

**Hampton Roads Transportation
Accountability Commission (HRTAC)
Summary Minutes of the September 17, 2020 Regular Commission
Meeting**

The Hampton Roads Transportation Accountability Commission (HRTAC) Regular Meeting was called to order at 12:30 p.m. by conference call due to COVID-19, with the following in attendance by telephone:

HRTAC Members in Attendance:

Linda T. Johnson, Chair
Donnie Tuck, Vice Chair
Rick West, CH
Frank Rabil, FR
William McCarty, IW
Michael Hipple, JC*
McKinley Price, NN
John Rowe, PO
Herbert Green (in for)Eugene Hunt, PQ

Christopher Cornwell, SH
Thomas G. Shepperd, YK
Robert Dyer, VB
Pat Dent, WM
Delegate Clint Jenkins, VGA
Senator Louise Lucas, VGA
Senator Monty Mason, VGA
Delegate Mike Mullin, VGA

HRTAC Executive Director

Kevin Page

HRTAC Ex-Officio Members in Attendance:

Cathie Vick, VPA

Other Participants:

Chris Price, CH
Amanda Jarratt, FR
Scott Stevens, JC
Cynthia Rohlf, NN
Chip Filer, NO
J. Randall Wheeler, PQ
Jim Utterback, VDOT

Bob Baldwin, PO
Patrick Roberts, SU
Patrick Duhaney, VB
Christopher Hall, VDOT
Andrew Trivette, WM
Tom Inglima, Willcox & Savage
Michael Garber, PB Mares

HRTAC Voting Members Absent:

Kenneth Alexander, NO

Delegate Joseph Lindsey, VGA

HRTAC Ex-Officio Members Absent:

John Malbon, CTB

Jennifer Mitchell, DRPT

* Denotes Late Arrival or Early Departure

Others Recorded Attending:

Eric Ballou (Kaufman and Canoles); Mercedes Pamela Lima Vasquez (Veteran Reporters); Danetta Jankosky, Tiffany Smith, Sheila Wilson (HRPDC); Lynn Coen, Jennifer Hodnett (HRTAC); Bob Crum, Mike Kimbrel, John Mihaly (HRTPO)

Declaration re: Purpose of Meeting, Call to Order and Roll Call

Mr. Thomas Inglima, HRTAC General Counsel, proceeded to read the following declaration for the Members:

In light of the Governor's Declared State of Emergency due to COVID-19, it is impracticable and unsafe for the Commission to assemble in a single location, so the meeting will be held electronically, by telephone, pursuant to the 2020 Appropriation Act. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the Commission and the discharge of its lawful purposes, duties, and responsibilities. The public is welcome to use the number to attend the meeting electronically. The Commission will make available a recording or transcript of the meeting on its website in accordance with the timeframes established in Sections 2.2-3707 and 2.2-3707.1 of the Code of Virginia.

A roll call vote of all Members was taken in order to confirm a quorum:

Mayor Rick West: Present
Mayor Frank Rabil: Present
Mayor Donnie Tuck: Present
Mr. Michael McCarty: Present
Mr. Michael Hipple: No Response
Mayor McKinley Price: Present
Mayor Kenneth Alexander: No Response
Mr. Herbert Green: Present
Mayor John Rowe: Present
Mr. Christopher Cornwell: Present
Chair Linda Johnson: Present
Mayor Robert Dyer: Present
Mr. Pat Dent: Present
Mr. Thomas Shepperd: Present
Senator Louise Lucas: Present
Senator Monty Mason: Present
Delegate Clint Jenkins: Present
Delegate Joseph Lindsey: No Response
Delegate Mike Mullin: Present
Mr. John Malbon: No Response
Ms. Jennifer Mitchell: No Response
Ms. Cathie Vick: Present
Mr. Christopher Hall: Present

The quorum was confirmed by Mr. John Mihaly.

Approval of Agenda

Mayor Bobby Dyer Moved to approve the agenda, Seconded by Mr. William McCarty. A roll call vote of the voting Members was taken:

Mayor Rick West: Yes
Mayor Frank Rabil: Yes
Mayor Donnie Tuck: Yes
Mr. William McCarty: Yes
Mr. Michael Hipple: No Response
Mayor McKinley Price: Yes
Mayor Kenneth Alexander: No Response
Mr. Herbert Green: Yes
Mayor John Rowe: Yes
Mr. Christopher Cornwell: Yes
Chair Linda Johnson: Yes
Mayor Robert Dyer: Yes
Mr. Pat Dent: Yes
Mr. Thomas Shepperd: Yes
Senator Louise Lucas: Yes
Senator Monty Mason: Yes
Delegate Clint Jenkins: Yes
Delegate Joseph Lindsey: No Response
Delegate Mike Mullin: Yes

Mr. John Mihaly confirmed The Motion Carried.

Public Comment Period (limit 5 minutes per individual)

No one from the public requested to make a public comment.

Chair's Comments

HRTAC Chair, Linda T. Johnson, welcomed Members and noted the informative nature of the meeting agenda.

Consent Items

- A. Minutes of the July 16, 2020 Regular Meeting
- B. Minutes of the August 18, 2020 Special Meeting
- C. Amendment to the Approved HRTAC FY2021-FY2026 Plan of Finance Update – Remaining Projects of the Third Crossing SEIS – Bowers Hill Environmental Study UPC 111427 – Authorization to Conduct a Public Hearing
- D. Administrative Offices Lease Extension
- E. Fiscal Year 2020 Annual Report to the Joint Commission on Transportation Accountability relating to the Hampton Roads Transportation Fund

Mayor Bobby Dyer Moved to approve the consent agenda items; Seconded by Mr. Herbert Green. A roll call vote of the voting Members was taken:

Mayor Rick West: Yes
Mayor Frank Rabil: Yes
Mayor Donnie Tuck: Yes
Mr. William McCarty: Yes
Mr. Michael Hipple: No Response
Mayor McKinley Price: Yes
Mayor Kenneth Alexander: No Response
Mr. Herbert Green: Yes
Mayor John Rowe: Yes
Mr. Christopher Cornwell: Yes
Chair Linda Johnson: Yes
Mayor Robert Dyer: Yes
Mr. Pat Dent: Yes
Mr. Thomas Shepperd: Yes
Senator Louise Lucas: Yes
Senator Monty Mason: Yes
Delegate Clint Jenkins: Yes
Delegate Joseph Lindsey: No Response
Delegate Mike Mullin: Yes

Mr. John Mihaly confirmed The Motion Carried.

Action Item

A. HRTAC Fiscal Year 2020 Audited Financial and Compliance Report

Mr. Kevin B. Page, HRTAC Executive Director, explained that the Finance Committee Chair recommended approval of the draft HRTAC Fiscal Year 2020 Audited Financial and Compliance Report, which authorizes the Executive Director to work with the Auditor of Public Accounts (APA) to finalize and distribute the report. Mr. Page then reminded the Commission that by law the APA must conduct an annual audit of HRTAC and that PB Mares was engaged by the APA to conduct the annual audit. Mr. Page provided a brief summary of the auditor's report.

Mr. Michael Hipple arrives.

Mr. Michael Garber, PB Mares, stated that their opinion on HRTAC's financial statements is an unmodified and clean opinion. PB Mares did not have to make any adjustments for material errors or significant deficiencies. Mr. Garber also commented on the ease of working with HRTAC staff due to COVID.

He noted that PB Mares restated the beginning equity of the special revenue fund and the governmental activity due to recent changes in accounting policy. Previously, only revenues that were received by HRTAC within a 45-day period after year end were

recognized. The accounting policy was changed so that the payables that VDOT recorded as of June 30 and the receivables that HRTAC recorded as of June 30 aligned. HRTAC's revenue recognition policy needed to be extended to 75 days, as opposed to 45 days so that the payables and receivables as of June 30 would align. Although there was a restatement this year, Mr. Garber clarified that HRTAC's income statement still reflects 12 months of taxes collected and the prior year financials as issued did not need to be restated or reissued.

Mr. Garber concluded by identifying a new accounting standard adopted by HRTAC, GASB-84; however, it had no impact on the financial statements. HRTAC was required to adopt GASB-84 because the Commonwealth has done so and HRTAC must comply with the standards applied at the state level.

Mr. Michael Hipple Moved the Commission approve the HRTAC FY2020 Audited Financial and Compliance Report and authorize the Executive Director to work with the Auditor of Public Accounts to finalize and provide its distribution of the report document for public access and viewing; Seconded by Mayor John Rowe. A roll call vote of the Members was taken:

Mayor Rick West: Yes
Mayor Frank Rabil: Yes
Mayor Donnie Tuck: Yes
Mr. William McCarty: Yes
Mr. Michael Hipple: Yes
Mayor McKinley Price: Yes
Mayor Kenneth Alexander: No Response
Mr. Herbert Green: Yes
Mayor John Rowe: Yes
Mr. Christopher Cornwell: Yes
Chair Linda Johnson: Yes
Mayor Robert Dyer: Yes
Mr. Pat Dent: Yes
Mr. Thomas Shepperd: Yes
Senator Louise Lucas: Yes
Senator Monty Mason: Yes
Delegate Clint Jenkins: Yes
Delegate Joseph Lindsey: No Response
Delegate Mike Mullin: Yes

Mr. John Mihaly confirmed The Motion Carried.

Information Items

A. HRTAC Monthly Financial Report

Mr. Page highlighted the Monthly Financial Report of the Commission and noted the new format used to align HRTAC with VDOT on the accounting side and to make sure that HRTAC's general ledger lines up with the Monthly Financial Report.

B. VDOT/HRTAC Project Updates, HRBT/Other

Mr. Jim Utterback, VDOT HRBT Project Manager, stated the HRBT project was successful in obtaining the permits necessary to build the project. He explained that the process took over 16 months and reviewed the upcoming milestones for the project. He highlighted a groundbreaking event scheduled for the project, however; COVID-19 was presenting challenges.

Mr. Christopher Hall, VDOT District Administrator, noted the positive progress being made on the project and also highlighted some of the upcoming milestones. Mr. Hall concluded by confirming that a team has been put into place for the express lane planning and the team had begun working with the preliminary engineering activity survey.

Mr. Page gave an update on the status of the Master Agreement for Tolling and Development of the Hampton Roads Express Lane Network. He noted it was fully executed in August 2020 and that HRTAC has engaged in dialogue with VDOT to begin the preliminary engineering that's necessary to move forward with the project.

D. Next HRTAC Regular Meeting – December 10, 2020, 12:30 p.m., (Meeting by Conference Call unless the Governor lifts the State of Emergency),

Adjournment

With no further business to come before the Hampton Roads Transportation Accountability Commission, the meeting adjourned at 1:03 p.m.

A handwritten signature in black ink that reads "Linda T. Johnson". The signature is written in a cursive, flowing style.

Linda T. Johnson
HRTAC Chair