

**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, December 6, 2011 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Wanda Thornton, Vice Chairman
Ron Wolff
Laurence J. Trala
Willie C. Randall

Absent:

Donald L. Hart, Jr., Secretary-Treasurer

Ex-Officio member present:

Jeremy Latimer for Kevin Page

Nonmembers present:

Darrel Feasel, Virginia Regional Transit
Kirk Miles, STAR Transit
Larry LeMond, Bay Coast Railroad
J. T. Holland, Bay Coast Railroad
Billy Moore, Canonie Atlantic Co.

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. Wolff.

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 November 30th of \$3,776.00.

In Re: Minutes of November 1, 2011

Motion was made by Mrs. Thornton, seconded by Mr. Randall, that minutes of the meeting of November 1, 2011 be approved. All members were present with the exception of Mr. Hart and voted "yes". Motion was passed.

In Re: Public Transportation Report

Representatives from Virginia Regional Transit distributed the following Management Report for November 2011:



Management Report for Star Transit
December 6, 2011

Operations:

- ***DRPT Personnel Changes*** – Ken Pollock our Rural Transit Program Administrator announced that he will be leaving DRPT to accept the Transit Director's position at Bay Transit effective December 9th.
- ***STAR Transit Bus Stop Shelters*** – Two bus stop shelters have been delivered to STAR Transit; one has been installed in the Town of Exmore and the other at the other will be installed by the Eastern Shore Community College on their campus.

Mr. Randall reported that he will be providing contact information for Shore Plaza in Exmore in the hope that a shelter can be provided there.

- ***STAR Transit Route Brochures*** –STAR Transit implemented a new time schedule on November 14th and new route brochures highlighting the changes have been distributed throughout the STAR Transit service area. The new routes have allowed additional connections North and South of our transfer point. It has greatly improved our on- time performance.

- ***Star Transit GPS Units*** – Three GPS units have been installed on our transit vehicles. These GPS units complete the outfitting of the STAR Transit bus fleet and provide on a computer screen up to the minute locations for all STAR Transit buses and assist in providing customer information.
- ***Accomack-Northampton PDC Transportation Committee Meeting*** – Staff attended the November Transportation Committee meeting. Access lanes in Accomack & Northampton counties were the main topic of discussion.
- ***STAR Transit FY2012 Capital Vehicle Program*** – A Braun Minivan with Ramp was delivered on November 18th to STAR Transit. The vehicle will assist STAR Transit in providing ADA service as and also act as a supervisory vehicle. The two (2) Body – on – Chassis Vans ordered in September 2011 are on schedule to be delivered to STAR Transit in late March 2012.
- ***STAR Transit Video Tele-conference*** – Video and Tele-conference equipment has been installed at the Star facility. This will allow transit staff to video conference with the VRT main office for weekly management meetings and training sessions.
- ***STAR Transit Development Plan Update*** – VRT staff submitted the annual Transit Development Plan update to DRPT; this update included operating, capital and financial information required by DRPT for the period of 2012 – 2018.
- ***City of Suffolk*** – VRT has been awarded a contract to provide public transit service in the City of Suffolk. VRT staff is currently hiring drivers, developing a transit plan and procuring vehicles. Service will start on January 3, 2012. This new VRT service would not have been possible without the positive experiences that VRT has had operating the STAR Transit service.

Maintenance

- ***Preventive Maintenance Program*** - All STAR Transit vehicles have been serviced for the month. However we are still waiting on our maintenance contractor to complete the installation of a transmission in a minivan, this maintenance issue has been on-going since August 30, 2011.
- ***Maintenance Bay Rent*** – As of September 30, 2011; STAR Transit has delivered two invoices to our Vehicle Maintenance Contractor (Marty’s Service Center) for the rental of the maintenance bay. The contract requires that the contractor pay STAR Transit \$250 per month rent for the use of the maintenance bay, the contractor has failed to pay these invoices. Staff will continue to follow up on this issue since these funds are needed local match funds.

Ridership Statistics for November 2011

- **Ridership Statistics** - STAR Transit carried approximately 5666 passengers this November as compared to 4785 passengers this time last year. This is an 18% increase in ridership.

Financials

- **Partnership** – STAR Transit has a meeting scheduled with the Accomack County School Superintendent to setup partnership with STAR through their Reconnect Program.
- **DRPT Financial Compliance Review** – Staff spoke to Ken Pollock on November 30th and we are still waiting on DRPT to provide management with a “Final Compliance Review Report”.

STAR Transit would like to wish everyone and their families a Safe & Happy Holiday

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In Re: State’s Comments

Mr. Latimer said that the FY 09 Bay Coast Railroad grant will be extended. He also noted that the STAR Transit audit indicated that the sum of \$12,680.00 would need to be repaid to the State. Options for that repayment schedule will be provided later.

In Re: Airport Update

There was no report.

In Re: Railroad Comments

Mr. LeMond distributed the following resolution and asked for the Commission’s favorable consideration. The resolution is similar to that adopted by the Commission several years ago for the industrial rail access trackage at the Gerald M. Moore facility in Nassawadox, which is now owned by Branscome Eastern Shore. Motion was made by Mr. Randall, seconded by Mr. Wolff, that the resolution be adopted as presented. All members were present with the exception of Mr. Hart and voted “yes.” The motion was unanimously passed. Said resolution as adopted is set forth below:

**A RESOLUTION OF THE
ACCOMACK-NORTHAMPTON TRANSPORTATION DISTRICT
COMMISSION**

WHEREAS, BRANSCOME EASTERN SHORE HAS EXPRESSED ITS INTENT AND DESIRE TO THE ACCOMACK-NORTHAMPTON TRANSPORTATION DISTRICT COMMISSION TO EXPAND ITS INDUSTRIAL OPERATIONS NEAR NASSAWADOX, VIRGINIA; AND

WHEREAS, BRANSCOME EASTERN SHORE AND ITS OPERATION DESIRE TO CONSTRUCT A NEW TRACK THAT WILL BE 1,800 LONG FOR THE PURPOSE OF UNLOADING STONE.

WHEREAS, THE OFFICIALS OF BRANSCOME EASTERN SHORE HAVE REPORTED TO THE COUNTY THEIR INTENT TO APPLY FOR INDUSTRIAL ACCESS RAILROAD TRACK FUNDS FROM THE COMMONWEALTH OF VIRGINIA'S DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION IN THE AMOUNT OF \$226,700.00, AND;

WHEREAS, BRANSCOME EASTERN SHORE HAS REQUESTED THAT THE ACCOMACK-NORTHAMPTON TRANSPORTATION DISTRICT COMMISSION PROVIDE A RESOLUTION SUPPORTING ITS APPLICATION FOR SAID FUNDS WHICH ARE ADMINISTERED BY THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION.

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE ACCOMACK-NORTHAMPTON TRANSPORTATION DISTRICT COMMISSION HEREBY ENDORSES AND SUPPORTS THE APPLICATION OF BRANSCOME EASTERN SHORE FOR \$226,700.00 IN INDUSTRIAL ACCESS RAILROAD TRACK FUNDS; AND

BE IT FURTHER RESOLVED, THAT THE ACCOMACK-NORTHAMPTON TRANSPORTATION DISTRICT COMMISSION HEREBY REQUESTS THAT SUCH FUNDS BE ALLOCATED BY THE COMMONWEALTH TRANSPORTATION BOARD TO BRANSCOME EASTERN SHORE FOR THE PURPOSE OF EXPANDING ITS INDUSTRIAL FACILITY NEAR NASSAWADOX, VA.

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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. Wolff, seconded by Mrs. Thornton, that the meeting be adjourned until 5:30 p.m., Tuesday, January 3, 2012 at the Eastern Shore Chamber of Commerce, Melfa, Virginia. All members were present with the exception of Mr. Hart and voted "yes." The motion was passed.

The meeting was adjourned.