

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 21st DAY OF JULY 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 July Organizational 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:

Ms. Carolyn Murphy
Ms. Denise Kirschbaum
Mr. Kurt Reisweber
Mr. Mark Bellamy
Mr. Jason Purse, JCC Alternate

Staff Present:

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

Others Present:

Mr. Steven Hennessee, DRPT
Mr. Bill Horacio, William & Mary
Mr. Brent Haden, Pender & Coward

Absent:

Mr. Paul Holt
Mr. Ben Goodill, Transit Planner
Ms. Michele Canty, Communications Specialist

C. ORGANIZATIONAL MEETING

1. Election of Officers, *Proposed Resolution #R22-01*

Mr. Bellamy asked for nominations for Chair and Vice-Chair. Ms. Kirschbaum nominated Ms. Murphy for Chair. Mr. Bellamy nominated Ms. Kirschbaum for Vice-Chair and added Ms. Jennifer Tomes as Treasurer and Mr. Zach Trogdon as Secretary. Ms. Kirschbaum made the motion. Being no other nominations, a roll call vote was taken and was unanimously approved by a vote of 5-0.

Mr. Purse – Aye
Ms. Murphy – Aye
Ms. Kirschbaum - Aye
Mr. Bellamy – Aye
Mr. Reisweber - Aye

RESOLUTION #R22-01

ELECTION OF OFFICERS

WHEREAS, on July 21, 2021, 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 for the Williamsburg Area Transit Authority 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 – Carolyn Murphy	July 2022
Vice-Chair – Denise Kirschbaum	July 2022
Secretary – Zachary Trogdon	July 2022
Treasurer – Jennifer Tomes	July 2022

2. Adoption of Fiscal Year 2022 Calendar, Proposed Resolution #R22-02

New Chair, Ms. Murphy, thanked Mr. Bellamy for his past year of leadership and then asked for a motion to adopt the Fiscal Year 2022 Board Calendar. There being no discussion, Mr. Reisweber made the motion with a second by Ms. Kirschbaum. The resolution was adopted by a roll call vote of 5-0.

Mr. Purse – Aye
Ms. Murphy – Aye
Ms. Kirschbaum - Aye
Mr. Bellamy – Aye
Mr. Reisweber - Aye

RESOLUTION #R22-02

ADOPTION OF FISCAL YEAR 2022 CALENDAR

WHEREAS, the Board of Directors (the “Board”) of Williamsburg Area Transit Authority desires to establish times and dates for the conducting of its business for Fiscal Year 2022; and

WHEREAS, beginning July 2021, regular meetings of the Board shall be held on the third Wednesday of each month at the Stryker Center, 412 N. Boundary Street, Williamsburg, VA 23185, unless otherwise noted; and

WHEREAS, the Board wishes to establish the holidays for the Authority; and

WHEREAS, the FY 2023 organizational meeting shall be held on the third Wednesday in July 2022.

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 July 2021 through June 2022.

3. Authorization to Sign Checks and Make Electronic Disbursements, *Proposed Resolution #R22-03*

Ms. Murphy explained the purpose of this resolution is to formally appoint who has the authority to sign checks and make electronic disbursements. There being no discussion, Ms. Murphy asked for a motion to approve the resolution. Mr. Reisweber made the motion with a second by Ms. Kirschbaum. The resolution was adopted by Board vote of 5-0.

RESOLUTION #R22-03

AUTHORIZATION TO SIGN CHECKS AND MAKE ELECTRONIC DISBURSEMENTS

WHEREAS, the Williamsburg Area Transit Authority (“Authority”) Bylaws provide that the Chair, the Treasurer, and the Executive Director may sign checks; and

WHEREAS, the Board of Directors of the Authority elected its officers at its organizational meeting on July 21, 2021; and

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

WHEREAS, the next organizational meeting of the Board of Directors of the Authority is scheduled for July 20, 2022, at which time officers for the Authority shall be elected.

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 for the period beginning July 21, 2021, and ending July 20, 2022:

Chair: Carolyn Murphy
Treasurer: Jennifer Tomes
Executive Director: Zachary Trogdon

BE IT FURTHER RESOLVED that only two signatures of the above-referenced three individuals 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, Ms. Murphy closed this section of the meeting.

E. BOARD MINUTES

1. Minutes – June 16, 2021

Ms. Murphy requested a motion for approval of the minutes from the June 16, 2021 meeting. Mr. Bellamy made the motion with a second by Mr. Purse. The minutes were approved by the Board vote of 4-0. Mr. Reisweber abstained as he was absent from the meeting.

F. REPORTS

1. Executive Director Report

Mr. Trogdon said the report is as presented.

a) Financial and Ridership Report

Mr. Trogdon stated the report does not reflect July when fares started again.

2. Fare Structure Proposed Changes

Mr. Trogdon stated staff is not asking for any action. This is just introducing a proposed change to allow individuals that are eligible for ADA complementary paratransit service (ADA) to ride fixed-route buses for free. Ms. Davis said that individuals approved for ADA could use fixed-route services in certain situations and that every three (3) years, they are re-evaluated and re-certified for ADA eligibility. She also added that those riders may need to be educated on how to understand schedules and riding on fixed routes. Mr. Moore stated that WATA has some ADA-eligible riders that go back and forth and use both now, but he didn't have exact numbers. Mr. Trogdon noted that every one-way trip on Paratransit is \$3.00.

Discussion took place on whether Colonial Williamsburg employees can ride a WATA bus for free. Mr. Trogdon said that was not officially part of the fare structure. The fact was also brought up that perhaps there should be a reciprocal agreement with City and County employees also, which could be structured the same as the agreement with William & Mary. Mr. Trogdon said staff would continue to look at both proposals to see how they would work.

G. UNFINISHED BUSINESS

There was no Unfinished Business.

H. NEW BUSINESS

1. Adoption of 3-Year DBE Goal FY2022 – FY2024, Proposed Resolution #R22-04

Mr. Trogdon said the Federal Transit Administration (FTA) Office of Civil Rights requires WATA to set a goal every three (3) years for the participation of Disadvantaged Business Enterprises (DBE) and small businesses in contracts that receive federal funds. The goal is higher than in previous years because of the projected expenditures for a major facility construction project. He explained that the resolution and letter would be sent to FTA for final approval. The Board will be advised once approval is granted or if changes are required.

There being no discussion, Ms. Murphy asked for a motion to approve the resolution. Mr. Bellamy made the motion with a second by Ms. Kirschbaum. The resolution was adopted by a Board vote of 5-0.

RESOLUTION #R22-04

**ADOPTION OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY
DISADVANTAGED BUSINESS ENTERPRISE (DBE) 3-YEAR GOAL FOR FFY 2022 TO FFY 2024**

WHEREAS, the Williamsburg Area Transit Authority (WATA) is a recipient of federal transit assistance in excess of \$250,000 annually and is required to meet federal regulatory requirements for Disadvantaged Business Enterprise (DBE) participation, established by 49 C.F.R. Part 26; and

WHEREAS, the Federal Transit Administration (FTA) requires WATA set a 3-Year goal for DBE participation to ensure nondiscrimination in the award and administration of federally assisted transportation contracts, and to create a level playing field on which small minority-owned businesses can fairly compete for such contracts; and

WHEREAS, WATA has developed a DBE 3-Year Goal for Federal Fiscal Years 2022 to 2024 based on steps set forth in FTA guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Williamsburg Area Transit Authority hereby adopts the Williamsburg Area Transit Authority's Disadvantaged Business Enterprise 3-Year Goal for FY 2022 through FY 2024 of 8 percent (8%).

2. MOU William & Mary Service Contract, *Proposed Resolution #R22-05*

Mr. Trogon stated this contract is renewed annually. He added the cost per hour has increased \$3.00, to \$76.00 from the previous contract, mainly due to higher fuel prices and personnel costs.

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

RESOLUTION #R22-05

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

WHEREAS, on August 20, 2016, WATA entered into an agreement with William and Mary to provide transit service for students and faculty/staff, which agreement is incorporated by

reference; and

WHEREAS, WATA and William and Mary wish to continue the arrangement for providing transit services to students and faculty/staff under the terms agreed to.

NOW THEREFORE, for and in consideration of the mutual covenants set forth herein and other good and valuable consideration, the Board of Directors authorizes the Executive Director to execute the Memorandum of Understanding with William & Mary to provide transit service for the period of August 2021 to August 2022.

3. First Amendment to 2012 & 2019 Lease Purchase Option Agreements York County, Proposed Resolutions #R22-06 (2012) and #R22-07 (2019)

Mr. Trogon said he talked briefly about this when the Triennial Review report was given. One of the recommendations was to outline the requirement for ADA complementary paratransit service on the Yorktown Trolley service route in the current lease agreements with York County. The current agreements were reached in 2012 and 2019. He added that the language is the same in both agreements.

There being no discussion, Ms. Murphy asked for a motion to approve the resolution. Ms. Kirschbaum made the motion with a second by Mr. Purse. The resolution was adopted by a Board vote of 4-0. Mr. Bellamy abstained.

RESOLUTION #R22-06

**FIRST AMENDMENT TO 2012 LEASE AND PURCHASE OPTION AGREEMENT-
WILLIAMSBURG AREA TRANSIT AUTHORITY AND YORK COUNTY**

WHEREAS, York County currently leases a trolley, purchased in 2012, from the Williamsburg Area Transit Authority (WATA); and

WHEREAS, the trolley was purchased with federal funding and must be operated in compliance with requirements of the Federal Transit Administration (FTA); and

WHEREAS, the FTA has determined that the current lease agreement needs to include language outlining the requirement for complementary paratransit service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to execute the Amendment to the Lease and Purchase Option Agreement with York County to include proposed language outlining the requirement for complementary paratransit service.

BE IT FURTHER RESOLVED that the final language is subject to review and approval by the FTA and may be amended by the Executive Director to gain such approval, with a report back to the Board of any changes.

RESOLUTION #R22-07

**FIRST AMENDMENT TO 2019 LEASE AND PURCHASE OPTION AGREEMENT-
WILLIAMSBURG AREA TRANSIT AUTHORITY AND YORK COUNTY**

WHEREAS, York County currently leases a trolley, purchased in 2019, from the Williamsburg Area Transit Authority (WATA); and

WHEREAS, the trolley was purchased with federal funding and must be operated in compliance with requirements of the Federal Transit Administration (FTA); and

WHEREAS, the FTA has determined that the current lease agreement needs to include language outlining the requirement for complementary paratransit service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to execute the Amendment to the Lease and Purchase Option Agreement with York County to include proposed language outlining the requirement for complementary paratransit service.

BE IT FURTHER RESOLVED that the final language is subject to review and approval by the FTA and may be amended by the Executive Director to gain such approval, with a report back to the Board of any changes.

4. Executive Director Cost of Living Increase, *Proposed Resolution #R22-08*

Ms. Murphy said typically, the Executive Director receives a yearly Cost-of-Living increase following James City County's guidelines.

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

RESOLUTION #R22-08

ELIGIBILITY OF THE EXECUTIVE DIRECTOR FOR FY 2022 COST OF LIVING INCREASE

WHEREAS, the Williamsburg Area Transit Authority (WATA) approved a cost-of-living increase for employees for FY 2022; 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 cost-of-living increase approved for FY 2022.

I. BOARD REQUESTS

Mr. Bellamy asked if there was a need to meet in August. Mr. Trogdon confirmed there was not;

therefore, the next Board meeting will be on September 15, 2021.

Ms. Murphy introduced Mr. Max Berckmueller, an intern with the City's Planning Department who attends William and Mary.

J. ADJOURNMENT

There being no further business, Ms. Kirschbaum made a motion to adjourn the July 21, 2021, Organizational meeting. The Board unanimously agreed. Ms. Murphy adjourned the meeting at 10:31 a.m.

Carolyn Murphy
Chair

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