

**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 5, 2016 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer
Granville F. Hogg, Jr. (late)
Ron Wolff
Larry E. LeMond

Ex-Officio member present:

Steven Hennessee, DRPT

Nonmembers present:

Alex Parry, Bay Coast Railroad
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 \$25,984.41.

In Re: Minutes of December 1, 2015

Motion was made by Mr. Hart, seconded by Mr. LeMond, that minutes of the meeting of December 1, 2015 be approved. All members were present with the exception of Mr. Hogg and voted “yes”. Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



STAR Transit Management Report

Jan. 5, 2016

Operations

- Two week On-Off study has been completed. Data from this study will be reviewed for route optimization.
- Christmas lunch was provided to employees on Dec. 21 & 22.

Transit Capital

- Two new 12 passenger Ford buses from National Bus Sales were recently acquired and are currently being titled, tagged and prepped for service.
 - One will be assigned to the Yellow Route, the other to the Green.

Human Resources

- New hire Julie Herbert has successfully completed her driver training and passed her CDL test.

Marketing and Outreach

- On Dec. 5 we transported Santa and his Elves from Parksley to Cape Charles - the start point for the annual Santa Train.

- Participated in the Community Partners of the Eastern Shore (CPES) Focus Group Planning Session on Dec. 2 in preparation for their Pont In Time (PIT) homeless census scheduled for Jan. 27:
 - As last year, we will help participants access data collection sites located on our routes.

Transit Maintenance

- *Preventive Maintenance Program* – Routine maintenance is current.

Ridership Statistics

- December, 2015 STAR Transit passenger statistics shows a slight increase from the same time period last year.

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In Re: Auditor's Report

Mr. Jeff Mitchell of Mitchell & Co., P.C., shared the following powerpoint with the Commission in regards to the FY 2015 audit:

Accomack- Northampton Transportation
District Commission
September 2015 Summary

Board of Commissioners

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

January 5, 2016

Comparative Balance Sheet

	Governmental		Railroad		Star Transit		Total	
	General							
	2015	2014	2015	2014	2015	2014	2015	2014
Total Assets	\$ 23,949	\$ 19,192	\$ 10,197,469	\$ 10,197,769	\$ 1,346,821	\$ 1,484,371	\$ 11,568,239	\$ 11,651,332
Cash & Investments	23,949	19,192	-	-	134,223	105,694	158,172	124,805
Receivables	-	-	-	-	130,768	54,223	130,768	54,223
Fixed Assets	-	-	10,195,944	10,195,944	1,072,858	1,274,534	11,268,802	11,470,478
Other Assets	-	-	1,825	1,825	8,972	-	10,497	1,825
Total Liabilities	\$ 15	\$ 15	\$ 196,162	\$ 225,282	\$ 66,441	\$ 37,971	\$ 262,618	\$ 263,238
Accounts Payable	15	15	-	-	57,133	29,816	57,148	29,831
Accrued Expenses	-	-	4,023	4,620	9,308	6,155	13,331	10,775
Deferred Income	-	-	-	-	-	2,000	-	2,000
ANPDC Note Payable	-	-	192,139	220,632	-	-	192,139	220,632
Total Equity	\$ 23,934	\$ 19,177	\$ 10,001,307	\$ 9,972,517	\$ 1,280,380	\$ 1,396,400	\$ 11,305,621	\$ 11,388,094
Investment in F.A.	-	-	10,028,805	9,975,112	1,072,858	1,274,534	11,076,663	11,240,946
Unrestricted	23,934	19,177	(2,498)	(2,795)	207,522	121,866	228,958	138,248

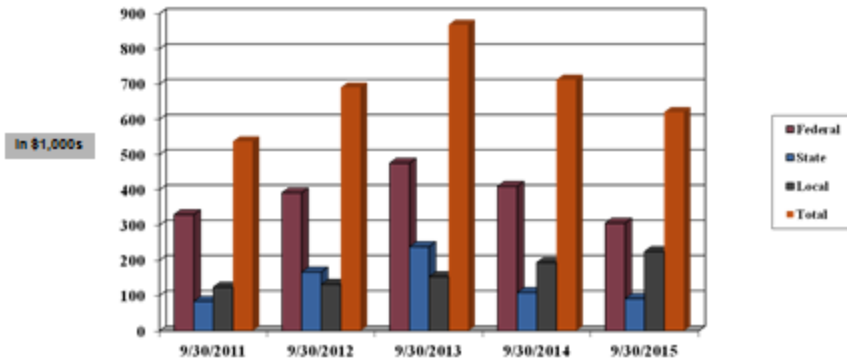
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Profit and Loss Summaries – 9/30/15 and 9/30/14

9/30/2015	Fund						Total
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
Revenue	\$ 13,408	\$ 35,883	\$ 673,487	\$ 42,933	\$ 736,420	\$ 785,711	
Expenses	8,651	7,098	630,255	202,185	832,440	868,134	
Net Surplus (Deficit)	\$ 4,757	\$ 28,790	\$ 23,232	\$ (139,252)	\$ (116,020)	\$ (82,473)	
9/30/2014	Fund						Total
General	Railroad	Star Transit			Total		
		Operating	Capital	Total			
Revenue	\$ 13,408	\$ 35,883	\$ 636,381	\$ 135,337	\$ 791,738	\$ 841,029	
Expenses	8,381	7,410	632,607	208,339	840,946	866,737	
Net Surplus (Deficit)	\$ 5,027	\$ 28,473	\$ 3,774	\$ (52,982)	\$ (49,208)	\$ (15,708)	

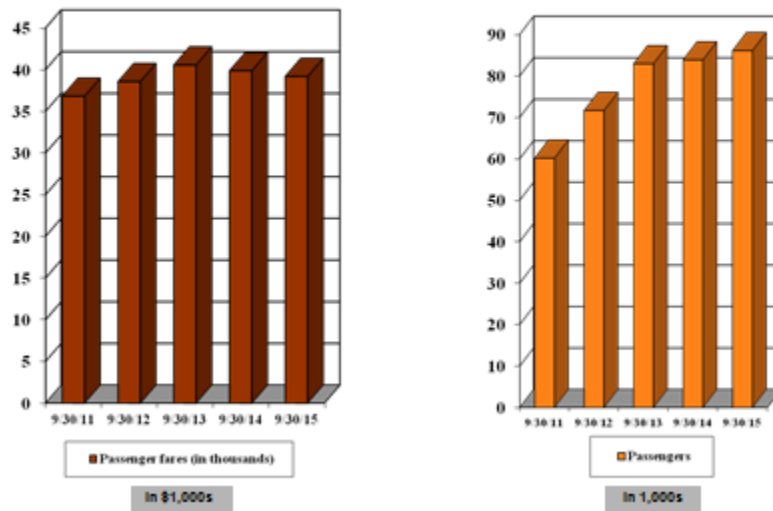
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Government Support – Star Transit



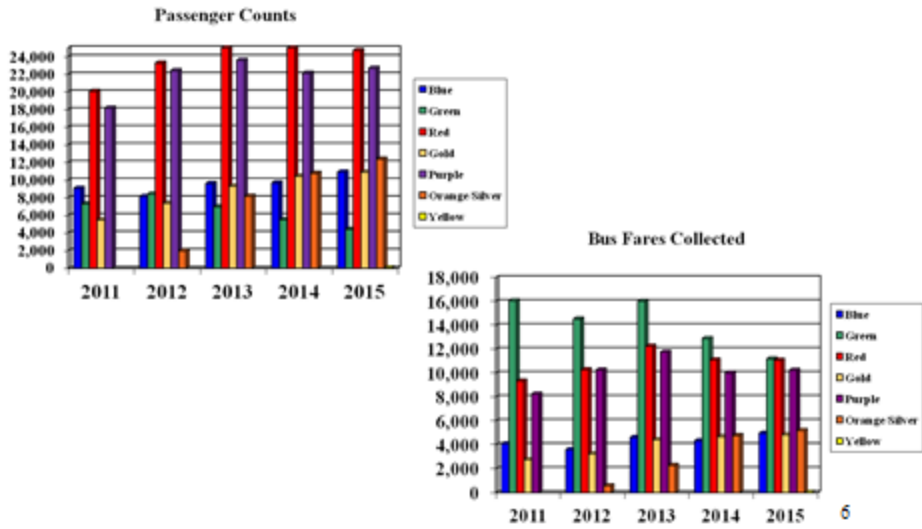
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Passenger Services – Star Transit

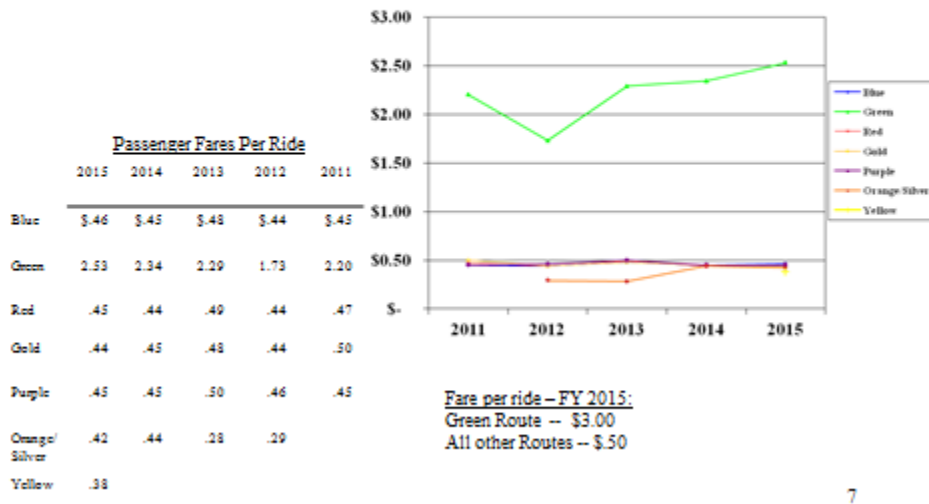


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Passenger Count and Money Collected per Route

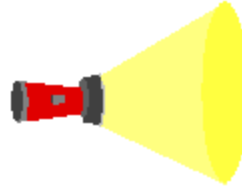


Average Passenger Fares per Ride



Auditor Comments

- Railroad fixed asset reporting
- Grant summary
- Local match analysis
- Passenger fares review
- Internal controls
- Bus ride – good results
- Year end audit adjustments
- Follow-up with required state/public communication
- Required Communications



8

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In addition, Mr. Mitchell also distributed a grant schedule which indicated that all appropriate local matches were made, a listing of all vehicles as of 1/2/2015, and a bus ride memorandum, which indicated a “very smooth” ride.

Mr. Hogg arrived at 5:40 p.m.

Motion was made by Mr. Hart, seconded by Ms. Major, that the FY 2015 audit report be approved as presented. All members were present and voted “yes.” The motion was unanimously passed.

In Re: Closed Session

Motion was made by Mr. Hart, seconded by Mr. LeMond, 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 passenger – request for reinstatement of riding privileges

All members were present 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: State’s Comments

Mr. Hennessee stated that the application deadline for rail and public transit programs is February 1st. Applications will be reviewed by the Commonwealth Transportation Board in April with action provided in June.

In Re: Airport Update

Mr. Wolff stated that the dates specified in last month’s report were still valid.

In Re: Railroad Comments

Mr. Parry presented the following report:

January 4, 2016

In December, BCR handled 329 carloads. 253 of these were at Little Creek with the top shippers being, 28 for Mid-Atlantic Transload (grit), 14 for Gordon Paper, 4 for Dynaric and DCP (Gas Supply –Butane) 205 cars. Eastern Shore location handled the remaining 76 loads with the top shippers being Bayshore Concrete Products 17 cars (12 outbound hi-wi loads and 5 inbound loads), Associated Grain 18 outbound loads and Coastline Chemical 17 inbound cars.

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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.