

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday August 18, 2025. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Jim Klein, Joy Lewis, Jim McGowan, Andrew Mollohan, Elizabeth Ricketts and Tina Roach.

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

Guests present: Mike Mood

The Board Members monthly packet included the following: July 21, 2025, meeting minutes, August 18, 2025, meeting agenda and July Financial Statements.

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

APPOINTMENTS

None

ANNOUNCEMENTS:

None

INTRODUCTION OF GUESTS

None

APPROVAL OF MINUTES

President Nic Diehl asked if all Board Members had reviewed the July 21, 2025, board meeting minutes and if any corrections are needed. Jennie Brockman made a motion to approve the minutes; Jim McGowan seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Elaine Bartoldsen provided an overview of the financials. We should be at 8.33% of our YTD and our income was at 6.5% and expenses were under 6%. There is nothing out of line. Travel and Training budget in July is up due to the conference (pre-registration, hotel). Charlie Hall made a motion to approve the financials; Kimberly Foore seconded the motion; and the motion was approved.

OLD BUSINESS

- A. EPTA Multimodal Transit Center Project
 - i. Project Update: Recent drone photos are included in board packet. The shell of the storage facility is up including CMU and Fire Walls. Met with Myers Building System this morning at the site, they are slow at getting submittals for approval in. Required to meet By America, Build America for fire suppression systems compliance. MBS is saying there is no By America compliant fire suppression systems available referencing a 2017 waiver. Spoke with other organizations at conference in Minnesota and they are sending their fire suppression systems used in their building projects.
 - ii. Land Disturbance Bond Renewal: Bond renewed, \$30,000
- B. CTAA Conference August 12-15, 2025: St. Cloud, MN attended by Louis and Elaine. Toured their mobility training center which was very impressive.
 - I. EPTA Construction Project – a speaker backed out and we were asked to present about the building project.
- C. Triennial Review Final Report: Final draft was emailed to board. We had zero deficiencies in all 23 categories. August 5, 2025, email received that stated eco restriction has been removed by the FTA.
- D. EPTA Replacement Bus has been received and is in the garage. Has the new logo. We have 6 more incoming on order.
- E. Code of Conduct: Board members need to sign and return to Louis
- F. Committee Meeting
 - I. Safety Committee – August 27, 2025, at 3:30pm
 - II. Personnel Committee – August 20, 2025, at 3:30pm
 - III. Finance Committee – August 28, 2025, at 3:00pm

NEW BUSINESS

- A. Tier II DBE Plan Approval and Resolution: FTA divided everyone into Tier I and II agencies for DBE. Jennie Brockman made a motion to approve the new DBE program resolution 2026-01; Elizabeth Ricketts seconded, and the resolution was approved.
- B. Demand Response Vehicle Replacement Resolution: 2026-02 replacing 2024-07 resolution to approve purchase of 2 of the 5310 vehicles. The state went after a procurement for the vans, and the bid was protested. We need to go out to bid for these vehicles and pay 100% up front and then invoice the state for 80%. We will be paying \$240,000 up front. Jennie Brockman made a motion to approve the Demand Response Vehicle Replacement Resolution 2026-02 replacing Resolution 2024-07 for the purchase of demand response vehicles; Kimberly Foore seconded, and the resolution was approved.
- C. EPTA Transit Development Plan – Final—Kimberly Foore made a motion to table this decision until October to give more time to review; Jennice Brockman seconded, and the motion passed.

- I. System Map Updates
- D. SETA (Security Enhancement Through Assessment) Update: Homeland Security TSA conducted training. We are consistently above average. They have been asked to come in and review new facility.
- E. Directors Report:
 - a. Workers Comp Audit in September 2025
 - b. 5339 funds to spend. Will be working with transign to have visual signs inside bus to indicate stops.
 - c. Harpers Ferry National Park: The new electric busses arriving in September. Passio will be on busses. Busses will be relocated to Berkeley County facility for maintenance.
 - d. All but 6 signs are included in the building project. Will go out to procurement for them.

Legal/Personnel Matters (possible Executive Session)

No executive session

Jim McGowan made a motion to adjourn; Mike Ferrari seconded. Meeting was adjourned at 4:46pm.

The next Board Meeting will be September 15, 2025, at 4:00pm (In Person)