

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday March 16, 2026. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Joy Lewis, Andrew Mollohan, Nadine Kennedy, Jim McGowan, and Tina Roach.

EPTA staff members present: Deputy Director Louis Grindle.

Guests present: None

The Board Members monthly packet included the following: February 23, 2026, meeting minutes, March 16, 2026, meeting agenda and February Financial Statements.

The Board Meeting was called to order at 4:05 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 February 23, 2026, board meeting minutes and if any corrections are needed. Nadine Kennedy made a motion to approve the minutes; Jim McGowan seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Louis Grindle provided an overview of the February 2026 financials. We are right where we need to be. We received Charles Town annual funding and Jefferson County we receive quarterly. Vehicle Maintenance is running high due to some issues. Income is at 58% and expenses at 53%. Jennie Brockman made a motion to approve the financials; Nadine Kennedy seconded the motion; and the motion was approved.

OLD BUSINESS

- A. EPTA Multimodal Transit Center Project
 - i. Project Update: Making progress
 - ii. Stormwater: Bypass has been completed across the parking lot and ready to begin work in front of admin building.

- B. 50th Anniversary-Actual Date November 10, 2026. Planning in progress.
- C. Draft Single Audit Report: Included in packet, completed in one day. Page 20 last item is important stating EPTA is low risk. Waiting for final copy.
- D. Employee Q3 Training: Michael Noll provided customer service, de-escalation and ADA training to staff. Wheelchair platform was used to demonstrate and train on scooter safety.
- E. Assistant Operations Manager Training: PASS Instructor and Chief Safety & Security Officer Training: completed trainings and certifications.

NEW BUSINESS

- A. MIS Reporting Submitted (Drug & Alcohol): Louis Grindle completed
- B. CTAA Training May 10-14, 2026, Omaha, NE: Elaine Bartoldson and Louis Grindle attending.
- C. RFP 3-year Single Audit: sent out for 2027-2029
- D. Directors Report:
 - a. Loan balance is under \$200,000 on the property. Has been paid down very fast.
 - b. Attended leadership class in Washington DC and have already utilized contacts made.

Legal/Personnel Matters (possible Executive Session)

No executive session

Jim McGowan made a motion to adjourn; Kimberly Foore seconded. Meeting was adjourned at 4:28pm.

The next Board Meeting will be April 20, 2026, at 4:00pm (In Person)