

**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, January 3, 2023, at 5:30 p.m.

Present:

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

Ex-Officio member present:

Linda Balderson

Nonmembers present:

H. Spencer Murray, Canonie Atlantic Co.
Baron Emery, Delmarva Central Railroad
George Mapp, Eastern Shore Rail Trail Foundation
Franci Wayland, Eastern Shore Rail Trail Foundation (via phone)
Bruce Simms, Virginia Regional Transit
Bill Moore, STAR Transit
Sid Camden, Buckingham Branch Railroad
Anne Doyle, ANPDC
Pat Bevans, Canonie Atlantic Co.
Jim Outland, Canonie Atlantic Co.
Ian Barlick, National Salvage
Jeff Mitchell, Mitchel, Burns & Co., PC
Chris Isdell, VA Dept. of Transportation

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 December 31st of \$62,110.18.

In Re: Minutes of December 6, 2022

Motion was made by Mr. Wolff, seconded by Ms. Major, that minutes of the meeting of December 6, 2022, be approved. All members were present with the exception of Mr. Bennett and voted "yes." The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
January 3rd 2023**

Operations

- Ridership across the STAR Transit system continues its upward trend to pre-pandemic levels with the anticipation that December 2022 will close recording the highest December ridership numbers since 2016.

Human Resources

- STAR Transit continues to recruit for vehicle operators throughout the Eastern Shore service area.
- Annual Vehicle Operator performance evaluations are underway at this time with a completion date of January 30 2023. This evaluation process includes a review of

pre-trip procedures, vehicle operation, passenger communication, lift operation, mobility device securement and all related documentation.

- Three separate Holiday luncheons were provided to the STAR Transit staff during the month of December 2022 to ensure rotating shift personnel had an opportunity to partake and be appreciated.

Marketing and Outreach

- STAR Transit management staff continues to contact local employment hubs, including food processing plants, medical centers and shopping centers to gain a better understanding of their workforce transportation needs.

Training

- December's vehicle operator training consisted of safe vehicle operations during winter weather, vehicle pre-trip and post-trip inspections, operator to client communications and an open forum question and answer period.

Transit Capital and Infrastructure

- STAR Transit has received a copy of the fully executed Storm water Management Agreement with the County of Accomack. This agreement was required by Accomack County Code Chapter 38, Article III & IV and the Virginia Storm water Management Program Regulations 9VaC 25-870-10 et seq.
- The preliminary FY24 budget for STAR Transit has been completed and local match funding letters and documentation have been provided to the County of Accomack and the County of Northampton by VRT.
- Vehicle #36, a 2016 Ford E450 StarCraft Bus, having met and exceeded all FTA useful life requirements has been disposed of. This asset has been listed as such within the Statewide Transit Asset Management system TransAM.

Monthly Ridership Statistics

September	2021	5190	September	2022	7695
October	2021	5018	October	2022	7206
November	2021	4936	November	2022	7538
December	2021	5127	December	2022	7462

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30-Nov-22

STAR TRANSIT 2022-2023

Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers		Total Cost
					2022-2023	2021-22 Trips	
Oct.	\$97,856.35	\$78,655.39	\$19,200.96	Oct.	7,206	5,018	\$10.92
Nov.	\$132,069.93	\$157,026.95	-\$24,957.02	Nov.	7,538	4,936	\$20.83
Dec.			\$0.00	Dec.		5,127	#DIV/0!
Jan.			\$0.00	Jan.		4,645	#DIV/0!
Feb.			\$0.00	Feb.		5,409	#DIV/0!
Mar.			\$0.00	Mar.		5,909	\$0.00
Apr.			\$0.00	Apr.		5,684	\$0.00
May			\$0.00	May		5,804	\$0.00
June			\$0.00	June		6,402	\$0.00
July			\$0.00	July		6,078	\$0.00
Aug.			\$0.00	Aug.		7,953	\$0.00
Sept.			\$0.00	Sept.		7,695	\$0.00
TOTAL	\$229,926.28	\$235,682.34	-\$5,756.06		14,744	70,660	\$15.98
					AVERAGE COST PER PASSENGER ->		\$15.98
					AVERAGE PASSENGERS PER MONTH ->		7,372

Passengers per Mile				Cost per Mile			
Oct.	0.17	April	#DIV/0!	Oct.	\$1.87	April	#DIV/0!
Nov.	0.18	May	#DIV/0!	Nov.	\$3.71	May	#DIV/0!
Dec.	#DIV/0!	June	#DIV/0!	Dec.	#DIV/0!	June	#DIV/0!
Jan.	#DIV/0!	July	#DIV/0!	Jan.	#DIV/0!	July	#DIV/0!
Feb.	#DIV/0!	Aug.	#DIV/0!	Feb.	#DIV/0!	Aug.	#DIV/0!
Mar.	#DIV/0!	Sept.	#DIV/0!	Mar.	#DIV/0!	Sept.	#DIV/0!
TOTAL				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE				0.17	AVERAGE COST PER MILE		\$2.79

Hourly Cost				Passengers per Hour			
Oct	\$47.14	April	#DIV/0!	Oct	4.3	April	#DIV/0!
Nov.	\$94.12	May	#DIV/0!	Nov.	4.5	May	#DIV/0!
Dec.	#DIV/0!	June	#DIV/0!	Dec.	#DIV/0!	June	#DIV/0!
Jan.	#DIV/0!	July	#DIV/0!	Jan.	#DIV/0!	July	#DIV/0!
Feb.	#DIV/0!	Aug.	#DIV/0!	Feb.	#DIV/0!	Aug.	#DIV/0!
March	#DIV/0!	Sept.	#DIV/0!	March	#DIV/0!	Sept.	#DIV/0!
TOTAL				TOTAL			
AVERAGE TOTAL HOURLY COST				\$70.63	AVERAGE PASSENGERS PER HOUR		4.4

Budget CPH		\$ 51.54	
Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,219	220.50	5,944
Purple	1,179	215.25	5,558

Gold	681	115.50	2,674
Gold H2Expansion	787	126.00	3,246
Accomack On Demand(Green)	492	189.00	3,957
Blue	499	131.25	2,857
Blue H2Expansion	510	110.25	2,868
Silver	451	252.00	6,920
Yellow	1,562	220.50	5,322
Rt.13 Express	158	88.20	2,972
	7,538	1,668.45	42,318

Month	Hrs. of Oper.	Mileage	Budget Hrs
Oct.	1,668.45	42,129	
Nov.	1,668.45	42,318	
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			
May			
June			
July			
Aug.			
Sept.			
	<hr/>		
	3,336.90	84,447	0

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In Re: State's Comments

Ms. Balderson stated that her office is "gearing up" for the upcoming General Assembly session; they will be starting the "bill review process" this week.

In Re: Melfa Airport Update

Mr. Hart provided no report.

In Re: Wallops Update

Mr. Wolff said that the most recent launch event has been rescheduled several times with the next opportunity being at the end of the month.

In Re: Railroad Comments

The car count for December 2022 is shown below.

Coastline Chem	13
Pep-Up	12
Sharp Energy	9
National Salvage	<u>16</u>
Total	50

Both Mr. Baron Emery of Delmarva Central and Mr. Sid Camden of Buckingham Branch Railroad said that traffic was good and everything was going well.

In Re: VDOT Report

Mr. Chris Isdell, Residency Administrator, updated the Commission on various projects in both counties including:

Accomack County – the only active project is the Rt. 695 Saxis Causeway pipe replacement project. Northampton County has no active projects at this time. Routine maintenance such as pothole repair and vegetation removal is on-going.

NEW BUSINESS

In Re: Signs/Signal Removal

Mr. Spencer Murray, President of Canonie Atlantic Co., introduced Mr. Ian Barlick of National Salvage, who was present to provide a status report to the Canonie Board. However, while STAR Transit was present, Mr. Murray asked Mr. Barlick to comment on the Cape Charles crossing which was the site of an accident earlier in the week involving a STAR Transit bus. Even though there are no rails present and the signal arms have been removed, certain vehicles, such as buses, are still required to stop at the crossings. In this case, the STAR bus was rear-ended by a passenger car when it stopped at the crossing location. Mr. Murray suggested that this crossing be prioritized for removal including elimination of signs and pavement markings.

Mr. Barlick said that he was prohibited from touching the VDOT signs or making any changes to the pavement markings. Mr. Isdell commented that he needed to “run this through” his Traffic Division and further, that he needs something in writing from Canonie regarding the non-operational status. He thought that it may be possible to post “Exempt” signage in advance of the “Railroad” signage thereby waiving the need for buses to stop. Mr. Wolff also suggested using Public Service Announcements.

Mr. Bennett arrived at 5:45 p.m.

In Re: FY 2022 Audit Presentation – Mitchell, Burns & Co., PC

Mr. Jeff Mitchell of Mitchell, Burns, & Co., PC shared with the Commission the following powerpoint presentation:

Accomack-Northampton Transportation
District Commission
September 2022 Summary

Board of Commissioners

Mitchell, Burns & Co., P.C.
 Certified Public Accountants
 110 East Market St.
 Leesburg, Virginia

January 3, 2023

Comparative Balance Sheet

	Fund											
	Governmental				Business-Type						Total	
	General		SRTS		Cannon		Star Transit		Total			
2022	2021	2022	2021	2022	2021	2022	2021	2022	2021			
Total Assets	\$ 70,692	\$ 71,245	\$ 73,691	\$ -	\$ 8,944,219	\$ 8,580,799	\$ 2,486,882	\$ 2,150,691	\$ 11,475,475	\$ 10,802,795		
Cash & Investments	6,030	64,582	73,691	-	1,700,958	524,772	1,168,071	924,265	3,006,740	1,539,719		
Receivables	6,662	6,662	-	-	617,055	18,219	168,074	196,916	791,791	221,899		
Fixed Assets	-	-	-	-	6,516,856	8,022,790	1,073,735	1,009,422	7,592,639	9,032,569		
Other Assets	-	-	-	-	7,248	4576	76,961	9,577	84,210	14,535		
Total Liabilities	\$ -	\$ -	\$ -	\$ -	\$ 65,001	\$ 845,251	\$ 64,419	\$ 70,071	\$ 139,420	\$ 915,322		
Accounts Payable	-	-	-	-	55,001	8,076	26,570	21,709	81,571	39,787		
Accrued Expenses	-	-	-	-	-	52,224	37,849	28,261	37,849	90,596		
Unearned	-	-	-	-	10,000	451,170	-	-	10,000	451,170		
Note Payable	-	-	-	-	-	22,769	-	-	-	22,769		
Total Equity	\$ 70,692	\$ 71,245	\$ 73,691	\$ -	\$ 8,779,218	\$ 7,735,548	\$ 2,422,463	\$ 2,080,620	\$ 11,346,055	\$ 9,887,473		
Investment in F/A	-	-	-	-	6,516,856	8,022,790	1,073,735	1,009,422	7,592,639	9,032,569		
Unrestricted	70,692	71,245	73,691	-	2,260,260	(2,87,182)	1,248,648	1,070,787	3,752,422	854,830		
Restricted	-	-	-	-	-	-	-	-	-	-		

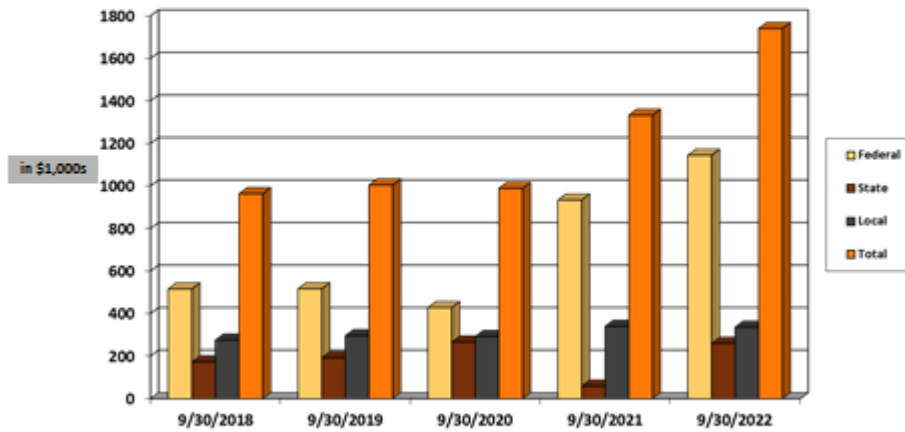
Profit and Loss Summaries

	9/30/2022						Total
	Fund						
	General	ESRTF	CAC	Star Transit			
			Operating	Capital	Total		
Revenue	\$ 11,406	\$ 80,176	\$ 1,953,884	\$ 1,443,288	\$ 320,922	\$ 1,764,208	\$ 5,791,678
Expenses	11,970	6,487	890,214	1,200,984	221,581	1,422,965	2,853,086
Net Surplus(Deficit)	\$ (662)	\$ 73,691	\$ 1,043,670	\$ 242,302	\$ 99,341	\$ 341,943	\$ 1,438,642
(Depreciation Expense)			\$ 310,384				
Gain on asset sales			\$ 1,873,883				

	9/30/2020						Total
	Fund						
	General	ESRTF	CAC	Star Transit			
			Operating	Capital	Total		
Revenue	\$ 11,601	\$ -	\$ 204,827	\$ 1,587,463	\$ 4,380	\$ 1,571,813	\$ 1,890,241
Expenses	11,405	-	648,170	925,897	280,819	1,254,816	1,915,589
Net Surplus(Deficit)	\$ 1,196	\$ -	\$ (443,343)	\$ 373,566	\$ (286,439)	\$ 116,997	\$ (325,348)
(Depreciation Expense)			\$ 388,877				

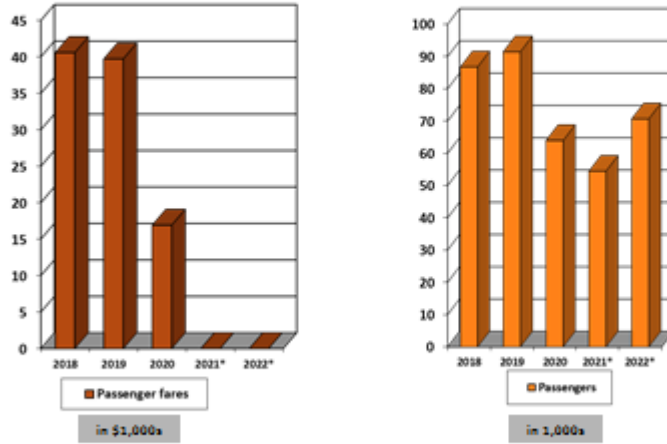
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Government Operating Support - Star Transit



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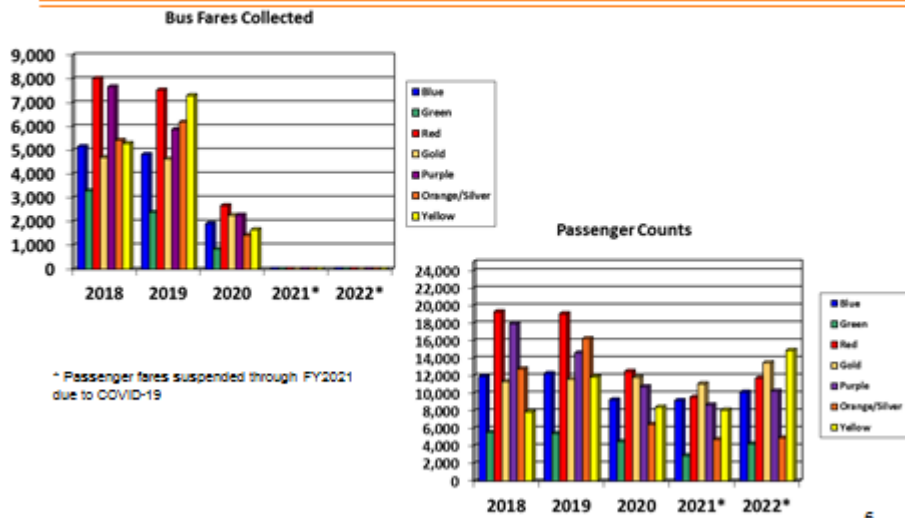
Passenger Services – Star Transit



*Passenger fares were suspended through FY2022 due to COVID-19.

5

Passenger Count and Money Collected per Route



* Passenger fares suspended through FY2021 due to COVID-19

6

Asset Sales

Description	St. Julian's Yard	Track/Scrap Sales			Total
		National Salvage Yard	Delmarva	Other Small Sales	
Cash Flow Summary:					
Contract sales price	\$ 2,000,000	\$ 902,340	\$ 195,624	\$ 81,112	\$ 3,179,076
Less:					
Settlement fees	(3,256)	-	-	-	(3,256)
Loan repayments	(129,805)	-	-	-	(129,805)
DRPT grant repayments	(108,597)	-	-	-	(108,597)
Net cash flow	1,758,342	902,340	195,624	81,112	2,937,418
Deposit received in previous year	-	(451,170)	-	-	(451,170)
Amounts due at year-end	-	(451,170)	(146,718)	-	(397,888)
Net proceeds in FYE 9/30/2022	\$ 1,758,342	\$ -	\$ 48,906	\$ 81,112	\$ 1,888,360
Accounting Gain Summary:					
Net cash flow	1,758,342	902,340	195,624	81,112	2,937,418
Add back: debt repayments	129,805	-	-	-	129,805
Less: estimated net book value	(798,047)	(395,491)	-	-	(1,193,538)
Accounting gain	\$ 1,090,100	\$ 506,849	\$ 195,624	\$ 81,112	\$ 1,873,685

7

Auditor Comments

- Railroad fixed asset reporting
- Bus ride – very good results
- Year end audit adjustments
- Consider participation in VRS Retirement Program
- Follow-up with required state/public communication
- Canonic Atlantic Co. asset sales
- Eastern Shore Rail Trail Foundation reporting
- Required Communications



8

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Mr. Mitchell answered questions from the Commission and complemented STAR Transit on its operation. Following consideration by the Board, motion was made by Mr. Wolff, seconded by Mr. Coker, that the FY 2022 Audit Report 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 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 Mr. Coker, that the meeting be adjourned. All members were present and voted “yes.” The motion was unanimously passed. The meeting was adjourned.