

EASTERN PANHANDLE TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING

Monday, October 17, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Monday, October 17, 2016 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Treasurer, Charles Hall; Jennifer Brockman; Vice President; Sharon Bartgis, Brenda Orndorff James McGowan; and Michael Ferrari. Present via phone were Secretary, Gene Pearson. Not present was Kimberley Foore. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, Laura Funkhouser and Jill Miller. Jefferson County Commission liaison, Peter Onoszko and Berkeley County Commission liaison, Dan Dulyea were also present.

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

The meeting was called to order at 4:00 PM by President; Nic Diehl.

There were no appointments.

**Approval of Minutes**

Nic Diehl asked if all Board members had reviewed September's BOD minutes and were there any corrections. Sherry Bartgis asked if the wording under the Budget Report and Financials, in the second sentence, second line if the wording be replaced with "expenses" instead of "we". All Board Members agreed to amend the September minutes.

Sherry Bartgis offered a motion to approve the September 18, 2016 EPTA Board Meeting Minutes. Charles Hall seconded the motion and the motion was approved.

**Budget Report and Financials/ Profit & Loss**

Doug Pixler informed the Board that EPTA's expenses are on target for fiscal year 2017. Doug reported we have cleaned up the salary lines to show the current positions are more in line where they should be. Doug reported one area where expenses are higher is replacement parts for upgrading the green buses. Doug stated that should level off since repairs are complete.

Jennifer Brockman motioned to approve the Financials and James McGowan seconded the motion and the motion was approved.

## **Old Business**

### **Transfer Station Updates**

Doug Pixler informed the Board of Directors that a clause in the mall's deed documents outlining restrictions for future use stated "no bus depot's allowed". Doug informed the Board members that the study was on hold until Berkeley County attorney Norwood Bentley could review it. Paramount, the property owners are waiting on recommendations from their attorneys.

### **Facility Expansion Update**

Doug shared if EPTA decides to stay at our current location we will need to purchase at least two acres or more of land to add on to our current facility. Doug shared the Facility study had come up with three designs which we will need to consider our needs and design criteria. Doug stated when the drawings are available and he will forward to the Board Members. Charlie shared how impressed he was with the layout plans as it was a well thought out plan by Michael Baker International.

### **Route Revisions**

Doug shared himself, Raymond and Elaine reviewed the routes and feel they need to make a few minor changes. He said he had contacted Foursquare to advise on Route revision needs. Doug said we are out of space at the train station so we need to realign our routes and utilize other bus stops as transfer points in our system. Doug said we are looking at Smart Maps, Inc. a firm who has done other WV Public Transit maps and schedules. Elaine shared that Smart Maps is a woman owned company who has been in business for almost 25 years. The initial costs starting at \$7,500 for a system map and individual route maps and schedules at a cost of \$850 per line to produce. Elaine said once we are with Smart Maps the costs would be minimal for upgrades and once we buy we own it. High quality system maps is needed for our transit system. A web version would be available for downloaded from our website. Brenda Orndorff asked if it would be available for the vision impaired.

## **New Business**

### **Risk Management Policy**

Doug shared we have drafted a Policy for reviewing cameras at Management's discretion. He distributed a copy for review. Currently management only review cameras on the buses if a complaint is received and for an incident or accident. Doug shared additionally it will be used as a tool box in training to mitigate some of the risks and make sure safety is in place. Doug explained the cameras will be on all passenger vehicles. Doug added this will also enable us to make sure our drivers are doing what they are supposed to be doing. He added with the new safety measures coming out with the FTA this will help us to stay within the safety compliance guidelines. Doug requested the Board's approval on the policy. Brenda Orndorff motioned to approve. Charlie Hall second the motion and the motion was approved.

### Staffing Updates

Doug Pixler shared with all of the new requirements under TAMS, NTD and STSA coming up we are looking at possibly hiring a PT Administrative Assistant to work with these programs.

Doug said the FLSA Overtime Rule will go in effect December 1, 2016 for salaried employees. Doug asked Laura to share the information to date. Laura shared currently the law goes into effect Dec. 1, 2016, and the law requires employers to pay salaried employees who make less than \$47,476 overtime for any hours worked over 40 in a work week. Laura shared the new law was being pushed to go on hold until June or July 1, 2017. It had passed the House but needs to go to the Senate, who is out on recess until after the election. The law is being looked at to possibly change to a lower amount starting at around \$35000. The DOL is considering the amount increasing yearly over a 3 year period. However, at this point it starts Dec., 1, 2016. Laura shared we are monitoring this and will make changes as needed by Dec. 1, 2016.

Nic Diehl shared today is Sharon Bartgis last day as she is leaving the Board to pursue other interests. Everyone shared their condolences and well wishes to Sharon.

### ADJOURNMENT

Sharon Bartgis motioned to adjourn. James McGowan seconded the motion and the motion was approved at 5:15 pm.