

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, December 18, 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; Missy Thompson; Joy Lewis and Kim Foore. Kelly Tanksley was 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 and Lori Taylor, Berkeley County Development Authority Business Manager.

The Board Members monthly packet included the following: December Meeting Agenda; Financial Reports for November, 2017; Minutes for the November 13, 2017 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:05 pm by the Board President; Nic Diehl. Subcommittee meetings were held at 3:45 pm with reports under New Business and separate records of the meetings.

**APPROVAL OF MINUTES**

Board president Nic Diehl asked if all Board members had reviewed the November 13, 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 November Profit and Loss (P&L) statement, noting that EPTA is 41.7% of the way through the Fiscal Year. He reported that income is at 53.46%, above expectations for this time of the year, and that total expenses were at 45.26%, slightly above expectations but below income. The additional income and expenses are, in part, due to the addition of an additional bus at Shepherd University.

A budget variance, which reflects how expenses occurred that may be one time costs or seasonal expenses, was reviewed 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; purchasing winter tires; workmen's compensation correction due to an audit; safety training and supplies including CPR training for all staff; increased salary budget due to a third bus added to the Shepherd contract; and the CTAA and WVPTA 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. Charles Hall made a motion to approve the Profit and Loss Statement; Kim Foore seconded. The motion was approved unanimously.

## **OLD BUSINESS**

### **A. 5339 Competitive Grant**

Mr. Pixler reported that no announcements had yet occurred related to this grant, which is requested to fund the proposed facilities' improvements. EPTA staff has been working with the Governor's Office and WV DOT to raise the required match if the grant is awarded. Staff also met with FTA when they were in Philadelphia for training. Staff reminded the Board that this is a nationwide competitive grant with \$226 Million available and over \$2 Billion in requests made. It should be awarded soon.

### **B. EPTA Rider Policy for Approval**

Staff presented the proposed 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. The proposed policy addresses multiple violations with progressive consequences as required by FTA and an appeal process. There is a possibility of indefinite 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. Charles Hall offered a motion to approve the EPTA Rider Policy; James McGowan seconded the motion; and the motion was approved.

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

The FTA's required Triennial Review for FY 15 – FY 17, now called a "Comprehensive Review", is due to the FTA on January 31, 2018. This Review includes an FTA audit of all aspects of the operations of the transit company since the last review April 18, 2015. The audit is scheduled to take place in August 2018. Doug Pixler and Elaine Bartoldson attended training on this new paperwork and review process in Philadelphia. During the training they became aware of some issues, such as developing written documentation of various policies, which the EPTA Board or staff should be able to resolve before finalizing the submittal in January.

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

Staff updated the Board on the status of this contract with Smart Maps and presented a draft copy of a brochure with one map and schedule. Photos will be added that reflect points on interest on each route. The brochures will be available on the shelters, on the buses, and on-line. There will also be an overall system map. There will be opportunity for final approval prior to printing.

## **NEW BUSINESS**

### **A. Quarterly Subcommittee Meetings for 2018**

Nic Diehl reminded the Board members that the quarterly subcommittee meetings for 2018 are set for January 16, 2018, April 16, 2018, July 16, 2018, and October 15, 2018. These

meetings are generally scheduled for 3:45; however, each subcommittee may choose to meet earlier depending on what it on their agendas.

## **B. Intelligent Transportation System (ITS) - Contract for Board Approval**

Charlie Hall, Bill Klingelsmith and Joy Lewis had met as a subcommittee to review the response to the RFP for the ITS system. Mr. Hall provided an overview of the subcommittee's review of the responses and reported that they recommended contracting with Passio for this project. The ITS will include I-Pads on each bus that collects data that can be input into the FTA's National Transit Database (NTD) reporting module. On-bus data collection is slated for the first year of the contract and incorporation of the data into the reporting module is scheduled for the second year. This project should also reduce any driver error in the FTA reporting. It may be possible to advance the second year component and complete the project early.

Mr. Hall made a motion that the Board contract with Passio for the first year's tasks and then authorize the staff to extend the contract after the first task is completed for the reporting component. Jennifer Brockman seconded and the motion passed.

## **C. Personnel Committee: Handbook Updates for Board Approval, including Drug and Alcohol Policy Updates**

### **1) Drug and Alcohol Policy**

The Personnel Committee met and is recommending approval of draft mandatory addendum to the Federal Drug and Alcohol Policy to reflect the exact terminology required and to add five required drugs for screening. This addendum serves as a place holder until EPTA has time to develop its own policy reflecting this requirement as suggested by the WV Office. This is required by the state and the FTA.

Valley Health which currently does EPTA's drug screening will add these additional drugs to the screening process at no additional cost to EPTA. There will be new paperwork required on July 1, 2018.

Missy Thompson made a motion to approve this addendum; Kim Foore seconded it; and the motion was approved.

### **2) Changes to Employee Handbook**

A number of changes were proposed to the Employee Handbook:

- Remove employee bonus provision that is never used
- Remove bi-annual review and change to annual review only after probationary period (during probation there is a 30 day review by HR and a 90 day review by supervisor)
- Remove fundraising provision
- Change media policy to clarify that either the Director or Deputy Director may speak to the media

There was also some discussion about separating the performance evaluation from a wage evaluation at some point in the future.

Charles Hall made a motion to approve this addendum; James McGowan seconded it; and the motion was approved.

**D. Safety Committee: Passenger, Vehicle and Safety Plan Update for Board Approval**

Jennifer Brockman provided the Board with an overview of the Safety Committee's recommended changes to the *Passenger, Vehicle and Safety Plan* for approval. These changes were required to reflect actual actions of the EPTA staff and Board. One edit was noted on page 6. Mr. Pixler will send all Board members a revised copy for their record. James McGowan made a motion to approve this addendum with the change noted on page 6; Michael Ferrari seconded it; and the motion was approved.

**ADJOURNMENT**

Nic Diehl reminded the Board that the January Meeting is scheduled for Tuesday 1/16/17 and the February Meeting is scheduled for Tuesday 2/20/17 due to Holidays; and that the Quarterly Committee meetings will take place prior to the meeting on 1/16/17. Each Committee will determine their meeting time based on what they need to accomplish. Safety Committee will meet at 3 pm.

Jim McGowan made a motion to adjourn, Michael Ferrari seconded, and the meeting was adjourned at 4:54 pm.