

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, November 19, 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 McGowan, Jim Klein, Andrew Osantowski, Kelly Tanksley, Joy Lewis, and Missy Thompson.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser, Jill Miller, and Christina Lee. Mr. Pixler introduced Christina Lee as the new Finance Manager replacing Jill Miller. The Board thanked Jill Miller for her service and assistance and wished her well in her new position. Jefferson County Commissioner Jane Tabb and Berkeley County Councilman Dan Dulyea were also present at the meeting.

The Board Members monthly packet included the following: November Meeting Agenda; Financial and Staff Reports for October, 2018. Minutes for the October 15, 2018 meeting will be placed on the December meeting agenda for approval at that time.

The Board Meeting was called to order at 4:06 pm by the Board president, Nic Diehl.

**APPROVAL OF MINUTES**

President, Nic Diehl told the Board members that the October 15<sup>th</sup> Board Meeting Minutes will be distributed with the December meeting agenda for approval at that time.

**BUDGET REPORT AND FINANCIALS/PROFIT & LOSS**

Doug Pixler provided an overview of the October 2018 Profit and Loss (P&L) statement, noting that EPTA should be 33% through this Fiscal Year's budget. The report indicates that EPTA income is at 33.99% and expenditures are at 35.66% through the end of October (4 months). Expenses for the month October totaled \$173,312 and income was \$231,309. Staff has worked to keep maintenance costs down and improve the life expectancy of the engines.

Mr. Pixler noted that one of the more recent large expenses was for diagnostic equipment for the garage for which costs should be recovered as it is used to maintain EPTA's mini vans and the Berkeley County maintenance. The high costs for printing and copying related to the production of the new schedules. He also noted that the overtime budget is a little high due to the need for drivers and the high demand in Harpers Ferry. Mr. Pixler noted that in the spring we will need to bid on a new contract to continue to serve Harper Ferry with bus drivers. Staff is working with the new leadership in the National Park to determine staffing needs.

Elaine Bartoldson reported that LogistiCare is now being billed as costs incur and there are now less discrepancies with the trips reporting and reimbursement rates.

Mr. Pixler provided an update on recent accidents. A determination has been received that the new Ford transit van that was damaged in a July accident was deemed "totaled" and the case was settled. A new van has now been ordered to replace that van. A mini-van that is used for non-medical emergency transport was in an accident in recent weeks and the insurance claim is now being processed. EPTA was not at fault in either accident.

Kelly Tanksley made a motion to approve the October Profit and Loss Statement; Andrew Osantowski 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 \$28,000 and expenses were \$20,000. If EPTA had more vans available for this type of use, more non-emergency medical services could be provided. Doug Pixler reported that Raymond Knight has been managing the scheduling for the LogistiCare rides and it is much more efficient than it was under MTM.

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

Doug Pixler reported that the Token Transit App which the Board approved at the October Board meeting is set up and ready to launch. The financials are in place. He reminded the Board that there is a 10% credit card processing fee that would be incurred by EPTA, not the customer. The app can also be sent to other people and can be used in other jurisdictions that have this feature. Staff intends to initiate a media blitz on this service in mid-December.

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

Doug Pixler provided the following update on the status of the bus shelters:

- Joshua Drive – pad in place; shelter to be installed soon
- Martinsburg/Berkeley County Library – a site has been identified and a meeting will occur soon with Mark Baldwin at City Hall
- Macy's – working on the site
- Quad Graphics – working on the site
- Berkeley County Courthouse Complex – in the future

## **NEW BUSINESS**

### **A. Facility Update**

Doug Pixler gave an update on the new facility. The Phase 1 Environmental Assessment/NEPA was completed by Jennifer Wishmyer with Region 9 and has been reviewed by the FTA. The FTA has requested more detailed studies such as noise impacts and would like to have a consultant to assist with the 30% design with stormwater design. Staff will need to prepare a RFP or RFQ for the consultant. EPTA will need to expend the funds for this study but will be able to be reimbursed out of the \$4.5 million grant when it is awarded.

### **B. 1<sup>st</sup> Quarter Ridership Report**

Staff has completed an audit of the last Fiscal Year's revenue hours, miles, and passenger trips and has input July and August of this Fiscal Year but needs to complete the September input prior to providing the Board with this report. The new Passio System would help prevent these types of delays in the future. This quarter's report will be presented at the next Board meeting.

### **C. National Transit Data (NTD) Bank Report**

All transit agencies which receive funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) are required to submit data to the NTD in uniform categories annually. This Fiscal Year's NTD report, which was submitted to the FTA by the 10/31/18 due date,

was returned with comments and had to be resubmitted in early November. It was noted that there may be new reporting items this Fiscal Year, including reporting on the Transit Asset Management (TAM) TAM Plan, inventories of vehicles including service vehicles, maintenance facilities, etc. The new Passio data collection system will help prepare these reports in future years. Staff noted that the conversion to the new route naming caused some errors last year which have now been corrected. They also noted that there were four revision to last year's report. The NTD Report will be approved a few months before the FTA allocates next year's funding.

**D. Bus Replacement Update**

The pre-purchase tasks related to the new buses have been completed. The pre-certifications for the 5 large buses have been completed and the responsiveness checklists have been sent to the FTA. Once approved, the buses can be ordered and will take approximately 6 months to be delivered.

The Ford transit van which is replacing the one lost to the accident discussed above has been ordered.

The two new mini vans, the new 12 passenger van, and the new service vehicles have not yet been ordered.

**E. Driver Status Update**

Staff reported that EPTA is still in need of drivers to fill vacant positions. They noted that CDL Drivers are hard to find and discussed ways to recruit trained employees. It was noted that Kanawha Valley Regional Transportation Authority (KRT), the transit agency in Charleston, WV, offers a CDL course for new drivers and the option of approaching James Rumsey Technical Institute with this concept was discussed. A class A CDL is required for buses with air brakes; Class B and Class C CDLs relate to the bus size. The minimum age for a CDL is 25. The staff will continue to recruit drivers to fill EPTA's vacancies.

**ADJOURNMENT**

James McGowan made a motion to adjourn; Michael Ferrari seconded, and the meeting was adjourned 5:00 pm. The next Board meeting will be Monday, December 17, 2018 at 4:00 pm.