



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

Thursday April 24, 2025 • 12:00 p.m.  
2<sup>nd</sup> Floor Board Room, 509 East 18<sup>th</sup> St – Norfolk, VA  
In-Person/Hybrid Meeting

### MEETING MINUTES

#### **Call to Order**

Roland White, Chair, City of Hampton called the meeting to order at 12:01 PM.

Roll Call was taken resulting in a lack of a quorum.

#### **Commissioners in attendance**

Anthony Goodwin – City of Portsmouth  
Patricia Woodbury – City of Newport News  
Roland White, City of Hampton  
Steven Johnson – City of Chesapeake

#### **Alternate Commissioners in attendance**

Constantinos Velissarios, City of Newport News  
James McNamara – City of Chesapeake  
Lisa Cipriano - City of Newport News  
Zach Trogdon – DRPT

#### **Alternate Commissioners in attendance**

Avery Daugherty, DRPT

#### **Others in attendance**

Bryan Luellen - WSP  
David Burton - Attorney  
Simon Mosbach – WSP



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

Adrian Tate, Assistant Director of Finance  
Alexis Majied, Chief Communications Officer  
Angela Glass, Director of Budget and Financial Analysis  
April Garrett, Senior Executive Assistant  
Brenda Green, Accounting Supervisor  
Brian Smith, Deputy Chief Executive Officer  
Conner Burns, Chief Financial Officer  
Donna Brumbaugh, Director of Finance  
Jamira DeWeese, Accounting Coordinator  
John Powell, Telecommunications Specialist  
Kiesha Branch, Director of Capital Programs  
Kim Wolcott, Chief Human Resources Officer  
Luis Ramos, Executive Assistant to the President & CEO  
Noelle Pinkard, Organizational Advancement Officer  
Paula Studebaker, HR Executive Assistant  
Ray Amoruso, Chief Planning & Development Officer  
Robert Travers, Attorney  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Sonya Luther, Director of Procurement  
Thomas Becher, Communications Manager  
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  
Farahnaz Karimi Tabrizi, Staff Accountant  
Heather Harmon, Senior Staff Accountant  
James Lyons, Staff Accountant  
Justin Kahler, Grants Program Analyst  
Kiesha Branch, Director of Capital Programs  
Matthew Stumpf, Budget Analyst  
Misty Gordan, Risk Manager  
Sherri Dawson, Director of Transit Development  
Shleaker Rodgers, Staff Auditor



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Tammara Askew, Data Analyst II  
Toni Hunter, Staff Auditor  
Tracy Moore, Director of Transportation  
Trevia Taylor, Senior Manager of Scheduling  
Vanity Faulkner, Budget Analyst

### **Others in virtual attendance**

Angela Hopkins, City of Newport News  
Hunter Anderson, City of VA Beach  
Jeff Raliski, HRTPO  
Jeff Sanchez, Key Performance LLC  
Kevin Chatellier, City of VA Beach  
Megan Gribble, City of Portsmouth  
Moiria Facer, City of Norfolk  
Sheila McAllister, City of Newport News  
William Landfair, City of Portsmouth

The April 2025 ABRC package was posted on the GoHRT.com website and distributed electronically to Committee members prior to the meeting. The meeting package consisted of:

- Agenda
- Approval of Meeting Minutes – March 27, 2025
- March 2025 FY2025 Financial Report

### **Approval of Meeting Minutes**

Roland White of the City of Hampton made the motion to adopt the approval of the ABRC meeting minutes below:

- March 27, 2025

Due to a lack of a quorum, the above-minute meetings could not be approved. Some of the commissioners entered the meeting after voting was taken. Voting on these minutes will take place next month.



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### **FY2023 Financial Audit Response Review**

Conner Burns, HRT's Chief Financial Officer, presented the responses to audit questions from the FY2023 audit.

These questions and responses can be found on HRT's website [www.gohrt.com](http://www.gohrt.com) on the Agency page under the ABRC tab for April 24, 2025.

### **Grant Reconciliation Review – WSP**

Simon Mosbach and Bryan Luellen of WSP presented a grant reconciliation brief. The scope of the grant reconciliation and process improvements will include:

- Grant Reconciliation
- Project Reconciliation
- Expense Reconciliation
- Grant Drawdowns
- Process Improvements

Below is the progress to date from WSP:



### Progress to date

- Grant Reconciliations:
    - Reconciliation of all active FTA grants to HRT capital projects
    - 13 drawdown packets complete
  - Project Reconciliations:
    - 91 projects
  - Expense Reconciliations:
    - 211 project expense reviews complete
    - 31 in progress
-



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### **March 2025 FY2025 Financials**

Conner Burns, Chief Financial Officer, presented the March 2025 Draft Financial Statement and the locality reconciliation amongst the cities of Hampton Roads.

*Farebox (Passenger) Revenue* for the month of March was \$618,700 with a variance of \$99,700 (13.9%) which was below the budgeted projection of \$718,500. There were discussions about the causes of the agency being below projections over the last few months, which included snow events and several free rides on the tide, but overall ridership has risen.

*Advertising Revenue* has been below projections for the last 3 months. It has been recognized that some contra accounts and production costs are hitting ahead of schedule and the agency is working diligently with the accrual of those contra accounts. There were also many advertising contracts signed, and the goal is to make \$800,000 in advertising revenue by year end.

The agency has drawn down \$3,984,800 from the *Federal Funding (5307/5337)* to cover expenses incurred for the month of March. This draw down was \$321,800 above the budgeted revenue.

*Personnel Services* was over budget for the month of March. The two snow days in February went into payroll for March which was reflected as such as well as unpaid absences. There was a small transfer in an individual department in which additional funding was needed for savings and personnel.

*Purchased Transportation* is anticipated to be over budget for the year, which is being monitored continuously and the budget transfer out of *Casualties & Liabilities* into *Purchased Transportation* was completed.

The *income statements* are prepared on an accrual basis. Accounts are being reconciled so that a balance sheet can be presented monthly. The goal is to have these account reconciliations completed and make any necessary corrections so that if there is an impact on the income statement, it will be seen monthly rather than yearly. Staff are working diligently to have FY2024 balance sheet completed and ready for the FY2024 audit.



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### **Earth Day (April 22, 2025) – Free Ridership**

Alexis Majied briefly described the Earth Day event. Free rides were provided on all of HRT's services including bus, light rail, ferry, on demand ride sharing, and paratransit.

### **Adjournment**

With no further business to discuss, the meeting was adjourned at 12:55 pm.