

AGENDA ITEM NO. D.1

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY, HELD ON THE 21ST DAY OF JANUARY, 2010, AT 10:00 A.M. IN THE QUARTERPATH RECREATION CENTER, MULTI-PURPOSE ROOM 2, 202 QUARTERPATH ROAD, WILLIAMSBURG, VIRGINIA 23185.

A. CALL TO ORDER

Mr. Larry Foster (Vice Chair) called the January meeting of the WATA Board to order, and requested Mr. Mark Rickards, Secretary to the Board, to call the roll. Mr. Foster noted the absence of Chair Jodi Miller who is on maternity leave and welcomed the City of Williamsburg's alternate representative, Carolyn Murphy.

B. ROLL CALL

Members of the Board

Present:

Mr. J. Mark Carter
Mr. Larry Foster
Mr. Doug Powell
Mr. Danny McDaniel
Ms. Carolyn Murphy, Alt.,
City of Williamsburg

Staff Present:

Ms. Angela King, 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

Absent:

Ms. Jodi Miller

Others:

Mr. Wade Henley, College of William and Mary
Mr. Darrel Feasel, Ex Officio, VDRPT
Ms. Amy Inman, VDRPT
Mr. Neil Ellwein, Colonial Williamsburg Foundation

C. PUBLIC COMMENT

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

D. PRESENTATION

Mr. Foster requested Mr. Rickards to introduce guest speaker, Amy Inman from the Virginia Department of Rail and Public Transportation. Ms. Inman presented background information on Phase I of the Hampton Roads Transit Vision Plan (HRTVP) which was completed in early 2009. Subsequently, Phase II of the Plan has begun and will be conducted via a Project Management Team from VDRPT with support from a project Steering Committee comprised of representatives from each jurisdiction, as well as Hampton Roads Transit (HRT), WATA, and the Hampton Roads Transportation Planning Organization (HRTPO). Ms. Inman summarized the objectives of the Plan and outlined the schedule of activities to be completed in Phase II. After brief discussion, Mr. Foster thanked Ms. Inman for her presentation.

E. CONSENT CALENDAR

1. Minutes – December 14, 2009 Work Session
2. Minutes – December 17, 2009

Mr. Foster requested approval of minutes from the December 14, 2009 Work Session as well as those from the December 17, 2009, regular Board meeting. Mr. Powell moved that both sets of minutes be approved. The minutes were approved by a Board vote of 5-0.

F. BOARD CONSIDERATIONS

1. FY 2011 Virginia Department of Rail and Public Transportation Grant Application

Mr. Foster asked Mr. Rickards to present a memorandum on the FY 2011 Virginia Department of Rail and Public Transportation Grant Application. Mr. Rickards reminded members that Board approval of the grant application is required by law and that the dollar amounts in the application were likely to be adjusted once funding amounts are finalized. Mr. Rickards asked Ms. Creel to review the application information with Board members. She briefly discussed the allocations of Federal and State Funds included in the application. Mr. Foster thanked Mr. Rickards and Ms. Creel for the information and asked for a motion to adopt the resolution. Mr. Carter moved to adopt the resolution which was adopted by the Board with a vote of 5-0.

RESOLUTION

FY 2011 Virginia Department of Rail and Public Transportation Grant Application

WHEREAS, the Commonwealth of Virginia has made funds available for public transportation; and

WHEREAS, the Board of Directors is desirous of securing said funds in support of Williamsburg Area Transit Authority operations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorizes and directs the Executive Director to execute and file the application to the Virginia Department of Rail and Public Transportation (VDRPT) of the Commonwealth of Virginia for a grant of State public transportation matching assistance under Section 58.1-638(A)(4) of the Code of Virginia. The amount requested for State and Federal assistance is \$3,198,779 to assist in eligible project expenses.

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorizes the Executive Director to accept grant funds awarded and to furnish the VDRPT documents and other information as may be required for processing this grant request.

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority, certify that the funds shall be used in accordance with the requirements of Section 58.1-638(A)(4) of the Code of Virginia, and that Williamsburg Area Transit Authority may be subject to audit by VDRPT and the State Auditor of Public Accounts.

2. FY 2011 State Operating Assistance – Proposed Budget

Mr. Foster asked Mr. Rickards to present a memorandum on the FY 2011 State Operating Assistance –

Proposed Budget. Mr. Rickards stated the proposed budget includes capital and operating expenses and revenues and asked Ms. Creel to present additional information on the proposed budget. Ms. Creel discussed differences between the budgets for FY 2010 and FY 2011, such as a 9% reduction in state operating assistance funds for FY 2011 and an increase in employee fringe benefits costs for the same year. She stated that Congested Mitigation Air Quality (CMAQ) funding is in the second year of a three-year grant period. Mr. Powell questioned the difference in fare box revenue adopted in the FY 2010 budget and the FY 2011 proposed budget. Ms. Creel explained that fare box revenue in the adopted FY 2010 budget was overestimated because it was based on revenue generated from increased service frequency as well as trolley service. Both services began in FY 2010 later than anticipated. Ms. Creel stressed the importance of maintaining the current level of locality funding as a reduction would impact the Federal and State revenues. Mr. Powell recommended that FY 2011 locality funding requests include data on the impact of reductions in local funding to include service level reductions and the number of passengers affected by decreases or eliminations of service. With no further discussion, Mr. Foster asked for a motion to adopt the resolution. Mr. McDaniel moved to adopt the resolution which was adopted by the Board with a vote of 5-0.

RESOLUTION

FY 2011 STATE OPERATING ASSISTANCE – PROPOSED BUDGET

WHEREAS, the Executive Director has prepared a one-year Proposed Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, including all operating and capital revenues and expenses; and

WHEREAS, it is now necessary to appropriate funds to carry out the activities proposed therein for the fiscal year beginning July 1, 2010, and ending June 30, 2011, and to set fares in place, endorse revenues, and approve grants.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby adopts the following revenues and expenditures:

Revenues:

Federal Grants	\$4,318,438
State Grants	\$1,395,506
Local Grants	\$1,081,036
Bond Issuance Capital	\$150,000
Fare-box Revenue	\$400,000
Fuel Rebates	\$44,000
Advertising	\$50,000
W&M Contract Services	\$231,000
CW Capital Portion	\$4,800
CW Historic Triangle	<u>\$1,594,420</u>
Total	<u><u>\$9,269,200</u></u>

Expenditures:

Salaries & Wages	\$2,789,769
Operating Expenses	\$2,557,511
Capital Expenses	\$2,327,500
CW Expenses	<u>\$1,594,420</u>
Total	<u><u>\$9,269,200</u></u>

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority approves the Fiscal Year 2011 proposed budget in the amount of \$9,269,200.

3. Contract Award – Installation of Replacement Compressors for Natural Gas Fuel Station

Mr. Foster asked Mr. Rickards to present a memorandum on the Contract Award – Installation of Replacement Compressors for Natural Gas Fuel Station. Mr. McDaniel recused himself from voting on this resolution. Mr. Rickards asked Mr. Drumwright to present the memorandum. Mr. Drumwright introduced Neil Ellwein, Senior Engineer with the Colonial Williamsburg Foundation, who was available to answer questions from Board members. After issuing a Request for Proposals, evaluating the proposals received, and conducting interviews, the evaluation team consisting of staff from WATA, Colonial Williamsburg Foundation, and James City County’s Purchasing Department recommended the contract be awarded to Universal Air Products Corporation. After brief discussion, Mr. Foster asked for a motion to adopt the resolution. Mr. Powell moved to adopt the resolution which was adopted by the Board with a vote of 4-0, with one abstention.

RESOLUTION

**CONTRACT AWARD – INSTALLATION OF REPLACEMENT COMPRESSORS
FOR NATURAL GAS FUEL STATION**

WHEREAS, the Board of Directors desires to install two replacement compressors in support of the Compressed Natural Gas Fuel Station; and

WHEREAS, a Request for Proposals was advertised to install replacement compressors; and

WHEREAS, the proposal submitted by Universal Air Products Corporation was the most responsive proposal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorizes and directs the Executive Director to execute any and all documents necessary to contract with Universal Air Products Corporation for the installation of two replacement compressors in support of the Compressed Natural Gas Fuel Station.

Revenues:

Federal Grant	\$370,339
State Grant	\$74,068
Local contribution (CWF)	<u>\$18,517</u>

\$462,924

Expenditures

Compressors installation \$462,924

\$462,924

G. REPORTS OF THE EXECUTIVE DIRECTOR

Mr. Foster 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 35% of the operating budget and 44% of salary and fringes have been expended to date. The average fuel cost for December was \$2.70 per gallon, a decrease from last month. She presented FY 2010 expenses and revenues through December, reporting a monthly \$154,426 deficit based on James City County's FMS reports. Fare box revenue increased 3% year-to-date when compared to the same period in FY 2009. Ms. Creel reviewed ridership data for WATA and Colonial Williamsburg.
2. Mr. Drumwright, WATA Director of Planning and Development, provided updates on planning and procurement activities. The evaluation team will interview vendors who submitted proposals in response to the Request for Proposals (RFP) for Marketing Brochures. WATA staff plans to make an award recommendation to the Board at its February meeting. On planning activities, Mr. Drumwright reported that a series of regional public meetings for comments are being held on Hampton Roads Tier I Draft Environmental Impact Statement. On October 30, 2009, the region's Transportation Planning Organization (TPO) Board overwhelmingly passed a resolution that endorsed two critical components: 1) the designation of a high speed rail corridor along the Norfolk Southern/US 460 corridor with designated speeds of more than 110 mph; and 2) in conjunction with the high speed rail corridor, the enhancement of intercity rail service along the CSX/Amtrak/I-64 corridor.
3. Mr. Sisco, WATA Operations Director, reported that VDOT has approved the sites to install five (5) bus shelters and planning has begun for the installation of ten (10) additional shelters. He reported on the delays on the Orange Line due to the construction on Merrimac Trail, as well as temporarily moving the post office stop to the Williamsburg Community Building because of building construction at the post office. Mr. Sisco reported that WATA fare collection security procedures are being reviewed as a result of what is occurring with Hampton Roads Transit (HRT). Two body-on-chassis buses were sold at public auction last week. The buses had been in service beyond the recommended useful life for that particular vehicle.
4. Mr. Rickards informed Board members of an issue at the Williamsburg Outlet Mall, namely the loitering of passengers who wait for buses, leading to incidents of undesirable behavior. He emphasized the importance of opening a store front office not only to establish a retail sales location but also to establish a presence at this valuable transfer station. He hopes to present a proposal on a store front office at the March meeting. Mr. Foster questioned whether the store front office would operate under operations or administration hours; Mr. Rickards replied that the hours had not yet been determined as several factors need to be taken into account.

Mr. Rickards concluded his report by informing Board members that he would be out of the office to attend the ATPA conference in Florida and also TPO Retreat in early February. He will report on both events during the February meeting.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Foster asked Board members if they had any requests or directives for staff. No requests or directives were given.

I. PUBLIC COMMENT

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

J. ADJOURNMENT

There being no further business before the Board, Mr. Foster called for a motion to adjourn. Mr. Powell moved for adjournment. Mr. Foster adjourned the meeting at 11:40 a.m.

Larry M. Foster
Vice Chair

LJCJ
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