

**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, October 4, 2022, at 5:30 p.m.

Present:

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

Ex-Officio member present:

Linda Balderson

Nonmembers present:

H. Spencer Murray, Canonic Atlantic Co. (via phone)
Baron Emery, Delmarva Central Railroad
George Mapp, Eastern Shore Rail Trail Foundation
Phil Thompson, Virginia Regional Transit
Bill Moore, STAR Transit
Damion Geist, Foundation Working Group
Sid Camden, Buckingham Branch Railroad
Sandra Beerends, citizen
Steve Johnsen, citizen

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.

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 \$64,020.45.

In Re: Minutes of September 6, 2022

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of September 6, 2022, be approved. All members were present and voted “yes”, with the exception of Ms. Balderson who abstained. The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
October 4th 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.
- Ridership across the STAR Transit system continues its upward trend to pre-pandemic levels.

Human Resources

- STAR Transit has purchased an Entry Level Driver Training module, meeting the requirements of CFR part 380, through TAPTCO. STAR Transit has now applied through the FMCSA to be listed on the Training Provider Registry, providing

instruction to employees to obtain their CDL class “C” (less than 26k#) license with “P” passenger endorsement.

- Annual policy and procedure updates are underway as STAR Transit kicks off its 2023 fiscal year this month. As a result the following policies require adoption by the board and signature by the ANTDC Chairperson. Those policies, without change from previous year are STAR Transit Title VI and STAR Transit Record Retention Policy.

Motion was made by Mr. Wolff, seconded by Mr. Coker, that the STAR Transit Title VI and Record Retention Policies be adopted as presented. All members were present and voted “yes”. The motion was unanimously passed.

- Recruitment for Vehicle Operators throughout the service area is ongoing.

Marketing and Outreach

- During the month of September, STAR Transit worked to update ADA records and roles to ensure the most accurate and up-to-date information was on file.
- STAR Transit management has been invited to become a member of the Community Partners of the Eastern Shore of Virginia. Through this involvement, STAR Transit continues to be aware of and engaged in the transportation needs of the residents of the Eastern Shore.

Training

- STAR Transit has received the TAPTCO ELDT Driver Training material and is in the process of establishing a program that recruits non-CDL vehicle operators with the intention of garnering their endorsement within their first 90 days of employment.

Transit Capital and Infrastructure

- STAR Transit is working with DRPT and their consultant AECOM to conduct high level condition assessments for transit facilities as driven by the States “TAM” plan. Through this process the condition of the facility and appurtenances are evaluated to determine useful life and gauge future costs of maintenance, repair and replacement.

Monthly Ridership Statistics

June	2021	4524	June	2022	6402
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July	2021	4560	July	2022	6078
August	2021	5043	August	2022	7953
September	2021	5190	September	2022	7695

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STAR TRANSIT 2021-2022					31-Aug-22		
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	\$101,829.73	\$96,719.98	\$5,109.75	July	6,078	4,560	\$21.21
Aug.	\$107,707.89	\$108,882.72	-\$1,174.83	Aug.	7,953	5,043	\$21.59
Sept.			\$0.00	Sept.		5,190	\$0.00
TOTAL	\$1,319,467.62	\$1,156,953.60	\$162,514.02		62,965	54,447	\$18.37
					AVERAGE COST PER PASSENGER ->		
					AVERAGE PASSENGERS PER MONTH ->		
					5,724		
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	0.16	Jan.	\$2.29	July	\$2.51
Feb.	0.14	Aug.	0.18	Feb.	\$2.57	Aug.	\$2.41
Mar.	0.13	Sept.	#DIV/0!	Mar.	\$2.05	Sept.	#DIV/0!
TOTAL				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE				AVERAGE COST PER MILE			
0.14				\$2.57			

Hourly Cost

Passengers per Hour

Oct	\$91.65	April	\$54.02	Oct	3.0	April	3.4
Nov.	\$52.45	May	\$59.18	Nov.	3.0	May	3.5
Dec.	\$66.53	June	\$68.38	Dec.	1 2.8	June	3.7
Jan.	\$55.56	July	\$60.87	Jan.	1 2.8	July	3.8
Feb.	\$63.28	Aug	\$59.59	Feb.	3.4	Aug	4.4
March	\$50.28	Sept	#DIV/0!	March	3.2	Sept.	#DIV/0!

TOTAL	AVERAGE TOTAL HOURLY COST	\$61.95	AVERAGE PASSENGERS PER HOUR	3.4
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Budget CPH		\$ 51.54	
Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,478	241.50	6,744
Purple	1,084	235.75	6,034
Gold	680	126.50	2,919
Gold H2Expansion	633	138.00	3,567
Accomack On Demand(Green)	405	207.00	3,043
Blue	535	143.75	3,224
Blue H2Expansion	542	120.75	3,232
Silver	506	276.00	7,378
Yellow	1,930	241.50	5,916
Rt.13 Express	160	96.60	3,212
	7,953	1,827.35	45,269

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	1,668.45	40,745	1,721
June	1,747.90	42,807	1,721
July	1,589.00	38,501	1,721
Aug.	1,827.35	45,269	1,721
Sept.			1,721
	18,675.80	450,209	1,721

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In Re: State's Comments

Ms. Balderson stated that the Transit side of VDRPT recently won two awards. The Department also passed its financial processes audit. She further noted that the Department is celebrating its 30th year and the agency website will spotlight employees and their accomplishments. The Secretary of Transportation as well as the Governor visited the office.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said that the next Antares launch was scheduled for late November/early December. Only two more launches will be scheduled due to engine shortages resulting from the war in Ukraine. Rocket Lab will be using a smaller and quicker rocket after the first of the year.

In Re: Railroad Comments

The car count for September 2022 is shown below.

Coastline Chem	17
Pep-Up	5
Sharp Energy	2
National Salvage & Svc	<u>11</u>
Total	35

Mr. Sid Camden of Buckingham Branch Railroad said that they fared very well following Hurricane Ian with no damage to the facility.

Mr. Baron Emery of Delmarva Central Railroad said that they had moved the first Perdue Transload shipment today.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator, was absent.

NEW BUSINESS

In Re: Consider approval of Representation Letter & Engagement Letter for special program audit for FYE 9/30/2021 due to receipt of \geq \$750,000 in federal financial assistance and regular engagement letter for audit for FYE 9/30/2022.

Motion was made by Mr. Wolff, seconded by Mr. Coker, that the aforementioned representation and engagement letters be approved as presented. All members were present 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 Board of Directors of Canonic Atlantic Co. All members were present 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. Coker, that the meeting be adjourned. All members were present and voted “yes.” The motion was unanimously passed. The meeting was adjourned.