



# Management / Financial Advisory Committee

Monday, June 24, 2024 • 1:30 p.m.  
2<sup>nd</sup> Floor, 509 East 18<sup>th</sup> 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 1:33 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  
Brian DeProfio, City of Hampton  
Hank Morrison, City of Virginia Beach  
John Stevenson, City of Norfolk  
Peter Buryk, City of Norfolk  
Catheryn Whitesell, City of Norfolk

### **Committee members in virtual attendance:**

Andrea Kerley, City of Chesapeake  
William Landfair, City of Portsmouth  
Taiub Mohammad, City of Hampton  
Hunter Anderson, City of Virginia Beach  
Kaitylyn James, City Virginia Beach  
Uros Jovanovic, City of Virginia Beach  
Karl Daughtrey, City of Hampton  
Isabella Young, City of Virginia Beach

### **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  
Robert Travers, Attorney  
Brian Smith, Deputy Chief Executive Officer  
Donna Brumbaugh, Director of Finance  
Adrian Tate, Assistant Director of Finance  
Sonya Luther, Director of Procurement



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Chad Pritchett, Management Analyst  
Angela Glass, Director of Budget and Financial Analysis  
Ray Amoruso, Chief Planning and Development Officer  
Brenda Green, Accounting Supervisor (recorder)  
Keisha Branch, Director of Capital Programs  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Malika Blume, Director of Internal Audit

### Hampton Roads Transit Staff in virtual attendance:

April Garrett, Senior Executive Assistant  
Benjamin Simms, Chief Transit Operations Officer  
Heather Harmon, Senior Staff Accountant  
Misty Gordon, Risk Manager  
Dawn Sciortino, Chief Safety Officer  
Dudley Clark, Budget Analyst  
Toni Hunter, Staff Auditor  
Danielle Hill, Director of Human Resources  
Alexis Majied, Chief Communications and External Affairs Officer  
Shleaker Rodgers, Staff Auditor  
Ashley Johnson, Assistant Director of Budget and Financial Analysis  
James Lyons, Staff Accountant

### Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)

The June 2024 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
- May 20, 2024, MFAC Meeting Minutes
- May 2024 FY2024 Financials
- Route Ridership FY19-FY24 – ALL ROUTES



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The following additional items were distributed electronically to the Committee members after the meeting.

- May 2024 Regional Transit System (RTS) Route Performance
- Free Fare Day “Juneteenth” Update

The link to the following presentation was distributed to the MFAC members after the meeting.

- Transit Service Delivery Advisory Committee (TSDAC) FY2025 Six Year Improvement Plan (SYIP) Review - April 30, 2024

### **Approval of the May 20, 2024 Meeting Minutes**

John Stevenson, City of Norfolk, made a motion to approve the May 20, 2024 meeting minutes.

Lisa Cipriano, City of Newport News properly seconded.

The May 20, 2024 meeting minutes were approved by unanimous vote.

### **May 2024 FY2024 Financials**

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

There was discussion concerning the federal draw down.

HRT confirmed that the delta in materials and supplies was due write-off of obsolescent inventory for light rail.

The Agency confirmed that the annual advance Health Saving Account (HAS) contribution will be implemented prior to the end of fiscal year, June 30, 2024. HRT confirmed that \$2 million dollars was budgeted for HAS in FY2024 and \$2.1 million in FY2025.



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### **Reserve Funding Update**

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

### **Quarterly Staff Update**

This agenda item was tabled and will be addressed at the August 2024 meeting.

### **Quarterly Grant Project Update**

This agenda item was tabled and will be addressed at the July 2024 meeting.

### **Quarterly Balance Sheet Update**

This agenda item was tabled and will be addressed at the July 2024 meeting.

### **FY2025 Strategic Allocation Resolution**

The deadline to return the approved FY2025 Resolution Agreement to the Agency is June 30, 2024. Currently, 5 out of 6 Localities have approved and adopted the FY2025 Resolutions Agreement. The final locality, the City of Norfolk is scheduled to address this matter at their upcoming council meeting, scheduled on June 25, 2024. However, the MFAC Members stated that HRT needs to consider its next steps in case the City of Norfolk votes against the proposed resolution. A unanimous approval from all the Localities is required for adoption. If the adoption of the proposed resolution fails, it will alter the funding sources for the FY2025 Operations Budget that was approved and adopted by the Transportation District Commission of Hampton Road (TDCHR) Board at the May 2024 meeting.

### **Free Fare Day “Juneteenth” Update**

Ray Amoruso, Chief Planning and Development Officer presented an overview of the Agency’s ridership on Juneteenth’s Free Fare Day. The Agency reported a 35% increase in ridership on that day in comparison to last year. MFAC was reminded that next year’s Juneteenth Day 2025 falls on the day the city of Norfolk celebrates Harbor Fest. HRT will work with the localities and address this matter at a later date.

### **Agency’s Line of Credit Discussion**

This agenda item was tabled and will be addressed at a future meeting. The TDCHR Board will be addressing this matter on July 25, 2024 at a workshop.



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### **Introduction of the FY2025 MFAC Chair – City Hampton**

Lisa Cipriano, City of Newport News made a motion to approve Brian DeProfio, City of Hampton as the FY2025 MFAC Chair.

Troy Eisenberger, Chair, City of Chesapeake, properly seconded.

Mr DeProfio has been approved by unanimous vote has MFAC FY2025 – Chair

Mr Burns and the MFAC members thanked Mr Eisenberger for his outstanding work and extended service for the past 24 months has the MFAC – Chair.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:02 PM.