

AT THE VIRTUAL MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 16th DAY OF DECEMBER 2020, AT 10:00 A.M.

A. CALL TO ORDER

Vice-Chair Carolyn Murphy called the virtual December meeting of the WATA Board to order and requested Mr. Zach Trogdon, Executive Director, to call the roll.

B. ROLL CALL

Members of the Board Present via Zoom:

Mr. Timothy Cross, York County Alternate
Ms. Carolyn Murphy, City of Williamsburg
Ms. Denise Kirschbaum, James City County
Mr. Paul Holt, James City County
Mr. Kurt Reisweber, CWF

Others Present via Zoom:

Mr. Steven Hennessee, DRPT
Mr. Bill Horacio, William & Mary

Staff Present via Zoom:

Mr. Zach Trogdon, Executive Director
Mr. Josh Moore, Deputy Executive Director
Ms. Barbara Creel, Budget & Grants Administrator
Ms. Eva Hanna, Secretary

Absent:

Mr. Mark Bellamy, York County
Ms. Karen Davis, Operations Director
Ms. Michele Canty, Communications Specialist
Ms. Maria Boone-Swann, Safety, Security & Training Coordinator
Mr. Ben Goodill, Transit Planner (via Zoom)

C. PUBLIC COMMENT

As no one from the public was present, and those joining the meeting remotely did not wish to speak, Ms. Murphy closed this section of the meeting.

D. BOARD MINUTES

- 1. Minutes – November 18, 2020**
- 2. Work Session Minutes – November 18, 2020**

Ms. Murphy requested a motion for approval of the minutes from the November 18, 2020 Board and Work Session meetings. Ms. Kirschbaum made the motion with a second from Mr. Holt. The minutes were approved by roll call vote of 5 -0.

Ms. Murphy – Aye
Mr. Cross – Aye
Ms. Kirschbaum – Aye
Mr. Holt – Aye
Mr. Reisweber - Aye

E. REPORTS

1. Ridership Report

Mr. Trogdon said ridership numbers have shown a slight decrease from the previous few months and fare collection continues to be delayed. William and Mary students began their winter break earlier this year which contributes to the decreased numbers. Mr. Trogdon added that next month there will be a financial report to provide the budget status as of the end of the second quarter.

F. UNFINISHED BUSINESS

1. Contract Award – Bus Stop Safety Enhancements, *Proposed Resolution #R21-22*

Mr. Trogdon stated that the Board had some concerns at the last meeting about the proposed contract award at because the remotely connected items proposed in the contract could add work to a staff that is already thin. Staff removed the items in the contract that would have required additional services and support.

There being no further discussion, Ms. Murphy asked for a motion to approve the resolution. Mr. Holt made the motion with a second from Mr. Reisweber. The resolution was adopted by a roll call vote of 5-0.

Ms. Murphy – Aye
Mr. Cross – Aye
Ms. Kirschbaum – Aye
Mr. Holt – Aye
Mr. Reisweber - Aye

RESOLUTION #R21-22

CONTRACT AWARD – Bus Stop Safety Enhancements

WHEREAS, the Authority seeks to improve passenger comfort and safety through solar lighting options and seating solutions at its transit stops;

WHEREAS, the Authority issued a Request for Proposals, RFP #20-14660, to solicit qualified vendors;

WHEREAS, after a competitive procurement process, Tolar Manufacturing was deemed the most qualified offeror.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority authorizes the Executive Director, or designee, to negotiate and execute all documentation necessary to fulfill the purchase of materials and equipment in accordance with the terms resulting from the issuance of RFP #20-14660.

G. NEW BUSINESS

1. Executive Director FY 2021 General Increase, *Proposed Resolution #R21-23*

Ms. Murphy said a general increase for staff was approved last month and this resolution is to include Mr. Trogon as well. Mr. Cross stated that, as with the resolution the previous month, York County has not approved increases for its staff, therefore, he cannot support the resolution.

There being no discussion, Ms. Murphy asked for a motion to approve the resolution. Ms. Kirschbaum made the motion with a second from Mr. Reisweber. The resolution was adopted by a roll call vote of 4-1.

Ms. Murphy – Aye
Mr. Cross – Nay
Ms. Kirschbaum – Aye
Mr. Holt – Aye
Mr. Reisweber - Aye

RESOLUTION #R21-23

ELIGIBILITY OF THE EXECUTIVE DIRECTOR FOR FY 2021 GENERAL WAGE INCREASE

WHEREAS, the Williamsburg Area Transit Authority (WATA) approved a general wage increase for employees for FY 2021; and

WHEREAS, the Executive Director works under agreement with the Board of Directors and that compensation is determined by the Board according to terms of the agreement.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is eligible for the general wage increase approved for FY 2021.

H. BOARD REQUESTS

There were no Board requests.

Mr. Moore advised that a Public Hearing is scheduled in January regarding the service changes to the Surry Route. There will be more information at the January Board meeting.

Mr. Holt wished everyone Happy Holidays. Ms. Murphy thanked Mr. Trogon, staff and drivers for their work during the pandemic and wished everyone Happy Holidays.

I. ADJOURNMENT

There being no further business, Ms. Murphy asked for a motion to adjourn the virtual December Board meeting. Ms. Kirschbaum made the motion. The motion passed by a Board vote of 5-0. The meeting adjourned at 10:12 a.m.

Mark Bellamy
Chair

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