

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD MEETING MINUTES

Wednesday, June 15, 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: Treasurer, Charles Hall; Jennifer Brockman, Kimberly Foore, and Michael Ferrari. President, Nic Diehl and Brenda Orndorff participated via phone. Not present were Deputy Director, Elaine Bartoldson, Secretary, Gene Pearson, Sharon Bartgis, and James McGowan. Also present were EPTA staff members: Director, Doug Pixler, 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; May 16, 2016 Board Meeting Minutes, Financial Reports for May 2016; and Director and Departmental Reports.

The meeting was called to order at 4:03 PM.

There were no appointments.

Charles Hall offered a motion to approve the Minutes of the Monday, May 16, 2016 EPTA Board Meeting. Jennifer Brockman requested the revision of the minutes due to grammatical errors. Charles Hall stated that the motion to approve the minutes would be based on the revision of the minutes. Jennifer Brockman seconded the motion and the motion was approved.

Baker International & MPO Presentation: Transfer Station

Charles Hall introduced the consultants from Baker International who performed the Transfer Point Study for the Transfer Station. Baker International spoke about the EPTA transfer point study they have been working on since July. Their objective was to identify and recommend a feasible location for the new EPTA Transfer Station that was identified as a need by the TDP and the City of Martinsburg. Baker International presented a twelve slide presentation that outlined the purpose and need of the study, some of the analysis they had done, and some of the different sights they had reviewed. Earlier in the week, they had met with the Berkeley County Council and the Martinsburg City Council and presented to their members, this same presentation. Some of the steps they took to perform the study were forming an advisory committee that identified multiple sites in the City of Martinsburg; evaluated each site; and presented the results to the advisory committee to identify a preferred site. They also conducted a public workshop in early December 2015. Baker International has chosen their preferred site which is located near the Martinsburg Mall. Once the study is complete and where the Transfer Station will be constructed, the next steps will be to identify some funding sources.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD MEETING MINUTES

-2-

Budget Report and Financials
Profit & Loss

The Director asked if anyone had any question regarding the reports and financials. Charles Hall asked the Director, with two weeks left in the budget are we were going to make the budget? The Director stated that we are currently at 89.5% and we should be at 92%. The Director stated that we are in good shape. Charles Hall mentioned that the Board had approved the budget for FY 2016/17. In the last meeting the Board agreed upon a schedule for producing budgets in the future. Charles Hall included his steps for producing a schedule for the new budget in a memo to Doug and Elaine which included, a time frame for dealing with salaries. Charles Hall suggested sending a clean copy of the budget schedule to all of the Board members.

Department Reports

Michael Ferrari had a question regarding the accounts receivable summary report. He noticed we had \$93,000 outstanding. The Director explained that a large amount of that money has been received since the printing of the report. In the future, the Finance Department can either reprint a more current accounts receivable report just before the meeting, or make notes regarding any money recently received to reflect that report. Charles Hall offered a motion to accept the May financial report. Michael Ferrari seconded the motion and the motion was approved.

Old Business

- A. Bus Procurement: The Director mentioned, once again, that Ford had extended their pricing and four 18 passenger buses have been ordered. The buses should arrive in the fall. The Director was hoping to have some news on the transit vans, but the State has not issued that contract and we will probably not see that contract until the end of July.

- B. Facility Expansion: The Director mentioned that EPTA recently had their Facility Expansion kick-off meeting. Troy Truax and his team from Baker International presented the first part of the study. Charles Hall will also be involved in the study and will keep the Board updated.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD MEETING MINUTES

-3-

New Business

- A. Rubbermaid/SMX: The Director was happy to present to the Board that Rubbermaid from Winchester, Virginia has approached EPTA about starting a proposed route to bus employees to Rubbermaid. The Director stated that we have a proposed contract that is currently being reviewed by Rubbermaid which looks very hopeful. Rubbermaid will be responsible for the whole contract which means, Rubbermaid employees will purchase their tickets on a weekly basis, which covers their cost for the trip, and Rubbermaid will pay for the remaining balance for EPTA to run the buses. Rubbermaid will pay the difference and by having this contract, it allows EPTA to use this as match money. For FTA purposes, this has to be a route. The route will begin at the VA Center, stop at the Family Dollar behind Ambrose Towers; stop at the park and ride (near Proctor & Gamble); then to the Food Lion in Inwood; and last stop at the Rubbermaid in Winchester. The Director stated that other passengers could also get on the bus with their regular fare tickets. The bus will run twice a day, seven days a week. The Director also stated that the tickets sold by Rubbermaid to their employees can be used as match money because it is a contract.
- B. Update Operations Grant 5307: The Director reported that Operations Grant 5307 has been completed, submitted, and approved.
- C. Capital Grant 5339: The Director is currently working on Grant 5339 to be used for bus replacement. The State suggested doing a Super Grant, which combines the Operations and Capital Grant. The Director stated he may do the Super Grant the next fiscal year.
- D. TDP Recommendations: The TDP suggested that EPTA increase the Saturday Purple line. We currently run one bus on this route and the increase would involve running two buses on Saturday. The Director will look into increasing Saturday's schedule and also stated that we have the funds for this service. Brenda Orndorff asked if that service would be provided in Charlestown. The Director said that most of the calls they receive on Saturdays are for transportation from Charlestown to Martinsburg. The TDP also recommended that we look into providing shelters and benches. However, we need to receive the support from the municipalities. President, Nic Diehl stated that we also need to inform the municipalities that EPTA will do regular checks on the benches and shelters. EPTA will make sure the benches and shelters are maintained, and if there are any problems EPTA will take care of it. Dan Dulyea, also asked if any of the metal would be graffiti coated. The Director told Mr. Dulyea that they would look into that option.

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD MEETING MINUTES

-4-

Charles Hall made a recommendation that if the Director and Deputy Director go before any government entities, they send out a notice to the Board. Charles Hall encourages all Board member to go and sit in the audience to show their support.

Charles Hall briefly spoke about the 501c3 and of a community organization where people contribute many types of funds. According to this website, there is a way to institute a fund and Charles Hall believes this would help alleviate much of the paperwork currently involved with the 501c3. Michael Walton, the Manager of the community organization will be coming to EPTA to further discuss of how we can benefit from this organization.

Adjournment

Charles Hall offered a motion to adjourn the Board meeting. Michael Ferrari seconded the motion and the motion was approved.

The meeting was adjourned at approximately 5:30 p.m.