

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Tuesday, January 17, 2017

The Eastern Panhandle Transit Authority (EPTA) met on Tuesday, January 17, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President; Michael Ferrari, Jennifer Brockman; James McGowan; Missy Thompson; Kimberly Foore; and Bill Klingelsmith. Board members absent were Charles Hall and Brenda Orndorff and Gene Pearson. Also present were EPTA staff members: Director, Doug Pixler, Deputy Director, Elaine Bartoldson, and Jill Miller.

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

The meeting was called to order at 4:05 PM by the Board President; Nic Diehl.

Appointments

There were no appointments.

Approval of Minutes

Board President Nic Diehl requested a motion to approve December's BOD minutes. Jennifer Brockman offered a motion to approve the December 19, 2016 EPTA Board Meeting Minutes. James McGowan seconded the motion and the motion was approved.

Budget Report and Financials/ Profit & Loss

Doug Pixler informed the Board EPTA's December total income for the month being \$192,353.06. Elaine Bartoldson stated the positive cash flow for the month was approximately \$37,000.00. Doug explained additional local contributions that are not needed for local match will get moved into the capital reserve account. Mike Ferrari asked if letters are sent out to the account receivables 61-90 days overdue. Jill Miller advised in reference to the Harpers Ferry account which is showing 61-90 days she had to re-submit invoices. Harpers Ferry changed their invoicing procedures at the end 2016. Jill added MARC train payments processed through the State of Maryland at times are delayed.

Doug informed the Board, the budget from July 1, 2016 through December 31, 2016 should be at 50 %. Doug explained the higher percentage for driver's salary is due to increases from Green Line, Shepherd and Harpers Ferry. These are contracted routes and EPTA did not anticipate the increase in services, but they are billed accordingly. Doug added Rubbermaid has extended their contract for another quarter. Nic asked for a motion to approve the Budget report and Financials. Missy Thompson offered a motion to approve the budget report. James McGowan seconded the motion and the motion was approved.

Old Business

Transfer Station and Facility Expansion Updates

Doug Pixler informed the Board that EPTA had an appraisal completed and under the FTA regulations is required to have an independent review completed when the appraisal is over \$500,000.00. Doug shared once the review is completed EPTA will submit the report to the FTA for consideration.

Route Revisions/Shelters

Elaine shared the route revisions are in the works and EPTA will be a track for the next step in the process (publicize, public meetings, public comments, review and Board approval) EPTA plans to kick off the new Routes in July 2017.

Bus Procurement

Doug informed the Board we will have 4 – 18 passenger buses coming soon. They are currently having the decals placed on them now. Mini vans should be here early spring.

TAMS

Doug reported the first report to the new Transit Asset Management System (TAMS) will be reported through NTD (National Transit Database) is due by January 31st. Doug shared Bill Robinson, Director WV Division of Public Transit, has hired someone to head up the TAMS program and they all will be meeting in Charleston this Friday, January 20, 2017 to review the process.

New Business

1st and 2nd Quarter Report

Doug shared reports are completed on miles and passenger totals for the 1st and 2nd quarter. Doug shared we are running more miles than a year ago. Demand Response is holding steady and MTM has picked up some of the Demand Response load. The total passenger count report shows an increase of 10.5 % or about 5,000 passengers. Doug shared that our programs that have been created to reach out to the community have helped to increase our ridership.

Board Sub- Committees

Nic Diehl reviewed the board sub-committee lists and a copy of assigned sub-committees was provided to all board members. The board agreed to meet with sub-committee members on a quarterly basis. It was agreed if additional time was needed for committee meetings they could meet earlier. The Board meetings would then start at 4:30 pm. Board President Diehl assigned a staff member to each sub-committee, the staff member would be responsible for the minutes for that committee meeting.

Each Board sub-committee broke into groups to discuss briefly who was in their committee and the responsibilities of each committee.

FY18 Budget

Doug shared the Budget for 2017/2018 is complete and they are waiting on the FTA to provide our allocation. Doug and Elaine shared they have met with Mayor Peggy Smith of Charles Town and with Berkeley County Commissioner Doug Copenhaver. Doug said EPTA is requesting increased financial support from each municipality and jurisdiction, he feels EPTA has made a strong case for increasing local funding support with EPTA increased ridership and rider programs.

Nic Diehl added the February meeting will be held on Wednesday, February 22, 2017.

Elaine Bartoldson informed the Board EPTA had received a letter of recognition from the Martinsburg Police Department. EPTA operator Rosalinda Brown was recognized for her assistance with a veteran and provided transportation that was requested by the City police department. The police department was impressed by Rosalind's professionalism in handling the situation at hand. Nic Diehl shared his appreciation for Rosalinda and MPD recognition.

Adjournment

Jennifer Brockman motioned to adjourn the meeting. Mike Ferrari second the motion and the motion was approved.