

**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, July 7, 2015 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
C. Reneta Major, Secretary-Treasurer  
Laurence J. Trala  
Granville F. Hogg, Jr.

Absent:

Donald L. Hart, Jr., Vice Chairman  
Ron Wolff

Ex-Officio member absent:

Jeremy Latimer, DRPT

Nonmembers present:

Alex Parry, Bay Coast Railroad  
J. T. Holland, Bay Coast Railroad  
John Maher, Virginia Regional Transit  
Bruce Simms, 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 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 June 30th of \$24,943.29.

In Re: Minutes of June 2, 2015

Motion was made by Ms. Major, seconded by Mr. Trala, that minutes of the meeting of June 2, 2015 be approved. All members were present with the exceptions of Mr. Wolff and Mr. Hart and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
July 07, 2015**

**Operations**

- Funding for the proposed Yellow Cape route was approved by VDRPT but at less than the requested amount. STAR Transit currently is in a positive position regarding operating funds and can start the new route on schedule with the approval of the required local match of \$20,800.00 from both Northampton County and Accomack County. We will present to the board our preliminary plans and benefits of this route.

*Motion was made by Ms. Major, seconded by Mr. Hogg, that the ANTDC approve the new route and petition both counties for the required local match. All members were present with the exceptions of Mr. Wolff and Mr. Hart and voted "yes." The motion was unanimously passed.*

*With regard to the introduction of the new route, Mr. Bennett asked that VRT survey Cherrystone Campground/Aqua-Farm employees to see if they could benefit from the new service.*

- STAR Passenger – (Request for closed session)

- Personnel Policy Manual – The board was presented a draft copy of the STAR Transit Personnel Policy Manual for review and discussion at the July meeting.

*Motion was made by Mr. Trala, seconded by Mr. Hogg, that the STAR Transit Personnel Policy Manual be approved as presented. All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted “yes.” The motion was unanimously passed.*

- June 1<sup>st</sup> Accident Update – (Request for closed session)

### **Transit Capital**

STAR Septic System – due to verification of faulty tank system based on pump & haul data we have elected to move forward with the replacement of the septic system. There are adequate funds in the existing grant to accomplish this repair eliminating the need for unnecessary pumping charges in the next fiscal year.

### **Training**

June 9th - Attendance was high at the Driver/Staff Sensitivity Training Class taught by ES Center for Independent Living Director, Althea Pittman.

### **Human Resources**

- Veteran Driver Jeanne Moore is back to work following the accident on June 1.
- Personnel compensation – effective July 7<sup>th</sup>, STAR employees will receive at a minimum a 2% pay increase as well as a 4% bonus which will be the first since 2009. STAR Transit is in a positive financial position through solid management practices and we are pleased to be able to share some of the successes with the employees.

### **Marketing and Outreach**

June 10 - seniors at the Transportation Presentation/Training to ESAAA were provided with yellow passes for their upcoming rides on our routes and services. Four captains appointed by the ESAAA will oversee their travel training.

Star Transit manned a booth at the recent Onley YMCA Senior Day event.

### **Transit Maintenance**

*Preventive Maintenance Program* – All other equipment is operational & current on routine maintenance.

### **Ridership Statistics**

June 2015 STAR Transit passenger statistics at the present time are expected to be near the same level as last year.

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MAY 30, 2015 20 DAYS

STAR TRANSIT 2014-2015

Month	Total Revenue	Total Expenses	Surplus/Deficit	Per Trip Analysis			Total Cost
				14-15 Trips	13-14 Trips	Diff	
Oct.	\$54,913.48	\$55,437.22	-\$523.74	8,729	7,980	9%	\$6.95
Nov.	\$49,469.06	\$47,727.00	\$1,742.06	6,686	6,597	1%	\$7.23
Dec.	\$49,312.36	\$44,497.75	\$4,814.61	7,084	6,508	9%	\$6.84
Jan.	\$47,913.62	\$44,540.44	\$3,373.18	7,078	6,158	15%	\$7.23
Feb.	\$45,820.36	\$40,671.56	\$5,148.80	5,150	6,936	-26%	\$5.86
Mar.	\$53,592.51	\$57,981.68	-\$4,389.17	7,094	5,851	21%	\$9.91
Apr.	\$56,820.36	\$45,022.74	\$11,797.62	7,528	7,410	2%	\$6.08
May	\$54,453.23	\$48,794.99	\$5,658.24	6,525	6,915	-6%	\$7.06
June			\$0.00	1	7,161		\$0.00
July			\$0.00	1	7,311		\$0.00
Aug.			\$0.00	1	7,846		\$0.00
Sept.			\$0.00	1	7,826		\$0.00
				55,878	84,499		
<b>TOTAL</b>	<b>\$412,294.98</b>	<b>\$384,673.38</b>	<b>\$27,621.60</b>			<b>AVERAGE COST PER TRIP - &gt;</b>	<b>\$6.88</b>
				6,985		<b>&lt; - AVERAGE MONTHLY TRIP</b>	

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Hours of Operation				Cost per Mile			
HOURS				COST			
Oct.	1,242	April	1,188	Oct.	\$1.66	April	\$1.45
Nov.	1,026	May	1,080	Nov.	\$1.74	May	\$1.74
Dec.	1,188	June	1	Dec.	\$1.46	June	\$0.00
Jan.	1,134	July	1	Jan.	\$1.48	July	\$0.00
Feb.	972	Aug.	1	Feb.	\$1.67	Aug.	\$0.00
Mar.	1,188	Sept.	1	Mar.	\$1.88	Sept.	\$0.00
<b>TOTAL</b>			<b>9,022</b>	<b>TOTAL</b>			
						<b>AVERAGE COST PER MILE</b>	<b>\$1.63</b>
			<b>1,128</b>				

Hourly Cost

Mileage

Oct	\$44.64	April	\$37.90	Oct	33,382	April	31,078
Nov.	\$46.52	May	\$45.18	Nov.	27,480	May	28,099
Dec.	\$37.46	June	\$0.00	Dec.	30,582	June	1
Jan.	\$39.28	July	\$0.00	Jan.	30,020	July	1
Feb.	\$41.84	Aug	\$0.00	Feb.	24,381	Aug	1
March	\$48.81	Sept	\$0.00	March	30,800	Sept.	1
<b>TOTAL</b>				<b>TOTAL</b>			<b>235,826</b>
	<b>AVERAGE TOTAL HOURLY COST</b>		<b>\$42.64</b>		<b>AVERAGE MONTHLY MILES</b>		<b>29,478</b>

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,803	220	5,814
Purple	1,767	220	5,548
Gold	846	110	2,873
Blue	815	110	2,863
Green	310	190	3,901
Chincoteague	984	230	7,100
Special Events			
	<b>6,525</b>	<b>1,080</b>	<b>28,099</b>

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In Re: State's Comments

While Mr. Latimer was absent, it was noted that had recently received a promotion to Rail Transportation Programs Administrator.

In Re: Airport Update

Messrs. Hart and Wolff were absent.

In Re: Closed Session

Motion was made by Ms. Major, seconded by Mr. Trala, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

Paragraph 7: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or probable litigation, and consultation with legal counsel employed or retained by the Board of Supervisors regarding specific legal matters requiring the provision of legal advice by such counsel.

*STAR Transit vehicular accident*

All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted “yes.” The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Board had entered the closed session for that purpose as set out in paragraph 7 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session.

In Re: Railroad Comments

Mr. Parry presented the following report:

ANTDC MEETING

July 7, 2015

1. In June, we handled 356 carloads. 308 of these were at Little Creek with 31 for Mid-Atlantic Transload ( grit ) , 26 for Gordon Paper and 245 handled for DCP Midstream ( Butane ).
2. A meeting was held on July 1, 2015 with the City of Norfolk and all involved contractors concerning the crossing work to be done at Ingleside and Azalea Garden Roads in Norfolk. Work will begin first at Ingleside Road on August 17, 2015 and Azalea Garden on August 24, 2015. Work should be completed in approximately a week at each location.
3. Federal Railroad Administration mandated Emergency signs have been ordered and received. Installation at each crossing must be completed by September 1, 2015.

NEW BUSINESS

In Re: Approve Audit Contract for FY 2015

Motion was made by Mr. Trala, seconded by Ms. Major, that the audit contract with Mitchell & Co., P.C., be approved for FY 2015. All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted “yes.” The motion was unanimously passed. Mr. Hogg asked

to be able to see the auditor's work papers relative to any waivers or exemptions. Mr. Bennett and Ms. Major stressed their belief that the most important part of the audit was the "Findings" determination by the auditor.

In Re: Adjourn

Motion was made by Ms. Major, seconded by Mr. Hogg, that the meeting be adjourned. All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted "yes". The motion was unanimously passed. The meeting was adjourned.