

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, July 20, 2015

The Eastern Panhandle Transit Authority (EPTA) met on Monday, July 20, 2015 at 446 Novak Drive, Martinsburg, WV. The following were present at the meeting: President, Nic Diehl; Vice President Greg Reed; Treasurer, Charlie Hall; Secretary Gene Pearson; Jim McGowan; Brenda Orndorff, and Jennifer Brockman. Mike Ferrari arrived at 4:20 p.m. Brent Wolfingbarger was absent. EPTA staff members present included: Executive Director Cheryl Keyrouze, Doug Pixler, and Amanda Malcolm. Also present was Dan Dulyea from the Berkeley County Council and Samantha Cronk from The Journal.

The Board Members monthly packet included the following: Monthly Meeting Agenda; the June 15, 2015 Board Meeting Minutes; Financial Reports through June 2015; the Director's Report; Department Reports from Operations and Marketing; the Scorecard from the Strategic Plan; and a Resolution on the Northport Station Project.

The President called the meeting to order at 4:03 p.m.

There were no appointments.

The President asked if there were any changes or comments on the minutes from the last meeting. Jennifer Brockman offered a motion to approve the EPTA Board Meeting Minutes for Monday, June 15, 2015. Jim McGowan seconded the motion and the motion was approved.

Financial Report

Kim Smith was absent from the meeting but did provide the Board with the Budget Variance Report package. There was some discussion on the difference between actual funds and depreciation funds. The Executive Director reported that EPTA still has a balance of funds carried over from the FY 14-15 grant in use. Gene Pearson offered a motion to accept the Financial Report. Greg Reed seconded the motion and the motion was approved.

Executive Director's Report

The Executive Director reported that the Administrative staff has begun working on the tactical initiatives from the Strategic Business Plan Scorecard. She pointed out that there were numerous tasks to be assigned to the Board for completion. The President asked that the Executive Director and Amanda Malcolm create an estimated schedule for the Board for their tasks.

The Executive Director and Doug Pixler are working on an emergency preparedness plan, similar to a fire drill, with emergency scenarios to practice in-house. The goal is to prepare the staff to automatically know what to do in different situations.

The Executive Director and Doug Pixler will be giving a Transit Development Plan presentation for the Jefferson County Homeland Security department at The Anvil in Harpers Ferry.

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The Medical Transportation Management (MTM) contract is still under review while we clarify the insurance issues at the state level with the Board of Risk and Insurance Management (BRIM).

The Executive Director reported that a new grant has been submitted but work on the DBE corrections from the Triennial Review are still in progress. The Director attended the Rise N Shine Breakfast where the topic focused on the Burke Street Promise Neighborhood and she was able to share the idea that EPTA could assist with any large event requiring transportation. Any local reimbursement EPTA received would be doubled as local matching funds.

The Executive Director met with Daily Companions, a social service transport entity, which will no longer be transporting people due the State contract with MTM. As a result, EPTA may have the opportunity to purchase their two (2) vans, based on their condition and available funding.

The Executive Director and Kim Smith attended Finance Training in Philadelphia in June. Doug Pixler and Elaine Bartoldson graduated from Berkeley Leadership and Jefferson Leadership respectively. Amanda Malcolm will attend Berkeley Leadership beginning this fall.

Old Business

Northport Station Project Resolution: The President reminded the Board that the Resolution does not require a commitment of EPTA funds but establishes a vote of support for the project. Gene Pearson offered a motion to approve the Northport Station Project Resolution. Jennifer Brockman seconded the motion and the motion was approved.

New Facility or Expansion: The President began a discussion of a looking for a new facility or the possible expansion of the existing building. Charlie Hall suggested that rather than look for what can be done with current funding, have department heads plan a “wish list” of future needs which could be converted to A&E plans. From the formal plans, EPTA could then scale back to what could be done over a period of time. Charlie also suggested adding 30% to any estimate to pay for unexpected expenses. Dan Dulyea suggested that in a long range plan, EPTA should consider being in a strategic location. The Executive Director and President expressed their desire to have a presence “downtown” but realized that the Tabler Station area could become more strategic as larger companies expand to that area.

The President reported that a small tract of land adjacent to EPTA could possibly be purchased to expand the current location. Mike Ferrari asked how much room remains available in the current garage for buses. Doug Pixler informed the Board that we are “tapped out” and will not have enough room in the garage to house all the diesels inside when cold weather arrives. Further discussion considered a separate location for the administrative offices. It is understood that any new building project be a structure that could support adding a second story in future.

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The President asked the Executive Director and Doug Pixler to create a list of ideas intended to meet needs for growth over the next five (5) to ten (10) years. They should also take into consideration what other transit agencies throughout the state have done, perhaps reusing an existing design.

The Executive Director may also propose that the State of West Virginia donate the Duffield Station property to EPTA once the MARC train stop is moved to the Northport Station. Dan Dulyea suggested we consider the difference in costs to build administrative offices, as compared to a maintenance shop. The Executive Director and Doug Pixler will undertake preparing lists for the next Board meeting.

New Business

Committee Reorganization: The Board was asked to rename and reorganize the existing committees to come into compliance with the Strategic Business Plan. The change of titles would also require a change in the By-Laws which are still awaiting review by Norwood Bentley, Berkeley County Counsel. The Budget Committee would become the Finance Committee comprised of Sherry Bartgis, Charlie Hall, and Gene Pearson; the Personnel Committee would become the Human Resources Committee comprised of Nic Diehl, Mike Ferrari, and Brenda Orndorff; and the Safety Committee which would become the Operations & Safety Committee comprised of Jim McGowan, Greg Reed, and Jennifer Brockman. Gene Pearson offered a motion to approve the Board Committee changes. Brenda Orndorff seconded the motion and the motion was approved.

The question was raised of whether a Council person could sit on a Board. Dan Dulyea reported that he knew of nothing that prohibits it, but to review the By-Laws. Charlie Hall stated that the By-Law Committee considered this question at length and wanted a representative from each municipality which funded EPTA on the Board to encourage further investment. No decision was made at this time.

Annual Board Meeting Calendar: The Board was presented the dates for the FY15-16 meetings, which are normally scheduled for the third Monday of each month. In the next year, two of these dates coincide with Federal holidays: on January 18 and February 15. The President asked the Board whether they wanted to meet on the holiday or change those meetings to the next day or to the next Monday. The Board recommended that the January meeting which coincided with Martin Luther King Day be moved to Tuesday, January 19 while keeping the February meeting coinciding with Presidents Day on Monday, February 15. Gene Pearson offered a motion to approve the FY15-16 calendar with the agreed upon change. Greg Reed seconded the motion and the motion was approved.

The President reported that he, Doug Pixler, and Brenda Orndorff had discussed what to do when a holiday coincides with a weekend. There is ongoing discussion needed as what to do for operations on those days and how to cover our routes.

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The President reminded everyone that the EPTA Picnic is August 9, 2015 from 1:00 p.m. to 5:00 p.m. at War Memorial Park. Bring side dishes and desserts to share.

Jim McGowan offered a motion to adjourn the meeting. Greg Reed seconded the motion and the motion was approved. The Board meeting adjourned at 5:00 p.m.