

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, October 15, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: President, Nic Diehl; Treasurer, Charles Hall; Secretary, Jennifer Brockman; Jim Klein, William Klingelsmith, Andrew Osantowske, Kimberly Foore, Kelly Tanksley, and Joy Lewis participated by phone; Vice President, Michael Ferrari joined by phone at 4:30 pm.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller. Jefferson County Commissioner Jane Tabb was present at the meeting.

The Board Members monthly packet included the following: October Meeting Agenda; Financial and Staff Reports for September, 2018. Minutes for the September 20, 2018 meeting were distributed at the meeting.

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 September 20th Board Meeting Minutes and if any corrections are needed. Charles Hall made a motion to approve the minutes; Kim Foore seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS/PROFIT & LOSS

Doug Pixler provided an overview of the September 2018 Profit and Loss (P&L) statement and the 1st quarter P&L statement, noting that EPTA should be 25% through this Fiscal Year's budget. The report indicates that EPTA income is at 23.51% and expenditures are at 27.34% through the end of September. Mr. Pixler noted that the income is slightly low because no billing had occurred for the month of September for LogistiCare, the new non-emergency medical transport but the billing for approximately \$11,000 in expenses should occur in the October P&L. He also pointed out that the Counties are being billed \$7500 for the first quarter contribution to the MARC train connection.

One variance was discussed for the first quarter which includes the route match software subscriptions for the year.

Bill Klingelsmith made a motion to approve the September Profit and Loss Statement; Kelly Tanksley seconded. The motion was approved unanimously.

OLD BUSINESS

A. EPTA-FTA Review Status

Doug Pixler provided an update to the Board about the status of the 3-year FTA Comprehensive Review. There is a 90-day response period from the time staff received the letter from FTA. The two minor deficiencies related to updates needed to Procurement Manual, which the Board has accomplished; however, the 90-day period has to be complete before EPTA is cleared to spend the 5339 grant funding for the new buses. The 5339 grant is an 80/20 grant and the surplus from the final FY18 will help to make the 20% match.

Doug reminded the Board that these new buses are critical to operations due the age of the older

buses. Once the buses are ordered, 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 last Fiscal Year.

B. LogistiCare

Elaine Bartoldson reported that the relationship and communication with LogistiCare is going smoother. EPTA has billed LogistiCare \$12,835. EPTA is averaging 40-50 trips per day for non-medical transport trips, with different reimbursement rates for ambulatory and wheelchair trips. This is the beginning of a 3-year contract with LogistiCare.

C. Token Transit App

Doug Pixler reported that the staff had been researching the possible use of a Token Transit app that is being used by a variety of transit agencies in the state and surrounding states. There is a 10% credit card processing fee that would be incurred by EPTA, not the customer. The app can be sent to other people and can be used in other jurisdictions that have this feature. If the Board is interested, it will take about one week to launch.

Jim Klein made a motion to approve the initiation of this app; Kelly Tanksley seconded. The motion was approved unanimously.

NEW BUSINESS

A. Facility Update

Doug Pixler gave an update on the new facility. The FTA has reviewed a NEPA Phase 1 Environmental Assessment that was prepared with the assistance of Region 9 and have now requested the next step. The consultant now needs to proceed with the 30% design and other NEPA requirements including addressing noise, stormwater and parking requirements. Staff has contacted our consultant for advice on how to proceed with the development of an RFQ for an Architectural and Engineering Consultant. The \$4.5 million grant is tied to these approvals.

B. Martin Street Closure

Doug Pixler reported to the Board how the staff intends to address the fact that the Martin Street access to Caperton Train Station has been closed while Martinsburg is upgrading all ADA ramps. Martin Street is scheduled to be closed for an extended period of time beginning in the spring 2019. This is the only access to EPTA's transfer location by the train. Mr. Pixler has met with property owners nearby to investigate the option of renting an alternative site while Martin Street is closed. Staff will also be speaking to Martinsburg about the possibility of cost sharing this rental space.

EXECUTIVE SESSION

The Board went into Executive Session to discuss personnel issues and salaries, in part due the need to recruit and retain drivers.

ADJOURNMENT

Kelly Tanksley made a motion to adjourn; Kimberly Foore seconded, and the meeting was adjourned 5:00 pm. The next Board meeting will be Monday, November 19, 2018 at 4:00 pm, with Committees meeting at 3:30 prior to the Board meeting.