

Eastern Upper Peninsula Transportation Authority  
Board Meeting Minutes  
3/5/2024

I. Call to Order:

Board Chair, John Waltman, called the March 5, 2024 meeting of the Eastern Upper Peninsula Transportation Authority Board to order at 10:31 a.m.

II. Roll Call was taken:

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

MEMBERS ABSENT: Joe Henne (excused)

III. Pledge of Allegiance:

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

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

MOTION: Lynda Garlitz SECOND: Brandon Wheeler	Approve the March 5 <sup>th</sup> , 2024 agenda with the additions of a closed session regarding Grievance Update and employment issue to be added after New Business
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V. Public Comment:

- Phyllis Reed
- Brad Sommers

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

MOTION: Brandon Wheeler SECOND: Nick Huyck	Approve the February 13, 2024 Regular Meeting Minutes as presented.
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VII. Closed Session Minutes: It was moved and carried by unanimous vote:

MOTION: Nick Huyck SECOND: Brandon Wheeler	Approve the February 13, 2024 Closed Meeting Minutes as presented.
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VIII. Audit Report FYE 2023 Anderson Tackman & Co

- Ken Talsma, partner with Anderson, Tackman, & Co., presented the annual audit report with no findings.
- Clean opinion was given to Eastern Upper Peninsula Transportation Authority from Anderson, Tackman, & Company for the FY2023 Audit.
- Mr. Talsma explained the charts provided to the board.
- Ferry system has stayed level. Bus system has increased in revenue from additional contracts.

Approve Anderson, Tackman, & Co Audit Report: It was moved and unanimously carried

MOTION: Brandon Wheeler SECOND: Lynda Garlitz	Accept the audit report provided by Anderson, Tackman, & Company as presented
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IX. Finance Director Report:

- Ms. Gordon discussed the A/P and EFT transfers and fielded questions from the Board.
- Bussing – Ms. Gordon stated that we are currently waiting on a wheelchair minivan. Director Paramski is waiting on a reply regarding the delivery of the vehicle. This is 100% covered from a grant. Passenger counts remain steady and revenue is up 15%, expenses are up 13%, and we continue to receive 18% of state federal reimbursement. We are no longer receiving any Covid money.
- Ferries – Systems wide, fares up 5%, vehicles up 6%, and passengers are up 3%. The expenses are up 0.5%. Fuel costs are currently down.

X. Director's Report:

- Facility update – The last two weeks have been extremely busy with the move to the new facility. Administrative staff moved from old building to new building. It is currently 95% moved out of the old facility. There are still a few nuances to deal with and fixing them is still underway. Maintenance is still working out of both facilities. The machinist tools and lifts are still at the other facility. We are currently working with the contractor on a punch list. The last snow event showed some leaks in doors and windows. The contractor and architect will be coming on Monday to view and work with us on fixing these issues.
- Neebish – Met with USCG regarding some compliance issues regarding the schedule. We are honored to have the USCG here to answer questions regarding the issues for Neebish. Neebish has a unique schedule with breaks throughout the day. The schedule changes four times a year. There are compliance rules and regulations how much you can work throughout the day. The schedule is out of compliance during the summer schedule. This schedule exceeds the 12 hours for a working day. In the past there has been some flex with compliance due to not running the entire time. When we met with the USCG, they let us know that we need to bring that into compliance. These compliance issues will affect primarily the summer schedule, as well as specials. We are currently reviewing various options that are available to us. The ridership counts at Neebish do not warrant 24/7, 365 service that is done at Sugar and Drummond ferries. We may have to look at eliminating specials on  $\frac{3}{4}$  of the schedule or all of the schedule. We may have to institute third crew for summer schedule. We are reviewing the number of actual specials that occur outside of the regular schedule. Specials for emergencies will continue, but we are looking at other specials outside the “workday”.

- The USCG explained that by regulations, a crew can work 12 hours in a 24 period. The employee must be able to rest at least 6 consecutive hours. A break does not apply due to the shorter period of times between runs. The clock begins when you when you leave your residence to begin your shift and ends when you arrive home after the shift. The USCG stated this standard compliance is set in place for the safety of passengers, crew, and the vessel. The USCG stated that 90% of investigations of casualties is due to work-rest related issues. We will be reviewing cost / benefit, revenue/expenses, and other factors. We are gathering preliminary ideas for workshop and information will be coming soon.

XI. New Business

- April Board Meeting

It was moved and unanimously carried

MOTION: Brandon Wheeler SECOND: Nick Huyck	To change the April Board Meeting from April 2 to April 9.
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- Closed Session:

It was moved and unanimously carried

MOTION: Lynda Garlitz SECOND: Nick Huyck	To go into closed session at 11:10 a.m. with a five-minute break.
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- Open Session:

It was moved and unanimously carried

MOTION: Brandon Wheeler SECOND: Lynda Garlitz	To go back into Open Session at 11:40 a.m.
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XII. Board Comment:

- None

XIII. Adjourn: It was moved and carried by roll call vote to:

MOTION: Nick Huyck SECOND: Brandon Wheeler	Adjourn the meeting at 11:45 AM
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Lynda Garlitz, Secretary

  
Bonnie Kaunisto, Recording Secretary

Board Approved: