

**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 Monday, January 7, 2019 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 present:

Linda Balderson

Nonmembers present:

Bruce Simms, Virginia Regional Transit  
Paul Muhly, Canonie Atlantic Co.  
Mark Rosner, DCR  
Steve Johnson, Commonwealth Transportation Board  
Stefanie Jackson, Eastern Shore Post  
Jeremy Latimer, Va. Dept. of Rail & Public Transportation  
Rick Beardoin, STAR Transit  
Jeff Mitchell, Mitchell & Co., P.C.

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

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at December 28 of \$87,902.43.

In Re: Minutes of December 4, 2018

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of December 4, 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:



**STAR Transit Management Report  
January 7<sup>th</sup> 2019**

**Operations**

- Ridership for December was adversely affected by several factors including a ten day closure of the Onancock Senior Center and three days of heavy rains. December of 2018 trended down 198 rides from December of 2017
- The Eastern Shore Community College ridership remains steady, providing 279 rides in December of 2018 versus 278 in December of 2017.
- STAR Transit Management continues to evaluate the new routes for positive impact and on time performance ensuring a high level of passenger service to the Eastern Shore of Virginia. All STAR Transit routes continue to report on schedule.

**Human Resources**

- STAR Transit welcomed two new vehicle operators to the team during the month of December.
- STAR Transit recently received several Rural Transit Assistance Program RTAP training videos and booklets from its free training library. Of the library available, several training modules have been selected such as “Emergency Procedures” (for rural transit drivers), “Safety Training and Rural Transit” (START), “Managing Difficult Passengers and Situations” as well as “Customer Driven Service”.
- STAR Transit employees enjoyed a Holiday celebration together on Sunday December 16<sup>th</sup>.
- A memorandum is being distributed to the operations staff to introduce the new STAR Transit pay scale. This memo covers items such as the increase of base wage from \$10.40 to \$11.60 per hour and salary compression adjustments for each completed year of service. At the end of each fiscal year the ANTDC Board will evaluate the STAR Transit financial standing and will vote on any changes deemed necessary or appropriate. Without board action, pay rates will not change.

Mr. Simms introduced Mr. Rick Beardoin, the new Director of Finance for STAR.

### **Marketing and Outreach**

- Management has several meetings with Riverside Shore Memorial Hospital discussing the installation of bus stop signs by the Hospital main entrance, and the Cancer entrance. This will localize our bus stop locations for a better passenger / driver experience.
- The Onancock Christmas Parade scheduled for December 9<sup>th</sup> was cancelled due to heavy rain and wind.

### **Transit Maintenance**

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

### Ridership Statistics

<b><u>2017</u></b>		<b><u>2018</u></b>	
<b>October</b>	<b>8102</b>	<b>October</b>	<b>8184</b>
<b>November</b>	<b>7170</b>	<b>November</b>	<b>7227</b>
<b>December</b>	<b>6438</b>	<b>December</b>	<b>6240</b>

NOVEMBER 30, 2018 21 DAYS

STAR TRANSIT 2018-2019

				Passengers			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	2018-19	2017-18 Trips	Total Cost
Oct.	\$62,184.78	\$45,623.53	\$16,561.25	Oct.	8184	8,102	\$5.57
Nov.	\$72,887.88	\$61,500.12	\$11,387.76	Nov.	7227	7,170	\$8.51
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
					15411	86,770	
<b>TOTAL</b>	<b>\$135,072.66</b>	<b>#####</b>	<b>\$27,949.01</b>	<b>AVERAGE COST PER PASSENGER -&gt;</b>			<b>\$6.95</b>
				<b>AVERAGE PASSENGERS PER MONTH -&gt;</b>			<b>7,706</b>

Passengers per Mile				Cost per Mile			
Oct.	0.21	April	#DIV/0!	Oct.	\$1.20	April	#DIV/0!
Nov.	0.21	May	#DIV/0!	Nov.	\$1.81	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!
				<b>TOTAL</b>	<b>AVERAGE COST PER MILE</b>		<b>\$1.49</b>
<b>AVERAGE MONTHLY PASSENGERS PER MILE</b>			<b>0.21</b>				

Hourly Cost				Passengers per Hour			
Oct	\$28.39	April	#DIV/0!	Oct	5.1	April	#DIV/0!
Nov.	\$42.09	May	#DIV/0!	Nov.	4.9	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!
<b>TOTAL</b>	<b>AVERAGE TOTAL HOURLY COST</b>		<b>\$34.92</b>	<b>AVERAGE PASSENGERS PER HOUR</b>		<b>5.0</b>	

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,544	221	6,030
Purple	1,192	215	5,457

Gold	912	116	2,358
Blue	910	131	2,268
Accomack Demand	452	200	4,048
Silver	631	131	3,677
Orange	616	131	4,234
Yellow	945	221	5,038
Northampton Demand	25	96	789
	<u>7,227</u>	<u>1,462</u>	<u>33,899</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,607	38,146
Nov.	1,461	33,899
Dec.		
Jan.		
Feb.		
Mar.		
Apr.		
May		
June		
July		
Aug.		
Sept.		
	<hr/>	<hr/>
	3,068	72,045

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In Re: State's Comments

Ms. Balderson noted that the grant application window was open until February 1<sup>st</sup>.

In Re: Melfa Airport Update

Mr. Hart said that the overlay was complete and the airport had resumed operations. The LED lighting still needs to be installed.

In Re: Wallops Update

Mr. Wolff reported limited activity since the partial government shut-down happened 17 days ago.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Coastline Chemical, New Church, VA	13 cars
Pep-Up, LeCato, VA	8 cars
Sharp Energy	<u>10 cars</u>
Total 11/1/18 – 11/30/18:	31 cars

Mr. Rosner reported that the first phase of the tie replacement project has been completed with the track now being upgraded to FRA Class I

In Re: FY 2018 Auditor's Presentation

Mr. Jeff Mitchell of Mitchell & Co., P.C., shared with the Commission the following powerpoint presentation:

**Accomack- Northampton Transportation**  
**District Commission**  
**September 2018 Summary**

**Board of Commissioners**

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

**January 7, 2019**

## Comparative Balance Sheet

	Fund							
	Governmental		Railroad		Star Transit		Total	
	2018	2017	2018	2017	2018	2017	2018	2017
<b>Total Assets</b>	\$ 35,339	\$ 31,699	\$ 10,196,969	\$ 10,196,969	\$ 1,711,918	\$ 1,584,692	\$ 11,943,826	\$ 11,819,260
Cash & Investments	10,542	31,699	-	-	593,857	271,791	404,179	305,490
Receivables	24,997	-	-	-	75,629	98,225	98,626	98,225
Fixed Assets	-	-	10,195,944	10,195,944	1,259,876	1,209,520	11,451,822	11,401,264
Other Assets	-	-	625	625	8,574	9,556	9,199	10,281
<b>Total Liabilities</b>	\$ -	\$ -	\$ 102,931	\$ 133,042	\$ 30,045	\$ 39,172	\$ 152,976	\$ 194,214
Accounts Payable	-	-	-	-	25,046	33,536	25,046	33,536
Accrued Expenses	-	-	2,111	2,769	26,999	25,636	29,110	28,605
Deferred Income	-	-	-	-	-	-	-	-
AWPDC Note Payable	-	-	100,820	132,275	-	-	100,820	132,275
<b>Total Equity</b>	\$ 35,339	\$ 31,699	\$ 10,093,938	\$ 10,061,827	\$ 1,681,873	\$ 1,545,520	\$ 11,790,850	\$ 11,619,046
Investment in P/A	-	-	10,089,124	10,069,671	1,259,876	1,209,520	11,551,002	11,268,991
Unrestricted	35,339	31,699	(1,486)	(1,844)	422,005	330,100	489,848	350,055

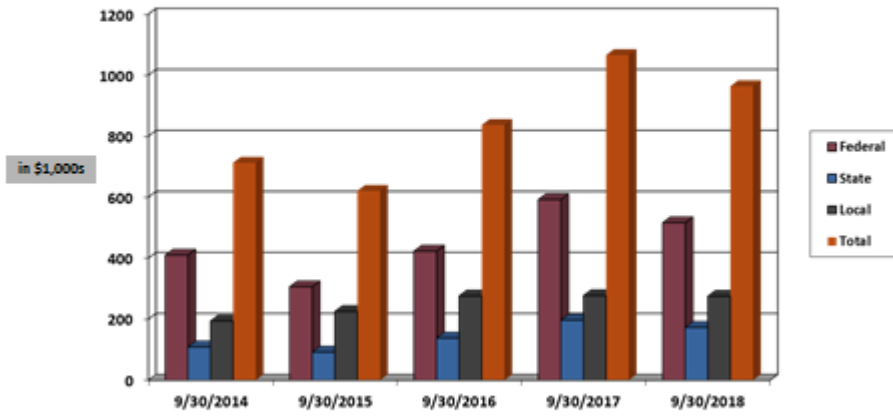
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## Profit and Loss Summaries – 9/30/18 and 9/30/17

9/30/2018	Fund					Total
	General	Railroad	Star Transit		Total	
			Operating	Capital		
Revenue	\$ 13,408	\$ 35,883	\$ 806,646	\$ 248,360	\$ 1,053,206	\$ 1,104,497
Expenses	9,768	4,072	724,963	193,890	918,833	932,693
Net Surplus(Deficit)	\$ 3,640	\$ 31,811	\$ 81,683	\$ 54,670	\$ 136,353	\$ 171,804
<b>9/30/2017</b>	<b>Fund</b>					
	General	Railroad	Star Transit		Total	
			Operating	Capital		
Revenue	\$ 13,408	\$ 35,883	\$ 831,262	\$ 300,384	\$ 1,131,646	\$ 1,180,937
Expenses	9,323	5,117	739,155	185,125	924,280	938,720
Net Surplus(Deficit)	\$ 4,085	\$ 30,766	\$ 92,107	\$ 115,259	\$ 207,366	\$ 242,217

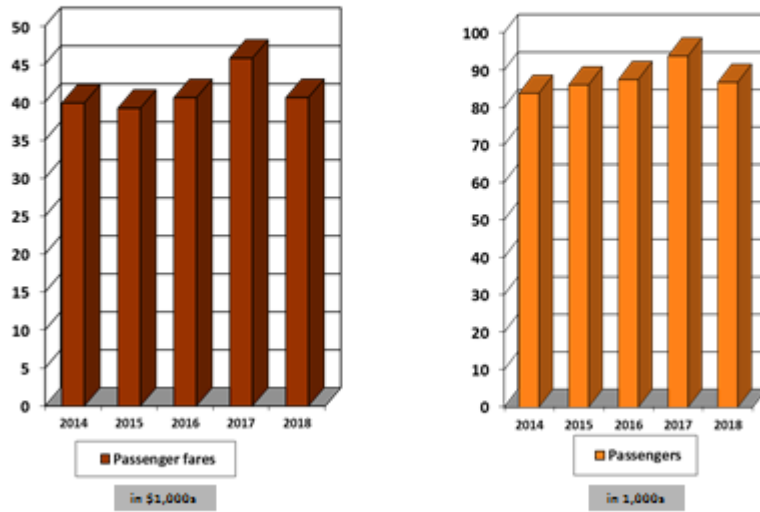
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## Government Support - Star Transit



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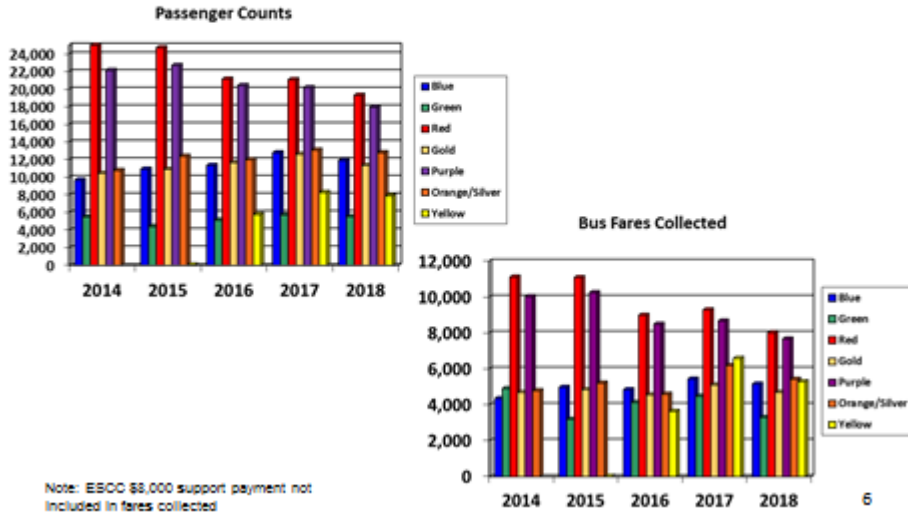
## Passenger Services - Star Transit



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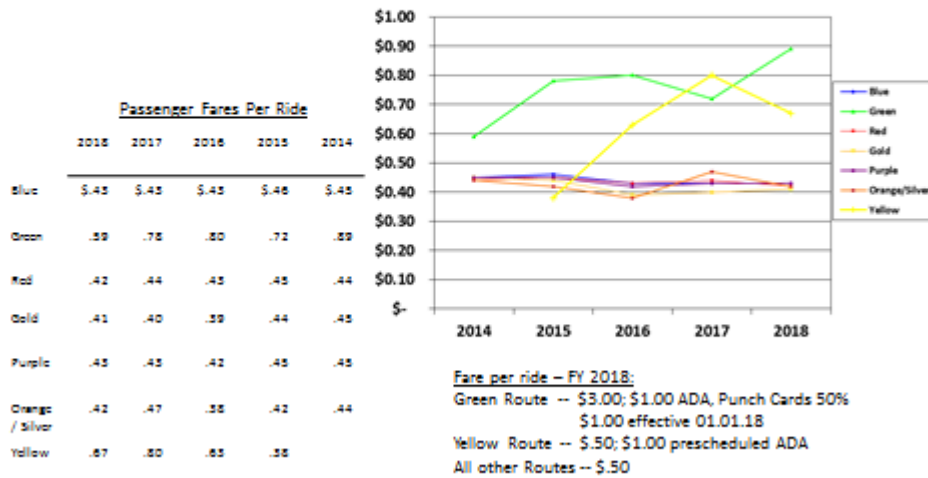


## Passenger Count and Money Collected per Route



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## Average Passenger Fares per Ride

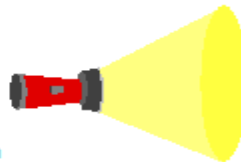


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## Auditor Comments

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- Railroad fixed asset reporting
- Local match analysis
- Passenger fares review
- Bus ride – good results
- Year end audit adjustments
- Consider participation in VRS Retirement Program
- Follow-up with required state/public communication
- Required Communications



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Other documentation, including a Bus Ride Memo, STAR Proceeds Reinvested Worksheet, and rolling stock inventory listing were also distributed and are on file in the ANTDC office. There was a lengthy discussion regarding the \$10M+ railroad valuation which has been carried on the books for years and it was the consensus of the Commission that additional details are needed as many of the railroad assets are being donated or sold at this time. Given all of the ongoing changes in the railroad operations, the ANTDC officers and Mr. Murray will work to set up proper “books” for Canonie.

Motion was made by Mr. Wolff, seconded by Mr. Coker, that the FY 2018 audit be accepted as presented. 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 7:30 p.m. Motion was made by Mr. Wolff, seconded by Mr. Coker, 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.