

**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, Melfa, Virginia, on Tuesday, April 6, 2010 at 5:30 p.m.

Present:

E. Philip McCaleb, Chairman  
Oliver H. Bennett, Vice Chairman  
Steve Mallette, Secretary-Treasurer  
Ron Wolff  
Laurence J. Trala  
Willie C. Randall

Ex-Officio member absent:

Kevin Page

Nonmembers present:

Ken Pollock, Virginia Dept. of Rail & Public Transportation  
Dave Morgan, Virginia Regional Transit  
Mark McGregor, Virginia Regional Transit  
Bruce Simms, Virginia Regional Transit  
J. T. Holland, Bay Coast Railroad  
Larry LeMond, Bay Coast Railroad  
Art Miles, Town of Melfa

In Re: Call to Order

The meeting was called to order by the Chairman who indicated that a quorum was present.

In Re: Invocation

The invocation was given by Mr. Wolff.

In Re: Statements from the Public

Mr. Art Miles, Melfa Town Councilman, who addressed the Commission last month, said that he was disappointed with the quality of the repair work performed by railroad forces on the crossing. He distributed “before” and “after” photographs to indicate his point. Mr. LeMond indicated that he would see to it that the repair work was properly done and would keep the crossing in a “safe and serviceable condition” as required by the Code of Virginia (copies of the pertinent section had been provided by Mr. Miles). Mr. LeMond also noted that he felt that the Town of Melfa should apply for grant funding for a concrete crossing in the spring and would be glad to assist with that paperwork. He further stated that it did not make any sense to spend thousands of dollars on the crossing when a new concrete crossing could be 12-18 months away.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at March 31<sup>st</sup> of \$2,170.61. On behalf of STAR Transit, Virginia Regional Transit presented an Operating Analysis at February 28, 2010. This analysis summarized total revenues and expenditures; total cost per trip; total hours of operation; cost per mile, hourly cost of trips and mileage driven. Also distributed was a daily passenger ridership report for March 2010 and it was noted that there has been an 18% increase in ridership between March 2009 and March 2010.

In Re: Minutes of March 2, 2010

Motion was made by Mr. Wolff, seconded by Mr. Mallette, that minutes of the meeting of March 2, 2010 be approved. All members and voted “yes”. Motion was unanimously passed.

In Re: Public Transportation Report

Representatives from Virginia Regional Transit distributed the following Management Report at April 1, 2010:

**MANAGEMENT REPORT**

**4/1/10**

VRT has made significant progress in operating the transit property. Some areas of concentration are as follows:

- **PERSONNEL:** Star Transit’s leadership team is in place with Kirk Miles, Operations Supervisor, Bill Moore, Assistant Operations Supervisor and Terri Short, administrative assistant. This team will be under the guidance of VRT and training curriculums are being developed for each individual.
- **FINANCE:** Attached is our operating analysis through the end of February, 2010. With five months of the fiscal year complete it appears that while costs are higher than projected, revenue has also increased resulting in a year to date surplus of approximately \$1900.00. Ridership continues to decrease, but as of the date of this report, we have not

started the new route system and we have not begun the marketing program. We expect the reduction in year to year passenger counts to reverse itself during March and April.

We have ended our relationship with the contract accountant and Virginia Regional Transit will now be processing all financial information for Star Transit internally. We anticipate that ADP will begin payroll processing in April, and we are re-working the insurance coverage for the agency. Currently vehicles are insured through the Virginia Liability pool at an annual cost of over \$21,000.00. We can obtain adequate coverage (6 million) with the same deductibles through the CTAV program with Selective insurance that also currently insures the business operations of Star for about \$12,900.00 annually. The Virginia Liability pool is a good program, but is designed for large urban transit systems, or transit systems that cannot obtain private insurance.

If members of the ANTDC have specific financial questions, please do not hesitate to contact our CFO at [kathy@vatransit.org](mailto:kathy@vatransit.org) or 707-727-5661. Detailed financials can be provided through this contact should you so desire.

- **OPERATIONS:** We are pleased to announce the new service schedule went into effect March 15, 2010. All indications are that the new schedule is a success for both the traveling public and Star Transit. During the first week we monitored the operation very closely in regards to on time performance, connections as well as customer feedback. The on time performance is doing extremely well with the only challenge being when multiple wheelchair passengers are traveling on the same route. The 20 minute buffer has proven to be successful in these times to allow the reverse route to begin on time. Although ridership will take some time to prove itself, the trend is that the lower fare and the improved reliability are causing some routes to already run full at times. We believe that as per the plan, the new route configuration will reduce costs and make the service more reliable. That combined with the new lower fares should spark an immediate increase in rider utilization.
- **FLEET MAINTENANCE:** We now have a maintenance plan in place that ensures each bus is serviced on a monthly basis as well on an on call basis. A spare bus is being provided by VRT to alleviate any route down times. Three new buses are to arrive to Star Transit in mid May 2010. Additional ARRA funds are available and Star Transit will be ordering two more replacement buses with an anticipated delivery date of late summer. We received one bid of \$582.00 on the bus with the blown motor, but the mechanic indicates that this bus would be worth significantly more than that for the parts that can be harvested from the vehicle. So we will be using the vehicle for parts and when we have taken much of the useable materials we will scrap the remaining hulk.
- **FACILITIES:** We are pleased to announce that new furniture has been ordered for the three main offices as well as the training room that will improve the functionality of facility as well as improve employee morale.

- **THREE MONTH LOOK AHEAD:** We will continue to trend all areas of performance in regards to service through hands on monitoring and factual on time data as well as focus on customer feedback. On April 13, 2010 Bruce Simms will host a 20 minute radio session on WESR to help send the message out the public on the positive changes taking place. We are in talks with Wal-Mart as they prepare for their opening in late spring. We are working with Wal-Mart to ensure customer safety and convenience as we see this being the center point of service in the near future. Continued focus will remain on marketing and advertising in an attempt to reduce local match. Star Transit will be having an employee cookout in late spring for employee appreciation. We are looking forward to a safe productive summer for Star Transit!

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Mr. McGregor noted that STAR Transit will be submitting another Stimulus Fund application for the purchase of two, larger buses. He then introduced Mr. Tim Brazil with Virginia Ads, who indicated that he was on the Shore working on customer advertising for the buses.

In Re: State's Comments

Mr. Page was absent.

In Re: Airport Update

The minutes of the January and February meetings of the Accomack Airport Commission were distributed.

Mr. Wolff said that in response to a recent newspaper article with regard to the Melfa Airport, he had had conversations with Airport as well as Navy officials concerning possible use of the airport for Navy training maneuvers.

In Re: Railroad Comments

Mr. LeMond asked about the current status of the barge repair agreement. He was informed that this matter would be discussed during the closed session with legal counsel.

In Re: Closed Session:

Motion was made by Mr. Mallette, seconded by Mr. Randall, 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 Board of Supervisors regarding specific legal matters requiring the provision of legal advice by counsel.

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 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

Noting that the Commission was not comfortable yet with reverting back to the bi-monthly meeting schedule, motion was made by Mr. Bennett, seconded by Mr. Trala, that the meeting be adjourned until May, 2010. All members were present and voted “yes.” The motion was passed. The meeting was adjourned.

It was noted that the meeting location for the May meeting will be the STAR Transit building in Onley, Virginia.