

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Wednesday, February 17, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Wednesday, February 17, 2016 at 446 Novak Drive, Martinsburg, WV. The following were present at the meeting: President, Nic Diehl; Secretary, Gene Pearson; Treasurer, Charles Hall; Jim McGowan; Brenda Orndorff; Sherry Bartgis; and Jennifer Brockman. Brent Wolfingbarger attended via conference phone. Board member Mike Ferrari was absent. EPTA staff members present included: Director Doug Pixler, Elaine Bartoldson, Kim Smith, Laura Funkhouser, Amanda Malcolm and finance temp, Jill Miller. Jim McVey of the Journal was also present.

The Board Members monthly packet included the following: Monthly Meeting Agenda; January 19, 2015 Board Meeting Minutes; Financial Reports for January 2016; and Director and Departmental Reports.

The meeting was called to order at 4:02 PM.

There were no appointments.

Kim Smith and Jill Miller attended to make introductions. They then excused themselves to continue Jill's training and the turnover of tasks while Kim is out on disability.

Jim McGowan offered a motion to approve the Minutes of the January 19, 2015 Board Meeting. Brenda Orndorff seconded the motion and the motion was approved.

The Director addressed the Budget Variances report and the Financial Reports for January 2016 in Kim Smith's absence. He noted that funds set aside for fuel were moved to other areas as needed. There are increasing repair costs for the older fleet buses. Two transmissions were replaced on older buses in the last three weeks at a cost of over \$2,700 and \$1,700 respectively. Costs were kept to a minimum by using our own mechanics to complete the labor. Sherrie Bartgis inquired about the long overdue MTM accounts. Amanda Malcolm explained that there were instances where the bill was in dispute for the amount of a trip. She also reminded the Board of the lengthy billing process which at present was a month behind. Gene Pearson offered a motion to approve the Financial Reports for January 2016. Brenda Orndorff seconded the motion and the motion was approved.

In the Director's report, Doug Pixler reported speaking with Bill Robinson with the WV State Transit Department about the 2016 Federal Allocations which were released last week. The Director had already requested three replacement buses with the 2015 funds and requested an additional four replacement buses with the 2016 allocation. He seeks to replace a total of seven aging buses. Jennie Brockman asked what would be done with the seven old buses. The old buses will be sold and the funds returned to the State. The Director is considering buying back the two buses which had the transmissions replaced, if the other major systems were in good repair. Charlie Hall suggested methods for testing the engine wear.

Gene Pearson asked if the buses could then be used for charter service or MTM. The Director replied in the affirmative.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-2-

Wednesday, February 17, 2016

The Director also reported that the Jefferson County Funding Request has been submitted. He will be making a presentation in support of EPTA's request to the Jefferson County Commission on Friday, February 19, 2016. His presentation will focus on the added service already provided in Jefferson County. The overall ridership increased in the second quarter. Many thanks to Jennifer Brockman who kept EPTA apprised of the funding request process.

Last week at the WVPTA Legislative Summit, the Director met with several of the regional delegates including Daryl Cowles of Morgan County and Eric Householder of Berkeley County. Delegate Cowles stressed the need for public transit between Morgan and Berkeley Counties which residents would use for work, medical, and shopping purposes. Delegate Cowles offered the possibility of housing buses in Morgan County as a cost savings to EPTA. The Director expressed his agreement with the need, but stressed the subsequent need for further sources of funding. Applying for a 5310 grant may be an option.

The President asked if there was any further move in the lease to house buses in Charles Town. The Director explained that the lease in Jefferson County could not be approved. We require a secure lot and their lot does not have a fence in the rear of the property. The Board discussed other options for Jefferson County parking. The President will inquire of the Hollywood Casino about the possibility of parking on their property in exchange for in-kind advertising. The President, Director, and Jennifer Brockman will seek other options over the next month.

The Transfer Site presentations were made to both Berkeley County and Martinsburg Councils this past week by Matt Mullenax of the MPO. The Director and Assistant Director attended the meeting. The information was well received by both Councils with positive responses.

The President asked the Assistant Director Elaine Bartoldson about the success of interior advertising. The Assistant Director advised the Board that inside ads were not as popular or as lucrative as the exterior ads, but they have been a useful tool in attracting advertisers, providing them as an incentive. The interior ads have also been used more for short term ads related to special events.

Old Business

The Board addressed the Code of Ethics for Employees which had been tabled from the January 19th meeting. Sherrie Bartgis offered a motion to adopt the Code of Ethics for Employees. Jim McGowan seconded the motion and the motion was approved.

New Business

The Finance Manager requested the addition of the Assistant Director as an additional signatory to the bank accounts. The bank requires approval of the Board for the change. Brenda Orndorff offered a motion to add the Assistant Director, Elaine Bartoldson as a signatory to the bank accounts. Jennifer Brockman seconded the motion and the motion was approved.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-3-

Wednesday, February 17, 2016

MTM Status Review: Participants in the Medical Transportation Management program apply to MTM for membership, supplying Medicaid credentials for payment. MTM, which holds the State contract, then links members with participating transit operators via the computer. Trips are priced per mile by MTM. EPTA may opt to accept or turn back a trip.

The Director has monitored the progress of MTM since it began in late August to determine if the program is cost effective. For the second quarter, EPTA received \$25,989 gross; leaving a net of approximately \$4,000 after payroll for drivers and fuel were deducted. This balance does not include hours for administrative time for Raymond Knight, Kim Smith and Amanda Malcolm. All participate in the process. EPTA is gradually adding more riders to the same routes which will increase revenue. MTM revenue can be counted as match money for federal funding.

Charlie Hall asked how the increase in MTM had affected the demand response service. It was hoped that it would reduce some of their ridership. Although demand response services has leveled off, the Director explained that riders are not eligible for MTM if they are not on Medicaid. Riders are told about the program and provided contact information if they are interested in MTM. After talking with Potomac Valley for ways EPTA can improve use of MTM, the Director has contacted the Grove Center which assists adults with intellectual disabilities. The Director will investigate other day settings where we could provide group ridership. The Director recommended that EPTA continue providing MTM service.

Sherry Bartgis and Jim McGowan left the meeting.

Organizational Chart: The Director has reorganized the Operations department with the following changes, which become effective Monday, February 22, 2016:

1. Raymond Knight was promoted to Driver Supervisor and will move to the back office; he will no longer assist with dispatch but focus on supervising and scheduling the line drivers and MTM.
2. Larry Munday was promoted to Lead Driver/Trainer.
3. Mark Jones will move into the Dispatch office as the evening Dispatcher.
4. William Dorsey, the Fleet & Maintenance Manager, will take on some of the Operations reporting responsibilities.

The Dispatch job will be split into two shifts with Sandra Muskelly working 6 am to 2 pm and Mark Jones working 10 am to 6 pm providing greater coverage for both drivers and patrons. Charlie Hall asked for job descriptions of the new positions. Although in progress, the job descriptions were not available for the Board at this time. Charlie noted that the organizational chart was okay for a starting point.

The Assistant Director is pricing a text alert system to which riders can subscribe for regular updates for bus schedule notices of delays, accidents, etc. Brent Wolfingbarger asked if EPTA could use the app to ID where buses are when delayed. Unfortunately, we are not at that level

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-4-

Wednesday, February 17, 2016

technologically yet. We also need to update the Zonar system and have it installed on all EPTA buses.

The Budget Committee has planned a meeting for March 7th at 3 p.m.

Gene Pearson offered a motion to adjourn the Board meeting. Jennifer Brockman seconded the motion and the motion was approved.

The meeting adjourned at 5:10 p.m.