Joint Meeting Minutes – Audit Budget Review (ABRC) and Management / Financial Advisory (MFAC) Committees of Hampton Roads Transit

Monday September 21, 2026, 1:30 p.m. In-Person
2nd Floor Board Room, 3400 Victoria Blvd. – Hampton, VA
Zoom Teleconference for Non-Committee Members and Guests

Call to Order

James "Trey" Burke of The City of Portsmouth called the joint MFAC and ABRC meeting to order which began at 1:30pm.

Roll Call was taken for the meeting

- ABRC – No quorum and resulted in moving July 2026 minutes approval to the next meeting.
- MFAC - Quorum. August 24, 2026, meeting minutes were approved.
    - Motion – Lisa Cipriano, Newport News
    - 2nd – Hank Morrison, Virginia Beach

Committee Members in attendance

Lisa Cipriano – Newport News
Angelique Shenk – Hampton
Enzo Lundy – Chesapeake
Hank Morrison – Virginia Beach
James "Trey" Burke – Portsmouth
Constantinos Velissarios – Newport News
Roland White, City of Hampton
Mamie Johnson, City of Norfolk

Committee Members in virtual attendance

Avery Daugherty, DRPT
Brian DeProfio, City of Hampton
Angela Hopkins, City of Newport News
Brian Hostetter, City of Norfolk
Sanjita Basnet, City of Virginia Beach
Les Smith, City of Chesapeake
Laura Fitzpatrick, City of Chesapeake

Hampton Roads Transit Staff in attendance

Noelle Pinkard, Interim President & CEO
Angela Glass, Chief Financial Officer
Kim Wolcott, Chief Human Resources Officer
Jessika Jemmott, Director of Finance
Adrian Tate-Baker, Assistant Director of Finance
John Powell, Telecommunications Specialist
Marvin Blye, Comptroller
Michael Price, Chief Information Officer/Chief Technology Officer

Joint Meeting Minutes – Audit Budget Review (ABRC) and Management / Financial Advisory (MFAC) Committees of Hampton Roads Transit

Monday September 21, 2026, 1:30 p.m. In-Person
2nd Floor Board Room, 3400 Victoria Blvd. – Hampton, VA
Zoom Teleconference for Non-Committee Members and Guests

Sonya Luther, Director of Procurement
Karen Kitsis, Chief Planning and Development Officer
Malika Blume, Director of Internal Audit

Hampton Roads Transit Staff in virtual attendance

Robert Travers – Attorney
Benjamin Simms, Chief Transit Operations Officer
Dawn Sciortino, Chief Safety, Risk and Emergency Management Officer
Sibyl Pappas, Chief Engineering and Facilities Officer
Monique Battle, OPS Project & Contract Administrator
Blue Bell, Budget Analyst
Tresha White, Data Analyst
Dudley Clarke, Contract Budget Analyst
Matthew Stumpf, Budget Analyst
Alexis Majied, Chief Communications Officer
Gavin Dorsey, Budget Analyst
Hess Branch, Manager of Rail System
Keianna Harris, Executive Project Analyst
Kevin Shaw, Director of Bus Maintenance
Tammara Askew, Sr. Data Analyst
Amy Braziel, Director of Contracted Services and Transit Operations
Misty Gordon, Risk Manager
James Lyons, Sr. Staff Accountant
Justin Kahler, Grants Program and RTS Coordinator
Glenda Dixon, Sr. Director of ERP Systems and Services
Liliana Scott, Human Resources Training and Development Specialist
Scott Demharter, Director of Facilities

Others in virtual attendance

Mariia Zimmerman, DRPT
Grant Sparks, DRPT
Jennifer Hodnett, HRTAC
John Stevenson, City of Norfolk
Commissioner James Jamison, City of Virginia Beach

The following July and August 2026 MFAC and ABRC documents were posted on the GoHRT.com website and distributed electronically to Committee members. The meeting package includes:

- MFAC and ARBC Meeting Agenda – 9/21/2026
- ARBC Meeting Minutes – 7/24/2026

- MFAC Meeting Minutes – 8/24/2026
- August 2026 Financial Report

FY2025 Audit Update

Angela Glass presented the Audit Update.

- Remaining files were successfully uploaded to the Auditor's secure Suralink portal.
- Auditor Christy response.
  - Requesting some additional formatting of the files, and
  - Realigning schedulers to work on the review of our audit documents.
    - Date to be confirmed.
- Audit estimated completion date –
  - By October 30, 2026.

August 2026 FY2026 Financial Report

Angela Glass presented the August Financial Report in detail. Angela mentioned that the report may change based on finalization of the FY2026 Audit.
Discussions/Questions included:

- Chairman White (ABRC) asked about the Diesel purchase for the agency – Current or Future Rate locked in?
  - CFO response = Future Rate locked in.
- Member Velissarios asked about the July 2026 statement adjustment (accrual credit); whether this will be added and adjusted to the July 2026 financials or report on the current month financials.
  - CFO response = will put on the current month's reporting.
- Member Velissarios asked if diesel fuel is locked in, then why is it over the budget? Also, why was this line item budgeted straight-line as opposed to seasonal?
  - CFO response = The budget was straight-lined and adjustment will happen in the future months to come. This happened during the leadership transition.
  - Mr. Velissarios commented that this takes away trends and comparisons when we use two different methodologies.
  - Commissioner Johnson commented and asked for quarterly updates on this.
- Commissioner Jamison asked about slide #2.
  - What is the interest rate we pay on the $8.1 million dollar credit balance?
    - CFO response = I will have to get to you on that.
  - How are we paying down the line of credit balance?
    - CFO responses:
      - We bring in funds from Fed./State reimbursement. We have been fronting/paying expenses and then reimbursing the line of credit.
      - Line of credits payments = Sweep each night,
      - Line of credit fluctuates until federal dollars are drawn down to reimburse,
      - For payroll, we use the operational cashflow.

- Chair Burke (MFAC) asked whether deferred state revenue includes interest income?
  - CFO Response:
    - No.
    - Also, the deferred state revenue balance is the remaining from what has not been drawn down from the "Deferred State Funding" budgeted line item.
- Chair Burke (MFAC) stated that in this and future financial reports presentations, the review of localities won't separate out and just the summary presented.
  - Member Johnson stated that is a good thing, because it would show Norfolk paying a lot of dollars.
- Member Cipriano asked why was materials and supplies higher?
  - CFO response = higher costs trending due to tariffs.
- Member Cipriano asked was any inventory written off (in current FY)?
  - CFO response = FY2026 audit will capture any adjustments and language updates.

Old Business

- Member Cipriano asked in the ACC review to check the Cost Allocation Agreement language and verbiage on page 17 regarding its calculation.
  - CFO response = Based on the service hours calculation and historical docs, this has always been the way it was calculated.
- Member Cipriano asked in the ACC review of the revenue coming in on 1/6.
  - What are the expenses spent regionally and by contracts %
- Commissioner Johnson asked for further research on localities priorities.
- Interim President/CEO Noelle cited that the organization would have more conversations and research on this matter.
- Handout – Federal/State funding table:
  - Member Velissarios for the chart to reflect prior years vs new funding; have breakdown with footnotes.
  - Member Deprofio asked what is the Traditional Federal based on?
    - CFO response = The planning and CIP model for operational expenses and federal aide needed. (System Optimization Study)
    - Karen response to the projected years = Microtransit comes out of the TRIP Grant and federal funds projected based on reduced routes to Microtransit.
- Handout – Fund Structure:
  - Commissioner Johnson asked was the HRRTF – Regional Funding was for all 3 categories?
    - CFO response = Yes.
  - Commissioner Johnson ask how we balance this to support –
    - Operational, regional, and capital?
      - We must define it for citizens.
      - Provide examples and possible footnote needed.

- Member Velissarios asked for additional breakdown on the Regional Fund.
- Chair Burke (MFAC) asked for the breakdown by budgets.

New Business
None

Upcoming Meetings

- Monday, October 19, 2026 — Regular MFAC Meeting, Norfolk
- TBD – next ABRC meeting

Adjournment

The meeting was adjourned at 2:39 pm.