

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, July 16, 2018 at 446 Novak Drive, Martinsburg, West Virginia. Present at the meeting were: Treasurer, Charles Hall; Secretary, Jennifer Brockman; James McGowan, Jim Klein, William Klingelsmith, Kim Foore, and Kelly Tanksley. President, Nic Diehl, Vice President, Michael Ferrari, and Joy Lewis were present by phone. Missy Thompson and Andrew Osantowski were absent.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller. Guests attending the meeting were Dan Dulyea, Berkeley County Council and Christie Simmons, Telamon.

The Board Members monthly packet included the following: July Meeting Agenda; Financial Reports for June, 2018; and Minutes for the June 18, 2018 meeting.

The Board Meeting was called to order at 4:05 pm by the Board Secretary, Jennie Brockman.

APPROVAL OF MINUTES

Board Secretary, Jennifer Brockman asked if all Board members had reviewed the June 18, 2018 Board Meeting Minutes and if any corrections needed. William Klingelsmith 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 end of the FY2018 Budget and June Profit and Loss (P&L) statements, noting that EPTA is 100.0% of the way through the Fiscal Year. He noted that EPTA's income through the end of June was 118.13% of the FY Budget and total expenses were 113.08% of the FY Budget, above expectations, but below income. Any Net Income each Fiscal Year is applied to the following year's capital purchase. Therefore, the Net Income of \$181,976 for FY18 will serve towards the required match for the FY19 Capital Grant. The FY19 Capital Grant will be used for the 5 big buses, 12 passenger, 2 service vehicles and the PASSIO system.

The Budget Variance document will now highlight any new items each month so that is clear for the Board. The Budget Variance for June 2018 was presented which reflected Dues and Subscriptions for FY 2019 which were paid for in June 2018. The Contractual and Professional Services line item include the Traffic Impact Study which is underway for the new facility. The maintenance costs on the older buses which will be replaced in FY 2019 have continued to be higher than budgeted. These expenses for these budgets will continue until the buses can be replaced. The new buses should be ordered next month.

Charles Hall asked about the year-end budget statement for FY18 because EPTA is on an accrual basis and final bills will still need to be processed. Doug Pixler stated that that should be completed within the next month and that Bruce Avey will be assisting with this.

Kelly Tanksley made a motion to approve the June Profit and Loss Statement; Kim Foore seconded. The motion was approved unanimously.

OLD BUSINESS

A. Bus Procurement

Doug Pixler reported on the planned procurement of buses in FY19. EPTA will be acquiring 5 large buses, a 12 passenger bus and 2 new service vehicles (maintenance truck and replacing the Durango). The contract for the bus purchases includes full body paint in the cost so EPTA is designing a new logo and paint scheme for the buses. It will be similar to the buses in Juneau Alaska. The large buses will be gas buses rather than diesel buses that EPTA has had trouble with recently. EPTA has pre-award authority to purchase the buses and now that we have the costs, we can move forward with the order. The buses will be ordered in July and will take about 6 months to acquire. All of the contracts for these purchases are already in place so we do not have to go through the RFP process.

B. EPTA Signage System

Elaine Bartoldson reported to the status of the new signage system for EPTA. The new logo and paint scheme will also be used for the future bus shelters and bus signage as well. The signage will be utilizing a stop sign size and shape cut in half and attached to a pole, with the same info on both sides.

NEW BUSINESS

A. FY18 Ridership Data

Total Riders – The following totals include the MTM non-emergency medical transport numbers. Generally, ridership has increased by 8% each year. The route changes slowed the growth for a few months, but the increase is still 6% for this Fiscal Year.

FY2014 156,768

FY2015 180,940

FY2016 193,113

FY2017 210,916

FY2018 222,482 -- if you include Harpers Ferry numbers, the total is over 500,000 for FY18

These numbers will be audited. The new automated system which will start up within 45 days will make these figure more accurate and easier to maintain.

Staff will begin to speak to the state about the possibility of expansion buses in the next few years to anticipate the growth. This growth is not typical across the state.

B. Bus Shelter Program

1st Shelters planned for FY18 will be in the following locations and sizes:

Joshua Gardens	5’x10’
Quad Graphics/Caperton Blvd	3’x9’
Fed Ex	3’x9’
Macy’s	3’X9’

FY19 bus shelters are planned for the following locations and sizes:

Library	3'x9'
Senior Tower	3'x12'
Stephen/College (Courthouse)	3'x12'
Work Force	3'x12'

The contract to purchase the shelters is a part of a larger contract that a number of other jurisdictions are sharing. EPTA has ordered 5 shelters which should be delivered in 2-3 weeks. Staff will be ordering a few more soon and recently determined that an additional \$28,000 exists for purchasing shelters as well. The shelters will be painted to coordinate with the buses so it will be clear they are served by EPTA.

Proctor and Gamble installed a bus shelter at their property at their own cost.

Plans are being made for potential shelters in Jefferson County in the future.

C. New EPTA Facility Update

An updated NEPA Phase 1 Environmental Impact Study (EIS) is underway. This is a requirement before an offer can be made on the land. Region 9 is doing the study and the city of Martinsburg is paying for this study. The property owner has signed off on this recently.

EPTA cannot apply to draw on the \$4.5 million grant until October so we should be on schedule upon completion of the EIS including FTA approval. At that point the property can be purchased and design can begin. This puts EPTA on schedule for a 2020 groundbreaking.

The next round of competitive grant applications is now open (until October 6th) and EPTA will be asking for \$10 million for the next phase. FTA encouraged EPTA to continue to apply for additional funding. If additional funding is not received at this time, EPTA will proceed with the first phases for the transit center and administration space until the full phasing is received. 0

The cooperative nature of the relationship between EPTA, Region 9, HEPMPO, the city of Martinsburg and the Counties was recognized recently at an FTA conference and EPTA staff was asked to speak on the development of these relationships.

D. EPTA FTA Review Status

EPTA staff met the December submission deadline which is now under review. Staff has not heard from the FTA reviewer at this time but met with WV's Consultant, Dan Wagner, who helped to review the reports submitted to the FTA reviewers. The FTA reviewer is due on August 14-15, 2018 for the triennial review. EPTA staff has addressed the comments of the consultant and feels prepared for the review. They will provide the Board with a report at the next Board meeting.

E. Upcoming Training/Announcements

1. Doug Pixler and Elaine Bartoldson will be attending the WV Public Transit Association Annual Meeting -- July 24-27, 2018
2. Passenger Service and Safety (PASS) Train the Trainer Training – Elaine Bartoldson will attend in Morgantown July 24 – 25, 2018

3. MTM will be replaced by LogistiCare in September 1, 2018 for the provision of non-medical emergency transport under a new contract with the state. LogistiCare will be at EPTA this week to meet with staff and sign a contract. There is training required for the LogistiCare contract. Right now Doug Pixler can do this training and after Elaine Bartoldson attends the PASS training, she will be able to assist with this training
4. CTAA SUN Conference in Flagstaff dealing with the Triennial Review will be the 1st week of August – Doug Pixler and Elaine Bartoldson will be attending
5. 2018 WV Excellence Awards Recipients from the WV Public Transit Association for 2018 Announced:
Robert Thomas, EPTA Driver – WV’s Driver of the Year
William Dorsey, EPTA Fleet and Facility Manager – WV’s Maintenance Employee of the Year

ADJOURNMENT

Jim McGowan made a motion to adjourn; Kim Foore seconded, and the meeting was adjourned at 4:55 pm. The next meeting will be Monday, August 20, 2008 at 4:00 pm.