

**WILLIAMSBURG AREA TRANSIT AUTHORITY
REQUEST FOR PROPOSALS 10-004
BANKING SERVICES & LINE OF CREDIT**

This Addendum is forwarded to provide answers to offerors' questions concerning the Request for Proposals documents. Please contact Barbara Creel, Fax (757) 220-6268, or email barbarac@james-city.va.us if you have questions about this Addendum.

1. **WATA Comment: The local governing agencies have been asked to be a guarantor for WATA's banking services and line of credit. Due to the time constraints, an official response will not be available until after the due date for proposals. Therefore, as part of the RFP and rate quotes, please provide the applicable rates with and without locality backing.**

2. **Could WATA please provide a fiscal year end 2009 and 2008 income statement and balance sheet?**

Answer: Please refer to the link to James City County's Comprehensive Annual Financial Reports, as WATA was captured as part of their General Fund in fiscal years 2009 and 2008.

<http://www.jccegov.com/fms/index.html>

3. **Since WATA has not previously used a Line of Credit, what was the approach in determining the amount of \$500,000?**

Answer: The average operating expenditures for WATA in fiscal year 2010 are approximately \$414,000 per month. This includes payroll, all other operating expenses, and Colonial Williamsburg's portion. As WATA is a new entity, the additional amount requested includes unanticipated operating expenses.

4. **Does WATA look to invest any cash balances into CD's or other fixed income investments? Are there any restrictions for investments?**

Answer: Eventually, WATA's goal is to be able to have a cash reserve for such investments. WATA currently follows the James City County Treasurer's Investment Policy, which is ATTACHMENT B of the RFP on WATA's website.

5. **Does WATA have any other debt (ex. for buses)?**

Answer: No

6. **How does WATA expect its independence from the counties to impact/change its operations and financial performance?**

Answer: James City County has agreed to act as WATA's fiscal agent and the costs for these services are anticipated to increase over time. The duties of WATA have increased as the shift to independence occurs. WATA has the potential for growth and as funding sources become available through grants,

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WATA will have the financial resources to acquire the skills needed to perform these duties and the data systems to support information management.

7. Who heads up the management team for WATA?

Answer: Mark Rickards is the Executive Director. WATA has five board (BOD) members which consist of two members from James City County, one member from York County, one member from the City of Williamsburg, and one member from the Colonial Williamsburg Foundation.

8. What is their years served?

Answer: Mark Rickards was hired in 2006 as the Executive Director and was instrumental in the transition from Williamsburg Area Transport to Williamsburg Area Transit Authority.

The terms for the BOD include:

James City County Members: One for a term of three years and one for a term of two years;

York County Member: One for a term of three years;

City of Williamsburg Member: One for a term of four years;

Colonial Williamsburg Foundation Member: One for a term of four years.

9. Does WATA currently have any ongoing litigation?

Answer: No

10. Are your employees in a union? If so, when does their labor contract expire?

Answer: No

11. Does WATA anticipate having one general operating account?

Answer: Yes

12. Other than payroll, will WATA be originating other ACH credit files?

Answer: Yes

13. What is the nature of the ACH debit file origination?

Answer: Federal and State withholding taxes, payroll, Virginia Retirement System (VRS), etc.

14. Will WATA have separate payroll accounts, and if so, does WATA want it to be a Zero Balance Sub account to its main operating account?

Answer: No

15. With only 38 A/P checks cut each month, is Full Reconciliation mandatory? If so, how often will checks be disbursed?

Answer: Yes, full reconciliation is mandatory because of anticipated growth in operations. Checks are disbursed weekly.

16. Is WATA capable of transmitting a check issue file?

Answer: Yes

17. Are the Fund Balances as reported on Attachment A representative of the authority's average collected balances maintained in the checking account?

Answer: No, the attachment reflects fund balances at the end of each month, which is revenue collected in that period and expenses incurred in the same period. The report does not reflect the cash flow totals. There are still outstanding receivables in the month, but the fund balance does not reflect receivables.

18. Can you elaborate on how you are using ACH for Debit Origination? (i.e., drafting for payment) Can you share how often you are originating (# of files sent) and the number of items for which you are originating from?

Answer: We are not currently doing this; however we anticipate doing this in the future.

19. Can you share the monthly volume of wires processed? Do the volumes vary throughout the course of the year?

Answer: The annual number of wires for this fiscal year is approximately eight, so not every month will have wire activity.

20. Can you share the expected number of bank accounts needed and the names of those accounts?

Answer: One-Williamsburg Area Transit Authority.

21. Do you process (deposit) both cash and checks (deposited items)?

Answer: Yes

22. With respect to cash, how much cash in the course of a month might be deposited? Does this vary throughout the course of the year?

Answer: \$500,000 avg. per month. Deposits are seasonal.

23. How many checks (deposited items) are you depositing every month?

Answer: Avg. 12 per month actual checks.

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24. Are the estimated Federal and State Deposits received as ACH credits? Do you receive any type of ACH (addendum) reporting for these transactions?

Answer: We receive notification of incoming and outgoing ACH transactions.

25. What is your expected monthly volume of Stop Payments?

Answer: Zero

This Addendum is part of the Request for Proposal and Contract Documents.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Distribution:

All recorded holders of RFP

A. Davis, James City County Treasurer

K. German, CSB Executive Director

D. Breland, James City County Purchasing

R. Drumwright, WATA

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