

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, December 19, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Monday, December 19, 2016 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President; Michael Ferrari, Charles Hall, Jennifer Brockman; James McGowan; Missy Thompson; Kimberly Foore; Bill Klingelsmith; and Brenda Orndorff. Present via phone were Secretary, Gene Pearson. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, Laura Funkhouser and Jill Miller. Peter Onoszko, Jefferson County Liaison and Dan Dulyea, Berkeley County Liaison were also present.

The Board Members monthly packet included the following: December Monthly Meeting Agenda; November 14, 2016 Board Meeting Minutes, Financial Reports for November 2016; and the Director /Departmental Reports.

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

Appointments

Nic Diehl reintroduced the newly appointed Board of Directors members; Missy Thompson and Bill Klingelsmith and asked all Board member and EPTA staff to go around the table and introduce themselves. Nic Diehl added EPTA has one more Board vacancy position to fill.

Approval of Minutes

Nic Diehl asked if all Board members had reviewed November's BOD minutes and if there were any corrections needed. Everyone replied no corrections needed. Jim McGowan offered a motion to approve the November 14, 2016 EPTA Board Meeting Minutes. Jennifer Brockman seconded the motion and the motion was approved.

Budget Report and Financials/ Profit & Loss

Doug Pixler informed the Board that EPTA's budget report reflects that we are 42 percent into the budget year, which should be used as a guide for expenses and income. Doug reviewed the expenses and income to date and noted that it may be necessary to reallocate some budget lines based on actual expenses. Charlie Hall added EPTA's budget is a projection of anticipated income and expenses and the budget committee and Director's need to track to make sure we are staying in line. Doug advised the City of Ranson has not sent their payment yet. Doug shared himself and Elaine are planning to meet with both Ranson and Charles Town regarding financial support.. Nic Diehl suggested EPTA should schedule a meeting with these jurisdictions.

Doug Pixler shared that EPTA had purchased an interest bearing CD (which is a Money Market account) from MVB with \$50,000 from EPTA Capital Reserve account and that the interest is considered additional revenue.

Charles Hall motioned to approve the Financials. Kim Foore seconded the motion and the motion was approved.

Old Business

Transfer Station and Facility Expansion Updates

Nic Diehl stated that the Transfer Station and Facility Expansion projects are being combined into one project including researching the possibility of locating them on the same site, allowing EPTA to consolidate operations into one site. Nic Diehl shared that EPTA staff is continuing to look at a variety of locations for the combined transfer station and expanded facility. Doug shared EPTA is looking for property suitable for EPTA's needs for now and the future.

Route Revisions/Shelters

Elaine Bartoldson shared that she and Doug have been riding the various new bus route options prior to finalizing the Route revisions for EPTA. Elaine shared the transfer stations are being relocated to minimize the negative impact on the Caperton Train Station. The plan is to have the new draft schedules completed by January adding the new transfer points and picking up additional area stops that are needed. These draft schedules will then be open for public comment. Elaine shared that the Shepherd University, Martinsburg Campus, is placing a cement block structure on their property for a new shelter location. Additionally, Walmart and Joshua Gardens have agreed to place a bus shelter at their stops, with hopes of adding a few additional shelters in other areas. Doug added EPTA plans to have everything in place by early spring 2017. Dan Dulyea suggested Doug and Elaine talk with the Berkeley County Council about placing a bus shelter by the Municipal Building.

Bus Procurement

Doug shared that the State of West Virginia won a lawsuit against Volkswagen, the settlement benefits public transit agencies across the state. Doug shared that he received a call from the state asking if EPTA wanted replacement motors for the 4 buses we have needing repair or would we like 4 new buses. Doug said EPTA would take the 4 new buses, which are the bigger buses. Doug shared this is at no cost for EPTA. Doug added that because of the 4 free buses, EPTA will be able to look at alternative uses for the money planned to purchase buses. This could include goals such as installing automated fare boxes on the buses. Doug shared that EPTA will be receiving two new minivans for Medical Management Transport which should be here around the 2nd week of January, and three of the four 18-passenger buses should be here around the 2nd week of January, with the last one coming later. We will still have two– 12-passenger buses coming later

TAMS

Doug shared that EPTA will now be participating in the state sponsored Transit Asset Management (TAMs) plan. The state has decided to include all of the "5307" (urban system) in the TAMs state sponsored plan, which means EPTA will not be paying for this planning effort. TAMs is a new FTA Federal Regulation that requires all local transit agencies to have a reporting protocol in place set by January 1, 2017.

New Business

Appraisal Options Current Facility

Nic Diehl shared that EPTA learned that they can make a request to the FTA to sell the current building if needed and the proceeds would be able to go toward purchasing another property. The FTA has verbally agreed and will make a formal consideration when EPTA is ready. Nic said that EPTA is having an appraisal completed and the appraisal should be done by the end of January. Doug shared that Jackson and Williams will be doing the appraisal with the cost estimates being \$2500 to \$2750.

Employees Handbook Policy Addendum: Leave of Absence

Nic Diehl shared EPTA staff would like for the Board to change the employee handbook leave policy to meet the current Hartford Short Term Disability policy of 13 weeks (91 days). Currently EPTA's extended leave policy is up to 60 days. A copy of the proposed handbook addendum was distributed. Charles Hall motioned to approve the Leave Policy effective January 1, 2017 and James McGowan seconded the motion and the motion was approved.

Novak Drive Study

Nic Diehl shared that a Novak Drive Extended study has recently been initiated by Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) which is researching alternate points of connection from Novak Road to Route #9 coming from Charles Town. Doug shared this will be a good thing for the local area and the value of our property.

ADJOURNMENT

Brenda Orndorff motioned to adjourn the meeting and Jennifer Brockman seconded the motion and the motion was approved.