

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

Wednesday, February 22, 2017

The Eastern Panhandle Transit Authority (EPTA) met on Wednesday, February 22, 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; Kimberley Foore; and Charles Hall. Also present were EPTA staff members: Director; Doug Pixler, Deputy Director; Elaine Bartoldson, Laura Funkhouser and Jill Miller.

The Board Members monthly packet included the following: February Meeting Agenda; January 17, 2017 Board Meeting Minutes, Financial Reports for January 2017; and the Director/Departmental Reports.

The meeting was called to order at 4:34 pm by the Board President; Nic Diehl.

Appointments

There were no appointments

Approval of Minutes

Board president Nic Diehl requested a motion to approve January's BOD minutes. James McGowan offered a motion to approve the January 17, 2017 Board Meeting Minutes. Kimberley Foore seconded the motion and the motion was approved.

Budget Report and Financials/Profit & Loss

Doug Pixler explained with the exception of bus repairs due to the age of the fleet and increase of replacement parts the budget is where it should be. Jennifer Brockman inquired if a board action is required to increase the budget line item when it approves additional expenditures such as the Consulting/ Planning line item. It was identified that the Consulting/Planning line item was at 193%, EPTA paid for the transfer and facility studies and were reimbursed by the state at 80%. EPTA profit & loss statement has an income / expense line item for Consulting / Planning.

Charles Hall shared that next year's budget is being prepared. All areas of the budget are being reviewed and evaluated. Jennifer Brockman motioned to approve the Financial Report and requested a revised budget be presented at the next board meeting that requires Board action. Michael Ferrari seconded the motion and the motion was approved.

OLD BUSINESS

Transfer Station & Facility Expansion/EPTA Appraisal Update

Doug shared the appraisal review of the current EPTA facility is almost complete. EPTA will forward both the original appraisal and the appraisal review onto the FTA. EPTA will wait for the FTA opinion on our current facility. After EPTA receives the FTA opinion, EPTA can move forward with the proper process for a new facility and transfer station.

Bus Procurement

Doug informed the board he received the 5339 state allotment for FY18 for bus replacement. EPTA will receive \$62,000 for FY18 bus replacement. Last year EPTA received \$334,000.00 for bus replacement, we spent \$313,000.00. Two buses that we ordered in July, have not gone to production, we are hoping to recapture that money and use it towards other buses. EPTA is scheduled to replace two 26 passenger buses next year, the estimated price per bus is about \$160,000.00. Doug shared we did receive three 18 passenger buses this week and they are scheduled to go into service next week.

TAMS- Budget

Doug shared himself and Elaine participated in a TAMS (Transit Asset Management System) conference in Baltimore along with Matt Mullenax from Hagerstown Eastern Panhandle Metropolitan Planning Organization. Doug shared moving forward the MPO's will be more intertwined with transit agency budgets. Doug shared other transits authorities in WV do not have the same level of cooperation with their MPO's as EPTA does with our HEPMPO.

NEW BUSINESS

Bus Shelters- Shepherd Martinsburg Center

Shepherd Martinsburg Center pad is poured and ready to go, EPTA will make the arrangement to get the shelter installed. Doug shared we are looking at DHHR and Joshua Gardens to be the next stops to receive shelters in the near future. EPTA will be attaching to a RFP for bus shelters with KRT (Kanawha Transit Agency) since the state will not be pursuing a contract for shelters in FY18.

EPTA: Telling our story

Doug shared that we will begin telling their story. EPTA has a compelling story to tell, highlighted is EPTA's deadhead miles that cost approximately \$100,000.00 a year, increased ridership and the inability for riders to access the EPTA offices for passes and information. The growth that is happening in Berkeley and Jefferson counties will impact EPTA. EPTA's plan is to grow with the economic development that is happening in the eastern panhandle.

EPTA Committee Meetings

Nic Diehl inquired if the Committee meetings worked well today which were held prior to the Board meeting and does any committee need additional time for the next quarterly meeting. Nic shared the Personnel committee will be meeting prior to the next board meeting to finish up some personnel items. The finance committee will also meet prior to the next board meeting to continue the budget process.

Nic Diehl asked for a motion to adjourn. Charles Hall offered a motion to adjourn. James McGowan seconded the motion and the motion was approved.