

EASTERN PANHANDLE TRANSIT AUTHORITY  
BOARD MEETING MINUTES

Monday, May 16, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Wednesday, June 15, 2016 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: Secretary, Gene Pearson, Jim McGowan; Charles Hall; Sharon Bartgis; and Kimberly Foore. Not present were Brenda Orndorff, Mike Ferrari and Jennifer Brockman. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, Laura Funkhouser, Wanda Shifflet 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; April 18, 2016 Board Meeting Minutes, Financial Reports for April 2016; and Director and Departmental Reports.

The President called the meeting to order at 4:00 PM.

There were no appointments.

Jim McGowan offered a motion to approve the Minutes of the Monday, May 16, 2016 Board Meeting. Sharon Bartgis seconded the motion and the motion was approved. Nic Diehl introduced the new board member, Kimberly Foore from the City of Martinsburg.

Finance/Budget Report

President, Nic Diehl stated that the Board had received the budget, financials and P&L reports. At today's meeting the Board was going to focus on the proposed annual budget. The Director wanted to point out that on the P&L report in the Consultant/Planning category the amount of \$34,954.14 was paid to the MPO and EPTA was reimbursed from the State. EPTA's total cost was around \$2,200. The amount came back in but is showing up in another category. This error will be fixed and will reflect correctly on next month's P&L report. President, Nic Diehl had a question regarding the amount in the Vehicle Equipment-Other category and the Director stated that some things were being coded into the wrong category and that these issues were going to be fixed and the P&L report for next month would be more accurate. Gene Pearson offered a motion to approve the financial reports however, Sharon Bartgis wanted to wait until next month after changes were made to the P&L report to approve the financials. Charles Hall stated that the Board knew where the errors were and these errors would be corrected. Sharon Bartgis seconded the motion and the motion was approved.

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Director's Report

The Director introduced Wanda Shifflet as the new Finance Manager to EPTA. The Director spoke to the Board about procurement issues and next year's grant which he sees no issues. The Director mentioned he was traveling to Portland, Oregon for the CTAA which includes financial and grant management training for public transit. Charles Hall inquired about the Canal town meeting. The Director stated that EPTA will work with the Harpers Ferry National Park Service to provide drivers for the canal run. Sharon Bartgis requested a status update on the Works Exploration Program. Deputy Director, Elaine Bartoldson explained to the Board that she attends the high schools and distributes free passes to the students. Sharon wanted to know if the Works Exploration Program was advertised in the newspaper, Elaine confirmed that it was advertised. The Director met with Berkeley Senior Services. The Berkeley County Council was concerned about duplicating services. The council is providing money for both services. The Director does not pass driving training for the drivers of Berkeley and Morgan Senior Services. The Director does want to increase EPTA's involvement.

Department Reports

There were no questions or concerns regarding any of the Department Reports.

Old Business

- A. Bus Procurement: Ford has agreed to honor the 2015 contract prices for the purchase of the new eighteen passenger buses. The new buses come equipped with video cameras but will need installation of fareboxes and Zonar.
- B. Escrow Account: The Board signed off on the escrow account for payroll funds.
- C. Facility Expansion: We received our grants for this project evaluation for the next 10-20 years. Baker International will be doing the study.
- D. 501C3 Update: Doug and Elaine met with Charles Hall and Sharon Bartgis to discuss the 501C3 and they have come to the conclusion that they were slightly overwhelmed so Charles Hall and Sharon Bartgis made the recommendation to hire a consultant who has experience to make sure it is done right the first time.
- E. Text Alert System: Elaine noted that there were forty-five riders who have signed up for the regular line, eighteen for Shepherd, and twelve for Marc.
- F. Transfer Station: The funding has been approved to expand the study for the new transfer station. Two locations for the transfer stations are, an area near the Martinsburg Mall and the old Union Sales Dodge. The President presented to the Board a preliminary design of the transfer station and went over some of the design details.

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New Business

- A. Proposed Budget FY17: President, Nic Diehl was concerned with the decrease in farebox ticket sales contributing it to the VA issue. The Director mentioned the VA estimated a higher volume of farebox sales that never materialized. However, the numbers are realistic. The Director mentioned the approval from the FTA to use profits from In-Kind advertising for the Operational Grant as local match. Local contributions are accurate and Jefferson County increased their donations. Sharon Bartgis stated that it was the Centennial year for Harpers Ferry's and asked if our income would increase, The Director confirmed that our income would increase. This year's income for Shepherd and Harpers Ferry decreased because of the weather conditions. The Director also mentioned EPTA will receive more income this year from the Federal government and our local match. We will see an increase in our MTM service. Dan Dulyea addressed the Board regarding the funding for the new transfer station. The Director explained the money from the transfer station would not be coming from the State but from our local match and it has been figured into our budget. Nic Diel spoke of his concern with the overtime hours in the past and The Director mentioned that he has budgeted for overtime; something that had not done in the past.
- B. Board Presentation: Treasurer Charles Hall presented to the Board a proposal for an organized budget schedule which Mr. Hall describes in detail. Charles Hall suggests that beginning in August & September we gather information for our revenue and expenses. In October & November we prepare the budget, which includes assembling and refining. In December and January we report to the governmental agencies that support EPTA to request funds. In mid-March, the Finance committee would meet to begin the budget process once they have received the information from the government agencies. The first of April the Finance committee would meet for the second time to review the budget. By the second week of April the Board would distribute the first draft to the Board.

During the Board meeting in April, the members could discuss and modify the budget. The Board would meet in early May for the final approval and submission of the budget. Charles Hall then discussed salaries and how they need to be factored into the budget. Mr. Hall is suggesting a feasibility review to make decisions on salaries during the November Board meeting. The following month the Board would make a decision and roll those figures into the budget.

Charles Hall moved that the Board approve the budget, Gene Pearson seconded the motion and the motion was approved

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The Board recognized Gene Pearson as the Board member of the year.

Adjournment

Nic Diehl offered a motion to adjourn the Board meeting. Gene Pearson seconded the motion and the motion was approved.

The meeting was adjourned at 5:15 p.m.