

EASTERN PANHANDLE TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) met on Monday, April 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; 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. Also attending were Berkeley County Commission Liaison, Dan Dulyea and BC Development Authority Business Manager, Lori Taylor.

The Board Members monthly packet included the following: April Meeting Agenda; March 20, 2017 Board Meeting Minutes; Financial Reports for March 2017; Draft of 2018 Budget report; and the Director/Departmental Reports.

The meeting was called to order at 4:00 pm by the Board President; Nic Diehl.

Appointments

There were no appointments.

Approval of Minutes

Board president Nic Diehl asked if all Board members had reviewed the March 20, 2017 Board Meeting Minutes and if there were any corrections needed. Everyone responded no corrections. Charles Hall offered a motion to approve the minutes. Kimberly Foore seconded the motion and the motion was approved.

Budget Report and Financials/Profit & Loss

Doug Pixler informed the Board that EPTA's finances should be at 75 % at this time of year and the income is at 74.56 %, which he said is well on target. Doug shared that EPTA's expenses are at 81 % and reminded the Board that the maintenance costs are high due to the age of the buses and that there were numerous repairs required at the beginning of our fiscal year. Doug stated that he believes that revenues and expenses are coming in line with the budget. Doug informed the Board that EPTA will need to address anticipated repairs for the aging buses in the next year's allocation since we only received \$62,000 for new bus funding this year. A discussion took place on future bus purchases. Charles Hall shared the budget currently reflects that EPTA's income is about \$250 K greater than expenses at this time.

Charlie Hall motioned to approve the financials and Brenda Orndorff seconded the motion and the motion was approved.

OLD BUSINESS

Transfer Station & Facility Expansion/EPTA Appraisal Update

Doug Pixler updated the Board in regards to EPTA's proposed facility expansion. Doug shared the appraisal and appraisal review were completed and forwarded to the FTA. Doug shared he did ask the FTA that any proceeds that would be from the selling of this facility go toward the purchase of a new facility. Doug shared we should hear back from the FTA in a couple of weeks. 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.

Budget FY17 & FY18

Nic Diehl asked Charles Hall to discuss the budget draft for FY 17/18 on behalf of the Budget Committee. Charles Hall explained the proposed budget was very carefully prepared and that the Board is in a position to move forward with it. Charles said the budget was built on independent assessment of revenue and expenses. Charles shared the budget includes money for performance based pay increases for fiscal year beginning July 2017. Charles said the proposed budget expenses and income do match and the proposed budget is balanced. A question was asked regarding the proposed increase in revenue for the MTM line item. Charles Hall explained the revenue is expected to increase with increased service under the MTM contact and the 2 new vans which will be used for this service. A discussion took place regarding the amount of overtime in the budget draft. Doug explained the reasons for budgeted overtime. The Board members were asked to review the budget draft for any changes and or approval if needed at the May meeting.

NEW BUSINESS

Four Square: Route Realignment

Doug Pixler shared he has received the cost from Four Square to review our Route Re-Alignment which will include Procter & Gamble and a new Route to the South. The proposed cost is \$3499. Doug said this will be very worthwhile as we need Four Square's expertise. Four Square will come to EPTA and ride the bus with us for a day, then do the mapping for us. Nic Diehl asked for a motion to approve. Charles Hall motioned to approve the cost for the route re-alignment and James McGowan second the motion and the motion was approved.

MVB Bank Signatory

Nic Diehl shared we needed another signatory for our bank and asked Mike Ferrari to be signatory, and he agreed. Mike Ferrari and other bank signatures were received.

Amend March 2016, April 2016 and May 2016 BOD Minutes

Nic Diehl shared when EPTA had our recent audit, the auditor proposed some minor edits to the March, 21, 2016, April 18, 2016 and May 16, 2016 BOD meeting minutes. Elaine Bartoldson shared the March 21, 2016 meeting minutes have been corrected with the date changes. Kim

Foore motioned to approve the March 21, 2016 revised minutes. Jennifer Brockman second the motion and the motion was approved. Elaine Bartoldson shared the April 18, 2016 meeting minutes have been corrected with the date changes. Kim Foore motioned to approve the revised minutes. Jennifer Brockman second the motion and the motion was approved. Elaine Bartoldson shared the May 16, 2016 BOD meeting minutes have been corrected with the date changes. Mike Ferrari motioned to approve the revised minutes. Kim Foore seconded the motion and the motion was approved.

Appointment of New Board Secretary- Jennifer Brockman

Nic Diehl stated that a new Board Secretary needs to be elected today. The Board has agreed upon Jennifer Brockman as the new Board Secretary. James McGowan motioned to approve the appointment of Jennifer Brockman as the new Board secretary. Mike Ferrari second the motion and the motion was approved.

BOD W9's

Nic Diehl shared that all Board member who are going to be at all meetings for the year need to complete the W-9 forms. Nic shared if a board member will not be at all meetings they will not need to complete the form.

Zonar

Doug Pixler explained the Zonar system is a tracking tool on the buses. Doug shared it is an electronic tool for us to know where the buses are at all times. Doug shared the Zonar is also used for pre-tipping and post tripping the buses. This data should give us the ability to create a mobile tracking option for our passengers. Doug said he and Elaine have been looking for a mobile tracking device and have reached out to Bluefield who has Zonar and they have developed their own APP which is free. Doug shared instead of spending \$120,000 we can go to Bluefield and get their APP, bring it back to our IT to use for EPTA. Elaine shared this will help alleviate the calls coming into Dispatch by helping the passengers to be able to look on the APP to see where the bus is. Charles Hall suggested a small contract if needed for the APP. Elaine and Doug shared once they go to Bluefield they will know more information on the APP and what EPTA will need to do.

3rd Quarter Updates

Doug reported the passenger totals through the 3rd quarter of this fiscal year. Doug stated that EPTA has had 167,367 passengers to date this year and expects to be well over 215,000 at year end. Doug shared this is total passengers for buses and vans. Doug said the mileage did go up due to adding the Yellow line, MTM, extra Shepherd line and the Green line. Doug said the ridership is still increasing. Doug shared we are growing very rapidly but yet a steady growth. Doug added we are the fastest growing transit authority in WV.

Adjournment

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