

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday February 23, 2026. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Charlie Hall, Jim Klein, Jim McGowan, Elizabeth Ricketts, Tina Roach and Andrew Mollohan.

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

Guests present: None

The Board Members monthly packet included the following: January 26, 2026 meeting minutes, February 23, 2026 meeting agenda and January 2026 Financial Statements.

The Board Meeting was called to order at 4:00 pm by Vice President Mike Ferrari.

APPOINTMENTS

None

INTRODUCTION OF GUESTS

None

APPROVAL OF MINUTES

Vice President Mike Ferrari asked if all Board Members had reviewed the January 26, 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

Elaine Bartoldson provided an overview of the January 2026 financials. As of January, agency sits in a positive cash flow. EPTA awaiting Charles Town contribution, and has received contribution from Berkeley County. Board advised that the contributions received from Berkeley County as a flat amount with no increase provided for. Funding request for Bolivar and Harpers Ferry submitted for current FY as they process request differently. YTD should be at 58% and we are showing a positive cash flow of approximately \$20,000. In the budget variance the only issue is vehicle maintenance which is over 50%. Nic Diehl made a motion to approve the financials; Jennie Brockman seconded the motion; and the motion was approved.

OLD BUSINESS

- A. EPTA Multimodal Transit Center Project
 - i. Project Update: Updated picture included in board packet. Past two (2) weeks have not be as productive as anticipated due to inclement weather. Approximately 130 feet of bypass completed. Final concrete pad of Maintenance building poured. Roof panels to be installed this week which will then entirely close off the storage area. Administration building floor to be poured soon. Director Bartoldson gave credit to Myers Building and their subcontractors for working every day during the cold weather. Also advised that there was a city inspection (Stormwater Department) where several citations were issued that addressed critical items to be completed (Violating terms of Land Disturbance Permit, Failure to comply with inspections/DDE).
On 2/23 – Director Bartoldson attended a DOT meeting where 30% of design and engineering has been completed. Looking for placement of traffic signal at intersection to aid with traffic flow.
- B. 50th Anniversary-Actual Date confirmed as November 10, 2026.
 - i. Headshots for Current Staff and Board of Directors completed. Waiting on proofs from vendor for review.
- C. Single Audit – completed by auditors on first day. Waiting on final report from audit firm.

NEW BUSINESS

- A. Safety Review Committee meeting conducted on February 24, 2026 – was rescheduled from initial date of 2/26/2026. Current staffing and recorded incidents discussed, to include number of accidents where EPTA driver found at fault.
- B. Personnel Committee meeting conducted on February 25, 2026. Current staffing levels discussed to include additional Dispatch employee to begin training in preparation for new facility as foot traffic will increase due to new location.
- C. FY 26 Q3 Employee Training – Guest Speaker Michael Noel to conduct training on March 14, 2026, covering topics of ADA Compliance, Customer Service and De-escalation techniques.
- D. Completion of training by Asst. Operations Manager for PASS Train the Trainer and Certified Safety and Security Officer.
- E. Directors Report:
 - a. Harpers Ferry – Six electrical buses at park. Mobile charger ordered unable to properly charge buses. Potomac Edison to install required 3 phase charger at Zachary Taylor location. Park approved temporary installation of generator to charge buses, which park is requiring to be used daily. Due to charging issues and accessibility to charger, several of the 550 diesel buses still being used.

Legal/Personnel Matters (possible Executive Session)

No Executive Session

Jim McGowan made a motion to adjourn; Jennie Brockman seconded. Meeting was adjourned at 4:40pm.

The next Board Meeting will be March 16, 2026, at 4:00pm (In Person)