

**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, September 2, 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
Granville F. Hogg, Jr.

Ex-Officio member present:

Jeremy Latimer

Nonmembers present:

J. T. Holland, Bay Coast Railroad
Larry LeMond, Bay Coast Railroad
Mark McGregor, Virginia Regional Transit

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. Bennett.

In Re: Statements from the Public

There were no comments.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at August

31st of \$19,608.44.

In Re: Minutes of August 5, 2014

Motion was made by Mr. Hart, seconded by Ms. Major that minutes of the meeting of August 5, 2014 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
September 2, 2014**

Operations

Transit Operations – Effective September 1st, Bruce Simms, Regional Transit Director has assumed management responsibilities for Star Transit. John Maher, Star Transit’s on-site Transit Manager now reports directly to Mr. Simms. Darrel Feasel has moved into a newly created Business Development Director position within the VRT organization.

Human Resources

Training – John Maher, STAR’s Transit manager attended the Community Transportation Association of Virginia’s annual training conference in Roanoke, Virginia on August 12th and 13th. The training conference covered topics such as Operator Fatigue, Passengers with Intellectual Disabilities, Securing Difficult Mobility Devices, Negligent Entrapment as well as an update from DRPT officials.

Marketing and Outreach

Management Outreach – STAR Transit’s Manager continues to meet and discuss transit issues with local shore agencies and during August met with the Town of Chincoteague Trolley officials.

Transit Maintenance

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

Ridership Statistics

Ridership Statistics – Star Transit carried 7311 passengers in July 2014 as compared to 6866 passengers in July 2013. This was a 6.4 % increase in passenger ridership.

Transit Capital

Bus Stop Shelters – During August the Town of Cape Charles public works staff completed the installation of the bus shelter at the Heritage Acres Apartment Complex.



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STAR TRANSIT 2013- 2014				JULY 31, 2014 22 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Per Trip Analysis			
				13-14 Trips	12-13 Trips	Diff	Total Cost
Oct.	\$75,515.28	\$69,047.88	\$6,467.40	7,980	7,017	14%	\$9.84
Nov.	\$73,216.14	\$49,012.44	\$24,203.70	6,597	6,847	-4%	\$7.16
Dec.	\$74,039.29	\$51,551.26	\$22,488.03	6,508	6,106	7%	\$8.44
Jan.	\$95,088.83	\$48,837.43	\$46,251.40	6,158	6,719	-8%	\$7.27
Feb.	\$73,609.47	\$40,661.58	\$32,947.89	6,936	6,800	2%	\$5.98
Mar.	-\$74,216.88	\$47,954.49	-\$122,171.37	5,851	6,792	-14%	\$7.06
Apr.	\$51,770.78	\$55,466.18	-\$3,695.40	7,410	7,609	-3%	\$7.29
May	\$50,211.88	\$49,537.03	\$674.85	6,915	7,289	-5%	\$6.80
June	\$50,494.27	\$53,279.22	-\$2,784.95	7,161	6,637	8%	\$8.03

July	\$47,513.67	\$47,104.16	\$409.51	7,311	7,201	2%	\$6.54
Aug.			\$0.00	-	7,631	100%	\$0.00
Sept.			\$0.00	-	6,855	100%	\$0.00
VEH			\$0.00	68,827	83,503	-18%	
TOTAL	\$517,242.73	\$512,451.67	\$4,791.06				\$7.45
				6,883			

Hours of Operation				Cost per Mile			
HOURS				COST			
Oct.	1,242	April	1,188	Oct.	\$2.01	April	\$1.83
Nov.	1,080	May	1,134	Nov.	\$1.69	May	\$1.69
Dec.	1,134	June	1,134	Dec.	\$1.77	June	\$1.82
Jan.	1,080	July	1,188	Jan.	\$1.83	July	\$1.55
Feb.	1,080	Aug.		Feb.	\$1.42	Aug.	
Mar.	1,134	Sept.		Mar.	\$1.74	Sept.	
TOTAL			11,394	TOTAL			
	AVERAGE MONTHLY HOURS		1,139		AVERAGE COST PER MILE		\$1.74

Hourly Cost				Mileage			
Oct	\$55.59	April	\$46.69	Oct	34,343	April	30,387
Nov.	\$45.38	May	\$43.68	Nov.	28,963	May	29,346
Dec.	\$45.46	June	\$46.98	Dec.	29,049	June	29,205
Jan.	\$45.22	July	\$39.65	Jan.	26,720	July	30,332
Feb.	\$37.65	Aug		Feb.	28,632	Aug	
March	\$42.29	Sept		March	27,523	Sept.	
TOTAL				TOTAL			294,500
	AVERAGE TOTAL HOURLY COST		\$44.98		AVERAGE MONTHLY MILES		29,450

Route Location	Passenger Totals	Operating Hours	Mileage
Red	2,023	242	6,371
Purple	1,848	242	6,146
Gold	1,006	121	3,170
Blue	1,038	121	3,160
Green	311	209	3,672
Chicoteague	1,085	253	7,813
Special Events	0		
	7,311	1,188	30,332

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In response to a question from Mr. Hogg, Mr. McGregor explained that federal revenue corrections were necessary during the month of March, which equated to the negative figure. These federal revenues must be periodically reconciled so as not to overstate our financial position. Several of the larger-than-normal monthly expenditures which were explained by Mr. McGregor as months with three payroll cycles or other extra-ordinary routine maintenance expenditures.

In response to a question from Mr. Hogg and consensus from the Commission, Mr. McGregor agreed to develop background data necessary for the Commission to consider an expansion of a route into southern Northampton County and/or across the bay in anticipation of the hospital moving to Onley in 2016. A comprehensive operating analysis with input from all stakeholders (including both Riverside and Sentara hospitals), will be prepared by VRT.

Mr. McGregor indicated that a routine insurance analysis revealed that STAR Transit will realize a lowered insurance premium and the question was raised as to whether umbrella coverage, currently assessed at \$5 million, is needed and if so, at what level. Commission members agreed to pose this question to their respective county attorneys.

In Re: State's Comments

Mr. Latimer reported that funding applications were due in December.

In Re: Airport Update

Mr. Hart had no report.

Mr. Wolff reported that the next Antares launch will be conducted on October 11th.

In Re: Railroad Comments

Mr. LeMond distributed the following report:

1. In August, we handled 146 carloads bringing our 5 month total to 756 cars. Our largest shippers were Associated Grain – 17 cars; Sharp Energy – 32 cars; Gordon Paper – 25 cars; and Mid-Atlantic Transload – 24 cars.
2. Received agreements from VDOT to perform engineering and furnish estimated costs for three more crossing signals – all in Accomack County:
 - Route 659 – Wharton Road
 - Route 607 – Coal Kiln Road
 - Route 657 – Edgar Thomas Road

3. I have completed the engineering and estimated cost for installing a concrete crossing on Azalea Garden Road in Norfolk. The agreements have been returned to VDOT who will now send them to City of Norfolk to add their costs for traffic control and paving the approaches.
4. Today, I received another VDOT agreement for the Ingleside Road Crossing in Norfolk asking for engineering and estimated costs for a new concrete crossing.
5. Our weed control contractor sprayed the mainline, side tracks and yards in August. I also contracted the cutting of brush and trees on the Little Creek Division.
6. I have negotiated and signed a three year contract to perform shuttle service and storage of butane between Portlock Yard and Little Creek. The contract begins October 1st and could amount to 2,000 to 3,000 cars per year.

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In Re: Adjourn

As there is a meeting conflict at the Chamber of Commerce Office on October 7th, it was the consensus of the Commission to conduct the regular October meeting at the STAR Transit office, 21250 Cooperative Way, Tasley, Virginia.

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