

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

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday January 26, 2026. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Nadine Kennedy, Jim Klein, 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: December 15, 2025, meeting minutes, January 26, 2026, meeting agenda and December Financial Statements.

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

### **APPOINTMENTS**

Nadine Kennedy, Berkeley County

### **INTRODUCTION OF GUESTS**

None

### **APPROVAL OF MINUTES**

President Nic Diehl asked if all Board Members had reviewed the December 15, 2025, board meeting minutes and if any corrections are needed. Jim McGowan made a motion to approve the minutes with a correction under new business-directors report-letter d; Jennie Brockman seconded the motion; and the motion was approved.

### **BUDGET REPORT AND FINANCIALS**

Elaine Bartoldsen provided an overview of the December 2025 financials. December we will have a December currently sits at a negative \$44,000 but that is an error. We had an agreement with the state for MARC and originally it was supposed to be \$60,000 and the accountant put it in as revenue before we received it which showed on the accrual P&L. It has since been deleted, and we have invoiced the state for \$72,500 which will show a correction next month. The other issue was a first order payment for liability and workers comp which is \$45,000. YTD should be at 50% and we are showing a positive cash flow of \$20,000. In the budget variance the only issue is our insurance and vehicle maintenance which is over 50%. Charlie Hall 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 pictures included in board packet. Admin building framing is going up. Cement pouring has stopped due to weather, must be above 40 degrees. Maintenance building is on track to be completed by late March/early April. All the floors have been poured in the storage facility, bus wash equipment is here to be installed, offices are framed, plumbing is complete, and generator will be moved to the back of the building. Critical path for the maintenance building is on track. Stormwater bypass equipment was delivered on Monday, and they had 2 days of digging before it was put on hold due to weather.
  - ii. Ribbon Cutting Ceremony:
- B. 50<sup>th</sup> Anniversary-Actual Date November 10, 2026. Had conversation with general contractor so the ribbon cutting will be no later than November 10, 2026.
  - i. Headshots for Current Staff and Board of Directors: next Board meeting

## **NEW BUSINESS**

- A. Approval of Board Resolution 2026-006: 5310 Mobility Coordinator Grant Application: Elizabeth Ricketts made a motion to accept Resolution 2026-006 applying for 5310 funding; Jennie Brockman seconded, and the motion passed.
- B. Approval of Board Resolution 2026-007: Resolution Approving CEO/Executive Director, Applying for Operating Assistance: Jennie Brockman made a motion to approve Board Resolution 2026-007; Jim McGowan seconded, and the motion passed.
- C. Board Approval of Recommendation of Award for RFB 2026-002: Unleaded Gasoline and No. 2 Ultra Low Sulphur Diesel Fuel: Charlie Hall made a motion to approve recommendation of award for RFB 2026-002; Jennie Brockman seconded, and the motion passed.
- D. Review of EPTA Safety Management Plan and Facility Management Plan: The logo was updated but the policy and procedures remain unchanged.
- E. EPTA Employee W-2's and New Tax Law Revisions (Overtime Law): all employees have received.
- F. WV Single Audit-Scheduled for week of 2/9/2026
- G. Revised Transit Day-February 10, 2026
- H. W-9's for Board of Directors: Please sign and return to Louis Grindle
- I. Directors Report:
  - a. Finance Committee will be meeting to finalize FY27 budget which the Board will vote on in May.
  - b. Budget requests are being worked on. Charles Town and Ranson made us line items in their budgets so we are confirming if applications are needed.

- c. EPTA shut down today for weather and a 2-hour delay in effect for routes 1/27/2026. Demand and NEMT canceled due to weather.

**Legal/Personnel Matters** (possible Executive Session)

No executive session

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

The next Board Meeting will be February 23, 2026, at 4:00pm (In Person)