

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

The Eastern Panhandle Transit Authority (EPTA) met on Monday, August 20, 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; James McGowan, Jim Klein, William Klingelsmith, Andrew Osantowske, Missy Thompson, and Joy Lewis. Kim Foore and Kelly Tanksley participated by phone.

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.

The Board Members monthly packet included the following: August Meeting Agenda; Financial and Staff Reports for August, 2018; and Minutes for the July 16, 2018 meeting.

The Board Meeting was called to order at 4:00 pm by the Board President, Nic Diehl.

**APPROVAL OF MINUTES**

Board President, Nic Diehl asked if all Board members had reviewed the July 16 Board Meeting Minutes and if any corrections are needed. Jim Klein made a motion to approve the minutes; Jim McGowan seconded the motion; and the motion was approved.

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

Doug Pixler provided an overview of the July 2018 Profit and Loss (P&L) statement, noting that EPTA is 8.33% of the way through the Fiscal Year. One variance was discussed. Mr. Pixler reported that he expects to have the final FY 18 financial reports at the next Board meeting to officially close that fiscal year.

Charles Hall made a motion to approve the July Profit and Loss Statement; Andrew Osantowske seconded. The motion was approved unanimously.

**OLD BUSINESS**

**A. Bus Procurement FY19**

Doug Pixler stated that the order for the replacement of the five large buses has not been placed in July due to the FTA Comprehensive Review but that staff hoped to order it before the next Board meeting. These will be paid for from the 5339 grant which has already been awarded and can now be drawn on. The 5339 grant is an 80/20 grant and the surplus from FY18 will help to make the 20% match.

These new buses are critical to operations due the age of the older buses and that Shepherd University will be starting soon and requires three of our 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 this Fiscal Year.

## **B. EPTA System Signage**

Elaine Bartoldson reported on the status of the proposed new signage system. She showed a draft of the design of the new signs which will include the route number and time table and will include a map. There may be multiple signs at each stop if it serves more than one route. The signs will be designed to match the new paint scheme for the buses to ensure they match. The Board discussed some options for differentiating between day and evening/weekend routes.

Ms. Bartoldson stated that if the stop includes a shelter, some of the signage will go inside the shelter. The Board discussed ways to let riders know which stops have shelters and proposed considering including transfer points and shelters on the new maps. The option of providing a bar code on the maps or shelters which would allow people to quickly access the website was discussed.

It was reported that Macy's is considering providing a concrete pad for a shelter which EPTA will provide. The shelters should be received soon and will be ready for installation.

## **C. EPTA Facility Update**

Doug Pixler provided an update on the proposed new facility site. The NEPA Phase 1 Environmental Study, which is required before FTA approval, is nearly complete. The city of Martinsburg is financing this study. Once this is complete and approved by FTA, then an offer can be made on the land. This will probably occur in October. This timing coordinates well with the fact that EPTA is eligible to apply for the \$4.5 million grant that EPTA was awarded beginning in October.

This Fiscal Year's 5339 competitive grant was due on August 6, 2018. This year's EPTA grant application was for the balance of the original request of \$13 million. If this grant is received, the architectural and engineering design can begin.

## **NEW BUSINESS**

### **A. EPTA FTA Review Status**

The 3-year FTA Comprehensive Review was completed on August 14<sup>th</sup> and 15<sup>th</sup>. Doug Pixler reported that the results of the Review were successful. There were two minor deficiencies as opposed to six deficiencies during the last review three years ago. The review includes 17 categories with 25-30 subcategories. The two minor deficiencies were related to updates needed to Procurement Manual, including creating a provision for large purchases and a sub-checklist for the procurement process. Staff and the Board have 90 days to respond to the FTA with corrective action.

There have been follow up conference calls with the FTA. Mr. Pixler noted that while the FTA report only addresses the deficiencies the FTA staff complemented EPTA staff on what is being done well and complemented the improvements that have been made.

### **B. EPTA BOD Nominations for President, Vice President, Treasurer and Secretary**

Joy Lewis made a motion to keep the officers the same as they were in the previous Fiscal Year. Jim McGowan seconded. It passed unanimously.

Doug Pixler also reported to the Board that LogistiCare has recently been awarded a three year contract for non-emergency medical transport (replacing MTM) in West Virginia and that they were requiring providers to sign contracts so EPTA has entered into this contract to be one of their providers.

He also reported that the maintenance contract with Berkeley County is going well.

**ADJOURNMENT**

Jim McGowan made a motion to adjourn; Michael Ferrari seconded, and the meeting was adjourned at 4:45 pm. The next meeting will be Monday, September 17, 2018 at 4:00 pm.