

HTBAC Minutes; January 22, 2018

**Historic Triangle Bicycle
Advisory Committee**

JAMES CITY COUNTY *CITY OF WILLIAMSBURG* *YORK COUNTY*

**Regular Meeting Monday,
January 22, 2018**

MEETING NOTES

Members Present: Katherine Preston, Ted Moreland, Richard Thompson, Patrick Johnston, Jarret Hann, Nancy Carter

Members Absent: Don Cherry, Elaine Cardwell, Shuni Brewer, Scott Bartram

Staff Present: Amy Parker, Carolyn Murphy, Allyson Finchum, Alex Baruch

Guests: Erica Schneider, Student at William and Mary

Election of Officers

Ms. Katherine Preston was nominated to continue as Chair. After a voice vote Ms. Preston was re-elected Chair.

Mr. Patrick Johnson was nominated to continue as Vice Chair. After a voice vote Mr. Johnson was re-elected Vice Chair.

Approval of Minutes

Ms. Preston requested a few changes to the minutes. The October 16, 2017 minutes were approved as amended.

Public Comment Period

There was no public comment.

Bicycle Study Request

Mr. Rich Thompson requested that the sand be swept off the bike lanes on public right-of-way.

Ms. Carolyn Murphy stated that she spoke with Mr. Steven Lambert from the Hampton Road Transportation Planning Organization (HRTPO) who spoke with Mr. Rob Case about the possibility of putting the study into the FY19 project plan. If the HRTPO is able to do the bicycle study no additional funding will be required. The Unified Planning Work Program (UPWP) will be reviewing the work items and the items will then be reviewed by the Transportation Technical Advisory Committee (TTAC). The idea to do the study was inspired by the Shenandoah Valley study of the economic impact of cycling and its benefit to localities.

Ms. Preston reported that she had had a conversation with Ms. Cat Anthony (Capital Trail Foundation), who plans to implement a study like the Shenandoah Valley study for the Capital Trail.

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VDOT Issues

As a follow-up to last meeting's conversation with Mr. Bolecek, HTBAC members had a conversation about the following questions to pose to VDOT regarding the bicycle lane mapping designations: When did the regulations change from 4 to 5 feet for bicycle lanes? What is the purpose of the VDOT Bikeways map? Will Mr. Bolecek provide a list of the facilities that do not match our map? Ms. Preston agreed to write a letter and distribute it to the rest of the group to review before sending it to Mr. Bolecek and Mr. Stringfield.

Bikeway Project Status Report

York County – Ms. Parker stated that York County is applying for funding to widen Victory Boulevard which would include a bikeway and is still working on Cook Rd.

James City County – Mr. Baruch stated that the Pocahontas Trail Corridor Study is underway and public feedback/outreach is ongoing. He will forward the presentation and survey to the group once it becomes available. JCC staff investigated several questions raised at our October meeting regarding Freedom Park and Six Mount Zion Road. JCC Schools and Parks officials stated that the chain preventing cyclists on the Freedom Park Trail from accessing Jolly Pond Rd. was installed to prevent vehicular access to the trail for reasons of safety. There are no plans to remove it. Mr. Baruch reiterated the statement from the October meeting that the Freedom Park trail was intended as an off- road accommodation from the school to the park and that a paved connection to the road was not a part of the plan. He also noted that this could be added to the Capital Improvement plan in the future. Finally, he reported that staff contacted VDOT regarding the possibility of allowing pedestrian/cycling traffic across the closed dam/road section of Six Mount Zion Road. VDOT responded that the road is closed to all traffic due to safety concerns with the failed dam and the road that crosses it. There are ongoing efforts to fix the dam, but a solution is not imminent and travel across the section remains prohibited.

Ms. Preston asked the following questions of James City County staff:

- What is the schedule for sweeping the shoulders of county roads; what roads are included; can a copy of the schedule be supplied to HTBAC?

Mr. Thompson asked these questions:

- Why has James City County not applied to be a bicycle friendly community?
- What is occurring on Rt. 5 near the Chickahominy Riverfront Park regarding electrical work near the Capital Trail

Ms. Carter asked if the Promenade development intends to connect the Winston Terrace subdivision from Winston Drive to the Food Lion through a trail/path.

Williamsburg – Ms. Murphy reported that the City of Williamsburg applied for grant money for a multi-use trail on Francis Street and that a request for proposals is out for a study of the feasibility of bringing a bike share program to the City of Williamsburg. Committee members expressed concern about the condition of Waller Mill Trail because of the uprooting and safety of the trail. Williamsburg staff noted the concern and will contact Parks and Recreation and report back to the Committee in April on repairs. The City is also looking at options for fixing the Carters Grove Country Road from Colonial Williamsburg to the county line.

Old Business

Ms. Carter raised the issue of directional arrows and different-colored pavement in bicycle lanes, especially in the city. There was some discussion about the pros and cons of the use of such tools to increase bicycle visibility. In terms of directional arrows, Ms. Murphy responded that enforcement is difficult, but that police officers on bicycles are tasked with stopping wrong-direction bikers.

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New Business/Round Table

Mr. Baruch informed the committee that the second public workshop for the Pocahontas Trail Corridor Study was being held on January 24 starting at 6:30 p.m. He also mentioned that James City County is researching the feasibility of adding bicycle infrastructure improvement language to the Zoning Ordinance in order to prevent developers from requesting proffers for residential developments that avoid adding accommodations for bicycles and pedestrians..

Mr. Jarrett Hann stated that HB177, a bill to outlaw the use of handheld devices to reduce distracted driving will be considered in the House this legislative session.

Meeting adjourned 8:00 p.m.

Next meeting – April 16, 2018.

Minutes adopted April 16, 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 MARCH, 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 March 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
- Mr. Mark Bellamy, York County Alternate

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

Absent:

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

C. PUBLIC COMMENT

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

D. BOARD MINUTES

1. Minutes – February 21, 2018

Mr. Trivette requested a motion for approval of the minutes from the February 21, 2018 meeting. Mr. Carter made the motion, with a second from Mr. Powell. 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 is there as presented. He added that fuel continues to be below projections, farebox recovery is down due to fewer deposits and ADA ridership is down slightly.

b) Executive Director Report

Mr. Trogon said the report is there as presented. He also mentioned that WATA has taken delivery of some new buses and is preparing to put them in service.

F. 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 government unit would be adversely affected pursuant to Section 2.2-3711 (A) (6) of the Code of Virginia, *Proposed Resolution #R18-25***
- 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 #R18-25***
- 3. Consideration of personnel matters involving staff, pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia, *Proposed Resolution #R18-25***

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 10:04 a.m., Mr. Trivette commenced the Closed Session. Mr. Brent Haden of Pender & Coward, Mr. Moore, Ms. Creel and Mr. Bellamy were also present. Mr. Reisweber was not in attendance the entire time. During the discussion of the Executive Director's Agreement, Mr. Trogon, Mr. Moore, Ms. Creel and Mr. Haden were not in attendance.

At 11:05 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 (minus Mr. Reisweber).

Roll call vote:

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

RESOLUTION #R18-25

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(s) convening closed session were heard, discussed, or considered by the Board.

G. UNFINISHED BUSINESS

1. The Colonial Williamsburg Bus Service and Lease Purchase Agreements, *Proposed Resolution #R18-26*

Mr. Trogdon stated the Bus Service and Lease Purchase Agreements have been worked on for several months with both legal counsels and the Board, and is now ready for approval. The terms are: the Bus Service Agreement, the expiration is December 31, 2019 and for the Lease Purchase Option, the expiration is March 31, 2020.

There being no discussion, Mr. Trivette asked for a motion to approve the resolution. Mr. Powell made the motion with a second by Mr. Carter. The resolution was adopted by a Board vote of 4-0, with Mr. Reisweber abstaining.

RESOLUTION #R18-26

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, agreements governing the partnership are still in use and have enabled the partnership to endure to the present; and

WHEREAS, these agreements need to be renewed and amended to ensure that they are in accord with current practice; and

WHEREAS, the Board of Directors (the “Board”) of the Williamsburg Area Transit Authority; (WATA) desires to amend the Bus Service Agreement with The Colonial Williamsburg Foundation; and

WHEREAS, the Board of Directors (the "Board") of the Williamsburg Area Transit Authority; (WATA) also desires to amend and restate the Lease and Purchase Option Agreements with The Colonial Williamsburg Foundation dated May 30, 2003, October 11, 2005, and March 20, 2009.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby authorizes and approves the Amended and Restated Lease and Purchase Option Agreement and the First Amendment to The Colonial Williamsburg Foundation Bus Service Agreement under the terms as presented.

H. NEW BUSINESS

1. Northern Hub Project Management Study Award, Proposed Resolution #R18-27

Mr. Trogdon said this has been a topic of discussion for several years and this is the first step in developing a transfer center close to where the one at the old Williamsburg Outlet Mall was. Kimley-Horn has been retained to conduct a feasibility study and do the preliminary environmental work, which their work plan forecast to take about 13 months. Discussion took place on the local share already being in the budget, some deliverables will be presented to the Board in 3-4 months and the building could potentially be under construction in two (2) years.

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

RESOLUTION #R18-27

CONTRACT AWARD – NORTHERN TRANSFER HUB FACILITY PROJECT MANAGEMENT SERVICES

WHEREAS, the Williamsburg Area Transit Authority seeks to engage a qualified firm to perform a project management services for the development of a transfer facility in the northern section of the service area.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority authorizes the award of a contract for project management services for a northern transfer hub facility to Kimley-Horn and Associates, Inc., in the amount of \$231,562.00 and in accordance with WATA's procurement policies and procedures.

Revenues:

	Federal Grant	\$185,250.00
	State Grant	\$37,050.0
	Local	\$9,262.00
Total		<u>\$231,562.00</u>

Expenses:

Facility Project Management Services \$231,562.00

2. Local Cost Allocation Study Contract Award, Proposed Resolution #R18-28

Mr. Trogdon stated that this had to be resolicited in order to get a qualified offer. WSP USA, Inc. was chosen. The Cooperative Service Agreement and previous studies were provided for guidance. He added their scope will also include ridership numbers and leases. He added that the vendor will need engagement from the Board and staff.

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

RESOLUTION #R18-28

CONTRACT AWARD – MEMBER JURISDICTION CONTRIBUTIONS OPERATIONS ANALYSIS

WHEREAS, the Williamsburg Area Transit Authority seeks to engage a qualified firm to perform a required Member Jurisdiction Contributions Operations Analysis.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority, authorizes the award of a contract for the Member Jurisdiction Contributions Operations Analysis WSP USA, Inc., in the amount of \$75,000 and in accordance with WATA’s procurement policies and procedures.

Revenues:

	State Grant	\$37,500.00
	Local	<u>\$37,500.00</u>
Total		<u>\$75,000.00</u>

Expenses:

Locality Cost Allocation Study	<u>\$75,000.00</u>
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3. Medium Duty Contract Award, Proposed Resolution #R18-29

Mr. Trogdon said that the vehicle is being purchased from Sonny Merryman using a state contract. In July, a bus delivered from Rohrer Enterprises was deemed unacceptable and consequently rejected. No money was lost on the transaction.

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 resolution was adopted by a Board vote of 5-0.

RESOLUTION #R18-29

CONTRACT AWARD – MEDIUM-DUTY BOC

WHEREAS, the Authority seeks to expand its current transit fleet to continue to provide safe, reliable and efficient transit service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority, authorizes the purchase of one (1) 25-foot, Medium Duty, Body-On-Chassis from Sonny Merryman, Inc., utilizing Virginia State Contract Number E194-74640, to expand the Authority’s current transit fleet. The WATA Board also authorizes the Executive Director, or designee, to negotiate and execute all documents necessary to fulfill the purchase of the capital asset in the amount of \$168,826 and in accordance with WATA’s procurement policies and procedures.

Revenues:

	Federal Grant	\$93,723.20
	State Grant	\$18,744.64
	Local	<u>\$4,686.16</u>
Total		<u><u>\$168,826</u></u>

Expenses:

Medium Duty Low Floor BOC	<u>\$168,826</u>
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- 4. FY18 Proposed Budget Adjustment, Proposed Resolution #R18-30**
- a. New Town Bus/Transit Facilities Proffer - \$3,000*
 - b. New Town Bus/Transit Facilities Proffer - \$37,250*
 - c. Williamsburg LEAD Class Bench Maintenance - \$3,600*

Mr. Trogdon stated that there are various proffers in certain sections of New Town which staff and New Town are working on. Also, a Williamsburg LEAD class that had helped construct benches at several stops has also donated funds to maintain the benches. The funds need to be put into the FY18 budget.

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

RESOLUTION #R18-30

FY 2018 – PROPOSED BUDGET ADJUSTMENTS

WHEREAS, WATA is adjusting the FY 2018 Budget to include additional revenue from two (2) proffers from New Town, LLC for bus/transit specific related items for designated space in the New Town area; and

WHEREAS, WATA has also received funds from the Williamsburg Chamber of Commerce for the maintenance and repairs of benched provided by the Leadership Historic Triangle Bench Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Williamsburg Area Transit Authority, hereby adopts the following adjustment in FY 2018 revenues and expenditures:

BE IT FURTHER RESOLVED that the Board of Directors of Williamsburg Area Transit Authority approves the adjustments to Fiscal Year 2018 budget in the amount of \$43,850.

Expenses			
	New Town Proffer Section 2&3	\$37,250	\$37,250
	New Town Proffer Section 2&4	\$3,000	\$3,000
	LHT Bench Project	\$3,600	\$3,600
			\$43,850
Revenues			
	New Town Proffer Section 2&3	\$37,250	\$37,250
	New Town Proffer Section 2&4	\$3,000	\$3,000
	LHT Bench Project	\$3,600	\$3,600
	Total		\$43,850

5. First Transit Contract Renewal, *Proposed Resolution #R18-31*

Mr. Trogdon said this is year eight (8) of the 10 year contract and renewals need to be approved by the Board due to the amount of the potential contract ceiling expenditure.

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

RESOLUTION #R18-31

CONTRACT CII-001 RENEWAL AUTHORIZATION
VEHICLE MAINTENANCE SERVICES, FIRST TRANSIT, INC.

WHEREAS, the Board of Directors (the “Board”) of the Williamsburg Area Transit Authority (WATA) desires to exercise the third renewal term as provided in Contract CII-001 with First Transit, Inc. for vehicle maintenance services; and

WHEREAS, the annual contract ceiling price includes the labor, materials, and supplies necessary to provide the vehicle maintenance services ; and

WHEREAS, the annual contract ceiling price also included an annual CPI adjustment as allowed under the Contract, which adjustment is calculated at 2.0% for contract year 2018-2019; and

WHEREAS, the contract ceiling price for the third renewal term is calculated at \$1,632,309.84.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Williamsburg Area

Transit Authority hereby authorizes and approves the second renewal term of Contract CII-001 with First Transit, Inc., with a contract ceiling price of \$1,632,309.84 for vehicle maintenance services and authorizes the Executive Director to execute the Contract Renewal Authorization.

6. Executive Director Employment Agreement

Mr. Trivette stated Mr. Trogdon’s initial performance review was to be done in November. It was not done and that now needs to be corrected. The findings were satisfactory and his contract will continue. Therefore, a pay increase will be granted retroactive to December 1, 2017 as per agreement. With that being the motion, Mr. Trivette asked for a second, which Mr. Powell made. The increase was approved by a Board vote of 5-0.

I. BOARD REQUESTS

Mr. Powell made the comment that with all of the money approved today, how little of it was local share. He commended staff in maximizing Federal and state dollars.

Mr. Hennessee said the financial situation may be better than initially thought. The fiscal cliff appears to be pushed back a year. He encouraged Board and staff to attend the financial planning meetings and speak up for transit. He will get information on the meeting times and places to Mr. Trogdon. In addition, drafting a letter along with attending a meeting would be helpful, as would having a WATA a display table. Mr. Trivette asked Mr. Trogdon to draft the letter for Board approval.

J. ADJOURNMENT

There being no further business, Mr. Trivette asked for a motion to adjourn the March 21, 2018 meeting. Mr. Reisweber made the motion with a second by Mr. Powell. The motion passed by a Board vote of 5-0. The meeting was adjourned at 11:29 a.m.



Andrew Trivette
Chair

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