

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, October 16, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President, Michael Ferrari; Treasurer, Charles Hall; Secretary, Jennifer Brockman; William Klingelsmith; James McGowan; Joy Lewis; Kim Foore; and Kelly Tanksley. Absent from the meeting was Board member Missy Thompson. EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller. Guests attending the meeting were Dan Dulyea, Berkley County Council, Vice President, and Leota Shillingburg, MVB Bank.

The Board Members monthly packet included the following: October Meeting Agenda; Financial Reports for September, 2017; Minutes for the August 21, 2017 and September 18, 2017 meetings; and the Departmental Reports.

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

**APPOINTMENTS**

Leota Shillingburg, MVB Bank, provided an overview on the benefits of utilizing their bank for the EPTA business credit cards. EPTA is considering moving all banking transactions to one bank to simplify the financial accounting.

**APPROVAL OF MINUTES**

Board president Nic Diehl asked if all Board members had reviewed the August 21, 2017 and September 18, 2017 Board Meeting Minutes and if any corrections needed. Kim Foore offered a motion to approve the August 21, 2017 minutes; James McGowan seconded the motion; and the motion was approved. William Klingelsmith then made a motion to approve the September 18, 2017 minutes; Kelly Tanksley seconded the motion; and the motion was approved.

**BUDGET REPORT AND FINANCIALS/PROFIT & LOSS**

Doug Pixler provided an overview of the September Profit and Loss (P&L) statement, noting that we are 25% of the way through the Fiscal Year and that expenses were at 27.29% and income was at 31.85%. He pointed out that the staff is keeping an eye on off-site repair costs. Elaine Bartoldson noted that this line item is at 100%. The Board will continue to track this so that it can be increased in the next Fiscal Year budget. It was noted that the maintenance of the mid-size and small buses is on target but the larger buses, which will need to be replaced when federal bus replacement money allocated by the state is available, are more costly to maintain. Staff is monitoring whether cost to repair is worth keeping certain buses running at this time. Mr. Pixler also pointed out that the Gilligs have arrived and will be operational after the logos have been applied.

Michael Ferrari asked a question about the expense line item entitled “miscellaneous” which is at 100%. It was noted that this related to the sale of the older buses which then has to be transferred to the state because state funding was used to purchase them. These costs are reflect on both income and expenses. There was also a warranty refund related to one of the buses in the miscellaneous income

## **OLD BUSINESS**

### **A. Route Revision Update**

Doug Pixler reminded the Board that while the proposed Route Realignment and Enhancement recommendations were approved by the Board at the August meeting, staff wanted to coordinate the new routes with the production of the new schedules and maps which is tied to the 5339 Capital Grant. The delay in the awarding of the 5339 Capital Grant meant that the RFP for the production of the new maps that will reflect the route changes and will be easier for the riders to use and read has just been issued. This means that the anticipated “kick-off” of the new routes is now early 2018 so that the maps will be ready at the same time. This allows EPTA to tie in all of the improvements including the new map system, the technology on the buses, the passenger counting system, the bus locator, and the new routes in one unveiling.

The route revisions reflect all of the efficiency changes, the new buses to serve the P&G site and other businesses to the south, the changes to the evening routes and adding a second Saturday route.

### **B. Bus Procurement**

The first 8-passenger transit van is in and one more is coming which will complete the new buses for this year.

### **C. EPTA Bus Shelters**

Kanawha Valley Regional Transit’s (KRT) has issued their RFP for new shelters and have included EPTA on that RFP so that EPTA will be able to order five (5) shelters once the RFP is awarded and the 5339 Capital Grant is received. This project will probably be awarded in mid-to late November

Additionally, P&G is purchasing a bus shelter to be housed on their site. They are also obligated by the County to provide a history of the property on which they are located. P&G is proposing to do this on the shelter they are providing.

Additionally, three bus shelters are being renovated and painted.

The stop at Berkley Plaza is being relocated, at their request, and will now be located at Joshua and Roberts Gardens. One of the new shelters will be placed at DHHR as soon as that approval is finalized. EPTA is moving ahead with the installation of the pads required for the

placement of the shelters. The cost of the pads is programmed into the Capitol Grant we have received. FedEx may also agree to have a shelter put in at their facility.

**D. 5339 Competitive Grant**

Mr. Pixler reported that this grant for our proposed facilities' improvements has been applied for but not yet awarded. It is a competitive grant across the country. The FTA has requested that EPTA ensure that the proposed project is included in the HEPMPO Transportation Improvement Plan (TIP) and the State TIP. EPTA has met with Steve Thomas of the HEPMPO to ensure that is the regional TIP. The state is not planning on updating the State TIP at this point. It is not known when an announcement regarding this grant is anticipated.

**E. 5339 Capitol Grant**

Mr. Pixler reported that this grant has been approved and includes EPTA's proposed bus shelters, on-bus Intelligent Transport System (ITS) which allows digital access for the drivers and passengers, and producing the maps discussed earlier. Each of these items requires a Request for Proposals (RFP) which has been posted. Other transit systems in the state are asking to be included in EPTA's RFP for the ITS so that the costs are the same state-wide.

**NEW BUSINESS**

**A. EPTA Facility Study Final Report**

The EPTA Facility Study Final Report is completed and has been sent to the state who funded the study. Staff committed to sending the Executive Summary to all Board members. The study provides the documentation for the FTA grant and/or other grants for the proposed new facility.

**B. WVPTA: Strategic 5 Year Plan for WV Public Transit Agencies**

The West Virginia Public Transit Association (WVPTA) has been approached by the Community Transportation Association of America (CTAA) to be a part of a one-year pilot project developing a Strategic 5-Year Plan for the WV Public Transit Agencies. WVPTA is paying \$20,000 for a plan that impacts all the state's transit agencies and details how to be better involved in transit issues throughout the state. The plan is anticipated to have a benefit to each transit agency. WVPTA was chosen for this pilot project because the agencies interact as peers rather than competitors. As they state has less funding and support to offer each agency, this plan will help individual agencies know how to advocate for themselves better.

**C. Governors Roads and Highways Board**

WV Code Chapter 17 provides for a 16 member Complete Streets Advisory Board to provide advice to the Governor on a number of transportation and transit issues. The Governor requested that the Eastern Panhandle provide the Transit Representative. Doug Pixler has been asked to be the representative for the Eastern Panhandle

**D. Credit Card Processing**

Elaine Bartoldson provided an overview of the information EPTA has received on the costs and benefits of providing a way for clients and customers to pay for bus passes using a credit card. Ms. Bartoldson met with Heartland about using WV pay and was informed that there is a \$1 per charge and a 2% add-on processing charge. It appears that this is too much of a burden for the less affluent customers. Discussion ensued about whether there is a way that the Board could pass on a savings or discount for customers utilizing this method. This item is being postponed to a future agenda for additional discussion.

#### **EXECUTIVE SESSION**

At 4:50 pm, James McGowan made a motion to go into Executive Session to discuss personnel policy matters; seconded by Charles Hall. The motion was approved.

At 5:23, Nic Diehl reconvened the Board meeting out of Executive Session.

No action was taken regarding matters discussed in Executive Session.

#### **ADJOURNMENT**

Ms. Brockman announced that the next meeting will be on November 13, 2017 due to the Thanksgiving holiday the following week.

Jim McGowan made a motion to adjourn, William Klingelsmith seconded, and the meeting was adjourned at 5:25 pm.