

**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 Office, Melfa, Virginia, on Tuesday, July 5, 2011 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
Laurence J. Trala  
Donald L. Hart, Jr., Secretary-Treasurer  
Willie C. Randall

Absent:

Wanda Thornton, Vice Chairman  
Ron Wolff

Ex-Officio member present:

Kevin Page

Nonmembers present:

Dave Morgan, Virginia Regional Transit  
Greg McGowan, Virginia Regional Transit  
Kirk Miles, STAR Transit  
Larry LeMond, Bay Coast Railroad  
J. T. Holland, Bay Coast 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. Randall.

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 June 30<sup>th</sup> of \$6,569.13.

In Re: Minutes of June 7, 2011

Motion was made by Mr. Randall, seconded by Mr. Hart, that minutes of the meeting of June 7, 2011 be approved. All members were present with the exceptions of Mrs. Thornton and Mr. Wolff and voted "yes". Motion was passed.

In Re: Public Transportation Report

Representatives from Virginia Regional Transit distributed the following Management Report for June 2011:



**Management Report for Star Transit  
July 5, 2011**

**Operations:**

- Ridership for June 2011 came in at 5189. Ridership for June last year was 3269 resulting in an increase of 1920.
- STAR's yearly summer picnic is planned for July 16 for all employees and their immediate family. All board members are welcome to attend.
- Phone inquiries regarding service and the new northern route increased in June totaling 7054 calls. This averages out to about 350 calls a day.
- Gas prices have started to decline and we should start to see lower fuel costs.
- STAR is receiving daily inquiries on the North route service area. Preliminary runs have been started and stops are being discussed to try and achieve maximum ridership.
- A Capital Grant which STAR applied for to equip 3 buses with GPS systems has been approved. These systems will provide dispatch with locations and time checks without having to call drivers on the radio.
- The bus shelter for the Town of Exmore has been approved. Artie Miles, Town Manager, has requested that we delay ordering until the end of summer due to a large revitalization program that downtown Exmore is starting. I also spoke with ESCC and to Eve Belote

and they are in the process of finalizing their shelter. I met with the finance committee and we surveyed a couple of locations at the college and discussed different designs. The Board thought that the shelter I presented was “too fancy looking” and would like to see a plainer design. I have forwarded them pictures of one we have in another locality. They also would like to have their shelter ordered at the end of the summer so I am attempting to get both shelters ordered at the same time to reduce the shipping costs. Both localities understand that their local match will be equal to 10% of the cost of the shelter which is \$800 to \$1000 dollars. By the localities constructing the shelters and doing the site work this equals the local match and no cash outlay is needed.

*Following review of the two photographs provided, motion was made by Mr. Hart, seconded by Mr. Randall, that the ANTDC endorse the photograph #1 (newer, stronger facility) design for the bus shelters and that Mr. Hart be authorized to meet with the college representatives to relay this endorsement. All members were present with the exceptions of Mrs. Thornton and Mr. Wolff and voted “yes.” The motion was unanimously passed.*

- STAR underwent a 3 day audit by the state which began on June 21<sup>st</sup> and we are waiting results which should be forthcoming sometime in July or August. We will report results of this audit at the next Board meeting.

### **Financials**

- The May financial report that is included in this Board packet shows a -\$9500.00 deficit in May and a year to date deficit of -\$27334.99. Please note that STAR received Grant funds totaling + \$27,521.00 on June 26<sup>th</sup> which puts STAR where we should be.

### **Vehicle Maintenance**

- Service of all buses and service vehicles is current. STAR continues to maintain a low maintenance cost in comparison to previous years. STAR had one large repair of a transmission which totaled \$2500.00. It would have been double that if the dealer had repaired it. STAR’s maintenance contractor has been a valuable resource this year on repairs and monthly maintenance.

### **Building and Grounds**

- The repaving & drainage was reported complete last month but was waiting on testing. A successful test has been complete and the drainage issue has been successfully resolved. The lake that would always be present after a heavy rain in the parking lot was nonexistent after last week’s storm.
- All shrubbery at the facility has been trimmed and shaped and any shrubs that needed replacement were replaced. The facility looks very nice.

**Reminder to all that the Board meeting in August will be held at a facility in Little Creek. A STAR bus will be provided for transportation.**

*It was noted that the August meeting will be held at the Lake Wright Conference Center in Norfolk, commencing at 6:00 p.m. The bus will pick up the Accomack members from the Chamber of Commerce office at 4:00 p.m. and the Northampton members from the CBBT visitors center at 5:00 p.m.*

STAR TRANSIT 2010 - 2011				MAY 31, 2011 21 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	10-11 Trips	Per Trip Analysis		Total Cost
					09-10 Trips	Diff	
Oct.	\$32,583.82	\$26,011.65	\$6,572.17	4,680	2,932	60%	\$5.56
Nov.	\$34,503.12	\$37,752.87	-\$3,249.75	4,785	2,381	101%	\$7.89
Dec.	\$33,021.71	\$30,234.00	\$2,787.71	3,577	2,781	29%	\$8.45
Jan.	\$33,527.90	\$36,655.67	-\$3,127.77	5,085	2,871	77%	\$7.21
Feb.	\$34,006.60	\$36,823.85	-\$2,817.25	4,584	2,760	66%	\$8.03
Mar.	\$33,472.72	\$54,500.44	-\$21,027.72	5,319	3,482	53%	\$10.25
Apr.	\$41,656.85	\$38,616.74	\$3,040.11	5,021	3,800	32%	\$7.69
May	\$42,992.17	\$52,504.66	-\$9,512.49	4,868	3,263	49%	\$10.79
June			\$0.00	1	2,998	-100%	\$0.00
July			\$0.00	1	3,251	-100%	\$0.00
Aug.			\$0.00	1	3,895	-100%	\$0.00
Sept.			\$0.00	1	4,270	-100%	\$0.00
VEH			\$0.00	37,923	\$38,684.00		
<b>TOTAL</b>	<b>\$285,764.89</b>	<b>\$313,099.88</b>	<b>-\$27,334.99</b>		<b>AVERAGE COST PER TRIP</b>		<b>\$8.26</b>
				4,740	< - AVERAGE MONTHLY TRIP		
<b>Hours of Operation</b>				<b>Cost per Mile</b>			
	<b>HOURS</b>				<b>COST</b>		
Oct.	785	April	864	Oct.	\$1.13	April	\$1.43
Nov.	785	May	864	Nov.	\$1.67	May	\$2.14
Dec.	710	June		Dec.	\$1.46	June	\$0.00
Jan.	785	July		Jan.	\$1.42	July	\$0.00
Feb.	747	Aug.		Feb.	\$1.52	Aug.	\$0.00
Mar.	946	Sept.		Mar.	\$1.91	Sept.	\$0.00
<b>TOTAL</b>			<b>6,486</b>	<b>TOTAL</b>			
	<b>AVERAGE MONTHLY HOURS</b>		<b>811</b>		<b>AVERAGE COST PER MILE</b>		<b>\$1.60</b>
<b>Hourly Cost</b>				<b>Mileage</b>			

<b>Oct</b>	\$33.14	<b>April</b>	\$44.70	<b>Oct</b>	23,052	<b>April</b>	26,937
<b>Nov.</b>	\$48.09	<b>May</b>	\$60.77	<b>Nov.</b>	22,562	<b>May</b>	24,491
<b>Dec.</b>	\$42.58	<b>June</b>	\$0.00	<b>Dec.</b>	20,662	<b>June</b>	
<b>Jan.</b>	\$46.70	<b>July</b>	\$0.00	<b>Jan.</b>	25,817	<b>July</b>	
<b>Feb.</b>	\$49.27	<b>Aug</b>	\$0.00	<b>Feb.</b>	24,283	<b>Aug</b>	
<b>March</b>	\$57.61	<b>Sept</b>	\$0.00	<b>March</b>	28,473	<b>Sept.</b>	
<b>TOTAL</b>				<b>TOTAL</b>			<b>196,277</b>
	<b>AVERAGE TOTAL HOURLY COST</b>		<b>\$48.27</b>		<b>AVERAGE MONTHLY MILES</b>		<b>24,535</b>

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,534	248	6,239
Purple	1,437	234	6,063
Blue	1,206	172	4,246
Green	691	210	4,771
Spare/Other			3,172
	<b>4,868</b>	<b>864</b>	<b>24,491</b>

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In Re: Closed Session

Motion was made by Mr. Page, seconded by Mr. Randall, 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 counsel.

All members were present with the exceptions of Mrs. Thornton and Mr. Wolff 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 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

Mr. Page indicated that VDRPT is working on grant agreements which should be released soon.

In Re: Airport Update

There was no airport update.

In Re: Railroad Comments

Mr. LeMond reported that insurance has been placed on the barge and the two-year embargo was cancelled last week. He expects the first float to occur in two weeks following customer notification.

In Re: Adjourn

Noting that the Commission was not comfortable yet with reverting back to the bi-monthly meeting schedule, motion was made by Mr. Randall, seconded by Mr. Hart, that the meeting be adjourned until 6:00 p.m., Tuesday, August 2, 2011 at the Lake Wright Conference Center in Norfolk, Virginia. All members were present with the exceptions of Mr. Wolff and Mrs. Thornton and voted "yes." The motion was passed.

The meeting was adjourned.