

**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, February 7, 2023, at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman  
C. Reneta Major, Secretary-Treasurer  
Ernest L. Smith, Jr.  
Ron Wolff

Absent:

John R. Coker, Vice Chairman  
Oliver H. Bennett

Ex-Officio member absent:

Linda Balderson

Nonmembers present:

H. Spencer Murray, Canonie Atlantic Co.  
Mark Rosner, Delmarva Central Railroad  
George Mapp, Eastern Shore Rail Trail Foundation  
Bruce Simms, Virginia Regional Transit  
Bill Moore, STAR Transit  
Anne Doyle, ANPDC  
Jim Outland, Canonie Atlantic Co.  
Damion Geist, Rail Trail Working Group  
Jackie Phillips, Canonie Atlantic Co.  
Dan Buckley, Garney Construction  
Tim Kearney, HDR Engineering  
Phil Hubbard, Hampton Roads Sanitation District  
Steve Johnsen, citizen  
John D. Sharpley, 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. Hart.

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 January 31st of \$70,073.94.

In Re: Minutes of January 3, 2023

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of January 3, 2023, be approved. All members were present with the exceptions of Mr. Bennett, Mr. Coker and Ms. Balderson and voted "yes." The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
February 7<sup>th</sup> 2023**

**Operations**

- Ridership across the STAR Transit system continues its upward trend to pre-pandemic levels. Ridership last month set a "January" record, being the highest January on record at 7,992 rides provided. This was also the highest ridership of any month recorded since October of 2019.

**Human Resources**

- STAR Transit continues to recruit for vehicle operators throughout the Eastern Shore service area.
- Annual Vehicle Operator performance evaluations, previously scheduled to be completed in January have been extended into and throughout the month of February. This evaluation process includes a review of pre-trip procedures, vehicle operation, passenger communication, lift operation, mobility device securement and all related documentation.

**Marketing and Outreach**

- STAR Transit’s website underwent minor adjustments to landing pages / tabs to update commentary to be in alignment with STAR Transit policies and procedures. These changes were made under advisement of DRPT and did not affect any STAR Transit policies or procedures.
- STAR Transit representatives will present key performance indicators to the County of Accomack Board of Supervisors on Thursday Feb 9<sup>th</sup> regarding its FY24 local match request.

**Training**

- January vehicle operator training was curtailed due to staffing issues.

**Transit Capital and Infrastructure**

- STAR Transit’s FY24 operating budget and FY24 capital budget have been submitted to DRPT through the OLGA online platform. The next step will be to await the Commonwealth Transportation Board’s consideration.
- STAR Transit has requested a Technical Assistance Grant from DRPT for FY24 for its Transit Development Plan. At this time STAR Transit’s TDP is out-of-date. In the absence of a TDP, annually VRT has updated STAR Transit’s goals and performance to DRPT through a “TDP Update Letter” to ensure compliance.
- Bus #40, which was involved in a collision in December, has been repaired and is back in service. STAR Transit’s insurance has provided compensation for repairs, less deductible, and will pursue reimbursement through subrogation.

**Monthly Ridership Statistics**

October	2021	5018	October	2022	7206
November	2021	4936	November	2022	7538
December	2021	5127	December	2022	7462
January	2022	4645	January	2023	7992

\* \* \* \* \*

31-Dec-22

STAR TRANSIT 2022-2023

Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers		Total Cost
					2022-2023	2021-22 Trips	
Oct.	\$97,856.35	\$78,655.39	\$19,200.96	Oct.	7,206	5,018	\$10.92
Nov.	\$132,069.93	\$157,026.95	-\$24,957.02	Nov.	7,538	4,936	\$20.83
Dec.	\$117,335.26	\$97,376.65	\$19,958.61	Dec.	7,462	5,127	\$13.05
Jan.			\$0.00	Jan.		4,645	#DIV/0!
Feb.			\$0.00	Feb.		5,409	#DIV/0!
Mar.			\$0.00	Mar.		5,909	\$0.00
Apr.			\$0.00	Apr.		5,684	\$0.00
May			\$0.00	May		5,804	\$0.00
June			\$0.00	June		6,402	\$0.00
July			\$0.00	July		6,078	\$0.00
Aug.			\$0.00	Aug.		7,953	\$0.00
Sept.			\$0.00	Sept.		7,695	\$0.00
<b>TOTAL</b>	<b>\$347,261.54</b>	<b>\$333,058.99</b>	<b>\$14,202.55</b>		<b>22,206</b>	<b>70,660</b>	<b>\$15.00</b>
					<b>AVERAGE COST PER PASSENGER -&gt;</b>		<b>\$15.00</b>
					<b>AVERAGE PASSENGERS PER MONTH -&gt;</b>		<b>7,402</b>

Passengers per Mile				Cost per Mile			
Oct.	0.17	April	#DIV/0!	Oct.	\$1.87	April	#DIV/0!
Nov.	0.18	May	#DIV/0!	Nov.	\$3.71	May	#DIV/0!
Dec.	0.18	June	#DIV/0!	Dec.	\$2.32	June	#DIV/0!
Jan.	#DIV/0!	July	#DIV/0!	Jan.	#DIV/0!	July	#DIV/0!
Feb.	#DIV/0!	Aug.	#DIV/0!	Feb.	#DIV/0!	Aug.	#DIV/0!
Mar.	#DIV/0!	Sept.	#DIV/0!	Mar.	#DIV/0!	Sept.	#DIV/0!
<b>TOTAL</b>				<b>TOTAL</b>			
<b>AVERAGE MONTHLY PASSENGERS PER MILE</b>				<b>AVERAGE COST PER MILE</b>			
<b>0.18</b>				<b>\$2.64</b>			

Hourly Cost				Passengers per Hour			
Oct	\$47.14	April	#DIV/0!	Oct	4.3	April	#DIV/0!
Nov.	\$94.12	May	#DIV/0!	Nov.	4.5	May	#DIV/0!
Dec.	\$58.36	June	#DIV/0!	Dec.	4.5	June	#DIV/0!
Jan.	#DIV/0!	July	#DIV/0!	Jan.	#DIV/0!	July	#DIV/0!

Feb.	#DIV/0!	Aug	#DIV/0!	Feb.	#DIV/0!	Aug	#DIV/0!
March	#DIV/0!	Sept	#DIV/0!	March	#DIV/0!	Sept.	#DIV/0!
<b>TOTAL</b>							
<b>AVERAGE TOTAL HOURLY COST</b>			<b>\$66.54</b>	<b>AVERAGE PASSENGERS PER HOUR</b>			<b>4.4</b>

Budget CPH			
			\$ 60.00
Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,206	220.50	6,035
Purple	1,186	215.25	5,506
Gold	771	115.50	2,675
Gold H2Expansion	783	126.00	3,209
Accomack On Demand(Green)	452	189.00	3,927
Blue	507	131.25	2,851
Blue H2Expansion	516	110.25	2,861
Silver	471	252.00	6,796
Yellow	1,430	220.50	4,996
Rt.13 Express	140	88.20	3,037
	<b>7,462</b>	<b>1,668.45</b>	<b>41,893</b>

Month	Hrs. of Oper.	Mileage	Budget Hrs
Oct.	1,668.45	42,129	
Nov.	1,668.45	42,318	
Dec.	1,668.45	41,893	
Jan.			
Feb.			
Mar.			
Apr.			
May			
June			
July			
Aug.			
Sept.			
	5,005.35	126,340	0

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In Re: State's Comments

Ms. Balderson was absent; however, she provided the following report:

*February 1st ended DRPT's FY2024-2029 application period closed. Program managers will be busy reviewing, scoring, and recommending projects for our upcoming draft Six-Year Plan.*

*SYIP public hearings will begin in mid-April. The dates and locations of the public hearings can be found on the DRPT, VDOT, and Commonwealth Transportation Board's websites once the dates have been set.*

*The American Public Transportation Association has awarded DRPT first place in its nationwide contest for "best marketing and communications to support ridership: social media." DRPT's campaign "A Gift to Virginians: Virginia Breeze" won the award. A special congratulations goes to DRPT's Miriam Foster for her work to make all of the Virginia Breeze marketing campaigns so successful. APTA will present this award to DRPT later this month at its Marketing and Communications Workshop. DRPT is now competing against the other first place award winners for the Grand Award, which will be selected later this year at the APTA Transform Conference.*

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said that Rocket Lab's first launch of its electron rocket went very well. The plan is for one launch monthly.

In Re: Railroad Comments

The car count for January 2023 is shown below.

Coastline Chem	24
Pep-Up	13
Sharp Energy	<u>9</u>
Total	46

Mr. Camden of Buckingham Branch Railroad was absent. Mr. Rosner of DCR said that the National Salvage contract was in the process of completion. He further stated that the corn and soybean crops were weak and it is expected that the Hallwood Transload facility will not be heavily utilize for the first part of the year; some wheat may be moved for Perdue.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator, was absent.

NEW BUSINESS

In Re: Consider increasing mileage rate from \$.625 per mile to \$.655 per mile per IRS regulations

Motion was made by Mr. Wolff, seconded by Ms. Major, that the mileage rate be increased per IRS regulations from \$.625 per mile to \$.655 per mile effective immediately. All members were present with the exceptions of Mr. Coker, Mr. Bennett, and Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Consider adoption of a Resolution of Support – RAISE Grant Application by ANPDC

Motion was made by Mr. Wolff, seconded by Mr. Smith, that the Commission adopt the following Resolution of Support in connection with the ANPDC’s application for a RAISE Grant in the amount of \$25M. All members were present with the exceptions of Mr. Coker, Mr. Bennett, and Ms. Balderson and voted “yes.” The motion was unanimously passed. Said Resolution as adopted is set forth below:

## **RESOLUTION OF SUPPORT**

### **EASTERN SHORE OF VIRGINIA RAIL TRAIL – 2023 RAISE**

WHEREAS, the 2023 RAISE application period is open until February 28, 2023; and

WHEREAS, Canonie Atlantic, Co. owns the former Eastern Shore Railroad corridor; and

WHEREAS, the Accomack Northampton Transportation District Commission is the sole owner of Canonie Atlantic, Co.; and

WHEREAS, the Eastern Shore of Virginia Rail Trail project is identified in local comprehensive plans and supported by both Northampton and Accomack County; and

WHEREAS, the Accomack-Northampton Planning District Commission, with assistance from the Virginia Department of Transportation, is preparing to submit an application to the 2023 RAISE grant program for the segment of the Eastern Shore Rail Trail stretching from the Town of Nassawadox north towards the Town of Onley.

NOW, THEREFORE, BE IT RESOLVED, that the Accomack Northampton Transportation District Commission hereby approves the submission of an application to the 2023 RAISE grant program for construction of the Eastern Shore Rail Trail along the former Eastern Shore Railroad corridor from the Town of Nassawadox north towards the Town of Onley.

\* \* \*

In Re: Recess/Adjourn

Motion was made Mr. Wolff, seconded by Ms. Major, that the meeting be recessed until after the meeting of the Board of Directors of Canonie Atlantic Co. All members were present with the exceptions of Mr. Bennett, Mr. Coker and Ms. Balderson and voted “yes.” The motion was unanimously passed. The meeting was recessed.

Following the Canonie Atlantic meeting, the Chairman reconvened the meeting.

Motion was made by Mr. Wolff, seconded by Ms. Major, that the meeting be adjourned. All members were present and voted “yes.” The motion was unanimously passed. The meeting was adjourned.