

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 21st DAY OF JANUARY 2026, AT 10:00 A.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 N. BOUNDARY STREET, WILLIAMSBURG, VA 23185.

A. CALL TO ORDER

Chair Paul Holt called the January 21st, 2026, 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 (JCC)*
Tevya Griffin, *City of Williamsburg*
Brian Fuller, *York County*
Juliet Heishman, *James City County (JCC)*
Sarah Jones, *Colonial Williamsburg Foundation (CWF)*
Bill Horacio, *William & Mary*
Aaron Clark, *Virginia Department of Rail and Public Transportation (DRPT)*

Staff Present:

Matthew Scalia, *Executive Director*
Ben Goodill, *Director of Planning and Administration*
Nathaniel "CJ" Rock, *Director of Operations*
Wanda St. Leger, *Safety and Training Coordinator*
Steve Simms, *Transit Planner*
Iyanla XO, *Marketing and Administrative Specialist*

Others Present:

Kyle Wells, *Skanska*
Kitty Hall, *James City County*
Jeffery Wilson, *Pender and Coward*

Absent:

Michele DeWitt, *City of Williamsburg*

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 to approve the minutes from December 3, 2025. Mr. Fuller made the motion to approve the minutes. The Board voted in favor of the motion.

E. REPORTS

1. Executive Director Report

Mr. Scalia presented the informational items in the Executive Director's Report.

Mr. Holt asked how the new contract with ADARide for paratransit service eligibility screening is going. Mr. Scalia said it has been a smooth transition into using the new system.

Mr. Rock added that they haven't received any negative feedback from passengers. Mr. Scalia said he will provide an update at the next Board meeting.

2. Construction Updates

Mr. Goodill provided updates to the Board regarding the construction of the WATA Operations and Maintenance Facility and WATA North Transit Center.

Mr. Holt suggested doing tours of the transit center construction site for Board members. Mr. Scalia said staff will send an email to Board members to determine available dates for tours.

3. WATA Advisory Committee Updates

Ms. XO provided updates to the Board regarding the WATA Advisory Committee's most recent meeting.

F. UNFINISHED BUSINESS

No items discussed.

G. NEW BUSINESS

1. Safety Update

Ms. St. Leger provided the Board with a safety report regarding WATA's bus operations. The report included the number of accidents and incidents involving operators, as well as solutions to prevent future occurrences.

Mr. Fuller asked if an operator must back up while out on the road, how would they obtain a spotter for assistance. Ms. St. Leger stated that a supervisor or lead would typically serve as the spotter. If neither is available, another operator may assist.

Ms. Jones asked if a bus makes contact with an object while backing up, who is at fault, the operator or the spotter. Ms. St. Leger responded that both individuals would be considered at fault.

Mr. Holt praised the Operations team for their corrective and proactive efforts regarding safety.

2. Bus Art Contest Overview

Ms. XO provided the Board with an overview of WATA's upcoming bus art contest. The overview detailed the timeline for the contest, eligibility requirements, the selection process for the winning art, and the prizes for winners.

3. Passenger Code of Conduct Update, *Proposed Resolution #R26-17*

Mr. Scalia presented a resolution recommending the addition of language to WATA's passenger code of conduct. The edition of language expands the existing provision addressing "loud or obnoxious behavior" to more broadly prohibit "disruptive behavior."

After discussion, Mr. Holt requested a motion to approve the resolution. Mr. Fuller made the motion. The Board voted through roll call:

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. Griffin: AYE

4. Seasonal Route Planning and Implementation, *Proposed Resolution #R26-18*

Mr. Scalia presented a resolution authorizing him and the WATA team to continue planning and implementing a seasonal route connecting tourists to attractions in the Historic Triangle during the spring and summer months of 2026, in anticipation of increased tourism related to local 250th anniversary celebrations.

He stated that he would not be requesting additional funds from the localities. Instead, WATA plans to use previously allocated funds from a 2020 grant intended for a demonstration route on Route 17 in York County, which was not implemented due to a shortage of operators and planning constraints. He is working on rescoping those funds for the seasonal route.

Mr. Scalia explained that he brought the item forward to ensure the Board was aware of the planning efforts and that the planning would not impact WATA's current FY26 budget. He noted that WATA has access to 80% of the grant funds, which is federal funding, and would request that Visit Williamsburg and the Jamestown-Yorktown Foundation assist in covering the remaining 20%. He also emphasized that the timeline is time-sensitive to allow for adequate marketing of the route.

After discussion, Mr. Scalia withdrew the resolution after the Board indicated that a budget amendment would be necessary to include the grant funds for the seasonal route. The Board expressed support for continuing to plan the route, and Mr. Scalia stated he would provide updates at the next Board meeting, if not sooner.

5. Advisory Committee Appointments, *Proposed Resolution #R26-19*

Mr. Scalia presented a resolution recommending the reappointment of one of the WATA Advisory Committee members, Deborah Jackson, who represents persons with disabilities, to another two-year term.

After discussion, Mr. Holt requested a motion to approve the resolution. Mr. Fuller made the motion. The Board voted through roll call:

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. Griffin: AYE

- 6. Closed Session - 2.2-3711(A)(1), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body and 2.2-3711(A)(7), for the purpose of discussing matters related to probable litigation arising from a construction contract, including legal risk assessment and litigation strategy, where discussion in an open meeting would adversely affect the Board's legal and litigation posture, *Proposed Resolution #R26-20***

Mr. Fuller read the statement and made a motion to enter a Closed Session. The motion was approved with a roll call vote:

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. Griffin: AYE

At 10:58 a.m., Mr. Holt commenced the Closed Session.

At 11:34 a.m., Mr. Holt reconvened the Board for an Open Session.

Mr. Holt made the motion to adopt Resolution #26-20, Certification of Closed Meeting. Mr. Fuller seconded. The motion was approved with a roll call vote:

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. Griffin: AYE

H. UPCOMING MEETINGS BUSINESS

Mr. Scalia gave a brief overview of the projected agenda items for the Board meetings for February and March 2026.

I. BOARD REQUESTS

No meeting requests.

J. ADJOURNMENT

With no further business, Mr. Holt requested a motion to adjourn the meeting to February 18, 2026. Mr. Fuller made the motion. The Board voted in favor of the motion and the meeting was adjourned at 11:36 a.m.