

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

The Eastern Panhandle Transit Authority (EPTA) Board of Directors met on Monday October 20, 2025. Present: Jennie Brockman, Nic Diehl, Mike Ferrari, Kimberly Foore, Charlie Hall, Jim Klein, Joy Lewis, Jim McGowan, Elizabeth Ricketts and Tina Roach.

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

Guests present: Jim Whitacre

The Board Members monthly packet included the following: September 15, 2025, meeting minutes, October 20, 2025, meeting agenda and September Financial Statements.

The Board Meeting was called to order at 4:02 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 September 15, 2025, board meeting minutes and if any corrections are needed. Tina Roach 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. Neglected to draw down funds for the building project which came out of our operating account, but it was rectified on Friday. September was rough because we had some unbudgeted vehicle damage to pay for and that is reflected in our P&L. Charlie Hall made a motion to approve the financials; Kimberly Foore 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. We could not come to terms with the bypass between Michael Baker and Myers Building Systems and the consultant we have sought

advice from FTA, and they have recommended that EPTA negotiated directly with Myers Building Systems to try to come up with a price for the bypass. FTA says we cannot negotiate for more than we have. State gave us federal funds in the amount of \$734,000 and they waived their local match, but we will have to pay it up front first.

- ii. FTA Update: Seeking guidance for the By America Build America requirement for the fire alarm system to see if it can be considered Disbursements (\$27, 120).
- B. Workers Comp Audit: Louis met with WV Core Auditor and everything is complete, we are just waiting for the report.
- C. National Transit Data Reporting: October is NTD reporting and we are working with a liaison on numbers. Due by October 30, 2025.
- D. FFY Reporting for Grants: 14 reports are due for grants, 8 reports are for the building project.

NEW BUSINESS

- A. 50th Anniversary Planning (2026): the state provided us with a consultant to redo our logo, and she is helping to design a 50-year anniversary challenge coin. There is a photo included in the board packet.
- B. Directors Report:
 - a. Government Shutdown: FTA funds are still available so we can draw them down for operating and building project purposes
 - b. Harpers Ferry National Park-October 3 is the end of the contract, and the last invoice has been sent for reimbursement. State funds were given to stay open until October 31.
 - c. Committee Meetings scheduled for November
 - d. WVPTA Managers Meeting set for December 2-5 in Morgantown, WV. Elaine and Louis will attend.
 - e. WVPTA holding Drug & Alcohol Program Manager (DAPM) and Reasonable Suspicion Training December 1-2, 2025
 - f. STraffic-we withdrew from the pilot program for accepting cards on the buses
 - g. Interviews for the Mobility Coordinator will be happening this week.
 - h. WVDPT Director Bill Robinson retired effective 10/31/2025. His last day in office was 10/16/2025. He had state funds that were going to be lost and returned to the general fund, and he asked if we could use them for the building project. We can use this for the match to the current grant just opened, the stormwater bypass A&E and the water meter vault which is estimated to be \$100,000 added to the project.

Legal/Personnel Matters (possible Executive Session)

Charlie Hall made a motion to enter executive session at 4:29 p.m. Jennie Brockman seconded the motion, and the board entered executive session.

The board returned to regular session at 5:14 p.m. No action was taken in executive session.

Kimberly Foore moved to revise the title of Executive Director *to* Executive Director/Chief Executive Officer (CEO) and the title of Deputy Director *to* Deputy Director/Chief Operating Officer (COO). In accordance with this change, salaries will be adjusted as discussed, and the Deputy Director/COO will sign a three-year employment contract. The motion was seconded by Tina Roach and was unanimously approved.

Jim McGowan made a motion to adjourn; Mike Ferrari seconded. Meeting was adjourned at 5:16pm.

The next Board Meeting will be November 17, 2025, at 4:00pm (In Person)