

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

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday July 21, 2025. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Charlie Hall, Jim Klein, Joy Lewis, Jim McGowan, Andrew Mollohan, Tina Roach and Elizabeth Ricketts.

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

The Board Members monthly packet included the following: June 16, 2025, meeting minutes, June 16, 2025, meeting agenda and June 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 June 16, 2025 board meeting minutes and if any corrections are needed. Jim Klein made a motion to approve the minutes; Jim McGowan seconded the motion; and the motion was approved.

### **BUDGET REPORT AND FINANCIALS**

Elaine Bartoldson provided an overview of the financials. We are at 100% for YTD expense. Elaine advised that we have been able to paydown a large amount of principal on loan – should be able to pay off in approximately 1.5 years. August we will be able to close our FY25. Tina Roach made a motion to approve the financials; Jeannie Brockman seconded the motion; and the motion was approved.

### **OLD BUSINESS**

- A. EPTA Multimodal Transit Center Project
  - i. Project Update: Elaine and Nic were onsite of project on 7/18/25. Both advised that the project looks good and has a good progress going on.

- ii. Land Disturbance Bond Renewal Update: Land Disturbance Bond had to be renewed due to time frame of actual construction work beginning.
- B. FTA Triennial Review: EPTA was notified of a zero (0) deficiency review from the Triennial Review on 6/26/25. Reviewers were able to complete their review in one (1) day, and did not have to return to site on second day of scheduled review. FTA representative on exit interview call advised that they could not recollect when reviewers were able to complete an on-site within one day or when an agency had back to back zero deficiency reviews.
- C. Committee Meetings: Louis Grindle advised that committee meetings would be scheduled for August 2025, with dates and times to be provided at end of July.
- D. EPTA Replacement buses: First of seven (7) new buses arrived 7/17/25. Elaine and Mechanic did virtual walk-around of two additional buses scheduled to arrive by end of July.

## **NEW BUSINESS**

- A. Code of Conduct: Code of Conduct requires signing by all board members. Paper copies provided at meeting – electronic version sent to all board members attending by Zoom.
- B. Berkeley County Emergency Management – Elaine spoke with Randy Lily and Steve Allen in regards to donating two (2) of our old buses which will be utilized in various First Responder training. FTA confirmed this is an acceptable form of disposal of EPTA capital assets.
- C. CTAA Conference (8/12-8/15) – Elaine and Louis to attend conference in St. Cloud, MN. This will meet continuing credits for Elaine's CCTM certification and will be credits toward Louis obtaining his CCTM certification.
- D. Directors Report:
  - i. Elaine and other transit directors attending the first of Transit Knowledge Focus meetings, to be held quarterly. Meeting held in Frederick, MD (Transit Services of Frederick County). Meeting included discussion of best practices. Participants rode the bus to their transfer station – spoke with various employees and supervisor. Frederick County will also be assisting with the electric buses slated for Harpers Ferry. Overall great exchange.
  - ii. Bill Robinson from WV DPT submitted split letter WVMDTF to FTA. Also spoke about assisting with state funds for vehicle replacement, training and furniture for the new facility. These would all be acceptable uses of 5339 funds.
  - iii. WVPTA Conference – 7/22 – 7/25. Conference will consist of multiple workshops and have numerous transit vendors on site. FTA and CTAA scheduled to make presentations. Banquet for WVDPT Award winners.

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

None

Jim McGowan made a motion to adjourn; Jim Klein seconded. Meeting was adjourned at 4:35pm.

The next Board Meeting will be August 18, 2025, at 4:00pm (In Person or Zoom)