

AGENDA ITEM NO. D.1

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY, HELD ON THE 17TH DAY OF SEPTEMBER, 2009, AT 10:00 A.M. IN THE WILLIAMSBURG MUNICIPAL BUILDING, THIRD-FLOOR CONFERENCE ROOM, 401 LAFAYETTE STREET, WILLIAMSBURG, VA 23185.

CALL TO ORDER

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

A. ROLL CALL

Members of the Board

Present:

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

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 Marketing and Public Relations

Absent:

Mr. Doug Powell

Others:

Mr. Wade Henley, College of William and Mary
Mr. Ken Pollock, Department of Rail and Public Transportation

B. PUBLIC COMMENT

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

C. CONSENT CALENDAR

Ms. Miller requested approval of the minutes of the August Board meeting. Ms. Miller informed the Board that revisions to the Board packets had been made, specifically to the current Agenda and to the August meeting minutes. Revised copies were distributed before the start of the meeting. Mr. Foster moved that the revised minutes be approved. The minutes were unanimously approved by the Board.

D. BOARD CONSIDERATIONS

1. Ms. Miller asked Mr. Rickards to present a memorandum on the Contract Award-Installation of Back-up Generator for Compressed Natural Gas Fuel Station. Mr. Rickards stated that, on behalf of WATA, James City County Purchasing issued a Request for Proposal ("RFP") for the installation of a back-up generator for the Colonial Williamsburg Foundation Compressed Natural Gas (CNG) Fueling Station. Eight (8) responses were received. Four (4) firms were interviewed by the Evaluation Team, which consisted of WATA staff, Colonial Williamsburg

Foundation and James City County Purchasing. The Evaluation Team recommended Hitt Electrical Contractors be awarded this contract. Mr. Rickards stated that the required local contribution for the back-up generator would be paid by the Colonial Williamsburg Foundation. After a brief discussion, Mr. Foster moved to approve the resolution. Mr. McDaniel abstained from voting. The resolution was approved by the Board with a vote of 3-0, with one abstention.

RESOLUTION

**CONTRACT AWARD – INSTALLATION OF BACK-UP GENERATOR
FOR COMPRESSED NATURAL GAS FUEL STATION**

WHEREAS, the Board of Directors desire to install a back-up generator in support of the Compressed Natural Gas Fuel Station; and

WHEREAS, a Request for Proposal was advertised to install this Back-up Generator; and

WHEREAS, the proposal submitted by Hitt Electrical Contractors was the most responsive proposal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorize and direct the Executive Director to contract with Hitt Electrical Contractors to install a back-up generator in support of the Compressed Natural Gas Fuel Station.

<u>Revenues:</u>		
	Federal Grant	\$108,000
	State Grant	\$21,600
	Local Contribution (CWF)	\$5,400
		<u>\$135,000</u>
<u>Expenditures:</u>		
	Generator Installation	\$135,000
		<u>\$135,000</u>

2. Ms. Miller asked Mr. Rickards to present a memorandum on the Fiscal Year 2010 Budget – Virginia Department of Rail Public Transportation Non-Urban (Section 5311) American Recovery and Reinvestment Act (ARRA) Grant Application. The grant application in the amount of \$130,000 will provide funds to replace two Body-on-Chassis specialized buses which support Demand Response Services. Mr. Rickards stated that, in addition to services for the disabled, these buses would also provide rural services to Surry County and the northwest portion of James City County. There being no further questions or comments, Mr. Carter moved to approve the resolution. The resolution was approved by the Board (4-0).

RESOLUTION

**FISCAL YEAR 2010 BUDGET - VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION NON-URBAN
(SECTION 5311) AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) GRANT APPLICATION**

WHEREAS, the Virginia Department of Rail and Public Transportation (VDRPT) has made non-urban federal funds available for public transportation through the American Recovery and Reinvestment Act; and

WHEREAS, the Board of Directors is desirous of securing such funds in support of Williamsburg Area Transit Authority Demand Response Services for the Disabled;

WHEREAS, the grant consists of 100 percent federal revenues and requires no local revenues match; and

WHEREAS, the amount requested for Federal assistance is \$130,000 to assist in eligible project expenses for Demand Response Services for the Disabled.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorize and direct the Executive Director to execute and file the application to the VDRPT of the Commonwealth of Virginia for a grant of federal pass-through public transportation matching assistance under Section 58.1-638(A) (4) of the Code of Virginia.

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority hereby authorize the Executive Director to accept grant funds awarded and to have furnished 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 the 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 the VDRPT and the State Auditor of Public Accounts.

<u>Revenues:</u>		
	Federal	\$130,000
		\$130,000
<u>Expenditures:</u>		
	Two (2) Replacement Buses	\$130,000
		\$130,000

- Ms. Miller asked Mr. Rickards to present a memorandum on Transit Fares – Extension of All-Day Pass Program. Mr. Rickards reminded members of previous Board action that authorized the All-Day Pass Program through September 30, 2009. Mr. Rickards requested that the \$1.50 All-Day Pass Program be extended until December 2009. Mr. Rickards discussed implementing a weekly or monthly pass program to encourage increased ridership with discounted fares. Mr. Foster suggested conducting a passenger survey to ascertain whether customers want weekly or monthly passes. Ms. Miller recommended further discussion of the Pass Program at the October 2009 Board meeting. There being no further questions or comments, Mr. Foster moved to approve the resolution. The resolution was approved by the Board (4-0).**

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 expanding the All-Day Pass program to October 1, 2009 through December 31, 2009; 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.

E. REPORTS OF THE EXECUTIVE DIRECTOR

1. Ms. Miller called on Mr. Rickards to present the reports by the Executive Director. Mr. Rickards stated that the Trolley was present at the Farmers Market on Duke of Gloucester Street over the Labor Day Weekend. JCC Channel 48 conducted a video shoot of the Trolley which will air soon. Mr. Rickards announced the Trolley Ribbon-Cutting Ceremony will be held at 2:30 pm on September 29, 2009, in High Street.
2. Mr. Rickards requested Ms. Creel, WATA Budget and Grants Administrator, to report on Ridership and Revenues. Ms. Creel reported that 10% of WATA's operating budget and 14% of salary and fringe benefits have been expended to date. The average fuel cost for August 2009 was \$2.58 per gallon. Farebox revenue increased by 5% compared to year-to-date data from FY09. Ms. Creel reported that fixed route ridership increased 7% when compared to the same period in FY09. However, ridership for Colonial Williamsburg decreased 21%. Both the Historic Triangle Shuttle and the York Trolley experienced a 2% increase in ridership. Ms. Creel concluded that, for the first time, WAT ridership exceeded 100,000 passengers in a month.
3. Mr. Drumwright, WATA Director of Planning and Development, provided updates on planning and procurement activities. The Transportation Development Plan (TDP) is complete. Its purpose is to serve WATA as a management and policy tool. A CD and three (3) copies are expected the week of September 28th. The Cost Allocation Methodology scenarios based on Board input have been completed by KFH, Inc. Given findings, it is recommended the Board may want to have a work session to provide guidance for policy decision. The Facility Feasibility Study is still in the stages of fact-finding to develop space needs, a recommendation for maintenance support and a financial plan. The Board asked for a status update prior to a summary presentation planned for the January 2010 Board meeting.

Mr. Drumwright reported that two (2) Requests for Proposals (RFPs) have been advertised: one for the contractual provision of Demand Response Services, due October 19, 2009; and one for the replacement of five (5) compressors for the Compressed Natural Gas Fuel Station, due October 9, 2009. He expressed WATA's satisfaction with the interest these programs are generating.

4. Mr. Sisco, WATA Operations Director, stated that trolley services have been offered for 28 days, with a total ridership of 2,977, averaging 166 passengers daily. It was estimated one-half of the ridership was William and Mary students traveling to New Town. WATA is working with the College on revisions to the Green Line. An update on bus shelter installations was given. Given the results of extended operational hours during the Labor Day weekend, WATA will re-evaluate extending operational hours. Mr. Sisco reported that the automated electronic bus data systems malfunctioned requiring the system manufacturer to provide corrections for a week. With

assistance from James City County's Department of Information Technology and Hampton Roads Transit, the system was restored.

5. Mr. Rickards stated interior vehicle advertising and location of new administrative space will be brought before the Board in October. The hiring of WATA's Administrative Services Coordinator, Lisa Judkins was announced. Ms. Judkins, currently a James City County employee with Colonial Community Corrections, will begin WATA employment on Monday, September 21, 2009.

F. BOARD REQUESTS AND DIRECTIVES

Ms. Miller requested that fare structure be included on the agenda for the October meeting. She also requested a status update on the facility feasibility study, prior to a January presentation.

G. PUBLIC COMMENT

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

H. ADJOURNMENT

There being no further business before the Board, Ms. Miller called for a motion to adjourn. Mr. Carter moved for adjournment. Ms. Miller adjourned the meeting at 10:35 a.m.

Jodi M. Miller
Chair

LJCJ
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