

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, June 19, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Secretary, Jennifer Brockman; James McGowan; 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 Journal News Reporter, Jim McConville; Telamon Representative, Christie Simmons; Berkeley County Development Authority Business Manager, Lori Taylor.

The Board Members monthly packet included the following: June Meeting Agenda; May 15, 2017 Board Meeting Minutes; Financial Reports for May 2017; and the Director/Departmental Reports.

The meeting was called to order at 4:04 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 May 15, 2017 Board Meeting Minutes and if any corrections needed. Everyone responded no corrections. Charles Hall offered a motion to approve the minutes. James McGowan seconded the motion and the motion was approved.

Budget Report and Financials/Profit & Loss

Doug Pixler reviewed the May Profit and Loss (P&L) statement and informed the Board that EPTA's finances should be approximately at 92% at this time of year and that EPTA's current total income to date is at 91.16%. EPTA staff is continuing to reach out to the local communities that are behind on their local contributions before the end of the Fiscal Year.

Doug then provided an overview of EPTA's expenses which are at 95.69%. The extra costs to upgrade and maintain the older buses this year should not be an issue next year as some have been replaced with newer buses. Charles Hall noted that the budget reflects \$300,000 more income than expenses for FY 2017.

Brenda Orndorff moved to approve the financials for May and Jennifer Brockman seconded the motion. The motion was approved.

OLD BUSINESS

A. Transfer Station & Facility Expansion/EPTA Appraisal Update

Doug Pixler reported that the FTA has accepted the appraisal on the current facility which will allow the Board to sell the facility and use the proceeds towards a new facility and transfer station location. A potential purchaser has expressed interest in the land and building.

WV DOH will conduct a Traffic Study on potential new facility options and coordinate with Michael Baker International as it will impact facility design options.

B. Four Square/Route Realignment

Elaine Bartoldson reported that staff had met with Four Square to review the proposed route realignments which will target the areas of anticipated growth throughout Berkeley County. Four Square recommended less revisions than the staff proposed and staff requested that some of these be included in these revisions. Four Square will be providing EPTA with a cost analysis and impact of the proposed revisions. Some of the proposed revisions include reducing the hours for some lines and adding new lines where service is needed.

C. Zonar

Doug Pixler reported that staff had learned more about the Bluefield Area Transit System's phone app (B.A.T. Tracker) that they had developed to allow riders to track the location and timing of the various buses. Their app updates every 10 seconds. The BAT IT staff person will be sharing their app with EPTA staff for consideration by the Board. The app utilizes Google Earth and Zonar data. If the app updates every 30 seconds, there is no cost to EPTA. If it updates every 10 seconds, the cost will be approximately \$1,500 per year. Discussion of how the app is kept up to date was also discussed.

Staff is also recommending beginning to use bus numbers in conjunction with the app instead of the current color designations.

D. Bus Procurement

The last 18-passenger bus has been received and is in service.

The mini vans are in Charleston waiting for graphic installation and can be delivered once that is complete. The transit vans are still scheduled to be delivered in August.

EPTA has taken four old buses of service, two of which went to James Rumsey for use with their classes, and two were auctioned off.

E. Professional Services

- i. Doug Pixler continued the discussion with the Board about a possible future Levy Assessment and other Funding options. Staff believes that the timing may not be correct to consider a Levy. A successful Levy would require a consultant which can be quite expensive. A Levy requires a 60% plus 1 vote to pass.

- ii. An RFP has been sent out to various agencies to bid upon the required three year audit. The bids are due by June 24, 2017.
- iii. Staff is also trying to find a firm that could provide some accounting oversight for the budget and finance function. They are requesting that the Board consider this, particularly for the end of the year functions. This is already included in the FY 2018 budget.

NEW BUSINESS

A. March 2017 P&L Amendment

As discussed at the May meeting, the March P&L statement needed to be amended due to April invoices being sent out early and reflected in the wrong month. Charles Hall moved to approve the amended March 2017 P&L statements; James McGowan seconded, which was approved unanimously.

B. Audit Committee Appointments

A committee is required to be appointed to review the bids for the audit firm prior to the July Board meeting. A scoring system provided by the state will be utilized. James McGowan, Charles Hall, Joy Lewis, and Jennifer Brockman were appointed to this committee. William Klingelsmith was appointed as an alternate.

C. October 9, 2017 Training Day (Columbus Day)

Doug Pixler reviewed a proposal that EPTA schedule an annual system wide training day on Columbus Day, beginning October 9, 2017, which can include all drivers and other staff. The proposal is to run a holiday schedule that day because most state, federal and local offices are closed, and have all other staff attend the training. The 2017 proposed training is bus evacuation training, coordinating with the local Fire Departments and Emergency Management offices, and general safety training.

Brenda Orndorff made a motion to make Columbus Day the annual system wide training day; Charles Hall seconded and the motion passed unanimously.

Elaine Bartoldson and Doug Pixler also reported about the various training sessions they recently attend in Detroit. Elaine has attended the Certified Safety and Security Officer (CSSO) training. Doug completed the Certified Community Transit Manager (CCTM) program.

Adjournment

The next meeting will be on July 17, 2017. Charles Hall stated that he would not be in attendance.

Nic Diehl asked for a motion to adjourn. Brenda Orndorff made a motion to adjourn. Charles Hall seconded the motion and the motion was approved at 4:46 pm.