

Historic Yorktown Design Committee

Minutes

January 24, 2017
East Room
York Hall
301 Main Street
Yorktown, Virginia

Members Attending: Bill Cole, Chairman
Robert Andrade

Staff Attending: Earl W. Anderson, AICP

Mr. Cole called the meeting to order at 7:00 PM.

Minutes

The minutes of the December 20, 2017 meeting were approved unanimously.

Applications

None

New Business

Approval of 2018 Meeting Calendar

Mr. Anderson reviewed the calendar with the committee. Mr. Andrade noted the closeness of the November meeting date to the Thanksgiving holiday and recommended it be moved. The committee discussed and moved the November meeting date back one week to November 28, 2018 to avoid any conflict. Mr. Cole moved approval of the calendar, as altered. By voice vote, the motion was approved unanimously.

Election of Officers

Mr. Andrade nominated Bill Cole for Chairman and moved approval of the motion. By voice vote, the motion was approved unanimously.

Mr. Cole nominated Robert Andrade for Vice-Chairman and moved approval of the motion. By voice vote, the motion was approved unanimously.

Old Business

The committee continued to discuss recent actions by the Board of Supervisors, specifically discussing the two appeals of committee decisions for the Grace Church and Charles Hedge applications. The members shared concerns for the application of the guidelines and how the Board sees the guidelines being applied. The committee had further discussion about the letter and the merits of approaching the Board to get affirmation about how they would like the guidelines to be applied.

Mr. Andrade discussed a conversation when he first came on to the committee about the difference in using “should” versus “shall”. The guidelines for the fence stated that the fence “should” be painted white and not “shall”, which is why he was the dissenting vote. He felt like the Board was a good check and balance to the committee’s work. He did not wish to have his name included on the letter being presented to the Board.

Mr. Cole stated that he understood and would not ask him to sign on to the letter if he did not believe in what it said. He wanted to represent the interests of all. He said that he would forward the draft letter to the other committee members for discussion and review one more time and see who wanted to sign on to the letter.

Staff Reports

None

Committee Requests

None

There being no further business to come before the Committee, the meeting was adjourned at 7:43 pm.

Respectfully Submitted,

Earl W. Anderson, Secretary

Approved by HYDC: 

YORK-POQUOSON BOARD MEETING
FEBRUARY 21, 2018

PRESENT: Madonna Kreiger, Chairperson
Anne Smith, Vice-Chairperson
Melissa Magowan
Vivian McGettigan
Andrew Engemann
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

CALL TO ORDER:

The meeting was called to order by the Chairperson at 9:00 am.

ORDERING OF THE AGENDA:

No re-ordering of the Agenda.

APPROVAL OF THE MINUTES:

A motion was made by Anne Smith to approve the minutes of the January 17, 2018, meeting. Andy Engemann seconded the motion. All approved, motion passed.

STAFF INTRODUCTIONS:

The Board welcomed the newest Board member, Mr. Andrew Engemann. Mr. Engemann's background is police and public safety. He is a retired Virginia State Police official, and has had experience in law and public safety at university campuses as well.

Natalie Barto was introduced as the newest Family Services Specialist in the child welfare unit. Ms. Barto joined the Agency in November 2017. She brings experience in child welfare both in the public sector, as well as hospital social work experience.

PRESENTATIONS:

Jo Johnson introduced the Fuel Assistance Program Benefit Specialist, Christine Wyrcki, and her supervisor, Charon Tate. Ms. Wyrcki presented on the history and general criteria of the State's Energy Assistance and Crisis Programs.

Ms. Johnson next introduced Sandie Konrad, Fraud Investigator (Benefit Program Specialist IV). In addition to her fraud duties, Ms. Konrad's position also does Quality Assurance for the Benefit Programs. Ms. Konrad gave scenarios of fraud calls that come in, and how those reports are handled.

NEW BUSINESS:

Ms. Johnson reviewed the process of issuing subpoenas. The Board, via State Code §63.2-322, can issue subpoenas. Ms. Johnson is asking the Board to delegate this authority to our Director, Kimberly Irvine. This would enable the Agency to conduct business in investigating fraud in benefit programs as well as possibly in the Service area, for an investigation in financial exploitation. Anne Smith requested that a report be distributed to the Board on the use of subpoenas under this Code. Anne Smith moved to delegate the authority of issuing subpoenas (per Code §63.2-322) to the Director. Motion was seconded by Vivian McGettigan. All approved; motion passed.

Mr. William Hefty discussed the Board Protocol that was included in the monthly board book. Attention was drawn to "Electronic Meeting Attendance" to allow Board members to attend by phone, in the case of emergency or personal matter. In order for a member to attend via telephone, there must be a quorum in physical attendance at the meeting. A motion was made by Andy Engemann to approve the protocol of allowing a member to attend by phone (as long as a quorum is met physically) in the case of emergency and personal matter. The motion was seconded by Melissa Magowan. All approved; motion passed.

Ms. Irvine reviewed the Board meeting dates for 2018. The requirement is that the Board meet at least every other month, with a minimum of 6 meetings a year. Mr. Hefty acknowledged that meeting dates can be changed if necessary. Anne Smith moved to approve the Board calendar to cancel the April 2018 meeting; the July 2018 meeting; and the November 2018 meeting; and to reschedule the September 19, 2018, meeting to September 26, 2018. Mr. Engemann seconded the motion. All approved; motion passed. A new Board meeting calendar will be emailed to each Board member.

OLD BUSINESS:

Budget updates were presented in the Board book, with no outstanding expenditures to report.

STATISTICAL REPORTS:

Mr. Little reviewed the statistical reports. He explained the process of compiling the reports for the benefit of the new board member. Board members expressed an interest seeing a report with cumulative year-by-year trends of case statistics. Ms. Irvine explained that the noted decrease in SNAP applications/cases. This is generally reflective of how the economy is faring.

STRATEGIC PLAN:

Mr. Verilla updated the Board on the career ladder included in the 2018 Strategic Plan. This ladder entails the Family Services Specialist class codes (I, II, III, IV). Mr. Verilla is developing a process for promotional opportunities for these class codes. This should assist with retention as well as recruitment. Once completed, the Board will be given the opportunity to review and approve.

ASSISTANT DIRECTOR'S REPORTS:

Mr. Verilla updated the Board on a foster care case (2 siblings) that has been very complicated . The two children have an adult half-sibling that has been located, and the children are in the process of being placed with this sibling. This is one of our “success” stories, and Mr. Verilla wanted to point out the extraordinary work that the Foster Care Workers did on this case.

DIRECTOR’S REPORTS:

Ms. Irvine gave a legislative update on HB-850; SB-543, Emergency Conservator, which was generated by our own Adult Protective Services staff. Melanie Economou wrote the bill, and Senator Mason patroned the Bill. The Bill has passed both House and Senate, and will become law in July.

Anne Smith gave information on a bill that will ask for land-use from the old Eastern State Hospital for the Colonial Services Board and Old Towne Medical. We will continue to watch the progress on this bill.

The Department of Social Services has a new Commissioner, Duke Storen. Commissioner Storen will visit our Agency on March 13th. The Board is invited to attend to meet the new Commissioner.

Ms. Irvine also requested approval from the Board to attend leadership training entitled “Step into the Landscape Where Leadership Lives” in Gettysburg, Pennsylvania. Melissa Magowan moved to approve Ms. Irvine’s attendance for this training. Motion was seconded by Mr. Engemann. All approved; motion passed.

MATTERS PRESENTED BY THE BOARD:

Anne Smith gave notice of the annual CDR Bid ‘n Buy Auction to be held on March 18, 2018 at Jamestown High School. All were invited to attend.

NEXT MEETING: March 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 21st DAY OF FEBRUARY, 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 February 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. Bill Horacio, College of William & Mary
Mr. Steven Hennessee, DRPT
Mr. Brent Haden, Pender & Coward
Ms. Jennifer Tomes, JCC Treasurer

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. Michele Canty, Communications Specialist
Ms. Eva Hanna, Secretary

Absent:

Ms. Amanda Martin, Operations Director

C. PUBLIC COMMENT

As no one from the public wished to speak, Mr. Trivette closed this section of the meeting.

D. BOARD MINUTES

1. Minutes – January 17, 2018

Mr. Trivette requested a motion for approval of the minutes from the January 17, 2018 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. Monthly Reports and Communications

a) Financial and Ridership Report

Mr. Trogdon said the report is there as presented. He added that under Expenses vs. Revenues, WATA is waiting for reimbursements, fuel is staying down, farebox recovery is according to projections and ridership is down due in part to the weather conditions in January.

b) Executive Director Report

Mr. Trogdon said the report spells out what staff has been working on. He also mentioned staff is working with Purchasing on an Automated Passenger Counting (APC) system.

F. UNFINISHED BUSINESS

1. Fund Balance Policy, Proposed Resolution #R18-22

Mr. Trogdon stated the concepts of the Fund Balance Policy were presented last month. He mentioned points of discussion were a three (3) month reserve and restoring the Unassigned Fund Balance within 24 months if it is tapped into. Discussion took place on the different classifications (Restricted, Committed, Assigned, and Unassigned) and their policy guidelines, reporting on the Fund Balance during the annual budget discussion presentation, using the preceding fiscal year annual audit as a time frame to restore the Unassigned Fund Balance if it falls below the three (3) month threshold, and the difference between the Unassigned Fund Balance and the Revenue Stabilization Fund. Mr. Trogdon also said that staff looked at other transit agencies' policies and some utilize a percentage rather than a set amount. Board members concurred that a percentage of 25% would be preferable.

There being no further discussion, Mr. Trivette asked for a motion to approve an amended resolution. Mr. Powell made the motion with the amended change that the Unassigned Fund Balance Policy would be reflected as 25% rather than three (3) months. Mr. Reisweber seconded the motion. The resolution was adopted by a Board vote of 5-0. Mr. Trogdon further explained that the Fund Balance is not really cash on hand but a budgeted line item which is unique to governmental accounting.

RESOLUTION #R18-22

FUND BALANCE POLICY

WHEREAS, Fund Balance is defined as the difference between assets/deferred flow of resources and liabilities/deferred inflows of resources reported in governmental funds, and serves as a measure of financial resources available for current operations; and,

WHEREAS, from time to time, the Williamsburg Area Transit Authority will accrue Fund Balance in the conduct of its operations; and,

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted financial reporting standards to provide more clearly defined categories to make the nature and extent of the constraints placed on a governments' fund balance more transparent; and,

WHEREAS, the Williamsburg Area Transit Authority finds it necessary to establish guidance for the accrual and utilization of fund balance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamsburg Area Transit Authority that the Board hereby adopts the following Fund Balance Policy.

2. The Colonial Williamsburg Bus Service and Lease/Purchase Agreements

Mr. Trogdon said that he and Mr. Haden sent the edits to Colonial Williamsburg and hope to have them back soon. He recommended that the discussion on this be in Closed Session.

G. NEW BUSINESS

There was no new business.

H. CLOSED SESSION

- 1. 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 #R18-23***
- 2. Consideration of the acquisition of real property for the WATA facilities pursuant to Section 2.2-3711 (A) (3) of the Code of Virginia, *Proposed Resolution #R18-23***
- 3. Consideration of a personnel matter involving the performance review of the Executive Director Agreement pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia, *Proposed Resolution #R18-23***

Mr. Holt read the statements 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 10:26 a.m., Mr. Trivette commenced the Closed Session. Mr. Brent Haden of Pender & Coward, Mr. Josh Moore and Ms. Creel were also present. Mr. Reisweber was not in attendance the entire time. During the discussion of the Executive Director's Agreement, Mr. Trogdon, Mr. Moore, Ms. Creel and Mr. Haden were not in attendance.

At 11:48 a.m., Mr. Trivette reconvened the Board in Open Session.

Mr. Holt 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 #R18-23

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.

I. BOARD REQUESTS

All parties rejoined the meeting at this point. Mr. Trivette asked to add an open agenda item of The Colonial Williamsburg Bus Service agreement. The Board requested that the minutes reflect the proposed resolution extends the agreement to March 31, 2018 as the current one expires on February 28, 2018.

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

RESOLUTION #R18-24

THE COLONIAL WILLIAMSBURG FOUNDATION BUS AND SERVICE AGREEMENTS

WHEREAS, the Williamsburg Area Transit Authority (WATA) and The Colonial Williamsburg Foundation (CWF) have each realized benefits from partnering on the provision of transportation services in the Williamsburg area; and

WHEREAS, WATA and CWF are in the process of reviewing and updating the Bus Service Agreement and the Lease and Purchase Option Agreements; and,

WHEREAS, the parties agreed to extend these Agreements until March 1, 2018 to allow sufficient time to conduct a review; and

WHEREAS, review and discussion of the Agreements have not been finalized and both parties desire a short extension to conclude discussions.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby authorizes and approves extension of the Bus Service Agreement and the Lease and Purchase Option Agreements until March 31, 2018.

J. ADJOURNMENT

There being no further business, Mr. Trivette asked for a motion to adjourn the February 21, 2018 meeting. Mr. Powell made the motion with a second by Mr. Holt. The motion passed by a Board vote of 5-0. The meeting was adjourned at 11:51 a.m.



Andrew Trivette
Chair

ELH
WATA_BOD_Min_20180221