

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, April 16, 2018 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; Jim Klein, Kelly Tanksley, William Klingelsmith, James McGowan, and Joy Lewis. Kim Foore, Missy Thompson, and Andrew Osantowske were absent.

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

The Board Members monthly packet included the following: April Meeting Agenda; Financial Reports for March, 2017; Minutes for the March 19, 2017 meeting; and the Departmental Reports.

The Board Meeting was called to order at 4:02 pm by the Board President, Nic Diehl. Subcommittee meetings were held at 3:30 pm with separate records of the meetings.

APPROVAL OF MINUTES

Board President, Nic Diehl asked if all Board members had reviewed the March 19, 2018 Board Meeting Minutes and if any corrections needed. A motion to correct the minutes to reflect Dan Dulyea was the person who made the statement regarding the Norwalk car, not Bill Klingelsmith. James McGowan made a motion to approve the minutes as corrected; William Klingelsmith seconded the motion; and the motion was approved.

Doug Pixler announced the unexpected death of Susan O’Connell who had served as Executive Director of the West Virginia Division of Public Transit for over 25 years. Under Susan’s leadership the Division of Transportation achieved national recognition and expanded public bus transportation to all 55 counties in West Virginia. Staff attended her funeral last weekend.

BUDGET REPORT AND FINANCIALS/PROFIT & LOSS

Doug Pixler provided an overview of the March Profit and Loss (P&L) statement, noting that EPTA is 75.0% of the way through the Fiscal Year. He reported that both income and expenses were slightly over the budget due to additional buses and drivers’ salaries as routes have expanded. It was also noted that FY18 was expensive due to the older buses and maintenance costs incurred. Income was at 89.35% and total expenses were at 81.34%, above expectations, but below income. The additional costs and services are being considered by the Finance Committee as they drafted the proposed FY19 budget.

There was some discussion on the Aging Summary Report. Jill Miller reported that some agencies that have contracts are typically late in their payments but some of the delayed payments were received in April and will be reflected on the next P&L report.

Charles Hall made a motion to approve the March Profit and Loss Statement; James McGowan seconded. The motion was approved unanimously.

OLD BUSINESS

A. New EPTA Schedules and Map Release Update

Elaine Bartoldson reported to the Board that the new routes (numbers instead of colors) and related new maps had been launched today and staff had been in the field to help with the transition. She and Doug Pixler reported that overall there was a positive response although change is hard for some riders. They received some valid comments are making some tweaks in response.

The new app which allows riders to monitor the status of their bus was also launched today. The site is “wheresmybus.eptawv.com” and is organized by route number. Berkeley County IT has been very helpful in establishing this site.

B. Contract Revenue

Doug Pixler updated the Board on the MARC train contract. He has had a discussion with MARC and our contract with them does end June 30, 2018. MARC was under the impression that the buses would continue to operate from Brunswick to Duffield’s and Martinsburg under the under the agreement with the state related to continuing MARC service into West Virginia. EPTA is not able to absorb this cost without a contract and will have to discontinue these routes if the contract is not extended. Staff will prepare a plan for notifying the riders if the contract is not extended.

C. FY19 Proposed Draft Budget

Charles Hall provided an overview of the proposed FY19 Budget on behalf of the Finance Committee. The draft budget with a comparison to FY18 and FY17 budgets was distributed for the Board’s review and consideration. The Committee and staff developed the budget to reflect budget variances which were noted through FY18 and anticipated changes to maintenance for the newer buses. Proposed salary adjustments which will be based on evaluations were also included in the proposed budget. The need to consider raising the base salary for drivers was also discussed and the Personnel Committee agreed to meet prior to the next Board meeting so those options can be included in the final FY 19 Budget. A Board vote on the FY19 Budget will occur at the May 2018 Board meeting.

NEW BUSINESS

A. 5339 Competitive Grant Award

Elaine Bartoldson and Doug Pixler reported that EPTA was awarded \$4.5 million (out of our \$14 million request) to be used for construction of our new EPTA Facility and Transfer Station. Nationwide there was \$226 million available. EPTA was in the top 5 awards nationwide; there were two awards of \$6 million each, one of \$4.75 million and two of \$4.5 million. EPTA received the only grant award in West Virginia.

The FTA will provide oversight and guidance related to the awarding of this grant and its management. The required Local Match of \$900,000 has been approved to be met by toll credits.

Region 9 Planning & Development Council and Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) have offered to provide support for the development and review of Requests for Proposals (RFPs), administration, and tracking of the grant. They have recommended that EPTA hire a Project Engineer to oversee the day-to-day construction. It is hoped that the ground breaking on the first phase will occur in 2020.

EPTA will submit a 5339 Competitive Grant application again next year so that the overall project can be phased as the financing becomes available.

B. EPTA’s “Where’s My Bus” tracker

As discussed earlier, this app was released today: “wheresmybus.eptawv.com”.

C. EPTA Handbook Update

The Personnel Committee proposed an amendment to the EPTA Handbook that requires all smoke breaks to occur during two 10 minute breaks and/or assigned lunch hours and to occur outside a fenced area and a minimum of 20 feet from the EPTA building. Jennifer Brockman made a motion to approve this amendment to the EPTA Handbook; James McGowan seconded; the motion was approved.

D. EPTA Board of Directors FY19 Meeting Schedule

Nic Diehl provided four alternatives to the FY19 meeting schedule. Of particular concern are the January and February meetings which are often changed due to federal holidays that fall on those meeting dates. Moving these meeting to Tuesday at 4 pm conflicts with the Jefferson County Development Authority Board meetings. Jennifer Brockman made a motion to approve the schedule with the January and February meetings to be held on the second Monday of the month at 4 pm; James McGowan seconded; the motion was approved.

E. EPTA Annual Audit Report

Doug Pixler provided all the Board members with a copy of the Audit Report for EPTA for the year ending June 30, 2017 completed by BHM CPA Group, Inc. He stated that the audit found no material control weaknesses, no significant internal control deficiencies, no reported material noncompliance, no material internal control weaknesses, no significant deficiencies and no reportable findings.

F. 3rd Quarterly Ridership Update

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

Through 3rd Quarter:	2015/16	2016/17	2017/18
Ridership	149,710	167,367	178,150
Miles	403,257	476,084	468,536

The fact that ridership is up and mileage is down proves that the new routes are accomplishing what they are intended to and that the service being provided is more efficient and effective.

The MTM (non-emergency medical transportation funded by Medicaid) numbers have also increased to meet the needs of this sector of the population. The Demand Response numbers have decreased which further reflects that the route changes and MTM services are better meeting the needs of these riders.

G. BCRA Trolley

Elaine Bartoldson reported that EPTA has entered into a one year contract with the Berkley County Roundhouse Authority to provide transportation during special events in Martinsburg utilizing the Roundhouse Authority's Trolley. EPTA proposes to provide a summer pilot program with a 15 minute loop during lunch hours to allow people to move around the city without moving their vehicles. It is anticipated that this service will be very inexpensive or free.

William Klingelsmith also reported that the bus that EPTA sold to Berkley County for use in the Roadside Litter Initiative is nearly ready for use. A bathroom was added to the bus and the logos were being added by Berkeley County. The Litter initiative begins May 1, 2018.

Elaine Bartoldson also reported that William Klingelsmith provided a Root Cause Analysis Training for the Supervisors, Assistant Director, and Director that was very valuable. This training will be offered to all of the drivers in the near future and she would encourage all Board members to attend if at all possible.

ADJOURNMENT

Jim McGowan made a motion to adjourn, Michael Ferrari seconded, and the meeting was adjourned at 5:06 pm. The next meeting will be Monday, May 21, 2008 at 4:00 pm.