

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

The Eastern Panhandle Transit Authority (EPTA) met on Tuesday, January 16, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: Vice President, Michael Ferrari; Treasurer, Charles Hall; Secretary, Jennifer Brockman; William Klingelsmith; James McGowan; Missy Thompson; and Joy Lewis. Kim Foore was present by phone. Kelly Tanksley were absent with notification. President, Nic Diehl arrived at 4:30 pm.

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 and Dan Dulyea, Berkeley County Council.

The Board Members monthly packet included the following: January Meeting Agenda; Financial Reports for December, 2017; Minutes for the December 18, 2017 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:08 pm by the Board Vice President, Michael Ferrari. Subcommittee meetings were held at 3:45 pm with reports under New Business and separate records of the meetings.

APPROVAL OF MINUTES

Board Vice President Michael Ferrari asked if all Board members had reviewed the December 18, 2017 Board Meeting Minutes and if any corrections needed. James McGowan made a motion to approve the minutes; William Klingelsmith seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS/PROFIT & LOSS

Doug Pixler provided an overview of the December Profit and Loss (P&L) statement, noting that EPTA is 50.0% of the way through the Fiscal Year. He reported that income is at 63.8%, above expectations for this time of the year, and that total expenses were at 54.4%, also slightly above expectations, but below income. The additional income and expenses are, in part, due to the third bus serving Shepherd University which was not originally budgeted. Some discussed ensued about how we are tracking the sale of buses which requires the money to go to the state.

A budget variance, which reflects one-time or seasonal expenses, or reflects that an items is over the 50% at this point, was reviewed at the meeting. Any items that are significantly over budget will be taken into consideration when the Board develops the next Fiscal Year budget.

Elaine Bartoldson reported that an error related to insurance that should have been reflected on the payrolls which were processed out-of-house requires the Board to approve amendments to the October and November P&Ls by separate action.

Jennifer Brockman made a motion to approve the December Profit and Loss Statement and Amended October and November Profit and Loss Statements; James McGowan seconded. The motion was approved unanimously.

OLD BUSINESS

A. Comprehensive Review (aka Triennial Review) for Fiscal Years 2015, 2016, 2017

Staff reported that they have been compiling relevant data needed for the Comprehensive Review due by January 31, 2018. There are also a number of procedures and policies that required updating based on Federal Transit Authority (FTA) input that are on January's agenda for Board action. The FTA reporting process has changed and therefore the reporting is more complex this year to meet the new requirements. Once the FTA receives our submittal, they will provide feedback so staff and the Board can make required changes before the August on-site review.

B. New EPTA Map and Schedules

Staff updated the Board on the status of this contract with Smart Maps and reported that the company should have a final draft soon for final approval. Staff plans to create a rider panel to help with the review of the new brochures and maps. Charles Hall suggested providing refreshments for this panel. Staff hopes to have the maps and brochures completed by March.

C. Drug and Alcohol Policy

Staff has added the approved mandatory addendum to the Federal Drug and Alcohol Policy to reflect the exact terminology required and to add five required drugs for screening as discussed at the last meeting. Charles Hall made a motion to approve the Final Revised Policy, which was effective January 1, 2018; seconded by James McGowan; approved unanimously.

NEW BUSINESS

A. Adopted Updated Procurement Manual

Elaine Bartoldson reported that changes were made to reflect the FTA's criteria for micro purchase (from \$3,000 to \$3,500) and small purchase (from \$100,000 to \$150,000); updated FTA clauses; changed references to appropriate staff members involved in purchases; and updated the approval/denial process. Nic Diehl made a motion to approve the updated Procurement Manual, William Klingelsmith seconded. Motion passed unanimously.

B. Adopted Updated Safety, Security and Emergency Preparation Plan Manual

Elaine Bartoldson, who serves as EPTA's Safety and Security Officer, presented the updates required as a result of the State of WV's new safety policies. The Manual also had to reflect the list of drivers and emergency contact information reflecting updated staff references. All supervisors will be briefed on all of the procedures in the manual. William Klingelsmith made a motion to approve the updated manual; Joy Lewis seconded; motion approve.

C. 2nd Quarterly Ridership Update

Doug Pixler provided an overview of the ridership data for this Fiscal Year which reflects consistent growth throughout the first two quarters of the year:

Total Ridership:

FY15/16	94,382	
FY16/17	100,624	9% growth
FY17/18	109,832	9% growth

EPTA Ridership:

FY15/16	87,951
FY16/17	92,041
FY17/18	100,091

Demand Response:

FY15/16	5,240
FY16/17	6,013
FY17/18	6,137

Medical Transport (MTM):

FY15/16	1,191
FY16/17	2,570
FY17/18	3,609

It was noted that the flat-lining of the Demand Response was a result of the increased use of MTM which is a positive move for EPTA as we are reimbursed for the MTM trips.

The new routes that will take effect soon are expected to allow an increase in ridership, particularly in the Inwood area. There may be an initial reduction in ridership as the riders get used to the new routes. EPTA is reflecting the highest growth rate for transit providers in the state.

It is anticipated that these new routes may require an update when new industries come on line in both Berkeley and Jefferson Counties. Staff has reached out to some existing industries in Jefferson County with large workforces to determine if they believe that there is a demand for transit services for their employees. It was noted that it is difficult to serve the Jefferson County Health Department property because the buses cannot turn around easily, but will service it on an On-Call basis.

D. EPTA Vehicle/System Update

Staff is anticipating reducing some maintenance costs for next year's budget due to the new vans and 18 passenger buses and because staff is able to do many repairs in house.

E. Executive Session

Jennifer Brockman made a motion to go into executive session to receive and update on the new facility and transfer station; Charles Hall seconded; and the motion passed unanimously.

The Board came out of Executive Session at 4:59. No action was taken as a result of the Executive Session.

ADJOURNMENT

Jennifer Brockman made a motion to adjourn, Jim McGowan seconded, and the meeting was adjourned at 5:00 pm.