

**AGENDA**  
**Williamsburg Area Transit Authority Board of Directors**  
**January 21, 2026**  
**10:00 A.M.**  
**Stryker Center, City Council Chambers**  
**412 N. Boundary Street, Williamsburg, VA 23185**

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**A. Call to Order**

**B. Roll Call**

**C. Public Comment**

**D. Board Minutes**

1. Minutes – December 3, 2025

**E. Reports**

1. Executive Director Report
  - *Matthew Scalia, WATA*
2. Construction Updates
  - *Ben Goodill, WATA*
3. WATA Advisory Committee Updates
  - *Iyanla XO, WATA*

**F. Unfinished Business**

**G. New Business**

1. Safety Update
  - *Wanda St. Leger, WATA*
2. Bus Art Contest Overview
  - *Iyanla XO, WATA*
3. Passenger Code of Conduct Update, *Proposed Resolution #R26-17*
  - *Matthew Scalia, WATA*
4. Seasonal Route Planning and Implementation, *Proposed Resolution #R26-18*
  - *Matthew Scalia, WATA*
5. Advisory Committee Appointments, *Proposed Resolution #R26-19*
  - *Matthew Scalia, WATA*
6. Closed Session, *Proposed Resolution #R26-20*

§ 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.

§ 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.

**H. Upcoming Meetings Business**

- February:
  - W&M CFC Presentation
  - Building Systems RFP
  - Fare Policy Update
- March:
  - FY26 Budget Update

**I. Board Requests**

**J. Adjournment to February 18, 2026**

**AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 3<sup>rd</sup> DAY OF DECEMBER 2025, 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 December 3<sup>rd</sup>, 2025, 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)*  
Michele Mixner DeWitt, *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*  
Steve Simms, *Transit Planner*  
Tim Sullivan, *Budgets and Grants Specialist*  
Iyanla XO, *Marketing and Administrative Specialist*

**Others Present:**

Lauren Harden, *Cherry Bekeart*  
Margo Zechman, *James City County*  
Matthew Nelson, *William and Mary*

**Absent:**

**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 October 15, 2025. Mr. Fuller made the motion to approve the minutes. The Board voted in favor of the motion.

**E. REPORTS**

The New Business portion of the agenda was moved earlier in the meeting due to Mr. Fuller needing to leave early, ensuring that all proposed resolutions could be considered and voted on. Following the annual audit presentation, the Board also reordered the agenda to vote on the three proposed resolutions before proceeding with the remaining reports and new business items.

### **1. Executive Director Report**

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

### **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. He noted that WATA is working with the contractor on a revised project schedule for the facility to finalize a completion date and associated change orders.

### **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. Annual Audit Presentation**

Ms. Laura Harden gave a presentation on behalf of Cherry Bekaert for WATA's audit report for the fiscal year 2025. She said they found no instances of noncompliance.

Mr. Holt thanked the WATA staff and JCC for their assistance. Mr. Scalia also thanked Margo Zechman and JCC staff for their help.

### **2. Bus Line Inspections Request for Proposal, Proposed Resolution #R26-13**

Mr. Goodill presented a resolution recommending the award of a contract for bus line inspections to AmeriTran Service Corp. He explained that the service will provide third-party oversight throughout the vehicle procurement process to ensure compliance with federal requirements.

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

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. DeWitt: AYE

**3. Zero Emissions Feasibility Study Request for Proposal, Proposed Resolution #R26-14**

Mr. Scalia presented a resolution recommending the award of a contract for a zero-emission feasibility study to Kimley Horn. He said this study will evaluate vehicle and infrastructure costs, implementation and training needs, and long-term impacts compared to WATA's current fleet.

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

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. DeWitt: AYE

**4. Building Systems Request for Proposal, Proposed Resolution #R26-15**

Mr. Goodill presented a resolution recommending the award of a contract for building systems to OPTECH. He explained that the vendor will assist with implementing functional technology systems at both the Operations and Maintenance Facility and the WATA North Transit Center. The contract will be structured in phases, with the initial phase focused on consultation to complete system design.

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

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. DeWitt: AYE

**5. January 1% Pay Increase, Proposed Resolution #25-16**

Mr. Scalia presented a resolution to approve a 1% pay increase for all WATA staff, effective January 1<sup>st</sup>, 2026. He explained that the Board previously approved a 3% increase effective July 1, 2025, with the additional 1% contingent upon maintaining a healthy budget.

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

Mr. Holt: AYE

Ms. Heishman: AYE

Mr. Fuller: AYE

Ms. DeWitt: AYE

After the vote, Mr. Fuller left the meeting.

## **6. FY25 Annual Report**

Mr. Scalia presented to the Board a final draft of WATA's FY25 Annual Report. The report highlights WATA's accomplishments during the fiscal year, including staff and fleet growth, increased ridership, the launch of mobile ticketing, and the groundbreaking of the WATA North Transit Center.

## **7. FY25 Budget Summary Presentation and FY26 Budget Update**

Mr. Goodill provided a presentation to the Board summarizing FY25's budget and an update to FY26 budget.

For FY25, he reported actual expenses, highlighting major categories related to operating costs, including salaries and benefits, vehicle maintenance, and fuel.

For FY26, Mr. Goodill reviewed current expenditures compared to the budget, comparisons to prior fiscal years and peer transit agencies, projected budget planning, locality contributions, and future considerations.

Mr. Holt requested that compensation adjustments be highlighted when comparing prior budgets and that planned budget adjustments related to the phases of the Transit Strategic Plan (TSP) be clearly identified.

Mr. Scalia noted that projected budget scenarios reflect a reserved forecast of federal and state revenue and highlighted the loss of rural funding eligibility.

Ms. DeWitt thanked DRPT for its guidance and resources.

Mr. Clark noted that the DRPT grant application window opened on Monday, December 1, and closes on Sunday, February 1.

Mr. Holt and Ms. DeWitt both noted that future discussions will be needed regarding FY30 funding, particularly related to Route 15 and cost allocations for the proposed 15-minute frequency on Route 12.

## **8. Bus Shelter Designs Presentations**

Mr. Goodill provided a presentation to the Board with examples of bus shelter designs from local and national transit agencies to assist the Board in determining a preferred shelter design for WATA.

Mr. Holt stated that James City County and York County would prefer a consistent shelter design to streamline costs and maintenance. He also expressed concerns about full metal mesh shelters due to passenger comfort and public perception, and suggested considering the current shelter model with alternative glass materials to reduce maintenance costs.

Ms. DeWitt requested additional shelter options that do not require right-of-way or easements and asked staff to explore the feasibility of including electrical outlets at shelters.

## **H. UPCOMING MEETINGS BUSINESS**

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

**I. BOARD REQUESTS**

No meeting requests.

**J. ADJOURNMENT**

With no further business, Mr. Holt requested a motion to adjourn the meeting to January 21, 2026. Ms. DeWitt made the motion. The Board voted in favor of the motion and the meeting was adjourned at 11:29 a.m.



## WILLIAMSBURG AREA TRANSIT AUTHORITY

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Matthew Scalia, Executive Director

**DATE:** January 21, 2025

**SUBJECT:** Executive Director's Report

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Following are a few informational items for the Board. The Ridership numbers below are for December:

- December 2025 **Core Fixed Route Ridership:**
  - FY26 415,036 YTD, 4% decrease from FY25 (432,768)
  - 1% increase from November FY26 to December FY26
  - 0.7% decrease from December FY25 to December FY26
- December 2025 **Route 15 (Colonial):**
  - FY26 337,196 YTD, 18% decrease from FY25 (409,808)
  - 47% increase from November FY26 to December FY26
  - 18% decrease from December FY25 to December FY26
- December 2025 **ADA/Paratransit:**
  - FY26 9,709 YTD, 19% increase from FY25 (8,182)
  - 7% decrease from November FY26 to December FY26
  - 20% increase from December FY25 to December FY26
- Employee Strength: Total operator strength dropped to 97%; still very healthy and we are still regularly interviewing for new hires. We have one new operator in training and offers to two more. Our new dispatcher started last week and we are posting for our new administrative assistant and budget specialist this month.
- Transit app and mobile ticketing usage continue to climb:
  - 2,398 monthly users in December, +36% from December 2024;
  - 240 new riders downloading the app, +12% from December 2024;
- FY27 Draft Budget Update
- Upcoming Events
  - Presentation to James City County Board of Supervisors, January 27
  - Presentation to York County Board of Supervisors, February 3
  - Transit Advocacy Day at the Capitol, January 26
  - Transit Equity Day, Fare Free, February 4

Matthew Scalia  
Executive Director



# MONTHLY REPORT

JANUARY 2026

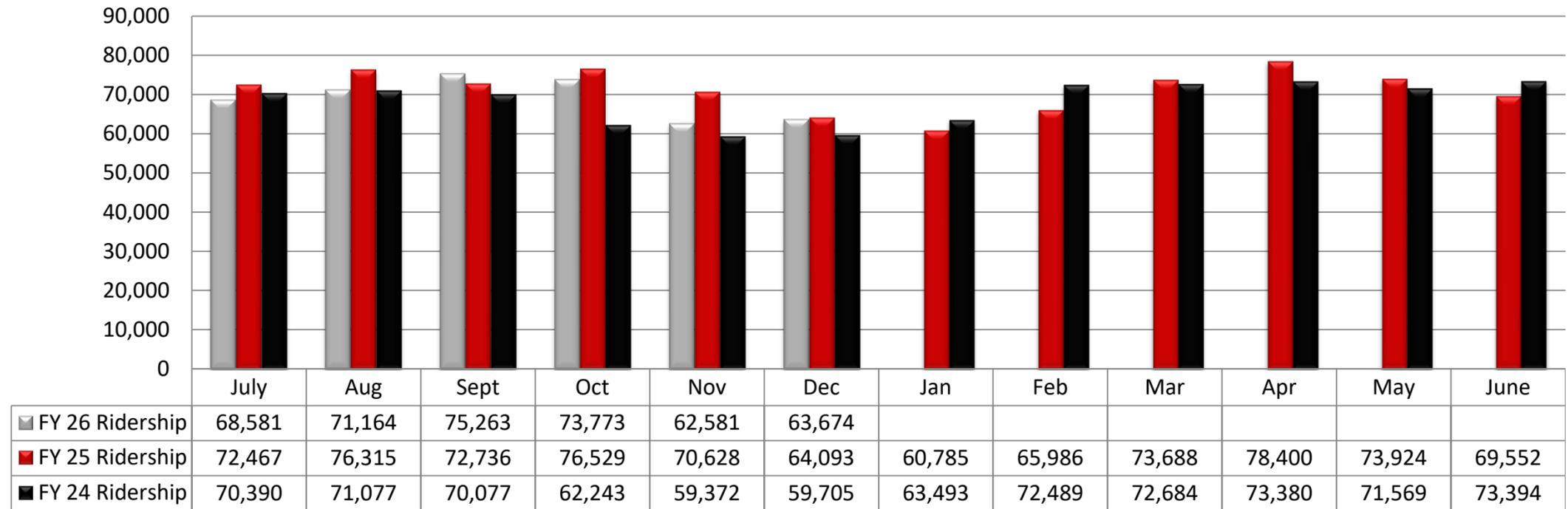


# PLANNING

## RIDERSHIP

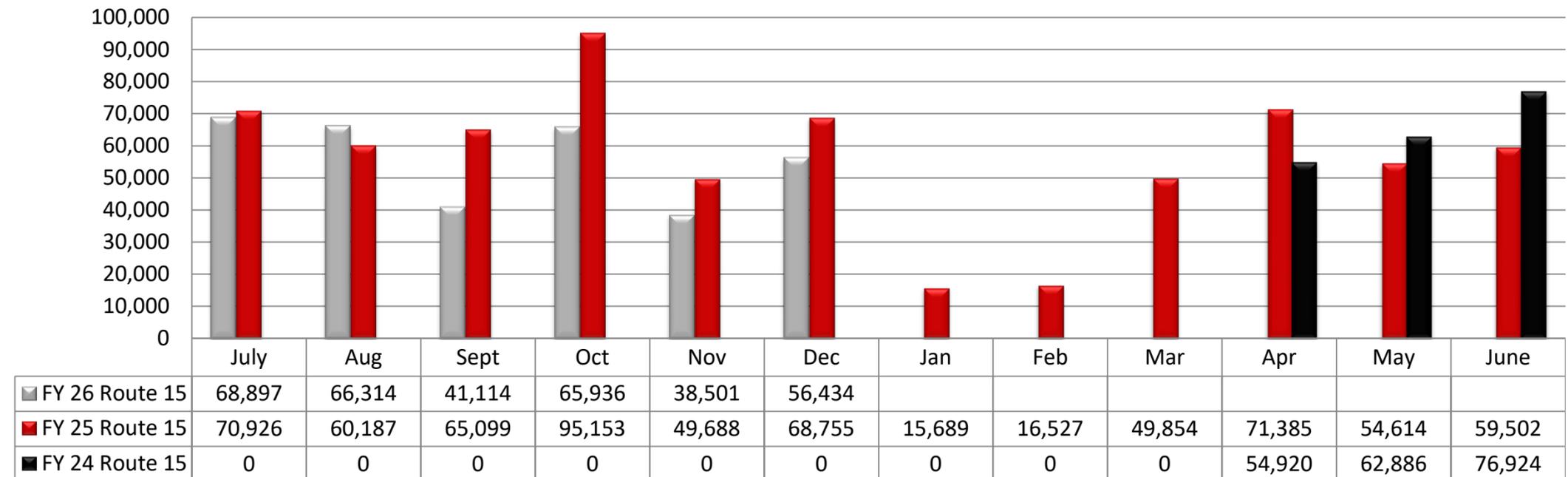
### FIXED ROUTE

- FY26 415,036 YTD, 4% decrease from FY25 (432,768)
- 1% increase from November FY26 to December FY26
- 0.7% decrease from December FY25 to December FY26



### ROUTE 15

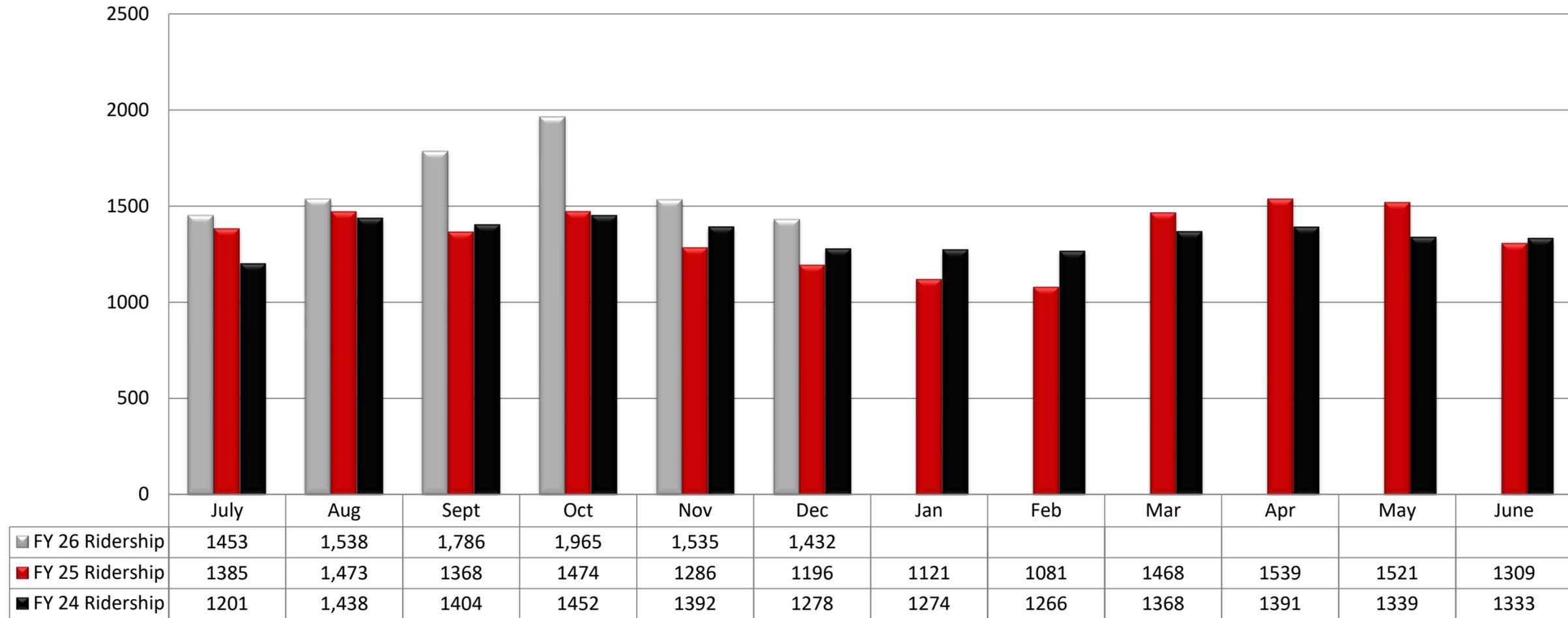
- FY26 337,196 YTD, 18% decrease from FY25 (409,808)
- 47% increase from November FY26 to December FY26
- 18% decrease from December FY25 to December FY26





# PLANNING

## PARATRANSIT RIDERSHIP



- FY26 9,709 YTD, 19% increase from FY25 (8,182)
- 7% decrease from November FY26 to December FY26
- 20% increase from December FY25 to December FY26



# OPERATIONS

EMPLOYEE STRENGTH - AS OF 1/7/26



**39/42**

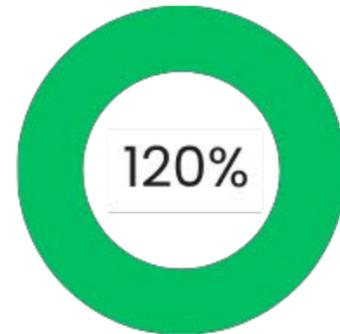
FT OPERATORS

- (1) Resignation
- (1) Termination
- (1) Retirement
- (1) Starting 1/16



**10/10**

PT OPERATORS



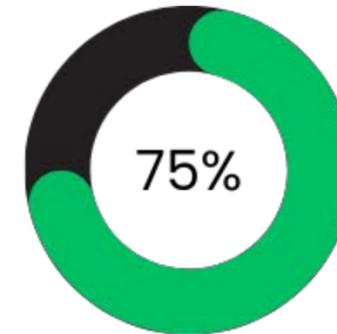
**6/5**

FT ADA OPERATORS



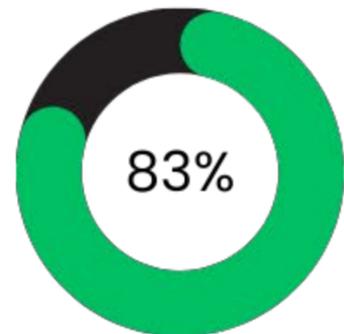
**4/4**

PT ADA OPERATORS



**3/4**

CUSTOMER SERVICE



**5/6**

DISPATCHER & LEADS

- (1) Starting 1/16 (Dispatch)



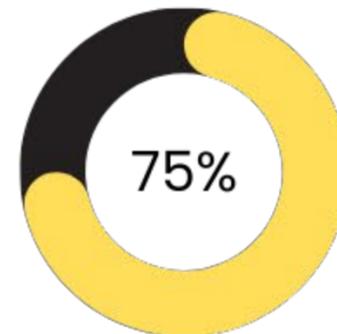
**5/5**

SUPERVISORS



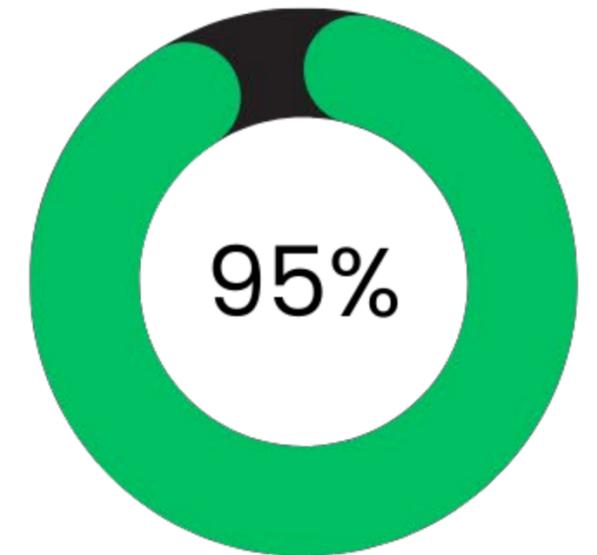
**2/2**

OPERATIONS



**6/8**

ADMIN



**80/84**

TOTAL EMPLOYEES

# 2025 ROCKIN RETRO CHRISTMAS PARADE

WON 2<sup>ND</sup> PLACE (TIE) IN THE CIVIC ORGANIZATION CATEGORY



SOURCE: GREATER WILLIAMSBURG CHAMBER OF COMMERCE

## 1. Executive Summary



**Safety**  
One reportable safety incident



**Schedule**  
The most recent schedule update received shows a 4/5/2027 completion date



**Changes**  
18 change orders to date.



**Decision Making**  
Key decisions needed are being made in a timely fashion.



**Quality**  
Plumbing rework is occurring in multiple locations



**Housekeeping**  
Job site is clean, orderly, and construction is not affecting WATA Operations

## 2. Safety

- Zero lost time safety incidents
- 1 Safety incident

## 3. Schedule

- The Contractor's has schedule update received for the month of December shows a new completion date of 4/5/27

### Key Construction Activities:

- The admin addition building slab was placed in December, and the CMU walls are currently being installed
- Framing has been installed in the 1<sup>st</sup> and 2<sup>nd</sup> floor of the existing admin office and HVAC ductwork is in progress.
- Electrical conduits, ATS and new electrical room installed in the maintenance bay.

## 4. GC Contract

Original Contract	\$18,891,000
Net Change by Change Orders	\$857,196.96
<b>Contract Value</b>	<b>\$19,748,196.96</b>
Total Cost to date	\$4,435,891.94
<b>Percentage of Project Completed</b>	<b>23.1%</b>
<b>Percentage of Contract Time Used</b>	<b>47.4%</b>

## 5. Documents

**RFI's**  
Total to date: 148  
Open: 6

**Submittals**  
Total to date: 205  
Open: 17

## 6. Quality & Housekeeping

### Housekeeping

- The contractor is maintaining an orderly job site and has not affecting WATA's everyday business activities.

### Quality:

- Quality Assurance concerns have developed the last month. The plumbing contractor installed plumbing facilities incorrectly in the bus wash bay, existing admin office and the admin addition that has required rework to correct deficiencies and removals of recently placed concrete slab. The plumbing rework has affected the overall construction schedule.

## 7. Critical Items

### Concerns:

- **Building Systems RFP** – Coordination meetings have started with Optech to develop scope of work for their estimate for access control, A/V, and PA systems for both facilities
- **Furniture Procurement RFP** – Expected to publish the furniture procurement RFP for bidders in February 2026.

# Construction Progress Photos – December

Concrete for building slab placed

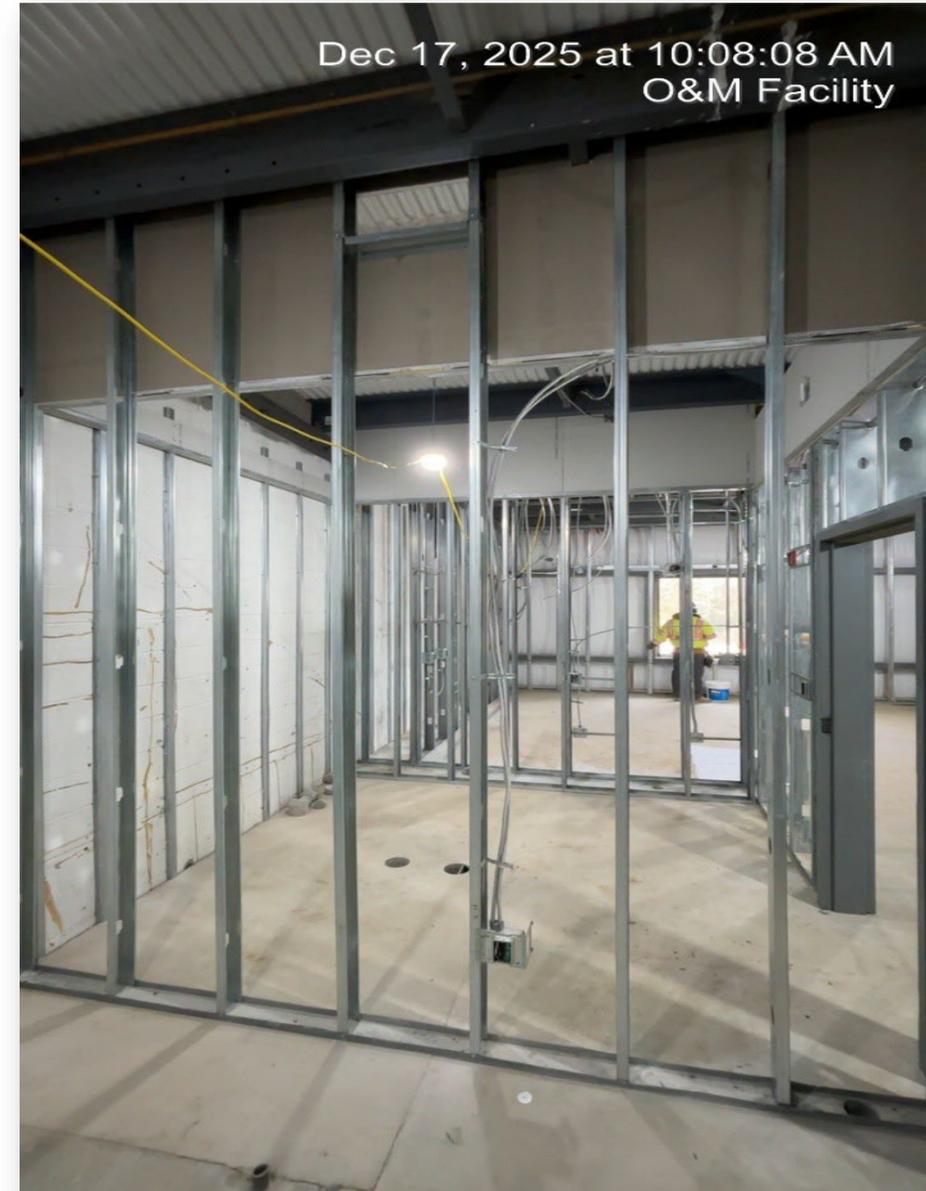
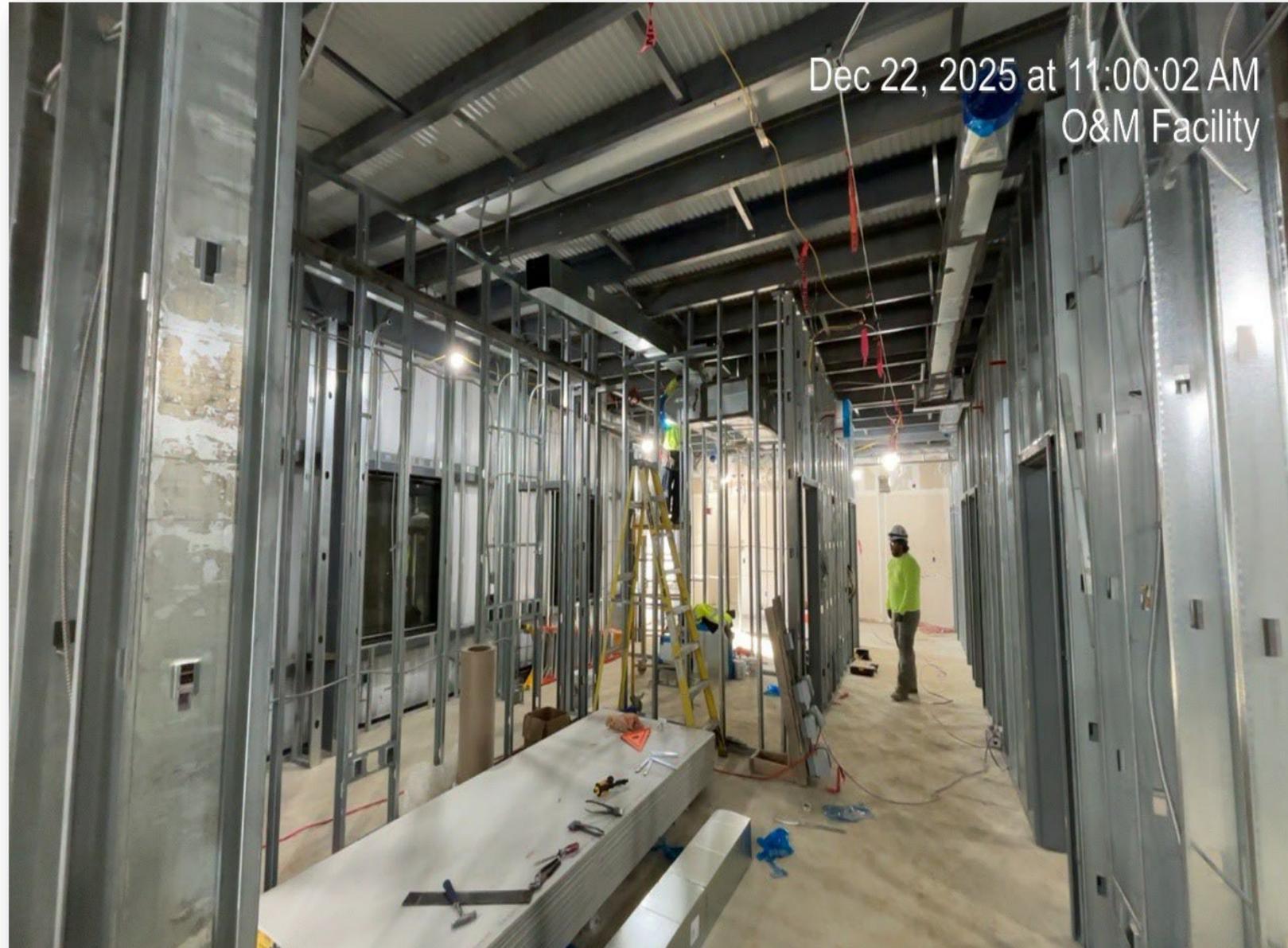


Admin Addition



# Construction Progress Photos - December

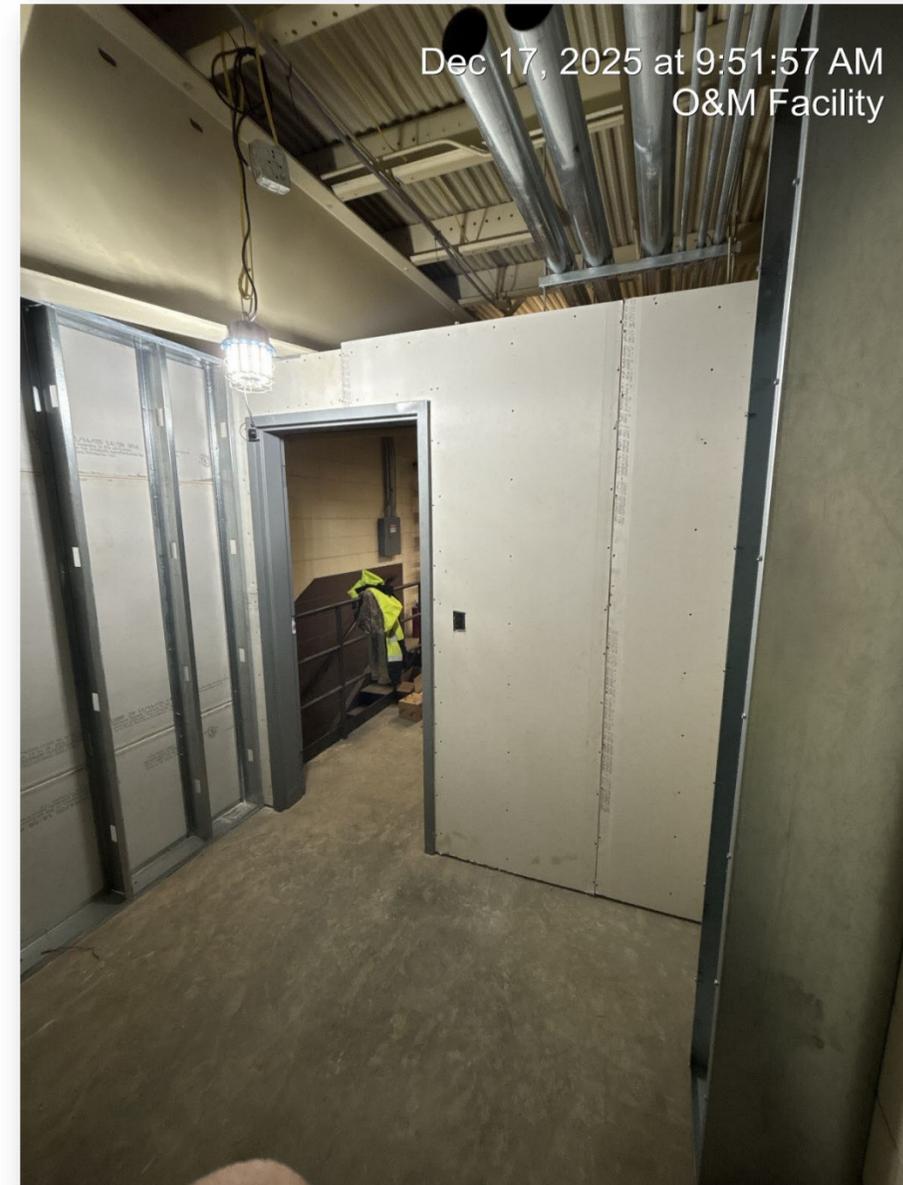
Metal framing installed



Existing Admin Office Renovation

# Construction Progress Photos – December

Automatic Transfer Switch installed & Electrical room framed



Mezzanine renovation

## 1. Executive Summary



**Safety**  
Zero lost time accidents to date.



**Schedule**  
Project is on schedule.



**Changes**  
Three Change Orders to date.



**Decision Making**  
Key decisions are being made in a timely manner.



**Quality**  
There are no quality concerns.



**Housekeeping**  
A clean jobsite has been maintained by the contractor.

## 2. Safety

- There have been zero safety incidents on this project.

## 3. Schedule

- The project remains on schedule with a project completion date of 8/7/26
- **Key Construction activities for the month:**
- Structural Steel frame installed for the building
- Bus Canopy Steel fabrication being performed on site. Bus Canopy installed expected to begin mid-January.
- Light pole foundations installed

## 4. GC Contract

Original Contract	\$7,392,903
Net Change by Change Orders	\$50,649.97
<b>Contract to Date</b>	<b>\$7,443,551.97</b>
Total Completed to Date	\$4,061,608.27
<b>Percent Completed to Date</b>	<b>54.56%</b>

## 5. Documents

**RFI's**  
Total to date: 49  
Open: 0

**Submittals**  
Total to date: 287  
Open: 2

## 6. Quality & Housekeeping

**Quality:**

- There are no quality concerns regarding work that has been performed for the Bus Transfer Center. All special inspection and York County inspections have passed.

**Housekeeping**

- Job site housekeeping has remained satisfactory.
- Limited contractors on site in the month of December. Predominantly the structural steel contractor

## 7. Critical Items

**Concerns:**

- **Schedule** - There has been concern expressed from the GC that the structural steel work is taking longer than expected and the schedule could be extended to September 2026 as a result but that has not yet been confirmed 100%..

# Construction Progress Photos – December

Structural Steel installed for building frame



# **WATA SAFETY & SECURITY REPORT JANUARY 21, 2026**



**WANDA ST. LÉGER – SAFETY & TRAINING COORDINATOR**

**ACCIDENT OVERVIEW (Fixed Route)**

<b>PREVENTABLE ACCIDENTS PER 100,000 MILES</b>			
<b>Year</b>	<b>Total Miles Driven</b>	<b>Goal</b>	<b>Actual</b>
Jan. – Dec 2024	1,042,512	<1 per 100,000	1.5 per 100,000
Jan – Dec 2025	976,604	<1 per 100,000	1.5 per 100,000

<b>Jan-Dec 2024 VEHICLE ACCIDENTS:</b>	<b>TOTAL</b>
Number of Accidents	<b>16</b>

<b>July- Dec 2025 VEHICLE ACCIDENTS:</b>	<b>TOTAL</b>
Number of Accidents	<b>17</b>

**ACCIDENTS BY YEAR/TYPE**

<b>2024 VEHICLE ACCIDENTS:</b>	
Preventable	<b>10</b>
Non-Preventable	<b>6</b>
Yard Accidents	<b>0</b>

<b>2025 VEHICLE ACCIDENTS:</b>	
Preventable	<b>9</b>
Non-Preventable	<b>6</b>
Yard Accidents	<b>2</b>

**WORK RELATED INJURIES**

<b>2024 WORK RELATED INJURIES:</b>	
Preventable	<b>1</b>
Non-Preventable	<b>0</b>
Other-Passengers	<b>1</b>
<b>Total</b>	<b>2</b>

<b>2025 WORK RELATED INJURIES:</b>	
Preventable	<b>0</b>
Non-Preventable	<b>1</b>
Other-Passengers	<b>0</b>
<b>Total</b>	<b>1</b>

**ACCIDENT OVERVIEW (Para-Transit)**

<b>PREVENTABLE ACCIDENTS PER 100,000 MILES</b>			
<b>Year</b>	<b>Total Miles Driven</b>	<b>Goal</b>	<b>Actual</b>
Jan. – Dec 2024	145,210	< 1 per 100,000	0 per 100,000
Jan – Dec 2025	179,838	< 1 per 100,000	0 per 100,000

<b>Jan-Dec 2024 VEHICLE ACCIDENTS:</b>	<b>TOTAL</b>
Number of Accidents	<b>1</b>

<b>Jan-Dec 2025 VEHICLE ACCIDENTS:</b>	<b>TOTAL</b>
Number of Accidents	<b>1</b>

**ACCIDENTS BY YEAR/TYPE**

<b>Jan-Dec 2024 VEHICLE ACCIDENTS:</b>	<b>TOTAL</b>
Preventable	<b>1</b>
Non-Preventable	<b>0</b>
Yard Accidents	<b>0</b>

<b>Jan-Dec 2025 VEHICLE ACCIDENTS:</b>	
Preventable	<b>1</b>
Non-Preventable	<b>0</b>
Yard Accidents	<b>0</b>

**WORK RELATED INJURIES**

<b>Jan-Dec 2024 WORK RELATED INJURIES:</b>	
Preventable	<b>0</b>
Non-Preventable	<b>0</b>
Other-Passengers	<b>0</b>
<b>Total</b>	<b>0</b>

<b>Jan-Dec 2025 WORK RELATED INJURIES:</b>	
Preventable	<b>0</b>
Non-Preventable	<b>1</b>
Other-Passengers	<b>0</b>
<b>Total</b>	<b>1</b>

### **Preventable Accidents: Jan – Dec 2025**

- 01/24/2025 Hard Brake (Minor)
- 01/24/2025 Side swiped vehicle (Minor)
- 04/24/2025 Hard Brake (Minor)
- 05/09/2025 Backing Hit Parked Vehicle (Minor)
- 06/05/2025 Backing Hit Column (Minor)
- 07/9/2025 Side swiped vehicle (Minor)
- 07/25/2025 Struck Parked Vehicle (Minor)
- 08/11/2025 Struck Fixed Object (Moderate)
- 11/14/2025 Struck Parked Vehicle (Minor)
- 11/14/2025 Backing Hit Concrete Bollard (Major)

**Minor** – Under \$1K damage

**Moderate** – \$1 - 5K damage

**Major** – Over \$5K damage; injuries

#### **Solution to maneuver object strikes**

Operator Training Enhancements (Primary Control)

- Standardized Turning Technique
- Tail Swing Awareness
- Mirror Discipline

#### **Solution to backing up incidents**

- Require spotter when backing up, no exception!
- Double horn honk prior to backing up

### **Projects and Activities – In Progress**

- Comprehensive Training for New Hires; Classroom, Closed Course & Behind-The-Wheel
- Transit mentorship Program
  - Establishing a structured mentorship program to support new and developing operators.
- Retraining for Operators involved in Incidents/Accidents
- Quarterly Team Meetings covering Safety & Operational Topics
  - Safety Training (FTA/ OSHA)

- Drug & Alcohol Training (49 CFR Part 655 & Part 40)
  - ADA & Accessibility Training
  - HR/ Workplace Behavior Annual Training
- Supervisor/Operator Training
  - Refresher Reasonable Suspicion Drug & Alcohol Awareness (FTA Compliance)
  
- Public Transportation Safety Plan (PTASP) Development/Implementation
  - Safety Committee Meetings (monthly)
  - Tracking of near miss activities throughout the year.
  
- Training for all Operators
  - Annual Refresher Training
  - Cellphone & Distraction Awareness
  - Fire Safety & Emergency Evacuation
  - Workplace Violence Prevention
  - ADA Customer Assistance/ Passenger Sensitivity
  - Updates on policies & procedures
  - Review of Incident trends



# TRANSPORTATION SAFETY REPORT

January 1<sup>st</sup> - December 31<sup>st</sup> 2025



Wanda Saint Léger - Presenter



TOTAL MILEAGE COVERED 2025  
TOTAL MILEAGE COVERED 2024

FIXED ROUTE  
MILEAGE COVERED - 976,604 MILES  
(JAN / DEC 2025)

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FIXED ROUTE  
MILEAGE COVERED - 1,042,512 MILES  
(JAN / DEC 2024)



**WATA – TRANSPORTATION SAFETY REPORT**



TOTAL MILEAGE COVERED 2025 - 976,604  
FIXED ROUTE VEHICLE ACCIDENTS - 17  
(JAN / DEC)

1.5 ACCIDENTS/INCIDENTS PER 100,000 MILES

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MAJOR ACCIDENTS (OVER \$5K) -  
MODERATE ACCIDENTS (\$1K - \$5K) -  
MINOR ACCIDENTS (UNDER \$1K) -



**WATA – TRANSPORTATION SAFETY REPORT**



**TOTAL MILEAGE COVERED 2025 - 976,604**  
**FIXED ROUTE VEHICLE ACCIDENTS - 17**  
**(JAN / DEC)**

**9 PREVENTABLE / 6 NON-PREVENTABLE / 2 YARD ACCIDENTS**

Minor: 2 striking objects (parked vehicle)

1 backing incidents

2 hard brake

2 side swiped vehicle

Moderate: 1 striking objects

Major: 1 backing accident



**WATA – TRANSPORTATION SAFETY REPORT**



## **SOLUTION TO MANEUVER OBJECT STRIKES**

### Operator Training Enhancements (Primary Control)

- train drivers 3-6 inches from the curb to maneuvering buses around fixed objects
- adjusting bus mirrors to improve driver's vision
- identify and apply reflective tape to (potential) objects being struck



**WATA – TRANSPORTATION SAFETY REPORT**



## **SOLUTION TO BACKING UP INCIDENTS**

- require spotter when backing up, no exception!
- double horn honk prior to backing up



**WATA – TRANSPORTATION SAFETY REPORT**



TOTAL MILEAGE COVERED 2025  
TOTAL MILEAGE COVERED 2024

PARA-TRANSIT  
MILEAGE COVERED - 179,838  
(JAN / DEC 2025)

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PARA-TRANSIT  
MILEAGE COVERED - 145,210  
(JAN / DEC 2024)



**WATA – TRANSPORTATION SAFETY REPORT**



**TOTAL MILEAGE COVERED 2025 - 179,838**  
**PARA-TRANSIT VEHICLE ACCIDENTS - 1**  
**(JAN / DEC)**

**0 ACCIDENTS/INCIDENTS PER 100,000 MILES**

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**MAJOR ACCIDENTS (OVER \$5K) -**  
**MODERATE ACCIDENTS (\$1K - \$5K) -**  
**MINOR ACCIDENTS (UNDER \$1K) -**



**WATA – TRANSPORTATION SAFETY REPORT**



**TOTAL MILEAGE COVERED 2025 - 179,838**  
**PARA-TRANSIT VEHICLE ACCIDENTS - 1**  
**(JAN / DEC)**

Moderate: 1 backing accident



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## **SOLUTION TO BACKING UP INCIDENTS**

- require spotter when backing up, no exception!
- double horn honk prior to backing up
- mirror discipline



**WATA – TRANSPORTATION SAFETY REPORT**



# TRANSPORTATION SAFETY REPORT

# Questions?



Wanda Saint Léger - Presenter



- Open to all residents who live in Williamsburg, James City County, and York County.
- Theme: “Spirit of 1776” - Celebrating the 250th anniversary of American Independence and Virginia’s role in the Revolution.
- Three Artist Categories: Aspiring, Amateur, and Professional
- Submissions can be digital or hand drawn
- Selection Process - Three (3) winning designs will be selected as follows:
  - Community Voting for the Aspiring Artist category
  - One winner will be selected by a panel of art and subject experts designated by WATA.
  - One winner will be selected by the WATA Board of Directors.
- Winners will receive a \$500 check prize

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### Timeline

- **Announcement:** January 23, 2026
- **Submissions Period:** January 23 to March 4, 2026
- **Community Vote:** March 9 -15, 2026
- **Panel Vote/WATA BOD Vote:** March 9 -15, 2026
- **Announcement of Winners and Bus Unveiling:** March 30, 2026 – April 18, 2026

**RESOLUTION #R26-17**

**REVISED PASSENGER CODE OF CONDUCT**

**WHEREAS**, the Board of Directors (the “Board”) of the Williamsburg Area Transit Authority (WATA) adopted a policy on the code of conduct for passengers on March 3<sup>rd</sup>, 2016; and

**WHEREAS**, WATA seeks to revise the Passenger Code of Conduct to expand the existing provision addressing “loud or obnoxious behavior” to more broadly prohibit “disruptive behavior”; and

**WHEREAS**, the current policy states:

NO loud or obnoxious behavior that disrupts other passengers or the Bus Operator, including but not limited to:

- Playing or operating any electronic device unless the sound can only be heard through earphones and is completely inaudible to other passengers
- Use of profanity, foul, or offensive language

**WHEREAS**, WATA proposes revising this provision to read:

NO loud, obnoxious, or disruptive behavior that disrupts other passengers or the Bus Operator, including but not limited to:

- Playing or operating any electronic device unless the sound can only be heard through earphones and is completely inaudible to other passengers
- Use of profanity, foul, or offensive language
- Offensive odors, including but not limited to those caused by soiled clothing or smoke

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Williamsburg Area Transit Authority hereby adopts the revised Passenger Code of Conduct recommended by WATA staff, with said policy to become effective immediately.

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Paul Holt  
Chair

ATTEST:

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Matthew Scalia  
Secretary

Adopted by the Board of Directors, Williamsburg Area Transit Authority this 21<sup>st</sup> day of January 2026.

# PASSENGER CODE OF CONDUCT

To ensure a safe and pleasant experience on our buses, we require that passengers abide by the following rules:

- NO eating, drinking, carrying of unsealed containers of drink, or use of tobacco products
- NO damaging or vandalizing of WATA bus or property in any manner; NO littering
- NO extending or throwing anything out of the windows or doors of the bus
- NO loud, obnoxious, or disruptive behavior that disrupts other passengers or the Bus Operator, including but not limited to:
  - Playing or operating any electronic device unless the sound can only be heard through earphones and is totally inaudible to all other passengers
  - Use of profanity, foul or offensive language
  - Offensive odors, including but not limited to those caused by soiled clothing or smoke
- NO interfering with the safe operation of the bus
- NO standing in front of the white or yellow line marked on the floor in the front while the bus is in motion or after being asked to step behind the line by the Bus Operator
- NO spitting, urinating, or defecating in or upon any WATA property
- NO controlled substances, flammable liquids, or combustible materials
- ALL bags and other carry-on items must be brought on board in one (1) trip; Items must be held securely, may not be placed in a seat, and may not block the aisles or doors at any time
- ALL wheelchair passengers must have their wheelchairs secured
- Strollers and walkers must be folded, properly stowed, and must not block the aisle at any time
- NO lying down on seats, benches, vehicles, or areas where shelters and/or benches are provided for passengers waiting to board
- NO entering the bus through the rear door unless authorized to do so by the Bus Operator or other WATA employee

- NO pets or animals are allowed on the bus except service animals trained to perform tasks for a person with a disability; comfort and companion animals are not considered service animals
- NO carrying, possessing, or having within immediate access any unpermitted weapon

## HOW TO REPORT A CONCERN

If you observe a problem on the bus, please alert the Bus Operator or report your concern to WATA using the contact information below. Please be prepared to give the date, time, and bus line or the stop name and location along with a description of the problem.

## ABOUT WATA'S CODE OF CONDUCT

The Passenger Code of Conduct, revised by the WATA Board of Directors on January 21<sup>st</sup>, 2026, governs behavior on all property, facilities, or equipment owned, leased, or controlled by WATA. Any person in violation of the Code of Conduct is subject to ejection from any WATA transit vehicle or facility and restriction from future service. To read the full Code of Conduct, please visit [www.goWATA.org](http://www.goWATA.org).



[info@goWATA.org](mailto:info@goWATA.org) | 757-220-5493

7239 Pocahontas Trail, Williamsburg, VA 23185

**RESOLUTION #R26-18**

**SEASONAL ROUTE PLANNING AND IMPLEMENTATION**

**WHEREAS**, the Williamsburg Area Transit Authority (WATA) is preparing for an anticipated increase in tourism in the Historic Triangle; and

**WHEREAS**, WATA staff have been planning a seasonal route connecting tourists to attractions in the Historic Triangle for the spring and summer of 2026; and

**WHEREAS**, WATA staff has identified grant funding to support the seasonal route without impact to WATA's FY26 operating budget, as the funding will come from grants not previously utilized; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Williamsburg Area Transit Authority hereby authorizes the Executive Director to continue to plan for, and WATA staff to implement, a seasonal route connecting tourists to attractions in the Historic Triangle during the spring and summer months of 2026, with no impact to WATA's FY26 budget.

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Paul Holt  
Chair

ATTEST:

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Matthew Scalia  
Secretary

Adopted by the Board of Directors, Williamsburg Area Transit Authority this 21<sup>st</sup> day of January 2026.

**RESOLUTION #R26-19**

**ADVISORY COMMITTEE APPOINTMENTS**

**WHEREAS,** citizen input is critical to making well-informed decisions regarding public transportation in the Williamsburg area; and

**WHEREAS,** the Bylaws of the Williamsburg Area Transit Authority allow the Board of Directors to establish an advisory committee of citizens to make recommendations to the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Williamsburg Area Transit Authority hereby appoint the following individuals to the WATA Advisory Committee:

<u>Name</u>	<u>Representing</u>	<u>Term</u>
Deborah Jackson	Persons With Disabilities	1 Year ending 1/30/2028

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Paul Holt  
Chair

**ATTEST:**

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Matthew Scalia  
Secretary

Adopted by the Board of Directors, Williamsburg Area Transit Authority this 21<sup>st</sup>  
day of January 2026.

**RESOLUTION #R26-20**

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Board of Directors of the Williamsburg Area Transit Authority (the “Board”), has convened a closed meeting on this date pursuant to an Affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certificate by the Board that such closed meeting 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 the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711 (A) (1) of the Code of Virginia, to discuss salaries, and Section 2.2-3711 (A) (7) of the Code of Virginia, to discuss matters related to probable litigation arising from a construction contract.

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Paul Holt  
Chair

ATTEST:

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Matthew Scalia  
Secretary

Adopted by the Board of Directors of the Williamsburg Area Transit Authority this  
21<sup>st</sup> day of January 2026.