

YORK COUNTY HISTORICAL COMMITTEE
Yorktown Library

August 17, 2017

Attending: David Allen, Walt Akers, David Cienski, Mary Clark, Sherman Hill, Bonnie Karwac, Sandra LeCount, Dick Lusk, Ed McGinley, Bob Norman, J.P. Paler, Ross Patterson, Dan Seabolt, Tim Smith, Tom Williams, and Lois Winter and County Liaison Rick Smethurst.

Excused: John Frankenburg, Barrett ShROUT

Vice-Chairman Dan Seabolt welcomed members and opened the meeting at 7:01 p.m.

David Cienski gave the Invocation and Dan Seabolt led the Pledge of Allegiance.

Minutes from the June meeting were reviewed. A motion was made and seconded for the minutes, with corrections, to be approved for record. The motion carried.

Treasurer's Report. Dick Lusk reported that the checkbook balance stood at 5870.95 in June and currently stands at \$13,371.00. Reconciled expenses were listed in the report. The funds from the budget submitted to the Board of Supervisors have been provided in July in the amount of \$7,500. Motions were made and seconded to have the June and July Treasurer's Report to be approved for audit. The motions carried.

Old Business

- Lecture Series – Bob Norman discussed the status for the Fall series of lectures and the confirmation of September 24 as the date for the first lecture with Feather Swartz Foster being the first speaker with the topic 'Dolley Madison – Fashionista!' Follow on potential speakers (including Clayton Farrington of the Hampton Roads Naval Museum in Norfolk as well as the Daily Press authors of The Unknown and Impossible, Tamara Dietrich, Mark St John Erickson, and Mike Holtzclaw) were also discussed. Per John Frankenburg's request to fill the February 2018 slot with something of African-American interest, Sherman Hill contacted James Cameron, a Colonial Williamsburg interpreter. Mr. Cameron requested a \$150 speaker's fee. Discussion ensued and resulted in a motion to approve the authorization for a \$150 speaker's fee. The motion was seconded and carried. Sherman also had some leads within the Prince Hall order of the Masons. There was some discussion on the subject that could be explored for a potential lecture.
- Black History Month – Lois Winter mentioned that the American Revolution Museum at Yorktown had a great exhibit featuring James Lafayette with a knowledgeable and entertaining interpreter. Sherman Hill will look into the feasibility and interest for a field trip to the Smithsonian African-American Museum. Sherman Hill noted that the Board of Supervisors had voted on changing the name of a building at Brown Park in Lackey to honor Dr. Martin Luther King, Jr. He had wished that the Committee could have been involved and perhaps offered a list of local African-Americans of historical significance. Discussion ensued and Dan Seabolt and Rick Smethurst offered to research how resolution of the Board of Supervisors transpired and based on that draft a letter to the Board of Supervisors if warranted.
- 4th of July Parade Recap – Dan Seabolt thanked all who were able to participate in the 4th of July Parade.

New Business

- Notes for Upcoming Meetings – A meeting of the Executive Board will take place next month, prior to the Committee meeting. A Nominating Sub-Committee will need to be selected at the September meeting, with the slate of officers set at the October meeting and elections at the November meeting for installation at the December dinner meeting.
- Christmas Tree Lighting – Mary Clark has started the planning for this year's Christmas Tree Lighting and has met with J.P. Paler Rick Smethurst to start discussing the plan.
- Yorktown Day – Dan Seabolt reported that October 19th is a Thursday. The parade will start at 10:30 a.m. More details will follow at the next meeting. Lois Winter read the list of events associated with this year's Yorktown Day program. Lois also reported that there will also be an unveiling of a statue of Lafayette by the American Friends of Lafayette at the New Kent Ordinary on October 14 at 11 a.m. in time for dedication at Yorktown Day [<https://friendsoflafayette.wildapricot.org/Erect-a-Statue>] where it will join the statues of Washington and DeGrasse on the Riverwalk plaza.
- Veterans' Day – Tim Smith reported that planning was underway for the Veterans' Day events at York Hall (Saturday, November 11 at noon). He is finalizing the program, speakers, wreathlaying and flowers for the veterans present.
- The Mobile Museum – Lois Winter noted that Dave Meredith has been busy touring with the Mobile Museum, part of the Virginia WWI and WWII Profiles of Honor Tour, an ongoing statewide commemoration. It marks the 100th anniversary of U.S. entry into WWI and the 75th for WWII. [<https://www.virginiawwiandwwii.org/tour>]

Liaison Reports:

- York County Historical Museum – Bonnie Karwac reported that the Museum sponsored a Civil War Walking Tour to thank their Docents led by Drew Gruber. The Museum is still seeking volunteers for docent duty at both facilities. The Museum's book, Yorktown's Buried History, is hot off the presses and available for sale at the Gallery and soon at the other local museums.
 - York County Historical Society – Bonnie reported that they had planned to do a Family Geneology event in September at the Senior Center, date to be confirmed.
 - Yorktown Foundation: Walt Akers reported that the daughter of Susan Powell would be stepping up to take the Arts on the Riverwalk event. The Labor Day weekend concert featuring the Virginia Symphony was scheduled for Saturday September 2, on the Riverwalk.
 - Yorktown Cannon Scan Video – Bonnie reported that there was a good Youtube video on the scanning of the Cannon to be placed at the Yorktown waterfront. [<https://www.youtube.com/watch?v=kZNAhECSLyI>]
- There being no further business, the meeting was adjourned at 8:12 p.m.

Next Meeting

Our next general meeting will be held on Thursday, Sept 21, 2017 at 7:00 p.m. at York Hall. An executive board meeting was scheduled to precede that meeting at 6:00 p.m.

Respectfully submitted, David Cienski, Recording Secretary

YORK COUNTY HISTORICAL COMMITTEE
York Hall

September 21, 2017

Attending: David Allen, David Cienski, Mary Clark, Sherman Hill, John Frankenburg Bonnie Karwac, Sandra LeCount, Dick Lusk, Ed McGinley, Bob Norman, J.P. Paler, Ross Patterson, Dan Seabolt, Barry ShROUT, Tom Williams, and Lois Winter.

Excused: Tim Smith, Rolande Phillips

Chairman John Frankenburg welcomed members and thanked Vice-Chairman Dan Seabolt for standing in for him at the last meeting. He opened the meeting at 7:01 p.m.

David Cienski gave the Invocation and John Frankenburg led the Pledge of Allegiance.

Minutes from the August meeting were reviewed. A motion was made and seconded for the minutes to be approved for record. The motion carried.

Treasurer's Report. Dick Lusk reported that the checkbook balance stood at \$12,988.95. Reconciled and unreconciled expenses (for 850 electric candles at \$909) were listed in the report. A motion was made and seconded to have the August Treasurer's Report to be approved for audit. The motion carried. Dick reported that the 2018 Strawman Budget for the committee was approved in the Executive Board meeting and was ready to be discussed in general session.

Old Business

- Lecture Series – Bob Norman discussed the status and the confirmation of all dates for the Fall series. October 1 was the date for the first lecture with Feather Swartz Foster being the first speaker with the topic 'Dolley Madison – Fashionista!' Follow on speakers included Clayton Farrington of the Hampton Roads Naval Museum in Norfolk (October 22) and the Daily Press authors of The Unknown and Impossible, [Tamara Dietrich, Mark St John Erickson, and Mike Holtzclaw] (November 12) were also discussed. Filling the February 2018 slot with a topic for African-American history month, Sherman Hill confirmed that James Cameron, a Colonial Williamsburg interpreter, would be speaking on Saturday, February 3, 2018 at 3 p.m.
- Black History Month – Lois Winter mentioned that the American Revolution Museum at Yorktown had a great exhibit featuring James Lafayette with a knowledgeable and entertaining interpreter. Sherman Hill will look into the feasibility and interest for a field trip to the Smithsonian African-American Museum. John Frankenburg will discuss the possibility of the county sponsoring a motor coach for this event with sale of tickets open to the general public and some portion reserved for Historical Committee members.
- Dan Seabolt recounted the communications regarding the Board of Supervisors vote on changing the name of a building at Brown Park in Lackey to honor Dr. Martin Luther King, Jr. The result of the communications was positive and held potential for Historical Committee involvement in other matters in support of Board of Supervisor actions. John Frankenburg asked for a volunteer to review upcoming Board of Supervisor agenda notifications for items of historical significance. Mary Clark agreed to take on that task.
- Notes for Upcoming Meetings – The Nominating Sub-Committee will present the slate of officers at the October meeting and elections will take place at the November meeting for installation at the December dinner meeting.

- Christmas Tree Lighting – Mary Clark has started the planning for this year’s Christmas Tree Lighting (Dec 1) and has met with J.P. Paler and Rick Smethurst. Ed McGinley has joined the sub-committee.
- Yorktown Day – John Frankenburg reported that October 19th is a Thursday. The parade will start at 10:30 a.m. John Frankenburg has submitted the application for the committee to join the parade. Lois Winter read the list of events associated with this year’s Yorktown Day program. Lois also reported that there will also be an unveiling of a statue of Lafayette by the American Friends of Lafayette <https://friendsoflafayette.wildapricot.org/Erect-a-Statue> where it will join the statues of Washington and DeGrasse on the Riverwalk plaza.

New Business

- Fact Sheets – Lois Winter reported successes with prior sales and new printing of the Yorktown Factsheet books. She passed around the example of Walt Akers’ improved pages.
- Veterans’ Day – John Frankenburg relayed that Tim Smith reported that planning was underway for the Veterans’ Day events at York Hall (Saturday, November 11 at noon). He is finalizing the program, speakers, wreathlaying and flowers for the veterans present.
- Nominating Committee – John asked for volunteers for the nominating committee. Mary Clark, David Allen and J.P. Paler volunteered to serve on that sub-committee.
- Tidewater Revolutionary War Partnership – Bonnie Karwac and Lois Winter reported on an organization designed to help coordinate efforts on events of historical nature amongst the various entities. Mike Steen of the Waterman’s Museum is leading the effort.
- Volunteers Hour Sheet – John Frankenburg asked for re-doubled effort in submitting and monitoring of our volunteer hours. J.P. Paler volunteered to take on the effort.
- Research Sub-committee – John Frankenburg asked for volunteers to help do some research in support of Board of Supervisor requests. Barry Shroust and David Allen volunteered and will coordinate with Rick Smethurst.

Liaison Reports:

- York County Historical Museum – Bonnie Karwac reported on the walking tour book made by the Celebration Yorktown Committee (available in the Gallery). The Museum planned a Civil War Walking Tour to thank their Docents led by Drew Gruber. The Museum is still seeking volunteers for docent duty at both facilities.
- York County Historical Society – Bonnie reported that they had planned to do a Family Geneology event in September at the Senior Center, date to be confirmed.
- Yorktown Foundation: Walt Akers reported that the daughter of Susan Powell would be stepping up to take the Arts on the Riverwalk event. The Labor Day weekend concert featuring the Virginia Symphony was scheduled for Saturday September 2, on the Riverwalk.

- Jamestown-Yorktown Foundation – Lois Winter reminded us that there are many free lectures for residents of Yorktown and Jamestown. She attended lectures on Alexander Hamilton and Redoubt 10 on Constitution Day and heard about the efforts of the Alexander Hamilton Awareness Society.

There being no further business, the meeting was adjourned at 8:12 p.m.

Next Meeting

Our next general meeting will be held on Thursday, October 19, 2017 at 7:00 p.m. at York Hall.

Respectfully submitted, David Cienski, Recording Secretary

YORK-POQUOSON SOCIAL SERVICES
BOARD MEETING
October 18, 2017

PRESENT: Madonna Kreiger, Chairperson
Anne Smith, Vice-Chairperson
Roy Staton
Latoria Chavis
Melanie Economu, Asst. County Attorney
Jo Johnson, Benefit Programs Supervisor
Rick Verilla, Assistant Director
Patti Alderman, Administrative Services Manager
Kimberly Irvine, Director

ABSENT: Karen Brown
Melissa McGowan
(ONE VACANT POSITION)
William Hefty

PERIOD OF PUBLIC COMMENT:

No public comments.

APPROVAL OF MINUTES:

Roy Staton motioned to approve the minutes of the September 20, 2017 meeting; Latoria Chavis seconded the motion. All approved; motion passed.

NEW BUSINESS:

Budget presentation for the FY19 fiscal year was made by the Director and Assistant Director. Board was informed, via PowerPoint program, of all program requests, local match, and total dollars requested for the FY19 budget. A motion was made by Anne Smith to approve the budget for FY19 for a local dollar match amount of \$2,350,879 and a total dollar request of \$6,270,5894. Latoria Chavis seconded the motion. All approved; motion passed.

OLD BUSINESS:

A review of the current FY18 budget was given. Expenditures are in line with current budgeted amounts.

STATISTICAL REPORTS:

No additional information requested on the statistical reports provided in the Board Books.

ASSISTANT DIRECTOR REPORTS/ANNOUNCEMENTS

Mr. Verilla informed the Board that there are still vacancies in the Child Welfare staff. Retention and recruitment continue to be an issue. A career-ladder development is in process, and there is hope that this will encourage current staff and future staff in the field of social work at this Agency.

Jo Johnson reminded the Board that the new Benefit Programs Supervisor will start at the end of October. This will complete the staff in the benefit programs area. She also gave a report on the fraud program and the quality assessment tasks assigned to that position as well.

DIRECTOR'S REPORTS/ANNOUNCEMENTS

Ms. Irvine gave a synopsis on the Agency Retreat that took place on October 17, 2017. Dr. Deborah Roberts from UVA was the presenter. Staff was appreciative of the day, and the information presented was well-received.

MATTERS PRESENTED BY THE BOARD:

Anne Smith reminded the Board that in addition to Social Services' concern about federal funding, other agencies that serve our community are also being affected by the uncertainty as well. HUD and school systems are two of the areas that are of concern as well.

Ms. Smith relayed to the Board that the Old Towne Medical Center is having an open house on October 30, 2017, from 5:00pm-7:00pm. The center is located at 5249 Old Towne Road in Williamsburg. All are invited to attend.

CLOSED SESSION:

A motion was made by Anne Smith and seconded by Latonia Chavis to move into closed session, pursuant to Section 2.2-3711(a)(1) of the Code of Virginia, to discuss the Director's evaluation. All approved; motion passed to go into closed session.

A motion was made by Latonia Chavis and seconded by Roy Staton to return to open session and to certify, by roll call vote, that only those matters exempt from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed, or considered in closed session. ROLL CALL VOTE: Madonna Kreiger, AYE; Anne Smith; AYE; Latonia Chavis; AYE; Roy Staton, AYE. Motion approved to return to open session.

Upon reconvening to open session, a motion to adjourn was made by Latonia Chavis and seconded by Anne Smith. All approved; meeting adjourned.

NEXT MEETING: November 15, 2017



AGENDA ITEM NO. D.1

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 18th DAY OF OCTOBER, 2017, AT 10:00 A.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.

A. CALL TO ORDER

Chair Andrew Trivette called the October meeting of the WATA Board to order and requested Mr. Zach Trogdon, Executive Director, to call the roll.

B. ROLL CALL

Members of the Board Present:

Mr. Andrew Trivette
Mr. Paul Holt
Mr. Kurt Reisweber
Mr. Doug Powell
Mr. Mark Carter

Others Present:

Mr. Steven Hennessee, DRPT
Mr. Bill Horacio, College of William & Mary
Ms. Jennifer Tomes, JCC Treasurer
Mr. Brent Haden, Pender & Coward

Staff Present:

Mr. Zach Trogdon, Executive Director
Mr. Josh Moore, Deputy Executive Director
Ms. Amanda Martin, Operations Director
Ms. Maria Boone, Safety, Security & Training
Coordinator
Mr. Ben Goodill, Transit Planner
Ms. Eva Hanna, Secretary

Absent:

Ms. Barbara Creel, Budget & Grants Administrator

C. PUBLIC COMMENT

As no one from the public was present, Mr. Trivette closed this section of the meeting.

D. BOARD MINUTES

1. Minutes – September 20, 2017

Mr. Trivette requested a motion for approval of the minutes from the September 20, 2017 meeting. Mr. Powell made the motion, with a second from Mr. Carter. The minutes were approved by a vote of 5-0.

E. REPORTS

1. Monthly Reports and Communications

a) Financial and Ridership Report

Mr. Trogon said the report was submitted as written. He added ridership is steady and ADA continues to grow.

b) Executive Director Report

Mr. Trogon said the report was submitted as written. He mentioned two (2) additional items given to the Board today:

- A memo to the Williamsburg James City County Schools (WJCC) outlining a provision for WJCC to purchase reduced fare passes. They could be Daily, Weekly or Monthly pass tickets and would be used to assist exceptional students that are developing life skills that will allow them to interact with the Williamsburg community with much greater freedom and autonomy.
- Organizational Chart changes adjusting the reporting of the Operations Director to the Deputy Director, and the Communications Specialist and Information Technology Specialist to the Executive Director. There is no increase in staff only the better alignment of reporting relationships. Mr. Trogon added this is for information only, no Board action is required.

2. The Colonial Williamsburg Bus Service Contract Renewal

Mr. Trogon stated there needed to be no formal action today, which is why it is under reports. Discussion took place that this is an opportunity to streamline and combine multiple bus leases and the bus purchase option between CWF and WATA. It was also suggested that the routes be a standalone item but cross referenced in the contract. Mr. Haden spoke on possible consolidated contract options such as fixed term agreement, shorter terms with annual renewals, triggers for termination and minimum service requirements. Mr. Trogon said the agreements have to be beneficial to both parties. Mr. Reisweber suggested doing away with the bus purchase option because of the compressor issues and changing the wording referencing the operation of the Parkway shuttle from “would” to “could”.

Mr. Trivette asked the Board if there were any objections to consolidating the agreements. The Board had none. Mr. Trogon said he would be in contact with the Board and will work with Mr. Haden and Pender & Coward on the agreement.

F. UNFINISHED BUSINESS

There was no unfinished business.

G. NEW BUSINESS

1. Authorization to Execute Grants and Cooperative Agreements with the Federal Transit Administration (FTA), *Proposed Resolution #R18-10*

Mr. Trogon stated this is a FTA requirement because of the federal funds WATA receives. This authorization needs to be updated every seven (7) years, the last one being on January

18, 2012.

There being no discussion, Mr. Trivette asked for a motion to approve the resolution. Mr. Powell made the motion with a second from Mr. Holt. The resolution was adopted by a Board vote of 5-0.

RESOLUTION #R18-10

Authorization to Execute Grants and Cooperative Agreements with the Federal Transit Administration

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal Financial assistance for transportation projects; and

WHEREAS, the Williamsburg Area Transit Authority (“WATA”) has received authority from the Designated Recipient, the Department of Rail and Public Transportation, therefore a direct recipient as defined by 49 U.S.C. § 5302(4) to apply for Urbanized Area Formula Program assistance; and

WHEREAS, the grants or cooperative agreements for Federal financial assistance will impose certain obligations upon WATA and may require WATA to provide the local share of project costs; and

WHEREAS, WATA has or will provide all annual certifications and assurances to the Federal Transit Administration required for projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamsburg Area Transit Authority that:

1. The Executive Director or his/her designee is authorized to execute and file applications for Federal assistance on behalf of WATA with the Federal Transit Administration (“FTA”) for Federal Assistance authorized by 49 U.S.C. Chapter 53, and/or authorized by any other Federal statutes administered by the Federal Transit Administration, including, but not limited to, applicable sections of 23 U.S.C. Chapter 23.
2. The Executive Director or his/her designee is authorized to execute and file with its applications the annual certification and assurances and other documents FTA requires before awarding a Federal assistance grant or cooperative agreement.
3. The Executive Director or his/her designee is authorized to execute grants and cooperative agreements with FTA on behalf of WATA.

H. BOARD REQUESTS

Mr. Trivette said he attended a meeting where he met Ms. Lisa Guthrie, Executive Director of the Virginia Transit Association (VTA) who offered to come to a Board meeting and explain the Fiscal Cliff and its impact on WATA. He also mentioned he serves on a committee of the Hampton Roads Transportation and Planning Organization (HRTPO) and recently Hampton

Roads Transportation (HRT) presented their Core 20 Program in which they are pulling back on expanding their service area and increasing frequency and improving bus stops. The HRTPO asked WATA and other nearby transit agencies to present their plans in these areas. Mr. Trivette suggested this as a topic for discussion at the Retreat. He also stated he would like to start a conversation to strengthen the partnership with HRT to improve connectivity points between WATA and HRT.

Mr. Trivette also asked Mr. Trogdon to send out an agenda for the Board Retreat. Mr. Trogdon said he would and suggested having everyone meet at the JCC Government Complex and taking a bus to the meeting.

I. CLOSED SESSION

1. Consideration of the Acquisition of Real Property for the WATA facilities pursuant to Section 2.2-3722 (A) (3) of the Code of Virginia, Proposed Resolution #R18-11

Mr. Trivette read the statement and asked for a motion.

Mr. Powell made the motion, with a second by Mr. Holt, to enter into Closed Session.

The motion passed by a Board vote of 5-0.

At 10:30 a.m., Mr. Trivette commenced the Closed Session. Mr. Brent Haden of Pender & Coward was also present.

At 11:16 a.m., Mr. Trivette reconvened the Board in Open Session.

Mr. Carter made a motion, with a second by Mr. Powell, to adopt the Closed Session Certification.

The motion passed by a Board vote of 4-0. Mr. Reisweber left for a portion of the Closed Session to avoid a conflict of interest.

Roll call vote:

Mr. Trivette -	Aye
Mr. Holt -	Aye
Mr. Resiweber -	Abstain
Mr. Powell -	Aye
Mr. Carter -	Aye

RESOLUTION #R18-11

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Williamsburg Area Transit Authority Board of Directors of the has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in closed session to which this certification resolution applies; and ii) only such public business matters as were identified in the motion convening closed session were heard, discussed, or considered by the Board.

J. ADJOURNMENT

There being no further business, Mr. Trivette recessed the October 18, 2017 meeting to the Board Retreat on November 2, 2017. Members will meet at the JCC Government Complex on Mounts Bay Road at 8:30 a.m. to travel by bus to the Yorktown Freight Shed. The meeting was recessed at 11:17 a.m.

Andrew Trivette
Chair

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AGENDA ITEM NO. D.2

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 2nd DAY OF NOVEMBER, 2017, AT 8:30 AT THE JCC GOVERNMENT COMPLEX TRAVELING TO YORKTOWN VIA THE NEW WATA TROLLEY AND CONTINUED AT 9:30 A.M. AT THE YORKTOWN FREIGHT SHED, 331 WATER STREET, YORKTOWN, VIRGINIA 23690.

A. BOARD MEMBERS AND STAFF PRESENT

Chair Andrew Trivette called the November 2, 2017 Retreat to order.

Members of the Board Present:

- Mr. Andrew Trivette
- Mr. Kurt Reisweber
- Mr. Doug Powell

Others Present:

- Mr. Bill Horacio, College of William & Mary

Absent:

- Mr. Paul Holt
- Mr. Mark Carter
- Mr. Steven Hennessee, DRPT

Staff Present:

- Mr. Zach Trogdon, Executive Director
- Mr. Josh Moore, Deputy Executive Director
- Ms. Amanda Martin, Operations Director
- Ms. Barbara Creel, Budget & Grants Administrator
- Ms. Maria Boone, Safety, Security & Training Coordinator
- Mr. Ben Goodill, Transit Planner
- Ms. Eva Hanna, Secretary

B. BUSINESS DISCUSSED

The Trolley followed the route of the new Route 11 route including stops at Lee Hall, Lackey Clinic and Rivermeade Apartments in York County. Discussion took place about the stops and stop amenities or lack thereof.

FREIGHT SHED MEETING

A. EXECUTIVE DIRECTOR WELCOME AND OVERVIEW

Mr. Carter and Mr. Holt joined the meeting at this point. Mr. Hennessee arrived at approximately 11:30 a.m.

1. Meeting Purpose and Goals

2. Breaks and Lunch

At 9:50 a.m., Mr. Trogdon welcomed the Board and introduced Ms. Michelle Canty the new Communications Specialist who officially starts on November 16, 2017. He then reviewed the Retreat Outline along with lunch and break times.

B. REVIEW OF TDP PROGRESS

1. Operations

Mr. Moore stated that the vast majority of the route changes from the TDP have been implemented. Most of the changes centered on increasing on-time performance and have generally been accepted as positive by the riders and operators. He also discussed newly implemented software, specifically Routematch for ADA purposes, the One-Call system, and the recent phone system upgrade.

Ms. Martin spoke on staffing and said she continues to evaluate staffing for supervisors to allow for better coverage for the buses while still taking care of administrative duties. She said she is also considering how many part-time operators may be necessary and that there may be a need to add an additional ADA driver at some point due to the growth in that program.

2. Safety and Training

Mr. Trogon introduced Ms. Boone who discussed how safety impacts all parts of the organization. She touched on the challenges of turnover, getting qualified applicants, training, TEAM Meetings and celebrations to recognize operators and staff. Ms. Boone introduced initiatives she is currently pursuing and concluded by saying that WATA has gone five (5) months and 25 days without a preventable accident. In addition, year to date there have been five (5) accidents as compared to 12 in 2016.

3. Customer Service

Mr. Goodill spoke on bus stops and amenities and stated later in the fiscal year, staff will seek Board action to approve a series of regulations in regards to stops and shelters, etc. He mentioned a planned meeting with Clever to see if they can deliver what the organization wants and needs. Discussion also took place on Automatic Passenger Counter (APC) systems and the planned switch to numbers from the current colors for the bus routes.

4. Finance and Budget

Ms. Creel reviewed the open list of projects and the funding associated with those projects. The Fiscal Cliff was discussed and she noted that no negative impacts were anticipated for FY 2019. Ms. Creel also briefly outlined a preliminary FY 2019 Budget which will be on the November agenda.

C. MOVING FORWARD

1. Review of Strategic Plan

Mr. Trogon said that the scope of the meeting today was not to provide a review of strategic goals and it would be better to review it at a time dedicated to the task.

D. BOARD REQUESTS

Mr. Trivette requested staff summarize the Retreat and document for the Board. Board members also asked that staff schedule times in the near future to speak to each local governing body about the current operations of the Authority.

E. ADJOURNMENT

At 2:40 p.m. with no more presentations, those staff and Board members who travelled to Yorktown on the Trolley reboarded it to return to the Government Center. General discussion enroute centered on the topics from the retreat. No voting or business was conducted. Upon arriving at the Government Center, Mr. Trivette adjourned the meeting at 3:20 p.m.

Andrew Trivette
Chair

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