

**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, October 1, 2019 at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
H. Spencer Murray
Dave Fauber

Ex-Officio member present:

Linda Balderson

Absent:

Ron Wolff

Nonmembers present:

Phil Thompson, Virginia Regional Transit/STAR Transit
William Moore, STAR Transit
Paul Muhly, Canonie Atlantic Co.
Mark Rosner, Delmarva Central Railroad
Steve Powell, Buckingham Branch Railroad
Mercedes Holland, US Navy

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 September 30th of \$38,566.81.

In Re: Minutes of September 3, 2019

Motion was made by Mr. Murray, seconded by Mr. Coker, that minutes of the meeting of September 3, 2019 be approved. All members were present with the exception of Mr. Wolff and voted "yes". The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
October 1st 2019**

Operations

- STAR Transit's ridership totals for the month of September 2019 indicate an increase in utilization compared to September of 2018. Due to the timing of month end in relation to the meeting schedule, the September 2019 ridership total will be delivered verbally during the ANTDC Board meeting.
- Eastern Shore Community College ridership continues its trend upward from last year. September of 2018, 277 student rides were provided. As of September 26th, the provision of student rides had more than doubled.
- STAR Transit has completed a comparison of current vs proposed route structure for the ANTDC October 1 meeting. This visual will assist in the explanation of how the Horntown and Maryland State line will be reached and the utilization of additional service hours. Following questions from the Commission members, motion was

made by Ms. Major, seconded by Mr. Coker, that the Horntown Expansion Route be approved, effective November 1, 2019. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

Human Resources

- STAR Transit continues its efforts to recruit an additional vehicle operator.

Marketing and Outreach

- Map & Schedule revisions were presented to the board during the September 3rd meeting. These revisions notate proposed revisions in the transit service offering and also provide a much clearer accurate picture of stop times and locations for passenger use.
- STAR Transit’s management recently attended the TTAC meeting in Accomack Va. STAR Transit provided information regarding on/off passenger study information relating to proposed Park and Ride areas. The latest on/off report from April / May 2019 was delivered to the group.
- Representatives from Tyson’s and Perdue have expressed an interest in the proposed new northern route and when it will commence. STAR Transit management will be meeting with each company HRO dept.
- The ANPDC Transportation Technical Advisory Committee has requested additional information on bus shelters. The committee may be providing local match assistance with additional shelter installations in the Cape Charles area.

Training

- STAR Transit training for the month of September consisted of TAPTCO training videos and a question and answer session. The courses covered were “Preventing Driver Distractions / LLLC Defensive Driving”.

Transit Maintenance

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

Monthly Ridership Statistics

| | | | |
|------------------|-------------|------------------|-------------|
| June 2018 | 7504 | June 2019 | 7110 |
| July 2018 | 6945 | July 2019 | 7591 |

August 2018 **8711**
September 2018 **6406**

August 2019 **8533**
September 2019 **7522**

Mr. Thompson reported that FY 2019 saw a total of 91,460 rides.

| STAR TRANSIT 2018-2019 | | | | AUGUST 31, 2019, 22 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. | \$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 | \$78,127.48 | \$77,272.51 | \$854.97 | July | 7591 | 6,945 | \$11.13 |
| Aug. | \$68,813.17 | \$56,932.70 | \$11,880.47 | Aug. | 8533 | 8,711 | \$6.54 |
| Sept. | | | \$0.00 | Sept. | | 6,406 | \$0.00 |
| TOTAL | \$770,956.98 | \$656,272.04 | \$114,684.94 | | 83968 | 86,770 | |
| | | | | AVERAGE COST PER PASSENGER -> | | | \$7.82 |
| | | | | AVERAGE PASSENGERS PER MONTH -> | | | 7,633 |
| 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 | 0.20 | Jan. | \$2.05 | July | \$2.07 |
| Feb. | 0.23 | Aug. | 0.24 | Feb. | \$1.64 | Aug. | \$1.62 |
| Mar. | 0.22 | Sept. | #DIV/0! | Mar. | \$1.91 | Sept. | #DIV/0! |
| AVERAGE MONTHLY PASSENGERS PER MILE | | | | 0.22 | TOTAL | | |
| | | | | AVERAGE COST PER MILE | | | \$1.73 |
| 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 | \$50.31 | Jan. | 4.8 | July | 4.9 |
| Feb. | \$38.50 | Aug | \$37.07 | Feb. | 5.4 | Aug | 5.6 |
| March | \$45.29 | Sept | #DIV/0! | March | 5.3 | Sept. | #DIV/0! |
| TOTAL | | | | AVERAGE TOTAL HOURLY COST | | | \$40.01 |
| | | | | AVERAGE PASSENGERS PER HOUR | | | 5.1 |

| Route Location | Passenger Totals | Operating Hours | Mileage |
|--------------------|---------------------|---------------------|----------------------|
| Red | 1,808 | 231 | 6,406 |
| Purple | 1,396 | 226 | 5,801 |
| Gold | 1,149 | 121 | 2,544 |
| Blue | 1,113 | 138 | 2,423 |
| Accomack Demand | 341 | 209 | 3,349 |
| Silver | 840 | 138 | 4,583 |
| Orange | 704 | 138 | 3,912 |
| Yellow | 1,157 | 231 | 5,149 |
| Northampton Demand | 25 | 104 | 878 |
| | <u>8,533</u> | <u>1,536</u> | <u>35,045</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 | 1,536 | 37,361 |
| Aug. | 1,536 | 35,045 |
| Sept. | | |
| | <u>16,402</u> | <u>378,846</u> |

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In Re: State's Comments

There were no comments from Ms. Balderson.

In Re: Melfa Airport Update

Mr. Hart had no report.

In Re: Wallops Update

Mr. Wolff was absent.

In Re: Railroad Comments

Carload counts received from DCR (following the meeting) indicated the following:

| | |
|------------------------------------|---------|
| Coastline Chemical, New Church, VA | 15 cars |
| Total 9/1/2019 – 9/30/2019: | 15 cars |

Mr. Steve Powell of Buckingham Branch Railroad said that things were going well in Little Creek.

In Re: Change November Meeting Date

Motion was made by Ms. Major, seconded by Mr. Coker, that the regular November meeting date, scheduled for November 5th (Election Day), be changed to Monday, November 4, 2019. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

In Re: Recess/Adjourn

Motion was made Mr. Fauber, 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. Wolff and voted “yes”. The motion was unanimously passed. The meeting was recessed.

Following the Canonic Atlantic Co. meeting, the meeting was reconvened by the Chairman at 7:15 p.m.

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