

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, September 18, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Treasurer, Charles Hall; Secretary, Jennifer Brockman; William Klingelsmith; James McGowan; Missy Thompson; Joy Lewis; and Kelly Tanksley. Vice President, Michael Ferrari was present by phone. EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; and Jill Miller. Guests attending the meeting were John McVey, Martinsburg Journal.

The Board Members monthly packet included the following: September Meeting Agenda; Financial Reports for FY 2017 and July, 2017; and the Departmental Reports. The Director Report was distributed at the meeting. The August 21, 2017 Minutes will be included in the October packet.

The Finance, Safety and Personnel Subcommittees met at 3:30 prior to the full Board Meeting. The Board Meeting was called to order at 4:08 pm by the Board President; Nic Diehl.

Appointments

There were no appointments.

Approval of Minutes

The minutes for the August 21, 2017 meeting were not available for this meeting and will be included in the October packet.

Budget Report and Financials/Profit & Loss

Elaine Bartoldson reviewed the August Profit and Loss (P&L) statement, noting that we are 16.7% of the way through the Fiscal Year and that expenses were at 19.5% and income was at 15.97%. Ms. Bartoldson pointed out that there are a number of annual dues and subscriptions that are paid at the beginning of each Fiscal Year which is reflected in a high percentage spent on that line item; that there was an unexpected maintenance cost related to two buses; and that August also contained three pay periods which impacts the salary line item. Staff did a budget variance for those line items that were higher than expected for this month which was distributed at the meeting. Overtime was also detailed on the budget report and it was noted that any contracts will reimburse EPTA for those overtime costs. One additional cost related to Hep B shots that are offered to drivers as an option.

Jim McGowan made a motion to approve the Financial Report and Kelly Tanksley seconded the motion. The motion was approved.

OLD BUSINESS

A. Route Revision Update

Doug Pixler reminded the Board that the proposed Route Realignment and Enhancement recommendations were approved by the Board at the August meeting. EPTA is currently waiting for finalization of the 5339 Capital Grant in order print the new maps that will reflect the route changes and will be easier for the riders to use and read. The anticipated “kick-off” of the new routes is late October/early November so that the maps will be ready at the same time.

B. Bus Procurement

The first transit van is in Charleston and ready for pick up. The second transit van should be ready within a few weeks. One Gillig bus has already been picked up and one additional Gillig bus should be available for pick up at the same time.

Mr. Pixler stated that the Federal Government has modified the life expectancy of the buses and vans used by local transit authorities to allow them to be used for a longer time. Buses were extended from 5 years to 7 years and from 100,000 miles to 150,000 miles. Bigger buses were extended to 200,000 miles. This is particularly helpful as it relates to the Gillig buses which were donated to EPTA by Kanawha Valley Regional Transportation Authority (KRT). He also noted that our current buses were originally intended to be used on rural routes and cannot handle the continuous lower speed limits required on the EPTA routes. The Gillig buses are urban buses and will be able to meet this need.

Potomac Valley Transit Authority (PVTA) has also given EPTA a minivan that they were required to retire that can be used for Medical Transportation Management (MTM) service by EPTA.

C. EPTA Bus Shelters

KRT is preparing RFP to solicit bids for bus shelters and is including EPTA in the RFP. This will allow EPTA to order five (5) shelters once the RFP is awarded and the 5339 Capital Grant is received.

NEW BUSINESS - GRANTS

A. FY18 Operation and Capitol Grant

Mr. Pixler reported that this grant, which includes funding for maintenance and totals close to \$1 million, was just approved. This allows EPTA to recoup costs spent on maintenance this Fiscal Year and helps cover preventative maintenance costs. There are operating funds in the FY18 grant.

B. 5339 Competitive Grant

Mr. Pixler reported that this grant has been applied for and an announcement regarding this grant is anticipated in mid-October. This grant is for our proposed facilities' improvements. This grant to competitive across the country.

C. 5339 Capitol Grant

Mr. Pixler reported that the amount of this grant has already been announced but that the proposed uses have to be approved. EPTA is proposing to use this grant for the bus shelters, on-bus Intelligent Transport System (ITS) which allows digital access for the drivers and passengers, and producing the maps discussed earlier. EPTA submitted these grant details today.

The ITS requires EPTA to produce a Request for Proposals (RFP) and other transit systems in the states are asking to be included in EPTA's RFP so that the costs are the same state-wide.

Quarterly Subcommittee Meetings

A. Finance

Charles Hall reported that the Finance Committee recommends starting planning for next year's budget in the near future. The Committee is requesting that Department Heads develop their wish lists along with potential revenue sources and possible raises in October so that the Board can begin drafting next year's budget later in the Fall. The goal is to have a draft budget by March that takes into account these requests and actual costs from this Fiscal Year.

B. Safety

Bill Klingelsmith reported that the Safety Committee were updated on recent safety improvements in the garage which includes painted areas to show where people can cross safely; and driver safety activities and required training. The Committee recommends ensuring that all buses have hand sanitizer available so drivers are not needing to provide that themselves. The Committee was also pleased with the record of all the training offered and completed by drivers and other staff and recommends keeping this up-to-date so it is easy to respond to any audits questions and easy to keep drivers up to date on required training.

C. Personnel

Nic Diehl and Kelly Tanksley reported the need for a rotating "on-call" driver so that office personnel are not required to be on call every weekend. The implementation of this policy is being discussed so that it can occur soon.

Adjournment

The next meeting will be on October 16, 2017. Jim McGowan made a motion to adjourn, William Klingelsmith seconded, and the meeting was adjourned at 4:55 pm.