

**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, September 4, 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:

Bruce Simms, Virginia Regional Transit  
William Moore, STAR Transit  
Paul Muhly, Canonie Atlantic Co.  
Cliff Grunstra, Delmarva Central 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 Mr. Hart.

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 August 31 of \$12,578.63. 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 August 7, 2018

Motion was made by Mr. Wolff, seconded by Mr. Murray, that minutes of the meeting of August 7, 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  
September 4<sup>th</sup> 2018**

**Operations**

- System-wide ridership continues to improve compared to earlier in the fiscal year with August 2018 outperforming August 2017.
- STAR Transit is currently advertising schedule changes prior to the October 1<sup>st</sup> implementation date. The new route maps and schedules have been printed for distribution and STAR Transit management will be visiting agencies & offices throughout the Eastern Shore educating the public and promoting the changes. In addition, change notifications are being published in the Eastern Shore Post and the Eastern Shore News starting Sept. 29th.
- During the month of September STAR Transit management will also be meeting with ESAAA officials at the Hare Valley Senior Center to discuss coverage areas for the new Northampton County Demand Response route slated to begin October 1<sup>st</sup> 2018.

**Human Resources**

- STAR Transit welcomes two new drivers to the team in August and continues recruitment efforts for one open position.

### Training

- August safety training consisted of driver specific meetings to discuss impending schedule changes and the safety aspects of those changes, as well as STAR Transit's ¾ mile deviation policies and procedures.
- September 8<sup>th</sup> & 15<sup>th</sup>, STAR Transit management will conduct "On-Route" operator training, traveling and explaining each route's adjustment(s) utilizing a turn-by-turn route guide.

### Marketing and Outreach

- Continued focus on route performance and possible enhancements to streamline service.
- STAR Transit management has a scheduled meeting with Ms. Abra Jacobs, Independent Living Services Coordinator for the Eastern Shore Center of Independent Living, to promote the new route schedule enhancements.
- STAR Management will also be visiting agencies along the Eastern Shore such as ESCC, Social Services, ESAAA, Community Services and Medical Centers to promote the transit system and mobility options for the region. *[Ms. Major, the Chairman of the ESAAA Board, thanked STAR for the recent meeting held with their staff.]*
- STAR Transit has begun the process of realigning bus stop signs along our routes, removing old outdated ones and installing new correct signs.

### Transit Capital & Infrastructure

- Routine vehicle preventive maintenance is up to date.
- STAR Transit has received and installed a new Tire Changer and a new Wheel Balancer, both are grant funded items.
- STAR Transit has sold at public auction bus #33 a 2013 Ford F450, a broken Tire Changer and an outdated Wheel Balancer.
- STAR Transit management has completed their annual inventory of equipment and fixed assets.
- Mr. Simms provided a copy of the certification letter to the State with regard to the TAM (asset management) Plan.

**June 2017 8228**  
**July 2017 6877**  
**Aug 2017 8089**

**June 2018 7504**  
**July 2018 6945**  
**Aug 2018 8280+ (as of 8/30)**  
 8/31 is not included in this number

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**JULY 31, 2018 21 DAYS**

**STAR TRANSIT 2016-2017**

Month	Total Revenue	Total Expenses	Surplus/Deficit	Passengers			
				Month	2016-17 2017-18	Trips	Total Cost
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	\$63,429.61	\$54,454.87	\$8,974.74	July	6945	6,877	\$7.92
Aug.			\$0.00	Aug.		8,089	\$0.00
Sept.			\$0.00	Sept.		7,527	\$0.00
<b>TOTAL</b>	<b>\$655,207.83</b>	<b>\$579,158.31</b>	<b>\$76,049.52</b>		<b>71653</b>	<b>93,787</b>	
				<b>AVERAGE COST PER PASSENGER -&gt;</b>			<b>\$8.08</b>
				<b>AVERAGE PASSENGERS PER MONTH -&gt;</b>			<b>7,165</b>

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	0.20	Jan.	\$2.39	July	\$1.59
Feb.	0.21	Aug.		Feb.	\$1.69	Aug.	
Mar.	0.20	Sept.		Mar.	\$1.44	Sept.	
				<b>TOTAL</b>			
				<b>AVERAGE MONTHLY PASSENGERS PER MILE</b>		<b>AVERAGE COST PER MILE</b>	
				<b>0.21</b>		<b>\$1.69</b>	

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	\$39.89	Jan.	4.7	July	5.1
Feb.	\$42.84	Aug		Feb.	5.3	Aug	
March	\$36.60	Sept		March	5.0	Sept.	
<b>TOTAL</b>							
				<b>AVERAGE TOTAL HOURLY COST</b>		<b>AVERAGE PASSENGERS PER HOUR</b>	
				<b>\$42.49</b>		<b>5.3</b>	

Route Location	Passenger Totals	Operating Hours	Mileage
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Red	1,503	231	6,157
Purple	1,417	231	5,772
Gold	1,050	116	3,001
Blue	842	116	2,979
Green	443	200	4,026
Chincoteague	1,086	242	7,118
Yellow	604	231	5,259
	<u>6,945</u>	<u>1,367</u>	<u>34,312</u>

Month	Hrs. of Oper.	Mileage
<b>Oct.</b>	1,430	36,476
<b>Nov.</b>	1,365	34,250
<b>Dec.</b>	1,300	31,416
<b>Jan.</b>	1,279	30,461
<b>Feb.</b>	1,300	32,876
<b>Mar.</b>	1,430	36,218
<b>Apr.</b>	1,365	34,501
<b>May</b>	1,430	36,576
<b>June</b>	1,365	34,817
<b>July</b>	1,365	34,312
<b>Aug.</b>		
<b>Sept.</b>		
	<u>13,629</u>	<u>341,903</u>

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In Re: State's Comments

Ms. Balderson said that the State is moving forward with the Little Creek land valuation assessment.

In Re: Melfa Airport Update

Mr. Hart said that the Melfa airport will be closed for approximately six weeks for the overlay placement and new LED installation.

In Re: Wallops Update

Mr. Wolff stated that the Minotaur rocket launch is planned for the second week in September. This launch will focus on parachute testing for the MARS mission. In response to recent rumors, Mr. Wolff said that NASA officials have confirmed that there will be no reduction in the local workforce or projects.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Coastline Chemical, New Church, VA	11 cars
Pep-Up, LeCato, VA	3 cars
KMX	1 car
Total 8/1/18 – 8/31/18:	15 cars

In Re: Recess/Adjourn

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

Following the Canonie 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.