



Management / Financial Advisory Committee

Tuesday, January 21, 2025 • 1:30 p.m.
2nd Floor Board Room, 3400 Victoria Blvd – Hampton, VA
Hybrid In-Person/Zoom Teleconference

MFAC MEETING MINUTES

Call to Order

Brian DeProfio, Chair – City of Hampton welcomed everyone and called the meeting to order at 1:30 p.m.

Roll Call/Attendance was taken for the meeting.

Committee members in in-person attendance

Brian DeProfio, Chair – City of Hampton
Angelique Shenk, City of Hampton
Constantino Velissarios, City of Newport News
Lisa Cipriano, City of Newport News

Committee members in virtual attendance

Andrea Kerley, City of Chesapeake
Avery Daugherty, DRPT
Grant Sparks, DRPT
Hank Morrison, City of Virginia Beach
Jason Beasley, City of Norfolk
John Stevenson, City of Norfolk
Laura Fitzpatrick, City of Chesapeake
Moria Facer, City of Norfolk
Sheila McAllister, City of Newport News
Trey Burke, City of Portsmouth
Uros Jovanovic, City of Virginia Beach
William Landfair, City of Portsmouth

Hampton Roads Transit Staff in in-person attendance

Adrian Tate, Assistant Director of Finance
Angela Glass, Director of Budget and Financial Analysis
Anthony Clemmons, Senior Client Technology Specialist
Brenda Green, Accounting Supervisor
Brian Smith, Deputy Chief Executive Officer/Executive and Management Services
Conner Burns, Chief Financial Officer



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James Lyons, Staff Accountant
Jamira DeWeese, Accounting Coordinator (recorder)
Keisha Branch, Director of Capital Programs
Kim Wolcott, Chief Human Resources Officer
Ray Amoruso, Chief Planning and Development Officer
William Harrell, President and Chief Executive Officer

Hampton Roads Transit Staff in virtual attendance

Alexis Majied, Chief Communications and External Affairs Officer
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Benjamin Simms, Chief Transit Operations Officer
Blue Bell, Budget Analyst
Danielle Hill, Director of Human Resources
Dawn Sciortino, Chief Safety Officer
Donna Brumbaugh, Director of Finance
Dudley Clarke, Contract Budget Analyst
Heather Harmon, Senior Staff Accountant
Justin Kahler, Grants Program Analyst
Keianna Harris, Special Project Assistant
Matthew Stumpf, Budget Analyst
Micheal Price, Chief Information Officer/Chief Technology Officer
Robert Travers, Attorney
Sheri Dixon, Director of Revenue
Shleaker Rodgers, Staff Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Sonya Luther, Director of Procurement
Tammara Askew, Data Analyst II
Toni Hunter, Staff Auditor
Trevia Taylor, Senior Manager of Scheduling
Vanity Faulkner, Budget Analyst

Others in in- person attendance

Jeff Raliski, HRTPO



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

- Agenda
- Approval of Meeting Minutes for December 09, 2024
- Approval of Meeting Minutes for January 06, 2025
- December 2024 FY2025 Financial Report
- Quarterly Staff Update
- FY2022 Financial Audit
- TRIP Grant Applications
- Service Reliability Credit

Approval of Meeting Minutes

Brian DeProfio, Chair – City of Hampton requested that a motion be made to approve the December 09, 2024, MFAC meeting and the Special MFAC meeting on January 06, 2025.

These two meetings were deferred for approval later due to a lack of quorum at today's meeting.

December 2024 FY2025 Financials

Conner Burns, Chief Financial Officer presented the December 2024 Draft Financial Statement and the locality reconciliation amongst the cities of Hampton Roads. There was a focus on the ridership farebox for Norfolk which is under budget year to date. The Agency will monitor to ensure allocations are accurate. Angela Glass, Director of Budget and Financial Analysis stated that certain Norfolk routes are not performing as well as others and shared trending ridership projections for the cities as compared to the actual farebox revenue, listing Chesapeake at 39%, Hampton at 49%, Newport News at 38%, Portsmouth at 36% and Virginia Beach at 39%. There was also a discussion regarding farebox allocation for light rail. William Harrell, President and Chief Executive Officer suggested that more analysis on this subject should something to have a meeting about later.

ACTION ITEM: Lisa Cipriano, City of Newport News suggested that the Savannah banana and baseball events in Norfolk should be footnoted on their locality reconciliation as being a part of the farebox revenue number. Staff will come back with an update on this matter.



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Quarterly Staff Update

Kim Wolcott, Chief Human Resources Officer presented the quarterly Bus Operator and Administrative Staffing update which is included in the January 2025 MFAC package.

FY2022 Financial Audit Update

Mr. Burns stated the Accounting Department meets regularly with the external auditors and advised that the FY 2023 the audit will be on schedule for a March delivery.

TRIP Grant Applications

Ray Amoruso, Chief Planning and Development Officer mentioned that letters were sent to the City Managers of Chesapeake, Newport News and Hampton advising that written acknowledgement to the Agency must be received before January 29, 2025 in order to move forward with the application and that the deadline to the Federal Transit Administration (FTA) Transit Riders Incentive Program (TRIP) is February 1, 2025.

Service Reliability Credit

Mr. Burns presented the service reliability credit reimbursement schedule due to the localities. He stated that approximately \$8.5 million of credits from FY2020 and FY2022 will be distributed equally as a quarterly bill reduction to the localities over the next two fiscal years, specifically FY2026 and FY2027. He mentioned that this strategy has been communicated on November 15, 2024 in addition to Mr. Harrell's letter to the CAO's August 30, 2024. He also mentioned that Ms. Glass referenced and presented in the preliminary draft budget for FY2026

ACTION ITEM: Ms. Cipriano suggested an amendment be made regarding the Standard Cost Allocation and the Strategic Allocation Agreement documents to make sure it is allowed to have the service credits reduced for FY2026 & FY2027.

ACTION ITEM: Constantino Velissarios, City of Newport News suggested that HRT explain how a drawdown can be applicable for the cost incurred.



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Free Fare Day

A Free Fare Day (Transit Equity Day) will be Monday February 10, 2025 in honor of Rosa Parks. This is the 4th year since implementation where a seat was saved in the front of the bus.

Adjournment

There being no further business, the meeting was adjourned at 2:47pm.