

**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, November 1, 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, Canonie Atlantic Co. (via phone)  
Mark Rosner, 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  
Steve Johnsen, citizen  
Jackie Phillips, Canonie Atlantic Co.  
Ann Doyle, ANPDC

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 October 31st of \$63,349.69.

In Re: Minutes of October 4, 2022

Motion was made by Mr. Wolff, seconded by Mr. Bennett, that minutes of the meeting of October 4, 2022, be approved. All members were present and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
November 1<sup>st</sup> 2022**

**Operations**

- STAR Transit's "Yellow" route, serving the areas of Cape Charles, Cheriton, Seaside, Townsend and the CBBT rest area continues to outperform expectations and has become STAR Transit's busiest route. Future capital replacement planning includes transitioning the current route vehicle from a 20 passenger vehicle to a 24 passenger truck bus.
- Ridership across the STAR Transit system continues its upward trend to pre-pandemic levels.
- STAR Transit management has completed a system-wide two week on/off study. Data from this study indicates a growing need for transit service in the Onancock, Onley and Accomack Virginia areas.

*It was the consensus of the Board to authorize Mr. Moore to conduct a study about adding a route between the back side of Onancock and into Onley and Accomac.*

### **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.
- STAR Transit continues to recruit for vehicle operators throughout the Eastern Shore service area.
- In accordance with ANTDC Board directives, salary increases for employees will be considered annually as STAR Transit closes its fiscal year. STAR Transit has finished FY22 in a financially stable position, and throughout the year has increased the STAR Transit ROP in an attempt to attract and retain employees. At this time, we recommend no change in ROP. We do recommend providing a retention incentive to all STAR Transit employees, prorated for those with less than one year service.

*Motion was made by Mr. Wolff, seconded by Ms. Major, that the salary adjustments as outlined above be approved. All members were present and voted “yes.” The motion was unanimously passed.*

### **Marketing and Outreach**

- STAR Transit is in discussions with the Eastern Shore Community College regarding possible workforce training partnership opportunities as they pertain to the transportation industry.

*In connection with the College’s CDL training program, they have requested that STAR transit one of its older buses to help with the driver training requirements. It was the consensus of the Commission that the donation of the older STAR bus to the College be approved as requested.*

- STAR Transit management will be meeting with local employment centers on the Eastern Shore in November to discuss workforce transportation needs and popular times for arrival and departure. *Mr. Moore will be specifically working with Perdue, Tyson, the senior centers, and the rehabilitation centers.*

### **Training**

- Training during the month of October covered TAPTCO subjects such as Distracted Driving, Adverse Weather Driving and Defensive Driving. STAR Transit employees also discussed STAR Transit’s ADA policies and procedures.

**Transit Capital and Infrastructure**

- Chassis shortages and cost increases have presented a challenge for STAR Transit’s FY22 Capital replacement program. As such, the amount awarded and allocated for the replacement of two (2) STAR Transit buses during FY22 will not cover the cost of two new buses. STAR Transit will be reducing the number of replacement orders from two (2) to one (1) for FY22, but, will increase the size of the bus ordered to a 24+2 Truck Bus. DRPT has informed STAR Transit that the second replacement can be applied for in FY24 capital grant requests.

**Monthly Ridership Statistics**

July	2021	4560	July	2022	6078
August	2021	5043	August	2022	7953
September	2021	5190	September	2022	7695
October	2021	5018	October	2022	7206

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STAR TRANSIT 2021-2022				30-Sep-22			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers 2021-22	2020-21 Trips	Total Cost
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.	\$104,539.56	\$102,937.84	\$1,601.72	Sept.	7,695	5,190	\$19.83
					<b>70,660</b>	<b>54,447</b>	
<b>TOTAL</b>	<b>\$1,424,007.18</b>	<b>\$1,259,891.44</b>	<b>\$164,115.74</b>				<b>AVERAGE COST PER PASSENGER -&gt; \$17.83</b>
							<b>AVERAGE PASSENGERS PER MONTH -&gt; 5,888</b>
<b>Passengers per Mile</b>				<b>Cost per Mile</b>			
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.	0.18	Mar.	\$2.05	Sept.	\$2.43

**TOTAL**

<b>AVERAGE MONTHLY PASSENGERS PER MILE</b>	<b>0.14</b>	<b>AVERAGE COST PER MILE</b>	<b>\$2.56</b>
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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	\$61.70	March	3.2	Sept.	4.6

<b>TOTAL</b>	<b>AVERAGE TOTAL HOURLY COST</b>	<b>\$61.93</b>	<b>AVERAGE PASSENGERS PER HOUR</b>	<b>3.5</b>
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Budget CPH \$ 51.54

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,227	220.50	6,036
Purple	1,111	215.25	5,516
Gold	706	115.50	2,685
Gold H2Expansion	715	126.00	3,245
Accomack On Demand(Green)	503	189.00	4,069
Blue	528	131.25	2,926
Blue H2Expansion	513	110.25	2,934
Silver	545	252.00	6,759
Yellow	1,695	220.50	5,223
Rt.13 Express	152	88.20	2,971
	<b>7,695</b>	<b>1,668.45</b>	<b>42,364</b>

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.	1,668.45	42,364	1,721

20,344.25            492,573            1,721

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In Re: State's Comments

Ms. Balderson stated that the application session starts December 1<sup>st</sup> for two months for all transit and rail grants. Scoring for the Smart Scale Projects is also on-going.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said that the next launch is this Sunday at 5:50 a.m. This is the next-to-last Antares launch and is headed for the space station.

In Re: Railroad Comments

The car count for October 2022 is shown below.

Coastline Chem	14
Pep-Up	17
Sharp Energy	2
National Salvage & Svc	20
Perdue	<u>26</u>
Total	79

Mr. Sid Camden of Buckingham Branch Railroad said that traffic was good at Little Creek including a couple of shipments of military targets to Alaska.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator, was absent.

NEW BUSINESS

In Re: Consider Consenting Resolution – ESRTF Amendment to Bylaws & Articles of Incorporation

Motion was made by Mr. Wolff, seconded by Ms. Major, that the following Resolution be adopted. All members were present and voted “yes.” The motion was unanimously passed. Said Resolution as adopted is set forth below:

**WRITTEN CONSENT OF THE MEMBER  
OF  
EASTERN SHORE RAIL TRAIL FOUNDATION**

The undersigned, being the sole Member of Eastern Shore Rail Trail Foundation, a Virginia nonstock nonmember corporation (the “Corporation”), does hereby consent to the following actions of the Board of Directors of the Eastern Shore Rail Trail Foundation:

**WHEREAS**, the Articles of Incorporation and Bylaws of the Corporation provide for the directors first elected by the Member to be divided into three groups with staggered terms ending on **March 31**, 2023, **March 31**, 2024 and **March 31**, 2025, respectively.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the following directors are hereby designated as members of Group 1 and elected to serve a term ending on **March 31**, 2023:

Jim Outland  
Oliver Bennett  
George Mapp

; and be it further

**RESOLVED**, that the following directors are hereby designated as members of Group 2 and elected to serve a term ending on **March 31**, 2024:

John Coker  
Steve Sturgis  
Reneta Major

; and be it further

**RESOLVED**, that the following directors are hereby designated as members of Group 3 and elected to serve a term ending on **March 31**, 2025:

Franci Wayland

Jill Bieri  
Ron Wolff

; and be it further

RESOLVED, that the Member approve amendments to the Bylaws of the Eastern Shore Rail Trail Foundation to change the annual meeting from June to March; to change the fiscal year from July 1 – June 30, to October 1 – September 30; and to change the term of the officers of the Corporation from July 1 – June 30, to April 1 – March 31.

Effective date: November 1, 2022

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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 Canonie Atlantic Co. All members were present and voted “yes.” The motion was unanimously passed. The meeting was recessed.

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

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