

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

Present:

Donald L. Hart, Jr., Vice Chairman
C. Reneta Major, Secretary-Treasurer
Ron Wolff
H. Spencer Murray
Dave Fauber
John Coker

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
Jeremy Latimer, Va. Dept. of Rail & Public Transportation
Oliver Bennett, Canonie Atlantic Co.
Paul Muhly, Canonie Atlantic Co.
John Sharpley, Canonie Atlantic Co.
Larry LeMond, Canonie Atlantic Co.

In Re: Call to Order

The Vice Chairman called the meeting to order and indicated that a quorum was present. He welcomed the new appointees from Northampton County: Mr. Murray, Mr. Fauber and Mr. Coker.

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 February 28th of \$19,937.35.

In Re: Minutes of February 6, 2018

Motion was made by Ms. Major, seconded by Mr. Wolff, that minutes of the meeting of February 6, 2018 be approved. All members were present and voted “yes”, with the exceptions of Mr. Murray, Mr. Coker and Mr. Fauber who abstained. The motion was passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
March 6, 2018**

Operations

- Ridership for February 2018 totals indicate 6,916 rides provided compared to February 2017's 8,135 rides provided. Ridership. The Purple / Red routes as well as the Blue / Gold routes show a decline in passenger utilization. All other routes such as the Silver / Orange, Green and Yellow continue to maintain their ridership numbers compared to previous February 2017.
- STAR Transit has submitted a request to DRPT for funding of a “Northampton Demand Response” route and a vehicle to operate this route. This route may come to

fruition this year provided the Northampton County Board of Supervisors considers and approves the \$19,968 local match requirement.

Human Resources

- STAR Transit continues to have a full complement of operator staff, and recruitment efforts have ceased.
- Candidate screenings have begun for a permanent Transit Manager to oversee the daily operations of the STAR Transit system. All indications are that the position will be filled by April 1 2018.

Training

- STAR Transit will provide a workplace safety & compliance training for its operators and staff March 10th.

Capital

- STAR’s new Dodge Grand Caravan support vehicle is in service. The older van has been removed from service and is being prepared for auction.
- The Management Team has finalized STAR Transit’s FY2019 capital requests and operating budget submission to the Virginia Department of Rail and Public Transportation and awaits the spring “program of projects” list.

Marketing and Outreach

- The proposed Northampton County Demand Response expansion questionnaires are being tallied. As of 2/26/2018, with 346 surveys on hand, 180 surveys would use the service with 285 passengers in the households, for possibly 448 – 725 trips per week.

Transit Maintenance

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

Monthly Ridership Statistics

January	2017	7491	January	2018	6028	- 1463	19% decrease
February	2017	8135	February	2018	6916	- 1219	15% decrease

* * * *

January 31, 2018 20 DAYS

STAR TRANSIT 2017-2018

STAR TRANSIT 2017-2018				Passengers			
Month	Total Revenue	Total Expenses	Surplus/Deficit	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.	\$71,900.79	\$72,911.39	-\$1,010.60	Jan.	6028	7,491	\$12.10
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
					27738	93,787	
TOTAL	\$270,717.78	\$246,946.63	\$23,771.15	AVERAGE COST PER PASSENGER ->			\$8.90
				AVERAGE PASSENGERS PER MONTH ->			6,935

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.	0.20	July		Jan.	\$2.39	July	
Feb.		Aug.		Feb.		Aug.	
Mar.		Sept.		Mar.		Sept.	
AVERAGE MONTHLY PASSENGERS PER MILE				TOTAL	AVERAGE COST PER MILE		\$1.86
			0.21				

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.	\$57.01	July		Jan.	4.7	July	
Feb.		Aug		Feb.		Aug	
March		Sept		March		Sept.	
TOTAL							

AVERAGE TOTAL HOURLY COST	\$45.95	AVERAGE PASSENGERS PER HOUR	5.2
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Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,276	218	5,403
Purple	1,246	218	5,297
Gold	828	107	2,759
Blue	912	110	2,836
Green	382	181	3,193
Chincoteague	829	227	6,453
Yellow	555	218	4,520
	<u>6,028</u>	<u>1,279</u>	<u>30,461</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	36,476
Nov.	1,365	34,250
Dec.	1,300	31,416
Jan.	1,279	30,461
Feb.		
Mar.		
Apr.		
May		
June		
July		
Aug.		
Sept.		
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	5,374	132,603

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Additionally, Mr. Thompson distributed copies of a very complimentary letter to the Editor recently published in the *Eastern Shore Post* concerning STAR Transit. He further noted that Mr. Moore will be re-timing all of the STAR Routes as they have a tendency to deviate over time from the published schedules. The final adjustments will be shared with the Commission next month. Lastly, Mr. Thompson requested a letter of support to our legislative delegation with regard to the need for continuance of capital funding. Motion was made by Mr. Wolff, seconded by Ms. Major, that said letter be sent. All members were present and voted "yes." The motion was unanimously passed.

Mr. Wolff questioned the results of a recent survey of residents in the Horntown area relative to possible expansion of the route in that area. Survey results indicated 59-80 trips are anticipated; hopefully, the existing route can be adjusted to absorb this. The expansion will need to be included in the Transit Development Plan.

In Re: State's Comments

Ms. Balderson welcomed the new members.

In Re: Airport Update

For the benefit of the new members, Mr. Hart reiterated his comments from the previous month, indicating 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 grant.

Mr. Wolff reported that an Antares launch is planned for May with a second launch before the end of the year. The drone runway is getting much use.

In Re: Railroad Comments

In February, Bay Coast Railroad handled 133 carloads. Eighty-six (86) of these were at Little Creek with the top shippers being:

40 for Mid-Atlantic Transload (grit),
24 CBBT stone,
19 for Gordon Paper, and
3 for Dynaric.

Eastern Shore location handled the remaining 47 cars:

Pep Up Gas 16 cars,
Sharp Energy 20 cars,
Coastline Chemical 7 cars,
Helena Chemical 2 cars, and
Crop Production 2 cars.

In answer to a question posed by Mr. Parry, Mr. Murray said that there are interested parties in the Bayshore facility, both for pre-cast and other purposes.

Mr. Parry said that they have entered into a water and sewer services agreement with the Town of Cape Charles, including a cart path, to the new brewery.

Also, Mr. Parry said that the City of Pocomoke is doing timber sales in its industrial park areas, on the west side of our tracks. He is working with the City on this project.

In Re: Election of Officers:

The Chairman opened the floor for nominations for the office of Chairman. Motion was made by Mr. Wolff, seconded by Mr. Murray, that Mr. Hart be nominated for Chairman. Mr. Hart asked that Ms. Major conduct the meeting temporarily as he did not feel comfortable doing so while his name was on the floor.

Ms. Major asked for any further nominations; there being none, the floor was closed. Motion was made by Mr. Murray, seconded by Mr. Wolff, that Mr. Hart be elected as Chairman. All members were present and voted "yes." The motion was unanimously passed.

Mr. Hart assumed the chair and opened the floor for nominations for the office of Vice Chairman. Motion was made by Mr. Murray, seconded by Mr. Fauber, that Mr. Coker be nominated for Vice Chairman. There were no further nominations and the floor was closed. Motion was made by Mr. Wolff, seconded by Mr. Murray, that Mr. Coker be elected as Vice Chairman. All members were present and voted "yes." The motion was unanimously passed.

Mr. Hart opened the floor for nominations for the office of Secretary-Treasurer. Motion was made by Mr. Murray, seconded by Mr. Wolff, that Ms. Major be nominated for Secretary-Treasurer. There were no further nominations and the floor was closed. Motion was made by Mr. Wolff, seconded by Mr. Coker, that Ms. Major be elected as Secretary-Treasurer. All members were present and voted "yes." The motion was unanimously passed.

Mr. Hart opened the floor for nominations for the office of Assistant Secretary-Treasurer. Motion was made by Mr. Wolff, seconded by Ms. Major, that Ms. Janice K. Williams be nominated for Assistant Secretary-Treasurer. There were no further nominations and the floor was closed. Motion was made by Ms. Major, seconded by Mr. Murray, that Ms. Janice K. Williams be elected as Assistant Secretary-Treasurer. All members were present and voted "yes." The motion was unanimously passed.

In Re: Closed Session:

Motion was made by Ms. Major, seconded by Mr. Wolff, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

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.

(Canonie Atlantic Co. Board of Directors)

All members were present 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 1 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.

NEW BUSINESS

In Re: Elect Representative for Canonie Atlantic annual meeting

Motion was made by Mr. Wolff, seconded by Mr. Coker, that Mr. Donald L. Hart, Jr., be appointed to represent the stockholder (ANTDC) at the Canonie Atlantic Co. annual meeting. All members were present and voted “yes.” The motion was unanimously passed.

In Re: Instructions to Delegate for Canonie Atlantic annual meeting

Motion was made by Mr. Wolff, seconded by Mr. Murray, that Mr. Hart be instructed as follows:

- (a) to vote for the reappointments of Mr. Sharpley, Mr. Wolff and Mr. Hart;
- (b) to replace Mr. Moore with Mr. Murray;
- (c) to replace Mr. Hogg with Mr. Coker; and
- (d) to replace Mr. LeMond with Mr. Fauber.

All members were present and via roll-call, voted “yes”. The motion was unanimously passed, 7-0.

Mr. Murray thanked Mr. LeMond for his years of service and indicated that he hoped to be able to preserve Mr. LeMond’s vast historical knowledge through the establishment of some sort of relationship going forward.

In Re: Adjourn

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