

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, May 15, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Secretary, Jennifer Brockman; James McGowan; Missy Thompson; Kimberley Foore; Charles Hall; Brenda Orndorff; and Joy Lewis. Vice President; Michael Ferrari 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 Development Authority Business Manager, Lori Taylor.

The Board Members monthly packet included the following: May Meeting Agenda; April 17, 2017 Board Meeting Minutes; Financial Reports for April 2017; Final Draft of 2018 Budget report; 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 asked if all Board members had reviewed the April 17, 2017 Board Meeting Minutes and if there were any corrections needed. Everyone responded no corrections. James McGowan 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 reviewed the April Profit and Loss (P&L) statement and informed the Board that EPTA's finances are projected to be at 83.33% at this time of year and that EPTA's current income is at 84.37%, which he noted is above the target. EPTA staff also discussed that some of the local communities are behind on their local contributions (which is at 67%) and that the staff will continue to reach out to them to follow up on the status of this income.

Doug then explained that EPTA's expenses are at 90.41%, which is a little high. He reminded the Board that the line item for driver's salaries is higher than budgeted because of the addition of the Green Line and the additional bus at Shepherd University.

Elaine Bartoldson informed the Board that the staff had noted an error in the March P&L statement due to the fact that the April advertising income was invoiced early and that this would need to be revised at a future Board meeting.

Doug noted that while the year to date maintenance costs are high due to the age of the buses and the numerous repairs required at the beginning of this fiscal year, the April expenses reflects that the majority of these critical repairs have been completed. Elaine informed the Board that staff had begun to try to do more repairs in-house to minimize these costs. She also noted that

there is a new employee from James Rumsey Technical Institute whose pay and training is partially covered by Workforce West Virginia.

Doug reported that he believes that revenues and expenses are in line with the approved budget.

Brenda Orndorff motioned to approve the financials for April and Charlie Hall seconded the motion. The motion was approved. The amendment to the March financials will be placed on the May meeting agenda.

OLD BUSINESS

A. Transfer Station & Facility Expansion/EPTA Appraisal Update

Doug Pixler reported to the Board that he had heard back from the FTA regarding EPTA's request that FTA allow any proceeds from the sale of this facility go toward the cost of EPTA's proposed facility expansion and their response looks positive. Staff will be responding to FTA's questions about the proposed operational transition plan to a new facility. Currently EPTA has no mortgage expense and if operations have to move in to a temporary facility, rent will need to be budgeted. Options for leasing back the current building and potential structures on a new site were also discussed.

Charles Hall stated that it is important there is sufficient time for the transition to meet our operational needs. Doug reported that Baker International is developing a cost estimate for this proposed transition, including potential lease and lease back, for FTA's review. He also noted that EPTA still has to go through a NEPA review and receive WV DOH approval prior to final approval.

Discussion of the anticipated costs for the new facility occurred. It was noted that the new facility would receive 90% federal funds and would require 10% local match. The sale of the current property would have to cover that local match. It was also noted that there may be local planning and zoning issues, such as merging lots and site plan requirements, which should be discussed with the appropriate jurisdiction when a property is finalized.

B. Four Square/Route Realignment

Staff provided an update on the proposed route realignment which will target the areas of anticipated growth through Berkeley County. Staff has driven all of the new routes, timed them, and drafted maps to reflect the new routes, which has been provided to Four Square, EPTA's consultants on this project. Staff has a meeting scheduled with Four Square on May 22nd to review this information and hope to have draft maps by early June to initiate the 30 day public comment period on the new routes. This will allow these new routes to be in place in by late July/early August.

C. Zonar

Doug Pixler provided an update on the Zonar system, which is an electronic vehicle tracking tool on the buses. The system should be in place on all revenue producing vehicles within the

week, including the new buses. The system allows the tracking and monitoring of the buses and the possibility of developing a mobile app for use by passengers.

D. Bus Procurement

The last 18-passenger bus should be delivered by the end of the month. The transit vans and mini vans are schedule to be delivered in August.

EPTA has sold two buses that have been taken out of service to James Rumsey and have one more to be sold.

Blossman Propane has lent us a transit van that was converted to propane to use for a week to see how well it performs.

E. Bus Shelter

The first shelter has been installed near Valley College/Shepherd University's Martinsburg campus. One is planned for Joshua Gardens. These shelters were purchased in 2006 and now being installed. Once the plexiglas is in place, a ribbon cutting will be held.

EPTA will also be attaching to the KRT shelter purchasing program so that more can be purchased through their contract. Ads are being sold for display at the shelters to help cover the maintenance costs.

NEW BUSINESS

A. Budget FY18

The FY 18 Budget was presented at the last meeting for review and comments. Charles Hall motioned to approve the FY 18 Budget; James McGowan seconded, which was approved unanimously.

B. Looking Into the Future

Doug Pixler provided the Board with an overview of staff's anticipated priorities into the future, based, in part, by an overview of the Transit Development Plan (TDP):

- i. Service Implementation (related to new or expanded routes)
 - South – to serve P&G/ Inwood by 2017/18
 - MTM Expansion – 2 new mini vans in August 2017 and using Shepherd drivers during the summer
 - Purple Line Expansion – expand to 2 buses on the holiday schedule 2017/2018
 - North – Spring Mills and further north 2018/19
 - Frequency 2020/21 – from 50 minutes to 25 minutes -- dependent on funding
 - Services Targeting Commuters
- ii. Capital: Service Improvements
 - Zonar – 2016/17
 - Shelters – 2017/18

- Bus Stop Signs – 2017/18
- Smart Maps – 2017/18
- Fare Box/Card Swipe – 2018/2019
- AVL – Mobil Tracking – 2018/19
- APC – Passenger Counters – 2018/19
- ASA – Stop Announcements – 2018/19
- Tablets – 2020/21
- Digital Radio's – 2021/22

iii. Facility Expansion

- Property Acquisition – 2017/18
- Design/NEPA Requirements – 2018/19
- Build Out – 2018/19/20
- Operational – 2019/2020

The Board complemented the staff on this comprehensive overview of the priorities over the next few years.

C. EPTA Training Schedule

Elaine presented an overview of all the upcoming training for staff:

- May 17th Drug/Alcohol DAPM Training (Raymond & Laura)
- May 18th Reasonable Suspicion Training (Elaine)
- June 10th CPR/First Aid, all drivers and staff
- June 11th – 16th CTAA/Detroit Conference: Certified Community Transit Manager Training and Testing (Doug) Certified Safety and Security Officer (Elaine)
- July 22nd Pass Training for Drivers
- July 25th -27th WVPTA Conference: TAM's Training & Grant Management (Stonewall Jackson Resort) – Board members are invited to attend this as well.
- October 9th (Columbus Day) Bus Evacuation Training, Coordinating with Fire Dept. and Emergency Management – this may become an annual event; buses will run on a holiday schedule but all drivers will be in for training
- Board Breakout Session June Meeting (Safety, Finance/Budget & Personnel) – June meeting start at 3:30 pm for Committee meetings and Board meeting at 4:00 pm.

D. Professional Services

Doug Pixler initiated a discussion with the Board about a possible future Levy Assessment and other Funding options. State funding is decreasing and the funding that is available goes to operating expenses and a small amount to capital. Federal funding is also decreasing. Staff has begun discussions with a consultant that has assisted public transit agencies with levy ballot issues. This would not be planned for 2017; however 2018 may be a possibility. Generally, a levy needs to be successful the first time it is drafted. A successful levy campaign has to be targeted and clear as to the benefits. The Board needs to make a decision about whether the time is right

to pursue this avenue of funding. Efforts would need to start mid-2017 for the 2018 election cycle.

Part of the Board's decision has to do with balancing the cost of hiring a consultant and the cost of participating in an election. Generally, it takes a consultant to run a successful campaign. Some consultants would break out their costs into initial investigative costs to determine if local governments are interested prior to doing a full campaign. One key would be to determine how to get the ridership involved in voting and whether it is better to do a special election vs being a part of the general election. The Board will need to discuss at the next few meetings to determine how to move forward. Nic Diehl asked Doug to send the Board some information before the next meeting regarding the potential tasks and costs of a consultant if the Board decided to pursue a levy for discussion at the June meeting.

Adjournment

Nic Diehl asked for a motion to adjourn. James McGowan offered a motion to adjourn. Kim Foore second the motion and the motion was approved at 5:06 pm.