

**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 1, 2017 at 5:30 p.m.

Present:

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

Ex-Officio member present:

Linda Balderson (alternate)

Nonmembers present:

J. T. Holland, Bay Coast Railroad
Joyce Collins, Bay Coast Railroad
Alex Parry, Bay Coast Railroad
Billy Moore, Canonie Atlantic Co.
John Maher, STAR Transit
Bill Parr, citizen
Richard "Dickie" Foster, Cassatt Management
Charles Kolakowski, Northampton County Administrator

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 July 31st of \$32,605.28.

In Re: Minutes of July 5, 2017

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of July 5, 2017 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

Aug 1, 2017

Operations

- July ridership numbers through 7/27/17 are tracking slightly lower compared to last year.

Human Resources

- Processing one additional driver applicant.

Training

- Saturday, July 29 - Special Training Class for our group of new hires at our facility taught by Assistant Supervisor, Nora McCutcheon.
- STAR Transit Assistant Supervisor Nora McCutcheon will attend specialized Transit Supervisor Training at the annual Community Transportation Association of Virginia (CTAV) Expo in Virginia Beach during the week of August 14th.

Capital

- B & B Contractors of Cheriton Va. has begun installation of the Cape Charles Food Lion shopping center bus shelter.
- STAR Transit will receive 4 new 20 passenger buses in August 2017. Virginia Regional Transit will require ANTDC Board approval to dispose of buses earmarked for replacement. Please see “attachment A” for additional fleet information.

Marketing and Outreach

- Discussions continue between STAR Transit and Eastern Shore Area Agency on Aging Director Diane Musso regarding their interest in additional transit services in the Painter, Exmore, Nassawadox, and Treherneville areas.
- A meeting with Susan Parks, Administrator of Heritage Hall, brought forth discussions on the following topics:
 - A request for placing advertising on our buses.
 - Bus access issues at the entrance of their parking lot.
 - STAR bus wheelchair lift weight limits and capacities.
- Eastern Shore Disaster Preparedness Coalition (ESDPC) July 18.
- The Accomack- Northampton Transportation Advisory Committee (TAC) met July 25th to discuss FY18 SmartScale funding having been approved for highway enhancements to the entrances of the Eastern Shore Community College (ESCC) and Cape Charles Food Lion Shopping Center.
- Met With Barbara Schwenk, Program Manager, Accomack-Northampton Planning District Commission, July 20.
- Met with owner of the Fabric Shop in Eastville a stop on the Purple/Red route.
- Max Lozinda, US Fish & Wildlife Service Park Ranger, was very pleased with the Yellow route transportation provided to the Eastern Shore Migrant Head Start students and staff on July 18.

Transit Maintenance

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

Monthly Ridership Statistics

July 2016 7150

July 2017 pending

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August 1st Manager's Report
"Attachment A"

Buses To Retire Pending Board Approval

- **Buses Proposed for Retirement: #27, #28, #29, #31**

Bus #	Year	Make	VIN #	Current Mileage	Plate
27	2012	Chevrolet SUPREME BODY BUS 4500	1GB6G5BGXC1157681	210,244	163791L
28	2012	Chevrolet SUPREME BODY BUS 4500	1GB6G5BG5C1159001	219,015	163790L
29	2013	Ford Challenger / Rohrer E-450	1FDFE4FS9DDA75530	211,240	167817L
31	2013	Ford Challenger / Rohrer E-450	1FDFE4FS0DDA72631	197,400	167816L

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Motion was made by Mr. LeMond, seconded by Mr. Hogg, that the four buses identified above be approved for disposal. All members were present and voted "yes," with the exception of Mr. Bennett who abstained. The motion was passed. Mr. Bennett stated that he may participate in a future auction for sale of the buses and was therefore abstaining from this vote.

STAR TRANSIT 2016-2017				JUNE 30, 2017 22 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Passengers			
				Month	2016-17 Total	Total Cost	
Oct.	\$77,526.54	\$79,661.37	\$1,136.47	Oct.	7,813	\$0.59	
Nov.	\$44,800.47	174,713.20	\$129,912.73	Nov.	7,768	\$0.59	
Dec.	\$20,500.69	\$10,055.81	\$10,444.88	Dec.	7,659	\$0.57	
Jan.	\$25,174.15	\$48,550.64	\$23,376.49	Jan.	7,451	\$0.47	
Feb.	\$21,326.23	\$4,445.77	\$16,880.46	Feb.	8,155	\$0.55	
Mar.	\$76,384.85	\$72,734.06	\$3,650.79	Mar.	8,576	\$0.44	
Apr.	\$27,175.03	\$7,386.35	\$19,788.68	Apr.	7,555	\$0.55	
May	\$24,098.10	\$2,239.24	\$21,857.09	May	8,390	\$0.47	
June	\$27,449.99	\$49,174.95	\$21,724.92	June	8,228	\$0.59	
July			\$1.01	July			
Aug.			\$3.00	Aug.			
Sept.			\$1.00	Sept.			
TOTAL	\$612,868.02	\$824,901.68	\$212,033.66	71,284			
				AVERAGE COST PER PASSENGER →			
				\$7.50			
				AVERAGE PASSENGERS PER MONTH →			
				7,921			
				Passengers per mile			
Oct.	0.23	April	0.23	Oct.	\$2.22	April	\$1.57
Nov.	0.22	May	0.22	Nov.	\$2.16	May	\$1.42
Dec.	0.23	June	0.23	Dec.	\$1.52	June	\$1.34
Jan.	0.23	July		Jan.	\$1.49	July	
Feb.	0.22	Aug.		Feb.	\$1.41	Aug.	
Mar.	0.22	Sept.		Mar.	\$1.65	Sept.	
				TOTAL			
				AVERAGE MONTHLY PASSENGERS PER MILE			
				0.23			
				AVERAGE COST PER MILE			
				\$1.71			
				Hourly Cost			
Oct.	\$58.56	April	\$40.17	Oct.	5.4	April	5.6
Nov.	\$14.80	May	\$26.55	Nov.	5.6	May	5.6
Dec.	\$44.57	June	\$34.39	Dec.	5.7	June	5.8
Jan.	\$26.56	July		Jan.	5.8	July	
Feb.	\$27.24	Aug.		Feb.	5.3	Aug.	
March	\$16.51	Sept.		March	5.7	Sept.	
				TOTAL			
				AVERAGE TOTAL HOURLY COST			
				\$42.50			
				AVERAGE PASSENGERS PER HOUR			
				5.6			
Route Location	Passenger Totals	Operating Hours	Mileage				
Red	1,167	242	4,175				
Purple	1,753	242	5,252				
Gold	1,143	172	3,162				
Blue	1,124	121	3,177				
Green	454	209	3,068				
Chocolate	1,170	258	7,767				
Yellow	792	242	5,425				
	8,278	1,430	35,527				

In Re: State's Comments

Ms. Balderson indicated that operating agreements are being developed at this time. There was also a general discussion relative to the Industrial Rail Access Program and other economic development assistance opportunities available through the Commonwealth.

In Re: Airport Update

Mr. Wolff reported that the tentative launch for the Antares rocket is now November.

In Re: Railroad Comments

The following report was presented:

In July 2017, BCR handled 358 carloads. 341 of these were at Little Creek with the top shippers being:

48 for Mid-Atlantic Transload (grit),
22 for Gordon Paper,
3 for Dynaric, and
268 DCP (Gas Supply – Butane cars).

Eastern Shore location handled the remaining 17 loads with the top shippers being:

Bayshore Concrete 6 inbound cars,
Coastline Chemical 9 inbound cars,
2 cars for KMX Chemical.

In Re: Approval of FY 17 Audit Contract

Motion was made by Mr. Hart, seconded by Mr. Wolff, that the FY 2017 Audit Contract be approved with Mitchell & Co. in accordance with its proposal. All members were present and voted "yes." The motion was unanimously passed.

In Re: Adjourn

Motion was made 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.