

**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, December 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

Absent:

Dave Fauber

Ex-Officio member absent:

Linda Balderson

Nonmembers present:

Phil Thompson, Virginia Regional Transit
William Moore, STAR Transit
Bruce Simms, Virginia Regional Transit
Paul Muhly, Canonie Atlantic Co.
Mark Rosner, DCR

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 November 30 of \$5,233.65. 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. This will be the final payment for this plan year. When the D&O coverage renews, it will be paid by Canonie Atlantic Co. Action to reimburse the ANTDC will be so requested during the Canonie Atlantic Board meeting later in the evening.

With the recent sale of the rail barge *NANDUA*, the Commission discussed the early retirement of the existing debt to the Accomack-Northampton Planning District Commission. The sales proceeds currently reside in the Canonie Atlantic account given that they conducted the auction event. Motion was made by Mr. Wolff, seconded by Ms. Major, that once the sales proceeds have been transferred to the ANTDC, that the A-NPDC Note be paid off. All members were present with the exception of Mr. Fauber and voted "yes." The motion was unanimously passed. The A-N PDC will provide releases for all three parties to the Note (Accomack County, Northampton County, Cassatt Management {Bay Coast Railroad}). The Chairman, Vice Chairman and Mr. Murray, all members of the A-N PDC, agreed to deliver the Note payment to the A-N PDC at its January meeting.

In Re: Minutes of November 6, 2018

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of November 6, 2018 be approved. All members were present with the exception of Mr. Fauber and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**Management Report
December 4th, 2018**

Operations

- Ridership continues to show improvement into the second month of the system realignment. November 2018 ridership stands at 7227, exceeding the November 2017 total of 7,170. In addition to the overall passenger increase, the Eastern Shore Community College usage has also increased slightly over last November; from 483 to 486
- STAR Transit management continuously monitors the on-time performance of the system and is finding the system to be monitoring on time and dependably for the residents and guests of the Eastern Shore. The Blue/Gold route is gaining significant attention as routinely passenger accommodations may be standing room only.

Human Resources

- STAR Transit continues recruitment efforts for additional drivers.
- Virginia Regional Transit is working diligently on two separate ideas that would enhance vehicle operator recruitment and retention for the STAR Transit system.
 1. Hourly Wage Pay Scale Initiative with raised incoming platform, salary compression initiative and annual incremental increases

Motion was made by Mr. Coker, seconded by Mr. Wolff, that the pay scale initiative with salary compression initiative (without annual incremental increases) be implemented effective January 1, 2019. All members were present with the exception of Mr. Fauber and voted "yes." The motion was unanimously passed. The Commission did not want to commit to annual incremental increases given the unknowns which might occur in any budget year.

2. Fringe Benefit Package cost analysis

It was the consensus of the Commission to delay consideration of providing health care insurance until next year in light of the above pay increase.

Training

- November training consisted of several supervisor ride-a-long evaluations and personal mobility device securement training as well as passenger safety, vehicle safety, and driver safety initiatives.
- Virginia Regional Transit is assisting STAR Transit in acquiring several updated RTAP training videos and booklets to be used for training classes.

Marketing and Outreach

- Continued focus on route performance and possible enhancements to streamline service as well as continued focus on Horntown options and connectivity for the future.
- STAR Transit Management met with Ms. Kimberly Wilkerson, Riverside Hospital's Experience Coordinator to present updated maps and schedules and to discuss STAR Transit as a vital resource for the Eastern Shore residents who otherwise would have no other means of travel to and from Riverside Hospital.

Transit Maintenance

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

| 2017 | | 2018 | |
|-----------|------|-----------|------|
| September | 7527 | September | 6406 |
| October | 8102 | October | 8184 |
| November | 7170 | November | 7227 |

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| STAR TRANSIT 2018-2019 | | | | OCTOBER 31, 2018 23 DAYS | | | |
|------------------------|--------------------|--------------------|--------------------|---|-------------|---------------|---------------|
| Month | Total Revenue | Total Expenses | Surplus/Deficit | Passengers | | | Total Cost |
| | | | | Month | 2018-19 | 2017-18 Trips | |
| Oct. | \$62,184.78 | \$45,623.53 | \$16,561.25 | Oct. | 8184 | 8,102 | \$5.57 |
| Nov. | | | \$0.00 | Nov. | | 7,170 | #DIV/0! |
| Dec. | | | \$0.00 | Dec. | | 6,438 | #DIV/0! |
| Jan. | | | \$0.00 | Jan. | | 6,028 | #DIV/0! |
| Feb. | | | \$0.00 | Feb. | | 6,916 | #DIV/0! |
| Mar. | | | \$0.00 | Mar. | | 7,188 | \$0.00 |
| Apr. | | | \$0.00 | Apr. | | 7,345 | \$0.00 |
| May | | | \$0.00 | May | | 8,017 | \$0.00 |
| June | | | \$0.00 | June | | 7,504 | \$0.00 |
| July | | | \$0.00 | July | | 6,945 | \$0.00 |
| Aug. | | | \$0.00 | Aug. | | 8,711 | \$0.00 |
| Sept. | | | \$0.00 | Sept. | | 6,406 | \$0.00 |
| TOTAL | \$62,184.78 | \$45,623.53 | \$16,561.25 | | 8184 | 86,770 | |
| | | | | AVERAGE COST PER PASSENGER -> | | | \$5.57 |
| | | | | AVERAGE PASSENGERS PER MONTH -> | | | 8,184 |
| Passengers per Mile | | | | Cost per Mile | | | |
| Oct. | 0.21 | April | #DIV/0! | Oct. | \$1.20 | April | #DIV/0! |
| Nov. | #DIV/0! | May | #DIV/0! | Nov. | #DIV/0! | May | #DIV/0! |
| Dec. | #DIV/0! | June | #DIV/0! | Dec. | #DIV/0! | June | #DIV/0! |
| Jan. | #DIV/0! | July | #DIV/0! | Jan. | #DIV/0! | July | #DIV/0! |
| Feb. | #DIV/0! | Aug. | #DIV/0! | Feb. | #DIV/0! | Aug. | #DIV/0! |

| | | | | | | | |
|--|---------|-------|---------|--------------|------------------------------|-------|---------|
| Mar. | #DIV/0! | Sept. | #DIV/0! | Mar. | #DIV/0! | Sept. | #DIV/0! |
| | | | | TOTAL | | | |
| AVERAGE MONTHLY PASSENGERS PER MILE | | | | 0.21 | AVERAGE COST PER MILE | | |
| | | | | | \$1.20 | | |

| Hourly Cost | | | | Passengers per Hour | | | |
|----------------------------------|---------|-------|---------|---------------------|------------------------------------|-------|---------|
| Oct | \$28.39 | April | #DIV/0! | Oct | 5.1 | April | #DIV/0! |
| Nov. | #DIV/0! | May | #DIV/0! | Nov. | #DIV/0! | May | #DIV/0! |
| Dec. | #DIV/0! | June | #DIV/0! | Dec. | #DIV/0! | June | #DIV/0! |
| Jan. | #DIV/0! | July | #DIV/0! | Jan. | #DIV/0! | July | #DIV/0! |
| Feb. | #DIV/0! | Aug | #DIV/0! | Feb. | #DIV/0! | Aug | #DIV/0! |
| March | #DIV/0! | Sept | #DIV/0! | March | #DIV/0! | Sept. | #DIV/0! |
| TOTAL | | | | | | | |
| AVERAGE TOTAL HOURLY COST | | | | \$28.39 | AVERAGE PASSENGERS PER HOUR | | |
| | | | | | 5.1 | | |

| Route Location | Passenger Totals | Operating Hours | Mileage |
|--------------------|---------------------|---------------------|----------------------|
| Red | 1,792 | 242 | 6,582 |
| Purple | 1,163 | 236 | 5,951 |
| Gold | 1,018 | 127 | 2,532 |
| Blue | 1,106 | 144 | 2,519 |
| Accomack Demand | 637 | 219 | 4,986 |
| Silver | 777 | 144 | 4,011 |
| Orange | 752 | 144 | 4,713 |
| Yellow | 916 | 242 | 5,484 |
| Northampton Demand | 23 | 112 | 1,368 |
| | <u>8,184</u> | <u>1,610</u> | <u>38,146</u> |

| Month | Hrs. of Oper. | Mileage |
|-------|---------------|---------------|
| Oct. | 1,607 | 38,146 |
| Nov. | | |
| Dec. | | |
| Jan. | | |
| Feb. | | |
| Mar. | | |
| Apr. | | |
| May | | |
| June | | |
| July | | |
| Aug. | | |
| Sept. | | |
| | 1,607 | 38,146 |

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Mr. Murray reminded the STAR representatives of the need for additional bus shelters. Mr. Simms said that STAR was willing to work with property owners and/or managers as needed to install additional bus shelters.

In Re: State's Comments

Ms. Balderson was absent.

In Re: Melfa Airport Update

Mr. Hart had no comments.

In Re: Wallops Update

Mr. Wolff said that the Antares launch was successful. The new rocket company coming to Wallops – Rocket Lab, a New Zealand firm, is planning monthly launches and will be building a new pad. It will launch solid fuel rockets – not liquid – like Antares. It is estimated that 30-50 employees will be hired. Also, a lease has been signed through Rocket Lab for a new payload processing facility inside the Wallops Research Park; this is the first tenant in the Park.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

| | |
|------------------------------------|---------------|
| Coastline Chemical, New Church, VA | 8 cars |
| Pep-Up, LeCato, VA | 8 cars |
| Sharp Energy | <u>5 cars</u> |
| Total 11/1/18 – 11/30/18: | 21 cars |

Mr. Rosner reported that a tie replacement project will commence tomorrow and upon its completion, will result in the track being moved out of “excepted” status.

Based on comments from Mr. Muhly and Mr. Wolff, Mr. Rosner said that he would investigate the condition of the Horsey and Withams crossings.

In Re: Change January Meeting Date

Motion was made by Mr. Coker, seconded by Ms. Major, that the regular January meeting be moved from Tuesday, January 1, 2019, to Monday, January 7, 2019. All members

were present with the exception of Mr. Fauber and voted “yes.” The motion was unanimously passed.

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 with the exception of Mr. Fauber 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 6:45 p.m. Motion was made by Mr. Murray, seconded by Mr. Wolff, that the meeting be adjourned. All members were present with the exception of Mr. Fauber and voted “yes.” The motion was unanimously passed. The meeting was adjourned.