

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

The Eastern Panhandle Transit Authority (EPTA) met on Thursday, September 20, 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, Andrew Osantowske, Missy Thompson, Kelly Tanksley, and Joy Lewis. President, Nic Diehl joined the meeting by phone. Absent from the meeting were Vice President, Michael Ferrari and Kimberly Foore.

EPTA staff members present included: Director, Doug Pixler; Deputy Director, Elaine Bartoldson; Laura Funkhouser and Jill Miller.

The Board Members monthly packet included the following: September Meeting Agenda; Financial and Staff Reports for September 2018; and Minutes for the August 20, 2018 meeting.

The Board Meeting was called to order at 4:00 p.m. by the Board Secretary, Jennifer Brockman.

APPROVAL OF MINUTES

Board Secretary, Jennifer Brockman asked if all Board members had reviewed the August 20, Board Meeting Minutes and if any corrections are needed. Bill Klingelsmith 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 2019 Budget Report. Doug shared that EPTA is in the early stage of the fiscal year with a few things to note, the insurances are a little higher due to being front-loaded and payroll has increased due to three pay periods in August. Staff shared that August is traditionally a difficult month coming off of the summer months without Shepherd University. Doug also added the loss of full Marc Train funding, has also affected our revenue. However, there are no real concerns as this is normal for the beginning of the fiscal year. Doug shared that LogistiCare has been a real challenge. LogistiCare has been time-consuming and a tough transition. Doug said he would discuss more on LogistiCare later in the meeting. Bill Klingelsmith asked if were receiving any responses from the Indeed advertisement for drivers. Laura Funkhouser shared that there have only been a few applicants to apply that would be ideal candidates, the others who applied were not qualified. It was asked how the Contract Revenue with Berkeley County Services was going. Doug shared, in the beginning, there were a lot of regular minor maintenance requests, but it has settled down some. Doug said that Berkeley County has requested some other services to be performed on weekends such as an on call service. EPTA and Berkeley County to discuss this possibility further. Kelly Tanksley motioned to approve the August Budget Report and Financial Statement; Andrew Osantowske seconded. The motion was approved unanimously.

OLD BUSINESS

A. EPTA Facility Update

Doug shared Phase I has been completed on the preferred site with no further action needed. Doug said he had the report if anyone wanted to review it. He shared all of the letters for the NEPA submission have been received back and has been sent into the FTA. EPTA is waiting on the FTA to respond with the go-ahead within the next few weeks. He shared the environmental study was funded by the City of Martinsburg through the Brownfield Grant with EPTA only having to pay \$2000 of it, which EPTA is very appreciative. Doug shared the next step would be to continue property evaluation for the purchase of the property.

B. New Route Update

Doug Pixler reviewed the Implemented new routes with the updates. He shared the new routes are all working well. There was a change on Route 12 due to Burke street bridge closure, the addition of the Berkeley Senior Center stop was a result of the request made by the city of Martinsburg since so many residents used that route to access downtown.

C. FTA Review Status

Doug shared the Comprehensive Review is completed. Doug shared we had two deficiencies and they were both in the procurement. Doug and Elaine have re-written our Procurement Policy as part of the request made by the FTA and reviewers as the corrective action.

D. EPTA Proposed Bus Design

Doug Pixler shared a proposed paint scheme for the new buses.

E. EPTA BUS Stop Signage & Estimated Cost

Elaine Bartoldson shared the proposed signage design and has received estimates on approximate costs. Elaine said we have planned to do 26 bus stop signs with the cost of about \$2400. The route signs will have the system maps and times on them with the cost of about \$919 so we are looking at a cost of approximately \$3300.

NEW BUSINESS

A. LogistiCare

Doug shared we have changed from MTM to LogistiCare and it has been a tremendous challenge. Doug shared it has been a major transition for everyone in the office. Doug said they met with the Regional person from LogistiCare to discuss some of the frustrations that have occurred during the transition. Doug said the burden on EPTA has been incredible, requirements are more extensive and it has been causing a lot of additional burdens on EPTA staff. There was a discussion that took place regarding the requests of trips, the structure, and how LogistiCare is handled. Doug shared we are in the first month so we are monitoring to see if this will be beneficial for us moving forward.

B. Token Transit

Elaine Bartoldson shared the Token Transit is a phone APP payment system for EPTA passengers. The cost to use Token Transit, is 10% off the purchase of transit passes, Token Transit absorbs all of the processing fees for credit/debit purchases, all updates. There is a lot of information and data we can use. We feel very strongly about this, as we are dealing with the most vulnerable population and quite a few passes are purchased online. Elaine shared it's a technology for us to move forward with a 10 % investment. Elaine shared she would email the power point for the Board to review.

C. EPTA Updated Procurement Manual for Approval

Doug discussed the updated Procurement Manual advising they had met with Dan Wagner, the Consultant for WVDPT and helped to develop a new EPTA Procurement Manual. The new policy included enhancements to Large Bus Purchases and Construction, making this area a little more involved and in-depth process.

Jim Klein made a motion to approve the Procurement Manuel; James McGowan seconded the motion and the motion was unanimously approved.

EXECUTIVE SESSION

- A. PERSONNEL ISSUES
- B. EPTA NEW FACILITY FINANCIALS

ADJOURNMENT

Jim McGowan made a motion to adjourn; Bill KlingleSmith seconded, and the meeting was adjourned at 5:15 pm. The next meeting will be Monday, October 15, 2018, at 4:00 pm.