

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, September 19, 2016

The Eastern Panhandle Transit Authority (EPTA) met on Monday, September 19, 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. Present via phone were Secretary, Gene Pearson Not present was Michael Ferrari. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, Laura Funkhouser and Jill Miller. Jefferson County Commission liaison, Peter Onoszko was also present.

The Board Members monthly packet included the following: Monthly Meeting Agenda; August 22, 2016 Board Meeting Minutes, Financial Reports for August 2016; and Director and Departmental Reports.

The meeting was called to order at 4:30 PM by Vice President; Sherry Bartgis.

Doug Pixler introduced a visitor Christie Simmons from Telamon Corporation. Christie told the Board that she was chosen from Telamon to be a part of the Transportation work group meetings. And will be joining in on EPTA's future monthly meetings. Everyone welcomed Christie.

There were no appointments.

Approval of Minutes

James McGowan offered a motion to approve the Minutes from the August 22, 2016 EPTA Board Meeting. Charles Hall seconded the motion and the motion was approved.

Budget Report and Financials/ Profit & Loss

Doug Pixler informed the Board we are on target for August of fiscal year 2017. Doug reported one area where we are higher is replacement parts for the buses we received from Morgantown. Doug stated we should see it level off since repairs are complete on those 4 buses. Kim Foore asked about the Contract Professional Services on the budget being at 101.6 %. Doug explained that we pay for these and then the state reimburses us. Doug advised this specific item is an 80/20 match, we are responsible for 20% and the state pays 80%. Gene Pearson asked about the mileage on the Morgantown buses. Doug advised all of the buses are at approximately 150,000 miles each and being older buses they still have useful life left on them. Doug shared our income is good and mentioned we did receive our first payment from Rubbermaid.

Gene Pearson motioned to approve the Financials and Jennifer Brockman seconded the motion and the motion was approved.

Old Business

Transfer Station Updates

Doug shared that Matt Mullanex from MPO and Jim Frazier will be meeting Bill Robinson and going to the DOT Conference. Doug said our Transfer Station study will be highlighted at the DOT conference. Doug shared that Matt Mullanex has been in contact with the mall owners out of Beckley. Matt told Doug there are grants available for federal funding for the engineering and design of the transfer station at 100 %. Once this is complete then EPTA can go for the construction grants which are 80/20. Doug said it will take about a year for the engineering and design to be completed. Charles Hall asked when we expect to move forward with the next phase. Doug shared Matt will be meeting this week with the owners in Beckley but he sees no red flags.

Facility Expansion Update

Doug shared the next meeting will be on October 3, 2016 at 10 am at EPTA with Baker to discuss more on the design and where we are at this point with the study on the facility expansion. Doug said he would send an email out to the Board of Directors for the meeting time and information.

New Business

Route Revisions/Snow Route Creation

Elaine Bartoldson said with the launching of our October 5th Route realignment last year was successful, we realized some minor adjustments needed to be made to the regular routes. For instance, tightening up the Red line a little. Elaine advised with the snow event we experienced last year EPTA will be creating a Snow Route. It would be a limited with no off routes. Sherry Bartgis said we should do a news story when we implement the Snow Emergency Route.

Personnel Committee Update

Nic Diehl, Board President shared with the BOD that a personnel committee meeting was held on Friday, September 16, 2016. Charles Hall was invited to the meeting in order to get employee pay evaluations in line with the time lines for our budgeting process. Nic added we had talked about a retirement plan in the past but was unable to do anything with our funding at the time. He advised he has asked Laura Funkhouser to research some retirement plan options to present in a future meeting. Nic Diehl stated he had looked into the state retirement plan for EPTA and we are eligible but it would be too costly. Nic said Laura is doing a great job, she has safety guards in place for our leave programs, processes time system, payroll and all of her many other HR responsibilities. Sherry Bartgis asked Laura Funkhouser about her HR report for the month regarding researching costs for outsourcing payroll. Laura shared we are looking into outsourcing payroll and costs to see if it would be beneficial for EPTA. Laura shared it would basically be beneficial for Finance office not the part HR completes and would only save HR a

couple hours bi-weekly. Jill Miller spoke and said it would benefit her by outsourcing because they would pay the quarterly tax, other taxes and complete reports she currently has to file. Doug Pixler said he was told by Mountain Line they switched to outsourcing payroll and it was the best thing they did. Doug added it would free up time and benefit us by not having to complete W2's at year end. He added we will be continuing to research other payroll companies. Charlie Hall shared he will be completing an excel spreadsheet to work with calculations for future salary changes with the budget. Charlie Hall said they need to resend out the Budget Program Cycle again so everyone is aware of the program.

Staffing Updates

Doug Pixler said we were having the "Perfect Storm" recently with some unforeseen driver issues, illnesses, and medical leaves. Doug added on the office staff we have streamlined and things should start leveling out soon. Doug said we are not the only one having issues with drivers, other transits agencies are down drivers, it's happening all around us. Additionally, Doug shared that all 5307 urban transits agency are responsible for their own TAM plan effective October 1, 2016. All of the 5307 agencies will be attending a meeting on October 13, 2016 in Charleston. Doug said they are all hoping the state will re-evaluate and reconsider taking it over as it would become a tremendous burden for individual transit agencies to do in house. Doug shared that Mr. Dorsey, Facility & Fleet Maintenance Manager and himself would be doing the majority of the reporting for this. Doug shared we would have 2 years to come into compliance so there is time to get it all figured out and we are hoping state intervenes and takes it over.

SAM's Update

Doug Pixler made the Board aware that our SAM's (System Accounting Management) had expired and we were not aware due to emails were going to former management emails. However, Elaine Bartoldson and himself caught the problem and have updated SAM's, which is the system on how we receive Federal money.

Nic Diehl said he would like to say how pleased the board is with everyone at EPTA and how they are doing a great job.

ADJOURNMENT

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