

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, May 21, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Vice President, Michael Ferrari; Secretary, Jennifer Brockman; Kelly Tanksley, James McGowan, Missy Thompson and Kim Foore. Jim Klein and William Klingelsmith were present by phone. Charles Hall, Andrew Osantowske and Joy Lewis were absent.

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; Jim McConville, Martinsburg Journal-News; and Christie Simmons, Telamon.

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

The Board Meeting was called to order at 4:05 pm by the Board President, Nic Diehl.

APPROVAL OF MINUTES

Board President, Nic Diehl asked if all Board members had reviewed the April 16, 2018 Board Meeting Minutes and if any corrections needed. James McGowan made a motion to approve the minutes; Kelly Tanksley seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS/PROFIT & LOSS

Doug Pixler provided an overview of the April 2018 Profit and Loss (P&L) statement, noting that EPTA is 84.0% of the way through the Fiscal Year. He noted that EPTA's income to date is at 100% and total expenses to date are at 92%, above expectations, but below income. Mr. Pixler reminded that Board that both income and expenses were slightly over the budget due to additional buses in service and the related drivers' salaries as routes have expanded. It was also noted that FY18 was expensive due to the older buses and maintenance costs incurred. Mr. Pixler stated that that EPTA correctly has five buses that are beyond the recommended 150,000 miles and/or 7 years and that these have incurred extra maintenance costs. These five buses are being put aside for now as Shepherd University does not require buses in the summer. EPTA has been allocated funds to replace these buses in FY 2019 but it will take most of the next year to receive these new buses. It was also noted that the printing and copying costs are at 288% of the budget due to the printing costs of the new maps and brochures.

The Budget Variance report was also discussed and Board members requested that this report be clarified by highlighting the changes that occur each month, including when a line item becomes in-line with the budgeted amount.

Kelly Tanksley made a motion to approve the April Profit and Loss Statement; Kim Foore seconded. The motion was approved unanimously.

OLD BUSINESS

A. Contract Revenue

Doug Pixler updated the Board on the MARC train contract which provides bus service to the

last two trains of the night from Brunswick to Harpers Ferry, Duffield's and the Martinsburg stations. Because the current \$170,000 annual contract was not extended past June 30, 2018, EPTA staff reached out to the state and Jefferson and Berkley Counties to provide a combined \$90,000 for one year to enable this service to be continued while the overall MARC service to WV is being resolved. All three jurisdictions have committed to approving \$30,000 each and the final action should occur before the end of the Fiscal Year. EPTA and MARC have also entered into an Intergovernmental Agreement for Emergency Services so that EPTA can provide service during unexpected service issues such as the recent flooding that required the trains to limit service into WV.

Additionally, EPTA is developing a Memorandum of Understanding with Berkley County to service their police vehicles and other county vehicles. The County will provide all materials required and will pay EPTA for labor for routine maintenance. Such service will be appointment only and will be coordinated by County staff. Kim Foore made a motion to approve entering into this new contract; Jim McGowan seconded it. The motion was approved.

B. FY19 Budget

At the April 2018 Board meeting, Charles Hall had provided an overview of the proposed FY19 Budget on behalf of the Finance Committee. Mr. Pixler provided a brief overview and informed the Board that approval of the budget is needed at this time due to grant application deadlines. He also pointed out that the previously anticipated \$170,000 contract with MARC is still reflected in the proposed budget but once the requested contributions from the state, and the two counties are approved, the budget will be amended. The new contract with Berkley County is included under Berkeley County Services, which will fluctuate based on usage.

Kelly Tanksley made a motion to approve the FY19 Budget as presented; Kim Foore seconded. The motion was approved unanimously.

NEW BUSINESS

A. Payroll Adjustments

This item requires Executive Session later in the meeting.

B. EPTA Handbook Update

The Personnel Committee proposed a change in the EPTA Handbook related to the cell phone usage policy that includes office and maintenance staff as well as EPTA bus drivers, including the demand response and MTM drivers. The policy clarifies that no hand held personal devices can be used while driving any EPTA vehicle at any time. Drivers are required to pull over if they need to call the office. EPTA does provide headsets for the demand response and MTM drivers (or use personal Bluetooth devices) because sometimes their route is changed by a call from the office. Personal calls can only be made during allotted break times in the office or maintenance area.

Missy Thompson made a motion to approve this amendment to the EPTA Handbook; Kim Foore seconded; the motion was approved.

EXECUTIVE SESSION

Jennifer Brockman made a motion to go into Executive Session to discuss personnel matters and Transfer Station local match financing; Jim McGowan seconded. The motion passed. All staff was asked to leave the room.

Kelly Tanksley made a motion to come out of Executive Session; Jennifer Brockman seconded it.

PAYROLL ADJUSTMENTS

Kim Foore made a motion to approve the salary adjustments for the Director, Deputy Director and drivers' salaries as discussed. Jim McGowan seconded. Motion passed

ADJOURNMENT

Jim McGowan made a motion to adjourn Kelly Tanksley seconded, and the meeting was adjourned at 5:04 pm. The next meeting will be Monday, June 18, 2008 at 4:00 pm.