



EASTERN UPPER PENINSULA TRANSPORTATION AUTHORITY

4001 I-75 Business Spur

Sault Ste. Marie, MI 49783

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Board Meeting Minutes

DATE: Tuesday August 13th, 2020

PLACE: 4001 I-75 Business Spur
Public Comment/Zoom Electronic Meeting

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

All Trustees were present

III. PLEDGE OF ALLIGIENCE:

IV. ADDITIONS/DELETIONS TO AGENDA:

Trustee Garlitz asked to add November board meeting date to the agenda as the current date for the meeting is 11/2/2020 which is election date.

Trustee Henne asked to add 911 information per the last board meeting to the agenda.

IT WAS MOVED by Trustee German; **SUPPORTED** by Trustee Henne to approve the agenda with the noted changes. **UNANIMOUS; MOTION CARRIED.**

V. PUBLIC COMMENT:

None

VI. APPROVAL OF BOARD MINUTES JULY 7TH 2020.

IT WAS MOVED by Trustee Henne; **SUPPORTED** by Trustee German to approve the July 7th, 2020 Board meeting minutes. **UNANIMOUS; MOTION CARRIED.**

VII. FINANCIAL REPORT

IN GENERAL

Finance Director Gordon presented the Electronic Funds Report.

BUSSING:

Gordon stated that fares for the month of June were down 52% and YTD EUPTA is down 18% compared to 2019. Passengers are down 39% for June and 17% for the year. Gordon noted that the agencies EUPTA has contracts with are still not running their programs so EUPTA has not been transporting their clients. Gordon reported that on a better note, the Rides to Wellness program is taking off and through June EUPTA has been able to bring in just over \$6200 in revenue that we

didn't have a year ago. Gordon stated that EUPTA is able to bill at a higher fare for these non-emergency medical transportation rides. This funding is through a grant with the Michigan Transit Connection. Gordon also reported that she is hopeful that EUPTA may be receiving a minivan through WMH's Superior Health Foundation Grant. This could possibly allow EUPTA to have an additional vehicle for Rides to Wellness transportation.

Gordon stated that in addition, the Federal CARES Act funding has greatly helped with the additional COVID related expenses and lost revenue due to the pandemic. This has allowed us to continue operating in the black.

FERRY SYSTEM:

Gordon reported that the ferry's experienced a 34% increase in fares for the month of June. This was due mostly to the surge in commuter ticket sales prior to the July 1st fare increase. Most of the increase in ticket sales were at Sugar Island.

Gordon stated that overall, vehicle traffic is down 9% or just over 30,000 vehicles. Passenger traffic is down 15% or just over 85,500. Most of the decline in traffic occurred in March, April and May when the executive "Stay at Home" order was in place.

Gordon went over EUPTA's 3rd quarter graphs.

Trustee French asked if there was a need for adjustment on the Neebish Island ferry due to the number of specials. Gordon was asked to provide the board a break down of special trips for the next meeting.

VIII. DIRECTORS REPORT

Director Paramski stated that the Drummond Islander III drydocking project has made a lot of progress during the last few weeks. Paramski stated that sea trials have been pushed back to the week of 8/24/2020.

Paramski reported that the Neebish Islander III plans and specs are near completion. Paramski stated that a new set of plans were sent out and revisions were made. A plan meeting was held and a new set of plans was distributed with the new revisions.

Paramski stated that he forwarded the IBI report to the board when he received it. Paramski went through the five options that were presented by IBI including pros and cons of each different system. Paramski stated that the report indicates that mobile ticketing is the lowest capital cost and the most favorable solution for EUPTA as a supplementary fare collection option.

Trustee French noted that when EUPTA started this process we were not looking to go cashless; we

we're looking for an option to use credit cards. Paramski stated that the credit card system we have is very fragile and he doesn't think it was meant to do 200 transactions a day. Paramski stated that he does not feel like the system EUPTA has is the end all and other options need to be looked at. Internet service was also discussed and the difficulty that the Drummond Ferry has with Bluetooth. A discussion was had about the First Net service that was added to assist with this issue.

There was also a discussion regarding the number of people who don't have smart phones to use the mobile ticketing app.

Paramski stated that EUPTA has a meeting with IBI later in the day to go over options.

Gordon reported that there is a grant for the initial cost of a new system, however operating costs are reimbursed at 50%.

Paramski spoke regarding liability insurance for EUPTA employees and board members. Finance Director Gordon also spoke about the Jones Act which covers maritime employees performing maritime tasks.

Paramski stated that Indian Trails resumed service as of 8/8/2020. Paramski stated that EUPTA will not be selling tickets in the office, however they can pay the bus driver or buy their ticket online. EUPTA will remain a drop off/pick up spot for the bus.

Paramski stated that he spoke with Missy Robbins regarding emergencies at the boat. It was recommended that EUPTA keep doing what they are currently doing regarding emergencies. It will remain a case by case situation. Paramski stated that 911 dispatchers are trained to make medical emergency decisions.

IX. BY-LAW DISCUSSION

A discussion regarding the By-Laws occurred.

IT WAS MOVED by Trustee Garlitz; **SUPPORTED** by Trustee German to table the BY-LAW discussion until next month. **UNANOMOUS**; Motion Carried.

X. CLOSED SESSION:

IT WAS MOVED by Trustee Garlitz; **SUPPORTED** by Trustee German to go into closed session for a property update. A roll Call vote was taken: Trustee German – Yes, Trustee Henne, Yes, Chairman Waltman – Yes, Trustee Garlitz – Yes.

IT WAS MOVED by Trustee French; **SUPPORTED** by Trustee Garlitz to return to open session at

11:45 a.m. **UNANOMOUS**; Motion Carried.

IT WAS MOVED by Trustee German; **SUPPORTED** by Trustee Garlitz to accept the purchase agreement presented to the board for said parcels property pending final revisions from EUPTA's attorney, noting that all funds for purchase of property and new building are from grants. **UNANOMOUS**; Motion Carried.

XI: NEW BUSINESS

The November meeting date was discussed and will be changed to Thursday November 12th 2020 at 10:30 a.m.as November 3rd is Election Day.

IT WAS MOVED by Trustee Garlitz; **SUPPORTED** by Trustee German to move the November meeting date to Thursday November 12th 2020 at 10:30 a.m. **UNANOMOUS**; Motion Carried.

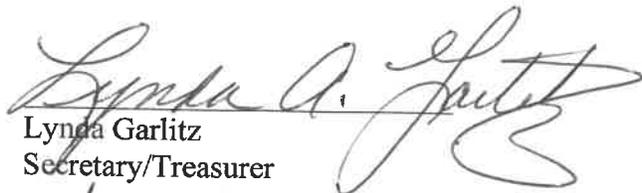
XII. BOARD COMMENT

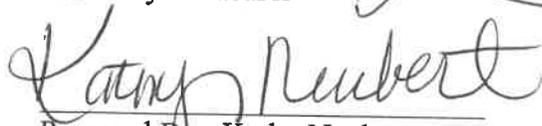
Trustee Henne asked about EUPTA's website and was given the web address for it. Director Paramski stated it is used for several things and gave an example that an RFP is currently advertised on there at this time. He also stated that any delays for the ferries are also announced on the website. Trustee Garlitz also stated that EUPTA puts information on the Facebook pages as well as the website.

XIII. ADJOURNMENT

Being no further business to come before the Board, **IT WAS MOVED** by Trustee Garlitz; **SUPPORTED** by Trustee Henne to adjourn. **UNANIMOUS**. Motion carried. Meeting was adjourned at 11:51 a.m. The next regular board meeting will be held September 1st at 10:30 am.

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Lynda Garlitz
Secretary/Treasurer


Prepared By: Kathy Neubert
Administrative Assistant