

**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, August 2, 2022, at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ron Wolff
Oliver H. Bennett

Ex-Officio member present:

Linda Balderson

Absent:

Ernest L. Smith, Jr.

Nonmembers present:

H. Spencer Murray, Canonie Atlantic Co. (via phone)
Cliff Grunstra, Delmarva Central Railroad
Anne Doyle, ANPDC
Ashley Mills, ANPDC
George Mapp, Eastern Shore Rail Trail Foundation
Phil Thompson, Virginia Regional Transit
Bill Moore, STAR Transit
Damion Geist, citizen
Steve Johnsen, formerly with the Commonwealth Transportation Board
John D. Sharpley, Canonie Atlantic Co.
Jackie Phillips, Canonie Atlantic Co.
Sid Camden, Buckingham Branch 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 Ms. Major.

In Re: Statements from the Public

Mr. Hart thanked the members for their expressions of sympathy in the loss of his mother.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at July 31st of \$65,341.38.

In Re: Minutes of July 5, 2022

Motion was made by Mr. Wolff, seconded by Mr. Bennett, that minutes of the meeting of July 5, 2022, be approved. All members were present with the exception of Mr. Smith and voted "yes." The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
August 2nd 2022**

Operations

- COVID19 protective measures, such as enhanced cleaning of revenue vehicles and provision of optional face masks for drivers and riders remains a focus for STAR Transit. All STAR Transit Fixed Route and On-Demand services continue without delay or service interruption.
- STAR Transit and Virginia Regional Transit are working closely with DRPT's bench contractor Grant Thornton as STAR Transit has been selected for a compliance audit. At this time audited financials have been provided to the contract organization for FY19, FY20 and FY21.

Human Resources

- STAR Transit continues to recruit for vehicle operators throughout the Eastern Shore service area.
- During the month of July one new application was received, and it is anticipated that this person will begin training during the month of August.

Marketing and Outreach

- STAR Transit was invited to attend the Eastern Shore Career Camp July 27th 2022 at the Eastern Shore of Virginia Career Works Center. Operations Staff presented STAR Transit's online bus schedules and stops and provided a tour of a transit bus.
- On July 13th at 10am STAR Transit's Manager Bill Moore delivered a transit focused presentation at the CPES General Membership Meeting at the ESCC Workforce Development Center. STAR Transit is the Community Partners of the Eastern Shore member agency "Highlight of the Month" for July 2022.
- In an item not on the agenda, Mr. Thompson requested the Commission's concurrence to provide once/quarter washing of the Eastern Shore Community Services' Board mobile clinic unit, which has requested this service from STAR. Mr. Thompson was in support of the request, provided that the scope of service does not change. Motion was made by Mr. Wolff, seconded by Mr. Coker, that the request be granted, contingent on the scope of work remaining the same. All members were present with the exception of Mr. Smith and voted "yes." The motion was unanimously passed.
- Mr. Thompson also noted that STAR will be assisting the Town of Cape Charles with shuttle service for its regatta on August 20th.

Training

- No group trainings are scheduled during the month of July due to operations staff vacations. TAPTCO safety trainings will resume in August 2022.
- STAR Transit's Operations Supervisor will travel to the Community Transportation Association of Virginia expo in Virginia Beach held August 8th -10th for industry specific trainings and seminars.

Transit Capital and Infrastructure

- STAR Transit's "as-built" survey, completed by George Young PC of Maryland, has been sent to the County of Accomack planning and zoning office for approval. Phase 2 of the parking area will be complete once this survey is approved. Two separate additional capital projects await this approval before they can begin.

Monthly Ridership Statistics

April 2021	4748	April 2022	5684
May 2021	4011	May 2022	5804
June 2021	4524	June 2022	6402
July 2021	4560	July 2022	6078

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STAR TRANSIT 2021-2022					June 30, 2022, 21 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers		Total Cost	
					2021-22	2020-21 Trips		
Oct.	\$110,802.27	\$152,531.68	-\$41,729.41	Oct.	5,018	4,781	\$30.40	
Nov.	\$131,092.67	\$85,822.64	\$45,270.03	Nov.	4,936	4,328	\$17.39	
Dec.	\$166,719.93	\$121,582.20	\$45,137.73	Dec.	5,127	4,328	\$23.71	
Jan.	\$136,520.25	\$90,583.89	\$45,936.36	Jan.	4,645	4,120	\$19.50	
Feb.	\$146,485.56	\$100,550.92	\$45,934.64	Feb.	5,409	3,881	\$18.59	
Mar.	\$101,837.40	\$91,887.78	\$9,949.62	Mar.	5,909	4,933	\$18.63	
Apr.	\$100,954.40	\$90,127.19	\$10,827.21	Apr.	5,684	4,748	\$18.98	
May	\$102,556.23	\$98,742.90	\$3,813.33	May	5,804	4,011	\$24.62	
June	\$112,961.29	\$119,521.70	-\$6,560.41	June	6,402	4,524	\$26.42	
July			\$0.00	July		4,560	\$0.00	
Aug.			\$0.00	Aug.		5,043	\$0.00	
Sept.			\$0.00	Sept.		5,190	\$0.00	
					48,934	54,447		
TOTAL	\$1,109,930.00	\$951,350.90	\$158,579.10		AVERAGE COST PER PASSENGER ->		\$19.44	
					AVERAGE PASSENGERS PER MONTH ->		5,437	
Passengers per Mile				Cost per Mile				
Oct.	0.13	April	0.14	Oct.	\$3.91	April	\$2.21	
Nov.	0.13	May	0.14	Nov.	\$2.19	May	\$2.42	
Dec.	0.13	June	0.15	Dec.	\$3.01	June	\$2.79	
Jan.	0.12	July	#DIV/0!	Jan.	\$2.29	July	#DIV/0!	
Feb.	0.14	Aug.	#DIV/0!	Feb.	\$2.57	Aug.	#DIV/0!	
Mar.	0.13	Sept.	#DIV/0!	Mar.	\$2.05	Sept.	#DIV/0!	
				TOTAL				
AVERAGE MONTHLY PASSENGERS PER MILE			0.13	AVERAGE COST PER MILE			\$2.60	

Hourly Cost

Passengers per Hour

Oct	\$91.65	April	\$54.02	Oct	3.0	April	3.4
Nov.	\$52.45	May	\$56.49	Nov.	3.0	May	3.3
Dec.	\$66.53	June	\$68.38	Dec.	2.8	June	3.7
Jan.	\$55.56	July	#DIV/0!	Jan.	2.8	July	#DIV/0!
Feb.	\$63.28	Aug	#DIV/0!	Feb.	3.4	Aug	#DIV/0!
March	\$50.28	Sept	#DIV/0!	March	3.2	Sept.	#DIV/0!

TOTAL							
	AVERAGE TOTAL HOURLY COST		\$62.02		AVERAGE PASSENGERS PER HOUR		3.2

Budget CPH		\$ 51.54	
Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,065	231.00	6,310
Purple	977	225.50	5,770
Gold	605	121.00	2,766
Gold H2Expansion	611	132.00	3,469
Accomack On Demand(Green)	350	198.00	2,846
Blue	449	137.50	3,048
Blue H2Expansion	458	115.50	3,058
Silver	347	264.00	7,072
Yellow	1,431	231.00	5,411
Rt.13 Express	109	92.40	3,057
	6,402	1,747.90	42,807

Month	Hrs. of Oper.	Mileage	Budget Hrs
Oct.	1,664.25	38,965	1,721
Nov.	1,636.25	39,258	1,721
Dec.	1,827.35	40,338	1,721
Jan.	1,630.45	39,578	1,721
Feb.	1,589.00	39,094	1,721
Mar.	1,827.35	44,799	1,721
Apr.	1,668.45	40,855	1,721
May	1,747.90	40,745	1,721
June	1,747.90	42,807	1,721
July			1,721
Aug.			1,721
Sept.			1,721
	15,338.90	366,439	1,721

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Ms. Major commended STAR on its participation with the Community Partnership summer program as referenced in the report. She said that even with the public bus service, transportation is a big issue in Northampton County, particularly in her job at Social Services where she is trying to match clients with job opportunities, many of which are located in Accomack County.

In Re: State's Comments

Ms. Balderson had no comments.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff shared with the Commission a website where you can track the space station as it moves overhead (spotthestation.com).

In Re: Railroad Comments

The car count for July 2022 is shown below.

Coastline Chem	13
Pep-Up	3
National Salvage & Svc	<u>18</u>
Total	34

Mr. Sid Camden, Division Manager – Norfolk, of the Buckingham Branch Railroad, mentioned several unique shipments: military targets moving to Alaska for training use by the Air Force (tank and several mobile missile launchers)

Mr. Grunstra of DCR indicated that they were working with Perdue to start transloading in Hallwood of grain material trucked in from Parksley.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator, was absent.

In Re: Approval of Supplemental FY 2021 audit work – no additional fee

Based on the amount of federal aid supplied to STAR Transit during FY 2021 (in excess of \$750,000), an additional report is required of the auditors. The work has already been completed; no additional fee will be assessed. Paperwork detailing the need for this additional report will be shared with the Commission once it's received.

In Re: Recess/Adjourn

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

Following the Canonic Atlantic meeting, the Chairman reconvened the meeting.

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