

**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, March 4, 2014 at 5:30 p.m.

Present:

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

Ex-Officio member present:

Jeremy Latimer

Nonmembers present:

J. T. Holland, Bay Coast Railroad
Larry LeMond, Bay Coast Railroad
Mark McGregor, Virginia Regional Transit

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.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at February

28th of \$15,130.04.

In Re: Minutes of February 4, 2014

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of February 4, 2014 be approved. All members were present and voted “yes”. Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
March 4, 2014**

Operations

Star Transit Operating Adjustments – The operating change made to the Demand Response call-in reservation system in early February has been implemented successfully. STAR Transit passengers have been very pleased with the ability to make advance reservations. Prior to this change passengers had to call in as early as 6 AM and then the STAR Transit staff had to frantically schedule those trips for same day service. Passengers now are able to call in either the day before by 4 PM or schedule trips up to two weeks in advance. STAR Transit staff has also begun utilizing a computerized reservation system called Shah Transportation Manager. This software system allows all reservations to be logged and stored on a data base which produces a daily trip manifest. The driver then has a printed trip manifest/schedule with the passenger’s name, trip origin and trip destination. STAR Transit staff will continue to provide same day requests for emergency trips when the schedule permits.

Transit Capital

Bus Capital Program – VRT Management staff was contacted by Rohrer Bus officials on February 13th and informed that Star Transit’s BOC Vans may be delivered in April instead of May 2014.

Human Resources

Driver Training – STAR Transit management staff hosted a Driver Training meeting on February 12th. The driver training covered accident and incident reporting procedures. The next scheduled driver training workshop is scheduled for March 25th.

Marketing and Outreach

Management Outreach – The STAR Transit Manager continues to meet and discuss transit issues with local shore agencies including the Riverside Shore Hospital and on February 13th did a training presentation to the Eastern Shore Rural Health organization.

Transit Maintenance

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

Ridership Statistics

Ridership Statistics – Star Transit carried 6158 passengers in January 2014 as compared to 6719 passengers in December 2013. This was a 9 % decrease in passenger ridership. However, STAR Transit was closed on January 22nd and 29th because of winter weather conditions and this affected January’s ridership.

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Mr. McGregor also distributed the financial statement at January 31st as well as the VRT Annual Report.

Mr. Wolff indicated that he was hearing concerns from STAR Transit passengers with regard to questions being asked when they board the bus. Mr. McGregor responded that he believed the questions are related to changes recently made in the call-in system for the demand-response route but will verify and report back to the Commission.

In Re: Election of Officers

Motion was made by Mr. Wolff, seconded by Mr. Trala, that the following slate of officers be appointed for the coming year. All members were present and voted “yes.” The motion was unanimously passed. Said officers are set out below:

- Oliver H. Bennett, Chairman
- Donald L. Hart, Jr., Vice Chairman
- C. Reneta Major, Secretary-Treasurer
- Janice K. Williams, Asst. Secretary-Treasurer

In Re: State’s Comments

Mr. Latimer stated that the grant review period is currently on-going.

In Re: Airport Update

Mr. Hart had no report. Mr. Wolff reported that the next Antares rocket launch to the

Space Station is scheduled for May. He also reported that his next monthly citizens meeting will focus on the Navy touch-and-go operation and will include a presentation by a Navy wing commander.

In Re: Railroad Comments

Mr. LeMond distributed the following report:

1. In February, we handled 106 carloads which brings our 11-month total to 1,621 cars which is a 384 carload increase Y-O-Y. We handled 26 carloads of LP Gas, 21 carloads of paper and 39 carloads of grit.
2. Last month I mentioned that I would be concentrating our trackwork on the Little Creek Division. Our contractor completed Phase 1 which was the installation of 250 crossties and 34 switch timber at Coleman Place which is our interchange point with the Norfolk Portsmouth Beltline.
3. New Crossing Signals with gates have been installed at Sunnyside Road in Cheriton and Parsons Circle (Rte 642) near Cape Charles. 100% paid with Federal and State funding.
4. Because we have grant funds remaining from prior years, the Railroad did not make an application this year for Aid to Local Ports funding. But, I am requesting the Commission approve the Railroad's request that these funds (approximately \$200,000) be carried over to next year.

Motion was made by Mr. Wolff, seconded by Mr. Hart, that the Commission provide a letter of approval to the Virginia Port Authority for carryover of the Railroad's previous Aid to Local Ports grant funding. All members were present and voted "yes". The motion was unanimously passed.

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

Motion was made by Mr. Trala, seconded by Ms. Major, that Mr. Donald L. Hart, Jr., be appointed to represent the stockholder (ANTDC) at the Canonie Atlantic Co. annual meeting and that Mr. Hart be instructed to vote for the reappointment of Mr. Laurence J. Trala and the appointment of Mr. Granville F. Hogg, Jr., to replace Mr. Willie C. Randall on the Canonie Atlantic Co. Board of Directors. All members were present and voted "yes." The motion was unanimously passed.

In Re: Adjourn

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