

**MINUTES OF THE
ACCOMACK-NORTHAMPTON
TRANSPORTATION DISTRICT COMMISSION**

The regular meeting of the Accomack-Northampton Transportation District Commission was held at the Accomack Airport Conference Room, Melfa, Virginia, on Tuesday, January 6, 2009, 2008 at 5:30 p.m. (The meeting was scheduled to occur at the Eastern Shore Chamber of Commerce, but the building was found to be locked; the Chairman therefore recessed the meeting to the Accomack Airport Conference Room.)

Present:

Laurence J. Trala, Chairman
Richard B. Tankard, Secretary-Treasurer
Wanda Thornton
E. Philip McCaleb

Absent:

Jeffrey K. Walker
Steve Mallette

Ex-Officio member absent:

Kevin Page

Nonmembers present:

Mary Ardolino, STAR Transit
Larry LeMond, Bay Coast Railroad
J. T. Holland, Bay Coast Railroad
Bennie Etheridge, Canonie Atlantic Co.
Billy Moore, Jr., Canonie Atlantic Co.
Jeff Mitchell, Mitchell & Co.

In Re: Call to Order

The meeting was called to order by the Chairman.

In Re: Invocation

The invocation was given by Mr. Holland.

In Re: Welcome to New Member

Mr. E. Philip McCaleb, who was appointed by the Accomack County Board of Supervisors to replace Mr. Donald L. Hart, Jr., was welcomed by the Chairman.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Secretary-Treasurer's report showed an ending balance at December 31st of \$5,696.03. The Public Transit Manager's report indicated that there was a balance of \$6,746.07 in the savings account and \$13,423.89 in the checking account for STAR Transit.

In Re: Minutes of October 7, 2008

Motion was made by Mr. Tankard, seconded by Mrs. Thornton, that minutes of the meeting of October 7, 2008 be approved. All members were present with the exception of Mr. Mallette and Mr. Walker and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

Ms. Ardolino reported that ridership totals for the past several months were as follows: October: 3,873; November: 2,886; and December: 2,857.

She also noted that bus #005 was sold at auction at VRTA for \$2,574.00. Bus #12 was sold to Brenda Holden for \$6,123.98.

STAR Transit now has a website: www.mystartransit.com. Funding for the design will be 100% reimbursed by Virginia Department of Rail and Public Transit.

With regard to the new building, Ms. Ardolino reported that final inspection of the facility will be made on January 19th with the expected move to occur by January 31, 2009.

Notice was received from the State that all transit systems in Virginia have been cut 20% to their state formula assistance. In STAR Transit's case, the final payment of \$8,100 due in November will not be made and the remaining 10% will be cut in FY 09-10. Reductions have been made in the Green Route and in the dispatcher's hours in order to effect these reductions.

Ms. Ardolino informed the Commission that Mrs. Tyler, the landlord in Parksley, has been notified that STAR Transit will be vacating the premises in the near future. Mrs. Tyler has indicated that, based on the language in the lease, the rent will still need to be paid through August 31, 2009 and this opinion has been confirmed by legal counsel. Continuing to pay this rent would amount to \$5,250.00. Following a lengthy discussion, it was the consensus of the

Commission that Chairman Trala and Mrs. Thornton would arrange a meeting with Mrs. Tyler and offer a buy-out of the present lease for a sum of \$2,625.00.

Mrs. Thornton indicated that she would be submitting her resignation from the ANTDC effective when the Accomack Board has selected her replacement, hopefully next month.

In Re: FY 08 Audit

The Chairman recognized Mr. Jeff Mitchell of Mitchell & Co., who has recently completed both the interim (3/1/07 – 9/30/07) and fiscal year (10/1/07 – 9/30/08) audits of the Commission. He noted that no material weaknesses were discovered during the audit and shared with the Commission a brief powerpoint presentation as set out below:

**Accomack- Northampton Transportation
District Commission
September 2008 Summary**

Board of Commissioners

Mitchell & Co., P.C.
Certified Public Accountants
110 East Market St., Leesburg, Virginia

January 6, 2009

Comparative Balance Sheet

	Fund									
	Governmental		Railroad				Star Transit		Total	
	2008	2007	2008	2007	2008	2007	2008	2007		
Total Assets	\$ 5,071	\$ 1,105	\$ 9,520,010	\$ 9,520,010	\$ 1,107,583	\$ 557,666	\$ 10,632,664	\$ 10,078,781		
Cash & Investments	5,071	1,105	-	-	-	40,776	5,071	41,881		
Receivables	-	-	-	-	96,980	35,005	96,980	35,005		
Fixed Assets	-	-	9,189,361	9,189,361	971,130	481,885	10,160,491	9,671,246		
Other Assets	-	-	330,649	330,649	39,473	-	370,122	330,649		
Total Liabilities	\$ -	\$ -	\$ 291,087	\$ 291,087	\$ 220,940	\$ 13,963	\$ 512,027	\$ 305,050		
Accounts Payable	-	-	-	-	144,347	13,963	144,347	13,963		
Bank Advances	-	-	-	-	64,292	-	64,292	-		
Accrued Expenses	-	-	-	-	12,301	-	12,301	-		
Long-term Debt	-	-	291,087	291,087	-	-	291,087	291,087		
Other Obligations	-	-	-	-	-	-	-	-		
Total Equity	\$ 5,071	\$ 1,105	\$ 9,228,923	\$ 9,228,923	\$ 886,643	\$ 543,703	\$ 10,120,637	\$ 9,773,731		
Investment in F/A	-	-	8,898,312	8,898,312	971,130	481,885	9,869,442	9,380,197		
Unrestricted	5,071	1,105	330,611	330,611	(84,487)	61,818	251,195	393,534		
Restricted	-	-	-	-	-	-	-	-		

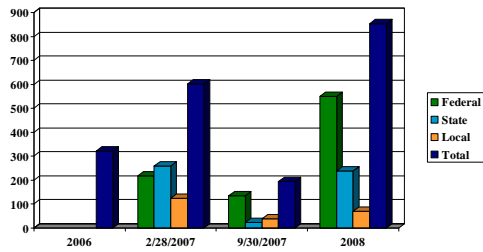
Profit and Loss Summaries – 9/30/07 and 9/30/08

	9/30/2007		Fund				Total
	General	Railroad	Star Transit				
			Operating	Capital	Total		
Revenue	\$ 6,638	\$ -	\$ 244,543	\$ 5,331	\$ 249,874	\$ 256,512	
Expenses	7,447	-	295,689	32,064	327,753	335,200	
Net Surplus(Deficit)	\$ (809)	\$ -	\$ (51,146)	\$ (26,733)	\$ (77,879)	\$ (78,688)	

	9/30/2008		Fund				Total
	General	Railroad	Star Transit				
			Operating	Capital	Total		
Revenue	\$ 13,413	\$ -	\$ 429,838	\$ 513,745	\$ 943,583	\$ 956,996	
Expenses	9,447	-	505,212	95,431	600,643	610,090	
Net Surplus(Deficit)	\$ 3,966	\$ -	\$ (75,374)	\$ 418,314	\$ 342,940	\$ 346,906	

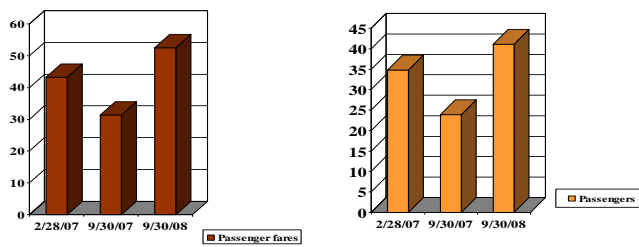
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Government Support – Star Transit



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Passenger Services – Star Transit

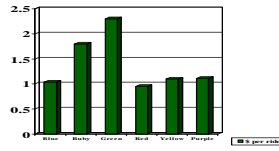
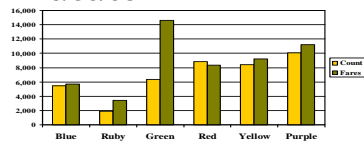


■ 9/30/07 is for the part-year 7 months ended 9/30/07.

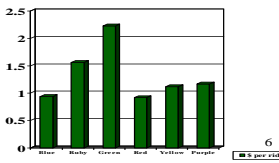
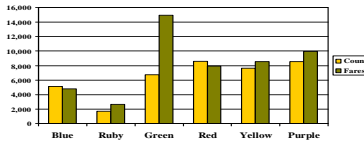
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Route Passengers/Fares/Per Ride

FYE 9/30/08

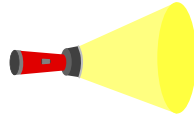


FYE 9/30/07



Auditor Comments

- Required Communications
- Reporting Changes
 - Depreciation
 - Interfund
 - Capital/Operating
 - Income reporting
- Year end reporting
 - 09/30/07
 - 09/30/08
- Open Items
 - VRA document
 - Final State Appropriation



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It was noted that action on the audits was not expected tonight but would be the subject of the next meeting scheduled in March 2009.

In Re: Closed Session:

Motion was made by Mr. Tankard, seconded by Mrs. Thornton, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

All members were present with the exception of Mr. Mallette and Mr. Walker and voted “yes.” The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Commission had entered the closed session for that purpose as set out in paragraph 1 of Section

2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session.

In Re: State's Comments

Mr. Page was absent.

In Re: Airport Update

There was no report from the Airport.

In Re: Railroad Comments

Mr. LeMond reported that track work is continuing (surfacing, tamping and dressing) 25.8 miles along the main line. The contractor should be finished later this week.

NEW BUSINESS

In Re: Public Hearing:

The Chairman called to order the following public hearing:

The Accomack-Northampton Transportation District Commission intends to file an application through the Virginia Department of Rail & Public Transportation for funding under the Federal Transit Administration Section 5311, Rural Public Transportation Program. Funds secured under this grant will be used to support the operations of STAR Transit, the public transportation program of the ANTDC in both Accomack and Northampton Counties. The public is invited to comment on this application.

The Chairman asked if there were any present desiring to speak. There being none, the public hearing was closed.

Motion was made by Mrs. Thornton, seconded by Mr. Tankard, that the following resolution be adopted. All members were present with the exceptions of Mr. Mallette and Mr. Walker and voted "yes." The motion was unanimously passed. Said resolution as adopted is set forth below:

RESOLUTION

BE IT RESOLVED, by the Accomack-Northampton Transportation District Commission that the Public Transit Manager is authorized for and on behalf of the ANTDC, hereafter referred to as the PUBLIC BODY, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the DEPARTMENT for a grant of financial assistance in the amount of \$262,736.50 to defray the costs borne by the PUBLIC BODY for operations of STAR Transit and to accept from the DEPARTMENT

grants in such amounts as may be awarded, and to authorize the Public Transit Manager to furnish to the DEPARTMENT such documents and other information as may be required for processing the grant request.

The ANTDC certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the PUBLIC BODY will provide funds in the amount of \$95,163.50, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the PUBLIC BODY may be subject to audit by the DEPARTMENT, and the State Auditor of Public Accounts, and that funds granted to the PUBLIC BODY for defraying the expenses of the PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia.

Motion was made by Mr. Tankard, seconded by Mrs. Thornton that the Commission approve the FY 09-10 Section 5311 budget as presented by Ms. Ardolino. All members were present with the exceptions of Mr. Mallette and Mr. Walker and voted "yes." The motion was unanimously passed.

In Re: Janitorial Services RFP

Motion was made by Mr. Tankard, seconded by Mr. McCaleb that the Commission issue a Request for Proposals for janitorial services for the new STAR Transit facility and bus fleet. All members were present with the exception of Mr. Mallette and Mr. Walker and voted "yes." The motion was unanimously passed.

In Re: Personnel Policies

Motion was made by Mrs. Thornton, seconded by Mr. Tankard, that the Commission members be provided a copy of STAR Transit's Personnel Policies at the March 2009 meeting as well as new members to receive copies of meeting minutes for the past six months. All members were present with the exception of Mr. Mallette and Mr. Walker and voted "yes." The motion was unanimously passed.

In Re: Recess

Motion was made by Mr. Tankard, seconded by Mrs. Thornton, that the meeting be recessed in order to allow for the quarterly meeting of the Board of Directors of Canonic Atlantic Co. All members were present with the exception of Mr. Mallette and Mr. Walker and voted "yes." The motion was unanimously passed.

Following the Canonic Board meeting, Chairman Trala reconvened the meeting.

In Re: Adjourn

Motion was made by Mrs. Thornton, seconded by Mr. Tankard that the meeting be adjourned. All members were present with the exceptions of Mr. Walker and Mr. Mallette and voted "yes." The motion was passed. The meeting was adjourned.