

**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, August 7, 2018 at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ron Wolff
H. Spencer Murray
Dave Fauber

Ex-Officio member present:

Linda Balderson

Nonmembers present:

Phil Thompson, Virginia Regional Transit
Paul Muhly, Canonie Atlantic Co.
Baron Emery, Delmarva Central Railroad
Mark Rosner, Delmarva Central Railroad
Curt Smith, A-N PDC
Clara Vaughn, A-N PDC
John Sharpley, Canonie Atlantic Co.
Steve Johnson, Commonwealth Transportation Board

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. Wolff.

In Re: Statements from the Public

The Chairman recognized Mr. Curt Smith of the Accomack-Northampton Planning District Commission, who introduced Mr. Steven Stewart of A. Morton Thomas & Associates, Inc., the consultant working on Phases III and IV of the bike trail. A 7-page hand-out was distributed to the Commission which provided a brief overview of the feasibility study. Mr. Smith indicated that they were looking for guidance on Phase IV, proposed to run along the railroad right-of-way.

Following much discussion, it was the consensus of the Commission that Option 4A be included in the feasibility study as the favored option. This option runs from Parsons Circle into Cape Charles along Stone Road.

Mr. Murray stressed that it was very dangerous for the consultant to assume that the rail line will be abandoned. Additionally, he asked that the study include funding for installation of fencing along the right-of-way as well as whatever future needs may have to be accommodated within the right-of-way such as a future sewer line between Cheriton and Cape Charles. This option does not include any type of bridge crossing near the Food Lion intersection.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at July 31 of \$13,797.73. In accordance with authority provided earlier, the ANTDC will again issue payment for the next month's coverage for Directors & Officers insurance on behalf of the Canonie Atlantic Board of Directors.

In Re: Minutes of July 3, 2018

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of July 3, 2018 be approved. All members were present and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
August 7th, 2018**

Operations

- Ridership comparisons to last July show stabilization, though the recent heavy rains adversely affected service utilization.
- STAR Transit management continued to work diligently to refine the proposed changes to the fixed route system. Draft maps and schedules were submitted to the ANTDC Board with copies to the Department of Rail and Public Transportation at the June meeting for follow up questions, comments or approvals to be considered at the July meeting. At the July meeting, changes were discussed, and the board was agreeable to receiving a “final draft” to be provided to the ANTDC Board at the August meeting. Should the board decide by motion and vote to adopt changes, STAR Management could begin training drivers and advertising route adjustments during the month of August with a possible implementation date of September 1 or October 1 of 2018 as appropriate.
- During the month of August, STAR Transit management will meet with ESAAA representatives and clients at the Hare Valley Senior Center. This meeting will be focused on marketing efforts of the Northampton Demand Response route service slated to begin October 2018.

Human Resources

- STAR Transit is recruiting for one additional driver.

Training

- July’s safety training focused on policy procedures.
- August’s proposed training may consist of route and schedule training for implementation with a focus on adjustments made addressing safety concerns such as controlled intersections and pedestrian crossings.

Marketing and Outreach

- Continued discussions with Four Corners Plaza for installing a bus shelter on their property.

Transit Maintenance

- ***Preventive Maintenance Program***
 - Routine vehicle preventive maintenance is up to date.
 - 2 new buses were received, checked in and placed into service.
 - 1 old bus will be sold at public auction
 - 3 buses have been ordered (2 replacements & 1 expansion)

- STAR Management will be conducting their annual inventory of equipment and fixed assets during the month of August.

May	2017	8069	May	2018	8017
June	2017	8228	June	2018	7504
July	2017	6877	July	2018	6945

STAR TRANSIT 2016-2017				JUNE 30, 2018 21 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Passengers			Total Cost
				Month	2017-18	2016-17 Trips	
Oct.	\$60,835.88	\$48,871.00	\$11,964.88	Oct.	8102	7,913	\$6.03
Nov.	\$64,900.31	\$57,174.90	\$7,725.41	Nov.	7170	7,708	\$7.97
Dec.	\$73,080.80	\$67,989.34	\$5,091.46	Dec.	6438	7,539	\$10.56
Jan.	\$71,900.79	\$72,911.39	-\$1,010.60	Jan.	6028	7,491	\$12.10
Feb.	\$65,516.74	\$55,686.59	\$9,830.15	Feb.	6916	8,135	\$8.05
Mar.	\$61,868.33	\$52,333.26	\$9,535.07	Mar.	7188	8,616	\$6.07
Apr.	\$61,471.95	\$51,657.01	\$9,814.94	Apr.	7345	7,595	\$6.80
May	\$68,403.48	\$61,654.43	\$6,749.05	May	8017	8,069	\$7.64
June	\$63,799.94	\$56,425.52	\$7,374.42	June	7504	8,228	\$6.86
July			\$0.00	July		6,877	\$0.00
Aug.			\$0.00	Aug.		8,089	\$0.00
Sept.			\$0.00	Sept.		7,527	\$0.00
TOTAL	\$591,778.22	\$524,703.44	\$67,074.78		64708	93,787	
					AVERAGE COST PER PASSENGER ->		\$8.11
					AVERAGE PASSENGERS PER MONTH ->		7,190
Passengers per Mile				Cost per Mile			
Oct.	0.22	April	0.21	Oct.	\$1.34	April	\$1.50
Nov.	0.21	May	0.22	Nov.	\$1.67	May	\$1.69
Dec.	0.20	June	0.22	Dec.	\$2.16	June	\$1.62
Jan.	0.20	July		Jan.	\$2.39	July	
Feb.	0.21	Aug.		Feb.	\$1.69	Aug.	
Mar.	0.20	Sept.		Mar.	\$1.44	Sept.	
TOTAL				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE				0.21	AVERAGE COST PER MILE		\$1.71

Hourly Cost				Passengers per Hour			
Oct	\$34.18	April	\$37.84	Oct	5.7	April	5.4
Nov.	\$41.89	May	\$43.11	Nov.	5.3	May	5.6
Dec.	\$52.30	June	\$41.34	Dec.	5.0	June	5.5
Jan.	\$57.01	July		Jan.	4.7	July	
Feb.	\$42.84	Aug		Feb.	5.3	Aug	

March	\$36.60	Sept	March	5.0	Sept.
TOTAL			TOTAL		
AVERAGE TOTAL HOURLY COST			\$42.78	AVERAGE PASSENGERS PER HOUR	
				5.3	

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,631	231	6,156
Purple	1,514	231	5,731
Gold	1,064	116	2,993
Blue	997	116	2,941
Green	505	200	4,175
Chincoteague	1,167	242	7,534
Yellow	626	231	5,287
	<u>7,504</u>	<u>1,367</u>	<u>34,817</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	36,476
Nov.	1,365	34,250
Dec.	1,300	31,416
Jan.	1,279	30,461
Feb.	1,300	32,876
Mar.	1,430	36,218
Apr.	1,365	34,501
May	1,430	36,576
June	1,365	34,817
July		
Aug.		
Sept.		
	<u>12,264</u>	<u>307,591</u>

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The newly-developed STAR route map was distributed to the Commission. Following its review, motion was made by Mr. Wolff, seconded by Mr. Murray, that the new route map be approved for distribution with an effective date of October 1, 2018. All members were present and voted "yes." The motion was unanimously passed.

In Re: Closed Session:

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

Paragraph 7: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or probable litigation, and consultation with legal counsel employed or retained by the Commission regarding specific legal matters requiring the provision of legal advice by such counsel. (*STAR Transit Accident – potential lawsuit*)

All members were present 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 7 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

Ms. Balderson said that the Commonwealth Transportation Board approved Delmarva Central Railroad’s application for funding for the next two years. Funds were also approved for the Buckingham Branch operation in Little Creek.

In Re: Melfa Airport Update

Mr. Hart had no report from the Melfa Airport.

In Re: Wallops Update

Mr. Wolff stated that the planned October launch has been rescheduled for November.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Coastline Chemical, New Church, VA	10 cars
Pep-Up, LeCato, VA	3 cars
Total 7/1/18 – 7/31/18:	13 cars

Mr. Murray also stated that the Buckingham Branch operation commenced on August 1 and was doing very well.

In Re: Recess/Adjourn

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

Following the Canonic Atlantic Co. meeting, the meeting was reconvened by the Chairman at 7:30 p.m. 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.