



Management / Financial Advisory Committee

Monday, November 6, 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, Chair, City of Chesapeake
Lisa Cipriano, City of Newport News
Constantinos Velissarios, City of Newport News
John Steveson, City of Norfolk

Committee members in virtual attendance:

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

Hampton Roads Transit Staff in in-person attendance:

Conner Burns, Chief Financial Officer
Brian Smith, Deputy Chief Executive Officer
Kim Wolcott, Chief Human Resources Officer
Robert Travers, Attorney
Malika Blume, Director of Internal Audit
Michael Price, Chief Information Officer/Chief Technology Officer
Donna Brumbaugh, Director of Finance
James Lyons, Staff Accountant
Adrian Tate, Assistant Director of Finance
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Brenda Green, Accounting Coordinator (recorder)



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Hampton Roads Transit Staff in virtual attendance:

William Harrell, President, and Chief Executive Officer
Keisha Branch, Director of Capital Programs
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Vanity Faulkner, Budget Analyst
Chad Pritchett, Senior Budget Analyst
Sheri Dixon, Director of Revenue Services
Benjamin Simms, Chief Transit Operations Officer
Misty Gordon, Risk Manager
Shleaker Rodges, Staff Auditor
Amy Braziel, Director of Contracted Services and Operational Analytics
Sibyl Pappas, Chief Engineering and Facilities Officer
Heather Harmon, Senior Staff Accountant
Sonya Luther, Director of Procurement
Robert Lee, Regional Transit System Program Manager
Antoinette White, Assistant Director of Service Planning and Scheduling
Dawn Sciortino, Chief Safety Officer
Dudley Clark, Budget Analyst
Sherri Dawson, Director of Transit Development

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)
Jessica Klion, Foursquare
Andrew Zalewski, Foursquare
Simon Mosbah, WSP
Milo Mango, WSP
Donna Gregory, Workday

The November 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
- September 25, 2023, Meeting Minutes
- October 23, 2023, Meeting Minutes
- Draft FY2025-2035 Capital Improvement Plan



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Approval of the September 25, 2023 and October 23, 2023 Meeting Minutes

Due to the lack of a quorum, the MFAC members were unable to vote on the approval of the September 25, 2023, and October 23, 2023, meeting minutes.

Reserve Funding Update

This agenda item was tabled and will be addressed at a future meeting.

Quarterly Balance Sheet Update

This agenda item was tabled and will be addressed at a future meeting.

Draft FY2025-2035 Capital Improvement Plan Update

Brian Smith, Deputy Chief Executive Officer, welcomed everyone to the meeting. Mr. Smith presented the Draft FY2025-2035 Capital Improvement Plan, which was included in the MFAC November 6, 2023 meeting package and was distributed electronically to the attendees prior to the meeting. In addition, Mr. Smith stated that both the CIP and project sheets are available online. Mr. Smith reminded the MFAC members that the FY2025 Transit Service Plan and the CIP will be presented to the Transportation District Commission of Hampton Road (TDCHR) Board at the December 14, 2023 meeting for their consideration and approval.

There was discussion concerning the 36 diesel-fueled buses HRT received for the Regional Transit Systems (RTS). HRT was asked the reason for omission of projected funding needs for the state of good repair and the replacement of these RTS diesel-fueled buses from the FY2025-2035 CIP. Andrew Zalewski, Foursquare, stated that these RTS diesel-fueled buses have a lifespan, or expected replacement period, of 12-14 years. The expected midlife overhaul project needs for these buses fall only within 4% of the overall funding reflected on the FY2025-2035 CIP. Currently, this cost measure is so small that it cannot be reflected effectively in the graph presentation. Mr. Zalewski also stated that, currently, any state of good repair projects needed for these vehicles would be funded with State and Federal grants.

There was discussion concerning the cost of the study HRT performed regarding driver availability, recommended bus size per route, and other related factors. HRT was asked if the cost for this study was reflected in the CIP. Mr. Smith stated that the cost for this study was funded with operating funds. However, pending the outcome and recommended results, the impact of this study could impact the CIP in the future.



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FY2025 Transit Service Plan (TSP) Chapter V – Update/Questions

There were no questions regarding Chapter V of the FY2024 TSP.

Quarterly Staff Update

This agenda item is scheduled to be presented at the January 22, 2024, MFAC Meeting.

Budget Tracking Expectations

Troy Eisenberger, Chair, City of Chesapeake, stated that this item will remain on the agenda for future discussions. However, he also states that if any MFAC members have a topic of discussion, as it relates to budget tracking, to please submit their questions/concerns and topic in advance.

Action item: MFAC requested that budget projections be reinstated to the agenda.

Adjournment

There being no further business, the meeting was adjourned at 2:04 p.m.