

**AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 19<sup>th</sup> DAY OF APRIL 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 Paul Holt called the April 19, 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:**

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  
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  
Hank Lewis, IT Administrator

**Others Present:**

Sandy Wanner  
Brent Haden, Pender and Coward

**Absent:**

Karen Davis, Director of Operations

**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 31<sup>st</sup>, 2023. Ms. Kirschbaum made the motion. The Board voted in favor of the motion.

**E. REPORTS**

**1. Executive Director Report**

Mr. Scalia said WATA staff solicited Value Engineering services on the Northern Transfer Center and has awarded the contract to AECOM per RFP #20230816. The contract value is \$50,000, and the Notice of Award was issued on April 5, 2023.

He said the Department of Rail and Public Transportation sent representatives from WSP to the WATA offices on their behalf the week of April 10th. He said they were on-site to perform a compliance review on items ranging from record retention policies to records of individual purchases. He said WATA received five issues of note and expects a full report will be provided to the Board in about four weeks.

He said WATA's maintenance provider First Transit, is now owned and operated by Transdev. He said he talked to WATA's lawyer, Brent Haden, to see if WATA may be required to issue an amendment to the existing agreement citing the change in the vendor's official name.

He said WATA staff has submitted an advertisement for the Greater Williamsburg Chamber of Commerce Welcome Home Guide. He said this will be a small ad to assist in attracting new residents of the area to WATA's services.

He mentioned WATA will be providing free service on April 21<sup>st</sup>, 2023 in honor of Earth Day.

He also mentioned WATA staff had corrected the ridership numbers for October 2022 in the ridership report for the Colonial Williamsburg Foundation (CWF). He noted the fixed route and paratransit ridership in March 2023 were down, and WATA staff will take a look into the reason.

#### **F. UNFINISHED BUSINESS**

There was no Unfinished Business.

#### **G. NEW BUSINESS**

##### **1. Amendment to Approved Staffing Plan - *Proposed Resolution #R23-28***

Mr. Goodill said with the signing of the service agreement between WATA and the Colonial Williamsburg Foundation (CWF), WATA staff has updated their staffing plan to add six operator positions to begin the operations of the CWF service. He said that will bring WATA's full-time operator positions up to 40. He hopes any additional CWF staff coming to WATA will be absorbed into WATA's full-time operator positions. He noted with the addition of the six operators, WATA staff doesn't see a need for an additional supervisor. He said when staffing levels come back to being full, WATA staff will look into getting another supervisor. He also noted there is one part-time position at 988 hours WATA staff will convert into the normal Fixed Route part-time position at 1040 hours.

Mr. Bellamy asked if WATA staff knows how many applicants WATA will get from CWF. Ms. Jones said 13. She said they had signed letters in December, but they will have to re-sign them as well as the background checks, and she's working on them doing the drug tests still.

With there being no further discussion, Mr. Holt asked for a motion to approve the resolution. Ms. Kirschbaum 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 #R23-28**

### **AMENDMENT TO APPROVED STAFFING PLAN**

**WHEREAS**, WATA and the Colonial Williamsburg Foundation have contracted for transit services:

**WHEREAS**, the agreement states that WATA requires a minimum of six (6) operators to fulfill the services as stated;

**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 six (6) additional full-time operator positions, bringing the total to forty (40). The positions will be funded through contracted services within the WATA budget.

#### **2. Contract for Construction Management Services - *Proposed Resolution #R23-29***

Mr. Goodill said the contract for WATA's Construction Management Services is being awarded to Skanska. He said WATA staff's goal for the Construction Management Services vendor was to be flexible, meaning they can be on-site at both locations every week, looking at the facilities, and additional projects and technologies associated with the facilities, as well as providing Quality Assurance and Quality Control (QAQC) through the duration of the projects. He said the contract has a fixed fee cost and allowance for additional tasks. He said at the beginning of the projects, they will establish milestones for the key tasks associated with the projects. He said the reason WATA went with this level of flexibility is to help manage the workload of himself and Mr. Scalia in terms of project management.

Mr. Bellamy asked if this contract is eligible for WATA's federal funding and if it is subject to be reviewed by the Federal Transportation Administration (FTA). Mr. Goodill said the funding is eligible and WATA is not required a project management oversight from the FTA, but there will still be some reporting done on WATA's side to make sure they know WATA is using the funds correctly.

Mr. Bellamy asked how many firms applied for this contract. Mr. Goodill said three firms. Mr. Bellamy asked if WATA staff interviewed all three. Mr. Goodill said they interviewed the top two because there was a significant drop in the score for the third vendor.

Mr. Bellamy asked if WATA staff attempted to negotiate the cost down or if this was the cost Skanska offered. Mr. Goodill said the original proposal for the Skanska contract had a lot more tasks. After talking with DRPT and other partner agencies, WATA refined the task list to WATA's needs, ultimately reducing the proposed costs.

Mr. Bellamy asked if Skanska will be reviewing the plans for both projects before they arrive on-site. Mr. Goodill said yes.

Mr. Bellamy asked if WATA staff had considered alternatives to hiring a construction management company. Mr. Goodill said there were discussions, but they went with a third party to avoid any conflicts of interest. Mr. Bellamy asked if WATA staff considered hiring someone internally. Mr. Goodill said they did not.

Mr. Bellamy asked how the \$50,000 associated with the Value Engineering services plays into the Skanska contract. Mr. Goodill said one of the FTA requirements has to do with a company that's not the vendor to look over the designs for the projects. He said for the Northern Transfer Center, they are providing WATA staff with 30% of the construction plans, which should be arriving the first or second week of May 2023.

Mr. Holt said if Mr. Goodill or Mr. Scalia could be a part of some of the project management and QAQC process, to do so on a day-to-day basis. He also encouraged them to use Skanska to the greatest extent possible to ensure the building is secure.

Mr. Goodill said April 21<sup>st</sup> is the next milestone for the project, which is the deadline for site plan submittal to the City of Williamsburg. He also mentioned WATA staff will be going out to look at temporary office space the following week.

With there being no further discussion, Mr. Holt asked for a motion to approve the resolution. Ms. Kirschbaum 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 – AYE

### **RESOLUTION #R23-29**

#### **CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES VIA RFP #20230817**

**WHEREAS**, WATA requires construction management services for the rehabilitation and expansion of its operations and maintenance facility, as well as new construction of a Northern Transfer Center;

**WHEREAS**, WATA solicited for Construction Management services via Request for Proposal #20230817;

**WHEREAS**, Skanska selected as the top ranked firm and was found to be qualified;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Williamsburg Area Transit Authority hereby authorize the purchase of Construction Management Services from Skanska via RFP #20230817, to assist the authority in improving their transit facilities. The Board authorizes the Executive Director, or designee, to negotiate and execute all documents necessary to fulfill the purchase of said services in the amount, not to exceed, \$1,188,595 and in accordance with WATA's procurement policies and procedures.

#### **H. BOARD REQUESTS**

There were no board requests.

#### **I. ADJOURNMENT**

There being no further business, Mr. Holt requested a motion to adjourn the meeting to April 19<sup>th</sup>, 2023. Ms. Kirschbaum made the motion and the Board voted in favor of the motion. The meeting was adjourned at 10:30 A.M.