

**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, March 5, 2024, at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ernest L. Smith, Jr.
Oliver H. Bennett

Absent:

(Vacant Accomack appointee)

Ex-Officio member absent:

Linda Balderson

Nonmembers present:

George Mapp, Eastern Shore Rail Trail Foundation
Bruce Simms, Virginia Regional Transit
Bill Moore, STAR Transit
Sid Camden, Buckingham Branch Railroad
Jackie Phillips, Canonie Atlantic Co.
Jim Outland, Canonie Atlantic Co.
H. Spencer Murray, Canonie Atlantic Co.
Ron Wolff, Canonie Atlantic Co.
Steve Johnsen, citizen
Cliff Grunstra, Delmarva Central Railroad
Anne Doyle, ANPDC
Jim McGowan, citizen
Chris Isdell, Virginia Department of Transportation
John 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. Bennett.

In Re: Statements from the Public

There were no statements from the public.

The Chairman directed the Commission's attention to Agenda Item 9(E):

In Re: Consider adoption of Resolution as Member of the Eastern Shore Rail Trail Foundation for the reappointment of Mr. Coker, Mr. Sturgis and Ms. Major for new three-year terms commencing April 1, 2024.

Motion was made by Mr. Bennett, seconded by Mr. Smith, that Mr. Coker, Mr. Sturgis and Ms. Major be reappointed for new three-year terms on the Eastern Shore Rail Trail Foundation, commencing April 1, 2024 and that the following resolution be adopted therefor. All members were present with the exception of Ms. Balderson and voted "yes." The motion was unanimously passed. Said resolution as adopted is set forth below:

**WRITTEN CONSENT OF THE MEMBER
OF
EASTERN SHORE RAIL TRAIL FOUNDATION**

The undersigned, being the sole Member of Eastern Shore Rail Trail Foundation, a Virginia nonstock nonmember corporation (the "Corporation"), does hereby consent to the following actions of the Board of Directors of the Eastern Shore Rail Trail Foundation:

WHEREAS, the Articles of Incorporation and Bylaws of the Corporation provide for the directors first elected by the Member to be divided into three groups with staggered terms ending on March 31, 2023, March 31, 2024 and March 31, 2025, respectively.

NOW, THEREFORE, BE IT

RESOLVED, that the following directors are hereby designated as members of Group 2 and are re-elected to serve new terms of office ending on **March 31, 2027:**

John Coker
Steve Sturgis
C. Reneta Major

Effective date: April 1, 2024

* * * * *

At this time, Mr. Bennett tendered his resignation as a member of the Rail Trail Foundation. Chairman Hart accepted Mr. Bennett's resignation and opened the floor for nominations to fill this vacancy.

Motion was made by Ms. Major, seconded by Mr. Coker, that Mr. Jim McGowan be appointed to the Rail Trail Foundation, to fill Mr. Bennett's remaining term. All members were present with the exception of Ms. Balderson and voted "yes." The motion was unanimously passed.

In order to accommodate the annual meeting of the Eastern Shore Rail Trail Foundation, the Chairman called for a brief recess. Following the annual meeting of the Foundation, the meeting was reconvened.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at February 29 of \$75,054.39.

In Re: Minutes of January 2, 2024 and February 6, 2024.

Motion was made by Ms. Major, seconded by Mr. Coker, that the minutes of the meetings of January 2, 2024, and February 6, 2024, be approved as presented. All members were present with the exception of Ms. Balderson and voted "yes," with the exceptions of Mr. Bennett and Mr. Coker who abstained. The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
March 5th 2024**

Operations

- February 2024 ridership totals remain strong, providing 8,409 rides during the month to residents and guests of the Eastern Shore of Virginia.

Human Resources

- STAR Transit has successfully assisted its third ELDT program participant in obtaining their CDL with passenger endorsement. This program and capability to train drivers toward licensure has been beneficial for the STAR Transit organization and for the community as a whole as a workforce development tool.
- A fourth ELDT candidate has entered STAR Transit's training program toward licensure.

Marketing and Outreach

- STAR Transit representatives presented operational and financial information to the Accomack County Board of Supervisors on February 8th and to the Northampton County Board of Supervisors on February 27th. All discussion at both hearings were in relation for STAR Transit's FY25 local match requests.
- Route evaluations are underway to assist in STAR Transit's annual route map timing and path adjustments. Changes are safety focused to ensure routes have adequate time for travel and utilize safe crossing and stop locations.

Training

- All STAR Transit vehicle operators have completed their annual Drug and Alcohol Training as required by the STAR Transit D&A Policy. In addition to this, STAR Transits leadership team holds up to date certifications in reasonable suspicion as required by FTA.

Transit Capital and Infrastructure

- STAR Transit's Capital Grant project #42023-31 for the installation of a "standby generator" has been completed during the month of February.
- STAR Transit's Capital Grant project #42023-32 "Phase 1" for the repairs and modifications of the storm-water retention pond have been completed during the month of February. A capital application for "phase 2" was provided to DRPT in January 2024 with the hopes of approval by the CTB for July 2024 funding.

- STAR Transit’s Capital Grant project #42022-49 “Perimeter Chain Link Fence” RFQ was advertised in February 2024. Multiple quotes have been received and are being evaluated at this time. This grant has an expiration of Sept 30 2024.

Monthly Ridership Statistics

November 2022	7538	November 2023	8701
December 2022	7462	December 2023	7462
January 2023	7992	January 2024	8479
February 2023	7408	February 2024	8409

* * * * *

STAR TRANSIT 2023-2024				31-Jan-24			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers		Total Cost
					2023-2024	2023 Trips	
Oct.	\$115,850.96	\$95,960.85	\$19,890.11	Oct.	9,323	7,206	\$10.29
Nov.	\$137,304.35	\$141,870.26	-\$4,565.91	Nov.	8,701	7,538	\$16.31
Dec.	\$119,276.11	\$104,535.78	\$14,740.33	Dec.	7,672	7,462	\$13.63
Jan.	\$123,523.10	\$113,925.93	\$9,597.17	Jan.	8,479	7,992	\$13.44
Feb.			\$0.00	Feb.		7,408	#DIV/0!
Mar.			\$0.00	Mar.		8,009	\$0.00
Apr.			\$0.00	Apr.		7,691	\$0.00
May			\$0.00	May		8,880	\$0.00
June			\$0.00	June		7,801	\$0.00
July			\$0.00	July		7,332	\$0.00
Aug.			\$0.00	Aug.		8,644	\$0.00
Sept.			\$0.00	Sept.		8,491	\$0.00
TOTAL	\$495,954.52	\$456,292.82	\$39,661.70		34,175	94,454	\$13.35
				AVERAGE COST PER PASSENGER ->			
				AVERAGE PASSENGERS PER MONTH -			
				> 8,544			
Passengers per Mile				Cost per Mile			
Oct.	0.21	April	#DIV/0!	Oct.	\$2.14	April	#DIV/0!
Nov.	0.20	May	#DIV/0!	Nov.	\$3.32	May	#DIV/0!
Dec.	0.18	June	#DIV/0!	Dec.	\$2.42	June	#DIV/0!
Jan.	0.18	July	#DIV/0!	Jan.	\$2.36	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!
TOTAL				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE				AVERAGE COST PER MILE			
0.19				\$2.55			
Hourly Cost				Passengers per Hour			
Oct	\$54.90	April	#DIV/0!	Oct	5.3	April	#DIV/0!
Nov.	\$85.30	May	#DIV/0!	Nov.	5.2	May	#DIV/0!

Dec.		\$66.75	June	#DIV/0!	Dec.	1	4.9	June	#DIV/0!
Jan.		\$65.38	July	#DIV/0!	Jan.	1	4.9	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!

TOTAL	AVERAGE TOTAL HOURLY COST	\$67.91	AVERAGE PASSENGERS PER HOUR	5.1
--------------	----------------------------------	----------------	------------------------------------	------------

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,269	231.00	6,787
Purple	1,281	225.50	6,357
Gold	960	110.00	3,244
Gold H2Expansion	906	132.00	4,025
Accomack On Demand(Green)	527	198.00	3,610
Blue	786	137.50	4,405
Blue H2Expansion	656	121.00	7,075
Silver	686	264.00	5,263
Yellow	1,104	231.00	3,092
Rt.13 Express	304	92.40	4,337
	8,479	1,742.40	48,195

Month	Hrs. of Oper.	Mileage	Budget Hrs
Oct.	1,747.90	44,946	
Nov.	1,663.20	42,721	
Dec.	1,566.00	43,280	
Jan.	1,742.40	48,195	
Feb.			
Mar.			
Apr.			
May			
June			
July			
Aug.			
Sept.			
	6,719.50	179,142	0

* * * * *

It was also noted that a public hearing notice has been received from Accomack County regarding a rezoning and conditional use permit for property adjacent to the STAR Transit facility. The proposed project involves construction of a commercial mixed-use development with 265 residential units. The Commission provided no comments to make on the applications.

In Re: State's Comments

Ms. Balderson was absent.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff noted that a neutron rocket launch by Rocket Lab will be held mid-month.

In Re: Railroad Comments

Mr. Grunstra of DCR provided the following car count and related comments:

Coastline Chemical	41
Perdue Agribusiness	10
Sharp Energy	6
Trigas	<u>2</u>
Total	59

Mr. Sid Camden of BBRR said that last month was another strong one for the Little Creek operation.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator of VDOT provided an overview of upcoming projects in both counties and also noted that the mowing contracts have been awarded. He further noted some erosion concerns with both the Saxis and Chincoteague causeways.

On another VDOT matter, staff noted that a survey has been received to evaluate the environmental impacts of the Rail Trail. The Commission reviewed the proposed answers to the survey and approved its submission as presented.

NEW BUSINESS

In Re: Consider approval of the FY 2023 Audit

Motion was made by Ms. Major, seconded by Mr. Coker, that the FY 2023 audit be approved as presented. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Election of Officers

Motion was made by Mr. Bennett, seconded by Mr. Smith, that the same slate of officers be elected for the coming year, as outlined below. All members were present with the

exception of Ms. Balderson and voted “yes.” The motion was unanimously passed. Said officers are as follows:

Donald L. Hart, Jr., Chairman
John Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Janice K. Williams, Asst. Sec’y-Treas.

In Re: Elect Representative & Provide Instructions for the Canonie Atlantic Co. Annual Meeting

Motion was made by Ms. Major, seconded by Mr. Coker, that Mr. Donald L. Hart, Jr., be appointed to represent the stockholder (ANTDC) at the Canonie Atlantic Co. annual meeting. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Instructions for Delegate for Canonie Atlantic Co. annual meeting

Motion was made by Ms. Major, seconded by Mr. Bennett, that Mr. Hart be instructed to vote for the reappointments of Mr. Sharpley, Mr. Murray, Mr. Wolff and Mr. Hart for new three-year terms commencing April 1, 2024. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Recess

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

Following the Canonie Atlantic and Eastern Shore Railroad meetings, the Chairman reconvened the meeting.

In Re: Application for SS4A Grant

As referenced earlier in the Eastern Shore Rail Trail Foundation meeting, Tim Lewis of the FHWA has suggested that an application be made for a SS4A (Safe Streets for All) grant to convert some Rt 13 crossings into pedestrian crossings. The initial grant request would be for a safety study for both counties which requires a 20% match. The study is estimated to cost \$200,000. Motion was made by Ms. Major, seconded by Mr. Bennett, that the ANTDC approve and support the ANPDC applying for the SS4A grant. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Approval of Quitclaim Deed for Property Conveyance from The Conservation Fund

Motion was made by Mr. Coker, seconded by Ms. Major, that the Quitclaim Deed between the ANTDC and Canonie Atlantic Co. for the real property identified as a portion of Tax Map 54-A-29 located on Mears Station Road, Accomack County, Virginia, be approved and that the Chairman be authorized to execute any and all documentation relating to this real property conveyance. All members were present with the exception of Ms. Balderson and voted “yes.” The motion was unanimously passed.

In Re: Adjourn

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