

**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, February 6, 2018 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman
Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer

Absent:

Ron Wolff

Ex-Officio member present:

Linda Balderson

Nonmembers present:

Alex Parry, Bay Coast Railroad
J. T. Holland, Bay Coast Railroad
Joyce Collins, Bay Coast Railroad
Bruce Simms, Virginia Regional Transit
William Moore, Interim Transit Manager, STAR Transit
Michael McLaughlin, Va. Dept. of Rail & Public Transportation
Jeremy Latimer, Va. Dept. of Rail & Public Transportation

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present. It was noted that the Northampton County Board of Supervisors still has not appointed anyone to replace former Commission members Mr. LeMond and Mr. Hogg.

In Re: Invocation

The invocation was given by Ms. Major.

In Re: Statements from the Public

There were no comments from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at January 31st of \$32,181.70.

In Re: Minutes of January 8, 2018

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of January 8, 2018 be approved. All members were present with the exception of Mr. Wolff and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



STAR Transit Management Report

Feb. 6, 2018

Operations

- Further planning by the Star Management Team for the proposed Northampton County Demand Response expansion route is underway. Survey questionnaires are currently in the mail.
- All transit operations were cancelled for January 4th & 5th due to hazardous road conditions. In addition to those service cancellations, a two hour delay was implemented for January 8th & 18th.
- January ridership totals indicate a 16% decline compared to January of 2017.

Human Resources

- Mr. John Maher resigned as Transit Manager for STAR Transit on January 12th 2018. Upon this occurrence, Operations Supervisor William Moore agreed to assume managerial duties as “Interim Transit Manager” to ensure no disruption in passenger service delivery. *Mr. Moore was present and was introduced to the group.*
- Recruitment efforts are underway for the Transit Manager position utilizing VRT internal postings, STAR internal postings, local news outlets, indeed online and other publications.

Training

- No training events were scheduled for January 2018.

Capital

- On January 25th STAR Transit received a replacement support vehicle for use in supervision and revenue service. This vehicle is a 2017 Dodge Grand Caravan with 2 wheel chair securement positions.
- With the receipt of the new support vehicle, STAR Transit will be disposing of on public surplus a 2011 Dodge Grand Caravan with 1 wheel chair position.
- The Management Team has finalized and submitted to DRPT the STAR FY19 Capital Budget Requests. The requests include two replacement buses and one expansion service bus.

Marketing and Outreach

- STAR Transit has been contacted by the Eastern Shore Migrant Head Start program to begin planning efforts for field trips to their refuge, Kiptopeke State Park and Cape Charles Library as was the case last year.

Transit Maintenance

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

Monthly Ridership Statistics

November 2016	7708	November 2017	7170	-538	7% decrease
December 2016	7539	December 2017	6438	-1101	15% decrease
January 2017	7491	January 2018	6259	-1232	16% decrease

December 30, 2017 20 DAYS

STAR TRANSIT 2016-2017

STAR TRANSIT 2016-2017				December 30, 2017 20 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Passengers			
				Month	2017-18	2016-17 Trips	Total Cost
Oct.	\$60,835.88	\$48,871.00	\$11,964.88	Oct.	8102	7,913	\$6.03
Nov.	\$64,900.31	\$57,174.90	\$7,725.41	Nov.	7170	7,708	\$7.97
Dec.	\$73,080.80	\$67,989.34	\$5,091.46	Dec.	6438	7,539	\$10.56
Jan.			\$0.00	Jan.		7,491	\$0.00
Feb.			\$0.00	Feb.		8,135	\$0.00
Mar.			\$0.00	Mar.		8,616	\$0.00
Apr.			\$0.00	Apr.		7,595	\$0.00
May			\$0.00	May		8,069	\$0.00
June			\$0.00	June		8,228	\$0.00
July			\$0.00	July		6,877	\$0.00
Aug.			\$0.00	Aug.		8,089	\$0.00
Sept.			\$0.00	Sept.		7,527	\$0.00
TOTAL	\$198,816.99	\$174,035.24	\$24,781.75		21710	93,787	
					AVERAGE COST PER PASSENGER ->		\$8.02
					AVERAGE PASSENGERS PER MONTH ->		7,237

Passengers per Mile				Cost per Mile			
Oct.	0.22	April		Oct.	\$1.34	April	
Nov.	0.21	May		Nov.	\$1.67	May	
Dec.	0.20	June		Dec.	\$2.16	June	
Jan.		July		Jan.		July	
Feb.		Aug.		Feb.		Aug.	
Mar.		Sept.		Mar.		Sept.	
				TOTAL			
					AVERAGE MONTHLY PASSENGERS PER MILE		0.21
					AVERAGE COST PER MILE		\$1.70

Hourly Cost				Passengers per Hour			
Oct	\$34.18	April		Oct	5.7	April	
Nov.	\$41.89	May		Nov.	5.3	May	
Dec.	\$52.30	June		Dec.	5.0	June	
Jan.		July		Jan.		July	
Feb.		Aug		Feb.		Aug	
March		Sept		March		Sept.	
TOTAL							
					AVERAGE TOTAL HOURLY COST		\$42.50
					AVERAGE PASSENGERS PER HOUR		5.3

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,434	220	5,578
Purple	1,391	220	5,449
Gold	945	110	2,838
Blue	899	110	2,881

Green	335	190	3,086
Chincoteague	863	230	6,882
Yellow	571	220	4,702
	<u>6,438</u>	<u>1,300</u>	<u>31,416</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	36,476
Nov.	1,365	34,250
Dec.	1,300	31,416
Jan.		
Feb.		
Mar.		
Apr.		
May		
June		
July		
Aug.		
Sept.		
	<hr/>	<hr/>
	4,095	102,142

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In Re: State's Comments

The new Chief of Rail, Michael McLaughlin, was introduced to the Commission.

Ms. Balderson reported that a letter expressing the State's approval for selling or leasing the carfloat NANDUA was delivered to the railroad today.

In Re: Airport Update

Mr. Hart said that the Melfa airport will be receiving a generator provided by the County for emergency services. He also noted that the runway is being rehabilitated through a federal grant.

In Re: Railroad Comments

In January handled 76 carloads. Fifty-one (51) of these were at Little Creek with the top shippers being:

- 33 for Mid-Atlantic Transload (grit),
- 14 for Gordon Paper, and

4 for Dynaric.

Eastern Shore location handled the remaining 25 cars:

Pep Up Gas 6 Cars,
Sharp Energy 6 cars,
Coastline Chemical 7 cars,
Helena Chemical 1 car, and
Crop Production 5 cars.

Mr. Parry also reported that the first stone shipment has been received for the Bridge-Tunnel project. Regular shipments equating to 1700-1800 carloads are expected over the next two years.

In Re: Closed Session:

Motion was made by Mr. Hart, seconded by Ms. Major, 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 Commission 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.

After Closed Session, the Chairman reconvened the meeting and said that the Commission 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: Adjourn

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