

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 19th DAY OF JULY 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 July 19th, 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
Sarah Jones, Colonial Williamsburg Foundation
Denise Kirschbaum, James City County
Michele DeWitt, City of Williamsburg
Patrice Strachan, Department of Rail and Transportation (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
Karen Davis, Director of Operations
Hank Lewis, IT Administrator

Others Present:

Brent Haden, Pender and Coward
Steven Hennessee, DRPT
Alice (City of Williamsburg Intern)
Sophie (City of Williamsburg Intern)

Absent:

Paul Holt, James City County

C. ORGANIZATIONAL MEETING

1. Election of Officers, *Proposed Resolution #R24-01*

Mr. Bellamy asked for nominations for Chair and Vice-Chair. Ms. Kirschbaum nominated Mr. Bellamy for Chair, Ms. DeWitt for Vice-Chair, Mr. Scalia as Secretary, and Jennifer Tomes as Treasurer. Mr. Bellamy seconded Ms. DeWitt's nomination and Ms. DeWitt seconded Mr. Bellamy and Mr. Scalia's nominations.

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

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

RESOLUTION #R24-01

ELECTION OF OFFICERS

WHEREAS, on July 19, 2023, the Board of Directors of the Williamsburg Area Transit Authority (“WATA”) held its organizational meeting to elect officers of the Williamsburg Area Transit Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby elects the following officers whose terms will expire as of the annual meeting indicated, but shall continue until such replacements have been elected or appointed:

	<u>Term Expiration</u>
Chair – Mark Bellamy	July 2024
Vice-Chair – Michelle DeWitt	July 2024
Secretary – Matthew Scalia	July 2024
Treasurer – Jennifer Tomes	July 2024

2. Adoption of Fiscal Year 2024 Calendar, *Proposed Resolution #R24-02*

Mr. Bellamy assumed the Chair position and asked for a motion to adopt the Fiscal Year 2024 Board Calendar. Mr. Goodill said there needed to be a correction to the calendar shared with the board. The calendar shows the Juneteenth holiday to be celebrated on Monday, June 17th, instead of Wednesday, June 19th. June 19th falls on the third Wednesday of the month, which is when WATA holds its Board meetings. Mr. Goodill asked the Board for guidance on whether WATA should cancel the Board meeting for June 2024 or reschedule. Mr. Bellamy said the Board will still have a meeting that month but will wait either 3 or 6 months out to better understand what day to reschedule the meeting to. Mr. Goodill said the Board can vote on the calendar and WATA will provide the Board with an amended calendar.

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

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

RESOLUTION #R24-02

ADOPTION OF FISCAL YEAR 2023 CALENDAR

WHEREAS, the Board of Directors (the “Board”) of Williamsburg Area Transit Authority desires to establish its regular meeting times and dates for the conducting of its business for Fiscal Year 2024;

WHEREAS, beginning July 2023, regular meetings of the Board are scheduled to be held on the third Wednesday of each month at the Stryker Center, 412 N. Boundary Street, Williamsburg, VA 23185, unless otherwise noted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby adopts the attached calendar establishing the times and dates for the conducting of its business for Fiscal Year 2024.

3. Authorization to Sign Checks and Make Electronic Disbursements, *Proposed Resolution #R24-03*

Mr. Bellamy asked for a motion to approve the resolution. Ms. Kirschbaum made the motion. The resolution was adopted by a Board roll call vote:

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

RESOLUTION #R23-03

AUTHORIZATION TO SIGN CHECKS AND MAKE ELECTRONIC DISBURSEMENTS

WHEREAS, the Board of Directors of the Williamsburg Area Transit Authority desires to specify those individuals authorized to sign checks and make electronic disbursements on behalf of the Authority; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamsburg Area Transit Authority, that the following persons are hereby authorized to sign checks and make electronic disbursements on behalf of the Authority beginning July 19, 2023, and extending until the next organizational meeting of the Board in July 2024:

Chair:	Mark Bellamy
Treasurer:	Jenni Tomes
Executive Director:	Matthew Scalia

BE IT FURTHER RESOLVED that only two signatures of the above-referenced three persons shall be required to properly endorse a check or make an electronic disbursement on behalf of the Williamsburg Area Transit Authority.

D. PUBLIC COMMENT

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

E. BOARD MINUTES

Mr. Bellamy asked for a motion for approval of the minutes from June 21st, 2023. Ms. DeWitt made the motion. The Board voted in favor of the motion.

F. REPORTS

1. Executive Director Report

Mr. Scalia said WATA continues to climb out from the drop during the pandemic. While the fixed route service increased from May 2023, ADA dropped. He said this was consistent with a similar ADA drop from May to June 2022. He said June 2023 fixed route was the highest ridership of the year, also consistent with previous years.

He said WATA currently has 11 full-time and 5 part-time operator positions open. WATA gained 3 full-time operators since June 2023. He said the vacancies include the 6 full-time and 1 part-time position approved by the Board in support of Route 15 in September. He said the WATA will gain 7 full-time and 4 part-time operators in the WATA-CWF transition. He also mentioned WATA has advertised for the Transit Planner position. The application closes on July 28th, 2023, but he anticipates WATA will extend the deadline.

He said planning continues between WATA and CWF for the creation of Route 15, Colonial.

2. Value Engineering Recommendations for the Northern Transfer Center Presentation

Mr. Goodill gave a presentation on updates from his presentation from June's Board meeting. This presentation highlighted the changes to the design of the center as well as cost savings or additions based on the feedback from the Board and WATA staff. Discussion took place on the different changes and decisions throughout the presentation. Mr. Goodill asked the Board if the board would like to move forward with the recommendations discussed, including changes discussed during this presentation. The Board agreed to move forward with the changes.

G. UNFINISHED BUSINESS

There was no Unfinished Business.

H. NEW BUSINESS

1. Memorandum of Understanding - William & Mary Service, Proposed Resolution #R24-04

Mr. Scalia said WATA is proposing to slightly increase the cost charged per hour to William & Mary from \$89.50 to \$89.77 per hour. He said William & Mary agreed to the increase.

Mr. Bellamy asked if Mr. Scalia could elaborate on what's included in the calculations. Mr. Scalia said it considers the increase in the cost of operations. He said WATA has had continuous conversations with Mr. Horacio regarding the changes in cost and will continue to discuss the price for FY2025. He said there may be a significant increase in cost for FY2025, but will bring it to the Board when there are more details. Mr. Horacia supported Mr. Scalia's statements, adding he has and will continue having discussions with WATA about the allocations of costs for William & Mary.

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

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

RESOLUTION #R24-04

MEMORANDUM OF UNDERSTANDING **WILLIAMSBURG AREA TRANSIT AUTHORITY AND WILLIAM & MARY**

WHEREAS, William & Mary and the Williamsburg Area Transit Authority (WATA) have partnered together to operate transit services since 2005 to serve William & Mary students and faculty/staff;

WHEREAS, WATA and William & Mary wish to continue the partnership to provide transit services to students and faculty/staff;

WHEREAS, WATA will operate a route to serve William & Mary, currently Route 8, at the cost of \$89.77 per hour;

WHEREAS, WATA agrees that students and faculty/staff that have a valid William & Mary identification card may ride any other route within the WATA system for the cost of a one-way fare per trip.

NOW THEREFORE BE IT RESOLVED that the Board of Directors authorizes the Executive Director to negotiate and execute the Memorandum of Understanding with William & Mary to provide transit service for the period of August 2023 to August 2024 under the terms as proposed.

2. Funding Of Compensation Plan Increases, Proposed Resolution #R24-05

Mr. Scalia said this is a request to increase the salaries of all WATA positions by 5% to assist in recruitment and retention efforts.

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

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

RESOLUTION #R24-05

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 May 2023, the James City County Board of Supervisors approved changes to the County’s compensation plan, increasing salaries within each pay grade by 5%;

WHEREAS, James City County has elected to implement the salary increases effective July 16, 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 5% wage increase for all full-time and part-time pay ranges effective July 16, 2023, salary increases in line with those approved by James City County.

3. Resolution of Appreciation – Steven Hennessee, Proposed Resolution #R24-06

Mr. Scalia presented Mr. Hennessee with a Resolution of Appreciation for his years serving on the WATA Board of Directors and his contributions to WATA.

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

RESOLUTION #R24-06

RESOLUTION OF APPRECIATION - STEVEN HENNESSEE

WHEREAS, Mr. Steven Hennessee served as a member of the Board of Directors for the Williamsburg Area Transit Authority (WATA) from July 20, 2011, to July 19, 2023; and

WHEREAS, Mr. Hennessee’s leadership provided focus, stability, wisdom, and invaluable guidance to the organization during difficult transitional period, and

WHEREAS, Mr. Hennessee demonstrated the highest level of professionalism in executing his duties and responsibilities and developed a spirit of respect, teamwork, and commitment to purpose and mission that will continue to benefit WATA and its team members well into the future; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby expresses its sincere appreciation to Mr. Steven Hennessee for his leadership and service as a member of WATA’s Board of Directors.

BE IT FURTHER RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority adopts this resolution to commend Mr. Steven Hennessee for the positive and lasting contributions that he has made to the WATA organization.

I. BOARD REQUESTS

Ms. DeWitt mentioned she attended WATA’s employee recognition banquet on July 9th and complimented Ms. Davis and her team on putting the event together as well as highlighting some moments from the event. She also introduced two City of Williamsburg interns from the Charles Center at William & Mary.

J. ADJOURNMENT

There being no further business, Mr. Bellamy requested a motion to adjourn the meeting to July 19th, 2023. Ms. Kirschbaum made the motion and the Board voted in favor of the motion. The meeting was adjourned at 10:52 A.M.