

Eastern Upper Peninsula Transportation Authority
Board Meeting Minutes
2/7/2023

1. Call to Order:

Board Chair, John Waltman, called the February 7, 2023 meeting of the Eastern Upper Peninsula Transportation Authority Board to order at 10:30 a.m.

2. Roll Call was taken:

MEMBERS PRESENT: John Waltman, Nicholas Huyck, and Lynda Garlitz

MEMBERS ABSENT: Joe Henne, (unexcused) Phyllis French, (unexcused)

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

3. Additions/Deletions to Agenda: Linda Discussion of interruption of service ferry policy. Add notification time frame receiving information prior to meeting. Discussion regarding CCRC letter received yesterday. Pete added closed session due to Union Issue. It was moved and carried by unanimous vote

MOTION: Nick Huyck SECOND: Lynda Garlitz	Approve Agenda with additions of interruption of service discussion for new policy, notification timeframe of receiving information prior to meetings, discuss CCRC letter, closed session to discuss union issue.
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4. Public Comment: None

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

MOTION: Lynda Garlitz SECOND: Nick Huyck	Approve the January 9, 2023 Regular Meeting Minutes as presented.
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6. Minutes: It was moved and carried by unanimous vote:

MOTION: Nick Huyck SECOND: Lynda Garlitz	Approve the January 9, 2023 Closed Session Meeting Minutes as presented
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7. Finance Director Report:

- Finance Director Gordon reviewed the December 2022 Financials, Electronic transfers and checks.
 - Bussing- There was a 9.5 increase in total revenue for 1st quarter. More business with DHHS and RTW and we have now been contacted by social security administration for transportation to disability reviews. Reviewed graphs. Transportation has continued to grow. There is an increase in revenue, but ridership has not been the same numbers since pre-covid. In large part due to the HBH/NTI contracts not renewed. The non-emergency medical appointments are less riders, but more revenue. Luce County has been busy. Dial A Ride is the only transportation in Luce County.
 - Ferries – Reviewed graphs. 2% decrease in fare revenue and 9.39% increase in expenses.
 - Drummond Island's revenue is down 7% with vehicle traffic down 2%.
 - Sugar Islands' fare revenue increased 3% with a 10% increase in vehicles.
 - Neebish Island had a 21 % increase in fare revenue for 1st Qtr. (smaller numbers make a larger increase)
 - Fuel increased 26.5 % since last year
- **FYE 2024 Resolution of Intent (Application for funding):** Discussion. Three applications were due February 1st. Ferry, Bus, and JARC. FY 2024. We must apply for this every year. It includes the current fuel prices and a general increase in expenses. It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz	Approve the FYE 2024 Resolution of Intent
SECOND: Nick Huyck	(Application for funding) as presented.

- Public notice posted in February 3, 2023 newspaper, as required. In 2024 we are applying for capital items of 15 passenger transit van, 12 passenger transit van with lift, section 70 ferry boat money, as well as vessel and dry dock projects. We were told to throw in money for a new ferry boat. If money becomes available, we can show we have been applying for it. Showing a need is part of the process.

8. Director's Report:

- Facility Update: Facility going well. Inside working on electrical and plumbing. The blocking is installed to hang cupboards, etc. Currently hanging some ceiling drywall, lighting boxes. It is partially heated inside. Windows and doors are not in. Rough-in inspection expected next week.

- Sugar II Update: The ferry came out of yard for repair. The work was accepted by USCG. The Drummond III is winterized and put away. Finance of the repair was covered with \$5,000.00 by insurance and another \$25,000.00 for the rest of the finances. This project was not in the budget as this was an extra, unexpected repair. We are fortunate for our great partnership with USCG. USCG worked very well with us.
- Cashless Fare Collection Update: Breakthrough – met with the IBI project manager and he voiced our concerns on progress. This was brought to IBI senior management and they brought to Bytemark. Bytemark has changed project manager. There is a new atmosphere so far with new change.
- We are working on projects for next year. Possibly bring in the Neebish III for a quick dry dock this summer to get more in sequence. We need to get the COI dates staggered to keep dry docks in the proper rotation. We met with USCG, to bring in this year Neebish III there will probably no work and will refresh COI. This will put us back in sequence. There will be a cost involved, but should be very little work if any. We cannot afford two boats in drydock in the same year. No other vessels scheduled for drydock this year.
- The Neebish II is currently winterized. We are going to wait to advertise for bids in spring so they can see it run. Trustee Huyck suggested to receive an earnest deposit for sea trial from anyone requesting.

9. New Business:

- Third Party Contract Policy- Distributed for board review. Action for next month. One policy adopted in 1990. The procurement process has changed immensely. Procurements are dictated by MDOT. There is no room for discretion when dealing with procuring money. There is a dedicated website via MDOT for this. All we do has to go through MDOT. It supersedes the policy. The procurement process policy must be followed. Recommendation is to delete from policy manual. Suggested to attached web link to the procurement policy. Add link to other policy.
- Interruption of service policy. Trustee Garlitz handed a rough draft of policy she would like to review. Neebish has requested for their own FB page. We can share the page with Sugar Island as a possibility. She would like to have this as an action item for next month.
- Discuss timeframe of information provided to board members for action of five days notification. Last minute is not enough time to research. If an emergency must be dealt with that is okay but the rest need in a timely manner. Review the by-laws and current policy for next meeting.
- CCRC letter received by Robert Laitinen. There seems to be a communications break with CCRC. Would like to see both organizations work together to solve this issue. This issue needs to be hashed out. Contract with Neebish ends one year from March. We have had some conversations with interested parties. We have to put for it out for bids. Advertisements will be posted about 6-8 months before end of current contract. If we

have no one that bids this could become very expensive. Keep in mind the normal is that new operators are praised and by the end of their duration they are not praised. Very cyclical in nature. Good news is the fill in Captain and deckhands are interested in staying on with next operator.

- Closed Session: It was moved and carried by unanimous vote:

MOTION: Lynda Garlitz SECOND: Nick Huyck	Go into closed session to discussion Union at 11:13 a.m. with five minutes for a break
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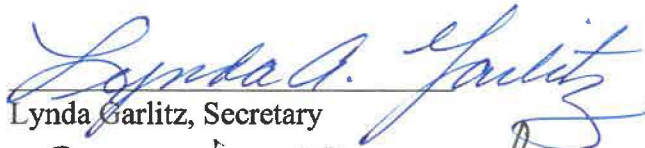
- Open Session: It was moved and carried by unanimous vote:

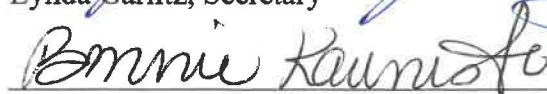
MOTION: Nick Huyck SECOND: Lynda Garlitz	Move into Open Session at 11:50 a.m.
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10. Board Comment: None

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

MOTION: Lynda Garlitz SECOND: Nick Huyck	Adjourn the meeting at 11:05 AM
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Lynda Garlitz, Secretary


Bonnie Kaunisto, Recording Secretary
Board Approved: