



Management / Financial Advisory Committee

Monday, December 11, 2023, • 1:30 p.m.
2nd Floor, 509 East 18th Street, Norfolk, 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 1:31 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
John Stevenson, City of Norfolk
Peter Buryk, City of Norfolk
Jason Beasley, City of Norfolk
Uros Jovanovic, City of Virginia Beach
Hank Morrison, City of Virginia Beach

Committee members in virtual attendance:

Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Constantinos Velissarios, City of Newport News
Hunter Anderson, City of Virginia Beach
Isabella Young, City of Virginia Beach
Rebecca Spurrier, City of Hampton

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
Ray Amoruso, Chief Planning and Development Officer
Kim Wolcott, Chief Human Resources Officer
Robert Travers, Attorney
Michael Price, Chief Information Officer/Chief Technology Officer
Donna Brumbaugh, Director of Finance
James Lyons, Staff Accountant
Adrian Tate, Assistant Director of Finance
Keisha Branch, Director of Capital Programs



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Sherri Dawson, Director of Transit Development
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Sibyl Pappas, Chief Engineering and Facilities Officers
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Brenda Green, Accounting Coordinator (recorder)

Hampton Roads Transit Staff in virtual attendance:

Vanity Faulkner, Budget Analyst
Chad Pritchett, Senior Budget Analyst
Sheri Dixon, Director of Revenue Services
Amy Braziel, Director of Contracted Services and Operational Analytics
Heather Harmon, Senior Staff Accountant
Sonya Luther, Director of Procurement
Dawn Sciortino, Chief Safety Officer
Dudley Clark, Budget Analyst
Alexis Majied, Chief Communications and External Affairs Officer
Vincent Jackson, Director of Service Planning and Scheduling
Tamara Askew, Administrative Support Technician
Malika Blume, Director of Internal Audit

Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)
Donna Gregory, Workday

The December 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
- November 6, 2023, Meeting Minutes
- October 2023 FY2024 Financials
- Draft FY2025-2035 Capital Improvement Plan
- FY2025 Draft Operating Budget
- FY2025 Special MFAC Draft Agenda



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Approval of the September 25, 2023, October 23, 2023, and November 6, 2023, Meeting Minutes

Lisa Cipriano, City of Newport News, made a motion to approve the following MFAC Meeting Minutes.

- Meeting Minutes for September 25, 2023
- Meeting Minutes for October 23, 2022
- Meeting Minutes for November 6, 2023

John Stevenson, City of Norfolk properly seconded.

The meeting minutes were approved by unanimous vote.

October 2023 FY2024 Financials

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

There was discussion regarding adjustments made to the Regional Transit Systems (RTS) funding, which resulted in the delta reflected on the October 2023 Operation Statement. Ray Amoruso, Chief Planning and Development Officer, stated that the Agency miscalculated the reporting of the RTS routes for the months of July, August, and September, and those corrections are the cause of the change reflected in the October 2023 statement. He also stated that there were no additional 15-minute services reported during those months. However, additional service hours will be reported in November 2023 due to the implementation of the October 2023 Service Board.

Action Item: HRT was asked to provide a forensic report concerning the inventory adjustments and additional maintenance cost which resulted in the reporting of the change reflected in the Material and Supplies presented on the October 2023 Statement. HRT stated that a forensic report related to this request will be presented at the January 23, 2024, MFAC meeting.



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Draft FY2025 Operating Budget Presentation

Angela Glass, Director of Budget and Financial Analysis presented the FY2025 Draft Operating Budget and Transportation Service Plans (TSPs), which were included with the meeting agenda. HRT encouraged the Localities to submit any questions related to the

Draft Budget and the TSPs to the Agency prior to the January 8, 2023, Special MFAC meeting. There was discussion concerning the potential impact of the June/July 2024 Union contract negotiations and its potential effect on the approval of the FY2025 Draft Budget. Mr. Burns stated that Union negotiations are scheduled to commence in April 2024. HRT expects to resolve and close out any contractual negotiations with the Union prior to the anticipated approval of the final draft budget in May 2024.

Action Item: HRT was asked to provide an update on the Regional Transit System (RTS) routes and their impending rollouts that are associated with the Capital Improvement Plan (CIP) and the forecasted impact on the Transportation Service Plan (TSP). HRT will provide updates related to the CIP and the TSP at the January 8, 2024, Special MFAC Meeting.

Action Item: HRT was asked to provide a refresher presentation of the Strategic Allocation and Performing Routes to the MFAC members, including their impact on the Agency's ability to reallocate Federal and State funding.

Reserve Funding Update

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

Quarterly Staff Update

This agenda item is scheduled to be presented at the January 23, 2024, MFAC Meeting.

Quarterly Balance Sheet Update

This agenda item is scheduled to be presented at the January 23, 2024, MFAC Meeting.



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Recap of Individual Capital Improvement Plan CIP Meetings

Brian Smith, Deputy Chief Executive Officer, presented a recap of the individual briefings he held with each of the Localities concerning the FY2025-2035 10-year Capital Improvement Plan (CIP). He reviewed the upcoming CIP projects, including planned funding sources. He also expounded on the support vehicles, paratransit fleet, ferries, non-revenue support vehicles and the implementation of the battery electric buses related to the 10-year CIP. Mr. Smith stated that a breakdown of the 10-year program by project category and types was also presented to each of the individual Localities. In addition, he discussed the Agency's plans to provide a recurring update of the CIP projects and the Advance Capital Contribution (ACC) fund balances more frequently. Mr. Smith also stated that the Draft FY2025-2035 CIP can be found online at the Agency's website GoHRT.com. Mr. Smith reminded MFAC members that the Draft FY2025-2035 will be presented to the Transportation District Commission of Hampton Roads (TDCHR) Board on Thursday, December 14, 2023, for adoption consideration.

Action Item: Lisa Cipriano, City of Newport News, stated that during the City of Newport News' CIP meeting with Mr. Smith, the City requested that HRT provide a breakdown of the history of items such as land acquisitions, design, and construction, etc., related to the Parks Avenue project from FY2024 moving forward into FY2025. Ms. Cipriano also stated that Newport News requested that electrification be discussed in tandem with the other CIP projects.

FY2021 Financial Reports True-up Action/Balances

There was discussion concerning the Locality true-up balances resulting from FY2021 Service Reliable credits. HRT can confirm that the cities of Newport News and Norfolk credit balances were issued. The City of Chesapeake had a zero balance. The City of Virginia Beach asked that their credit balance be applied toward future payments. The cities of Hampton and Portsmouth have not finalized their decisions regarding this matter.

Update on FY2022 Annual Report/Audit

Mr. Burns stated that the FY2022 financial audit process is scheduled to begin in January 2024.



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Free Fare Ridership Updates – Election Day

Ray Amoruso, Chief Planning and Development Officer provided the results of the Election Day, November 7, 2023, Free Fare Ridership data to the MFAC members via email prior to today's meeting.

Budget Projections

This agenda item is scheduled to be presented at the January 23, 2024, MFAC Meeting

Budget Tracking Expectations

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

Adjournment

There being no further business, the meeting was adjourned at 2:53 p.m.