

YORK/POQUOSON BOARD OF SOCIAL SERVICES
January 17, 2018

PRESENT: Madonna Kreiger, Chairperson
Anne Smith, Vice-Chairperson
Melissa Magowan
Vivian McGettigan
Kimberly Irvine, Director
Rick Verilla, Assistant Director
Jo Johnson, Assistant Director
Patti Alderman, Administrative Services Manager
Tom Little, Analyst
Melanie Economou, Assistant County Attorney

ABSENT: Roy Staton
Karen Brown
VACANT position
William Hefty, Board Attorney

The Board welcomed its newest member, Vivian McGettigan. Ms. McGettigan is the Deputy York County Administrator.

PUBLIC COMMENTS:

No public comments.

MINUTES:

The minutes of the November 15, 2017, meeting were reviewed. Anne Smith moved to approve the minutes; Melissa Magowan seconded. All approved; motion passed.

STAFF INTRODUCTIONS:

No staff introductions at this meeting.

PRESENTATIONS:

Ms. Laura Skeith, Resource Program Coordinator, presented on the Holiday Assistance Programs for Thanksgiving and Christmas. There were several community events that were sponsored by local churches and clubs. Handouts specifically acknowledged those organizations and their contributions.

NEW BUSINESS:

Ms. Irvine requested an in-house budget for the bi-annual leadership work session to be held in April 2018. Ms. Irvine is requesting to secure the services of presenter Beth Rush and costs associated with the work session. A motion was made by Anne Smith to approve a \$3,000 budget for the leadership work session. Melissa Magowan seconded the motion. All approved; motion passed.

OLD BUSINESS:

Patti Alderman gave a brief budget update. There are no significant issues in the current budget.

NEW BUSINESS:

Tom Little, Analyst, reviewed the statistical reports submitted in the Board book. Mr. Verilla drew attention to the foster care reports: as of this date, we have custody of 11 foster children (13 were indicated on the reports). Custody of two children was transferred to family members on 1/16/18.

STRATEGIC PLAN:

Ms. Irvine reviewed the current strategic plan for 2017-18. Attention was drawn specifically to succession planning and the career ladders established. Mr. Verilla updated the Board on the Adult Foster Care program in the Strategic Plan (Goal 3.E.6). Ms. Johnson reviewed the VIEW training for intake workers to help with skills for client employment (Goal 3.C.1). Ms. Irvine reviewed the measures on the Strategic Plan and how these help with accomplishing our goals.

ASSISTANT DIRECTOR'S REPORTS:

Mr. Verilla reviewed the Quality Improvement Center for Workforce Development Council Charter. This partnership will develop and test employee retention and satisfaction. This was a competitive process to secure this grant, and Virginia is one-of-six states, Native American territory, and one County that will pilot this process nationwide. About one-third of the localities in the Commonwealth have been chosen to participate. This grant will be measured for the next 4 years.

Mr. Verilla also updated the Board on the PEER PLACE software (to replace the current ASAPS software), and the new transcription services (CWIS) for workers' narratives.

DIRECTOR'S REPORTS:

Ms. Irvine updated the Board on her involvement with the Food Access Program. This is a collaborative effort with Williamsburg City and James City County. This is the first phase of this collaboration.

Ms. Irvine also gave a legislative update on current bills that would affect Social Services. Attention was drawn to one particular bill (HB850) that was authored by our own Adult Services staff (a Bill requesting APS temporary conservatorship). Senator Mason has sponsored the bill, and several local General Assembly members are supporting this Bill.

There was discussion on the CHIP and its continued funding. This continues to be a month-to-month wait. Updates are given daily on the possibility of continued funding.

The Medicaid expansion continues to be an issue in Virginia (currently Virginia does not have expansion; citizens in Virginia must meet a category of eligibility). There is the possibility of Medicaid expansion being approved in this session. The result of the expansion could be an additional 1200 cases for York/Poquoson.

Ms. Irvine reported that Melanie Economou, current Assistant County Attorney assigned to our Agency, will be transitioning to the York County School Board full-time. A new attorney is in the process of being hired to replace her. The Board congratulated Melanie on her new endeavor, and acknowledged the loss our Agency will feel.

MATTERS PRESENTED BY THE BOARD:

Anne Smith began a discussion on approving an annual calendar for the Board. There are several options, based on Virginia Code that could be adopted. She asked that the Board members be thinking about looking at how future meetings could be scheduled. Code requires that there be a meeting at least every other month (bi-monthly), with a minimum of 6 meetings per year. Board will research the options and discuss at a future meeting.

CLOSED SESSION:

No closed session.

A motion was made to adjourn by Anne Smith and seconded by Melissa Magowan. All approved; meeting adjourned.

NEXT MEETING: February 21, 2018



AGENDA ITEM NO. D.1

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 17th DAY OF JANUARY, 2018, 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 January 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

Staff Present:

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

Others Present:

- Mr. Bill Horacio, College of William & Mary
- Mr. Steven Hennessee, DRPT
- Mr. Brent Haden, Pender & Coward
- Ms. Jennifer Tomes, JCC Treasurer
- Mr. Mark Bellamy, York County Alternate

Absent:

- Ms. Amanda Martin, Operations Director
- Ms. Michele Canty, Communications Specialist

Before proceeding, Mr. Trivette requested a motion to move Item No. F.2, The Colonial Williamsburg Agreement to a Closed Session. Mr. Carter made the motion with a second from Mr. Powell. The motion passed with a Board vote of 5-0. Mr. Trivette then stated that the agenda would be amended to show Item No. F.2 becoming Item G.4.

C. PUBLIC COMMENT

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

D. BOARD MINUTES

1. Minutes – December 20, 2017

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

E. REPORTS

1. Safety Report

Ms. Boone presented a PowerPoint giving an accident overview comparing 2016 and 2017. Preventable accidents are down from 1.08 per 100,000 miles in 2016 (22 total), to .48 per 100,000 miles in 2017 (17 total) even with Route 11 adding to the system miles. Ms. Boone said she is continually looking for improvement and is actively looking to provide training opportunities for all members of WATA's team, including jointly hosting security courses with Petersburg Transit, working on a Safety Management System Plan and a goal to have an annual in house roadeo. Mr. Trivette thanked Ms. Boone for the good report.

2. Route 11 Report

Mr. Moore said this is the 6-month report the Board requested. He began by recapping the funding sources and stating the total funding for the grant as being \$785,009, with projected expenses of \$306,334 per year. Actual expenses for FY18 are expected to be \$210,000 based on the six month totals. Mr. Moore said WATA had set a ridership goal of 3,600 for the first six-months. Actual ridership (including the addition of unclassified) was 3,277. The highest ridership locations are Lee Hall/Doctor's Hospital (which are transfer locations), Rivermeade Apartments, Lackey Clinic and Woods of Yorktown. The lowest ridership is occurring at the Government Center, Harris Teeter and Busch Gardens. Discussion took place on looking for options to extend the route to Route 17, needing to keep service the Government Center because that was included in the original grant, the longer distance and higher running times contributing to the lower ridership numbers, procuring a medium-duty BOC and the best time to make major changes to all routes. The Board recommended getting another report in 6-months and making changes as soon as possible. Mr. Holt suggested utilizing the Ridership Committee to get their suggestions and input.

3. Monthly Reports and Communications

a) Financial and Ridership Report

Mr. Trogdon said the report was submitted as written. Last month, Mr. Trivette asked about farebox numbers on the November report. Ms. Creel said that report was the first full month of comparing the 2016 rate structure changes or possibly a late deposit posted in the next month.

b) Executive Director Report

Mr. Trogdon stated the report was submitted as written. He added that staff is still working on some procurements. There was only one (1) response for the Cost Allocation Study, so that will be resolicited. In addition the Northern Hub bid is being evaluated.

c) Shelter Repair Guidelines Update

Mr. Trogdon said the guidelines were presented last month and the Board was asked if they had any comments. Since there were none, the next step will be for

staff will move forward to develop guidelines across the board. Mr. Holt suggested working with Timmons for the most practical designs possible. Mr. Moore said staff will come back to the Board with a report of the final details.

F. UNFINISHED BUSINESS

1. FY 2019 Proposed Budget Adoption, *Proposed Resolution #R18-18*

Ms. Creel stated this is an update from the November retreat and meeting. She presented a PowerPoint of proposed budget expenses and revenues. Critical to the expenses is the change from no longer being able to consider two (2) existing leases as capital leases but as operating leases. This change will cause a reduction in what will be reimbursed through federal and state grants. Other highlights to expenses include:

- One new full time paratransit operator
- Salary benefit growth to mirror James City County’s proposed performance increases (assuming to be about 3%)
- Maintenance expenses expected to decrease due to new buses

Ms. Creel outlined revenues to include:

- Requesting level local funding
- Projecting farebox revenue to increase by 10%
- The College of William and Mary contract level

Discussion took place on staff additions and reclassifications, paratransit ridership, the onetime use of the fund balance to make up the \$80,000 shortfall due to the change in capital lease expenditures to operating expenditures. The total proposed draft budget for FY 2019 is \$8.8 million. Staff will ask the Board to appropriate the budget in June.

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

RESOLUTION #R18-18

FY 2019 – PROPOSED BUDGET

WHEREAS, the WATA staff has prepared a one-year Proposed Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, including all operating and capital revenues and expenses; and

WHEREAS, it is necessary to carry out the activities proposed therein for the fiscal year beginning July 1, 2018, and ending June 30, 2019, 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.

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority approves the Fiscal Year 2018 proposed budget in the amount of \$8,848,176.

Revenues:

Federal Grants	\$2,106,836
Federal Capital Grants	\$680,800
State Grants	\$1,529,675
State Capital Grants	\$136,160
Local Grants	\$1,544,136
Local Capital Grants	\$6,600
Local Capital York County	\$14,000
Local Capital CWF	\$13,440
Fare box Revenue	\$690,000
Advertising	\$40,000
Contract Services	\$315,000
CWF Bus Operations	\$1,771,529

Total	<u>\$8,848,176</u>
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Expenses:

Salaries and Fringes	\$3,746,433
Maintenance	\$1,231,116
Fuel	\$518,000
Other Operating Expenses	\$730,099
Capital Expenses	\$851,000
CWF Bus Operations	\$1,771,529

Total	<u>\$8,848,176</u>
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2. The Colonial Williamsburg Agreement Update

Per Mr. Trivette’s motion at the beginning of the meeting, this topic will be handled in Closed Session which will become Item No. G.4.

G. NEW BUSINESS

1. Proposed Fund Balance Policy

Ms. Creel presented a PowerPoint on the purpose of addressing one time unforeseen emergency expenditures, avoid sudden service interruptions, mitigate unexpected and significant revenue shortfalls or expenditure increases, avoid supplemental requests to funding agencies and maintain creditworthiness. WATA’s fund balance, often referred to as a ‘rainy day fund’ is divided into Unassigned, Assigned and Committed and is currently \$1,772,814. Staff is recommending maintaining 20% of the operating budget in the Unassigned portion to address short term risks to the operating budget and develop a plan

to replenish the fund balance over a prescribed time if it falls below the minimum level. Discussion took place on a reasonable time to replenish the fund as being two (2) fiscal years, what percentage other transit agencies have and governmental finance guidelines being two months of operating expenditures (16.7%).

Mr. Trivette asked that a draft be presented to the Board next month and requested Board members give their thoughts to staff before then. He added the next step is to:

- Bring back a formal policy, with bench markings, including
- Developing a procedure for the Board to borrow from the fund, with a requirement of a majority or 'super-majority' (preferred) vote and
- Developing a plan to replenish the fund

2. FY 2018 Budget Transfer – Capital to Operating Lease Expenditures, *Proposed Resolution #R18-19*

Mr. Trogon referred to the earlier discussions regarding changes to lease categorizations and added that to cover the \$180,709 expense, WATA may be able to use funds from fuel savings or other surplus. He said that staff will have a better idea in April on how best to mitigate the change to the operating budget and that it could be necessary to utilize the fund balance. Mr. Trivette added that there was to be a study of lease rates as it relates to the City's lease at the Transportation Center, which may cause that lease to go down which could help mitigate the cost as well.

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

RESOLUTION #R18-19

FISCAL YEAR 2018 BUDGET TRANSFER - CAPITAL TO OPERATING LEASE EXPENDITURES

WHEREAS, the Federal Transit Administration (FTA) notified the Williamsburg Area Transit Authority (WATA) that the lease expenditures can no longer be a considered capital expenditures; and

WHEREAS, as a result these lease expenditures are to be transferred to operating expenses.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamsburg Area Transit Authority that the Board hereby approves the transfer of \$180,709 from Capital Expenditures to Operating Expenditures.

3. TDP Update, *Proposed Resolution #R18-20*

Mr. Trogon stated that the Virginia Department of Rail and Public Transportation (DRPT) required that any public transit agency receiving State funding submit a Transit Development plan (TDP) every six (6) years with annual updates as needed. The last major update was on July 20, 2016 for the required six (6) years covering the period FY2016 –

FY2022. This minor update covers route and fare structure changes and the addition of the new Route 11. He also noted a correction to the Plan that should show .48 preventable accidents per 100,000 miles rather than .33.

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

RESOLUTION #R18-20

FY 2018 TRANSPORTATION DEVELOPMENT PLAN (TDP) UPDATE

WHEREAS, the Williamsburg Area Transit Authority is required to update the Transit Development Plan (TDP) annually to ensure that information is current and relevant; and

WHEREAS, the Transit Development Plan (TDP) serves as the planning document for the Authority's service, capital, and operational needs; and

WHEREAS, the Board of Directors of the Williamsburg Area Transit Authority wishes to adopt Transit Development Plan annual minor update as attached hereto and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority adopt WATA's Transit Development Plan annual minor update.

4. CLOSED SESSION, *Proposed Resolution #R18-21*

Consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected pursuant to Section 2.2-3711 (A) (6) of the Code of Virginia, *Proposed Resolution #R18-21*

Mr. Carter read the statement and made the motion with a second by Mr. Powell, to enter into Closed Session.

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

At 11:38 a.m., Mr. Trivette commenced the Closed Session. Mr. Brent Haden of Pender & Coward and Ms. Creel were also present. Mr. Reisweber was not in attendance.

At 12:40 p.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 (minus Mr. Reisweber).

Roll call vote:
Mr. Trivette - Aye
Mr. Holt - Aye
Mr. Resiweber - Abstain
Mr. Powell - Aye
Mr. Carter - Aye

RESOLUTION #R18-21

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.

H. BOARD REQUESTS

Mr. Reisweber rejoined the meeting at this point. Mr. Holt noted that given the changes made to the lease categorizations by the federal government, he looked forward to the local cost allocation and lease study being done as soon as possible to provide better information to the Board. Mr. Carter thanked staff for the work they did on a presentation to the York County Board of Supervisors.

I. ADJOURNMENT

There being no further business, Mr. Trivette asked for a motion to adjourn the January 17, 2018 meeting. Mr. Powell made the motion. The motion passed by a Board vote of 5-0. The meeting was adjourned at 12:45 p.m.



Andrew Trivette
Chair