

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, July 17, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Secretary, Jennifer Brockman; James McGowan; Kim Foore; Missy Thompson; William Klingelsmith; and Joy Lewis. Berkley County Council member, Dan Dulyea, was also present. Mike Ferrari attended by phone conference. Also present were EPTA staff members: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; and Laura Funkhouser. Also attending were EPTA Bus Driver Pat Dawson and EPTA Maintenance Employee, Bruce Feagans.

The Board Members monthly packet included the following: July Meeting Agenda; June 19, 2017 Board Meeting Minutes; Financial Reports for June 2017; and the Director/Departmental Reports.

The meeting was called to order at 3:58 pm by the Board President; Nic Diehl.

**Appointments**

There were no appointments.

**WV Division of Public Transit Excellence Awards Announcements**

Doug Pixler and Elaine Bartoldson announced that two EPTA staff members had been chosen to receive WV Division of Public Transit Excellence Awards and will be honored at the WVPTA Conference next week at Stonewall Jackson Resort Park). The following staff received their awards and were honored by the Board:

- Pat Dawson -- WV Driver of the Year Runner-up  
Employed by EPTA for 17 years
- Bruce Feagans – WV Outstanding Maintenance Employee of the Year  
Employed by EPTA for 8 years

**Approval of Minutes**

Board president Nic Diehl asked if all Board members had reviewed the June 19, 2017 Board Meeting Minutes and if any corrections needed. James McGowan offered a motion to approve the minutes; Missy Thompson seconded the motion; and the motion was approved.

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

Doug Pixler reviewed the June Profit and Loss (P&L) statement. He informed the Board that a full end of year fiscal report for FY 2017 would be available at the August Board meeting. Income to date for FY 2017 was \$2.31 million and expenses were approximately \$2 million but does not reflect the capital bus replacement funds. Mr. Pixler also stated that in the next Fiscal Year, the reporting will separate out the capital expenses from the operating expenses to provide a better understanding of the EPTA's financial position each month.

## **OLD BUSINESS**

### **A. Four Square/Route Realignment**

Doug Pixler reported that the 30 day comment period regarding the proposed Route Enhancement drafted by staff and Four Square began on July 17<sup>th</sup>. Scheduled public meetings regarding these proposed changes will be held July 17, 5-7 pm, at the Martinsburg Train Station and July 18, 1-3 pm, at the Charles Town Library.

### **B. Bus Procurement**

Staff picked up the two new mini vans in Charleston and they will be operational once they have their numbers installed. This brings EPTA total to four mini vans. Two shelters were also received when staff was in Charleston.

The transit vans are still scheduled to be delivered in mid to late August.

Mr. Pixler also informed the Board that Charleston KRT donated three 40-passenger city buses to EPTA. The titles should be transferred next week. The buses are in good shape and will be an asset to EPTA.

### **C. Audit Committee**

The Audit Committee met on July 5<sup>th</sup> to review the applications received in response to the RFP sent out for Audit Services in June. Four RFPs were sent and two responses were received.

The scoring system provided by the state provided the following results:

<b>Firm</b>	<b>Cost</b>	<b>Score</b>
CoxHollida & Professionals, PLLC	\$34,650 (\$11,550/year)	57 points
Balestra, Harr & Scherer, CPAs	\$12,825 (\$4,275/year)	92 points

Balestra, Harr & Scherer, CPAs is the same firm that has conducted the last three years of audits for EPTA. Missy Thompson made a motion to approve hiring Balestra, Harr & Scherer, CPAs to conduct the next three years of audits for EPTA. Jim McGowan seconded the motion, which was approved.

## **NEW BUSINESS**

### **A. FY18 Budget Amendment**

Mr. Pixler stated that a budget amendment is required due to a change in the FTA numbers. The FTA portion of the budget is \$30,474 more than budgeted. The amended numbers will be applied to Capitol Improvements under vehicle equipment. Jim McGowan made a motion to approve the FY18 budget amendment; Joy Lewis seconded the motion; the motion passed unanimously.

## **B. EPTA Bus Shelter Ribbon Cutting**

A ribbon cutting for a new bus shelter at the Shepherd University Martinsburg Campus will be held on Thursday July 20, 2017 at 10 am. Mike Ferrari will attend on behalf on the Board. All Board members are invited.

## **Executive Session**

Doug Pixlar reported that an executive session was need to update the Board on Real Estate Acquisition activities. Jim McGowan moved to go into Executive Session to discuss Real Estate matters; Bill KlingelSmith seconded the motion, which was approved.

Jennie Brockman made a motion to come out of Executive Session; Jim McGowan seconded.

No action was taken related to the discussion in Executive Session.

## **Adjournment**

The next meeting will be on August 21, 2017. Jim McGowan made a motion to adjourn and the meeting was adjourned at 4:29 pm.