

**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, August 4, 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
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 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 July 31st of \$24,618.96.

In Re: Minutes of July 7, 2015

Motion was made by Mr. Trala, seconded by Ms. Major, that minutes of the meeting of July 7, 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
August 04, 2015**

Operations

- We are currently planning the expansion route and looking at ways to improve all existing services.
- We are waiting for the securement of local match from Accomack County for the expansion route.
Mr. Hogg asked if VRT had prepared any preliminary route maps and was told that this information should be available next week. Mr. McGregor indicated that press releases and mass mailings are planned to advertise the new route.
- STAR Passenger (request for closed session)
- STAR Passenger Riding Guidelines Proposal

Transit Capital

- Procurement for bus needed for the expansion route will take place upon securing of necessary local match.
- Replacement bus (request for closed session)\

Motion was made by Mr. Trala, seconded by Ms. Major, that the Commission authorize the transfer of a bus from Virginia Regional Transit to serve as a replacement for the bus involved in the accident and that the required local match of \$500.00 ± be provided to VRT. All members were present with the exceptions of Mr. Wolff and Mr. Hart and voted “yes.” The motion was unanimously passed.

Human Resources

Hiring process is in place for anticipated expansion route.

Marketing and Outreach

We are working with McDonald’s management in Cape Charles to secure placement of a bus shelter at the Food Lion Shopping Center.

Ridership Statistics

STAR Transit ridership for July shows a 5% increase compared to same month last year.

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STAR TRANSIT 2014- 2015				JUNE 30, 2015 22 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	14-15 Trips	Per Trip Analysis 13-14 Trips	Diff	Total Cost
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	\$54,600.54	\$50,578.64	\$4,021.90	7,324	7,161	2%	\$7.06
July			\$0.00	1	7,311		\$0.00

Aug.			\$0.00	1	7,846	\$0.00
Sept.			\$0.00	1	7,826	\$0.00
				63,201	84,499	
TOTAL	\$466,895.52	\$435,252.02	\$31,643.50		AVERAGE COST PER TRIP - >	\$6.89
				7,022	< - AVERAGE MONTHLY TRIP	

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	1,188	Dec.	\$1.46	June	\$1.66
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
TOTAL			10,209	TOTAL			
AVERAGE MONTHLY HOURS			1,134	AVERAGE COST PER MILE			\$1.63

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	\$42.57	Dec.	30,582	June	30,519
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
TOTAL				TOTAL			266,344
AVERAGE TOTAL HOURLY COST			\$42.63	AVERAGE MONTHLY MILES			29,594

Route Location	Passenger Totals	Operating Hours	Mileage
Red	2,118	242	6,446
Purple	1,971	242	6,100
Gold	933	121	3,116
Blue	912	121	3,137
Green	318	209	3,832
Chicotague	1,072	253	7,888
Special Events			

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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

STAR Transit passenger – request for reinstatement of riding privileges

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.

Motion was made by Mr. Trala, seconded by Ms. Major, that the STAR Transit Passenger Guidelines and Procedures be approved as presented. All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted “yes.” Said document as adopted is set forth below:

Passenger Guidelines & Procedures

Overview:

STAR Transit buses, shelters and facilities may be accessed by all persons. The Passenger Guidelines and Procedures are to promote safety and facilitate the use of the transit system. These Guidelines and Procedures may be amended from time to time at the sole discretion of the Accomack Northampton Transportation District Commission.

Passenger Behavior Guidelines:

When a passenger exhibits non-violent behavior that is disruptive or illegal, if it is witnessed by the vehicle operator or brought the vehicle operator's attention by another passenger, the vehicle operator is instructed to park the bus in a safe location, secure the bus and request the offending passenger to cease and desist in a firm, respectful and professional manner. Additionally, the vehicle operator should contact dispatch to explain the situation and complete an Incident Report at the end of his/her shift.

However, if at any time the vehicle operator or any passenger is in imminent danger of physical harm, the vehicle operator will attempt to safely stop the bus, contact 911 immediately and contact dispatch to provide details on the situation and request assistance.

If a passenger continues to exhibit disruptive or illegal behavior on the same or subsequent trips, the vehicle operator is instructed to follow the same procedures as during a first instance. The vehicle operator also is instructed to contact dispatch, explain the situation and request assistance. An Operations Supervisor or the Transit Manager may respond to the bus or it may be determined that it is necessary to contact the police to assist.

Passenger Etiquette is posted on every bus for reference.

Progressive Passenger Eligibility Procedure:

While it is STAR Transit's hope that all passengers can adhere to and abide by the Passenger Behavior Guidelines, it is aware that situations may arise in which STAR will need to assess and determine a passenger's eligibility to continue to ride the bus. Should a passenger be reported to the STAR administration as a nuisance or perceived threat, STAR will conduct an investigation into the reported activity.

STAR staff will collect all information pertaining to the date and time of the incident, including witness statements and video from the bus, if available, along with statements from the operator and the passenger(s) in question. Upon review of all available information, the STAR staff will determine if the incident requires an eligibility review that will include the following steps of progression:

Level One: Passenger Counseling

- Behavior was such that it is a low safety risk and a first time incident
- Transit Manager and/or Operations Supervisor will make contact with the passenger, passenger's parents or passenger's caregiver to determine the cause of the incident and work to provide a satisfactory solution for both the passenger and STAR
- Review Passenger Etiquette with passenger to ensure that passenger is aware of potential safety risks

Level Two: Immediate one time removal

- Behavior was such that it was an moderate safety risk, an active nuisance or a repeated behavior problem
- Immediate removal from bus at the time of incident by the STAR administration
 - Paid fares are non-refundable
- Transit Manager and/or Operations Supervisor will make contact with the passenger, passenger's parents or passenger's caregiver to determine the cause of the incident and work to provide a satisfactory solution for both the passenger and STAR
- The Transit Manager will develop a warning letter of the consequences for continuing to disregard Passenger Etiquette

Level Three: Passenger Suspension

- Behavior was such that it was a significant and imminent safety risk or has been repeated on more than one occasion after repeated attempts by staff to resolve the situation
- Suspension from riding bus for a specific time frame: from 2 days up to 1 year
- Suspension timeframe will be determined to correlate with the seriousness of the inappropriate behavior
- Transit Manager and/or Operations Supervisor will make contact with the passenger, passenger's parents or passenger's caregiver to determine the cause of the incident and work to provide a satisfactory solution for both the passenger and STAR
- Passenger(s) will be notified of the proposed suspension timeframe via a letter that includes the specified date the passenger may begin to use the bus again and scheduled to meet with Operations staff prior to riding the bus

Level Four: Permanent Removal

- Behavior so egregious that removal is the only option, repeated behavior that causes imminent safety threat or a reoccurring nuisance after continued unsuccessful resolution
- Permanent removal from riding the bus by STAR administration
- Transit Manager will provide all documented information regarding incidents on the bus to the ANTDC Board of Directors including the decision to remove the passengers' eligibility to use the bus
- Passenger(s) will be notified of permanent removal via a letter

Appeals: Reinstatement or Reduction of Lost Riding Eligibility

- Passenger may appeal the decision of suspension or permanent removal by submitting a written letter to STAR Transit

- A committee, formed from the ANTDC Board of Directors, STAR management company and the Transit Manager, will review the request to reinstate riding privileges and may request interviews with the restricted passenger, the vehicle operator and other persons as necessary.
- A determination of riding privileges will be provided within 60 days of receipt of the request and may include a trial period, limitations on the number of trips or other necessary stipulations such as requiring the passenger to be accompanied by an aid (fare free) if the person will be allowed to resume riding the bus system

STAR Transit complies with Title VI requirements. Please see the website for details.

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Motion was made by Mr. Trala, seconded by Mr. Hogg, that Chairman Bennett and Ms. Major serve on the committee as referenced above, to review the passenger's appeal regarding the possible reinstatement of his riding privileges. All members were present with the exceptions of Mr. Hart and Mr. Wolff and voted "yes." The motion was unanimously passed.

In Re: State's Comments

It was reported that Mr. Kevin Page, the former Ex-Officio member of the Commission, has accepted new employment as the Executive Director of the Hampton Roads Regional Transportation Commission. It was the consensus of the Commission to send a letter of congratulations to Mr. Page.

In Re: Airport Update

Messrs. Hart and Wolff were absent.

In Re: Railroad Comments

Mr. Parry presented the following report:

ANTDC MEETING

August 4, 2015

1. In July, we handled 432 carloads. 337 of these were at Little Creek with 43 for Mid-Atlantic Transload (grit) , 9 for Gordon Paper and 285 handled for DCP Midstream (Butane) and 22 Koch Nitrogen cars for storage (empty).
2. Scheduled work will begin 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. All is on schedule for the work at these two crossings.

3. Kuzzens Farm Crossing across from Bundick Well and Pump is now complete. Twenty (20) new ties and asphalt will be paid for by Kuzzens. Yearly Lease has been paid.

4. The following crossings have had repair work done:
(This includes asphalt and spike work.)

Red Bank Drive – Northampton County

Keller Pond Road – Accomack County

Keller South Road

Greenbush Road

Downing Road

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In Re: Adjourn

Motion was made by Mr. Trala, seconded by MMs. Major, 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.