

**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 Office, Melfa, Virginia, on Tuesday, January 4, 2011 at 5:30 p.m.

Present:

E. Philip McCaleb, Chairman  
Oliver H. Bennett, Vice Chairman  
Steve Mallette, Secretary-Treasurer  
Ron Wolff  
Laurence J. Trala  
Willie C. Randall

Ex-Officio member absent:

Kevin Page

Nonmembers present:

Dave Morgan, Virginia Regional Transit  
Mark McGregor, Virginia Regional Transit  
Bruce Simms, Virginia Regional Transit  
Larry LeMond, Bay Coast Railroad  
Greg McGowan, Virginia Regional Transit  
Kirk Miles, STAR Transit  
Jeff Mitchell, Mitchell & Co.

In Re: Call to Order

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

In Re: Invocation

The invocation was given by Mr. Bennett.

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 December 31st of \$155,902.95.

In Re: Minutes of December 7, 2010

Motion was made by Mr. Randall, seconded by Mr. Bennett, that minutes of the meeting of December 7, 2010 be approved. All members were present with the exception of Mr. Mallette and Mr. Page and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

Representatives from Virginia Regional Transit distributed the following Management Report for December 2010:



**Management Report for December 2010**

**Ridership**

With the winter storm that hit the Eastern Shore Star Transit was shut down Monday 12/27 and Tuesday 12/28 due to the weather conditions. The wind and the conditions of the side roads along the route hampered service. Service was up and running on the 29<sup>th</sup>. Staff had all buses cleaned off and running prior to Wednesday's startup. Media outlets were notified by staff and there were very few complaints since the passengers were well aware of the conditions. There were sections of Rte 13 North that were drifted shut and in some spots only one lane was open.

- Star transported 3577 passengers in December. This is approximately a 45% increase over 12/2009 total of 2781 even with a 2 day closure.
- **2010's Total ridership was 44,827.**
- I put this chart together to show that from Sept 2009 until the changes took place in March of this year the dramatic continual increase in ridership
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2009	Passenger	2010	Passenger	
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count		count			
JAN		JAN	2871		
FEB		FEB	2763		
MAR		MAR	<b>4134</b>		
APR		APR	<b>3800</b>		
MAY		MAY	<b>3264</b>		
JUN		JUN	<b>3269</b>		
JUL		JUL	<b>3519</b>		
AUG		AUG	<b>3895</b>		
SEP	2844	SEP	<b>4270</b>		
OCT	2935	OCT	<b>4680</b>		
NOV	2381	NOV	<b>4785</b>		
DEC	2781	DEC	<b>3577</b>		

**Total                    10941                    44827**

All Star Transit drivers are now in possession of at least a Class “C” Commercial Driver’s License with a passenger endorsement which allows them to transport and drive a passenger carrying vehicle over 14 passengers. With the increased seating capacity of the new buses at 20 passengers any driver can now drive any bus Star has in its fleet now and in the future. The majority of Star buses are now 20 passenger and the license upgrades were needed. VRT management staff trained and assisted in the qualification process for these drivers.

Star bus 16 has been retired and is in Northern Virginia being prepared for auction later this month.

**Financials**

I will be passing out copies of the Annual Financial Report at the meeting and have attached a preview for viewing. A comprehensive review of this report will be presented by Jeff Mitchell of Mitchell Associates and Mark McGregor, CEO of Virginia Regional Transit. Please review the report electronically. Hard copies will be available to everyone.

A \$50,000 New Freedom Grant has been approved and we are waiting on FTA to formally endorse it. This will allow the Green Route to continue as a Demand Route. There was no service interruption as we waited on approval. Star will request another New Freedom Grant for FY 2012 in February to increase the Green service hours. A Resolution will be introduced requesting the ANTDC Board to approve Star's request for capital and operating funding for FY2012. This is a formality which is usually done.

Mr. Mallette arrived at this time.

Mr. Randall asked if there had been any consideration given to the use of covered bus shelters. Mr. McGregor replied that there are funds available but it is a years-long process if the area is located in the VDOT right-of-way. Motion was made by Mr. Randall, seconded by Mr. Wolff, that VRT staff be authorized to research this matter including finding proposed locations and to bring back a report to the Commission for consideration (hopefully at the March 2011 meeting). All members were present with the exception of Mr. Page and voted "yes." The motion was unanimously passed. It was noted that this authorization includes looking at any adjacent county-owned properties.

Motion was made by Mr. Wolff, seconded by Mr. Randall that the following resolution be adopted. All members were present with the exception of Mr. Page and voted "yes." The motion was unanimously passed. Said resolution as adopted is set forth below:

### **RESOLUTION**

*BE IT RESOLVED, by the Accomack-Northampton Transportation District Commission that the Public Transit Manager is authorized for and on behalf of the ANTDC, hereafter referred to as the PUBLIC BODY, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the DEPARTMENT for a grant of financial assistance in the amount of \$414,500.00 to defray the costs borne by the PUBLIC BODY for operations of STAR Transit and to accept from the DEPARTMENT grants in such amounts as may be awarded, and to authorize the Public Transit Manager to furnish to the DEPARTMENT such documents and other information as may be required for processing the grant request.*

*The ANTDC certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the PUBLIC BODY will provide funds in the amount of \$125,235.00, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the PUBLIC BODY may be subject to audit by the DEPARTMENT, and the State Auditor of Public Accounts, and that funds granted to the PUBLIC BODY for defraying the expenses of the PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia.*

\* \* \* \* \*

Passenger counts for 2008, 2009 and 2010 were distributed (2008 total: 39,638; 2009 total: 33,451; 2010 total: 44,827) as well as income statements for the twelve month period ending September 30, 2010 and the one-month period ending October 31, 2010. Operational analyses ending at September 30<sup>th</sup> and October 31<sup>st</sup> were also distributed. These documents are on file in the office of the ANTDC.

Mr. McGregor invited the Commission members to attend the VRT annual meeting where the ANTDC would be recognized as partnering to improve transportation for Virginia's citizens. Two members indicated their agreement to attend. He also invited the members to attend a legislative session in early February.

In Re: State's Comments

There was no report from Mr. Pollock.

In Re: Airport Update

There was no airport report.

In Re: Railroad Comments

Mr. LeMond noted that the barge NANDUA was towed from the shipyard to Cape Charles on November 22<sup>nd</sup> with the final track work on-going. The barge is expected to be back in service sometime this month. He detailed for the Commission the expenditures to date for this project totaling \$999,100 (paint, survey, towing, shipyard costs) and noted that there is an additional \$27,500 in final repairs (final survey report, track work, towing) which he hopes will be covered through the Virginia Port Authority grant for marine infrastructure.

NEW BUSINESS

In Re: Melfa Crossing

Motion was made by Mr. Mallette, seconded by Mr. Trala, that a letter of support be provided to the Town of Melfa in regards to its application for funding for a new crossing at Melfa. All members were present with the exception of Mr. Page and voted "yes." The motion was unanimously passed.

In Re: FY 2010 Audit Report

Mr. Jeff Mitchell of Mitchell & Company, presented a draft September 2010 Summary to the Commission and noted that the report will be modified to include the small amount of barge project activity which occurred prior to the end of the fiscal year. He also reviewed with the

Commission a Grant Schedule/Review of Local Match Funding. These documents are on file in the office of the ANTDC.

In Re: Conflict of Interests Filing

It was noted that the Northampton County Commonwealth's Attorney has indicated that members of the ANTDC should file a Financial Disclosure Form in order to serve. Copies of those forms were distributed with instructions to return the completed document not later than January 18, 2011. Each member may file its form with their respective county administrator.

In Re: Mallette Resignation

It was noted that Mr. Mallette will be soon resigning from the Accomack County Board of Supervisors. The Commission extended its thanks to him for his service on the ANTDC.

In Re: Adjourn

Noting that the Commission was not comfortable yet with reverting back to the bi-monthly meeting schedule, motion was made by Mr. Randall, seconded by Mr. Trala, that the meeting be adjourned until February, 2011. All members were present with the exception of Mr. Page and voted "yes." The motion was passed.

The meeting was adjourned.