



Management / Financial Advisory Committee

Tuesday, November 12, 2024 • 1:30 p.m.
2nd Floor, 3400 Victoria Blvd, Hampton, VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Due to the late arrival of Brian DeProfio, Chair – City of Hampton, Lisa Cipriano, City of Newport News 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:

Brian DeProfio, Chair – City of Hampton
Lisa Cipriano, City of Newport News
Constantinos Velissarios, City of Newport News
John Stevenson, City of Norfolk
Hunter Anderson, City of Virginia Beach
Angelique Shenk, City of Hampton

Committee members in virtual attendance:

Grant Sparks, DPRT
Angela Hopkins, City of Newport News
Sheila McAllister, City of Newport News
Laura Fitzpatrick, City of Chesapeake
Karl Daughtrey, City of Hampton
James Burke, City of Portsmouth
Uros Jovanovic, City of Virginia Beach
Jason Beasley, City of Norfolk
Andrea Kerley, City of Chesapeake
Moria Facer, City of Norfolk
Pamlea Marino, City of Norfolk

Hampton Roads Transit Staff in in-person attendance:

William Harrell, President, and Chief Executive Officer
Conner Burns, Chief Financial Officer
Sibyl Pappas, Chief Engineering & Facilities Officer
Sherri Dawson, Director of Transit Development
Kim Wolcott, Chief Human Resources Officer
Robert Travers, Attorney
Donna Brumbaugh, Director of Finance



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Angela Glass, Director of Budget and Financial Analysis
Ray Amoruso, Chief Planning and Development Officer
Adrian Tate, Assistant Director of Finance
Malika Blume, Director of Internal Audit
James Lyons, Staff Accountant
Brenda Green, Accounting Supervisor (recorder)
Jamira DeWeese, Accounting Coordinator
Shane Kelly, Senior Manager of Security and Emergency Preparedness
Benjamin Simms, Chief Transit Operations Officer
Julee Martin, Senior Transit Planner
Brian Smith, Deputy Chief Executive Officer/Executive and Management Services
John Powell, Telecommunications Specialist
Micheal Price, Chief Information Officer/Chief Technology Officer
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Dawn Sciortino, Chief Safety Officer

Hampton Roads Transit Staff in virtual attendance:

April Garrett, Senior Executive Assistant
Amy Braziel, Director of Contracted Services and Operational Analytics
Misty Gordons, Risk Manager
Dudley Clarke, Contract Budget Analyst
Shleaker Rodgers, Staff Auditor
Toni Hunter, Staff Auditor
Sheri Dixon, Director of Revenue
Heather Harmon, Senior Staff Accountant
Noelle Pinard, Organizational Advancement Officer
Matthew Stumpf, Budget Analyst
Alexis Majied, Chief Communications and External Affairs Officer
Tracy Moore, Director of Transportation
Blue Bell, Budget Analyst
Keisha Branch, Director of Capital Programs
Keianna Harris, Special Project Assistant
Wayne Groover, Director of Maintenance - Facilities and Rail
Trevia Taylor, Senior Manager of Scheduling
Vanity Faulkner, Budget Analyst
Tammar Askew, Data Analyst II
Kim Darden, Planner
Justin Kahler, Grants Program Analyst



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Others in in- person attendance:

Jeff Raliski, Hampton Road Transportation Planning Organization (HRTPO)
Jessica Klion, Foursquare ITP

The November 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:

- Agenda
- Meeting Minutes October 21, 2024
- September 2024 FY2025 Financials
- Election Day Update

The following additional presentation was presented during today's MFAC meeting.

- Draft FY2026-2035 Capital Improvement Plan Update

Approval of the October 21, 2024 Meeting Minutes

John Stevenson, City of Norfolk made a motion to approve the October 21, 2024 meeting minutes.

Hunter Anderson, City of Virginia Beach properly seconded.

The October 21, 2024 meeting minutes were approved by unanimous vote.

DRAFT FY2026-2035 Capital Improvement Plan Update

Brian Smith, Deputy Chief Executive Officer/Executive and Management Services gave an overview of the Draft FY2026-20235 Capital Improvement Plan (CIP) Update to the MFAC attendees. Mr. Smith presented and reviewed the CIP funding sources and the anticipated allocation of these funds, inventory needs, constrained programing, the distribution of the capitol funds over a 10-year span, fleet investments, their life expectancy and the aging of the Agency's fleet. Mr. Smith also mentioned the Agency's 81 current projects that are programed at the cost \$467 million over the next 10-years. This includes the Department of Rail and Public Transit (DRPT's) MERIT Program and its viable funding opportunities, State funding needs, escalating cost variables and future



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electrification investments. Dr. Smith also stated that the full CIP draft was present to the Transportation District Commission of Hampton Road (TDCHR) Board in a recent meeting and is also available on the Agency's website GoHRT.com

There was discussion concerning the lack of the Agency's dedicated funding being reflected beyond FY2028 in the year-to year Capital Funding by Source chart on slide four of the presentation. Dr. Smith stated that after FY2028, the Agency's dedicated funding Regional Transit System (RTS) funding is allocated is such a minimal amount that it doesn't show up visually on this color-coded report. However, if a detail chart is provided on page 29 of the full CIP that would lend a clearer understanding of the RTS funds being allocated in the forecasted years.

There was discussion concerning major electrification project on slide six. Dr. Smith stated that there are some unfunded projects in the constrained plan that are largely related to electrification. However, as the Agency looks into the future there are plans for electrification projects both in Hampton and Norfolk

Action Item: HRT was asked to provide a chart that would reflect the constrained program by project types excluding the major electrification project.

There was discussion concerning the Agency's terminology for unfunded projects and constraints projects, as it relates to the CIP. Dr. Smith shared that the CIP is a look into the future as it relates to the blueprint of the Agency's plan for future needs. He also that there are no guarantees concerning the funding because some funding is not as reliable as other. When the Agency is references "constrained" it's referring to fiscally constrained, based on funding assumptions. So, if a CIP funded projects doesn't materialize as anticipated, the Agency will have to revisit that project on the next CIP update. This means that this project fiscally constrained as far as planning forward because these funds are not guaranteed to materialize. The Agency's meaning of constrained, as it relates to the CIP is the recognizing of the need of project without the support of funding.

There was discussion concerning the aging of the bus fleet depicted on slide nine. HRT confirms that this is an estimated average look at the life span of the fleet prior to the implementation of Systems Optimization Plan (SOP).

There was discussion concerning the Department of Rail and Public Transportation (DPRT) being a great partner to HRT because they recognize and prioritize funding for a state of good repair and overall capital investments.

There was discussion concerning the funding source for Micro Transit. Presently, this service would be contracted out to a 3rd party provider and is not projected in the current CIP update. In addition, HRT does not have the capability or the manpower to run this



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service in house. There were discussions concerning the amount of manpower needed and the cost per hour to successfully run a micro transit program within a 15-20 square mile zone.

Quarterly Staff Updates

This agenda item will be addressed at the January 20, 2025 meeting

Quarterly Grant Project Update

This agenda item will be addressed at the December 9, 2024 meeting.

FY2022 Financial Audit Update

Conner Burns, Chief Financial Officer stated that Brown Edwards will present an unmodified opinion with 2 materials findings on the Final FY2022 Financial Audit at the Audit and Budget Review Committee (ABRC) Meeting on December 9, 2024 at 10:00 AM in the Hampton Board Room. Mr. Burns also stated that an electronic version of the FY2022 Audit and a full copy of the Comprehensive Annual Financial Report (CAFR) will be sent out to the Transportation District Commission of Hampton Roads (TDCHR) Board for review this week. He also stated that there will be a question-and-answer period at the ABRC Meeting on December 9, 2024. The Agency is requesting that any questions be sent prior to the meeting to allow the Agency the ability to prepare in advance. Hard copies of the audit are forthcoming.

Free Fare Day – Election Day November 5, 2024

HRT provided free fare across all modes of transit on November 5, 2024, Election Day. Ray Amoruso, Chief Planning and Development Officer reviewed the free fare passenger ridership presentation included in the meeting agenda.

Action items: HRT was asked to provide the daily statistics on Micro Transit's pilot programs ridership on HRT's free fare day that was observed on "Election Day", November 5, 2024. This pilot program is currently only being ran in selected areas in Newport News and Virginia Beach.



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Responses to Action Items from the MFAC Meeting September 23, 2024

Action Item: HRT was asked to identify the number of vacancies being reported on the Southside as well the Peninsula in the next Quarterly Staff Update. *This will be reviewed in the next Quarterly Staff update which will be presented at the January 20, 2025 meeting*

Action Item: HRT was asked to provide some realistic dates regarding the implementation of Mirco Transit service and its financial impact to the Localities. *Information pertaining to this action item is forthcoming.*

House Keeping Announcements for the MFAC Chair

Brian DeProfio, Chair- City of Hampton reminded the MFAC members to encourage their City Leaders to provide HRT with any feedback concerning the implementation of the SOP program. This request was due on Friday November 8, 2024. Mr. DeProfio also reminded the members when considering and reviewing the upcoming Transportation System Plan (TSP). to consider the current operator shortage. current vacancies, as well as the expiration of the COVID funds and the impact that this would have on the budget and our current challenges that will impact HRT's ability to meet the Localities transit needs.

November 15, 2024 is the deadline for Localities to respond with change requests to the FY2026 TSP.

Adjournment

There being no further business, the meeting was adjourned at 2:06 PM.