

**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, August 6, 2019 at 5:30 p.m.

Present:

John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ron Wolff
H. Spencer Murray
Dave Fauber

Ex-Officio member present:

Linda Balderson

Absent:

Donald L. Hart, Jr., Chairman

Nonmembers present:

Phil Thompson, Virginia Regional Transit
Paul Muhly, Canonie Atlantic Co.
John D. Sharpley, Canonie Atlantic Co.
Clara Vaughn, A-N PDC
Cliff Grunstra, Delmarva Central Railroad
Dan Matthews, Town of Parksley & E. S. Railway Museum
Linda Cicoira, Eastern Shore Post
Richard Lewis, Associated Grain
Frank Russell, II, Town of Parksley
Butch Williamson, ANEC
Steve Johnson, Commonwealth Transportation Board
Delegate Robert S. Bloxom

In Re: Call to Order

The Vice 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 July 31 of \$39,357.23.

In Re: Minutes of July 2, 2019

Motion was made by Mr. Wolff, seconded by Mr. Murray, that minutes of the meeting of July 2, 2019 be approved. All members were present with the exception of Mr. Hart and voted "yes". The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
August 6th 2019**

Operations

- STAR Transit's ridership totals for the month of July 2019 indicate an increase in utilization over the July of 2018. July 2019 STAR Transit provided 7591 rides for the residents and guests of the Eastern Shore of Virginia; an increase of 646 rides or .9% from July 2018's total of 6,945.

- Eastern Shore Community College ridership indicates utilization declined slightly, providing 183 rides during the month of July 2019 for student passengers, a sharp decrease from July 2018's total of 255.
- The Northampton County Demand Response route marketing initiative has improved utilization slightly. A direct mailer including ride reservation instructions as well as a "free round trip" coupon was sent to postal addresses throughout the County of Northampton to Cape Charles in an effort to boost ridership utilization.

Human Resources

- STAR Transit is currently recruiting for an additional vehicle operator.
- STAR Transit's training for July consisted of all employees receiving FTA mandated Drug and Alcohol training. STAR Transit utilized the new Transit And Para Transit Company training program for this purpose.

Marketing and Outreach

- STAR Transit management met with a representative of "Trails End"; a private residential campground community in Horntown Va. This meeting was centered around a possible pickup / drop off location at the entrance to the community should an expansion route be approved and funded.
- STAR Transit management has entered into an agreement with the Eastern Shore Rural Health System to allow for the sale of bus passes to ESRHS via grant funding the medical facility receives.
- STAR Transit is updating the transit maps and schedules for the Eastern Shore with Waterford Printers. In draft designs, new schedules may have a new map used in a local "Artisan Guild" brochure. Mr. Bill Nelson has given permission to use this map at no cost to STAR Transit if desired.

Transit Capital

- ***Preventive Maintenance Program***
Routine vehicle preventive maintenance is up to date.
- STAR Transit has received preliminary approval for the purchase and installation of a grant funded parking lot expansion to encompass the building. This capital improvement project will allow for greater safety in the parking areas of STAR Transit eliminating the need to "back up" a vehicle to park.
- STAR Transit has received preliminary approval for the purchase and installation of a grant funded "Bus Wash System". The system will be an exterior mount system located adjacent to the shop area of the facility.

April 2018 **7345**
May 2018 **8017**
June 2018 **7504**
July 2018 **6945**

April 2019 **8432**
May 2019 **7933**
June 2019 **7110**
July 2019 **7591**

JUNE 30, 2019, 20 DAYS

STAR TRANSIT 2018-2019

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.	\$69,999.04	\$50,839.24	\$19,159.80	Dec.	6240	6,438	\$8.15
Jan.	\$73,891.46	\$68,696.19	\$5,195.27	Jan.	7379	6,028	\$9.31
Feb.	\$65,899.19	\$53,750.60	\$12,148.59	Feb.	7602	6,916	\$7.07
Mar.	\$72,425.67	\$66,219.76	\$6,205.91	Mar.	7737	7,188	\$9.21
Apr.	\$67,890.91	\$56,401.79	\$11,489.12	Apr.	8432	7,345	\$7.68
May	\$70,133.82	\$60,620.74	\$9,513.08	May	7933	8,017	\$7.56
June	\$68,703.58	\$58,414.86	\$10,288.72	June	7110	7,504	\$7.78
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	\$624,016.33	\$522,066.83	\$101,949.50		67844	86,770	\$7.70
					AVERAGE COST PER PASSENGER ->		7,538
					AVERAGE PASSENGERS PER MONTH ->		

Passengers per Mile				Cost per Mile			
Oct.	0.21	April	0.24	Oct.	\$1.20	April	\$1.60
Nov.	0.21	May	0.23	Nov.	\$1.81	May	\$1.72
Dec.	0.20	June	0.22	Dec.	\$1.64	June	\$1.83
Jan.	0.22	July	#DIV/0!	Jan.	\$2.05	July	#DIV/0!
Feb.	0.23	Aug.	#DIV/0!	Feb.	\$1.64	Aug.	#DIV/0!
Mar.	0.22	Sept.	#DIV/0!	Mar.	\$1.91	Sept.	#DIV/0!
TOTAL				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE			0.22	AVERAGE COST PER MILE			\$1.70

Hourly Cost				Passengers per Hour			
Oct	\$28.39	April	\$36.72	Oct	5.1	April	5.5
Nov.	\$42.09	May	\$39.31	Nov.	4.9	May	5.1
Dec.	\$36.63	June	\$41.84	Dec.	4.5	June	5.1
Jan.	\$44.55	July	#DIV/0!	Jan.	4.8	July	#DIV/0!
Feb.	\$38.50	Aug	#DIV/0!	Feb.	5.4	Aug	#DIV/0!
March	\$45.29	Sept	#DIV/0!	March	5.3	Sept.	#DIV/0!
TOTAL							

AVERAGE TOTAL HOURLY COST

\$39.16

AVERAGE PASSENGERS PER HOUR

5.1

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,375	210	5,844
Purple	1,176	205	5,292
Gold	909	110	2,230
Blue	979	125	2,209
Accomack Demand	405	190	3,474
Silver	665	125	4,034
Orange	657	125	3,550
Yellow	922	210	4,750
Northampton Demand	22	96	607
	<u>7,110</u>	<u>1,396</u>	<u>31,990</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,607	38,146
Nov.	1,461	33,899
Dec.	1,388	30,931
Jan.	1,542	33,527
Feb.	1,396	32,815
Mar.	1,462	34,614
Apr.	1,536	35,338
May	1,542	35,180
June	1,396	31,990
July		
Aug.		
Sept.		
	<u>13,330</u>	<u>306,440</u>

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In Re: State's Comments

There were no comments from Ms. Balderson.

In Re: Melfa Airport Update

Mr. Hart was absent.

In Re: Wallops Update

Mr. Wolff stated that the first tenant in the research park – Rocket Lab – has a building that has been approved by the newly formed Wallops Research Commission. He further reported that work is ongoing relative to the fire scout program and testing by the Navy.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Coastline Chemical, New Church, VA	11 cars
Pep-Up, LeCato, VA	<u>6 cars</u>
Total 7/1/2019 – 7/31/2019:	17 cars

In Re: Consider VRT MOA

Motion was made by Mr. Wolff, seconded by Ms. Major, that the Memorandum of Agreement between the ANTDC and Virginia Regional Transit for operation of STAR Transit be approved as presented. All members were present with the exception of Mr. Hart and voted “yes.” The motion was unanimously passed.

In Re: Recess/Adjourn

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

Following the Canonic Atlantic Co. meeting, the meeting was reconvened by the Vice Chairman at 7:45 p.m.

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