

Eastern Upper Peninsula Transportation Authority
Board Meeting Minutes
12/5/2023

1. Call to Order:

Board Chair, John Waltman, called the December 5, 2023 meeting of the Eastern Upper Peninsula Transportation Authority Board to order at 10:33 a.m.

2. Roll Call was taken:

MEMBERS PRESENT: John Waltman, Brandon Wheeler, Nick Huyck and Lynda Garlitz

MEMBERS ABSENT: Joe Henne (excused)

Those in attendance stood for the Pledge of Allegiance to the Flag of the United States of America.

3. Agenda: It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz SECOND: Brandon Wheeler	It was approved to accept the December 5, 2023 agenda with the addition of going into closed session to address employee issues. The closed session is to be after New Business
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4. Public Comment:

- None

5. Minutes: It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz SECOND: Nick Huyck	Approve the November 7, 2023 Regular Meeting Minutes as presented.
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6. Closed Session Minutes: It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz SECOND: Nick Huyck	Approve the November 7, 2023 Closed Meeting Minutes as presented.
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7. Finance Director Report:

- Ms. Gordon discussed the A/P and EFT transfers. Auditors begin field work on Monday for the regular audit as well as a single audit for federal funding received more than \$750,000. Single audit will most likely be completed every year in future.
- Bussing - Passenger counts for bussing is rebounding. We are surpassing the last four years. We are back to 18% for federal funding. We will no longer be

receiving Covid Money for bussing. NEMT is helping with the shortage from the lack of Covid funds.

When deleting vehicles from our inventory we must offer the vehicle to another agency before disposing of it. We are in the process of disposing of one of our busses. We were able to secure a 2018 minivan from another agency as a transfer at no cost to EUPTA. There are 32,000 miles on the vehicle. We will use this for NEMT.

- Ferries –Passenger and vehicle counts have increased. Expenses are up 3% all ferries combined. We will get 9% reimbursement from the ARPA/Covid, but this will be the final year.

8. Director's Report:

- Facility update – They continue to work on the building. We have gone through the punch list, paint touchups, etc. The office furniture has been delivered and we are currently developing a punch list for this work. Insulating pipes and ductwork in South garage is currently on-going. There is a labor shortage for the plumbing and this is causing delays.
- Space will be coming back to complete installation of furniture.
- Phone and IT items are being installed.
- Electrical and Mechanical final inspections are being scheduled soon. We will then apply for the occupancy permit. It is looking like that will be in late January. We still don't have water in the building. The availability of inspectors may delay things, as well.
- We had a progress meeting last Thursday. Rain gutters need to be added and we are getting an estimate for this work from the same company that installed the Pre-Engineered building panels. Scott put mailbox in.
- Cashless Fare Update- Very close within a month of going live. People are using the app but not full go live yet. Most of the bugs are worked out. There were some problems with the back-end reporting, but the company was able to reconcile and found missing charges. They have compensated us for this.
- We have a mini van ordered and they should not take as long to be delivered as the buses. They are covered under a grant.

9. New Business

- Drug and Alcohol Policy-MDOT comes out with an updated policy with new verbiage every so often. A template is sent to agencies and then we can change to make it specific to EUPTA. It is then reviewed by MDOT. They in turn, send back a letter stating the policy is approved by MDOT. The last step is to provide the policy to the EUPTA board for approval.
- Drug and Alcohol Policy
Discussion. It was moved and carried by unanimous vote:

MOTION: Nick Huyck SECOND: Lynda Garlitz	Approve Drug and Alcohol Policy with changes to the policy as provided.
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- 2024 Board Meeting Dates – Discussed. Included in packet for board to review.
It was moved and carried by unanimous vote:

<p>MOTION: Nick Huyck SECOND: Brandon Wheeler</p>	<p>Approved the Board Meeting Dates for 2024: January 9th 2024 (Second Tuesday)</p> <ul style="list-style-type: none"> ▪ February 6th 2024 ▪ March 5th 2024 ▪ April 2nd 2024 ▪ May 7th 2024 ▪ June 4th 2024 ▪ July 2nd 2024 ▪ August 6th 2024 ▪ September 10th 2024 (Second Tuesday) ▪ October 1st 2024 ▪ November 5th 2024 ▪ December 3rd 2024
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10. Board Comment:

- None

11. Closed Session: It was moved and carried by unanimous vote:

<p>MOTION: Lynda Garlitz SECOND: Brandon Wheeler</p>	<p>Go into closed session discuss two employee issues at 10:57 a.m. to with five minutes for a break.</p>
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12. Open Session: It was moved and carried by unanimous vote:

<p>MOTION: Nick Huyck SECOND: Brandon Wheeler</p>	<p>Move into Open Session at 11:16 a.m.</p>
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13. Adjourn: It was moved and carried by roll call vote to:

<p>MOTION: Nick Huyck SECOND: Brandon Wheeler</p>	<p>Adjourn the meeting at 11:18 AM</p>
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Lynda Garlitz, Secretary


Bonnie Kaunisto, Recording Secretary

Board Approved: 1/09/2024