



April 6, 2022

**PUBLIC NOTICE OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

Pursuant to the Code of Virginia § 2.2-3707(D), notice is given that the Williamsburg Area Transit Authority Board of Directors will conduct a Special Meeting at 9:00 a.m. on Monday, April 11, 2022, in City Council Chambers at 412 North Boundary Street, Williamsburg, Virginia. The matter to be considered is an update to the compensation plan.

Questions or comments may be submitted by email to Zach Trogdon at ztrogdon@gowata.org or by calling 757-220-5493.

Signed,

A handwritten signature in black ink, appearing to read "ZTrogdon", is written over a light grey horizontal line.

Zach Trogdon
Executive Director

AGENDA

Williamsburg Area Transit Authority Board of Directors

Special Called Meeting

April 11, 2022, 9:00 A.M.

Stryker Center City Council Chambers

412 N. Boundary Street, Williamsburg, VA 23185

A. Call to Order

B. Roll Call

C. Public Comment

D. New Business

1. Funding of Compensation Plan Increases, Proposed Resolution #R22-18

E. Adjournment to April 20, 2022



TO: Board of Directors

FROM: Zach Trogdon, Executive Director

DATE: April 6, 2022

SUBJECT: Compensation Plan Increases

Staff is requesting approval to implement salary changes in response to a change in the compensation plan that is followed by WATA. The Authority generally follows the James City County Compensation Plan as part of utilizing JCC for human resources services. The JCC Board of Supervisors adopted an update to the JCC Compensation Plan at its March 22, 2022, meeting that raised each pay grade. The change was based on increasing each pay grade range by \$1,500 and then an additional five percent (5%) of that amount. A copy of the new plan is enclosed. JCC elected to accelerate salary increases to be effective April 16, 2022, in order to assist in recruitment and retention efforts. While WATA follows the JCC compensation plan, before implementing pay increases that have otherwise been adopted by JCC the WATA Board of Directors must determine that sufficient funding is available.

Staff is proposing an exception to following the plan as adopted by JCC since a number of positions are proposed for an increase in grade due to market conditions. The positions are: Transit Operator (Grade 8 to Grade 9), Lead Operator (Grade 9 to Grade 10), Dispatcher (Grade 9 to Grade 10), and Customer Service Clerk (Grade 6 to Grade 7). These positions are the most needed and hard to fill at this time. These positions will experience a larger increase due to the change in pay grade combined with the increase within the grades. Employees in these positions are proposed to receive a 17.5% increase, which results from the change in grade (7.5% increase) and the salary increase within the grades (10%). All other eligible positions are proposed to receive the \$1,500 and five percent (5%) increase. Staff does find that sufficient funding is available to implement the pay increases as outlined.

In October 2021, the Board authorized the Executive Director to implement a policy to provide to employees in certain positions an hourly premium of \$2.50 per hour for each hour actually worked during a month. This premium payment was initially approved to extend through June 30, 2022, in order to allow time for staff to develop a plan for compensation changes that would go into effect in FY2023. The salary increases as proposed here would replace that premium payment and it will end with the effective date of these salary increases.

**James City County
Salary Structure
2022**

Range	Annual			Hourly		
Salary Range	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
6	\$27,783	\$35,604	\$43,457	\$13.36	\$17.12	\$20.89
7	\$29,720	\$38,164	\$46,608	\$14.29	\$18.35	\$22.41
8	\$31,839	\$40,919	\$49,999	\$15.31	\$19.67	\$24.04
9	\$34,117	\$43,880	\$53,641	\$16.40	\$21.10	\$25.79
10	\$36,565	\$47,062	\$57,559	\$17.58	\$22.63	\$27.67
11	\$39,199	\$50,485	\$61,773	\$18.85	\$24.27	\$29.70
12	\$42,028	\$54,165	\$66,301	\$20.21	\$26.04	\$31.88
13	\$45,074	\$58,124	\$71,174	\$21.67	\$27.94	\$34.22
14	\$48,347	\$62,378	\$76,411	\$23.24	\$29.99	\$36.74
15	\$51,868	\$66,956	\$82,044	\$24.94	\$32.19	\$39.44
16	\$55,653	\$71,877	\$88,100	\$26.76	\$34.56	\$42.36
17	\$59,722	\$77,167	\$94,610	\$28.71	\$37.10	\$45.49
18	\$64,097	\$82,853	\$101,610	\$30.82	\$39.83	\$48.85
19	\$68,803	\$88,972	\$109,140	\$33.08	\$42.78	\$52.47
20	\$73,863	\$95,549	\$117,236	\$35.51	\$45.94	\$56.36
21	\$79,303	\$102,622	\$125,940	\$38.13	\$49.34	\$60.55
22	\$85,152	\$110,226	\$135,298	\$40.94	\$52.99	\$65.05
23	\$91,442	\$118,403	\$145,364	\$43.96	\$56.92	\$69.89
24	\$98,204	\$127,194	\$156,182	\$47.21	\$61.15	\$75.09
25	\$105,476	\$136,646	\$167,815	\$50.71	\$65.70	\$80.68

RESOLUTION #R22-18

FUNDING OF COMPENSATION PLAN INCREASES

WHEREAS, the Williamsburg Area Transit Authority (WATA) and James City County (County) currently operate under a Memorandum of Understanding (MOU) for Human Resource Services;

WHEREAS, the MOU stipulates that WATA is included under the County's compensation plan and may follow compensation increases as determined by the James City County Board of Supervisors, unless sufficient funding is not available as determined by the WATA Board of Directors;

WHEREAS, in March 2022, the James City County Board of Supervisors approved changes to the County's compensation plan, increasing salaries within each pay grade by \$1,500 followed by an additional 5%;

WHEREAS, James City County has elected to implement the salary increases effective April 16, 2022, in order to assist in recruitment and retention efforts;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority has determined there is sufficient funding to implement, effective April 16, 2022, salary increases in line with those approved by James City County.

BE IT FURTHER RESOLVED that the following positions are eligible for an increase of 17.5% resulting from a market increase from one pay grade to a higher pay grade combined with the increase within each pay grade:

Transit Operators (FT and PT)
Lead Operators

Dispatchers
Customer Service Clerk (PT)

BE IT FURTHER RESOLVED that all other eligible staff are approved for an increase of \$1,500 and 5%;

BE IT FURTHER RESOLVED that the premium payment of \$2.50 approved in October 2021 for certain positions (Resolution #22-13) will cease with the April 16, 2022, effective date of these salary increases.

Denise Kirschbaum
Chair

ATTEST:

Secretary

Adopted by the Board of Directors, Williamsburg Area Transit Authority this 11th day of April 2022.