

Eastern Upper Peninsula Transportation Authority  
8/2/2022

1. Call to Order:

Board Chair, John Waltman, called the August 2, 2022 meeting of the Eastern Upper Peninsula Transportation Authority Board to order at 10:40 a.m.

2. Roll Call was taken:

MEMBERS PRESENT: John Waltman, Joe Henne, Phyllis French, and Lynda Garlitz

MEMBERS ABSENT:

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

3. Additions/Deletions to Agenda: It was moved and carried by unanimous vote:

MOTION: Joe Henne SECOND: Lynda Garlitz	Add Signature Card Policy under new business.
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4. Public Comment: None

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

MOTION: Lynda Garlitz SECOND: Joe Henne	Approve the July 12, 2022 Regular Meeting Minutes as presented.
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6. Finance Director Report:

- Finance Director Gordon reviewed June 2022 Financials
- Gordon presented the Electronic Funds Report

Gordon stated that she will be attending the MERS annual meeting in Traverse city on September 26<sup>th</sup> and 27<sup>th</sup>. The Officer Delegate form is something Gordon has to have approved and signed by the Board every year. This allows Gordon to vote at the business meeting. Gordon stated that her travel costs will be 100% covered by the RTAP grant.

It was moved and carried by unanimous vote to allow Finance Gordon to be the Officer Delegate at the MERS annual meeting, which allows her to vote on behalf of EUPTA.

MOTION: Phyllis French  
SECOND: Lynda Garlitz

Approve Finance Director Gordon to be the Officer Delegate for the MERS annual meeting.

#### Bussing:

Gordon reported that ridership is up 23% through June. And total revenue from all sources is up just over 9%. Luce County has surpassed pre-COVID passenger counts and fare income. Chippewa County is lagging in passenger counts due to the loss of contracts with HBH and NTI, but EUPTA's revenue has far surpassed pre-Covid amounts.

#### Ferry:

Fare revenue is down 5%, vehicles are down 4% and passengers are down 2%. Overall Expenses have increased 15% and therefore since the state reimbursement is based on expenses, reimbursement is up by the same percentage. Gordon stated that every dollar of eligible expenses that EUPTA spends is reimbursed .50 cents.

#### Budgets:

Gordon provided the Board members with the draft FYE 2023 budgets and stated that these are estimates of EUPTA's expenses for the upcoming fiscal year.

#### 7. Director's Report:

- **Facility Update:**  
Director Paramski reported that the project is on or ahead of schedule. They are currently working on drainage and sewer installation and will be doing a footing pour.
- **Cashless Update:**  
Paramski reported that EUPTA continues to make progress. Paramski stated that EUPTA has received 5 of the 9 needed devices. A demonstration of the app was done for the board.
- **Neebish II Update:**  
Paramski stated that this project is going very well. On 8/12/22 USCG Sector Sault will be do a walk through of the boat at the Burger facility. On 8/13/22 the official christening will take place in Manitowoc. EUPTA is hoping for a mid-September delivery of the new boat. Once a date is secured, EUPTA will have a dedication ceremony.

- **Sugar II Update:**  
Sea Trials were completed last week and went well. MCM will finish the painting this week and the fire extinguishers will be recertified on 8/3/22. The boat could possibly be in service by the end of the week. EUPTA will keep the Drummond Islander III docked at MCM for a few days to ensure everything is working properly on the Sugar Islander II.
- **Stolen Vehicle Update:**  
There have been no citing's of the vehicle or the person who stole it. A police report was filed and the insurance company was notified. If it is still missing after 30 days, the insurance company will reimburse EUPTA for the vehicle.

8. Review Contracts Dispute Policy: It was moved and carried to retain the contract dispute policy: Opposed: Trustee Henne.

MOTION: Lynda Garlitz SECOND: Phyllis French	Retain Contract Dispute Policy as written
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9. New Business:

- **Signature Card Policy**  
Finance Director Gordon explained what a difficult and long process it is to change the names on the signature cards for all of the financial intuitions when there is a change in board members. Gordon proposed that she write the checks and have two other office personnel sign the check. This process would include removing Trustee Lynda Garlitz, Trustee Jim German, and Chairman John Waltman from the signature cards, Office Assistant Bonita Kaunisto and Administrative Assistant Kathryn Neubert would be added to the signature cards, and Director Pete Paramski would remain on all signature cards as well. Gordon would then present a report at the board meeting like the Electronic Funds Report for the board to review. Gordon will update the Signature Card Policy and send a draft copy to each of the board members to review for the September meeting.

10. Board Comment:

None

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

MOTION: Joe Henne SECOND: Phyllis French	Adjourn the meeting at 11:58 AM
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*Lynda A. Garlitz*

Lynda Garlitz, Secretary

*Kathy Neubert*

Kathy Neubert, Recording Secretary

Board Approved: