

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, November 13, 2017 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Secretary, Jennifer Brockman; William Klingelsmith; James McGowan; Missy Thompson; and Kim Foore. Joy Lewis was present by phone. Vice President, Michael Ferrari; Treasurer, Charles Hall; and Kelly Tanksley were absent with notification.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller. Guests attending the meeting were John McVey, Martinsburg Journal.

The Board Members monthly packet included the following: November Meeting Agenda; Financial Reports for October, 2017; Minutes for the October 16, 2017 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:05 pm by the Board President; Nic Diehl.

**APPROVAL OF MINUTES**

Board president Nic Diehl noted that there was a correction that needed to be made to the October 16, 2017 Minutes, removing Missy Thompson as present and Kim Foore as present and changing any motions referring to Ms. Thompson to Ms. Foore James McGowan offered a motion to approve the October 16, 2017 minutes; Kim Foore seconded the motion; and the motion was approved.

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

Doug Pixler provided an overview of the October Profit and Loss (P&L) statement, noting that we are 33.3% of the way through the Fiscal Year. He reported that income is at 41.05% and that expenses were at 35.53%. Expenses had been a little high due to an extra pay period early in the Fiscal Year.

A budget variance, which reflects how expenses occurred that may be one time costs or seasonal expenses, was distributed at the meeting. The budget variance detailed costs associated with computer software and maintenance; dues and subscriptions; facility maintenance including two garage door repairs; off-site vehicle maintenance and training; workmen's compensation correction due to an audit; safety training and supplies including CPR training for all staff; and the CTAA and WV conference in the travel and training budget. Any items that are significantly over budget will be taken into consideration when the Board develops the next Fiscal Year budget.

## **OLD BUSINESS**

### **A. Bus Procurement**

The last new Ford Transit Van is in Charleston and Doug Pixler will be picking it up soon. This will be the last report related to Bus Procurement this budget cycle. EPTA hopes to be able to purchase some large buses in the FY19 budget.

### **B. EPTA Bus Shelter Program**

Kanawha Valley Regional Transit (KRT) has awarded the bus shelter contract to Decamil. The contract is good for 3 years and includes EPTA as well as the state of WV. EPTA may be able to get 5-7 shelters through this contract because the price was good. Their product allows the shelter installation process to be streamlined once the sites are chosen and the slabs are poured. Staff noted that the panels and tops are made of Lexan and are easy to replace if needed. EPTA anticipates a total of eight new shelters by the end of the fiscal year (June 2018).

Doug Pixler then presented EPTA's 5 year shelter program (FY18-23) which prioritizes the future location of shelters as they funding becomes available. The addition of the shelters provides important resources for customers as EPTA grows as well as providing an opportunity for wayfinding signage and maps. Some of the shelters will include solar lighting depending on the hours of the route and the needs of that area. The shelters will also be placed curbside in conformance with the new routes.

### **C. 5339 Competitive Grant**

Mr. Pixler reported that this grant for our proposed facilities' improvements has been applied for but not yet awarded. FTA has reached out to EPTA to clarify the request which appears to be good sign due to EPTA's system growth and needs. Staff noted that this is a nationwide competitive grant with \$226 Million available and over \$2 Billion in requests made. It should be awarded in early December.

## **NEW BUSINESS**

### **A. 1st Quarter Ridership Update**

Shepherds University has seen an increase of 6% since school began at the end of August. They now have three buses (2 day/1 night) so this is anticipated to increase significantly now that school is in session.

Demand Response, which is expensive to provide, is down by 8%.

Medical Transportation Management (MTM) ridership has increased nearly 50% which is a contract EPTA is reimbursed for and picks up some of the previous Demand Response customers.

The changes in numbers from last year also include changes in contracts that existed for the startup of Rubbermaid last fall so this needs to be taken in to consideration when making these comparisons.

## **B. Changes in Employee Policies**

Two policy changes initiated by the Board at a previous meeting were reviewed by EPTA's legal counsel and found to be approvable.

### **1) Employee Holiday Policy**

A motion to approve a new policy related to paid holidays being tied to working before or after the holiday was made by Kim Foore and seconded by Jennifer Brockman; and the motion was approved, effective November 14, 2017.

### **2) EPTA Dress Code: Effective January 1, 2018**

A motion to approve a motion related to EPTA's Dress Code, which include black, blue or khaki pants, effective January 1, 2018, was made by William Klingel Smith and seconded by James McGowan; the motion was approved unanimously.

3) Staff is developing an EPTA Rider Policy related to inappropriate behavior, including vandalism, verbal or physical abuse of the drivers or another passenger, any vulgar acts, smoking or use of any tobacco products on the bus, or non-payment of fares, which will be on the next month's agenda. The proposed policy will address multiple violations and possibly permanent suspension under certain circumstances. Once the new policy is in place, signs will be posted and the drivers will be trained on how to address violations.

## **C. New EPTA Map and Schedules**

Kim Foore, Kelly Tanksley, and Missy Thompson met on November 2nd to score the responses to the RFP related to the new EPTA Maps and Schedules. Two companies responded to the RFP. No local companies responded because they were unable to do what was needed. The committee recommended a company in Tennessee, known as Smart Maps, to be awarded the contract. Missy Thompson made a motion to approve this contract, Kim Foore seconded; the motion was approved.

## **D. Triennial Review FY15,16,17**

Staff has received the packet required for the completion of the Triennial Review for FY 15 – FY 17. This is now called a "Comprehensive Review" and will include an FTA audit of all aspects of the operations of the transit company. The paperwork has been reduced somewhat and the due date is January 31, 2018. Staff completes this packet and the FTA review of the packet takes place in August 2018.

Elaine Bartoldson and Doug Pixler will be attending a training the last week of November for Triennial Review Preparation Training and a Procurement class. Laura Funkhouser and Jill Miller will attend a class in January for additional Triennial Review Training.

**E. NTD (National Transit Database)**

This is data that is due every year by October 31, 2017. This has been completed and only one revision was required. Last year's submittal took much longer and required more revisions. As a result, programs were put in place by EPTA staff and the Board to ensure that the data was more readily available for this year's report. The new ITS will also help make the creation of these reports easier once it's in place.

**F. Quarterly Sub-Committee Meeting**

The next Quarterly Sub-Committee Meeting is scheduled for January 15, 2018; however staff requested that the Committees meet again in December so that certain tasks can be completed related to the upcoming budget cycle. A decision was made to meet at 3:45 on December 18<sup>th</sup> for the Committee meetings.

It was also noted that the January meeting will be Tuesday January 16<sup>th</sup> and the February meeting will be held on Tuesday February 20<sup>th</sup> due to holidays those weeks.

**G. EPTA BOD – Tour - Gillig Bus**

It was announced that upon adjournment, Board members were welcome to tour one of the new Gillig buses.

**ADJOURNMENT**

Jim McGowan made a motion to adjourn, Kim Foore seconded, and the meeting was adjourned at 4:50 pm to the parking lot for a tour of the bus.

The next regular meeting will be December 18, 2017 at 3:45 for Committee meetings.