



Management / Financial Advisory Committee

Monday September 22, 2025 • 1:30 p.m.
2nd Floor Board Room, 3400 Victoria Blvd. Hampton, VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Lisa Cipriano of The City of Newport News called the MFAC meeting to order which began at 1:30pm.

Roll Call was taken for the meeting resulting in a quorum.

Committee members in in-person attendance

Andrea Kerley, City of Chesapeake
Angelique Shenk, City of Hampton
Constantino Velissarios, City of Newport News
Hank Morrison, City of Virginia Beach
John Stevenson, City of Norfolk
Laura Fitzpatrick, City of Chesapeake
Lisa Cipriano, City of Newport News
Megan Gribble, City of Portsmouth

Committee members in virtual attendance

Angela Hopkins, City of Newport News
Avery Daugherty, DRPT
Brian Hostetter, City of Norfolk
James Burke, City of Portsmouth
Jamik Alexander, City of VA Beach
Pamela Marino, City of Norfolk
Trista Pope, City of Norfolk

Hampton Roads Transit Staff (in-person)

Adrian Tate, Assistant Director of Finance
Angela Glass, Director of Budget, and Financial Analysis
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Conner Burns, Chief Financial Officer
Danielle Hill, Director of Human Resources
Donna Brumbaugh, Director of Finance
Jamira DeWeese, Accounting Coordinator
John Powell, Telecommunications Specialist



Management / Financial Advisory Committee

Monday September 22, 2025 • 1:30 p.m.
2nd Floor Board Room, 3400 Victoria Blvd. Hampton, VA
Hybrid In-Person/Zoom Teleconference

Kiesha Branch, Director of Capital Programs
Malika Blume, Director of Internal Audit
Micheal Price, Chief Information Officer/Chief Technology Officer
Noelle Pinkard, Organizational Advancement Officer
Ray Amoruso, Chief Planning and Development Officer
Robert Travers, Attorney
William Harrell, President and Chief Executive Officer

Hampton Roads Transit Staff in virtual attendance

Alexis Majied, Chief Communications and External Affairs Officer
Amy Braziel, Director of Contracted Services and Operational Analytics
April Garrett, Senior Executive Assistant
Benjamin Simms, Chief Transit Operations Officer
Blue Bell, Budget Analyst
Brenda Green, Accounting Supervisor
Dawn Sciortino, Chief Safety Officer
Dudley Clarke, Contract Budget Analyst
Gavin Dorsey, Budget Analyst
Heather Harmon, Senior Staff Accountant
James Lyons, Staff Accountant
Keianna Harris, Special Project Assistant
Kevin Shaw, Director of Bus Maintenance
Matthew Stumpf, Budget Analyst
Monique Battle, OPS Project and Contract Administrator
Shleaker Rodgers, Staff Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Sonya Luther, Director of Procurement
Tammara Askew, Data Analyst II
Tracy Moore, Director of Transportation
Tresha White, Data Analyst
Trevia Taylor, Sr Manager of Scheduling

Others in virtual attendance

Jeff Sanchez, Key Performance LLC



Management / Financial Advisory Committee

Monday September 22, 2025 • 1:30 p.m.
2nd Floor Board Room, 3400 Victoria Blvd. Hampton, VA
Hybrid In-Person/Zoom Teleconference

August 2025's MFAC documents below were posted on the GoHRT.com website and distributed electronically to Committee members. The meeting package includes:

- Agenda – September 22, 2025
- August 25, 2025 Meeting Minutes
- August 2025 Financial Report (FY 2026)

Approval of Meeting Minutes

The motion was unanimously passed with the approval of the following *MFAC Meeting Minutes*:

- **MFAC Meeting Minutes – August 25, 2025**

August 2025 FY2026 Financial Report

Conner Burns presented the current Financial Report in detail.

Old Business

The following old business was discussed with the Committee:

- Quarterly Grant Projects Update – September 2025
- Revenue/Expense Reconciliation of Capital Projects 2025
- Budget Projection Update – October 2025
- FY2024 Audit Update
- Monthly Balance Sheet – November 2025
- *Action Items – August 25, 2025*
 - Budget hours vs actual hours per locality
 - Overhead rate in FY2026 – indirect costs over direct costs
 - Schedule of state funds - Deferred ARPA
 - Add third row to Passenger Revenue – to show the ERC Fairbox variance
 - Quarterly updates on the Budgetary Stability Fund account



Management / Financial Advisory Committee

Monday September 22, 2025 • 1:30 p.m.
2nd Floor Board Room, 3400 Victoria Blvd. Hampton, VA
Hybrid In-Person/Zoom Teleconference

Quarterly Grant Projects

Keisha Branch presented the Grant Projects during the meeting. Documentation was emailed to MFAC members.

Budget Projection

There will be a budget projection in October 2025.

FY2024 Audit

There is an anticipated unmodified opinion with three potential findings. The anticipated delivery will be in October 2025.

Monthly Balance Sheet

The balance sheet will be presented formally when the agency is caught up on audits with an anticipated update in November 2025. Once FY2024 balance sheet is obtained, a comparison will be made alongside FY2023.

Action Items – September 22, 2025

1. Outsourced vs Insourced cost percentage pertaining to bus repairs
2. Add percentage column to YTD sheet of the locality reconciliation
3. Revenue Expense Reconciliation for Capital Projects
4. What is the cause of the increase in costs with a decrease in service hours
5. Other agencies support costs
6. Split for Ferry between Portsmouth and Norfolk
7. Fixed costs for modal cost (look at drivers)

Adjournment

The meeting was adjourned at 3:31 pm.