

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, January 14, 2019 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Treasurer, Charles Hall; Secretary, Jennifer Brockman; Jim McGowan, Kelly Tanksley, and Joy Lewis. Jim Klein and Bill Klingelsmith attended by phone.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson, and Laura Funkhouser. Herb Kessler with the National Association of Railroad Passengers and Breanna Francis with the Martinsburg Journal News were also present at the meeting.

The Board Members monthly packet included the following: January Meeting Agenda; Minutes for the December 17, 2018 meeting and the Financial and Profit and Loss Statements.

The Board Meeting was called to order at 4:02 pm by the Board president, Nic Diehl.

**APPROVAL OF MINUTES**

President, Nic Diehl asked if all Board members had reviewed the December 2018 Board Meeting Minutes and if any corrections are needed.

Jim 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 December 2018 Profit and Loss (P&L) statement, noting that EPTA should be 50% through this Fiscal Year's budget. The report indicates that EPTA income is at 53.36% and expenditures are at 49.81% through the end of December (6 months).

Elaine Bartoldson noted that the "transit contributions" line item was a result of an insurance settlement which was used to purchase a new van to replace the van which was totaled. She also noted that the Budget Variance handout shows the changes for the most recent month in bold print for the Board's use.

Mr. Pixler noted that winter tires have been put on all of the buses for the winter.

Charlie Hall made a motion to approve the December Profit and Loss Statement; Jennifer Brockman seconded. The motion was approved unanimously.

**OLD BUSINESS**

**A. LogistiCare**

Elaine Bartoldson provided an update on the contract with LogistiCare which was initiated in September 2018. Revenues to date were \$77,544 (\$11,358 for December) and expenses to date were \$68,161 (\$10,120 for December). The daily average for December was \$600 which is the lowest to date. Out of the 686 trips accepted in December, there were 74 no shows and 86 trips cancelled; leaving 77% customers served. EPTA needs to have about 44 trips per day to be effective.

Doug Pixler noted that Marie Colerick and Raymond Knight have been responsible for coordinating the LogistiCare trips but that the staff is hoping to include a mobility manager/monitor in the new

organization chart to be discussed with the Board later. They are also hoping to coordinate with the senior centers as well to ensure they are aware of the LogistiCare service.

#### **B. Token Transit App**

Elaine Bartoldson reported to the Board that the website for the Token Transit App is operational. Training for all of the drivers will be scheduled soon. The anticipated launch date for the app is February 4, 2019.

#### **C. Shelter Site Update**

Elaine Bartoldson reported that the staff will be attending the Martinsburg Historic Preservation Review Commission meeting on February 4, 2019 to receive approval for the placement of the Bus Shelter near the Martinsburg-Berkeley County Public Library within the Historic District.

Doug Pixler reported that the Berkley County Complex is also getting a bus shelter on their site. He also stated that the staff is working with the local Economic Development staffs to identify potential shelter locations at existing businesses and industries. Joy Lewis may also be able to assist with this. In order to place a shelter, EPTA needs approval from the property owner and the provision of a pad at a cost of \$800-\$1,500 each. EPTA has the shelters which can be placed on the pads.

#### **D. Facility Update**

Doug Pixler reported that the federal government shut down which has impacted the release of the grant funds for the purchase and design of the new facility.

Staff has been coordinating with Matt Mullenax, Executive Director, HEPMPO and Jennifer Wishmyer, Assistant Director, WV Region 9 about alternative ways to address the requested noise study and other environmental studies; but all activity is restricted until the federal government has reopened.

#### **E. Bus Replacement Update**

Doug Pixler reported that the new transit van has been picked up and that the replacement bus should be delivered later in January. There is one bus that remains to be repaired.

The new buses cannot be ordered until the federal government has reopened.

### **NEW BUSINESS**

#### **A. Impact of Federal Shutdown**

Nic Diehl provided an overview of the impact of the federal shutdown on the operation of EPTA. The last time this happened in 2013, EPTA was less prepared and therefore the impact was greater. EPTA came close to having to shut down in 2013. Since that time the budget has always included sufficient funds to stay operational for 2-3 months, so staff is hopeful that we will not have to cut any services during the shutdown.

Elaine Bartoldson explained to the Board that the staff usually prepares a draw each month based on the P&L Statement approved by the Board at its monthly meeting. January will be the first month that this will not be paid since the shutdown began.

Doug Pixler stated that the LogistiCare money is appropriated and the funds come through the state so those costs will continue to be reimbursed even during the shutdown. He also stated that our

contracts are a critical match to the federal funding and that the loss of the Harpers Ferry National Park income is critical to the overall budget.

**B. EPTA 2018 Accomplishments and 2019 Goals**

This item was postponed until the February meeting.

**C. EPTA Budget/Funding Requests**

Staff will be making a budget presentation on Thursday 1/17/19 at 11:30 am at the Berkeley County Council.

Jefferson County has not given EPTA a scheduled time yet for their budget presentation.

The Charles Town budget presentation should also occur soon.

**PUBLIC COMMENT**

Herb Kessler expressed some concern about the advertising on the windows of the buses and expressed concern about the increased traffic as the local populations continues to grow. He expressed a desire to have transit service increase regionally, including locations in Maryland and Virginia, and establish a loop service that can meet the additional demand, He also state that additional transit services could help reduce the amount of farmland being taken over by parking lots.

**EXECUTIVE SESSION**

The Board went into an Executive Session to discuss a Personnel Matter.

The Board came out the Executive Session at 5:18 pm. Nic Diehl stated that no action was taken in Executive Session.

Kelly Tanksley made a motion to approve the new Organizational Chart discussed in the Executive Session; Charlie Hall seconded it. The motion was approved unanimously.

**ADJOURNMENT**

James McGowan made a motion to adjourn; Joy Lewis seconded, and the meeting was adjourned 5:19 pm. The next Board meeting will be Monday, February 11, 2018 at 4:00 pm.