

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, March 19, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President, Michael Ferrari; Treasurer, Charles Hall; William Klingelsmith; James McGowan; Missy Thompson; Jim Klein; Andrew Osantowske; Kelly Tanksley and Joy Lewis. Absent with notification were Kimberly Foore and Jennifer Brockman.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller. Guests attending the meeting were Jane Tabb, Jefferson County Commission and Dan Dulyea, Berkeley County Council.

The Board Members monthly packet included the following: March Meeting Agenda; Financial Reports for February, 2018; Minutes for the February 20, 2018 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:00 pm by the Board President, Nic Diehl.

**APPOINTMENTS**

No new appointments. Nic Diehl welcomed Jane Tabb, Jefferson County Commission and re-welcomed new board members, Jim Klein, Berkeley County and Andrew Osantowske, Jefferson County.

**APPROVAL OF MINUTES**

Board President, Nic Diehl asked if all Board members had reviewed the February 20, 2018 Board Meeting Minutes and if any corrections needed. Charles Hall made a motion to approve the minutes; Kelly Tanksley seconded the motion; and the motion was approved.

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

Elaine Bartoldson provided an overview of the Profit and Loss (P&L) statement, noting that EPTA's February report shows the expenses outweighed the income. She reported this happens a couple times during the year and EPTA is prepared for it and always has a surplus of local match. Elaine shared we are preparing to do the February drawdown. Nick asked if there were any questions regarding our February P & L. There were none.

Charlie Hall made a motion to approve the February Profit and Loss Statement; Joy Lewis seconded. The motion was approved unanimously.

**OLD BUSINESS**

**A. Schedules and Route Map: Update and schedule for release**

Nic Diehl shared the Staff has been working on new routes. Doug added the New Routes were introduced and presented to the Community during an open house on March 14th, the schedules are being printed and the launch is scheduled for April 2, 2018. Elaine explained

the system maps had an error but are being corrected and are waiting on the final proof. She shared in detail that by numbering the routes and illustrations of where the stops are on the maps of the schedule, the public will be able to identify the locations. Elaine shared complimentary rides will be given the week of the new route launching.

#### **B. Contract Revenue**

Doug Pixler informed the board that the states of Maryland and West Virginia came to an agreement for 1.2 million dollars for a one year extension to operate MARC train. Doug also shared that EPTA's is not part of the new contract, the current contract is in effect until June 30, 2018. Doug shared it is not just people traveling to work, tourism plays a huge part in the summer months for MARC train ridership.

Mike Ferrari asked what the worst case scenario is. Doug shared if we were to lose MARC we would be able to continue operations. Potential new revenue sources are being looked at.

#### **C. EPTA Facility & Transfer Station**

Doug Pixler shared the Traffic Impact Study is completed. EPTA is waiting on the state's official stamp of approval which will give the green light to move forward. In presenting to the City of Martinsburg, Mark Baldwin and Kim Petrucci have offered to include the updated environmental study under the Brownfields Grant that is available to the City of Martinsburg. There will be no costs to EPTA. Doug shared next we will look at our Title IV program on the site. Kelly Tanksley asked, "How much will this shrink our timeline?" Doug said approximately 90 days.

Dan Dulyea shared the Norwalk Club is looking for a place to showcase their antique car and EPTA may want to consider placing it in the new facility's lobby. Nic Diehl suggested looking for a grant.

### **NEW BUSINESS**

#### **A. FY19 Budget**

Charles Hall shared at the last Workshop and Budget Committee meeting they were close to a proposed FY 19 budget. He shared the objective is to distribute the Budget in the April Board of Directors meeting for review and present the final budget in May for approval. Charles Hall shared the bottom line is they do their very best estimate of expenses and revenue. Charlie asked if all of the pay raises that were in this fiscal year are built into the budget.

Elaine replied they were built into the budget. He shared the FTA funding portions were released today with EPTA receiving around \$20,000 less. Bill Klingelsmith asked why the dispatcher budget was higher. Elaine Bartoldson explained an additional dispatcher was hired. Dan Dulyea asked about the Berkeley In-kind being increased on the budget. Elaine

Bartoldson explained that is the cost of our phone system which Berkeley County provides and we can use our communication system as In-kind donation.

**B. APTA Conference March 20, 2018**

Doug shared himself and Elaine attended the APTA Conference on Sunday, March 19, 2018. Doug shared the focus was on funding for public transit and this administration is trying to shift the burden to a local/state level.

**C. Dispatch Training**

Doug Pixler shared dispatch training was held by the state. EPTA sent Laura Trejo and Raquel Velez to the training held in Morgantown, WV.

**D. WVDPT Consultant Dan Wagner**

Doug shared the WVDPT Consultant Dan Wagner will be at EPTA on June 18 & 19, 2018 to prepare us for our Comprehensive Review in August 2018.

**E. CTA Conference in Pittsburgh, PA**

Doug Pixler shared EPTA has been asked to present on EPTA's growth at the conference.

**F. PASS Training, March 24, 2018 for New drivers and Recertification**

Doug shared he will be teaching PASS training class in April and is required to be updated every 2 years. Passenger Safety & Sensitivity Training meets federal requirements.

**G. Root Cause Analysis Training**

Doug shared due to requirements for Safety Training, Bill KlingelSmith will be teaching a 2 hour training class to EPTA staff on Saturday, April 7, 2018.

**H. Berkeley County Ambulance Authority**

Doug shared EPTA will have First Aid and CPR training through the BC Ambulance Authority. Elaine Bartoldson shared there will be a great amount of savings by having the Ambulance Authority perform the training at EPTA.

**I. Bus Tracker**

Elaine Bartoldson explained that Berkeley County IT has taken over the Bus tracker. Once the bus locator is ready anyone can see where the bus is located. This should reduce the amount of calls to dispatch looking for the bus.

**J. Trolley**

Doug Pixler shared that EPTA and the Berkeley County Round House Authority have entered into an agreement regarding the Trolley. More details to follow.

Nic Diehl shared at the next BOD meeting we will have our quarterly Committee meetings. Nic asked new board members; Jim Klein if he would be on the Personnel Committee and Andrew Osantowske if he would be on the Safety Committee. Both agreed. Nic shared the committee meetings will be 30 minutes prior to the BOD meeting and the next meeting will be held on April 16 @ 4 pm.

### **ADJOURNMENT**

Michael Ferrari made a motion to adjourn, Bill Klingelsmith seconded the motion, and the meeting was adjourned at 5:00 pm.