



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, December 9, 2024 • 10:00 A.M.
2nd Floor Board Room, 509 East 18th 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 10:01 am.

Roll call was taken for the Commissioners at today's ABRC meeting.

Commissioners in attendance In-person:

Commissioner Carey, City of Chesapeake
Commissioner Gray, City of Hampton (**Chair**)
Commissioner Houston, City of Norfolk
Commissioner Velissarios, City of Newport News
Commissioner White, City of Hampton
Commissioner Woodbury, City of Newport News

Commissioners in attendance virtually:

Commissioner Glover, City of Portsmouth
Commissioner Stevenson, City of Norfolk

Hampton Roads Transit Staff in in-person attendance:

Adrian Tate, Assistant Director of Finance
Angela Glass, Director of Budget and Financial Analysis
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Brenda Green, Accounting Supervisor (recorder)
Brian Smith, Deputy Chief
Conner Burns, Chief Financial Officer
Donna Brumbaugh, Director of Finance
Jamira DeWeese, Accounting Coordinator
John Powell, Telecommunications Specialist
Kim Wolcott, Chief Human Resources Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Ray Amoruso, Chief Planning & Development Officer
Robert Travers, Attorney



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Sibyl Pappas, Chief Engineering and Facilities Officer
Sonya Luther, Director of Procurement
William Harrell, President, and Chief Executive Officer

Hampton Roads Transit Staff in virtual attendance:

Benjamin Simms, Chief Transit Operations Officer
Blue Bell, Budget Analyst
Dawn Sciortino, Chief Safety Officer
Dudley Clarke, Contract Budget Analyst
Heather Harmon, Senior Staff Accountant
James Lyons, Staff Accountant
Justin Kahler, Grants Program Analyst
Keianna Harris, Special Project Assistant
Keisha Branch, Director of Capital Programs
Malika Blume, Director of Internal Audit
Matthew Stumpf, Budget Analyst
Sheri Dixon, Director of Revenue
Sherri Dawson, Director of Transit Development
Shleaker Rodgers, Staff Auditor
Toni Hunter, Staff Auditor
Vanity Faulkner, Budget Analyst

Others in attendance:

Andrea Kerley, City of Chesapeake
Christine Turner, Brown Edwards & Company
Danielle Nikolaisen, Brown Edwards & Company
David Burton, Attorney
Hunter Anderson, City of Virginia Beach
Jason Beasley, City of Norfolk
Jeff Raliski, Hampton Roads Transportation Planning Organization
Pamela Marino, City of Norfolk
William Landfair, City of Portsmouth



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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.

- May 20, 2024
- September 23, 2024
- October 24, 2024

The December 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:

- Agenda
- Meeting Minutes May 20, 2024
- Meeting Minutes September 23, 2024
- Meeting Minutes October 21, 2024
- FY2022 Financial Audit Presentation – Brown Edwards
- October 2024 Financial Report
- Route Ridership FY19-FY24 – All Routes

The following additional item was distributed electronically to the Committee members after the meeting.

- Draft FY2026 Operation Budget

FY2022 Financial Audit Presentation

Conner Burns, Chief Financial Officer welcomed everyone to the meeting. Mr. Burns reminded the attendees that the final audit was distributed electronically to the ABRC and the Transportation District Commission of Hampton Road (TDCHR) Board for review in November. Questions pertaining to FY2022 audit should be emailed to the Agency by December 2, 2024 and will be addressed at the December 9, 2024 ABRC meeting. Mr



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Burns stated that Brown Edwards presented an unmodified opinion concerning the Agency's FY2022 Financial Audit at the October 24th ABRC meeting, with 2 findings. He also stated that an additional audit supplement was printed to address this issue and the additional comments requested by the ABRC committee members concerning the controls that were put into place to correct these findings moving forward. Adrian Tate, Assistant Director of Finance explained the first question which was about the updated internal June 2022 year end operating statement which was originally presented in the summer of 2022. Mr. Burns and Donna Brumbaugh, Director of Finance explained the second question which was about the two material weaknesses identified in the Schedule of Findings and Response – the Proposed Audit Adjustments and the Grant Activity. Question three which was a three-part question concerning the Service Reliability Credit was also explained Conner and discussing if the full dollar amount of the proposed credits will be applied evenly in FY2026 & FY2027.

October 2024 FY2025 Financials

Conner Burns presented the October 2024 Draft Financial Statement

FY2026 Draft Operating Budget

Angela Glass, Director of Budget and Financial Analysis presented the Preliminary Draft FY2026 Operating Budget.

Adjournment

With no further business to discuss, the meeting was adjourned at 11:54 am.