



EASTERN UPPER PENINSULA TRANSPORTATION AUTHORITY

4001 I-75 Business Spur

Sault Ste. Marie, MI 49783

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Board Meeting Minutes

DATE: Tuesday June 2nd, 2020

PLACE: 4001 I 75 Business Spur
Sault Ste Marie MI 49783

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

MEMBERS ABSENT: None

**ADMINISTRATIVE
STAFF PRESENT:** Pete Paramski, Akemi Gordon, Bonnie Kaunisto and Kathy Neubert

**ADMINISTRATIVE
STAFF ABSENT:** None

OTHERS PRESENT: See Attached

I. CALL TO ORDER:

The meeting was called to order at 10:30 a.m. by Trustee Waltman.

II. ROLL CALL OF TRUSTEES:

Trustee French – present
Chairman Waltman – present
Trustee Garlitz – present
Trustee German – present
Trustee Henne – present.

III. PLEDGE OF ALLIGIENCE:

IV. ADDITIONS/DELETIONS TO AGENDA:

Director Paramski asked to move fare restructure discussion under the financial report as a possible action item.

IT WAS MOVED by Trustee Henne; **SUPPORTED** by Trustee German to move the fare restructure discussion under the financial report as a possible action item. A roll call vote was taken:

Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz – Yes, Trustee German – Yes, Trustee Henne - Yes. Motion carried.

V. PUBLIC COMMENT:

None

VI. APPROVAL OF BOARD MINUTES MAY 5TH 2020

IT WAS MOVED by Trustee German; **SUPPORTED** by Trustee Garlitz to approve the May 5th board meeting minutes. A roll call vote was taken:

Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz – Yes, Trustee German – Yes, Trustee Henne - Yes. Motion carried

VII. FINANCIAL REPORT

IN GENERAL

Finance Director Gordon presented the Electronic Funds Report.

BUSSING:

Gordon reported that April represents a full month of the “Stay-at-Home” order and how it has affected EUPTA’s ridership and fare revenue. Fare revenue was down 61% and passengers were down 56% for the month of April. Year to date EUPTA’s fares have decreased 8% and passengers 9%.

FERRY SYSTEM:

The ferry revenue was down 46% for April and 4% Year to date, vehicles were down 47% for April and 9% Year to date, passengers were down 55% for April and 12% Year to date.

COVID-19 AND CARES ACT FUNDING:

Gordon stated that last month she had mentioned there was CARES Act funding set aside for lost revenue but OPT wasn’t sure on how to allocate the funds amongst the rural agencies. EUPTA received an email yesterday that this is still all up in the air. They are asking for agencies input and suggestions within the next couple of weeks to allow them to come up with a revised plan. There are a couple different ways the set-aside funds can be used. Gordon stated that her and Paramski will be responding and would encourage the funds be used for lost revenue.

Gordon stated that the COVID-19 related expenses are still being reimbursed 100%.

FARE RESTRUCTURE:

Gordon stated that the fare restructure was approved by the board on 1/7/2020 with an implementation date to be determined. Gordon stated that in February and March the board meetings were cancelled due to a lack of a quorum and the end of March is when COVID-19 hit and EUPTA did not feel it would be a good decision to implement the restructure during that time. Gordon stated that now that the Stay-at-Home order has been lifted and traffic has started to increase. Gordon stated that she did an analysis of EUPTA’s revenue by quarter. Gordon stated that the upcoming quarter, July, August and September bring in 41% of EUPTA’s revenue for the year. Gordon stated that there was discussion on delaying implementation of the fare restructure to coincide with the electronic fare system however by doing so EUPTA would be missing out on the busiest quarter. Gordon stated that EUPTA cannot afford to wait any longer and recommends an

implementation date of July 1st 2020.

After much discussion, it was agreed upon that a special board meeting would be scheduled on June 10th to go over the fare restructure process.

In regards to the fare restructure proposal; **IT WAS MOVED** by Trustee German; **SUPPORTED** by Chairman Waltman to amend the motion made in January 2020 to include a special board meeting next week to look at the fare restructure process. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

In regards to the fare restructure proposal; **IT WAS MOVED** by Trustee German; **SUPPORTED** by Trustee Garlitz to table the implementation date on the fare restructure until after next weeks special board meeting. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

VIII. DIRECTORS REPORT

Director Paramski stated that every 5 years the USCG requires that a vessel be brought into dry-docking for maintenance and inspections that can't be done while it's in the water. The Drummond Islander III was brought into the dry-dock last fall so they could complete the mechanical work and start on the repowering over the winter when it's normally out of service. The drydocking portion was to start in the spring however the pandemic set in and MCM was shut down. They currently have some of their staff back, however we are now behind about two months and it is anticipated that the boat will not be back in service until mid to late July. Paramski stated that the USCG did a walk-through last week and MCM and EUPTA mechanics are working on the issues they identified.

Paramski stated that in regards to the Neebish Islander III, the Naval Architect is making great progress. Paramski stated that they are hoping to have bid documents ready for EUPTA by the end of June. The goal is to have the new boat ready for service in the Spring 2021.

Paramski gave an update on the property acquisition stating that they continue to work with FTA and MDOT. The phase II environmental clearance revealed no significant findings. Paramski stated that the category exclusion report has been forwarded to FTA and EUPTA is waiting for feedback from FTA. Paramski stated that EUPTA is also waiting for the State Historical Preservation Office review. Paramski stated it is a slow process but we are making progress.

Paramski stated EUPTA had a kick off meeting with IBI yesterday regarding the electronic fare collection study and IBI will be presenting options to the board and then EUPTA will have to get bids for the hardware and software. IBI is anticipating a 7-8-week schedule to have deliverables to EUPTA.

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Trustee German asked how the IBI project is being funded and Paramski and Gordon explained that it is through a State grant with a 10% local match and EUPTA does have those match dollars.

Trustee Garlitz asked if there were grants available for the purchase of the hardware. Paramski stated that EUPTA has some money budgeted from grants for this purpose however EUPTA will need to see what the prices come in at.

Paramski asked the board for input regarding the Drummond and Sugar Island schedules. Paramski stated that the staff at Sugar has requested to keep the break between 12:15 p.m. and 1:00 p.m.

Trustee Garlitz stated that she has received a lot of feedback from people that this is not a good time to do the cleaning. Garlitz asked if there was a different time later in the afternoon that wouldn't back the ferry line up. Garlitz also stated that she would like to see a more normal schedule in the evening as well.

Trustee German asked if we could move the cleaning time to mid afternoon and return to normal schedules within a couple of weeks as this would give Director Paramski time to notify everyone.

Paramski suggested that both Sugar and Drummond Island return to a normal schedule up until midnight.

Paramski stated that EUPTA received a phone call regarding ticket expiration and COVID-19. Paramski stated that the current tickets have a 6-month expiration and with the Stay-at-Home order people were unable to travel. Paramski feels that the ticket expiration should be extended to an 8-month expiration.

Trustee Garlitz suggested that EUPTA make the expiration 9 months instead of 8 months.

IT WAS MOVED by Trustee Garlitz; **SUPPORTED** by Trustee French to extend the expiration date on the current tickets by 3 additional months from the end date of the normal 6-month expiration.

Discussion: Trustee Henne asked what that would cost EUPTA. Paramski and Gordon stated that they could not put a dollar amount on that at this time.

A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne – lost connection. Motion Carried.

IX. POLICY REVIEW

Ethics Policy-Trustee French asked to include Luce County in this policy.

IT WAS MOVED by Trustee French; **SUPPORTED** by Trustee Garlitz to accept the Ethics Policy with the addition of adding Luce County to the policy. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne – lost connection. Motion Carried.

Disorderly Person Policy – Chairman Waltman noted that the B on the end of EUPTA should be removed.

In regards to the disorderly person policy, **IT WAS MOVED** by Trustee German; **SUPPORTED** by Trustee Garlitz to approve the disorderly person policy with the noted changes as well as removing the B from EUPTA. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

Neebish Island Parking Policy: Director Paramski stated that it may be appropriate to table this policy until we can get a copy of the Court order associated with this policy.

IT WAS MOVED by Trustee German; **SUPPORTED** by Trustee Henne to table the Neebish Island parking policy until such time that EUPTA can get a copy of the court order referenced in this policy. Discussion: Chairman Waltman asked if there was any history on this policy. Trustee Garlitz stated that she believed this had to do with infringing on someone's property. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

Oxygen and respirator policy– Director Paramski stated that EUPTA gets a tri annual audit done by MDOT Office of Transportation and during the last audit it was identified that these two policies be implemented.

Trustee Garlitz asked if it has been recommended that AED's be placed on the boats or any of the busses. Director Paramski stated that although this is not requirement, EUPTA purchased AED's for the office and the Drummond Islander IV, which is the furthest boat from the hospital. Paramski stated that there were monies left over in a grant to purchase these AED's. Paramski stated that he would like to be able to purchase AED's for all vessels and busses. Trustee German asked if staff were trained on using the AED's and Paramski reported that the crew is trained during their CPR training. Trustee Garlitz also stated that there may be some grants that she is aware of for the purchase of additional AED's.

In regards to the oxygen and respirator policy, **IT WAS MOVED** by Trustee French; **SUPPORTED** by Trustee Germain to adopt said policy. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

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Service Animal Policy – Trustee German asked what the requirements were for a service animal. Director Paramski stated that this topic comes up at a lot of trainings. Paramski stated that FTA has stated that we can't challenge this. The only question we are allowed to ask is what service does the animal provide.

In regards to the service animal policy, **IT WAS MOVED** by Trustee German; **SUPPORTED** by Trustee Garlitz to adopt said policy. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried.

Social media policy-

In regards to the social media policy, **IT WAS MOVED** by Trustee German; **SUPPORTED** by Trustee Garlitz to adopt said policy. A roll call vote was taken: Trustee French-Yes, Chairman Waltman – Yes, Trustee Garlitz -Yes, Trustee German – Yes, Trustee Henne - Yes. Motion Carried

X. NEW BUSINESS

None

XI. BOARD COMMENT

Trustee Garlitz spoke about receiving last minute information before meetings and asked if things could be sent out with as much notice as possible.

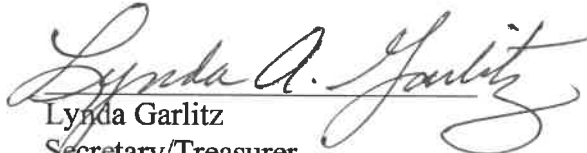
Trustee German stated that although it isn't ideal, it is sometimes unavoidable. German stated he would rather have the information the day before rather than having it added to the agenda the day of the meeting.


Trustee French asked if the policies they will need to be approved could be given to the board 2-3 weeks ahead of time so they can absorb them and do the needed research on them. Paramski stated that the intent was to hand out policies at the meeting for approval at the next meeting.

XI. ADJOURNMENT

Being no further business to come before the Board, **IT WAS MOVED** by Trustee German; **SUPPORTED** by Trustee French to adjourn. A roll call vote was taken: Trustee French – Yes, Chairman Waltman – Yes, Trustee Garlitz – Yes, Trustee German – Yes, Trustee Henne - Yes. **UNANIMOUS**. Motion carried. Meeting was adjourned at 12:05 pm. **A Special meeting will be held on June 10th 2020 at 10:30 a.m. The next regular board meeting will be Tuesday July 7th at 10:30 a.m.**

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Lynda Garlitz
Secretary/Treasurer


Prepared By: Kathy Neubert
Administrative Assistant