

**MINUTES OF THE
ACCOMACK-NORTHAMPTON
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce, Melfa, Virginia, on Tuesday, September 4, 2012 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Secretary-Treasurer
Ron Wolff
Willie C. Randall

Absent:

Wanda Thornton, Vice Chairman
Laurence J. Trala

Ex-Officio member present:

Jeremy Latimer for Kevin Page

Nonmembers present:

Larry LeMond, Bay Coast Railroad
Kirk Miles, STAR Transit
J. T. Holland, Bay Coast Railroad
Maria Ptakowski, Virginia Regional Transit

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present.

In Re: Invocation

The invocation was given by Mr. Randall.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at August 31st of \$9,571.53.

In Re: Minutes of July 3, 2012

Motion was made by Mr. Wolff, seconded by Mr. Hart, that minutes of the meeting of July 3, 2012 be approved. All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

Mr. Kirk Miles and Ms. Maria Ptakowski distributed the following Management Reports for July and August 2012:



**Management Report for Star Transit
August 2012**

Operations

- ***STAR Transit New Freedom Route*** – The new route continues to run smoothly and ridership is beginning to increase. There were a total of 460 passengers for the month of July; this is 176 more passengers than the month of June.
- ***STAR Transit FY2013 New Freedom Funding*** – The Commonwealth Transportation Board approved STAR Transit's FY2013 operating grants at its June board meeting in Richmond. However, it appears that the funding for the New Freedom Grants that funds both the Demand Response service/ Green Line and the new Silver Line/Orange Line to the Town of Chincoteague was not fully funded. This lack of funding will require significant service reductions on these routes. VRT Management staff will present recommendations for service reductions on these two routes at the September 4th ANTDC Board Meeting.

Transit Capital

- ***STAR Transit FY2013 Capital Vehicle Program*** – VRT staff are in the process of developing vehicle specifications for the procurement of three (3) BOC Vans.

- **STAR Transit Bus Shelter Program** – STAR Transit staff spoke with Eve Belote with the Eastern Shore Community College who indicated that the College is working on obtaining the necessary permits from the state to install the bus shelter. The College is also required to have an architectural and engineering review for the bus shelter site. Hopefully the bus shelter will be installed in the next couple of months. STAR Transit staff also spoke with Bill Carr in reference to installing a bus shelter at the Food Lion in Cape Charles. Staff is in the process of trying to reach Greenbrier Realtors who are responsible for the shopping center property.

Human Resources

- **VRT Manager’s Monthly Training Seminar** – STAR Transit staff participated in VRT Training Seminar on Thursday, July 26th, the topic of the training seminar was a review of VRT’s process of how Body on Chassis vehicle specifications are developed and how the federal procurement process works. STAR Transit will purchase three (3) BOC Vans off of these vehicle specifications in FY2013. The next Training seminar will be on August 30th and will be on the new VRT Procurement Procedures Manual which also applies to STAR Transit procurements.

Marketing and Outreach

- A bus sign has been installed at Wolf’s Sandwich Shop as requested by board member Ron Wolf.
In addition, new schedules have been distributed in Chincoteague and the northern Accomack county area.

Transit Maintenance

- **Preventive Maintenance Program** - All STAR Transit vehicles have been serviced for the month of July and all vehicle records are up to date.

Ridership Statistics for July 2012

- **Ridership Statistics** -STAR Transit carried approximately 6,065 passengers in July as compared to 5,016 passengers this time last year. This is a 22.7% increase in ridership.

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Management Report for Star Transit September 2012

Operations

- **STAR Transit New Freedom Route** – The new route continues to run smoothly and ridership is beginning to increase. There were a total of 598 passengers for the month of August; this is 139 more passengers than the month of July.
- **STAR Transit FY2013 New Freedom Funding** – VRT Management has submitted a letter on behalf of STAR Transit requesting that the Virginia Department of Rail and Public Transportation provide additional funding to make up a shortfall of funds and eliminate the need for STAR Transit to eliminate 2,560 annual hours of service. The shortfall occurred because DRPT reduced FY2013 funding over what had been approved in FY2012 and did not take in account that FY2012 operating funds provide operating funds for only six months of operation of a new route we had included these additional funds in our FTA Section 5311 funding requests as well.

Following comments from the membership, motion was made by Mr. Wolff, seconded by Mr. Hart, that the ANTDC provide a letter of support to VDRPT in regards to the New Freedom Route and funding therefor. All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted “yes.” The motion was unanimously passed.

Mr. Latimer noted that a conference call is being planned for all affected parties.

Transit Capital

- **STAR Transit FY2013 Capital Vehicle Program** – VRT staff has completed the process of developing vehicle specifications for the procurement of three (3) BOC Vans and submitted the Bid Procurement Package and Vehicle Specifications to the Virginia Department of Rail and Public Transportation for review and approval.
- **STAR Transit Capital Program** – VRT Financial Management staff have submitted the required documents to DRPT to deobligate funds and closed grant projects for those projects where all items had been purchased and small amounts of funds remained as required by DRPT.
- **STAR Transit Bus Shelter Program** – STAR Transit staff spoke with Eve Belote with the Eastern Shore Community College who indicated that the College is working on obtaining the necessary permits from the state to install the bus shelter. The College is also required to have an architectural and engineering review for the bus shelter site. Hopefully the bus shelter will be installed in the next couple of months. STAR Transit staff also spoke with Bill Carr in reference to installing a bus shelter at the Food Lion in Cape Charles. Staff is in the process of trying to reach Greenbrier Realtors who are responsible for the shopping center property.
- **New Telephone Service** – VRT’s started the process of installing a new telephone system on Thursday, August 23rd and as of Thursday August 30th we are still have problems getting it installed and working correctly, there have been problems with phone equipment originally installed in the building and with the new service. We may end up

staying with the existing service if we are not contractually forced to stay with the new vendor.

Human Resources

- ***VRT Manager's Monthly Training Seminar*** – The Regional Transit Director's hosted the second monthly training seminar through the VRT video conferencing system on Thursday, August 30th, the topic of the training seminar was a review of VRT's new Procurement Procedures Manual, these procedures will also apply to STAR Transit's procurements.

Marketing and Outreach

- ***Bing Specialty Maps Outreach*** – VRT has partnered with the Microsoft Winmap project which will allow the public to access STAR Transit route and schedule information on their laptops or other Windows 8 will store VRT route and service information and provide this information as part of the Windows 8 platform.
- ***General Assembly Outreach*** - VRT Regional Directors met with Delegate Richard "Dickie" Bell, Staunton, Delegate Ed Scott, Culpeper, Mark Cole, Fredericksburg, Tony Wilt, Harrisonburg, Ben Cline, Harrisonburg and Lionel Spruill, Suffolk. We educated the Delegates on VRT's view on SJ297, DRPT's Financial Compliance Process, Dulles Rail and it's affect on future State Aid Operating Funds and VRT's rural transit operations.

Transit Maintenance

- ***Preventive Maintenance Program*** - All STAR Transit vehicles have been serviced for the month of August and all vehicle records are up to date.

Ridership Statistics for August 2012

- ***Ridership Statistics*** -STAR Transit carried approximately 7426 passengers in August as compared to 5938 passengers this time last year. This is a 21.8% increase in ridership.

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In Re: Closed Session

Motion was made by Mr. Hart, seconded by Mr. Wolff, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted "yes." The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Commission had entered the closed session for that purpose as set out in paragraph 1 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session

In Re: State's Comments

Motion was made by Mr. Hart, seconded by Mr. Wolff, that the Chairman be authorized to execute a letter to the Virginia Department of Rail and Public Transportation, indicating that the Master Agreement and Project Agreements between VDRPT and the Commission be sent to the ANTDC for execution as well as indicating that VRT be the submitting agency for reimbursement requests and annual applications for capital and operating funds under the DRPT administered FTA 5311 program. All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted "yes" with the exception of Mr. Latimer who abstained. The motion was passed.

Motion was made by Mr. Hart, seconded by Mr. Wolff, that the Chairman be authorized to execute the Project Agreement for Use of Commonwealth Transportation Funds – Fiscal Year 2013 Six Year Improvement Program Approved Projects. All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted "yes" with the exception of Mr. Latimer who abstained. The motion was passed. It was noted that this agreement serves as the Commission's authority to spend grant funds during the specified time periods as authorized by the Commonwealth Transportation Board.

In Re: Airport Update

There was no report.

In Re: Railroad Comments

Mr. LeMond reported on the following items:

1. GAMESA, the wind turbine company, has made their second payment for their wireline easement. I think that after the November elections we will have a better idea if and when this turbine will be constructed.
2. I have spent a good amount of time on the rocket core project:
 - Jeremy and I toured NIT on July 11th and we both feel that the most efficient and cost effective option is to bring the ship into their Pier No. 1 for unloading onto our carfloat and then floating to Cape Charles and then railing to the new transload facility at Makemie Park.

- I met with Bill Parker, VP of Ceres, a stevedore company, and got costs from him.
- I met with Hank Strickland who is in charge of the SAMSON Crane that will unload the core(s) from the ship to our carfloat.
- And, met with Dan Clarke, with Lockwood Bros., a rigging company, that will tie down the core(s) onto the railcars on the barge.

HERE'S THE SCENARIO:

- In March or April, 2013, the RO-RO ship will come in and tie up at Pier No. 1 at NIT. Instead of one core, we are now talking about shipping two cores at one time.
- Our carfloat with the flat cars on it will be towed to NIT for loading.
- The stevedore crew will lash onto the core(s) for lifting.
- The SAMSON crane will lift the core(s) from the ship and set onto the flat cars.
- The rigging company, Lockwood Bros, will tie down the cores on the cars for a safe trip across the water and up to Makemie where they will be unloaded by Orbital.

NEW BUSINESS

In Re: Amendment in Bylaws – Change in Meeting Frequency

Mr. Hart indicated that he disliked the new “bi-monthly” meeting schedule, finding a lack of continuity in only meeting every other month. Motion was made by Mr. Hart, seconded by Mr. Wolff, that the Bylaws be changed to reflect *monthly* meetings of the Commission instead of every-other-month, and secondly, that the Commission meet in regular session in October to formally act on this Bylaw amendment. All members were present with the exceptions of Mrs. Thornton and Mr. Trala and voted “yes.” The motion was unanimously passed.

In Re: Oath of Office

It was reported that the Accomack County Attorney has provided a Code of Virginia citation which requires that appointments to the Accomack-Northampton Transportation District Commission be given an oath of office upon their appointment. The Commission members were asked to report to their respective Clerk’s offices to take such oath if they have not already done so.

In Re: Adjourn

Motion was made by Mr. Randall, seconded by Mr. Wolff, that the meeting be adjourned until 5:30 p.m., Tuesday, October 2, 2012 at a location to be determined. All members were present with the exceptions of Mr. Trala and Mrs. Thornton and voted “yes.” The motion was passed. The meeting was adjourned.