

**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 6, 2015 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ron Wolff
Granville F. Hogg, Jr.
Laurence J. Trala

Ex-Officio member present:

Steven Hennessee

Nonmembers present:

Larry LeMond, Bay Coast Railroad
J. T. Holland, Bay Coast Railroad
Mark McGregor, Virginia Regional Transit
Bruce Simms, Virginia Regional Transit
Jeff Mitchell, Mitchell & Co., P.C.

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 comments.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at December 31st of \$19,571.96.

In Re: Minutes of December 2, 2014

Motion was made by Mr. Wolff, seconded by Mr. Trala, that minutes of the meeting of December 2, 2014 be approved. All members were present with the exceptions of Mr. Hart and Mr. Hogg and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

Mr. Hart and Mr. Hogg arrived at 5:35 p.m.

The following Management Report was distributed:



**STAR Transit Management Report
January 6, 2015**

Operations

The STAR Transit Manager completed an on/off study on each of the routes individually to determine route optimization. Results from the study will be available at the board meeting.

MyStarTransit.org website is currently down due to a license issue with the originating party who created the website many years ago. We are working with the host site (godaddy) to purchase the existing site and should have update in the next two weeks.

Transit Capital

No items for discussion

Human Resources

Transit Manager is actively hiring to fill two vacant driver positions.

Marketing and Outreach

Management Outreach – The STAR Transit Survey regarding public interest in service connecting to VA Beach has completed and results will be handed out at the board meeting (please see attachment).

Based on the results of the survey, Mr. McGregor said that he could not recommend applying for funding during this cycle (applications due 2-1-2015), particularly in light of the hospital's 22-month construction schedule (October 2016). He said that the Transit Development Plan (TDP) indicates that there is a need and/or desire to have a route going across the Bay and at least two buses would be needed to implement this new route. He estimated that \$50,000 in local match, (from both counties in total) would be needed to fund the new route for a year (new route = \$35,000 + capital for two buses).

Mr. Wolff commented that it was possible that citizens from southern Northampton County would choose to go north to seek medical services rather than travel across the Bay and suggested getting input from both boards of supervisors as to whether the counties were amenable to providing the required local match.

Mr. Hart asked why would Accomack County provide funding for a route that takes people away from the County. He said that he would like to see expanded service in Northampton County to serve the southern part of the area which lacks public transit service now. A new route would require approximately \$35,000 in local match. In response, Mr. McGregor noted that if such expanded service in southern Northampton County is allowed in the Transit Development Plan, he can submit an application by the February 1st deadline. Mr. Hennessee agreed, noting that an amendment to the TDP can be filed to accompany the funding application if necessary. Motion was so made by Mr. Wolff, seconded by Mr. Trala and unanimously passed. The Commission also directed that staff send letters to Accomack and Northampton County, requesting that letters of support be provided to accompany the grant application.

As a final comment, Mr. McGregor informed the Commission of a charter service called "Virginia Rides", which is affiliated with VRT. Participation in this charter service may be a possibility; the service can be marketed to see if there is enough interest to justify the use.

On December 6, 2014 STAR Transit transported Santa and Elves from Parksley to Cape Charles to catch the Santa Train back to Parksley.

Transit Maintenance

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

Ridership Statistics

Ridership Statistics – The December 2014 STAR Transit passenger statistics show over 7,000 rides which is 10% higher than the same month a year ago.

Finance

Mitchell & Co. will be present to give audit report to the board.

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In Re: State’s Comments

Mr. Steven Hennessee, Transit Project Manager, had no comments.

In Re: Airport Update

Messrs. Hart and Wolff had no reports.

In Re: Railroad Comments

Mr. LeMond distributed the following report:

1. We handled 106 carloads in December to bring our 9-month total to 1,326 cars which is 81 cars fewer than last year, but our Revenue per car is greater than last year.

9-Month Statistics:

Cape Charles Division – 513 cars = 39% of carloads and 55% of Revenue.
Little Creek Division - 813 cars = 61% of carloads and 45% of Revenue.

<u>Commodity Breakdown:</u>	<u>Cars</u>
LP Gas and Butane	362
Aggregates – Grit	262
Paper	202
Car Storage	162
Chemicals	127
Cement & Concrete Structures	85
Grain & Fertilizers	81

Scrap Steel & Steel Products
TOTAL:

45
1,326

2. At the request of VDOT, I have received estimates and have executed contracts for 3 new crossing signal systems in Accomack County:
 - Rte. 659, Wharton Road (Near Tasley) – Lights & Gates
 - Rte. 657, Edgar Thomas Road (Near Tasley) – Lights & Gates
 - Rte. 607, Coal Kiln Road (Near Keller) – Lights & Gates
3. We had a very successful Santa Train – approximately 925 children received a Christmas gift from Mr. & Mrs. Santa.

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In Re: Auditor's Presentation

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

Accomack- Northampton Transportation
District Commission
September 2014 Summary

Board of Commissioners

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

January 6, 2015

Comparative Balance Sheet

	Governmental		Railroad		Star Transit		Total	
	General							
	2014	2013	2014	2013	2014	2013	2014	2013
Total Assets	\$ 19,192	\$ 14,170	\$ 10,197,769	\$ 10,198,069	\$ 1,434,371	\$ 1,480,931	\$ 11,651,332	\$ 11,693,170
Cash & Investments	19,192	14,170	-	-	105,614	38,345	124,806	52,515
Receivables	-	-	-	-	54,223	99,919	54,223	99,919
Fixed Assets	-	-	10,195,944	10,195,944	1,274,534	1,336,119	11,470,478	11,532,063
Other Assets	-	-	1,825	2,125	-	6,548	1,825	8,673
Total Liabilities	\$ 15	\$ 20	\$ 225,252	\$ 254,025	\$ 37,971	\$ 35,323	\$ 263,238	\$ 289,368
Accounts Payable	15	20	-	-	29,816	27,988	29,831	28,008
Accrued Expenses	-	-	4,620	5,824	6,155	5,335	10,775	11,159
Deferred Income	-	-	-	-	2,000	2,000	2,000	2,000
ANPDC Note Payable	-	-	220,632	248,201	-	-	220,632	248,201
Total Equity	\$ 19,177	\$ 14,150	\$ 9,972,517	\$ 9,944,044	\$ 1,396,400	\$ 1,445,608	\$ 11,388,094	\$ 11,403,802
Investment in F/A	-	-	9,975,312	9,947,743	1,274,534	1,506,508	11,249,846	11,454,251
Unrestricted	19,177	14,150	(2,795)	(3,699)	121,866	(60,900)	138,248	(50,449)

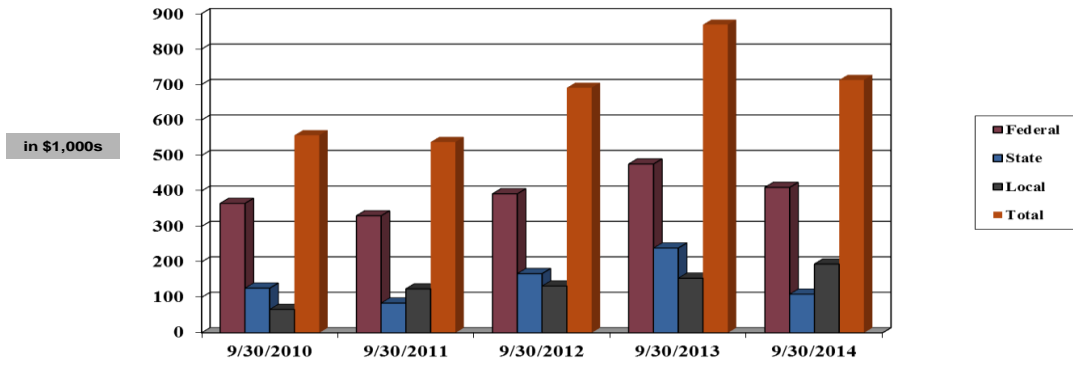
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Profit and Loss Summaries – 9/30/14 and 9/30/13

9/30/2014	Fund						Total
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
Revenue	\$ 13,408	\$ 35,883	\$ 636,381	\$ 155,357	\$ 791,738	\$ 841,029	
Expenses	8,381	7,410	632,607	208,339	840,946	856,737	
Net Surplus(Deficit)	\$ 5,027	\$ 28,473	\$ 3,774	\$ (52,982)	\$ (49,208)	\$ (15,708)	
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	

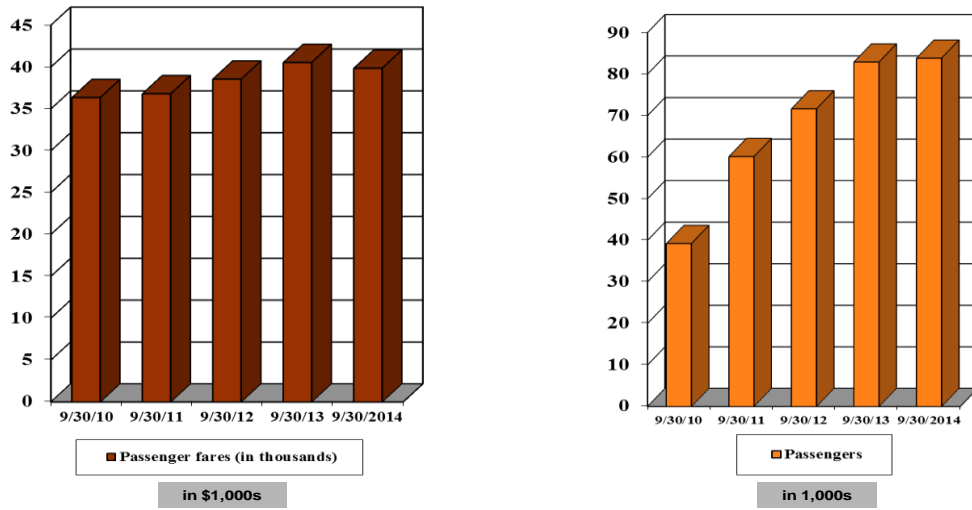
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Government Support – Star Transit



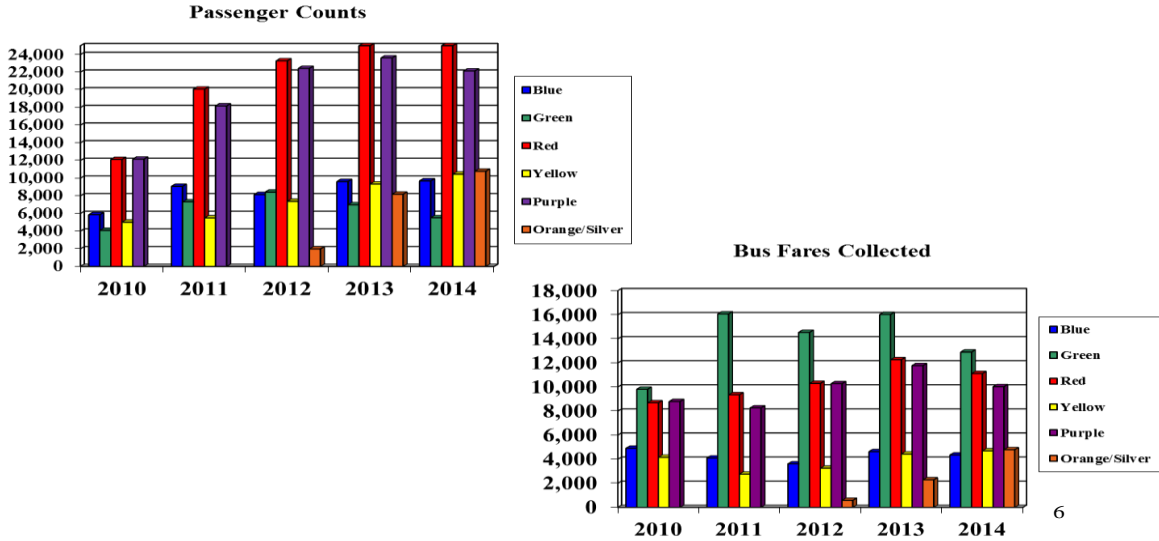
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Passenger Services – Star Transit

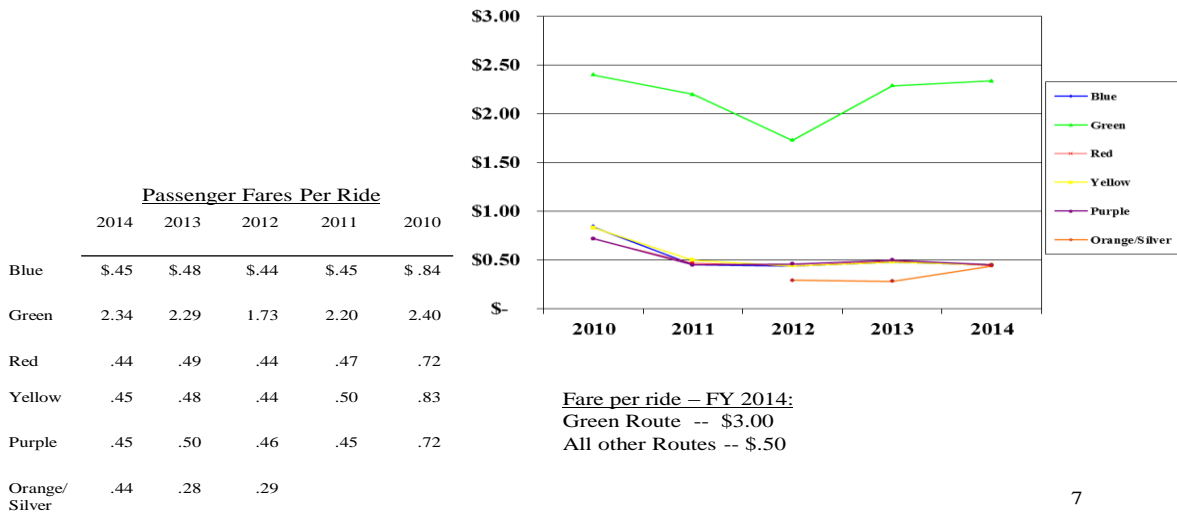


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Passenger Count and Money Collected per Route

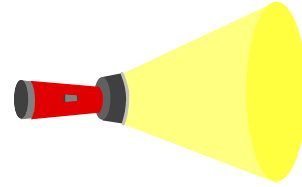


Average Passenger Fares per Ride



Auditor Comments

- Railroad fixed asset reporting
- Grant summary
- Local match analysis
- Vehicle sales transaction
- Passenger fares review
- Internal controls
- Comments on bus ride
 - ✓ Scheduled stops
 - ✓ Transit facility communication
 - ✓ Timeliness
- Year end audit adjustments
- Follow-up with required state/public communication
- Required Communications



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With specific regard to the value of the railroad assets, it was the consensus of the Commission that the \$10.1 million assigned value was appropriate.

Mr. Mitchell also provided a memorandum detailing the problems encountered by his staff when they tried to ride STAR Transit during their visit. Mr. Sims indicated that this situation occurs when there are numerous wheelchair customers. He specifically checked nine bus routes this morning and found that all buses arrived within sixty seconds of the published arrival times.

Motion was made by Mr. Hart, seconded by Ms. Major, that the FY 14 audit report 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.