



## Meeting of the Audit & Budget Review Committee of Hampton Roads

Tuesday, February 20, 2024, • 10:00 a.m.  
2<sup>nd</sup> Floor Board Room, 509 East 18<sup>th</sup> Street, Norfolk, VA  
In-Person/Hybrid Meeting

### MEETING MINUTES

#### **Call to Order**

Jimmy Gray, Chair – City of Hampton, welcomed everyone and called the meeting to order at 10:02 am.

Attendance was taken for the meeting.

#### **Commissioners in attendance In-person:**

Commissioner Gray, City of Hampton – Chair  
Commissioner Cipriano, City of Newport News

#### **Commissioners in attendance virtually:**

Commissioner Houston, City of Norfolk  
Commissioner Carey, City of Chesapeake

#### **Alternate Commissioners in attendance virtually:**

Commissioner Velissarios, City of Newport News

#### **Hampton Roads Transit Staff in in-person attendance:**

William Harrell, President and Chief Executive Officer  
Conner Burns, Chief Financial Officer  
Kim Wolcott, Chief Human Resources Officer  
Michael Price, Chief Information Officer/Chief Technology Officer  
Brenda Green, Accounting Coordinator (recorder)  
John Powell, Telecommunications Specialist  
Ray Amoruso, Chief Planning and Development Officer  
Donna Brumbaugh, Director of Finance  
Adrian Tate, Assistant Director of Finance  
Angela Glass, Director of Budget and Financial Analysis  
Ashley Johnson, Assistant Director of Budget and Financial Analysis  
Keisha Branch, Director of Capital Programs  
Sibyl Pappas, Chief Engineering and Facilities Officer



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### **Hampton Roads Transit Staff in virtual attendance:**

Robert Travers, Attorney  
Vanity Faulkner, Budget Analyst  
Sonya Luther, Director of Procurement  
Chad Pritchett, Senior Budget Analyst  
Misty Gordon, Risk Manager  
Sheri Dixon, Director of Revenue Services  
James Lyons, Staff Accountant  
Malika Blume, Director of Internal Audit  
Dawn Sciortino, Chief Safety Officer  
April Garrett, Senior Executive Assistant  
Alexis Majied, Chief Communications and External Affairs Officer  
Dudley Clarke, Contract Budget Analyst

### **Others in attendance:**

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)  
Brian Swets, City of Portsmouth  
Hunter Morrison, City of Virginia Beach  
Hunter Anderson, City of Virginia Beach  
Taiub Mohammad, City of Hampton  
Isabella Young, City of Virginia Beach

### **Call to Order**

The February 2024 Audit & Budget Review Committee (ABRC) meeting package was posted to HRT's website and distributed electronically to the ABRC members and Commissioners in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- Meeting Minutes for September 25, 2023
- Meeting Minutes for October 23, 2023
- January 2024 FY2024 Financial Report
- Preliminary Operating Budget Presentation
- Route Ridership FY19-FY24 All Routes



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### **Approval of the ABRC Meeting Minutes:**

Due to a lack of a quorum the ABRC members were not able to vote on the approval of the following meeting minutes.

- September 25, 2023
- October 23, 2023

### **January 2024 FY2024 Financials**

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

There was discussion concerning what percentage of the employee vacation buy-backs was allocated from the Regional Transit System (RTS) funding.

There was discussion concerning the draw of additional federal dollars and the impact it would have on the Agency's current line of credit. Mr. Burns stated that the Agency has recently implemented a cadence related to the draw down of both state and federal funding. Mr. Burns also stated that he anticipates a zero balance on the line of credit by the end of March 2024.

### **FY2025 Preliminary Operating Budget Presentation**

Angela Glass, Director of Budget and Financial Analysis, delivered the FY2025 Preliminary Operating Budget Presentation, which was included with the meeting Agenda. Ms. Glass stated that the final budget would be distributed to the ABRC members on May 1, 2024. The ABRC is scheduled to review the final FY2025 Operating Budget and TSP at the May 20, 2025 meeting. HRT will be seeking the approval of the ABRC and their recommendation to propose the FY2025 Operating Budget to the Transportation District Commission of Hampton Roads (TDCHR) Commission Board for adoption at the May 23, 2024 board meeting.

HRT was asked since the Agency is using Coronavirus Aid, Relief and Economic Security (CARES) Acts funds to strategically allocate funding to the Localities to limit the request for annual increase to 5% over last year, when does the Agency anticipate the depletion of these funds? Mr. Burns stated that the CARES Act funds have been depleted. Currently, the Agency is utilizing American Rescue Plan Act (ARPA) funds, and that these



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funds are anticipated to be exhausted by September 2024. However, the Agency still has the ability to use State and traditional Federal funding as an option, as well.

**Action Item:** HRT was asked to provide an updated anticipated timeline of the allocation of the CARES, Coronavirus Response and Relief Supplemental Appropriations (CRRSA), ARPA and the ARA Supplemental grant funding.

The Agency is anticipating the implementation of additional RTS Routes and the increase in fare box revenue to help offset the funds lost resulting from the expiration of Covid-related grant funding.

### **Update of the FY2022 Financial Audit**

HRT stated that the FY2022 Financial Audit is scheduled to begin mid-March 2024. An updated status to the audit will be provided to the ABRC members at the May 20, 2024 meeting.

### **Adjournment**

With no further business to discuss, the February 20, 2024, ABRC Committee meeting was adjourned at 11:19 am.