

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, August 21, 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; Kimberly Foore; Missy Thompson; William Klingelsmith; Joy Lewis; and new member, Kelly Tanksley. Berkeley County Council member, Dan Dulyea, was also present. EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser; and Jill Miller. Guests attending the meeting were Telamon Representative, Christie Simmons and Berkeley County Development Authority Business Manager, Lori Taylor.

The Board Members monthly packet included the following: August Meeting Agenda; July 17, 2017 Board Meeting Minutes; Financial Reports for FY 2017 and July, 2017; 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 July 17, 2017 Board Meeting Minutes and if any corrections needed. Kimberly Foore offered a motion to approve the minutes; William Klingelsmith seconded the motion; and the motion was approved.

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

Doug Pixler reviewed the July Profit and Loss (P&L) statement. As this is the first month of the new Fiscal Year, there is not much to report. Both income and expenses are within the expected budget at this time. Mr. Pixler reminded the Board that this Fiscal Year's reporting will separate out the capital expenses from the operating expenses to provide a better understanding of the EPTA's financial position each month. Missy Thompson made a motion to approve the Financial Report and Kim Foore seconded the motion. The motion was approved.

**OLD BUSINESS**

**A. Four Square/Route Realignment**

Doug Pixler reported that the public comment period for the proposed Route Realignment and Enhancement concluded July 17, 2017. He then presented a power point to summarize the final route revisions proposed by Four Square based on the public input received.

**Red Line:**

- Minor routing changes on the north end including adding a stop at Joshua Gardens, Polo Green

- Added routes to the Health Department (on-call) and others at the south end as needed
- Red Line will still use the Train Station for transfers

#### Blue Line:

- Minimal changes in the morning because it is used heavily for transportation to work
- In the middle of the day, it will also serve as the connector line to the Orange line at Kohl's in Ranson; will route back and forth between the Kmart/Gabe's in Martinsburg and Kohl's in Ranson, with stops at the VA every half hour between 9:00 and 4:30 pm (this allows a connection between Berkley and Jefferson County every ½ hour)
- After 4:30 it will be the current Blue Line route

#### Yellow Line (new in 2015):

- Will continue to go to the Commons and BRCTC
- Adding a Development Drive transfer point at 7 am and 7 pm (and the Green Line will also serve this stop)
- This line has high ridership

#### Orange Line

- This route is heavily used
- This line will stay the same, but will end earlier (7:25 pm, ending in Ranson) as it is not used later in the day

#### Purple Line

- Adding a second Saturday bus, in Martinsburg and VA only, which will be on the holiday schedule
- On extended service to include am/additional loop to the VA and the Commons

#### Green Line

- Starting a new line at Development Drive and BRCTC South to Inwood and will serve 4 times a day at P&G when it opens at shift changes

#### Silver Line (new in 2015)

- Keeping this the same except to merge the last run into the evening A & B lines.

A Saturday bus to Charles Town is one request that cannot be met at this time.

Charlie Hall noted that all of these revisions were based on current and requested ridership which should be communicated to the funding sources. He then made a motion to approve a resolution regarding the proposed route revisions as presented and Kim Tanksley seconded, which was approved.

## **B. Bus Shelters**

The Ribbon Cutting for the bus shelter Martinsburg campus of Shepherd University went well. Four additional shelters are proposed. The next shelters are projected to be at Joshua Gardens and DHHR. Additional shelter goals include Macy's and Quad Graphics.

Mr. Pixler also informed the Board that an RFP is being prepared for additional shelters.

Ms. Bartoldson stated that internal staff will be utilized to clean and paint the three shelters that have been donated for our use.

## **C. Bus Procurement**

The two transit vans should be delivered within a few weeks. The three buses are in Charleston waiting to be picked up.

## **NEW BUSINESS**

### **A. FY 17 Review: Financial and Ridership Report**

Mr. Pixler reported that EPTA's ridership has been steadily increasing. FY 17 EPTA ridership was over 210,000, which is a growth rate of 8½ % this year alone. Other transit providers in the states are not growing as much as EPTA.

EPTA has added two new minivans for MTM services which are heavily used and additional vans could be utilized.

Ms Bartoldson provided an overview of the Profit and Loss for the Fiscal Year and a comparison of revenues and expenses with the previous Fiscal Year. Both income and expenses have grown. A surplus of \$151,000 +/- is being moved to capital fund for bus procurement.

Mr Hall asked if it is possible to use the surplus to establish a retirement program for the staff. Ms Bartoldson and Mr Pixler stated that surplus is critical to the budget because it is needed as the local match for bus procurement and the new facility.

## **Executive Session**

Charlie Hall made a motion to go in to Executive Session to discuss Real Estate Acquisition; Kelly Tanksley seconded, which was approved. The Board went in to Executive Session at 4:48 pm.

The Board came out of Executive Session at 5:12 pm.

## **Real Estate Acquisition/Disposition**

Jennifer Brockman made a motion approving applying for a 5339 Competitive Grant which will require a local match from the EPTA budget; Charlie Hall seconded it, which was approved.

### **New Staff**

New Staff was introduced to the Board to help allow office staff to handle the early morning and late dispatcher shift. Laura Trejo will be working the 12:15 – 8:40 shift and Sandra Muskelly shift will be changed to 5 am – 1:30 pm.

There is also going to be a shift have a driver on-call on the weekends so that Mr. Pixler, Ms. Bartoldson and Mr. Knight do not have to be on-call regularly.

### **Adjournment**

The next meeting will be on September 18, 2017. Committee meetings will begin at 3:30 pm and the Board meeting will after the Committees are complete. William Klingelsmith made a motion to adjourn and the meeting was adjourned at 5:20 pm.