

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, April 18, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Monday, March 21, 2016 at 446 Novak Drive, Martinsburg, WV. The following were present at the meeting: President, Nic Diehl; Jim McGowan; Sherry Bartgis; Jennifer Brockman; Charlie Hall and Mike Ferrari. Brenda Orndorff participated by phone. Gene Pearson was absent. EPTA staff members present included: Director Doug Pixler, Elaine Bartoldson, Laura Funkhouser, and Jill Miller. Dan Dulyea appointed liaison for the Berkeley County Council was also present.

The Board Members monthly packet included the following: Monthly Meeting Agenda; March 21, 2016 Board Meeting Minutes; Financial Reports for March 2016; and Director and Departmental Reports.

The meeting was called to order at 4:05 PM.

There were no appointments.

Sherry Bartgis offered a motion to approve the Minutes of the March 21, 2016 EPTA Board Meeting. Jennifer Brockman seconded the motion and the motion was approved. Charles Hall requested to be recused.

Finance/Budget Report

The Board briefly reviewed the March Financial Report. The Director asked if anyone had any questions. Charlie Hall asked about the salaries being at 72% of the budget and is there a need for concern. The Director advised we should fall in line with the budget at physical year end. The Director explained it was up a little due to some required overtime and the Finance temp's salary was falling under miscellaneous, which will be moved into the salaries line. Sherry Bartgis questioned under expenses the line for Ad, legal, procurement, and employment was over quite a bit in percentage. The Deputy Director explained there were some items placed there for additional advertisements and public notices this year. The Director explained a few items would need to be moved around to fix this. Sherry Bartgis asked about the line of uncategorized income having almost \$4000 and what it was. Jill Miller (Finance temp) explained it was a deposit that had cleared the bank but had shown up as an error, it was income from advertising, and would clear from the records and go to the correct line once it is corrected. Mike Ferrari asked about the A/R aging summary why Quad Graphics was 60 to 90 days out with no payment. The Director said he would check into this as it seems to be a December charge and get it corrected. Charlie Hall offered a motion to approve the March Financial Report. Jim McGowan seconded the motion and the motion was approved. Sherry Bartgis abstained.

Director's Report

The Director asked if there were any questions for his or the department reports.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-2-

Monday, April 18, 2016

The Director told the Board he had a Power point of the agenda with some of the old and new business items.

Old Business

Job Description Review: The President discussed the Job Description revisions from the previous meeting and advised since it was not specifically listed on the previous meetings agenda we would like to re-approach and ask for approval of the job descriptions revision. Sherry Bartgis motioned to approve. Brenda Orndorff seconded the motion and the motion was approved.

Text Alert: The Director displayed the Power point presentation for the Text alert system. Elaine Bartoldson said she emailed all of the Board Members last week the new Text Alert information. Elaine shared the text alert was launched this past Saturday at the driver's meeting. The text alert system is for all EPTA drivers, riders and any board members who would like to participate. There is a separate system for employees and the riders, the drivers can sign up for all texts from EPTA, Marc and Shepherd or just employee related updates. The drivers can sign up for the public texts also. She shared there will be a mock test coming soon, and it will be placed on our website for the public by the end of the month. Additionally, both local radio stations have signed up for the text alert system. Brenda Orndorff shared she signed up for the text alert system and it was very user friendly. Mike Ferrari asked for the cost of the text alert system. Elaine Bartoldson said it would cost 5 cent per text, so if we have 100 people sign up it will cost \$5.00. Elaine explained this was the least expensive way to go, where just about everyone has a cell phone and if there are line delays or other problems everyone would receive an alert notification. The Director added that EPTA was not expecting very heavy use.

Bus Procurement: Doug Pixler advised the Board with WVDPT no longer managing the procurement of buses due to budget cuts, the transit agencies in the state formed a committee to develop bus specifications and manage the purchase of buses. Doug said they had their 1st meeting last Friday in Fairmont, WV. We will be purchasing our own buses working together with other transit agencies in the state. Doug shared the procurement is a large task for us but we receive better pricing and it will also be better and quicker for us to purchase this way. The board president asked Doug to share the buses with the new ground lifts. Doug explained the buses are much lower to the ground and the ramps come out from there. Nic Diehl said the drivers will not have to get out of their seats for this lift. Doug Pixler said these buses are more for an Urban area, where we are more rural turning into Urban. Doug said we are looking into a contract for purchasing some of the new Ford 8 passenger Transit vans. Additionally, the new vans are easier on gas and could cut out using so much of our 12 passenger buses. Charlie Hall asked about the contracts for purchasing. Doug said they would be meeting again this Friday in Charleston, WV

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-3-

Monday, April 18, 2016

with staff from the state purchasing agency to give us assistance and ideas. Doug said he will be sending a list on what our bus needs are along with some other things by this Friday. Doug shared this is very exciting and a positive thing for us and other transit authority's. Doug explained with all of the cuts at state level, the local matches from the state are basically non-existent. Charlie Hall inquired about how long it will take to get a bus. Doug Pixler said for the smaller vehicles it will take around 4 to 5 months. The larger buses

Call Sign Update: Doug told the Board we will only be placing the call signs on our current new buses and may include in the packaging our new forthcoming buses.

Escrow Account Update: Doug Pixler explained EPTA had set up the Reserve account last year after EPTA was experiencing fund problems in the past. Money from the fare boxes were placed into the account for emergency situations so there would be money to pay at least 3 payrolls if the government had a shutdown, so forth.

New Business

Facility Expansion: Doug Pixler met with Bill Robinson and the MPO to create a draft of the scope for expansion at EPTA. We went through Region 9 and MPO meeting with Michael Baker. Our scope Highlights are as follow: Office space, Employee parking, fleet maintenance, climate control storage, and a fueling station. Additionally, we will be doing a space needs assessment, conceptual design and looking for future needs expansion. Sharing we have outgrown our space here. Nic advised the Board they need to approval to move forward on the Facility Expansion project. Sherry Bartgis motioned to approve the Facility Expansion. James McGowan 2nd the motion. The motion was approved.

Creation of 501C3: Partnerships Building Community Involvement. Nic Diehl explained to accept funds from outside, like monies, property, so forth, it makes since if we have the 501C3. Several other transit authorities throughout the state already have this. A committee was appointed with Sherry Bartgis and Charles Hall to help establish the Vision and Mission statement for the 501C3. Nic Diehl advised the board needed to approve to move forward on the 501C3. Jennifer Brockman motioned to approve, Sherry Bartgis 2nd the motion and the motion was approved.

3rd Quarter Stat Updates: Doug Pixler showed the ridership stats on all EPTA buses by Power point, with the passenger counts. Doug shared ridership is up 10.55 % on our route lines since the last quarter and continues to go up. He shared we expect to be over 200 thousand in ridership for this year.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

-4-

Monday, April 18, 2016

Charles Town Lease agreement: Doug Pixler shared he sent out a copy to the Board and also to Norwood Bentley for approval. Doug explained because it is an In Kind donation it needed to be voted on. The bus storage is at the Charles Town Maintenance Facility and it is a secured site. Charles Hall motioned to approve the site, Jenny Brockman 2nd the motion and the motion was approved.

EPTA Bus Storage 607 & 558: Doug Pixler shared the 2 buses (607 & 558) were moved to the Wheatland Storage site off Route 11 by Tri State Electric and if we use them for non FTA they cannot be on our lot. Doug said the charges are very minimal and we are getting Sheetz fuel cards for the buses, and all maintenance will be off site as required for an offsite storage.

Safety Committee Update: Doug Pixler told the Board a safety meeting was held today at EPTA. It was a good meeting.

BOD Presentation: Board member recognition. On hold until next meeting.

Sherry Bartgis motioned to adjourn the meeting, Jim McGowan 2nd the motion and the motion was approved.

The meeting adjourned at 5 pm.