

**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, April 5, 2016 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.
Larry E. LeMond

Ex-Officio member absent:

Steven Hennessee, DRPT

Nonmembers present:

J. T. Holland, Bay Coast Railroad
John Maher, STAR 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 Mr. Hart.

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 March

31st of \$23,409.26.

In Re: Minutes of March 1, 2016

Motion was made by Mr. Hart, seconded by Mr. LeMond, that minutes of the meeting of March 1, 2016 be approved. All members were present with the exception of Mr. Wolff and voted “yes”. Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



STAR Transit Management Report

Apr. 5, 2016

Operations

- Mini-hub at Nelsonia Royal Farms had to be temporarily moved across the street to Nelsonia Corner Mart on Mar 28 following a predicted 4 month closing for renovations.
- Cape Charles staging area for the Yellow, and Purple/Red buses was permanently moved from the Cheriton Town Municipal lot to the Town of Cape Charles parking lot behind Cape Charles Medical.

Training

- Employee safety training was held on Mar 29.
 - Drivers Richard Bagwell and Jack Gibson were selected as co-employees of the month based on their above and beyond assistance to our stranded passengers during the snow storm on Jan 22.

Transit Capital

- Town of Cape Charles is including a request for local match for 2 bus shelters in the budget for next year.
 - If approved, it may be used for at new shelter at at Cape Charles Food Lion Shopping Center and Cheriton Heritage Bayview Acres.
- Security Cameras have been purchased for the facility and will be installed within the next three weeks.

Human Resources

- Staffing levels have remained stable and unchanged for the last 6 months.

Marketing and Outreach

- Met with the Cara Barton, new Director of ES Public Library on Mar. 29 (see attached letter).
 - We currently have stops at the libraries in Nassawadox, Accomac and Cape Charles and will have one at their newest location in Parksley.
 - A follow-up meeting is being planned.
- Attended ANPDC TAC committee meeting on Mar. 22.

Transit Maintenance

- ***Preventive Maintenance Program***
 - Routine maintenance is current.
 - All buses are operational.

Ridership Statistics

- March ridership 7217 thru Mar 29, 2016 -has already surpassed our highest March total of 7094 recorded last year.
 - With 2 riding days to go we are estimating 7800 rides -10% more than our previous high.

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STAR TRANSIT 2015-2016				February 29, 2016 21 DAYS		
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers 2015-16 Trips	Total Cost
Oct.	\$66,644.33	\$56,613.40	\$10,030.93	Oct.	7,575	\$7.47
Nov.	\$66,995.51	\$56,174.52	\$10,820.99	Nov.	6,914	\$8.12
Dec.	\$66,697.48	\$45,241.04	\$21,456.44	Dec.	7,015	\$6.45

Jan.	\$65,514.68	\$48,802.06	\$16,712.62	Jan.	6,128	\$7.96
Feb.	\$66,389.10	\$48,083.61	\$18,305.49	Feb.	6,576	\$7.31
Mar.	\$0.00	\$0.00	\$0.00	Mar.	0	\$0.00
Apr.	\$0.00	\$0.00	\$0.00	Apr.	0	\$0.00
May	\$0.00	\$0.00	\$0.00	May	0	\$0.00
June	\$0.00	\$0.00	\$0.00	June	0	\$0.00
July	\$0.00	\$0.00	\$0.00	July	0	\$0.00
Aug.	\$0.00	\$0.00	\$0.00	Aug.	0	\$0.00
Sept.	\$0.00	\$0.00	\$0.00	Sept.	0	\$0.00
					34,208	
TOTAL	\$332,241.10	\$254,914.63	\$77,326.47	AVERAGE COST PER PASSENGER ->		\$7.45
				AVERAGE PASSENGERS PER MONTH ->		6,842

Passengers per Mile				Cost per Mile					
Oct.	0.21	April	0.00	Oct.	\$1.58	April	\$0.00		
Nov.	0.21	May	0.00	Nov.	\$1.72	May	\$0.00		
Dec.	0.20	June	0.00	Dec.	\$1.29	June	\$0.00		
Jan.	0.19	July	0.00	Jan.	\$1.51	July	\$0.00		
Feb.	0.19	Aug.	0.00	Feb.	\$1.39	Aug.	\$0.00		
Mar.	0.00	Sept.	0.00	Mar.	\$0.00	Sept.	\$0.00		
				TOTAL					
AVERAGE MONTHLY PASSENGERS PER MILE				0.20	AVERAGE COST PER MILE				\$1.50

Hourly Cost				Passengers per Hour					
Oct	\$39.59	April	\$0.00	Oct	5.3	April	0.0		
Nov.	\$43.21	May	\$0.00	Nov.	5.3	May	0.0		
Dec.	\$31.64	June	\$0.00	Dec.	4.9	June	0.0		
Jan.	\$37.54	July	\$0.00	Jan.	4.7	July	0.0		
Feb.	\$35.23	Aug	\$0.00	Feb.	4.8	Aug	0.0		
March	\$0.00	Sept	\$0.00	March	0.0	Sept.	0.0		
				TOTAL					
AVERAGE TOTAL HOURLY COST				\$37.35	AVERAGE PASSENGERS PER HOUR				5.0

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,696	231	5,931
Purple	1,655	231	5,938
Gold	872	116	2,948
Blue	854	116	2,915
Green	386	200	4,468
Chicoteague	742	242	7,384
Yellow	371	231	4,947
	<u>6,576</u>	<u>1,365</u>	<u>34,531</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	35,742
Nov.	1,300	32,622
Dec.	1,430	35,069
Jan.	1,300	32,265
Feb.	1,365	34,531
Mar.	0	0
Apr.	0	0
May	0	0
June	0	0
July	0	0
Aug.	0	0
Sept.	0	0
	6,825	170,230

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Additionally, Mr. Simms noted that he has been appointed as Chief Executive Officer and President of Virginia Regional Transit, effective March 17th.

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.

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

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

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

There were no comments from the State.

In Re: Airport Update

There was no report.

In Re: Railroad Comments

The following report was presented:

In March 2016, BCR handled 337 carloads. 293 of these were at Little Creek with the top shippers being, 32 for Mid-Atlantic Transload (grit), 27 for Gordon Paper, 4 for Dynaric and 230 DCP (Gas Supply –Butane cars). Eastern Shore location handled the remaining 44 loads with the **top** shippers being Sharp Gas 16 inbound cars, KMX Chemical 7 inbound cars, Coastline Chemical 7 inbound cars and Bayshore Concrete 7 inbound cars.

In Re: Adjourn

Motion was made by Mr. Wolff, seconded by Mr. LeMond, that the meeting be adjourned. All members were present and voted “yes”. The motion was unanimously passed. The meeting was adjourned.