

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday May 18, 2026. Present: Jennie Brockman, John Cline, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Joy Lewis, Andrew Mollohan, 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: April 20, 2026, meeting minutes, May 18, 2026, meeting agenda and April Financial Statements.

The Board Meeting was called to order at 4:03 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 April 20, 2026, board meeting minutes and if any corrections are needed. Amended to include John Cline as appointed by Jefferson County. John Cline made a motion to approve the minutes with the added amendment; Jim Klein seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Elaine Bartoldson provided an overview of the April 2026 financials. We are right where we need to be at 83%. Berkeley County was omitted sending their request for third quarter support and it will reflect shortly. No big surprises with the budget. We have stopped buying actual stock. Vehicle Maintenance is running high due to some issues. Nadine Kennedy 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: Roof is complete on maintenance building.

- ii. Stormwater: Bypass has been completed. We originally planned for all the rock coming out of the bypass would be part of that cost we've elected to break up the rock and use it (if passes all the testing) under the alleyway when it's paved. We have saved money on the project budget moving rock and pulled that line item.
- B. 50th Anniversary-Actual Date November 10, 2026. Working towards that, still waiting for substantial completion date. Will kick off July 1, 2026.
- C. 401K Employee Program: Retirement program via Ameritas is available to employees beginning July 2026. Notifications of new benefit have been sent to full time employees.
- D. CTAA Training, Omaha, NE: Louis Grindle attended 2-day financial management course. Elaine Brtoldson attended AI training and data mapping workshops.

NEW BUSINESS

- A. Adopt FY27 Budget: Harpers Ferry contract revenue vs expenses, we run the shuttle service for the park as part of our local match and with their renovations of bus barn the park has deposited funds for the purchase of the electric charges we are procuring on their behalf. This budget has an extra million dollars that will not be there next year, it is strictly for Harpers Ferry. An RFP is out for the chargers and once we get an electrical company that will coordinate with their general contractor that will expense it out. Puts our bottom line higher than it normally is. We have budgeted 3% for salaries. We anticipate that if we move in for half the year in new facility maintenance costs will go down. John Cline made a motion to approve the FY27 budget as presented; Jim McGowan seconded, and the motion was approved.
- B. EPTA Board Elections June 15, 2026, for FY27
- C. Directors Report:
 - a. Finalizing Harpers Ferry work plan and budget
 - b. Hired Office Administrator
 - c. Committee Meetings for 4th Quarter will happen in June 2026
 - d. Directors Report:
 - I. Finalizing Harpers Ferry work plan and budget for FY27 which kicks off October 1, 2026. Amending to include all the electric busses they acquired.
 - II. Hired an Office Administrator and moving some of Louis Grindle's items to her.
 - III. 4th quarter committee meetings will be scheduled for June.
 - IV. Association Conference is end of July, as always, the board is welcome to attend. Thursday is the awards banquet.

Legal/Personnel Matters (possible Executive Session)

No executive session

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

The next Board Meeting will be June 15, 2026, at 4:00pm (In Person)