

**AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 21<sup>ST</sup> DAY OF JUNE 2023, AT 10:00 A.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 N. BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.**

**A. CALL TO ORDER**

Vice Chair Mark Bellamy called the June 21<sup>st</sup>, 2023 WATA Board of Directors meeting to order at 10:00 A.M. where a quorum was established. Matthew Scalia called the roll.

**B. ROLL CALL**

**Members of the Board Present:**

Jason Purse, James City County  
Mark Bellamy, York County  
Sarah Jones, Colonial Williamsburg Foundation  
Denise Kirschbaum, James City County  
Michele DeWitt, City of Williamsburg  
Steven Hennessee, Department of Rail and Transportation  
Bill Horacio, William & Mary

**Staff Present:**

Matthew Scalia, Executive Director  
Ben Goodill, Director of Planning and Admin  
Iyanla XO, Marketing and Admin Specialist  
Tim Sullivan, Budget Management Specialist  
Karen Davis, Director of Operations

**Others Present:**

James Keeter (William and Mary)  
Jessica Anderson (Jessica Anderson for Virginia)  
James City County Intern

**Absent:**

Hank Lewis, IT Administrator

**C. PUBLIC COMMENT**

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

**D. BOARD MINUTES**

Mr. Bellamy asked for a motion for approval of the minutes from April 19<sup>th</sup>, 2023. Ms. DeWitt made the motion. The Board voted in favor of the motion.

**E. REPORTS**

**1. Executive Director Report**

Mr. Scalia said WATA staff will present its fiscal year 2024 budget for the Board's approval.

He said regarding the change in our maintenance contractor from First Transit to Transdev that there is no need for an amendment in WATA's current contract. He mentioned conveniently the

maintenance contract is up for renewal at the end of this month, providing WATA an opportunity to update the name.

He said WATA and CWF have had continuous meetings regarding the creation of Route 15 - Colonial. He said WATA staff will provide updates to the Board as the process continues.

He said in preparation for the construction project of the WATA administration and operations building on Pocahontas Trail, WATA staff have been looking at options for temporary administrative office space off-site and operations/maintenance office space on-site. He said WATA staff has narrowed it down to office space in the Mclaws Circle Business Park, based on the criteria for a workable space for WATA.

He highlighted the ridership numbers for May 2023. He said ridership has increased for both fixed and ADA service from previous months, as well as over May 2022. He also gave an update on Route 12A. He highlighted WATA has a difficult time keeping the route running due to a shortage of staff, which concerns him in terms of reliability to the public. He said WATA staff is making sure riders receive updates regarding the route, specifically through updating the website and Transit app.

He said since WATA's last report on employee strength, they have hired seven new employees. Two of them left after finishing training. Three are still in training and two are out operating themselves. He mentioned this report does include the six additional operators the board approved in anticipation of initiating Route 15 – Colonial.

## **2. VE Presentation**

Mr. Goodill gave a presentation on a Value Engineering workshop WATA staff conducted with AECOM for the Northern Transfer Center. This presentation highlighted potential changes to the design of the center as well as cost savings or additions. Discussion took place on the different suggestions throughout the presentation.

## **F. UNFINISHED BUSINESS**

There was no Unfinished Business.

## **G. NEW BUSINESS**

### **1. Resolution of Appropriation - *Proposed Resolution #R23-30***

Mr. Scalia highlighted a few items from the FY2024 Operation Budget. He said what makes this budget different from previous budgets is the implementation of Route 15 – Colonial, which will increase the operating expenses. Another highlight is the construction projects for the operating and administration building and the Northern Transfer Center will increase the capital projects expenses. He also mentioned this budget puts emphasis on hiring and retention to achieve reliability and increase ridership. Once WATA achieves those goals, he said WATA can start to focus on other projects such as the Yorktown demonstration route.

With there being no further discussion, Mr. Bellamy asked for a motion to approve the resolution. Mr. Purse made the motion. The resolution was adopted by a Board roll call vote:

Mr. Purse – AYE  
Mr. Bellamy – AYE  
Ms. DeWitt– AYE  
Ms. Kirschbaum – AYE  
Ms. Jones – AYE

**RESOLUTION #R23-30**

**FISCAL YEAR 2024 RESOLUTION OF APPROPRIATION**

**WHEREAS**, the Executive Director has proposed an Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and an FY 2024-2028 Capital Improvement Plan, of which the first year is for appropriation and the final four years are for informational and fiscal planning purposes only; and

**WHEREAS**, it is necessary to appropriate funds to carry out the activities proposed for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and to provide for certain revenue in support of those appropriations.

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

1. The following amounts are hereby appropriated in the Operating Fund for Authority operations activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<b><u>Operating Revenues</u></b>	<b><u>FY2024</u></b>
Federal	\$4,345,703
State	\$1,813,686
Local	\$3,134,833
<b>Total Revenues</b>	<b>\$9,294,222</b>
<b><u>Operating Expenses</u></b>	<b><u>FY2024</u></b>
Administration	\$940,528
Admin Rural	\$205,315
Safety & Training	\$149,102
Operations – Fixed Route	\$3,982,713
Operations – Rural Fixed Route	\$921,469
Operations - ADA	\$817,514
William & Mary	\$227,618
Colonial Williamsburg Foundation	\$1,447,146
Demo – Route 10: Grafton	\$447,946
Capital Outlay – Special Projects	\$85,000
Contingency	\$69,871
<b>Total Expenditures</b>	<b>\$9,294,222</b>

2. An appropriation in the amount of \$17,433,247 is hereby made in the Capital Fund as detailed below:

<u>Capital Revenues</u>	<u>FY2024</u>
Federal	\$13,707,006
State	\$3,543,653
Local	\$182,588
<b>Total</b>	<b>\$17,433,247</b>

**H. BOARD REQUESTS**

Mr. Hennessee introduced Patrice Strachan from the Virginia Department of Rail and Transportation (DRPT). She will be taking over Mr. Hennessee's position on the Board in July. The Board thanked Mr. Hennessee for his years on the Board.

Ms. DeWitt reminded the Board that per the Council's two-year strategic plan, the City of Williamsburg is working on improving the amenities at the bus stops in their locality. They will be looking at WATA's matrix on how WATA decides its amenities.

**I. ADJOURNMENT**

There being no further business, Mr. Bellamy requested a motion to adjourn the meeting to July 19<sup>th</sup>, 2023. Ms. DeWitt made the motion and the Board voted in favor of the motion. The meeting was adjourned at 10:51 A.M.