

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday November 17, 2025. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Charlie Hall, Jim Klein, Joy Lewis, Jim McGowan, Elizabeth Ricketts and Tina Roach.

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

Guests present: Mike Mood – Jefferson County

The Board Members monthly packet included the following: October 20, 2025 meeting minutes, November 17, 2025 meeting agenda and November Financial Statements.

The Board Meeting was called to order at 4:06 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 October 20, 2025, board meeting minutes and if any corrections are needed. Elizabeth Ricketts made notice for correction of page 2 (Old Business) to reflect a corrected dollar amount shown as 734, with correction to be made to show \$734.000. Tina Roach made a motion to approve the minutes with correction; Jim McGowan seconded the motion; and the motion was approved.

BUDGET REPORT AND FINANCIALS

Elaine Bartoldson provided an overview of the financials. October was a three (3) pay period month, but not other issues. Elaine Bartoldson advised that agency was receiving good revenue and was in a positive cash flow. Overall at 33% of FY budget. Training and Travel line item discussed at 38%, to include the WVPTA Conference (July 2025) and CTAA Training (August 2025). Jeanne Brockman made a motion to approve the financials; Tina Roach seconded the motion; and the motion was approved.

OLD BUSINESS

A. EPTA Multimodal Transit Center Project

- i. Project Update: Updated pictures of the project are included in the packet. Electric was being run into Maintenance building, along with pouring foundation for remaining portion of floor in garage area and drive thru wash area. EPTA is negotiating with Myers about the by-pass, providing information to Michael Baker as needed. Elaine working with Myers Construction, requesting weekly and monthly rates for rental equipment needed.
 1. WVDOH sent Mayor Knowles letter regarding realignment of Race and Raleigh Street. Another email was sent on 11/17/25 to City of Martinsburg with Scope of Work (SOW), stating WVDOH taking sidewalk and apron area out of Transit Center Project. Advised taking over these two (2) areas due to widening of road. Potomac Edison running electric underground, so state taking on issues with sidewalk.
- ii. Furniture: Elaine and Louis traveled to Charleston to meet with vendor to discuss furnishings for both Administrative Building and Maintenance facility. Vendor working with EPTA for purchases through state contract.
- iii. FTA Update: EPTA has local match funds for two (2) pots of FTA grant funds.

- B. 50th Anniversary – Moving forward with purchase of Challenge Coin design. Looking for other anniversary items as giveaways. Elaine asked Board to provide any questions or comments to her about upcoming Anniversary.

NEW BUSINESS

- A. Handbook update: Draft of revised Employee Handbook policy regarding Promotions provided in packet. Charlie Hall asked question in regard to certain verbiage in revised policy (introduction period vs. probationary period). Board advised positions where employees are promoted would have an introductory period, with new employees starting with agency are provided a probationary period. Jeanne Brockman made a motion to approve the revised policy as drafted; Charlie Hall seconded the motion; and the motion was approved.
- B. Staffing Update: Currently looking for two (2) CDL and two (2) Non-CDL drivers. Will look into filling vacant Office Administrators position later in December/early January.
- C. WVPTA Managers Meeting: State holding Managers Meeting and specific training (Drug and Alcohol, Reasonable Suspicion) in Morgantown, WV 12/12-12/13/25. Training geared towards renewal of Elaine's CCTM certification and new certification for Louis.
- D. Q2 Employee Staff Meeting: Quarterly staff meeting/training to be held on Saturday, 12/13/25. Training be held in Berkeley County Building.

- E. Public Transit Agency Safety Plan (PTASP): Updates made to current safety plan, with revisions to specific titles along with assignment of duties and responsibilities of plan. No specific changes to actual safety plan. Will be up for approval in December Board Meeting.
- F. Resolution (Stormwater Drain Bypass Easement): Resolution needed to allow City of Martinsburg access to easement for purpose of constructing, operating and maintain the Alternate Stormwater Bypass drain as it could not run along or near the stormwater drain.
- G. Directors Report:
 - a. Government Affairs Meeting: EPTA will be hosting the Berkeley County Chamber of Commerce Government Affairs Meeting on 11/19/25. Elaine advised she can provide Board Members a Zoom link if interested in attending.
 - b. Elaine and Suzanne Parks from Potomac Valley Transit will be making a presentation regarding transit services during the Region 7 Workforce Development Board meeting on 11/18/25.
 - c. Meeting on 11/21/25 with Jefferson County Ministries regarding transit services and concerns in Jefferson County.
 - d. WVPTA Managers Meeting set for December 2-5 in Morgantown, WV. Elaine and Louis will attend.
 - e. Harpers Ferry: Park received six (6) new electric buses. Driver and Maintenance training scheduled 12/9-12/11/25. Local Jefferson County Emergency services being invited to attend training.

Legal/Personnel Matters (possible Executive Session)

No Executive Session

Jim McGowan made a motion to adjourn; Mike Ferrari seconded. Meeting was adjourned at 4:46pm.

The next Board Meeting will be December 15, 2025, at 4:00pm (In Person)