

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday December 15, 2025. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Jim Klein, Joy Lewis, Jim McGowan, Elizabeth Ricketts and Tina Roach.

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

Guests present: None

The Board Members monthly packet included the following: November 17, 2025, meeting minutes, December 15, 2025, meeting agenda and November Financial Statements.

The Board Meeting was called to order at 4:02 pm by President Nic Diehl.

APPOINTMENTS

None

INTRODUCTION OF GUESTS

None

APPROVAL OF MINUTES

President Nic Diehl asked if all Board Members had reviewed the November 17, 2025, board meeting minutes and if any corrections are needed. Jim McGowan made a motion to approve the minutes; Kimberly Foore seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Elaine Bartoldsen provided an overview of the financials. November ended in a positive cash flow, and we are where we are supposed to be for YTD. Vehicle maintenance is slightly up due to needed repairs. Kimberly Foore made a motion to approve the financials; Jim McGowan seconded the motion; and the motion was approved.

OLD BUSINESS

A. EPTA Multimodal Transit Center Project

- i. Project Update: The roof subsurface is on in the storage, roof is 100% on the maintenance building and they are working on the roof for the administrative building. The manholes and drains they said would take 12 weeks to order have arrived on site so they can start working on the

stormwater bypass. We could not come to an agreement for the cost of the stormwater bypass so under the recommendation from our consultant from the state we pulled the contract, noted we were issuing a unilateral construction change directive and giving them a not to exceed number of \$637,000. The contract has been signed, and they are legally required to start.

- ii. Furniture Update: Went to Charleston and picked the fabric, desks, and chairs and have received a final quote from Capital Furniture who has the state contract. We budgeted \$400,000 but it came in under \$200,000. Acceptance signed to hold the price.
- iii. FTA Update: sending justification for the \$637,000 as required by federal code.

B. 50th Anniversary: will discuss in January

C. Q2 Staff Meeting/Training Update: Staff met on Saturday at the Berkeley County Office. Reviewed policies and procedures for newer employees. Also reviewed safety standards.

D. Public Agency Safety Plan Update-Board Approval Required: included in November board packet for review. No big changes to the action plan just a revision of language. Jennie Brockman made a motion to accept the Public Agency Safety Plan update; Elizabeth Ricketts seconded and the motion; and the motion passed.

NEW BUSINESS

- A. Directors Report:
 - a. The interim Commissioner for the Division of Multimodal Transportation Facilities Stephen Connolly asked for assistance picking up trash at Dufield and in exchange we received \$70,000 for local match for MARC plus \$2500 for once-a-week pickup.
 - b. WVPT Managers meeting attended by Elaine Bartoldson and Louis Grindle where they received recertification and certification in Drug & Alcohol Program Manager and Reasonable Suspicion. Signed up for online training for Drug & Alcohol reporting that is due March 30. Management Information systems reporting because we are required to do 50% alcohol testing random and 10% breath alcohol. Also did some Leadership Development training.
 - c. March we will bring in Michael Knoll to talk about ADA compliance and conflict mediation between drivers and passengers. We will also be bringing in a passenger to talk to staff.
 - d. February 4, 2026, is Transit Day and the capitol. There are a lot of initiatives going on within the state for rural transportation and health initiatives.
 - e. The association will be doing maintenance training again this spring and another managers training in the fall.

- f. First draft of budget being worked on with budget request submissions going in the next few weeks.
- g. Elaine Bartoldson was accepted into the CTAA Leadership Academy, will be in DC the first week of March.

Legal/Personnel Matters (possible Executive Session)

No executive session

Jim McGowan made a motion to adjourn; Mike Ferrari seconded. Meeting was adjourned at 4:30pm.

The next Board Meeting will be January 26, 2026, at 4:00pm (In Person)