

Eastern Upper Peninsula Transportation Authority
10/5/2021

1. Call to Order:

Board Chair, John Waltman, called the October 5, 2021 meeting of the Eastern Upper Peninsula Transportation Authority Board to order at 10:32 a.m.

2. Roll Call was taken:

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

MEMBERS ABSENT: Jim German (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: Phyllis French	Approve the agenda with the addition of Resolution for the 2022-0049 Master Agreement between MDOT & EUPTA
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4. Public Comment: None

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

MOTION: Joe Henne SECOND: Lynda Garlitz	Approve the September 9, 2021 Regular Meeting Minutes as presented.
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6. Finance Director Report:

- Akemi Gordon reviewed August 2021 Financials. Bussing Passenger counts have not recovered but the revenue has due to Rides to Wellness Program.
- Neebish and Drummond have the highest counts they have had in five years.
- Akemi reviewed the MDOT 2022-0049 Master Agreement Resolution. This is entered into every five years for all projects authorizations and gives Pete or Akemi authorization to sign for them. Now signatures are electronic and a lot faster than in the past.
- Discussed the budget line item of permits and the USACE permits that were required at Neebish Island Dock, and therefore a substantial increase in expenses.

Master Agreement for Public Transportation Projects: It was moved and carried by unanimous vote:

MOTION: Joe Henne SECOND: Phyllis French	Approve Resolution MDOT and EUPTA Master Agreement 2022-0049 for Public Transportation Projects
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7. Director's Report:

- Facility Design Update – Final plans & specs have been submitted to MDOT for review. Very large package to MDOT, once approved we will let out project for advertisement. Advertising period is approx. one month. Request for Proposal (RFP) process vs. invitation to bid was explained. We will be using an RFP method of contracting. Instead of looking at bottom of line, look at qualifications, time required to complete, staff qualifications, and performance indicators. Hoping to bid out at first of the year. Still hoping to start in spring of 2022.
- Cashless Update: Things are moving quickly with Bytemark and IBI (consultants). Weekly meetings are being held with updates. Bytemark is hoping to have Demo ready by third week of October. Tentative go live date shortly after the holidays. Input from deckhands with feedback on design of configuration.
- Neebish II Update; Progress being made. Weekly meetings with Burger Boat Company. This week a kick off meeting was held at the shipyard in Manitowoc, WI. Meeting this week with USCG regarding construction of vessel. They will assign an inspector to our project. She will begin this week and the kickoff meeting with the inspector is Thursday.
- Sugar Island Dry Dock Project: Weather has helped. We encountered significant ramp wear and this has set us back a week or so to repair the damage of the ramps. Main engine, generator and gear is out that we are replacing and has been sent to respective places of where they are rebuilding the pieces. Believe still on schedule for 12-16 weeks. The boat has not been lifted out of the water yet. Once lifted any damage to hull, etc. will be assessed. No suspicions of hull damage. Hoping just need to clean up and repaint for the repair.
- Staffing changes on Drummond. Dwayne Matkovich retired. Filled position with most senior deckhand to captain and temp deckhand is now full-time deckhand
- Hosted MPTA meeting on Drummond Island at the resort. A lot of compliments on the conference/meeting that we coordinated. Event consisted of a UPTP

meeting, a bus tour of the island, dinner and the MPTA state-wide meeting the next morning.

- We had USCG Annual inspections of Drummond IV and Neebish II and both have been inspected and passed for another year.
- It was recommended to adopt Michigan Retention Schedule at Michigan.gov and information on the schedules was distributed to the board members.

8. Review Records Retention Policy: It was moved and carried by unanimous vote:

MOTION: Joe Henne SECOND: Lynda Garlitz	Table the policy until November board meeting.
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9. Employee Personnel Records: It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz SECOND: Phyllis French	Table the Personnel Records Policy until November after a clean copy has been distributed to the board.
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10. New Business: None

11. Board Comment –

A. Phyllis French -_Neebish Island Survey explanation requested.

The survey was set up to be given to first 100 people riding on ferry after survey created. Administration sent the surveys down to Neebish and gave to deckhand to give out to first 100-150 people. The deckhand gave surveys to the captain and the captain then gave out to customers. The selection was then not randomized as originally intended. The survey is now null and void due to it not being administered properly and the results will not be reported out. Board would like the surveys shredded. Surveys will be shredded. Phyllis asked why the board recordings are not on website any longer. It is not required and it was being done for COVID. The zoom storage is expensive to keep all of the recordings so they are accessible.

B. Lynda Garlitz asked about information that has been shared on social media regarding a falling out on Neebish Island with a veteran. Pete has investigated and it seems to be a family issue.

C. Joe Henne – Asked about policy regarding Covid vaccines and would like the board to think about this and bring it back.

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

MOTION: Joe Henne SECOND: Phyllis French	Adjourn the meeting at 11:30 AM
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Lynda A. Garlitz

Lynda Garlitz, Secretary

Kathy Neubert

Kathy Neubert, Recording Secretary

Board Approved: