



Management / Financial Advisory Committee

Monday, July 24, 2023, • 1:30 p.m.
2nd Floor, 3400 Victoria Blvd., Hampton, VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Troy Eisenberger, Chair, City of Chesapeake, welcomed everyone and called the meeting to order at 1:30 p.m.

Attendance was taken for the meeting.

Committee members in in-person attendance:

Troy Eisenberger, City of Chesapeake
Constantinos Velissarios, City of Newport News
John Stevenson, City of Norfolk

Committee members in virtual attendance:

Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Brian Swets, City of Portsmouth
Uros Jovanovic, City of Virginia Beach
Rebecca Spurrier, City of Hampton
Karl Daughtrey, City of Hampton
Jason Beasley, City of Norfolk
Hunter Anderson, City of Virginia Beach
Hank Morrison, City of Virginia Beach

Hampton Roads Transit Staff in in-person attendance:

William Harrell, President, and Chief Executive Officer
Conner Burns, Chief Financial Officer
Brian Smith, Deputy Chief Executive Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Donna Brumbaugh, Director of Finance
Adrian Tate, Assistant Director of Finance
Anthony Clemmons, Senior Client Technology Specialist
Angela Glass, Director of Budget and Financial Analysis
Robert Travers, Attorney
Keisha Branch, Director of Capital Programs
Alexis Majjed, Chief Communications and External Affairs Officer



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Malika Blume, Director of Internal Audit
Brenda Green, Accounting Coordinator (recorder)
Kim Wolcott, Chief Human Resources Officer

Hampton Roads Transit Staff in virtual attendance:

Ray Amoruso, Chief Planning and Development Officer
Amy Braziel, Director of Contracted Services and Operational Analytics
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Sibyl Pappas, Chief Engineering and Facilities Officer
Vanity Faulkner, Budget Analyst
Chad Pritchett, Senior Budget Analyst
Sheri Dixon, Director of Revenue Services
Sherri Dawson, Director of Transit Development
Robert Lee, Regional Transit System (RTS) Program Manager
Benjamin Simms, Chief Transit Operations Officer
Sonya Luther, Director of Procurement
John Nason, Director of Bus Maintenance
Wayne Groover, Director of Rail Maintenance
Sophia Owen-Allen, Staff Auditor
Shleaker Rodgers, Staff Auditor
Dawn Sciortino, Chief Safety Officer

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)
Ely Zarka, City of Newport News

The July 2023 Management/Financial Advisory Committee (MFAC) package was posted to the GoHRT.com website and distributed electronically to the Committee Members in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- June 20, 2023 Meeting Minutes
- June 2023 FY2023 Financials
- Route Ridership FY2019-FY2023 – ALL ROUTES



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The following presentation was electronically distributed to the MFAC attendees during the July 24, 2023 meeting.

- Quarterly Grants Projects Update

Approval of the June 20, 2023 Meeting Minutes

Constantinos Velissarios, City of Newport News, made a motion to approve the June 20, 2023 meeting minutes with the following corrections.

- *The June 20, 2023 meeting minutes electronically distributed to the MFAC members prior to the July 24, 2024, meeting.*

John Stevenson, City of Norfolk properly seconded the June 20, 2023 meeting minutes with the adopted amendments.

The June 20, 2023 meeting minutes were approved by unanimous vote.

June 2023 FY2023 Financials

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting. Mr. Burns presented the Draft Financial Statement included with the meeting Agenda.

Reserve Funding Update

This agenda item was tabled during the July 24, 2023 MFAC meeting and will be addressed at a future meeting.

Quarterly Balance Sheet Update

This agenda item was tabled during the July 24, 2023 MFAC meeting and will be addressed at a future meeting.

Quarterly Grant Update

Keisha Branch, Director of Capital Programs, presented the updated Quarterly Grants/Projects to the MFAC members. These grant projects were reviewed by project name, grant award funding amounts, grant expensed fund amounts, encumbered fund amounts, and grant balances, as of June 14, 2023.



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There was discussion concerning the reduction in the Regional Transit System (RTS) bus grant project funding, as it relates to the quarterly update. Ms. Branch stated that the reduction of the RTS bus grant project funding was due to the completion of that portion of the contracted funded project. She stated that, historically, the Agency would close a grant funded project after completion.

Action Item: HRT was asked to provide additional tracking for closed and completed grants, as well as those that are currently active in the next quarterly grant update. The next grant update report is scheduled to be presented in October 2023.

There was discussion concerning the Micro-Transit grant, which is awarded from the Department of Rail and Public Transportation (DRPT). HRT stated that the Agency will submit its application for the Micro-Transit project on February 1, 2024, when the application process opens.

Quarterly Staff Update

Troy Eisenberger, Chair, City of Chesapeake, stated that HRT will provide a quarterly report, starting in September 2023, that will provide an overview of the Agency's newly open and vacant positions, as it relates to the administrative staff.

Budget Tracking Expectations

This agenda item was tabled during the July 24, 2023 MFAC meeting and will be addressed at a future meeting.

There was discussion concerning Juneteenth free fare day ridership reporting. Ray Amoroso, Chief Planning and Development Officer reported an overall increase in ridership across all modes of transit for the Monday, June 19, 2023 Juneteenth holiday. Ridership was as follows: bus 22,000; light rail 2,400; and ferry 1,155; totaling 25,555 in ridership. This total represents an increase over last year's Juneteenth's ridership of 17,881.

Adjournment

There being no further business, the meeting was adjourned at 2:05 p.m.