

**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 Tuesday, January 7, 2014 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer
Laurence J. Trala
Ron Wolff
(Northampton County position unfilled at this date)

Ex-Officio member present:

Jeremy Latimer

Nonmembers present:

J. T. Holland, Bay Coast Railroad
Larry LeMond, Bay Coast 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 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 \$14,833.90.

In Re: Minutes of December 3, 2013

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of December 3, 2013 be approved. All members were present and voted “yes”. Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
January 7, 2014**

Operations

Star Transit Route Adjustments – STAR Transit staff continue to implement minor adjustments to transit routes, these minor adjustments have reduced problems with on time route performance as well as align each route with the 35 new bus stop sign installed throughout the system.

Transit Capital

Bus Shelter Program – Star Transit staff is working with Heritage Acres Apartments in Cape Charles and Shore Plaza in Exmore on the possibility of installing bus stop shelters on their properties.

Human Resources

Driver Training – STAR Transit management staff will hold a Driver Training meeting on January 28th. The driver meeting will cover accident and incident reporting procedures.

Marketing and Outreach

Management Outreach – The STAR Transit Manager continues to meet and discuss transit issues with local shore agencies including the Eastern Shore Planning District Commission and the Community Partners of the Eastern Shore group.

Santa Train – The STAR Transit staff participated in the Santa Train event in Cape Charles on Saturday, December 7th. This is an annual event that Star Transit has supported for many years.

Transit Maintenance

Preventive Maintenance Program - All Star Transit vehicles have been serviced for the month of December and all vehicle maintenance records are up to date.

Ridership Statistics

Ridership Statistics – Star Transit carried 6478 passengers in December 2013 as compared to 6106 passengers in December 2012. This was a 6 % increase in passenger ridership.

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In Re: State’s Comments

Mr. Latimer stated that the grant session is open for rail preservation with a deadline date of February 3rd. Site visits were performed this date. He also noted that the Bayshore Concrete Products funding application will be heard by Commonwealth Transportation Board on January 15th and it appeared to be a strong application. He also stated that the membership of the Commonwealth Transportation Board will probably change with the new Administration.

In Re: Airport Update

Mr. Hart had no report.

Mr. Wolff reported that the next rocket launch to the space station will be January 8th p.m. He also noted that the Eastern Shore (Wallops) is in the running as one of the six facilities for UABs (unmanned aircraft).

In Re: Railroad Comments

Mr. LeMond distributed the following report:

1. In December, we handled 120 cars bringing our 9-month total to 1,407 cars which is an increase of 453 cars Y-O-Y.

	<u>Cars</u>	<u>%</u>	<u>Revenue %</u>
Cape Charles Division	362	26%	54%
Little Creek Division	1,045	74%	46%

2. With the increase in cars on the Little Creek Division, in 2014, I am going to concentrate our tie renewal program in this area. I have a contractor coming January 29th to begin by installing 250 crossties and 35 switch timbers in the Coleman Place area which is our interchange point with the Norfolk & Portsmouth Beltline and heavily used trackage.

3. As a reminder, the Industrial Rail Access application for Bayshore Concrete will go before the Commonwealth Transportation Board this month.

And, I hope to be bringing you another application for Coastline Chemical in New Church soon for a new track into their property. They want to expand their business that will add 12 to 15 new jobs and a 40 to 60 carload increase.

Coastline Chemical has grown their rail business from 30 carloads in 2012 to 75 carloads in 2013

In Re: Audit Presentation by Mitchell & Co.

Mr. Jeff Mitchell of Mitchell & Co. presented the following powerpoint presentation to the Commission relative to the audit for the year ending September 30, 2013:

Accomack- Northampton Transportation
District Commission
September 2013 Summary

Board of Commissioners

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

January 7, 2014

Comparative Balance Sheet

	Fund							
	Governmental		Railroad		Star Transit		Total	
	General							
	2013	2012	2013	2012	2013	2012	2013	2012
Total Assets	\$ 14,170	\$ 9,217	\$ 10,198,069	\$ 10,198,369	\$ 1,480,931	\$ 1,506,254	\$ 11,693,170	\$ 11,713,840
Cash & Investments	14,170	9,217	-	-	38,345	31,367	52,515	40,584
Receivables	-	-	-	-	99,919	75,288	99,919	75,288
Fixed Assets	-	-	10,195,944	10,195,944	1,336,119	1,399,599	11,532,063	11,595,543
Other Assets	-	-	2,125	2,425	6,548	-	8,673	2,425
Total Liabilities	\$ 20	\$ 78	\$ 254,025	\$ 280,436	\$ 35,323	\$ 76,757	\$ 289,368	\$ 357,271
Accounts Payable	20	78	-	-	27,988	30,445	28,008	30,523
Accrued Expenses	-	-	5,824	5,584	5,335	5,425	11,159	11,009
Deferred Income	-	-	-	-	2,000	40,887	2,000	-
ANPDC Note Payable	-	-	248,201	274,852	-	-	248,201	274,852
Total Equity	\$ 14,150	\$ 9,139	\$ 9,944,044	\$ 9,917,933	\$ 1,445,608	\$ 1,429,497	\$ 11,403,802	\$ 11,356,569
Investment in F/A	-	-	9,947,743	9,921,092	1,506,508	1,413,489	11,454,251	11,334,581
Unrestricted	14,150	9,139	(3,699)	(3,159)	(60,900)	16,008	(50,449)	21,988

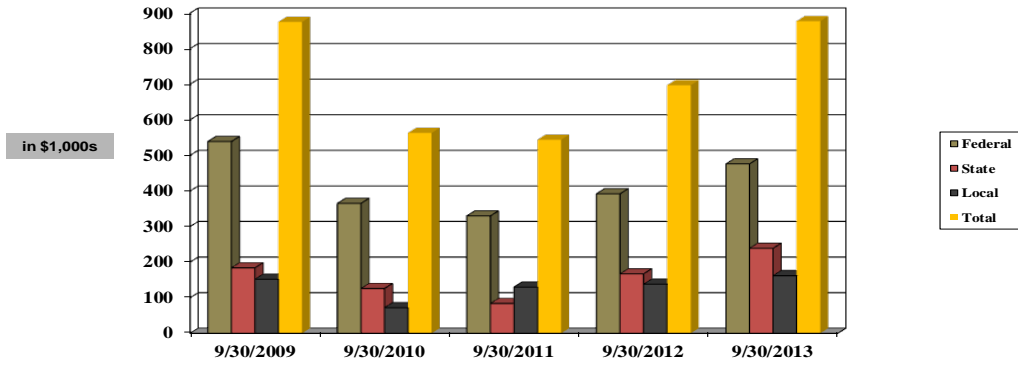
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Profit and Loss Summaries – 9/30/13 and 9/30/12

9/30/2013	Fund						Total
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
Revenue	\$ 13,408	\$ 35,883	\$ 697,078	\$ 229,393	\$ 926,471	\$ 975,762	
Expenses	8,397	9,772	689,392	220,968	910,360	928,529	
Net Surplus(Deficit)	\$ 5,011	\$ 26,111	\$ 7,686	\$ 8,425	\$ 16,111	\$ 47,233	
9/30/2012	Fund						Total
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
Revenue	\$ 9,184	\$ 37,808	\$ 574,202	\$ 177,090	\$ 751,292	\$ 798,284	
Expenses	7,778	12,450	543,647	127,743	671,390	691,618	
Net Surplus(Deficit)	\$ 1,406	\$ 25,358	\$ 30,555	\$ 49,347	\$ 79,902	\$ 106,666	

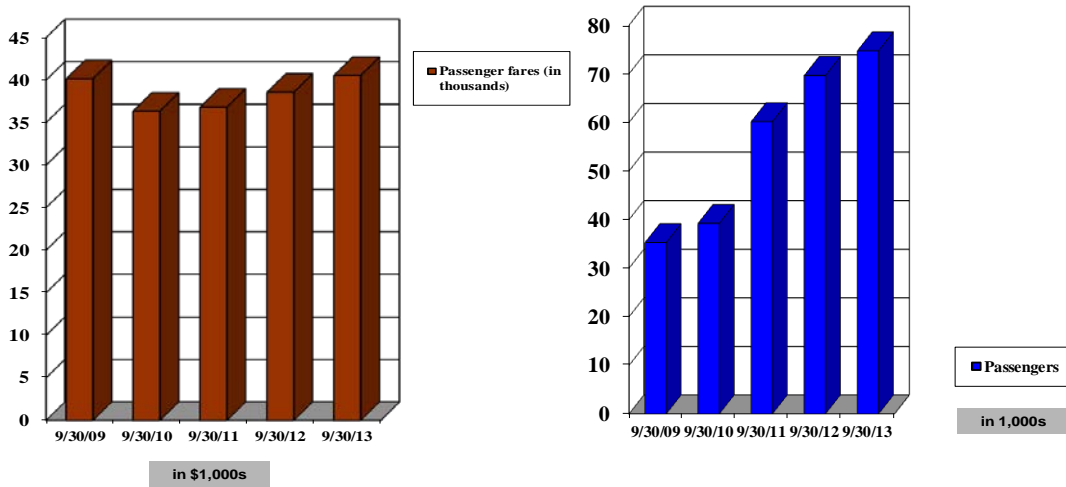
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Government Support – Star Transit



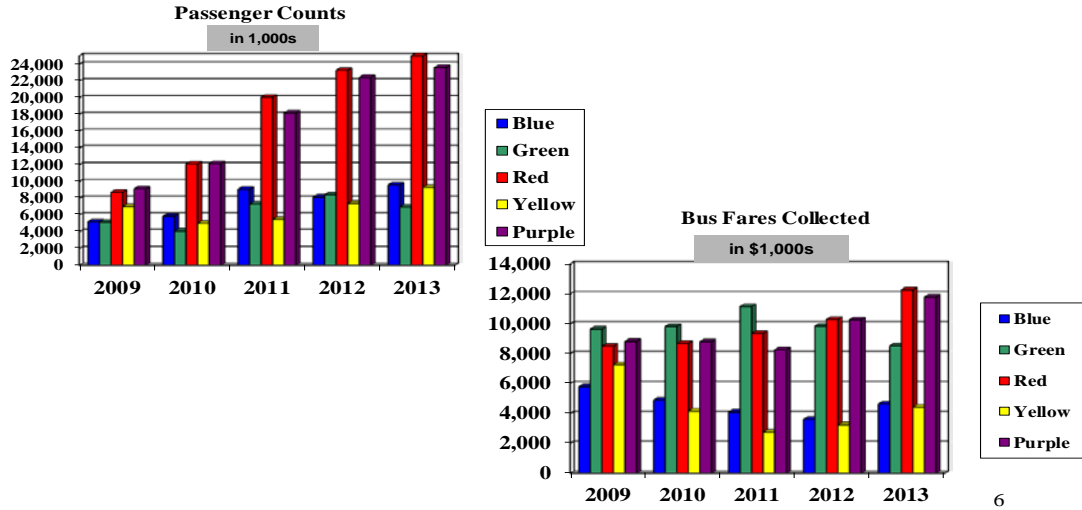
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Passenger Services – Star Transit



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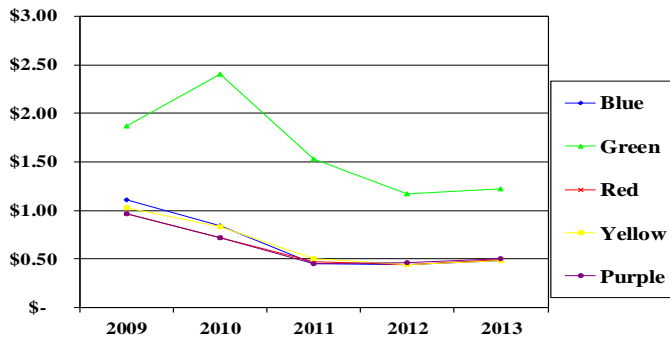
Passenger Count and Money Collected per Route



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Average Passenger Fares per Ride

	2013	2012	2011	2010	2009
Blue	\$.48	\$.44	\$.45	\$.84	\$ 1.11
Green	1.22	1.17	1.53	2.40	1.87
Red	.49	.44	.47	0.72	0.97
Yellow	.48	.44	.50	0.83	1.03
Purple	.50	.46	.45	0.72	0.97

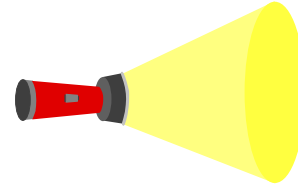


Fare per ride – FY 2013:
 Green Route -- \$3.00
 All other Routes -- \$.50

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Auditor Comments

- Railroad fixed asset reporting
- Grant summary
- Local match analysis
- Vehicle sales transaction
- Passenger fares review
- Internal controls
- Comments on bus ride
 - ✓ Fares collected
 - ✓ Passenger counts and bus utilization
 - ✓ Bus Shelters - stops
- Year end audit adjustments
- Follow-up with required state/public communication
- Required Communications



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Following the presentation, motion was made by Mr. Hart, seconded by Mr. Wolff, that the audit be approved as presented. All members were present and voted “yes.” The motion was unanimously passed.

In Re: Adjourn

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