

**EASTERN PANHANDLE TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS MEETING**

The Eastern Panhandle Transit Authority (EPTA) met on Monday, March 20, 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; Charles Hall; William Klingelsmith and Joy Lewis. Brenda Orndorff attended by phone conference. 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: March Meeting Agenda; February 22, 2017 Board Meeting Minutes, Financial Reports for February 2017; and the Director/Departmental Reports.

The meeting was called to order at 4:12 pm by the Board President; Nic Diehl.

**Appointments**

Nic Diehl introduced the appointment of a new board member, Joy Lewis, who is a representative from Jefferson County. Everyone welcomed Joy. President Diehl introduced visitors, Jim McDougal from the Journal and Lori Taylor from the Berkeley County Development Authority. Everyone welcomed the visitors.

**Approval of Minutes**

Board president Nic Diehl asked if everyone had reviewed the February 22, 2017 Board Meeting Minutes. Elaine Bartoldson shared the auditors had suggested we remove the date of the Board meeting at the top as the date is mentioned in the 1<sup>st</sup> paragraph of the Board minutes. Elaine also shared the auditor indicated there were some discrepancies with dates on the minutes from 3 board meetings held in 2016 and the board will need to amend them to correct the dates. The amended minutes will be placed on the agenda for the April 2017 meeting. Charles Hall offered a motion to approve the minutes with the approval to modify the placement of the date in the meetings as EPTA management prefers. Kimberly Foore seconded the motion and the motion was approved.

**Budget Report and Financials/Profit & Loss**

Doug Pixler shared the total income is at 65% and EPTA should be at 67% for budgeting purposes. Doug said as far as our income with the fair box, grant money and local contributions we are in good. Doug shared with the expenses, going through all items and as we have discussed all year with the maintenance costs and age of the buses we are at 69.3 % of our total expense. We are

budgeted to be at 67%. Elaine Bartoldson shared regarding the discussion at last month's Board meeting of the planning grants, felt they had a solution, but after a discussion with the auditor he suggested another way to track it. Elaine shared the board will see some changes on the next P & L next month.

Charlie Hall motioned to approve the financials and James McGowan seconded the motion and the motion was approved.

## **OLD BUSINESS**

### **Transfer Station & Facility Expansion/EPTA Appraisal Update**

Nic Diehl updated the Board in regards to EPTA's facility expansion along with the continued growth and a need for a transfer station in town. The appraisal was done on the current facility and EPTA is waiting on the appraisal review to be completed as required by the FTA. Nic said the property was purchased by EPTA and the building was funded from federal and state funds. Once the appraisal is received EPTA will forward both the original appraisal and the appraisal review onto the FTA. The FTA will offer an opinion on the remaining interest in the current facility. EPTA is waiting and will not make any decision on expansion until the FTA offers the opinion. Doug shared we are anticipating FTA's approval from previous conversations and are excited about moving forward on a new facility.

### **Bus Procurement**

Doug Pixler informed the board that two buses that we ordered in last July, were not placed into production due the company was sold out and the new company never received the order. Doug said EPTA he had to do an FTA budget revision for bus procurement and we will use it towards the purchase of 2- 8 passengers Transit vans. The transit vans can carry 8 passenger or 2 mobility devises plus 4 passengers. Doug shared the gas mileage is much better on these transit vans than the 12 passenger buses. Doug shared we will utilize these transit vans for Demand Response and some MTM. Doug said we have 2 mini vans on order.

Doug shared due to 5339 Capital funds for bus replacement being cut from \$336,000 to \$62,000, we are asking for additional funds for big buses from State Director Bill Robinson from the West Virginia Department of Public Transit. The cost to maintain our current buses due to age and miles is increasing our maintenance cost for our fleet.

### **Budget FY17 & FY18**

Nic Diehl shared the Personnel committee decisions will be discussed at the April Board meeting.

Doug informed the Board that an amendment was approved by the FTA for our current FY17 budget to increase capital funds.

## **NEW BUSINESS**

### **Gene Pearson**

Nic Diehl shared that Gene Pearson's nephew advised that Gene had placed money into an account for EPTA, but this was incorrect. The account belongs to Eastern Panhandle Transportation Authority which was specifically an account for road projects.

### **Four Square**

Doug Pixler shared he has contacted Four Square for a cost to review our Route Re-Alignment. Doug said they feel it would be worthwhile to get a consultant to review what EPTA is suggesting. Doug shared as soon as we receive a quote we will bring it to the Board of Directors for consideration. Elaine Bartoldson shared herself and Doug have completed a lot of the foot work so it shouldn't be an extensive review.

### **MVB Bank Signatory**

Nic Diehl shared we need another signatory for our bank since losing Gene Pearson. Nic asked Mike Ferrari to be signatory, and he agreed. Nic asked for everyone to think about nominations for secretary and it will be discussed at the next Board meeting.

### **Adjournment**

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