

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 16th DAY OF AUGUST 2023, AT 10:00 A.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 N. BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.

A. CALL TO ORDER

Chair Mark Bellamy called the August 16th, 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:

Mark Bellamy, York County
Paul Holt, James City County
Sarah Jones, Colonial Williamsburg Foundation
Denise Kirschbaum, James City County
Michele DeWitt, City of Williamsburg

Staff Present:

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

Others Present:

Brent Haden, Pender and Coward
Matt Hull, Pender and Coward
Ricky Angueira, Jarrett Walker and Associates (Virtual)
Lib Rood, Jarrett Walker and Associates (Virtual)

Absent:

Patrice Strachan, Department of Rail and Transportation (DRPT)
Bill Horacio, William & Mary

C. PUBLIC COMMENT

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

D. BOARD MINUTES

Before asking a motion, Mr. Bellamy made a note regarding a correction in the minutes. The July minutes said the meeting was to be adjourned to July 19th, 2023, instead of August 16th, 2023. Mr. Scalia thanked Mr. Bellamy for pointing that out and said we will fix the correction. Mr. Bellamy asked for a motion for approval of the minutes from July 16th, 2023 with the corrections. Ms. DeWitt made the motion. The Board voted in favor of the motion.

E. REPORTS

1. Executive Director Report

Mr. Scalia said there was a 7.5% increase in June's fixed route ridership compared to FY23. He mentioned a slight decrease in June's paratransit ridership compared to FY23.

Mr. Scalia said WATA currently has 15 full time and 6 part time operator positions open. These openings don't account for the 7 full time and 4 part time positions WATA will gain from the Colonial Williamsburg Foundation (CWF) transition. WATA will be gaining one new operator, starting today. He mentioned WATA is still promoting the Transit Planner and Transit Supervisor positions and will be attending several recruiting events in the area.

Mr. Scalia gave updates regarding Route 15, saying WATA and CWF are still on track to start on September 10th, 2023. Both parties had a productive meeting on August 4th, especially regarding communication with the public. He mentioned he met with Robert Underwood, CWF's vice president of operations. Mr. Underwood expressed concerns about WATA's operating hours for Route 15. Mr. Scalia indicated he was unable to meet CWF's service hour requests. He also presented to the Board WATA's timeline for having everything ready by September 10th.

2. Construction Updates Presentation

Mr. Goodill gave a presentation on updates for both of WATA's building construction projects. He said the project team has met several times regarding the administration building. The next steps regarding the administration building are to reengage with Dominion Energy and WATA's other utility companies regarding the temporary office space, as well as the new building in the future, and returning comments to the City of Williamsburg for the site plan review.

Regarding the Northern Transfer Center, Mr. Goodill said the WATA team is working with the design team in response to the VE comments the Board made at the last meeting. He also said the WATA team has been working with DRPT on possible funding solutions. They will bring those back to the Board for discussion. He said the next steps will be coordinating with James City County (JCC) regarding another project near the Northern Transfer Center property, as well as with the YMCA regarding the connecting path between both properties.

3. Transit Strategic Plan Update Presentation

Ricky Angueira gave a presentation discussing the updates to the Transit Strategic Plan and well as the cost allocations for each locality. His goal was to gain feedback from the Board regarding the cost allocations and to answer questions.

There was discussion during and after the presentation between Mr. Angueira and the Board regarding the topics discussed. Mr. Bellamy asked for an update to include the revenue adjustments. Mr. Holt asked for a relook of Route 9 to include a stop down Industrial Boulevard to support the new Trade Center. He would like to know what a possible trade would off be.

F. UNFINISHED BUSINESS

There was no Unfinished Business.

G. NEW BUSINESS

1. Custodial Staff Addition, Proposed Resolution #R24-07

Mr. Goodill said the WATA team looked at the cost of its' existing janitorial services contract, which expired in July 2023. After reviewing JCC description of the custodian position and evaluating the cost benefit to WATA, the team felt adding the staff addition would be beneficial. He said the cost to add the position would be a 7% increase from the original contract, an overall .04% increase to WATA's budget.

The Board expressed that a convenience of contracting janitorial service is that the onus of replacing staff falls on the contractor as opposed to falling on WATA.

With there being no further discussion, Mr. Bellamy asked for a motion to approve the resolution. Mr. Holt made the motion. Ms. Kirschbaum seconded the motion. The Board voted in favor of the resolution.

RESOLUTION #R23-07

AMENDMENT TO APPROVED STAFFING PLAN

WHEREAS, WATA has closed out its current contract for janitorial services;

WHEREAS, staff evaluated cost and function of the janitorial services and have determined that bringing janitorial services in-house represents the best investment for WATA;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby authorize staff to work with Human Resources in the creation of one (1) new part-time custodial employee, bringing the total workforce to eighty-five (85).

2. Consideration of the revised WATA Bylaws

During this section of the meeting, Mr. Scalia was going to read the revised WATA Bylaws. After discussion amongst the Board, they voted to waive the reading.

Mr. Bellamy asked for a motion to waive the reading of the revised WATA Bylaws. Mr. Holt made the motion. Ms. DeWitt seconded the motion. The motion was made by a Board roll call vote:

Mr. Bellamy – AYE
Ms. DeWitt– AYE
Mr. Holt - AYE

Ms. Kirschbaum – AYE
Ms. Jones – AYE

H. CLOSED SESSION Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, Pursuant to Section 2.2-3711(A)(6&8) of the Code of Virginia., Proposed Resolution #R24-08

Ms. DeWitt read the statements to enter into the closed session. Mr. Bellamy asked for a motion to enter the Closed Session. Ms. Kirschbaum made the motion. The motion was made by a Board roll call vote:

Mr. Bellamy – AYE
Ms. DeWitt– AYE
Mr. Holt - AYE
Ms. Kirschbaum – AYE
Ms. Jones – AYE

RESOLUTION #R24-08

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Williamsburg Area Transit Authority Board of Directors 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 were heard, discussed, or considered by the Board as were identified in the motion, Pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia, consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

At 11:16 a.m., Ms. DeWitt commenced the Closed Session.

At 12:19 p.m., Ms. DeWitt read the statements to reconvene the Board in Open Session through a roll call vote:

Mr. Bellamy – AYE
Ms. DeWitt– AYE
Mr. Holt - AYE
Ms. Kirschbaum – AYE

Ms. Jones – Abstained

I. CLOSED SESSION Consideration of a Personnel Matter Involving the Performance Review of the Executive Director Contract, Pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia, Proposed Resolution #24-09

The Board decided not to go into this closed session.

RESOLUTION #R24-09

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of the Williamsburg Area Transit Authority (the “Board”), has convened a closed meeting on this date pursuant to an Affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certificate by the Board that such closed meeting 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 the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711 (A) (1) of the Code of Virginia, to consider personnel matters, involving the performance review of the Executive Director Contract.

J. BOARD REQUESTS

Mr. Holt mentioned one of the tasks in Mr. Scalia’s work plan is to start a new demonstration route for a new line in York County. He would like to know, with Board consensus, if Mr. Scalia can postpone starting this task for at least a month. His reasons were WATA is still in the process of completing its Strategic Plan, which will play a big part in where new service will go, and WATA still finding funding for the administration building and Northern Transfer Center construction projects. His suggestion is for the WATA team to bring the Board a recommendation with a pro and con answer regarding using the CMAQ funding originally intended for the new route, for the construction projects instead. The Board agreed.

K. ADJOURNMENT

There being no further business, Mr. Bellamy requested a motion to adjourn the meeting to September 20th, 2023. Ms. Kirschbaum made the motion and the Board voted in favor of the motion. The meeting was adjourned at 12:24 P.M.