

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

The Eastern Panhandle Transit Authority (EPTA) met on Tuesday, February 20, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: Treasurer, Charles Hall; Secretary, Jennifer Brockman; William Klingelsmith; James McGowan; Missy Thompson; Kimberly Foor; Jim Klein; Andrew Osantowske and Kelly Tanksley. Absent with notification were President, Nic Diehl, Vice President Michael Ferrari and Joy Lewis.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; and Jill Miller. Guests attending the meeting were Jane Tabb, Jefferson County Commission, and Herb Kistler, citizen.

The Board Members monthly packet included the following: February Meeting Agenda; Financial Reports for January, 2018; Minutes for the January 16, 2018 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:04 pm by the Board Secretary, Jennifer Brockman.

APPOINTMENTS

NEW BOARD MEMBERS WERE INTRODUCED. JIM KLEIN, BERKELEY COUNTY AND ANDREW OSANTOWSKE, JEFFERSON COUNTY.

APPROVAL OF MINUTES

Board Secretary Jennifer Brockman asked if all Board members had reviewed the January 16, 2018 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 January Profit and Loss (P&L) statement, noting that EPTA is 58.3% of the way through the Fiscal Year. He reported that income is at 72.66%, above expectations for this time of the year, and that total expenses were at 62.44%, 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.

Doug explained that they 62.44% expenses were in part due to an added driver expense we did not anticipate.

Charlie Hall made a motion to approve the January Profit and Loss Statement; Kelly Tanksley seconded. The motion was approved unanimously.

OLD BUSINESS

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

Staff reported that the triennial review was sent to Qi Tech, LLC, an FTA comprehensive review consultant on 1/30/2018. Changes will be made based on consultant's feedback to policy/procedures/operations. Qi Tech Consultants will be on site in August to observe the changes made. The FTA reporting process has changed and therefore the reporting is less complex than the last review in 2015.

B. Schedules and Route Map: Update and schedule for release

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. We get two corrections with Smart Maps and staff have proofed the first copies. Each route map will have new photos to be easily identified to rider. Saturday routes will have one brochure. The Shepherd-Martinsburg shelter will have a system map and time table in the shelter. These maps cannot be placed in shelters in Ranson due to City restrictions.

C. EPTA Facility & Transfer Station

1. Traffic Impact Study Results: Doug Pixler presented the results of the traffic impact study conducted by Michael Baker. The buses will not create adverse affect for traffic in the selected area. The study has been sent to the state for review. Doug will meet with the City of Martinsburg to discuss.
2. Environmental Study: The environmental study is the next step in the process. Phase I has already been completed on the selected area but is out of date. EPTA will go out to contract/bid for the study. The estimate is \$20,000 to \$30,000 but will be reimbursed. The board will approve the RFP once bids have been received.

NEW BUSINESS

A. Contract Revenue

Doug Pixler informed the board that the MARC train contract would not be renewed. Secretary Smith was here last week and the contract will expire on June 30, 2018. While the MARC Train contract revenue is approximately 170,000, EPTA will be fine and service will not be impacted if no renewal happens. Other contract revenue streams include Harpers Ferry National Park at \$250,000, Shepherd University at \$142,945, MTM at \$140,000 for a total contract revenue of \$702,945. These are local match contracts. Cities and Counties contribute about \$180,000.

Of all 7 urban systems in WV, EPTA is the only system that does not have an operating levy to meet local match. We have to generate contract revenue to meet local match. If we do not have local match we cannot tap into federal money. With federal money increasing local match must also increase. Grant money is based on a yearly NTD reporting and with EPTA expanding so does our grant money.

B. EPTA Annual WV Audit

Staff reported the annual audit found no issues and went well.

C. How is EPTA Funded

During the contract revenue discussion Doug provided an overview of EPTA funding sources from Federal Grants, local match and local city/county sources.

D. Review of Berkeley County and Jefferson County Funding Request

FY19 local funding requests total 178,200. Doug stated we may not receive that amount and are ok with the current year amount. We will know by March.

ADJOURNMENT

Jim McCowan made a motion to adjourn, Kelly Tanksley seconded, and the meeting was adjourned at 5:10 pm.