

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, February 11, 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, Bill Klingel Smith, Andrew Osantowski, Kimberly Foore , and Jim Klein. Mike Ferrari attended by phone.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson, and Christina Lee. Breanna Francis, Martinsburg Journal News, and Dan Dulyea, Berkeley County Council were also present at the meeting.

The Board Members monthly packet included the following: February Meeting Agenda; Minutes for the January 14, 2019 meeting and the February 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 January 2019 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 January 2019 Profit and Loss (P&L) statement, noting that EPTA should be 58% through this Fiscal Year's budget. The report indicates that EPTA income is at 61.33% and expenditures are at 58.76% through the end of January (7 months). Elaine Bartoldson noted that January was a three pay period month which resulted in higher salary expenditures than usual. Mr. Pixler stated that EPTA will be beginning to bill Harpers Ferry again which should allow the aging revenue to get caught up too.

Charlie Hall made a motion to approve the January Profit and Loss Statement; Kimberly Foore 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. Service was only provided for 21 days in January, 2019 due to bad weather days. Revenues for the 21 days were \$13,732 and Expenses were \$14,776. This month this was an issue due to the number of cancellations (181) and number of no shows (79). Two days were 100% cancelled due to weather. Overall, EPTA provided trips 71% of the scheduled times. There is currently no recourse for this and it impacts expenses because sometime drivers have to be paid even when rides are cancelled. EPTA is working with LogistiCare to determine if we can be at least reimbursed for mileage when the trip occurs but the customer is a no show. LogistiCare gives customers 3 chances before cancelling them from future rides.

Overall the revenue is 11% higher than the expenses for the LogistiCare service. Revenue to date is \$92,669 and Expenses are \$82,938.

B. Shelter Site Update

Doug Pixler reported that both the Martinsburg Historic Preservation Commission (on 2/2) and the Martinsburg City Council (on 2/14) approved the location of the new EPTA Shelter near the Library which is within the Historic District. Dan Dulyea asked about the state of the shelter for the County Complex site.

C. Facility Update

Doug Pixler stated that because the recent federal government shut down, FTA is backlogged which has impacted the release of the grant funds for the purchase and design of the new facility. Staff is expecting the funds to be released soon.

D. Bus Replacement Update

Doug Pixler reported that staff did discuss the continued delay of the grant funding for the purchase of the new buses which have been planned for two years with the FTA. Staff is expecting the funds to be released in January and noted that the pricing of the buses is fixed so it is not impacted by the delay. The company from whom the buses are being purchased are ready to finalize the chassis which is sometimes the biggest delay. Staff is prepared to place the orders as soon as the funds are released.

NEW BUSINESS

A. 5310 Authorization go apply for Mobility Manager Grant

The application for the 5310 Federal Mobility Management Grant for the Mobility Manager position required a Board Resolution. Jim Klein made a motion to approve the Resolution; Kelly Tanksley seconded. The motion was approved unanimously.

B. EPTA Board Authorization for EPTA Management to pursue RFB on Facility Property

A Resolution for consideration by the Board regarding the Request for Bids (RFB) on the proposed new facility property was presented to the Board. If approved, once the RFB is issued, a Committee of the Board will be formed to review the bids submitted. The RFB will be sent to various lending institutions for bids with a 15 day question period and 30 additional days for submittal. The Committee will need to be formed in early April when the bids are received. Charles Hall made a motion to approve the Resolution related to the RFB; Kimberly Foore seconded. The motion was approved unanimously.

C. EPTA Policy Amendments

Elaine Bartoldson and Doug Pixler provided a summary of a number of proposed revision to the EPTA Board Policies, each of which required separate Board action:

1. EPTA Inclement Weather Policy – Most other Transit agencies include a maximum number of hours that can be paid when work is cancelled due to inclement weather. Staff recommends a maximum of 16 hours per Fiscal Year. Additional time off would require an employee to take leave or time off without pay.

Kelly Tanksley made a motion to approve this policy change; Bill Klingelsmith seconded. The motion passed unanimously.

2. EPTA Probationary Period and benefits – An inconsistency in the policy which tied eligibility for benefits to the number of hours worked and each employee’s probationary period to number of days worked was difficult to enforce consistently. The recommended change is to tie both to 480 hours worked.

Bill Klingelsmith made a motion to approve this policy change; Kim Foore seconded. The motion passed unanimously.

3. A policy is proposed to allow the EPTA administration to charge employees for lost time cards and/or lost keys.

Kim Foore made a motion to approve this policy change; Jim Klein seconded. The motion passed unanimously.

4. Each of these policy revisions will be incorporated into the overall employee handbook for use by staff.

Bill Klingelsmith made a motion to approve the incorporation of these policies into the Employee Handbook; Jim McGowan seconded. The motion passed unanimously.

D. EPTA 2018 Accomplishments/2019 Goals

Doug Pixler provided a powerpoint presentation that summarized the accomplishments of 2018 and the goals for the coming year:

- **Bus Shelter Program**
Good progress made on implementing the recommendations of the last Transportation Improvement Plan (TIP)’s recommendations related to the bus shelter and way finding program, including ADA compliant waiting areas with EPTA website, contact information and stop signs with bus line information at prioritized locations.
- **Intelligent Transportation System (ITS)**
Have implemented an on-board data collection system (Passio Navigator) which counts every boarding/alighting passenger; programs all routes and stops with GPS location for data collection and streamlines NTD data collection for annual reports.
- **System and Route Maps**
Launched a new system-wide route mapping system in April which shows all major transit system elements, including the basic alignment of each route, major transfer points and transfer station; updated it in September.
- **Increased Service**
Bus runs have been expanded including adding two VA stops every hour; Charles Town every hour; South Berkeley to include Development Drive and Inwood; Berkeley County Senior Services Stop; and added two vehicles to Non-Emergency Medical Transportation
- **Successful FTA Comprehensive Review**
This review was formally called the Triennial Review and was very successful this year.

- Launched “Where’s My Bus” Locator Program
This effort has been assisted by Berkeley County IT Department; is user friendly; and offers a live office feed which allows the staff to keep up with the buses. This has reduced calls to the office. Would like to expand it to include Non-Emergency Transportation and LogistiCare rides.
- Ridership Increase (up 42% over 5 years)
 - FY14 156,768
 - FY15 180,940
 - FY16 193,113
 - FY17 210,916
 - FY18 222,482
- FY 2019 Goals
 - Replacement Buses and Support Vehicles
 - Additional Bus Shelters
 - Way Finding/Bus Stop Signs/Route Identification
 - Automated Stop Announcement (GPS fed)
 - Token Transit/Mobile Ticketing
 - Mobility Manager/Cooperation and Coordinating Transportation Accessibility in the Eastern Panhandle with Area Agencies

E. Director/Deputy Director Update

Elaine Bartoldson reported that the Token Transit program was launched on February 4, 2019 and has been advertised on radio and on the buses.

Doug Pixler reported that he spent three days in Charleston participating in the legislative discussions about the MARC Train funding. Berkeley County sent a letter supporting WV supportive funding of MARC Train.

Mrs. Bartoldson reported that a new time clock is being considered. Staff met with “Swipe Clock” which offers a web based clocking system which appears easy to use and manage. The current clock system had an annual lease. The Swipe Clock will be purchased. The anticipated savings is \$1200/year.

Mr. Pixler reported that the Harpers Ferry contract will need to be renewed again this year which is anticipated to occur soon assuming the federal government stays open.

Mrs. Bartoldson and Mr. Pixler reported that the reorganization based on recent Board action has been successful and is going well.

ADJOURNMENT

James McGowan made a motion to adjourn; Mike Ferrari seconded, and the meeting was adjourned 5:10 pm. The next Board meeting will be Monday, March 18, 2018 at 4:00 pm, with Committee meetings happening before the Board meeting.