

EASTERN UPPER PENINSULA TRANSPORTATION AUTHORITY

4001 I-75 Business Spur

Sault Ste. Marie, MI 49783

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Board Meeting Minutes

DATE: Tuesday October 3rd, 2017

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

MEMBERS PRESENT Jack Kibble, John Waltman, Frank Sasso,
Phyllis French.

MEMBERS ABSENT: Conor Egan

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

ADMINISTRATIVE STAFF ABSENT: None

OTHERS PRESENT: See attached sheet

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I. CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Chairman Sasso.

II. ROLL CALL OF TRUSTEES

All trustees were present with the exception of trustee Egan.

III. PUBLIC COMMENT

None

IV. APPROVAL OF BOARD MINUTES

With regard to the Board Meeting Minutes for September 5th and the Special Meeting Minutes of September 19th 2017; **IT WAS MOVED** by Trustee French; **SUPPORTED** by Trustee Waltman to approve said minutes. **UNANIMOUS**. Motion carried.

V. FINANCIAL REPORT:

IN GENERAL:

Finance Director Gordon presented the electronic funds report.

Gordon reported that the Blue Cross renewal will be 4.5%. A 5% increase was budgeted so no amendment will be needed.

BUS SYSTEM:

Gordon reported that EUPTA's overall revenue is up 1.93%. Expenses are up 6.15 % due to wages, fuel and liability insurance. Passengers were up slightly in August but EUPTA's ridership is down 6% year to date.

Gordon reported that budget requests have been submitted to both Luce and Chippewa County.

FERRY SYSTEM:

Gordon reported that the month of August showed a 2.8 % decrease in fares and a 7.8% decrease in expenses. Year to date EUPTA's fares are down 3.6% but overall revenue differs by less than a percent. Gordon stated that EUPTA's surplus is down significantly but that is all due to the bridge

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project that took place last summer on Sugar Island. If she compares it to the previous year it's within a couple thousand dollars.

Gordon stated that next month the financials will be marked "draft" until the auditors complete the audit which will be in December.

VII. EXECUTIVE DIRECTOR'S REPORT

FERRIES:

Director Paramski stated that the EUPTA Board has submitted a letter to Great Lakes Shipping regarding their appeal and has heard nothing back.

Drummond IV Status - Paramski reported that the boat is out of the slip and now in dry dock. He stated that MCM Marine is making good progress and appears to be ahead of schedule.

Paramski stated that he is holding weekly progress meetings on the status of the Drummond IV on Wednesday's. All pertinent EUPTA staff, MCM staff and Fabick Cat staff are present or on phone conference.

Paramski stated that on 10/4/17, the progress meeting will be at 7:00 a.m. at MCM Marine and at 8:00 a.m. the Coast Guard will be doing the initial 5 year hull inspection of the Drummond IV.

Paramski reported that the Drummond III had a follow up inspection on 9/27/17 and everything went well. He also reported that the Sugar Islander II will have an annual inspection on 10/24/17.

BUSSING:

Paramski stated that EUPTA's bus driver situation continues to be an issue. He stated he would like the board to think about hiring a full time bus driver with benefits to work under Joe Pins. Paramski stated that EUPTA will need a replacement for Joe when he decides to retire. This person could train with Joe as well as cover needed routes. The board asked how EUPTA would pay for this position and Paramski and Gordon stated that EUPTA receives State and Federal reimbursement money for wages.

IT WAS MOVED by Trustee French **SUPPORTED** by Trustee Kibble to hire a full time bus driver/mechanic. **UNANIMOUS.** Motion carried.

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GENERAL:

Paramski stated that he and Gordon attended a USCG Maritime Security tabletop exercise at LSSU recently.

Paramski stated that several governmental agencies were present. He stated that they were given a scenario and walked through how you would handle it. It focused on being emergency response ready and was good to meet and develop relationships with other agencies.

Paramski stated that EUPTA has advertised for the General Office Assistant as Toni Blanford will be retiring at the end of December. EUPTA received 21 applications and have narrowed the selection down to 7 applicants. Interviews are scheduled for later this week. Paramski stated that the plan is for this person to work with Toni for a couple of months for training purposes.

Paramski stated that he and Gordon will be meeting with Oliver Turner and Jeff Holt on 10/5/17. They will be discussing facility clean up issues as well as a potential parcel of property for a new facility. Paramski stated that EUPTA has applied for capital grant monies for a new building however he is unsure if it will be approved. The current EUPTA building can only be used for public transportation. If both Dial- a -Ride and EUPTA relocated it would revert back to MDOT.

Paramski stated that EUPTA still needs funding for a new Sugar Island ferry. He stated that EUPTA does not have any spare parts for the Neebish Islander and if the Sugar II goes to Neebish eventually EUPTA will have secure funding for a dock reconstruction project at Neebish to accommodate the bigger boat.

Paramski discussed the board code of conduct that was handed out. It will be revised and presented for approval at the next regular board meeting.

Chairman Sasso asked if the board was planning on meeting regarding Director Paramski's performance evaluation at the next meeting.

Director Paramski requested this be done in closed session.

VIII. ADJOURNMENT

Being no further business to come before the Board, **IT WAS MOVED** by Trustee Waltman **SUPPORTED** by Trustee Kibble to adjourn. **UNANIMOUS.** Motion carried. Meeting was adjourned at 3:05 pm. The next regular board meeting is scheduled for Tuesday November 7th 2017 at 2:30 p.m.

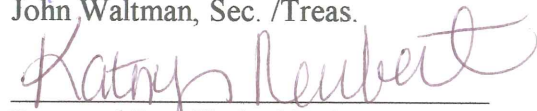
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John Waltman, Sec. /Treas.



Prepared By: Kathy Neubert