

**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 Building, Melfa, Virginia, on Tuesday, December 3, 2013 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer
Willie C. Randall
Laurence J. Trala
Ron Wolff

Ex-Officio member absent:

Jeremy Latimer

Nonmembers present:

J. T. Holland, Bay Coast Railroad
Larry LeMond, Bay Coast Railroad

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 Ms. Major.

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 \$17,131.23.

In Re: Minutes of November 7, 2013

Motion was made by Mr. Hart, seconded by Mr. Wolff, that minutes of the meeting of November 7, 2013 be approved. All members were present with the exception of Mr. Latimer and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
December 3, 2013**

Operations

Star Transit Route Adjustments – STAR staff have successfully implemented minor adjustments to transit routes, these minor adjustments have reduced problems with on time route performance and aligned each route with the 35 new bus stop sign installed throughout the system.

Transit Capital

FY2014 Capital Bus Program – VRT has ordered two replacement BOC Vans, these vehicles should be delivered sometime in late spring of 2014.

FY2013 Capital Bus Stop Shelter Program – Two bus stop shelters have been erected at the Walmart in Onley. STAR Transit and Walmart will be host a ribbon cutting ceremony at 4 PM on December 3rd.

Human Resources

Driver Training – STAR Transit management staff will hold a Driver Training meeting on January 28th. The driver meeting will cover accident and incident report procedures.

Marketing and Outreach

Continuing Outreach – The STAR Transit Manager continues to meet and discuss transit issues with local shore agencies including VDOT, the Town of Cape Charles, Eastern Shore Health Center and Heritage Acres Senior Living Center.

Transit Maintenance

Preventive Maintenance Program - All Star Transit vehicles have been serviced for the month of November and all vehicle maintenance records are up to date.

Ridership Statistics

Ridership Statistics – Star Transit carried and estimated 6601 passengers in November as compared to 6847 passengers in November 2012. This was a 3.7% decrease in passenger ridership; however STAR Transit operated one less day of service in November 2013 than in 2012.

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In Re: State's Comments

The final Transit Development Plan for STAR Transit was distributed to the Commission. Motion was made by Mr. Trala, seconded by Mr. Randall that the TDP be approved. All members were present with the exception of Mr. Latimer and voted "yes." The motion was unanimously passed.

In Re: Airport Update

Mr. Hart had no report.

Mr. Wolff reported that the next Cygnus launch to the space station will be December 17th at 11:00 p.m.

In Re: Railroad Comments

Mr. LeMond distributed the following report:

1. Our traffic has slowed down a little bit – but it normally does through the winter months. We handled 132 cars in November which gives us an 8-month total of 1,257 cars and this is an increase of 467 cars Y-O-Y.
2. The Industrial Rail Access application for trackage at Bayshore Concrete has been received by DRPT and will go before the Commonwealth Transportation Board in January.

In Re: Adjourn

Motion was made by Mr. Hart, seconded by Mr. Randall, that the meeting be adjourned. All members were present with the exception of Mr. Latimer and voted "yes." The motion was unanimously passed. The meeting was adjourned.

*Janelle Williams
Asst Secy Treas*