

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY, HELD ON THE 17<sup>TH</sup> DAY OF DECEMBER, 2009, AT 10:00 A.M. IN THE QUARTERPATH RECREATION CENTER, MULTI-PURPOSE ROOM 1, 202 QUARTERPATH ROAD, WILLIAMSBURG, VIRGINIA 23185.

**A. CALL TO ORDER**

Ms. Jodi Miller (Chair) called the December meeting of the WATA Board to order, and requested Mr. Mark Rickards, Secretary to the Board, to call the roll. Ms. Miller noted the absence of Mr. Feasel.

**B. ROLL CALL**

**Members of the Board**

**Present:**

Ms. Jodi Miller  
Mr. J. Mark Carter  
Mr. Larry Foster  
Mr. Doug Powell  
Mr. Danny McDaniel

**Absent:**

Mr. Darrel Feasel, Ex  
Officio, VDRPT

**Staff Present:**

Mr. Leo Rogers, WATA Counsel  
Mr. Mark Rickards, WATA Executive Director  
Mr. Richard Drumwright, WATA Planning and Development Director  
Ms. Barbara Creel, WATA Budget and Grants Administrator  
Mr. Leon Sisco, WATA Operations Director  
Mr. Gary Cosman, WATA Communications Specialist  
Ms. Lisa Judkins, WATA Administrative Services Coordinator

**Others:**

Mr. Bill Horacio, Alternate for College of William and Mary

**C. ELECTION OF OFFICERS**

Mr. Rickards explained that three Board positions, namely Vice Chair, Secretary and Treasurer, were to have been elected in July 2009. After consultation with Mr. Rogers, WATA Counsel, it was determined that elections be held as soon as possible. The elected officers will serve a term beginning July 1, 2009, and ending on the tentative date of the Board's organizational meeting, July 15, 2010.

Ms. Miller asked for nominations from the floor. Mr. McDaniel made a motion to re-elect the current slate of officers; Mr. Foster seconded the motion. Mr. Carter declined the nomination for Vice Chair and nominated Mr. Foster. Ms. Miller asked for additional nominations from the floor. With no additional nominations from the floor, the following slate of Officers was unanimously elected by a Board vote of 5-0: Vice Chair, Mr. Foster; Treasurer, Ms. Ann Davis; and Secretary, Mr. Rickards.

Mr. Powell suggested the Board review its By Laws in early 2010, to examine the Chair's term of office which is currently two years. Ms. Miller recommended a review of all By Laws to take place during the regular Board meeting in February or March 2010.

**D. PUBLIC COMMENT**

Ms. Miller opened the floor for Public Comment. As no one wished to comment, Ms. Miller closed this section of the meeting.

**E. CONSENT CALENDAR**

**1. Minutes – November 19, 2009**

Ms. Miller requested approval of minutes from the November 2009 Board meeting. Mr. Carter moved that the minutes be approved. The minutes were approved by a Board vote of 5-0.

**F. BOARD CONSIDERATIONS**

**1. Adoption of Fiscal Year 2010 Calendar**

Ms. Miller asked Mr. Rickards to present a memorandum on the Adoption of Fiscal Year 2010 Calendar. Mr. Rickards presented the calendar to the Board, noting WATA's office closures for holidays which parallel those of James City County, and operations closures for three holidays a year: Thanksgiving, Christmas, and New Year's Days. Mr. Rickards then read the resolution to adopt the calendar for the period of December 1, 2009, through July 31, 2010. Mr. Powell moved to adopt the resolution which was adopted by the Board with a vote of 5-0.

**RESOLUTION**

**APPROVAL OF CALENDAR – FISCAL YEAR 2010**

WHEREAS, the Board of Directors of the Williamsburg Area Transit Authority (WATA) is desirous of establishing times and dates for the conducting of its business for December 2009 through July 2010; and

WHEREAS, the Williamsburg Municipal Building is no longer available for WATA meetings; and

WHEREAS, a new location to hold WATA meetings is available at the Quarterpath Recreation Center; and

WHEREAS, regular meetings of the Board of Directors shall be held at 10:00 a.m. on the third Thursday of each month at the Quarterpath Recreation Center, 202 Quarterpath Road, Williamsburg, Virginia 23185; and

WHEREAS, the Board wishes to set the organizational meeting for July 15, 2010 and to establish the holidays for the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby approves the attached calendar establishing the times and dates for the conducting of its business for December 2009 through July 2010.

**2. Transit Fares – Extension of All-Day Pass Program**

Ms. Miller asked Mr. Rickards to present a memorandum to extend the All-Day Pass Program. Mr. Rickards discussed the success of the pass program and asked Board members to extend the current program to March 31, 2010, at which time WATA intends to implement a new fare/pass program. This new program will offer more fare options for WATA riders, as well as generate additional revenue for the Authority. Ms. Miller reminded members of prior discussions regarding a program and asked for a motion to adopt the resolution. Mr. Foster made the motion; the resolution was adopted by the Board with a vote of 5-0.

## RESOLUTION

### TRANSIT FARES – EXTENSION OF ALL-DAY PASS PROGRAM

WHEREAS, the Board of Directors of the Williamsburg Area Transit Authority (WATA) amends its fare structure by extending the All-Day Pass program to January 1, 2010 through March 31, 2010; and

WHEREAS, the Board of Directors desires to maintain a low cost fare structure while encouraging frequent use of the local public transportation system.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby adopts this fare change effective immediately.

### **3. Suspension of Bonus Pay**

**Ms. Miller asked Mr. Rickards to present a memorandum on the suspension of shift differential pay. Mr. Rickards recommended the resolution be tabled until next fiscal year as it is anticipated that the entire operations schedule will be revised. He described a work plan which involves rotating shifts to include weekends. Mr. Rickards stated that more time was needed to restructure the current schedule. Mr. Rogers stated that although the shift differential policy is according to James City County's compensation plan, the Board has the authority to change the policy. It was decided that a revised operations schedule be presented to the Board during its April 2010 meeting. Mr. Powell made a motion to table the resolution until such time the revised schedule is ready for Board review. The motion was approved by a Board vote of 5-0.**

### **G. REPORTS OF THE EXECUTIVE DIRECTOR**

Ms. Miller called on Mr. Rickards to present the reports of the Executive Director.

1. Mr. Rickards requested Ms. Creel, WATA Budget and Grants Administrator, to report on Ridership and Revenues. Ms. Creel reported that 29% of the operating budget and 37% of salary and fringes have been expended to date. The average fuel cost for November was \$2.76 per gallon, an increase from last month. She presented fiscal year 2010 expenses and revenues through November, reporting a \$48,757 surplus based on James City County's FMS reports. She also stated December totals would possibly indicate a deficit. Fare box revenue increased 7% year-to-date when compared to the same period in fiscal year 2008. Ms. Creel reviewed ridership data for WATA and Colonial Williamsburg. She advised that York County Trolley ridership was not reported as that service is not currently operational.
2. Mr. Sisco, WATA Operations Director, reported the bus shelter has been installed on Scotland Street. He continues to work with VDOT regarding the shelter installation by the Housing and Redevelopment Office. He reported the highest trolley ridership occurred on December 6, 2009, during the Grand Illumination events. The increased ridership was due in part to an announcement made by Colonial Williamsburg to encourage trolley use. He expressed his desire to increase communication among the localities and Colonial Williamsburg prior to special events such as the Grand Illumination. Holiday operations will be as follows: Christmas Eve, 8:00 am – 5:00 pm; Christmas Day, closed; New Year's Day, closed. In addition, the Green Line which serves William and Mary will cease operations on December 18, 2009, and resume on January 15, 2010.

3. Mr. Drumwright, WATA Director of Planning and Development, provided updates on planning and procurement activities. The evaluation team continues to work on the RFP for Compressed Natural Gas Compressors and plans to make an award recommendation to the Board at its January meeting. WATA received eight proposals from highly qualified firms in response to Request for Proposals 10-003, Design and Production of Marketing Brochures. The next step is convening the evaluation team in order to review the proposals.

Mr. Drumwright reviewed the current status of the Hampton Roads Job Access and Reverse Study, which is a collaborative effort between WATA, Hampton Roads Transit (HRT) and Hampton Roads Planning and Development Committee (HRPDC). The purpose of the study is to define commuting needs and strategies to support the Hampton Roads urbanized labor market. He then summarized current efforts underway in Phase II of the Hampton Roads Transportation Vision plan. A collaborative project between Virginia Department of Rail and Public Transportation (VDRPT), HRPDC, WATA and Hampton Roads jurisdictions, Phase II is focusing on the compatibility between proposed transit improvements and land use expectations. A series of public meetings are currently underway to gather data on the development of transit corridors and the impact of transit investment. The Route 60 Corridor, namely from Lightfoot to Newport News, is also being evaluated.

4. Mr. Rickards invited Board members to the WATA staff holiday gathering which will take place on December 18, 2009, from 11:30 am to 2:00 pm at the WATA office. He also summarized a Transportation Planning Organization meeting he attended at which General Assembly members and locality officials gathered to discuss prioritization of transportation projects for the region. He also announced that a 7% reduction in state grant funds is likely for fiscal year 2011.

Mr. Rickards concluded his report by summarizing WATA accomplishments in 2009. The addition of trolley service and the implementation of increased service frequency were highlighted. He stated priorities for calendar year 2010, including the creation of a capital reserve fund and the implementation of a customer service facility. Ms. Miller recommended a review of WATA's Strategic Plan to gauge WATA's progress.

#### **H. BOARD REQUESTS AND DIRECTIVES**

Ms. Miller pointed out that Board requests and directives were made throughout the meeting and asked whether Mr. Rickards had any questions. Mr. Rickards responded that he had no questions.

#### **I. PUBLIC COMMENT**

Ms. Miller opened the floor for Public Comment. As no one wished to comment, Ms. Miller closed this section of the meeting.

#### **J. ADJOURNMENT**

There being no further business before the Board, Ms. Miller called for a motion to adjourn. Mr. Foster moved for adjournment. Ms. Miller adjourned the meeting at 10:40 a.m.

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Larry M. Foster  
Vice Chair

LJCJ  
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