

**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, November 6, 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
William Moore, STAR Transit
Bruce Simms, Virginia Regional Transit
Paul Muhly, Canonie Atlantic Co.
Oliver Bennett, Canonie Atlantic Co
Baron Emery, DCR
Clara Vaughn, A-N PDC
Steve Johnson, Commonwealth Transportation Board
Carol Vaughn, Eastern Shore News
Charles Kolakowski, Northampton County
Roger Malik, NYP & N Railroad
John W. Paffrath, NYP & N 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 October 31st of \$9,096.32. 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 October 2, 2018

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of October 2, 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
November 6, 2018**

Operations

- System enhancements including efficiency efforts, retiming for dependability and safety related route adjustments have proven successful as October 2018 ridership has exceeded October 2017 totals by 82 rides.
- Passenger response to the revised schedule has been favorable, and additional areas of service were a welcome addition. STAR Transit drivers have also lauded the

additional time allowed in the schedules for ADA related passenger assistance and the safety measures observed in bus routing.

- Within the overall increases, it is noteworthy the Eastern Shore Community College ridership shows an increase over last October of 34 rides for a total of 572.

Human Resources

- STAR Transit is actively recruiting for vehicle operators.
- FTA has issued new guidance regarding Drug and Alcohol testing requirements, necessitating adoption of a new STAR Transit D&A Policy. Changes were minimal, and centered on an increase to the random testing requirement from 25% of pool annually to 50% of pool annually.

Motion was made by Ms. Major, seconded by Mr. Wolff, that the updated STAR Transit Drug & Alcohol Policy be adopted as presented. All members were present and voted "yes." The motion was unanimously passed.

Training

- October training covered cold weather driving conditions, shorter daylight driving conditions, emergency procedures, and going over proper mobility device securement procedures.

Marketing and Outreach

- STAR Transit will be working with Ms. Donna Smith ESAAA next month setting up a Bus day at the Hare Valley Senior Center; promoting the STAR Transit Northampton County Demand and Fixed Route service with a brief Q & A.
- STAR Transit management has mailed marketing brochures promoting the Northampton Demand Response service to the postal customers that received surveys and responded so positively last summer to help educate the community about this transit offering and grow ridership.
- STAR Transit management has completed a rough draft of the proposed new Northern Accomack route. This route is proposed as serving Horntown (Trails End) to the Virginia and Maryland State line (Royal Farms). This service offering would complete STAR Transit's coverage area along the entire Eastern Shore of Virginia. We are receiving calls every day asking for service, and received very positive feedback to a survey conducted during FY17. The proposed design of the fixed route loop consists of five two hour and ten minute loops with stops in Chincoteague,

Horntown, Royal Farms convenience station at the Virginia and Maryland State line, Town of New Church, and Oak Hall. A hub location would be proposed at the Oak Hall Food Lion connecting riders with the current Silver / Orange routes. This route would require approximately 11.5 revenue hours per day and would travel 332 miles daily.

The proposed Horntown route was distributed to the Commission members who were told that the total cost of the new route was estimated to be \$149,000 with a local match of \$47,000. Mr. Wolff was asked to contact Accomack Supervisors Chesser and Tarr whose districts are also included in the proposed new route.

Lastly, the Commission concurred with a request made by the Town of Onancock for a STAR Transit vehicle to participate in their Christmas parade.

Transit Maintenance

- **Preventive Maintenance Program**
 - Routine vehicle preventive maintenance is up to date.

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|------------------|-------------|--|------------------|-------------|--|
| 2017 | | | 2018 | | |
| September | 7527 | | September | 6406 | |
| October | 8102 | | October | 8184 | |

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| STAR TRANSIT 2017-2018 | | | | SEPTEMBER 30, 2018 19 DAYS | | | |
|-------------------------------|---------------------|---------------------|--------------------|---|--------------|---------------|---------------|
| Month | Total Revenue | Total Expenses | Surplus/Deficit | Month | Passengers | | |
| | | | | | 2017-18 | 2016-17 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 | \$63,430.61 | \$54,454.87 | \$8,975.74 | July | 6945 | 6,877 | \$7.92 |
| Aug. | \$70,832.08 | \$69,557.84 | \$1,274.24 | Aug. | 8711 | 8,089 | \$8.60 |
| Sept. | \$74,390.26 | \$76,246.69 | -\$1,856.43 | Sept. | 6406 | 7,527 | \$10.13 |
| | | | | | 86770 | 93,787 | |
| TOTAL | \$800,431.17 | \$724,962.84 | \$75,468.33 | AVERAGE COST PER PASSENGER -> | | | \$8.35 |
| | | | | AVERAGE PASSENGERS PER MONTH -> | | | 7,231 |

| 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. | 0.23 | Feb. | \$1.69 | Aug. | \$1.84 |
| Mar. | 0.20 | Sept. | 0.21 | Mar. | \$1.44 | Sept. | \$2.55 |
| TOTAL | | | | TOTAL | | | |
| AVERAGE MONTHLY PASSENGERS PER MILE | | | 0.21 | AVERAGE COST PER MILE | | | \$1.77 |

| 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 | \$46.53 | Feb. | 5.3 | Aug | 5.8 |
| March | \$36.60 | Sept | \$61.74 | March | 5.0 | Sept. | 5.2 |
| TOTAL | | | | TOTAL | | | |
| AVERAGE TOTAL HOURLY COST | | | \$44.32 | AVERAGE PASSENGERS PER HOUR | | | 5.3 |

| Route Location | Passenger Totals | Operating Hours | Mileage |
|----------------|------------------|-----------------|---------------|
| Red | 1,354 | 209 | 5,310 |
| Purple | 1,279 | 209 | 4,897 |
| Gold | 837 | 105 | 2,595 |
| Blue | 828 | 105 | 2,571 |
| Green | 397 | 181 | 3,437 |
| Chincoteague | 1,152 | 219 | 6,529 |
| Yellow | 559 | 209 | 4,506 |
| | <u>6,406</u> | <u>1,237</u> | <u>29,845</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 | 1,365 | 34,312 |
| Aug. | 1,495 | 37,776 |
| Sept. | <u>1,235</u> | <u>29,845</u> |

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In Re: State’s Comments

Ms. Balderson had no comments.

In Re: Melfa Airport Update

Mr. Hart had no comments.

In Re: Wallops Update

Mr. Wolff said that the next launch date is November 15th by the new rocket company coming to Wallops – Rocket Lab, who is planning monthly launches.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

| | |
|------------------------------------|---------|
| Coastline Chemical, New Church, VA | 9 cars |
| Pep-Up, LeCato, VA | 6 cars |
| Total 10/1/18 – 10/31/18: | 15 cars |

In Re: Brownfields Project Update by Northampton County Administrator

This report will be heard during the Canonie Atlantic Board of Directors meeting following the ANTDC meeting this evening.

In Re: Recess/Adjourn

Motion was made Ms. Major, seconded by Mr. Coker, 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 7:45 p.m. Motion was made by Mr. Murray, seconded by Mr. Wolff, that the meeting be adjourned. All members were present and voted “yes.” The motion was unanimously passed. The meeting was adjourned.