

**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, November 4, 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
Dave Fauber

Ex-Officio member present:

Linda Balderson

Nonmembers present:

Phil Thompson, Virginia Regional Transit/STAR Transit
Bruce Simms, Virginia Regional Transit/STAR Transit
William Moore, STAR Transit
Paul Muhly, Canonie Atlantic Co.
Oliver Bennett, Canonie Atlantic Co.
Baron Emery, DCR
Champe Burnley, Virginia Birding Federation
David Brickley, Dahlgren Railroad Heritage Trail
Robert Crockett, Accomack Board of Supervisors

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

Ms. Major arrived at 5:32 p.m.

Ms. Balderson presented Mr. Murray with cupcakes in celebration of his 75th birthday today.

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 October 31st of \$38,100.96.

In Re: Minutes of October 1, 2019

Motion was made by Mr. Coker, seconded by Mr. Murray, that minutes of the meeting of October 1, 2019 be approved. All members were present and voted "yes". The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
November 4th 2019**

Operations

- STAR Transit's ridership totals for the month of October 2019 indicate an increase in utilization compared to October of 2018. October 2019 STAR Transit provided 8732 rides to the residents and guests of the Eastern Shore, compared to 8,184 in October of 2018.
- Eastern Shore Community College ridership is also up from last year. In the month of October 2019 STAR Transit provided 860 rides to ESCC students compared to October 2018's total of 572 student rides provided.

- STAR Transit’s operations team has utilized the month of October to promote the upcoming expansion to the Horntown area as well as service to New Church and the Maryland State line.

Human Resources

- STAR Transit continues its efforts to recruit an additional vehicle operator.
- At the end of FY 18 it was determined that at the end of each fiscal year, the ANTDC Board will evaluate the STAR Transit financial standing to consider any proposed changes in rate of pay. Without board action, pay rates will not change. Available to the Board is the FY19 year-end Operating Analysis indicating another successful year of transit operations. It is proposed to offer a 3.45% increase in hourly wage to the current STAR Transit staff, as well as raising the incoming wage from \$11.60 to \$12.00 for fully endorsed vehicle operators to assist in recruitment efforts as the system continues to grow and thrive.

Motion was made by Mr. Wolff, seconded by Mr. Coker, that the 3.45% salary adjustment be approved as outline above to be effective as soon as possible. All members were present and voted “yes.” The motion was unanimously passed. Mr. Thompson also mentioned STAR’s plans for implementation of a recruitment bonus as well as a bonus for potential employee referrals (following successful completion of 90-day probation period). The Commission approved these new strategies for employee recruitment and retention.

Marketing and Outreach

- Map & Schedule revisions have been distributed throughout the entire STAR Transit service area; taking affect November 4th 2019.
- STAR Transit management has met with both Purdue and Tyson’s human resources departments during the month of October. Each company is very receptive to the new schedule and Tyson’s is interested in partnering with STAR Transit to enhance their ability to get their employees to work earlier than current service allows. Both have expressed an interest in installing a bus shelter at the entrances of their facilities.
- Trails End has given STAR Transit a green light to have a bus stop inside their park alongside their “country store”.
- Service announcements have been placed on WESR radio and the Shore Daily News to promote transit expansions. Additionally, STAR Transit was featured in a Shore Daily News article on October 21st referencing the new Northern loop.

Training

- STAR Transit training for the month of October consisted of focused efforts on expansion route training.

Transit Maintenance

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

Monthly Ridership Statistics

July 2018	6945	July 2019	7591
August 2018	8711	August 2019	8533
September 2018	6406	September 2019	7522
October 2018	8184	October 2019	8732

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STAR TRANSIT 2018-2019				SEPTEMBER 30, 2019, 20 DAYS			
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	\$78,127.48	\$77,272.51	\$854.97	July	7591	6,945	\$11.13
Aug.	\$68,813.17	\$57,059.45	\$11,753.72	Aug.	8533	8,711	\$6.55
Sept.	\$84,001.68	\$87,018.94	-\$3,017.26	Sept.	7522	6,406	\$13.58
TOTAL	\$854,958.66	\$743,417.73	\$111,540.93		91490	86,770	
					AVERAGE COST PER PASSENGER ->		\$8.13
					AVERAGE PASSENGERS PER MONTH ->		7,624

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.	\$1.63	
Mar.	0.22	Sept.	0.24	Mar.	\$1.91	Sept.	\$2.74	
				TOTAL				
AVERAGE MONTHLY PASSENGERS PER MILE				0.22	AVERAGE COST PER MILE			\$1.81

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	\$37.15	Feb.	5.4	Aug	5.6	
March	\$45.29	Sept	\$62.33	March	5.3	Sept.	5.4	
TOTAL								
AVERAGE TOTAL HOURLY COST				\$41.77	AVERAGE PASSENGERS PER HOUR			5.1

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,561	210	5,789
Purple	1,206	205	5,260
Gold	1,021	110	2,263
Blue	1,066	125	2,193
Accomack Demand	346	190	3,031
Silver	735	125	4,201
Orange	699	125	3,602
Yellow	863	210	4,687
Northampton Demand	25	96	764
	7,522	1,396	31,790

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.	1,396	31,790
	17,798	410,636

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In Re: State's Comments

Ms. Balderson distributed copies of the new "Virginia Railroad Map".

In Re: Melfa Airport Update

Mr. Hart had no report.

In Re: Wallops Update

Mr. Wolff said that the Antares launch last Saturday was very successful and has now docked at the International Space Station and that a new contract for six more launches has been signed. Rocket Lab, based at Wallops Island, has almost completed its launch pad and plans a very monthly launch event for the next several years.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Pep-Up	12 cars
Coastline Chemical, New Church, VA	<u>6 cars</u>
Total 10/1/2019 – 10/31/2019:	18 cars

Mr. Emery also noted that there are empty oil tank cars currently being stored.

The newly-hired General Manager of Canonie Atlantic, Mr. Jim Outland, submitted the following activities report for October:

Canonie Atlantic Company
General Manager's Report
11/4/2019

The new GM assumed full time duties on 10/16/2019. An announcement about the now-filled position appeared in the 10/25/2019 ES Post.

The cleanup & cleanout of the Canonie Administration Building at old Cape Charles Yards is 95% complete. Multiple pickup truck loads of old/obsolete material have been taken to the onsite dumpster.

- Multiple boxes of non-confidential documents have been taken to the Cheriton Transfer Station for recycling
- Sensitive document shred day is currently scheduled for 11/5 with visit by the truck from Shredit – Stericycle.

Mowing of Cape Charles Rail Yard with the Canonie tractor is 85% complete.

Held Transition meeting with Mr. Muhly regarding paving crossings.

Jim Outland would like to assume bill payment duties but need GM signature authority to do so.

Would like authority to switch banks from PNC to NMA.

NMA is a Credit Union with offices in Exmore, Parksley & Cape Charles

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In Re: Recess/Adjourn

Motion was made Mr. Fauber, seconded by Ms. Major, that the meeting be recessed until after the meeting of the Canonie Atlantic Co. Board of Directors. All members were present 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 7:45 p.m.

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