hampton Roads Transit Staff in attendance in person:

William Harrell, President, and Chief Executive Officer
Conner Burns, Chief Financial Officer
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Debbie Ball, Director of Finance
Brian Smith, Deputy Chief Executive Officer
Robert Travers, Attorney
Adrian Tate, Finance Manager
Gene Cavasos, Director of Marketing and Communications
Brenda Green, Accounting Coordinator (recorder)



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Hampton Roads Transit Staff in attendance virtual:

Ashley Johnson, Capital Budget Analyst
Sheri Dixon, Director of Revenue
Shanti Mullen, Internal Auditor
Shelley Harris, Budget Analyst
Dawn Sciortino, Chief Safety Officer
Juanita Davis, Budget Analyst III
Sonya Luther, Director of Procurement
Michele Goode-Bacon, Contract Administrator
Robert Lee, Regional Transit System Program Manager
Kim Wolcott, Chief Human Resources Officer
Ben Simms, Chief Transit Operations Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Amy Braziel, Director of Contracted Services and Operational Analytics
Ray Amoruso, Chief Planning and Development Officer
Keisha Branch, Director of the Office of Program and Project Excellence
Christina Condon, Grants Program Analyst
Linh Pham, Staff Accountant

Others in attendance virtual:

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)
Howard Hallum, Sunbelt Rentals

The March 2022 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:

- Meeting Agenda
- February 21, 2022, Meeting Minutes
- February 2022 FY 2022 Financials
- Route Ridership FY2018-FY2022 – ALL ROUTES



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Approval of the February 21, 2022, MFAC Minutes

A motion to approve the February 21, 2022, meeting minutes, with the modifications that the following “Action Item”, will be discussed at the April 2022 MFAC meeting.

“ACTION ITEM: HRT was asked to provide the funding amounts related to the increase reflected in the “service per hour” cost, as it relates to the Service Reliability Plan (SRP) funding. The Agency was also asked to provide the funding amounts being strategically allocated due to the loss of farebox revenue, as well as all funds related to COVID-19 expenses. An update to this request will be presented at the March 2022 MFAC meeting”

The modifications were noted, and the motion was property second.

The February 2022 meeting minutes were modified and approved by unanimous vote.

February 2022 FY 2022 Financials

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. Mr. Burns presented the Draft Financial Statement, ending February 28, 2022, to the Committee Members. The January 2022 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 specific COVID spending. In addition, the Regional Transit System (RTS) expenses and operations are added into this statement and page three addresses RTS specifically. The Agency’s line of credit balance as of February 28, 2022, is \$2,937,495.92.18 or 17% of available funding. The Coronavirus Aid, Relief, and Economic Security Act (CARES) available funding, after February 28, 2022, expenses are \$0 and have been fully expended. The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSSA) available funding through February 28, 2022, after expenses, is \$7,770,694. The financial operating crosswalk reflects the Hampton Roads Regional Transit Funding (RTF) for the Metro Area Express (MAX), Peninsula Commuter Service (PSC), and the 15-minute increment services. The year-to-date estimate of the locality Service Reliability Plan (SRP) credits were included in the budget status totals, as it relates to the financial crosswalk. Mr. Burns gave an overview of each of the partnering locality’s year-to-date FY 2022 reconciliation, using both the strategic and traditional methodologies and highlighting the forecasted SRP credit.



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There were discussions concerning the modifications HRT implemented, as it relates to the contra accounts for the Advertising Revenue and Contract Services reflected on the February 2022 Operating Statement

There were discussions concerning the driver behind the decrease in “Other Miscellaneous Expenses”, as it relates to the February 2022 Operating Statement. HRT stated that the decrease was due to the reclassification of funds to the Regional Transit Service (RTS) Plan.

There were discussions concerning the CARES Act funding balance after the prior year’s expenses.

Strategic Allocation Discussion

Carl Jackson, Chair - City of Portsmouth, reminded the MFAC members that the FY2023 Draft Resolution was adopted by a unanimous vote at the February 22, 2022, The Resolution must be adopted by each of the partnering locality’s City Council by the end of May 2022.

Free Fare Days FY 2023

Free Fare Days for FY 2023 are as follows:

- November 8, 2022 – Election Day
- April 3, 2023 - Transit Equity Day (in observant of)
- April 21, 2023 – Earth Day (in observant of)

Adjournment

There being no further business, the meeting was adjourned at 1:59 p.m.