

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday April 20, 2026. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Charlie Hall, Joy Lewis, Andrew Mollohan, Nadine Kennedy, Jim McGowan, Tina Roach, Elizabeth Ricketts and John Cline.

EPTA staff members present: Director Elaine Bartoldson and Deputy Director Louis Grindle.

Guests present: None

The Board Members monthly packet included the following: March 16, 2026, meeting minutes, April 20, 2026, meeting agenda, Single Audit Final Report, Revised Service Animal Policy, Photo Release Form, new EPTA 401 K Resolution and March Financial Statements.

The Board Meeting was called to order at 4:01 pm by President Nic Diehl.

APPOINTMENTS

Reappointment of Jennie Brockman (Jefferson County), Appointment of Elizabeth Ricketts, City of Charles Town.

INTRODUCTION OF GUESTS

None

APPROVAL OF MINUTES

President Nic Diehl asked if all Board Members had reviewed the March 16, 2026 Board meeting minutes and if any corrections are needed. Jennie Brockman made a motion to approve the minutes; Tina Roach seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Director Elaine Bartoldson provided an overview of the March 2026 financials. As with previous month, we are right in line where we need to be. Currently at 74% total of budget to date. Vehicle Maintenance continues to run high due to several maintenance issues with buses (93%). Part of negative line due to quarterly liability payment (\$26,000) but everything back on track with YTD showing positive number. Tina Roach made a motion to approve the financials; Jim Klein seconded the motion; and the motion was approved.

OLD BUSINESS

A. EPTA Multimodal Transit Center Project

- i. Project Update: Continuing moving forward with construction. Ran into some issues with moving of manholes. City signed off on the movement.
 - ii. Stormwater: Wrapping up of stormwater. Bypass should be in its last days of completion. Looking to move on with Critical Path Tasks.
- B. 50th Anniversary- Director Elaine Bartoldson obtained a metal time capsule to place historic items into to be placed at new Multimodal Transit Center. Need to figure out what items to place in it and where the capsule should be placed on site.
- C. Final Single Audit Report: Included in packet – reminder that audit was completed in one (1) day. Final report continues to show EPTA as Low Risk. Elizabeth Ricketts questioned a note on page 8 of report showing EPTA had not grants or other receivables as of June 30, 2024. Appears to be error on auditors' part as report most likely a template used to generate data.

NEW BUSINESS

- A. Adoption of Resolution 2026-07 (401K Employee Program) – Program to begin on 7/1/2026, with all current employees as of 4/1/2026 to be eligible to participate. Program allows EPTA to match 100% of employee contributions, up to a maximum of 3%. Jennie Brockman made a motion to approve the resolution; Tina Roach seconded the motion; and the motion was approved.
- B. CTA Training May 10-14, 2026, Omaha, NE: Elaine Bartoldson and Louis Grindle attending. Several specific FTA funding training sessions being provided.
- C. EPTA Service Animal Policy – Louis Grindle revised policy to be more inclusive of non-service animals as well as provided more detailed guidelines of owner responsibilities when riding EPTA vehicles with service animals. Have had several recent issues with non- service animals on vehicles with elevated confrontations between drivers and riders. Policy revised to help try and avoid future conflicts.
- D. RFP 3-year Single Audit: state to send packet with approved accounting firms listed for next three years (2027-2029).
- E. Draft FY27 Budget – Draft budget provided. FTA has not sent out a partial allocation. Should be the same as previous years. Local contributions show as the same. Applying for Mobility Grant and Vehicle Replacement grants. In reference to specific line items-
 - Adjustments made to STD/Basic Life plans
 - Dental and Vision remain flat
 - Budget reflects 3% performance evaluation increases
- F. EPTA Photo Video Release Form – need employee and Board member signatures for photos/videos to be used (printed photos, social media, etc.).
- G. Directors Report:
 - a. Nominations being completed for Transit Excellence Awards to be presented at next WVPTA Conference in July. Members wanting to attend conference should notify Elaine or Louis.

- b. Scheduled meeting with Career One Stop/Work Force to assist with getting driver specific certifications, with Work Force to reimburse 90% of costs once training has been completed by employee.
- c. Elaine continues to have daily meetings (phone, Zoom, in person) with Michael Baker and Myers Building representatives.
- d. First submission of RAISE grant completed.
- e. HF Electric buses – continuing to work with vendors on specific issues. Will also be setting up system similar to PASSIO for passenger counting. Some buses not transmitting specific data to RIDE. Will be meeting with them at HF Park to try and resolve issues.
- f. Louis and Elaine working on submitting 5310 applications.
- g. Office Administrator position – will be conducting interviews to fill the current vacant position
- h. New mechanic – NEMT Driver Robert Jacobs promoted to vacant Mechanic II position.

Legal/Personnel Matters (possible Executive Session)

No executive session

Jim McGowan made a motion to adjourn; Michael Ferrari seconded. Meeting was adjourned at 4:53pm.

The next Board Meeting will be May 18, 2026, at 4:00pm (In Person)