

**AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 21st DAY OF APRIL 2021 AT 10:00 A.M. IN THE STRYKER CENTER CITY COUNCIL CHAMBERS, 412 BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.**

**A. CALL TO ORDER**

Chair Mark Bellamy called the April 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:**

Mr. Mark Bellamy, York County  
Ms. Carolyn Murphy, City of Williamsburg  
Ms. Denise Kirschbaum, James City County  
Mr. Paul Holt, James City County  
Mr. Kurt Reisweber, CWF

**Others Present:**

Mr. Steven Hennessee, DRPT  
Mr. Bill Horacio, William & Mary (via Zoom)  
Mr. Brent Haden, Pender & Coward  
Ms. Jennifer Tomes, JCC Treasurer (via phone)

**Staff Present:**

Mr. Zach Trogdon, Executive Director  
Mr. Josh Moore, Deputy Executive Director  
Ms. Karen Davis, Operations Director  
Ms. Barbara Creel, Budget & Grants Administrator  
Mr. Ben Goodill, Transit Planner  
Ms. Eva Hanna, Secretary

**Absent:**

Ms. Michele Canty, Communications Specialist (via phone)  
Ms. Maria Boone-Swann, Safety, Security & Training Coordinator

**C. PUBLIC COMMENT**

As no one from the public was present, or joining remotely wished to speak, Mr. Bellamy closed this section of the meeting.

**D. BOARD MINUTES**

**1. Minutes – March 17, 2021**

Mr. Bellamy requested a motion for approval of the minutes from the March 17, 2021 Board meeting. Ms. Murphy made the motion. The minutes were approved by a vote of 5 – 0.

**E. REPORTS**

**1. Executive Director Report**

Mr. Trogdon said the report is as presented.

**a) Budget Summary 3<sup>rd</sup> Quarter FY2021**

Mr. Trogdon said the report is as presented.

**b) Electric Vehicle Preliminary Consideration**

Mr. Trogdon stated the Board had asked for a comparison of electric vehicle and clean-diesel bus costs. In brief, an electric vehicle (with all options) would be 70% higher. Mr. Trogdon suggested that due to WATA's size, even starting a program with a small number of electric vehicles could make a significant difference, for instance three (3) is more than 10% of the WATA fleet. He added that staff would continue to research and incorporate into future planning.

**c) Monthly Summary Report**

Mr. Trogdon said the report is as presented.

**2. Triennial Review Update**

Mr. Trogdon said the report is as presented.

**F. PUBLIC HEARING**

**1. Continuing Service Impacts from COVID-19**

Mr. Trogdon said that during COVID, starting in March 2020, service changes to suspend Route 14 (Trolley), frequency routes, and Sunday service were implemented. As WATA receives federal section 5307 funding, it is required to solicit public comments for suspensions lasting more than a year due to the pandemic. Three (3) Public Hearings are scheduled to satisfy that requirement:

- Today's April 21, 2021 Board Meeting
- April 26, 2021 at 2:30 p.m. via Zoom
- April 29, 2021 at 6:30 p.m. at the James City County Recreation Center, 5301 Longhill Road, Williamsburg

Mr. Moore presented a PowerPoint outlining the background, current status, and next steps. He added that Sunday Service resumed on January 31, 2021 and that the return of frequency service depends on staffing levels. Mr. Moore concluded by stating the deadline for submitting public comments is June 5, 2021.

Discussion took place on the number of operators WATA is currently lacking. Ms. Karen Davis commented that the shortage is six (6) full-time and seven (7) part-time. Ms. Davis commented that staff is making plans to begin recruiting operators that do not currently possess a Commercial Drivers License (CDL) and conduct a training program to assist them in obtaining a CDL. Operators that already possess a CDL are in very high demand right now and are hard to retain. Discussion took place about the possibility of requiring graduates of this

program to remain with WATA for a certain period of time due to the resources put toward training. Staff said they would research this issue further as the program is developed.

With no public present or on the phone, Mr. Bellamy closed the Public Hearing. Mr. Trogdon said he will appraise the Board about the other Public Hearings.

**G. UNFINISHED BUSINESS**

There was no Unfinished Business.

**H. NEW BUSINESS**

**1. Second Amendment – Amended & Restated Lease Purchase Option Agreement, *Proposed Resolution #R21-31***

Mr. Trogdon stated that WATA has worked with The Colonial Williamsburg Foundation (CWF) since 2003 regarding the leasing of Compressed Natural Gas (CNG) buses. CWF is replacing two (2) buses and is removing two (2). In addition, this amendment seeks to create an automatic renewal of the Agreement for a year for those current buses that have reached their useful life.

There being no discussion, Mr. Bellamy asked for a motion to approve the resolution. Mr. Holt made the motion. The resolution was adopted by a roll call vote of 4-0.

Ms. Murphy – Aye  
Mr. Bellamy – Aye  
Ms. Kirschbaum – Aye  
Mr. Holt – Aye  
Mr. Reisweber - Abstain

**RESOLUTION #R21-31**

**SECOND AMENDMENT – AMENDED AND RESTATED LEASE AND PURCHASE OPTION AGREEMENT**

WHEREAS, the Williamsburg Area Transit Authority (WATA) and The Colonial Williamsburg Foundation (CWF) have each realized benefit from partnering in the provision of transportation services in the Williamsburg area; and

WHEREAS, in March 2018 the parties reached an Amended Lease and Purchase Option Agreement to extend agreements that enable this partnership; and

WHEREAS, the parties wish to amend the agreement to add two (2) new buses to replace buses that have reached their useful life and been removed from the fleet due to age and condition.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority hereby approves the Second Amendment to the Amended Lease and Purchase Option Agreement under the terms as presented.

**I. CLOSED SESSION**

- 1. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711 (A) (29) of the Code of Virginia, *Proposed Resolution #R21-32***

Ms. Murphy read the statement and made the motion to enter into Closed Session.

The motion passed by a roll call vote of 4-0.

Roll call vote:

Mr. Holt -	Aye
Mr. Reisweber -	Abstain
Ms. Murphy -	Aye
Ms. Kirschbaum -	Aye
Mr. Bellamy -	Aye

At 10:30 a.m., Mr. Bellamy commenced the Closed Session. Mr. Trogdon, Mr. Moore, Ms. Creel and Mr. Hayden were also in attendance.

At 11:01 a.m., Mr. Bellamy reconvened the Board in Open Session.

Ms. Murphy made a motion to adopt the Closed Session Certification.

The motion passed by Board vote of 4-0.

Roll call vote:

Mr. Holt -	Aye
Mr. Reisweber -	Abstain
Ms. Murphy -	Aye
Ms. Kirschbaum -	Aye
Mr. Bellamy -	Aye

**RESOLUTION #R21-32**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Williamsburg Area Transit Authority Board of Directors of the 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.

**J. BOARD REQUESTS**

There were no Board Requests

**K. ADJOURNMENT**

There being no further business, Mr. Bellamy asked for a motion to adjourn the meeting. Mr. Holt made the motion. The motion passed by a Board vote of 5-0. The April 21, 2021 meeting was adjourned at 11:03 a.m.

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Mark Bellamy  
Chair

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