



EASTERN UPPER PENINSULA TRANSPORTATION AUTHORITY

4001 I-75 Business Spur

Sault Ste. Marie, MI 49783

Phone: (906) 632-2898 Fax: (906) 632-0988

Email: euptatrans@eupta.net Web: www.eupta.net

Board Meeting Minutes

DATE: Tuesday, May 7th, 2019

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

MEMBERS PRESENT: John Waltman, Phyllis French
Jennifer McLeod Tyson and Conor
Egan (Arrived at 10:40 a.m.)

MEMBERS ABSENT: None

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

**ADMINISTRATIVE
STAFF ABSENT:** None

OTHERS PRESENT: Chuck Lindstrom, MDOT Project Manager and
Brad Kuusinen, Drummond Islander Senior Captain
Capt. John Larson, Sault Ste Marie Police Department

Board Meeting
Page 2
May 7th, 2019

I. CALL TO ORDER:

The meeting was called to order at 10:33 a.m. by Trustee Waltman.

II. ROLL CALL OF TRUSTEES:

All trustees were present with the exception of Trustee Egan who arrived at 10:40 a.m.

III. ADDITIONS/DELETIONS TO AGENDA:

It **WAS MOVED** by Trustee McLeod-Tyson; **SUPPORTED** by Trustee French to accept the agenda as presented. Motion carried.

IV. PUBLIC COMMENT:

None

V. APPROVAL OF BOARD MEETING MINUTES:

With regard to the Board Meeting Minutes for April 2nd, 2019 IT **WAS MOVED** by Trustee McLeod Tyson; **SUPPORTED** by Trustee French to approve said minutes. Motion carried

VI: FINANCIAL REPORT:

IN GENERAL:

Finance Director Gordon presented the electronic funds report.

Gordon also passed out graphs that cover the first and second quarter for each individual ferry system as well as the bussing system.

Gordon stated that all of the signature cards are up to date for Central Savings Bank and M Bank. Drummond Island Credit Union and Chippewa County Credit Union signature cards will be done soon. These were not as crucial as we don't use these to pay our general operating expenses.

BUS SYSTEM:

EUPTA has just received a contract to purchase a transit van and a bus. The contract has been signed and sent to MDOT for final approval. Once we receive the approved contract back, we can order the two vehicles. Once ordered, it can take up to six months for delivery.

EUPTA's regular cash/walk on fare revenue is down 6% or \$2,400. Contract fares are up due to the Sault Tribe added runs and Boys and Girls Club after school program.

Indian Trails commission is down probably due to more online sales. We do receive a minimum commission from them but we will be approaching Indian Trails for a possible increase. We handle just as many customers but many of them purchase their tickets online therefore we are missing out on that sale. Some of our customers are very time consuming and we spend as much as an hour per transaction of customer service on them. Indian Trails has changed their schedule and will now be arriving an hour earlier. EUPTA currently has a staff person coming in at 6:30 a.m. to be available when the bus arrives however when the change takes effect, we will not have a staff person at the office. The entry way is open and heated for customers to wait for the bus.

Overall expenses are up less than \$1,000 or .38%.

FERRY SYSTEM:

EUPTA's online/office sales have been slowly increasing as people are aware of this from our website and those that prefer to come in and use their credit/debit card.

Our expenses have increased around \$5,700 compared to last year so far YTD. You can see spikes and dips amongst the different line items.

Vehicle and passenger counts have increased 7% overall. The Jeep the Mac event was held in April and there were some increases in cash fares.

EUPTA has created a task force to have dialogue about fare adjustments. We've met once and will be meeting again next week. Gordon stated she has put together an initial analysis to open up conversations and ideas amongst the crew. The committee consists of front-line staff from Drummond Island and Sugar Island as well as Gordon and Paramski.

Trustee Egan asked if there was any progress on an electronic fare system. Paramski and Gordon reported that there has been no change with finding an appropriate system for our unique needs.

VII: DIRECTORS REPORT

IN GENERAL:

Paramski and Gordon attended the Rural Transit Managers Workshop last month and there was a brief session on procurement. They are always changing rules with these policies and the State has recently put out a blanket policy that includes all of the current FTA and State requirements. EUPTA used this policy and put all of our relevant information in it and would like to include it in our policy manual.

IT WAS MOVED by Trustee McLeod Tyson; **SUPPORTED** by Trustee Egan to approve the Procurement Policy as presented. **UNANIMOUS.** Motion carried.

Paramski stated that while at the Rural Transit Managers Workshop, a lobbyist for the FTA gave an update. Paramski stated that there is a new transportation bill being proposed at this time. This proposal would add a .45 fuel tax increase at the gas pumps. This would include .15 cents on October 1st 2019, .15 cents in April 1st 2020 and another .15 on October 1st 2020. Paramski stated that a problem with this proposal is that the new additional funding would not go through Act 51 formula. Act 51 formula which is how the state pays out the Michigan Transportation Fund. The gas tax money is collected at the pump and then 39% goes to MDOT and 39% goes to Counties and 22% goes to Cities and Villages. Paramski stated that never in the history of the State has money not gone through this formula to be distributed. What is being proposed at this time is to give the majority of the money to the State roads which is highly opposed by the Transit people. Trustee McLeod-Tyson stated to keep in mind moving forward if at any time there is anything she can do in her role Tribal leader in regards to contacting people about how these funds will be distributed for our area, she will make those calls.

FERRY SYSTEM:

Paramski stated they EUPTA is looking at a proposed schedule change for our Drummond Island operation. There will also be a proposed Sugar Island Ferry schedule change at a later date. Paramski handed out a proposed schedule changes for the boards review and comment. No decisions were made regarding any schedule changes and this item was tabled until a later date. Discussion commenced regarding a few runs in the winter schedule that traffic counts indicated low ridership and whether or not it was economically feasible to continue these runs. Further information will be sought and no decisions were made at this time. This item was tabled.

Paramski stated that EUPTA is still working with Lansing to obtain funding for a new facility.

Board Meeting
Page 5
May 7th, 2019

Paramski stated that the bids came in for the Neebish Island Ferry Naval Architect shortly after the last board meeting. EUPTA is waiting on MDOT to approve the contract.

Paramski stated that the drydocking for the Drummond III is due next summer. He stated that due to the size of this project, he is proposing putting the boat in Dry Dock in late November or early December. He stated that the blasting and painting can't be conducted due with weather limitations, but the engines could be pulled out in the middle of the winter to be rebuilt so they are ready when the drydocking is completed in the spring. Paramski stated that this would mean that there would be no back up boat available meaning that if there was a break down of one of the other boats EUPTA would have to work around the clock to fix the problem.

BUS SYSTEM:

Paramski reported that EUPTA has a bus driver crisis again. Paramski stated that our wages are competitive with other transit agencies however they are not high. At this time EUPTA only has one full time driver with benefits and retirement. Paramski stated that in the near future, we may need to create one or two additional, full-time positions. Paramski and Gordon need to look at numbers and see if this is something EUPTA can afford.

EUPTA has been doing some interviews for temporary deckhands for the summer.

VIII. BOARD COMMENT:

None

IX. ADJOURNMENT

Being no further business to come before the Board, **IT WAS MOVED** by Trustee French; **SUPPORTED** by Trustee Egan to adjourn. **UNANIMOUS**. Motion carried. Meeting was adjourned at 12:02 pm. The next regular board meeting is scheduled for **Tuesday June 4th at 10:30 a.m.**

Jennifer McLeod Tyson
Board Secretary

Prepared By: Kathy Neubert
Administration Assistant

Board Meeting
Page 5
May 7th, 2019

Paramski stated that the bids came in for the Neebish Island Ferry Naval Architect shortly after the last board meeting. EUPTA is waiting on MDOT to approve the contract.

Paramski stated that the drydocking for the Drummond III is due next summer. He stated that due to the size of this project, he is proposing putting the boat in Dry Dock in late November or early December. He stated that the blasting and painting can't be conducted due with weather limitations, but the engines could be pulled out in the middle of the winter to be rebuilt so they are ready when the drydocking is completed in the spring. Paramski stated that this would mean that there would be no back up boat available meaning that if there was a break down of one of the other boats EUPTA would have to work around the clock to fix the problem.

BUS SYSTEM:

Paramski reported that EUPTA has a bus driver crisis again. Paramski stated that our wages are competitive with other transit agencies however they are not high. At this time EUPTA only has one full time driver with benefits and retirement. Paramski stated that in the near future, we may need to create one or two additional, full-time positions. Paramski and Gordon need to look at numbers and see if this is something EUPTA can afford.

EUPTA has been doing some interviews for temporary deckhands for the summer.

VIII. BOARD COMMENT:

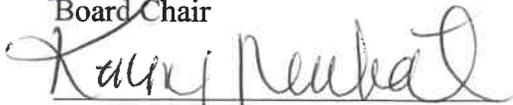
None

IX. ADJOURNMENT

Being no further business to come before the Board, **IT WAS MOVED** by Trustee French; **SUPPORTED** by Trustee Egan to adjourn. **UNANIMOUS**. Motion carried. Meeting was adjourned at 12:02 pm. The next regular board meeting is scheduled for **Tuesday June 4th at 10:30 a.m.**



John Waltman
Board Chair



Prepared By: Kathy Neubert
Administration Assistant