

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, August 22, 2015

The Eastern Panhandle Transit Authority (EPTA) met on Monday, August 22, 2016 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Treasurer, Charles Hall; Jennifer Brockman; Sharon Bartgis and James McGowan. Present via phone were Secretary, Gene Pearson. Not present were Michael Ferrari, Kimberly Foore and Brenda Orndorff. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, Laura Funkhouser and Jill Miller. The new appointed Jefferson County Commission liaison Peter Onoszko was also present.

The Board Members monthly packet included the following: Monthly Meeting Agenda; July 18, 2016 Board Meeting Minutes, Financial Reports for July 2016; and Director and Departmental Reports.

The meeting was called to order at 4:00 PM.

There were no appointments.

Approval of Minutes

Jennifer Brockman offered a motion to approve the Minutes from the July 18, 2016 EPTA Board Meeting. James McGowan seconded the motion and the motion was approved.

Budget Report and Financials/ Profit & Loss

Doug Pixler discussed the profit and loss statement for July of fiscal year 2017. Doug reported EPTA was in good shape for the first month of this new fiscal year. Doug stated the FY16 concluded with a positive bottom line. FY16 contributions were received in July and will be accounted in FY17, to date, no contributions have been received from Charles Town. Doug has made several attempts to confirm when a check will be received. Charlie Hall said the auditors just make sure it's accounted for under receipts and expenses. Sherry Bartgis asked is we are a line item for the City Charles Town, Doug confirmed EPTA is a line item and had several conversations with Dave Mills as to when we could expect a check. Nic Diehl asked if there was a final financial report for FY16 fiscal year. Elaine Bartoldson said there is a final report and distributed copies to the Board members. Charlie Hall said as treasurer the EPTA staff are doing very well with the finances as our budget estimates are not far off and fundamentally we collected more and spent less. Jennifer Brockman asked if the salary adjustments had been made for FY17. Doug said yes they were and they were effect July 1, 2016. Charlie Hall advised since we have developed a schedule for a Budget Development Plan, it help facilitate the planning for FY18 in a more orderly fashion. Nic Diehl advised that there should be a personnel

committee meeting before the next Board meeting. Nic Diehl asked Charlie Hall if he could attend the personnel meeting. Charlie agreed to attend. Jennifer Brockman offered a motion to approve the July Financial Report. Charlie Hall seconded the motion and the motion was approved.

MPO/Baker International Presentation

Matt Mullenax from Hagerstown-Eastern Panhandle MPO opened the presentation on how the MPO and Michael Baker International Engineering Firm are assisting with an EPTA Facility Expansion Plan. Matt said they have been meeting with EPTA staff, looking at expansion needs and projections for the future. Matt advised they are at a point now where they need to inform the Board. The MPO and Baker International need direction from the Board as they are looking at a couple different conceptual alternatives to expand the current EPTA facility or consider another location. Andy Batson from Michael Baker's firm shared the information of EPTA's current space of 2 acres of parcel and how the general objective is to design space we need to place a facility here to last a very long time or up to 2030.. Andy said they want to make sure they look at all of the environmental issues, state and federal funding, a conceptual facility design and probable costs estimates. They needed a site layout to address the space and operational needs in order to get a preferred design and what the next steps would be. They would then look at how to get funding. Andy said they could give a rough estimate of the cost +/- \$250,000. Andy said they understand cost is a factor making a decision.

An aerial of the current EPTA property was shown. Andy advised we need to look at all space needed from maintenance, administration, washroom, indoor storage, on site fueling, storm water management and the environmental considerations before moving forward. Andy said a bus washing bay should be separate from vehicle storage and the fueling station. A copy of EPTA needs showing the current space and projected space to the Board with two expansions proposals. The first, consists of using existing EPTA property and the second option would be to go west or south of the current parcel. Charlie Hall asked if we are comfortable with this plan for the future and Doug stated yes. Charlie said with EPTA continuing to add routes, we might consider adding additional square footage for future growth. Sherry Bartgis stated the current location is a good. Charlie Hall agreed that we should stay at the current location and expand. Charlie asked what the components that drive this expansion are. Andy said the biggest is the vehicle storage and fueling station. All agreed as EPTA has really grown and continues to grow.

OLD BUSINESS

BUS PROCUREMENT

Doug Pixler informed the Board the buses have been ordered and we expect delivery of the 18 passengers by the end of November and the 12 passenger buses by December or January.

RUBBERMAID/GREEN LINE

Doug Pixler said the Green Line is up and running. Elaine added we have billed for the first month approximately \$8000. Elaine added we also supported the “Get a job, get a ride” putting a dollar figure to the applications for Rubbermaid riders.

TRANSFER STATION

Matt Mullenax provided a brief transfer point study update, stating presentations were made to both the Berkeley County Counsel and Martinsburg City Counsel. Both presentations were received favorably. The study draft is completed and waiting for the completion of the public comment period before final draft is prepared.

GO GREEN BUSES

Doug Pixler advised we have 4 buses on property. Two buses are currently being used for Shepherd University.

NEW BUSINESS

Title VI/Civil Rights-Resolution for Triennial Period 8/1/2015- 7/31/2016

Doug presented to the Board a Resolution for the Title VI/Civil Rights and asked for the Board’s approval to adopt the changes. He explained that do to the management changes we were required to redo with a resolution. Sharon Bartgis motioned to approve. Charles Hall second the motion and all approved.

ADJOURNMENT

Jennifer Brockman motioned to adjourn. James McGowan seconded the motion and the motion was approved at 5:11 pm.