

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 31ST DAY OF MARCH 2023, AT 2:30 P.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 N. BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.

A. CALL TO ORDER

Chair Paul Holt called the March 31, 2023 WATA Board of Directors meeting to order at 2:30 P.M. where a quorum was established. Sanford Wanner called the roll.

B. ROLL CALL

Members of the Board Present:

Paul Holt, James City County
Mark Bellamy, York County
Sarah Jones, CWF
Denise Kirschbaum, James City County
Michele DeWitt, City of Williamsburg
Steven Hennessee, DRPT

Staff Present:

Sanford Wanner, Interim Executive Director
Karen Davis, Director of Operations
Ben Goodill, Acting Director of Planning and Admin
Iyanla XO, Marketing and Admin Specialist

Others Present:

Brent Haden, Pender and Coward

Absent:

Bill Horacio, William & Mary

C. PUBLIC COMMENT

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

D. BOARD MINUTES

Mr. Holt asked for a motion for approval of the minutes from March 31st, 2023. Ms. Kirschbaum made the motion. The Board voted in favor of the motion.

E. APPOINTMENT OF WATA EXECUTIVE DIRECTOR

1. Appointment of WATA Executive Director, Proposed Resolution #R23-24

Mr. Holt said after a long and thorough search, The Board has selected Matthew Scalia as the WATA Executive Director starting April 17th, 2023.

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

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

RESOLUTION #R23-24

**APPOINTING MATTHEW SCALIA AS EXECUTIVE DIRECTOR OF THE WILLIAMSBURG AREA TRANSIT
AUTHORITY**

WHEREAS, the Williamsburg Area Transit Authority (WATA) Board of Directors has concluded a nationwide search to find a new WATA Executive Director; and

WHEREAS, the Board of Directors is unanimous in its selection of Matthew Scalia to serve as the WATA Executive Director commencing April 17, 2023; and

WHEREAS, the Board of Directors and Matthew Scalia have negotiated the terms of an employment agreement for the Executive Director position, to be effective April 17, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Williamsburg Area Transit Authority Board of Directors that Matthew Scalia be and hereby is appointed to the position of Executive Director of the Williamsburg Area Transit Authority effective April 17, 2023.

BE IT FURTHER RESOLVED that the Chairman of the WATA Board of Directors be and hereby is authorized to execute an employment agreement with Matthew Scalia subject to the terms and conditions agreed upon and approved by the Board of Directors.

F. FUNDING OF COMPENSATION PLAN INCREASES

1. Funding of Compensation Plan Increases, Proposed Resolution #R23-25

Mr. Wanner said WATA staff found out recently James City County was increasing each of their pay grades by \$1500. He said staff recommended WATA implement the same pay increase as a part of its agreement with James City County for all WATA employees. He mentioned sufficient funds exist for this.

Ms. DeWitt asked how many employees WATA has. Karen Davis said WATA has 58 employees.

Mr. Bellamy asked what James City County is planning for its budget in terms of pay increases. Ms. Kirschbaum said they'll be increasing pay by 5%.

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

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

RESOLUTION #R23-25

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 2023, the James City County Board of Supervisors approved changes to the County’s compensation plan, increasing salaries within each pay grade by \$1,500;

WHEREAS, James City County has elected to implement the salary increases effective April 1, 2023, 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 a \$1500 wage increase for all full-time and part-time pay ranges effective April 1, 2023, salary increases in line with those approved by James City County.

Mr. Holt asked what WATA’s current vacancy is. Ms. Davis said WATA is down 11 full-time bus operators and 4 part-time. Mr. Holt asked if it was more than the last time the Board asked. Ms. Davis said yes. She added WATA is currently operating at about 60%.

G. CLOSED SESSION Pursuant to Section 2.2-3711.A(6) Discussion or 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; specifically, the contract between WATA and the Colonial Williamsburg Foundation, Proposed Resolution #R23-26

Mr. Holt read the statements to enter a Closed Session. Ms. DeWitt made the motion and the Board voted with a roll call vote:

Roll Call Vote:

Mr. Holt – AYE
Mr. Bellamy – AYE

Ms. DeWitt – AYE
Ms. Kirschbaum – AYE
Ms. Jones – Abstained

RESOLUTION #R23-26

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

At 2:40 p.m., Mr. Holt commenced the Closed Session.

At 3:12 p.m., Mr. Holt reconvened the Board in Open Session.

H. AMENDED AND RESTATED CWF BUS SERVICE AGREEMENT

1. Amended and Restated CWF Bus Service Agreement, Proposed Resolution #R23-27

Mr. Holt said this is an agreement between WATA and the Colonial Williamsburg Foundation for WATA to run public transportation service through the Colonial Williamsburg area effective September 10th, 2023. He noted he asked WATA staff to amend Resolution #23-27 to the version presented below earlier that day.

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

Mr. Holt – AYE
Mr. Bellamy – NAY
Ms. DeWitt – AYE
Ms. Kirschbaum – AYE
Ms. Jones – Abstained

RESOLUTION #R23-27

AMENDED AND RESTATED COLONIAL WILLIAMSBURG FOUNDATION BUS SERVICE AGREEMENT

WHEREAS, WATA and CWF entered into a Bus Service Agreement dated October 16, 2008;

WHEREAS, WATA and CWF amended the Original Agreement pursuant to an Amendment to Colonial Williamsburg Foundation Bus Service Agreement, dated February 28, 2018;

WHEREAS, WATA and CWF further amended the Original Agreement pursuant to a Second Amendment to Williamsburg Area Transit Authority The Colonial Williamsburg Foundation Bus Service Agreement, dated December 31, 2019;

WHEREAS, WATA and CWF desire to amend and restate the Original Agreement as amended;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby adopt the Amended and Restated contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors authorizes the Interim Executive Director to execute the Agreement between WATA and the Colonial Williamsburg Foundation for WATA to provide public bus transportation service around the historic core of Colonial Williamsburg.

I. BOARD REQUESTS

Ms. DeWitt said the City of Williamsburg wanted to thank Lee, a WATA operator, for being their bus operator this week for one of their operations. She also thanked Ms. Davis for making that happen.

Mr. Holt noted this is Mr. Wanner's last meeting as Interim Executive Director and thanked Mr. Wanner for stepping into the position on quick notice. Mr. Wanner said it was an honor to be considered and a privilege to serve WATA and the community. He also thanked the WATA staff for supporting him during his time at WATA.

Mr. Holt also thanked the Board for their work over the past six months, specifically dealing with the hiring of the Executive Director and the agreement with the Colonial Williamsburg Foundation.

J. ADJOURNMENT

There being no further business, Mr. Holt requested a motion to adjourn the meeting to April 19th, 2023. Ms. Kirschbaum made the motion and the Board voted in favor of the motion. The meeting was adjourned at 3:15 p.m.