

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, June 18, 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; James McGowan, Jim Klein, William Klingelsmith, Missy Thompson, Andrew Osantowske, Kelly Tanksley and Joy Lewis. Kim Foore was 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; and Jim McConville, Martinsburg Journal-News.

The Board Members monthly packet included the following: June Meeting Agenda; Financial Reports for May, 2018; Minutes for the May 21, 2018 meeting; and a revised FY19 Budget.

The Board Meeting was called to order at 4:01 pm by the Board President, Nic Diehl.

APPROVAL OF MINUTES

Board President, Nic Diehl asked if all Board members had reviewed the May 21, 2018 Board Meeting Minutes and if any corrections needed. William Klingelsmith 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 May 2018 Profit and Loss (P&L) statement, noting that EPTA is 92.0% of the way through the Fiscal Year.

He noted that EPTA's income to date is at 107% and total expenses to date are at 101%, above expectations, but below income. He believes that EPTA should end up with \$100,000 to the positive. Charles Hall complimented the leadership and management of Elaine Bartoldson and Doug Pixler throughout this Fiscal Year.

James McGowan made a motion to approve the May Profit and Loss Statement; Andrew Osantowske seconded. The motion was approved unanimously.

OLD BUSINESS

A. Contract Revenue

Doug Pixler updated the Board on the following contract revenue that has been finalized:

1. The current MARC train contract, which is not being renewed past June 30, 2018, is \$170,000. In order to keep this service available for our customers and cover most of the EPTA expenses related to this service, EPTA staff reached out to the state and Jefferson and Berkeley 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.
2. EPTA and MARC have also entered into an Intergovernmental Agreement for Emergency Services, payable only if used, so that EPTA can provide service during unexpected service issues such as the recent flooding that required the trains to limit service into WV.
3. It is expected that Shepherd University will continue with 3 buses for a total of \$190,000

for the next school year.

4. MTM, which has been the non-emergency medical scheduling and dispatching provider for Medicaid patients, is being replaced with LogistiCare across the state. This is not a contract but a reimbursement for every trip provided that is scheduled through their program.

B. Amended FY19 Budget

At the May 2018 Board meeting, the FY 19 Budget was approved. The Finance Committee presented an amended FY 19 Budget to reflect the contracts listed above and to correctly reflect the federal grant amounts being awarded to EPTA. The Amended FY 19 Budget included grant funding for 5 large buses and service vehicle.

Charles Hall made a motion to approve the Amended FY19 Budget as presented; William Klingelsmith seconded. The motion was approved unanimously.

NEW BUSINESS

A. Bus Procurement

EPTA staff recommends replacing the five large buses as soon as possible. There have been a lot of problems with the diesel buses due to the fact that most EPTA buses run at 35 mph with stop and go traffic, so the intent is to replace the buses with gas buses with a 2017 chassis. If the buses are ordered in July, they should be received within 6 months. The grant will also include a new service vehicle, a Durango and one 12-passenger bus. These new buses should greatly reduce the maintenance costs which were high this Fiscal Year. A 20% local match is required for this grant.

B. Bus Shelter Procurement

There is also an \$88,000 grant for shelters, signage and an ITS system upgrade. A 20% local match is required for this grant (\$17,600). The potential shelter locations will be discussed at next month's Board meeting.

C. EPTA Signage System

EPTA is working on developing a consistent logo and consistent signage throughout the system. There are a few changes that need to be made to the routes now that they are in use, which will also require some changes to the schedules. This should occur in mid-July.

D. EPTA Workers Comp Insurance and Commercial Insurance Costs

EPTA's insurance costs are extremely high and EPTA is looking into alternatives to reduce these costs.

E. Facility Improvements

The current offices are being repainted and getting a facelift. In preparation for the Triennial Review, the document storage room is being re-established and the vault room will be a dedicated space. Trip data is being organized and retained for the ten-year period that is required. Options for additional parking at the existing facility are being examined for the interim

period while the new facility is being planned and designed. The Board will be provided an update on the new facility at the next Board meeting.

ADJOURNMENT

Jim McGowan made a motion to adjourn; Michael Ferrari seconded, and the meeting was adjourned at 4:48 pm. The next meeting will be Monday, July 16, 2008 at 4:00 pm. Subcommittees will meet prior to the Board meeting at 3:30 pm.