

**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 3, 2017 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  
Alex Parry, Bay Coast Railroad  
John Maher, STAR Transit  
Bruce Simms, Virginia Regional Transit  
Billy Moore, Canonie Atlantic Co.  
Eyre Baldwin, Southport Investors  
Jeff Mitchell, Mitchell & Co.

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. Bennett.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at December 31st of \$30,765.23.

In Re: Minutes of December 6, 2016

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of December 6, 2016 be approved. All members were present and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report**

**Jan. 3, 2017**

**Operations**

- Route on/off study has been completed.
- Expansion of service to Horntown:
  - Surveys are now being prepared and will be distributed to Horntown residents to determine whether or not this expansion would be well utilized and operationally feasible.
- KFH Group, contracted by VDRPT, performed a Triennial Audit on December 7<sup>th</sup>. Once the audit is complete, we will pass on comments to the board.

**Facility**

- Shore Tire was the successful bidder of the new 4 year vehicle maintenance contract.
- Administration office tile floors were professionally stripped and waxed.
  - Carpets were cleaned as well.

**Training**

- Wheel Chair Securement Training was held on Dec. 5.

**Marketing and Outreach**

- Attended the VRT Christmas Party in Front Royal on Dec 4.
- Met with John Peterman, Director of Riverside Hospital, on Dec 6.
  - Initial plans for the installation of bus shelters at the new hospital have been put on hold.
    - Passengers instead will be picked up and discharged at the main entrances to the hospital and cancer center.
- Talks continue with ESAAA (Eastern Shore Area Agency on Aging) about a possible partnership.

**Transit Maintenance**

- ***Preventive Maintenance Program***
  - Routine vehicle preventive maintenance is up to date.

**Ridership Statistics**

Nov. 2015 - 6914	Nov. 2016 - 7708 up 794 (11.5% increase)
Dec. 2015 - 7015	Dec. 2016 - 7539

\* \* \* \* \*

Motion was made by Mr. Hart, seconded by Mr. Wolff, that the ANTDC provide a letter of appreciation to the donor of the gifts used in the Santa Train excursion in early December. All members were present and voted “yes.” The motion was unanimously passed. Approximately 1100 children were served.

**In Re: State’s Comments**

There were no comments submitted from the State.

**In Re: Airport Update**

There was no airport update.

**In Re: Railroad Comments**

The following report was presented:

In December, BCR handled 151 carloads. Forty-eight (48) of these were at Little Creek with the top shippers being:

32 for Mid-Atlantic Transload (grit),  
12 for Gordon Paper and  
4 for Dynaric.

Eastern Shore location handled the remaining 103 cars:

Pep Up Gas 12 cars,  
KMX Chemical 5 cars,  
Sharp Energy 20 cars,  
Coastline Chemical 7 cars,  
Bayshore Concrete 6 cars,  
Helena Chemical 1 car,  
Crop Production 1 car and  
51 empty storage cars.

Mr. Parry also reported that two crossing signals have been damaged and repair estimates are being obtained.

In Re: FY 2016 Audit Presentation

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

**Accomack- Northampton Transportation**  
**District Commission**  
**September 2016 Summary**

**Board of Commissioners**

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

**January 3, 2017**

**Comparative Balance Sheet**

	Fund							
	Governmental		Railroad		Star Transit		Total	
	2016	2015	2016	2015	2016	2015	2016	2015
<b>Total Assets</b>	\$ 27,629	\$ 23,949	\$ 10,197,169	\$ 10,197,469	\$ 1,367,474	\$ 1,346,821	\$ 11,992,272	\$ 11,368,239
Cash & Investments	27,629	23,949	-	-	221,494	134,223	249,123	188,172
Receivables	-	-	-	-	59,936	130,765	59,936	130,765
Fixed Assets	-	-	10,195,944	10,195,944	1,081,687	1,072,838	11,277,631	11,268,802
Other Assets	-	-	1,225	1,525	4,557	8,972	5,592	10,497
<b>Total Liabilities</b>	\$ 15	\$ 15	\$ 166,108	\$ 196,162	\$ 40,320	\$ 66,441	\$ 215,448	\$ 262,618
Accounts Payable	15	15	-	-	35,034	37,133	33,029	37,148
Accrued Expenses	-	-	3,416	4,023	14,306	3,306	17,722	13,551
Deferred Income	-	-	-	-	2,000	-	2,000	-
AVPOC Note Payable	-	-	162,692	192,139	-	-	162,692	192,139
<b>Total Equity</b>	\$ 27,614	\$ 23,934	\$ 10,031,061	\$ 10,001,307	\$ 1,318,154	\$ 1,280,380	\$ 11,376,829	\$ 11,305,621
Investment in P/A	-	-	10,035,252	10,005,808	1,081,687	1,072,838	11,114,939	11,078,663
Unrestricted	27,614	23,934	(2,191)	(2,496)	236,467	207,542	261,890	226,958

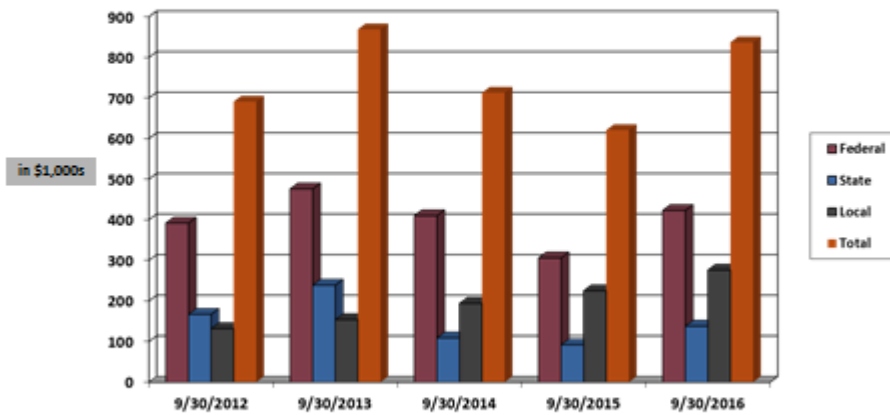
## Profit and Loss Summaries – 9/30/16 and 9/30/15

9/30/2016	Fund					
	General	Railroad	Star Transit			Total
			Operating	Capital	Total	
Revenue	\$ 13,409	\$ 35,882	\$ 737,437	\$ 141,537	\$ 898,974	\$ 948,265
Expenses	9,729	6,128	675,240	183,980	861,200	877,057
Net Surplus/(De ficit)	<u>\$ 3,680</u>	<u>\$ 29,754</u>	<u>\$ 82,197</u>	<u>\$ (44,423)</u>	<u>\$ 37,774</u>	<u>\$ 71,208</u>

9/30/2015	Fund					
	General	Railroad	Star Transit			Total
			Operating	Capital	Total	
Revenue	\$ 13,408	\$ 35,883	\$ 678,462	\$ 57,958	\$ 736,420	\$ 785,711
Expenses	8,651	7,093	630,255	202,185	852,440	868,184
Net Surplus/(De ficit)	<u>\$ 4,757</u>	<u>\$ 28,790</u>	<u>\$ 28,207</u>	<u>\$ (144,227)</u>	<u>\$ (116,020)</u>	<u>\$ (82,473)</u>

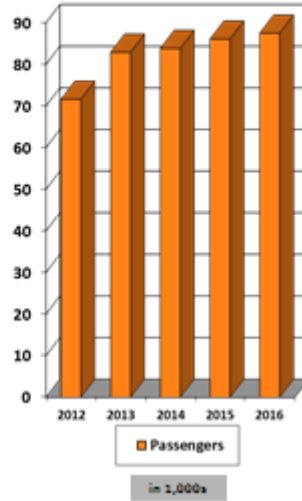
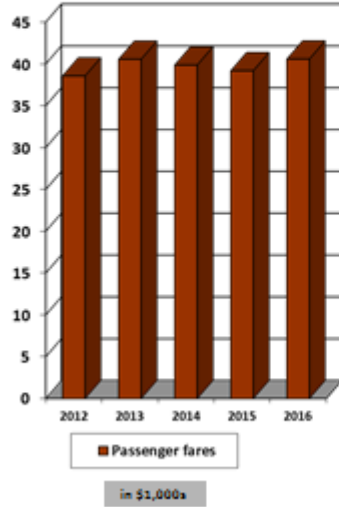
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## Government Support – Star Transit



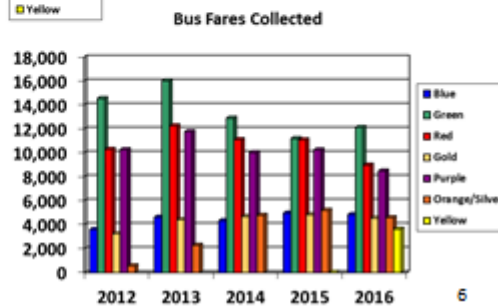
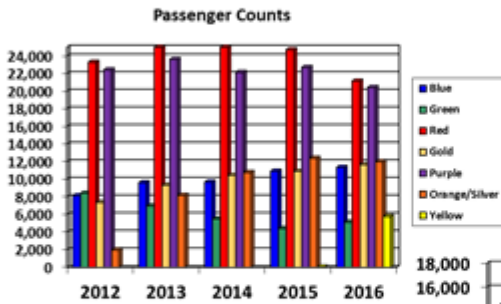
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## Passenger Services - Star Transit



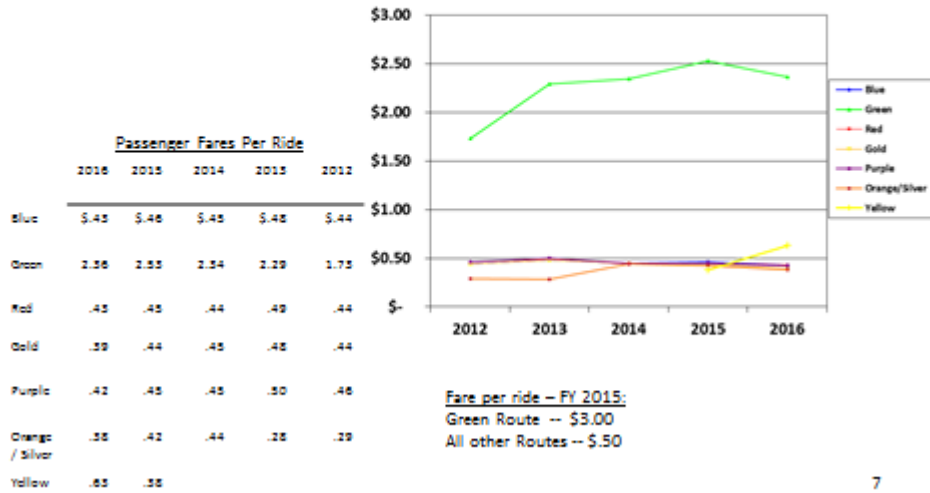
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## Passenger Count and Money Collected per Route



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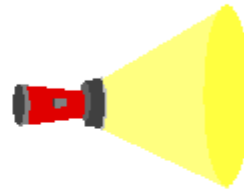
## Average Passenger Fares per Ride



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## 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



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Additionally, Mr. Mitchell distributed a “Federal Grant Summary” sheet which indicated that STAR did not need to use all of the grant funding previously approved. This is a “huge success” and STAR officials will relay this information to DRPT. Also, a hand-out entitled, “Grant Schedule” was distributed which indicated that STAR met all required local match requirements for grant funding.

Motion was made by Mr. Hart, seconded by Ms. Major, that the FY 2016 audit be approved as presented. All members were present and voted “yes.” The motion was unanimously passed.

In Re: Adjourn

Motion was made by Ms. Major, 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.