

**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 Monday, November 6, 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

Absent:

Granville F. Hogg, Jr.

Ex-Officio member absent:

Steven Hennessee

Nonmembers present:

Alex Parry, Bay Coast Railroad
J. T. Holland, Bay Coast Railroad
Joyce Collins, Bay Coast Railroad
John Maher, STAR Transit
Phil Thompson, 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 statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at October 31st of \$31,295.11.

In Re: Minutes of October 3, 2017

Motion was made by Mr. Hart, seconded by Mr. LeMond, that minutes of the meeting of October 3, 2017 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
Nov. 6, 2017**

Operations

- The Lower Shore Community will now have more opportunities to shop and work following a meeting by STAR Management with the supervisory staff of the new Cape Charles Royal Farms and the adjacent Kiptopeke Inn that resulted in a new combined "will call" WC stop on the Yellow route.
- Another new bus ad (Heritage Hall) will be placed on the Green route bus Nov. 3.
- Fiscal YR 2017 ridership at 93,787 was a 6,278, 7% increase over 2016 with 87,509 rides. The Yellow route showed the greatest growth at 43% - a 2,498 increase from the prior year.

Human Resources

- With the recent addition of one more driver, the STAR Management Team has brought the driver workforce up to desired operating levels.

Training

- Drug & Alcohol Training, Star Facility, Wed, Nov. 8.

Capital

- Thanks to the efforts of the VRT Management Team, additional funding has been acquired for 2 new STAR buses and a van with an expected delivery date around the second quarter in 2018.
- The STAR Facility painting has been completed. The new egg shell paint with added mold inhibitor will make wall cleaning and maintenance much easier for the STAR staff.
- The four buses that were retired when the new ones arrived are currently being prepped at the STAR Facility for an on line auctioning at “Public Surplus: Government Surplus Auctions” - *publicsurplus.com*.

Marketing and Outreach

- The Cheriton Migrant Worker Head Start field trips on the STAR routes, ending with the last one of the season on Oct. 13 to Kiptopeke State Park, were such a success that they will occur again next summer according to the organizer Max Lozinda, USFW Park Ranger. An article about the program appeared in the *Post*.
- STAR Management, working with the Eastern Shore Independent Living Center to celebrate Disability Awareness Month, provided rides for their clients to the ESIL showcase event at Nandua HS on Oct. 14.
- STAR Management attended the quarterly Eastern Shore Disaster Preparedness Coalition (ESDPC) on Oct 25. In the in event of a major emergency, Community Transportation will play a vital role in getting the general population to local pre-planned stations – there to be evacuated by a State-contracted entity.
- As part of an initiative to introduce young riders to public transit, STAR Transit Management provided free rides on the Green Route Oct. 26 for an Onley Preschool field trip to the Hermitage Retirement Home in Onancock.

Transit Maintenance

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

Monthly Ridership Statistics

September 2016 7718

September 2017 7527 -191 -2%
(1 less ride day vs. 2016)

October 2016 7913

October 2017 Pending

September 30, 2017 20 DAYS

STAR TRANSIT 2016-2017

Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers 2016-17 Trips	Total Cost
Oct.	\$77,826.84	\$76,661.37	\$1,165.47	Oct.	7,913	\$9.69
Nov.	\$74,906.47	\$74,713.80	\$192.67	Nov.	7,708	\$9.69
Dec.	\$68,508.89	\$60,835.98	\$7,672.91	Dec.	7,539	\$8.07
Jan.	\$63,174.13	\$48,050.64	\$15,123.49	Jan.	7,491	\$6.41
Feb.	\$61,838.63	\$48,415.25	\$13,423.38	Feb.	8,135	\$5.95
Mar.	\$76,994.85	\$72,724.09	\$4,270.76	Mar.	8,616	\$8.44
Apr.	\$62,973.03	\$52,086.35	\$10,886.68	Apr.	7,595	\$6.86
May	\$64,096.30	\$52,239.21	\$11,857.09	May	8,069	\$6.47
June	\$62,349.88	\$49,174.96	\$13,174.92	June	8,228	\$5.98
July	\$64,587.51	\$52,181.68	\$12,405.83	July	6,877	\$7.59
Aug.	\$76,417.79	\$78,834.38	-\$2,416.59	Aug.	8,089	\$9.75
Sept.	\$75,586.46	\$72,781.51	\$2,804.95	Sept.	7,527	\$9.67
TOTAL	\$829,260.78	\$738,699.22	\$90,561.56		93,787	
				AVERAGE COST PER PASSENGER ->		\$7.88
				AVERAGE PASSENGERS PER MONTH ->		7,816

Passengers per Mile				Cost 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.	\$1.82	June	\$1.38
Jan.	0.23	July	0.21	Jan.	\$1.49	July	\$1.60
Feb.	0.24	Aug.	0.22	Feb.	\$1.45	Aug.	\$2.13
Mar.	0.22	Sept.	0.23	Mar.	\$1.88	Sept.	\$2.21
				TOTAL			
AVERAGE MONTHLY PASSENGERS PER MILE	0.23			AVERAGE COST PER MILE			\$1.78

Hourly Cost				Passengers per Hour			
Oct	\$56.08	April	\$40.07	Oct	5.8	April	5.8
Nov.	\$54.66	May	\$36.53	Nov.	5.6	May	5.6
Dec.	\$44.57	June	\$34.39	Dec.	5.5	June	5.8
Jan.	\$36.96	July	\$40.14	Jan.	5.8	July	5.3
Feb.	\$37.24	Aug	\$52.73	Feb.	6.3	Aug	5.4
March	\$48.64	Sept	\$55.99	March	5.8	Sept.	5.8
TOTAL							
AVERAGE TOTAL HOURLY COST	\$44.91			AVERAGE PASSENGERS PER HOUR			5.7

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,583	220	5,598

Purple	1,620	220	5,479
Gold	1,010	110	2,853
Blue	936	110	2,914
Green	476	190	4,138
Chincoteague	1,131	230	7,113
Yellow	771	220	4,870
	<u>7,527</u>	<u>1,300</u>	<u>32,965</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,367	34,578
Nov.	1,367	34,631
Dec.	1,365	33,450
Jan.	1,300	32,343
Feb.	1,300	33,373
Mar.	1,495	38,774
Apr.	1,300	33,114
May	1,430	36,719
June	1,430	35,527
July	1,300	32,629
Aug.	1,495	36,977
Sept.	<u>1,300</u>	<u>32,965</u>
	16,449	415,080

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In Re: State's Comments

There was no report from the State.

In Re: Airport Update

Mr. Wolff said that the next Antares launch is scheduled for this coming Saturday morning.

In Re: Railroad Comments

The following report was presented:

In October, Bay Coast Railroad handled 73 carloads. 48 of these were at Little Creek with the top shippers being:

3 for Dynaric,
26 for Mid-Atlantic Transload (grit),

19 for Gordon Paper.

Eastern Shore location handled the remaining 25 loads with the top shippers being:

Coastline Chemical 10 cars,
KMX Chemical 2 cars,
Pep Up Gas 9 Cars and
Helena Chemical 2 cars.

Mr. Parry reported that the DCP traffic (butane) has been lost from the Little Creek side; however, he is hopeful that other new traffic will be realized to fill the void. Sadly, there will be no "Santa Train" running this year due to the poor condition of the passenger-car. There are discussions being held relative to using local fire trucks instead of the train.

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:

(A) Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

STAR Driver involved in accident

(B) 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 Commission regarding specific legal matters requiring the provision of legal advice by such counsel.

Vehicular accident involving STAR Transit vehicle

All members were present with the exception of Mr. Hogg and voted "yes." The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Commission had entered the closed session for those purposes as set out in paragraphs 1 and 7 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that these were the only matters of discussion during the closed session.

In Re: Adjourn

Motion was made Mr. Hart, seconded by Mr. Wolff, that the meeting be adjourned. All members were present with the exception of Mr. Hogg and voted "yes". The motion was unanimously passed. The meeting was adjourned.