



## Management / Financial Advisory Committee

Monday, March 25, 2024, • 1:30 p.m.  
2<sup>nd</sup> 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 1:35 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  
Hank Morrison, City of Virginia Beach  
John Stevenson, City of Norfolk

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

Angela Hopkins, City of Newport News  
Sheila McAllister, City of Newport News  
Jason Beasley, City of Norfolk  
James Burke, City of Portsmouth  
Taiub Mohammad, City of Hampton  
Brian Swets, City of Portsmouth  
Hunter Anderson, City of Virginia Beach  
Uros Jovanovic, 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  
Ray Amoruso, Chief Planning and Development Officer  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Robert Travers, Attorney  
Brian Smith, Deputy Chief Executive Officer  
Malika Blume, Director of Internal Audit  
Donna Brumbaugh, Director of Finance  
James Lyons, Staff Accountant  
Adrian Tate, Assistant Director of Finance



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John Powell, Telecommunications Specialist  
Angela Glass, Director of Budget and Financial Analysis  
Keisha Branch, Director of Capital Programs  
Brenda Green, Accounting Supervisor (recorder)

### Hampton Roads Transit Staff in virtual attendance:

Ashley Johnson, Assistant Director of Budget and Financial Analysis  
Vanity Faulkner, Budget Analyst  
Chad Pritchett, Senior Budget Analyst  
Sonya Luther, Director of Procurement  
Sheri Dixon, Director of Revenue Services  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Heather Harmon, Senior Staff Accountant  
Dawn Sciortino, Chief Safety Officer  
Dudley Clark, Budget Analyst  
Alexis Majied, Chief Communications and External Affairs Officer  
Toni Hunter, Staff Auditor

### Others in virtual attendance:

Jeff Raliski, Hampton Roads Transportation Planning Organization (HRTPO)  
Tom McDermott, Collaborative Solutions

The March 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
- January 23, 2024, MFAC Meeting Minutes
- February 20, 2024, MFAC Meeting Minutes
- February 2024 FY2024 Financials
- Route Ridership FY19-FY24 – ALL ROUTES
- Regional Transit System (RTS) Route Performance
- FY2024/2025 Draft Budget Variance Analysis
  - FY20223 Actual Draft
  - FY2025 Draft vs Preliminary Budget by Account
  - FY2025 Draft Operating Budget Q&A



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

- Grants Projects Presentation

### **Approval of the January 23, 2024 and February 20, 2024 Meeting Minutes**

Lisa Cipriano, City of Newport News, made a motion to approve the January 23, 2024 and the February 20, 2024 meeting minutes.

John Stevenson, City of Norfolk, properly seconded.

The January 23, 2024 and the February 20, 2024 meeting minutes were approved by unanimous vote.

### **February 2024 FY2024 Financials**

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

HRT stated that there were nine (9) remaining routes on the Southside that are currently still operating under the hourly Service Reliability Plan.

There was discussion concerning the budget variance in the Gasoline and Diesel line item. Donna Brumbaugh, Director of Finance, stated that the variance was the result of the Agency accurately counting the amount of fuel currently in inventory and multiplying that total by the cost per gallon. The Agency made the necessary financial adjustments to the Diesel and Gasoline line items that are reflected in the February 2024 Financial Statement. In addition, Ms. Brumbaugh stated that this adjustment would ensure that the Agency's fuel calculations would be consistent with the end of the year balance sheet.

**Action Item:** HRT was asked to provide the monthly review of the Miscellaneous Interest Expense account.

HRT stated that the variance in Casualties and Liabilities was a result of the initial deposit associated with the Agency's new third-party insurance provider. The contract for the new insurance provider was approved by the Transportation District Commission of Hampton Roads (TDCHR) Board in 2023. HRT also stated that the Agency anticipates additional expenditures in this line item resulting from recent accident/incidents.



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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 is scheduled to be reviewed at the April 2024 MFAC Meeting.

### **Quarterly Balance Sheet Update**

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

### **Quarterly Grants Update**

Keisha Branch, Director of Capital Programs, presented the updated Quarterly Grants/Projects report to MFAC attendees. This presentation update included a column that reflects grant totals that were awarded up to 6/30/2023. Ms. Branch also reviewed the updated information, which included the removal of the Ferry Dock Project and the zero-balance noted in the Hampton Transfer Center (HTC) project.

### **Strategic Allocation Resolution**

Robert Travers, Attorney, stated that a Resolution Template was sent to the partnering cities for review. Mr. Travers stated that there were no updates to this template, which means that the Localities and the City Attorneys should be very familiar with this agreement. The deadline to return the approved FY2025 Resolution agreement to the Agency is June 30, 2024.

### **Budget Projections**

This agenda item was requested to remain open.

### **Budget Tracking Expectations**

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



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### **FY2024/2025 Draft Budget Inquiry Responses**

Angela Glass, Director of Budget and Financial Analysis, presented the responses prepared to address the FY 2025 Draft Budget questions submitted by MFAC members. These responses were included in the meeting package.

### **Free Fare Day – Earth Day April 22, 2024**

HRT will be celebrating Free Fare Day across all modes of transit on April 22, 2024, in observance of Earth Day.

### **Ridership Update 757 Express – Routes 112, 114 and 20**

Ray Amoruso, Chief Planning and Development Officer, provided an update on ridership of the 757 Express Routes. This presentation was provided to MFAC in the meeting package.

HRT will be celebrating the installation of its 500th bus shelter in Virginia Beach on April 5, 2024.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:34 p.m.