

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, December 17, 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, Kelly Tanksley, Missy Thompson, and Bill Klingelsmith. Jim Klein and Joy Lewis attended by phone.

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

The Board Members monthly packet included the following: December Meeting Agenda; Minutes for the October 15, 2018 and November 19, 2018 meetings. The Financial and Profit and Loss Statements were available 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 October and November 2018 Board Meeting Minutes and if any corrections are needed.

Kelly Tanksley made a motion to approve the October 15, 2018 minutes; Jim McGowan seconded the motion; and the motion was approved.

Bill Klingelsmith made a motion to approve the November 19, 2018 minutes; Missy Thompson seconded the motion; and the motion was approved.

Mr. Pixler announced that this was the last meeting for Missy Thompson. The Board thanked her for her term on the Board. Jefferson County will be requested to appoint another member to fill her spot on the Board.

BUDGET REPORT AND FINANCIALS/PROFIT & LOSS

Elaine Bartoldson reported that the transition from desktop Quick Books to on-line Quick Books is essentially complete. They have also corrected some end of the year data for expenses that occurred in June but were shown in July.

Doug Pixler provided an overview of the November 2018 Profit and Loss (P&L) statement, noting that EPTA should be 41.65% through this Fiscal Year's budget. The report indicates that EPTA revenue is at 42.3% and expenditures are at 42.83% through the end of November (5 months). He also noted that they are keeping an eye on fuel costs which are a little higher than budgeted. Salaries are coming back in line with the budget, partly due to the reduction in overtime for the Harpers Ferry drivers at this time of year. A few drivers have been hired which should bring their salaries in line with the budget. He also noted that the budget will be tight this year due to the loss of MARC revenue.

Charles Hall made a motion to approve the November Profit and Loss Statement; Kelly Tanksley 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 \$40,165 and expenses were \$33,060; resulting in 18% profit over expenses even with a snow day and holidays.

She also discussed that there is a 25% no show rate for customers using this service which is a critical issue and may require a new Board policy. Staff has begun tracking the patients who have missed more than one appointment. LogistiCare itself has a policy to refuse service after 3 no-shows by an individual.

It was also noted that other providers have dropped out of providing this service through LogistiCare, so EPTA is currently the main service provider, especially for wheelchair patients. The customers are frustrated by LogistiCare service and other communities are trying to determine if there are any options for providing this service.

B. Token Transit App

Elaine Bartoldson provided an update on the Token Transit App which the Board approved at the October Board meeting is close to being ready to launch. The art work has been completed and some training is needing on the use of the app. The anticipated launch is mid-January. A possible first time use discount is being considered.

Mr. Pixler reported that other agencies across the state are also initiating this service which can be used in different jurisdictions where the service is available.

C. Shelter Site Update

Elaine Bartoldson reported that the new shelter has been installed at Joshua Gardens except for the stickers referencing the EPTA website. The Shepherd University shelter will be painted the same color in the spring. She also reported that proofs for bus stop signs have been received.

Doug Pixler reported that the staff had met with city of Martinsburg engineering, public works, planning and police departments about placing a bus shelter by the Library downtown Martinsburg. An application will have to be submitted to the Historic Preservation Review Commission for their approval as well. The proposed location has been moved to a flat area on Queen Street away from the intersection. The police have expressed some concern about the proposed bench in the bus shelter so that will need to be resolved. This is anticipated to be on the February City Council agenda.

D. Facility Update

Doug Pixler gave an update on the new facility based on a recent conference call with the FTA. Based on the November 2018 conference call, it may be possible that EPTA may be able to complete the NEPA process without hiring a consultant based on new FTA regulations for Categorical Exclusions. He also pointed out that it is possible that the studies done for the Raleigh Street Extension may address some of the requirements still outstanding.

An additional conference call was planned after the December Board meeting. Staff intends to clarify if EPTA can move forward with purchasing the property, which will be reimbursed out of the \$4.5 million grant once it is awarded. If so, Board action will be required at the next meeting.

E. Bus Replacement Update

Doug Pixler reported that because all the final revisions have been made to the 3-year FTA Comprehensive Review, funding for the five big buses should be released soon. When this happens, the buses can be ordered.

Elaine Bartoldson stated that the replacement transit van for the one that was rear-ended 5 months ago had been ordered and was expected at any time. EPTA also purchased a used 8-passenger bus to replace the mini-van that was totaled recently. These vehicles will be used for demand response and non-emergency medical transportation trips.

F. Bus Driver Status

A couple of new drivers have been hired to fill the vacancies discussed previously.

NEW BUSINESS

A. 1st Quarter Ridership Report

Staff provided a brief overview of the 1st Quarter Ridership Report stating that the total ridership for the 1st quarter for 2018 was 35,433 vs 25,630 for the 1st quarter of 2017 (38% growth). These figure reflect an especially large jump in September 2018 for a total of 17,244 riders.

B. Radio Communications Devices

Doug Pixler reported that all the radio communication devices have been changed over from the analog radios to digital radios. All the digital radios have been purchased which should provide capacity everywhere. The digital radios will be available for all non-emergency and demand response drivers as well as all regular route drivers. EPTA will have the use of two channels. The analog radio service on North Mountain has been cancelled. EPTA has entered into a two year contract with a monthly fee similar to cell service.

ADJOURNMENT

James McGowan made a motion to adjourn; Michael Ferrari seconded, and the meeting was adjourned 5:03 pm. The next Board meeting will be on January 14, 2018 at 4:00 pm. This is the second Monday in January due to the holiday on the 21st.