



Bis-Man Transit Board Meeting Minutes

January 28, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

Attending:	President Marge Ellefson	Vice President Ben Ehreth
	Sec./Tres. DeNae Kautzmann	Michael Wagner
	Terry Woelber	Kim Badenhop
	Steve Heydt	Jeannie Pederson
	Kim Stevenson	
Absent:	Glenn Lauinger	
Staff:	Roy Rickert	Gary Schumacher
	Nate Vatnsdal	Kalen Ost
	Marisa Streett	
Guests:	Steve Saunders	Robin Werre
	Shawna Piatz	Al Wangler

Meeting was called to order at 11:47 a.m. by President Marge Ellefson.

Consent Agenda: Ben Ehreth moved to accept Items 1-6 on the consent agenda. Jeannie Pederson seconded the motion. Kim Badenhop asked for a short explanation of the United Way report. Kalen Ost explained the format of the report came from the United Way site. Motion carried unanimously.

Old Business

Vacant Board Position: Marge Ellefson introduced Shawna Piatz and Robin Werre and informed the Board that Karel Sovak was unable to attend the meeting due to a work conflict. Shawna Piatz and Robin Werre spoke briefly about their interest in Bis-Man Transit Board and their respective background. Steve Heydt said he and Marge Ellefson would meet to discuss the applications and at the February Transit Board Meeting will report to the Board with recommendations. The term of this vacant Board position runs through April 2017.

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

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Strategic Plan Prioritization: Roy Rickert said the Board and he planned to address the fixed-route system, paratransit system, marketing, fiscal management, human resources and plans and regulations. Roy Rickert said he was working to get community involvement in the process by meeting with groups such as University of Mary, Bismarck Mandan Development Association and the Downtowners. Public Listening Sessions are scheduled for Jan. 29, Feb. 3 and 10. At these sessions the public will be able to weigh in on what they expect from public transportation in their community. Following these listening sessions, a plan will be developed to increase system efficiency, public hearings will be held, and a plan submitted for approval by Bis-Man Transit Board and the City of Bismarck. The timeframe for completion is this summer. If the budget allows, the system may be rebranded and a financial manager hired. Board members may contact Roy Rickert or Kim Badenhop by February 10 regarding the prioritization of the issues. DeNae Kautzmann said the organization is still incorrectly entering financial data into QuickBooks. It was recommended that Roy contact the City of Bismarck grants officer to learn how to track the various grants and correctly enter the income and expenditures.

Procurement Policy: Roy Rickert said he had spoken with Kim Badenhop, who had reviewed the policy, but he had not yet had a chance to input her changes, and he planned to have the final draft for the February Transit Board meeting. Roy Rickert said FTA contacted him and said the organization would need to provide an example of procurement utilizing the policy. This procurement would be for paratransit vehicles.

New Business

Employee Reviews: Roy Rickert asked the Board for the permission to create a review process that would be used to determine raises for CND employees that are not under contract. The raises would be performance-based through qualitative and quantitative analysis. Steve Heydt moved for Roy Rickert to perform evaluation of quality and quantity of those non-contracted employees' work that is performance-based and could result in as much as a 5-percent raise. Ben Ehreth seconded the motion. Steve Heydt amended the motion to be retroactive to January 1, 2016, and Ben Ehreth seconded the amended motion. Amended motion carried unanimously.

Executive Director Report

Bus Procurement: Roy Rickert said bid proposals had been received by the State and were being reviewed. If there are no hold-ups, availability could be as soon as a few weeks. Jeannie Pederson asked how many paratransit buses would be ordered. Roy Rickert said up to four, but that the budget would be reviewed prior to the order being made.

DOT Quarterly Meeting: Roy Rickert said the state funding has been cut by about 13 percent. This loss in funding will have a significant impact on the budget. New draft budget language presented to the Finance Committee.

Medicaid Payment: Roy Rickert said that at the quarterly DOT meeting a number of organizations reported not having received funding from Medicaid. Due to the amount of work this process requires with potentially not receiving money, or receiving it months after it is billed, Roy Rickert recommended evaluating if this was a program to continue utilizing. The problem occurs when the

rider is Medicaid eligible when booking the reservation, but becomes ineligible prior to, or on the day, of the ride.

Ridership Stats: Roy Rickert said 2015 ridership was down 6.16 percent from 2014, with the paratransit down about 8 percent, and the fixed route down about 3 percent. Based on RouteMatch reports, the CAT has an on-time performance of 95 percent when factoring only late, but that percentage drops to 65 percent when factoring early arrival at timing points. Nate Vatnsdal said drivers will need to do a better job monitoring the time during each route, and waiting at a timing point if running early.

University of Mary Service: Roy Rickert said he continues to talk with leadership at the University of Mary and on Feb. 8 will meet with them to see a more developed concept of what they want from public transportation. U-Mary has conducted a survey that received a strong turnout and the university's leadership are building their case within the community. Roy Rickert said it might be worth examining a student fee payment structure that would create matchable funds.

Role of the Board Document: Roy Rickert reported Central NoDak Development Corporation received the Role of the Board document and approved it. The document will be brought to the February Board meeting for final approval.

Staff Updates: Roy Rickert said the Maintenance Manager Chuck Frankfurth recently suffered an accident on the premises. The organization wishes him a quick recovery, but at this time it appears he will be out for a couple of months. The summer part-time employee, Daniel Lawrence, had been contacted and is providing about 20 hours of work a week until the Maintenance Manager returns.

BSC Incident: Roy Rickert said the organization received positive feedback of the temporary route alterations and social media updates that resulted from the lockdown at Bismarck State College.

APTA Membership: Roy Rickert said the organization is now an APTA member. Any Board member that would like to have a profile on the web site can register and access their resources.

Committee Updates

Administrative Committee: Kim Badenhop said the committee will present a recommendation for consideration at the February Transit Board meeting.

Finance Committee

CND Contract: DeNae Kautzmann said the CND contract is negotiated for a 3- to 5-percent increase on an annual basis. Though the contract runs from July to June, in the past, those increases had been made in January. The committee's recommendation is not have a double payment, and meet with CND in June to discuss that increase. DeNae Kautzmann so moved and Kim Badenhop seconded. Ben Ehreth asked if we were double paying, and DeNae Kautzmann said Glenn Lauinger had concerns about an increase in June that had been determined off an increase made in January. Ben Ehreth asked, from a personnel perspective, if CND employees would not then receive the benefit of the contract increase. DeNae Kautzmann said the contract increase doesn't bind CND to increase

salaries and the possibility exists that CND receives a contract increase and doesn't give its employees wage increases. Motion carried unanimously.

CND Request: DeNae Kautzmann said the CND contract is based on a bid and is based on salary, fringe benefits and consultants/miscellaneous. However, for the Administrative Committee to assess whether or not to bring administration in-house, the committee needs to know what each contracted individual receives for salary and fringe benefits, and if the consultant/miscellaneous cost is being spent. DeNae Kautzmann said the committee has asked for that information, but that it has not been forthcoming from CND. Without that information, the Administrative Committee cannot make an informed recommendation, nor can the Finance Committee create recommendations for an annual budget or subsequent years' budget projections. The Administrative Committee also needs to know what the leave balances are for each employee in order for determining if CND employees will retain those balances, or if those balances are zeroed out if the Transit Board brings administration in-house. DeNae Kautzmann moved for those items (individuals' salary and fringe benefits costs, leave balances, and the use of consultants/miscellaneous allocations) be requested from the CND Board and supplied within the next two weeks. Kim Badenhop seconded the motion. Steve Heydt suggested the requested information only be shared with the committees and the full Board receive the total but now the breakdown. DeNae Kautzmann amended the motion to include individual salaries only be used by the committees, and not by the full Transit Board, and Kim Badenhop seconded the amended motion. Amended motion carried unanimously.

Schumacher Transportation Contract: DeNae Kautzmann said the Finance Committee did not discuss the contract, and has no recommendation, but the contract states there is a non-negotiable annual 3-percent increase. This increase would need to go into effect beginning July 1. Gary Schumacher said the contract was increased annually and it had previously been assumed this would go into effect on January 1. DeNae Kautzmann said this would need to revert to July because if the increases went into effect in January, the first raise under the contract would have been in six months and not on the annual basis. Also, DeNae Kautzmann said according to the contract, all the vehicles used in operation must be owned by the City of Bismarck and taxis would no longer be used for paratransit rides. The Board will need to explore this further with Gary Schumacher due to liability issues.

RouteMatch: DeNae Kautzmann asked why RouteMatch was still billing the organization. Roy Rickert said those charges were for annual fees, and did not relate to past invoices. Roy recently met with RouteMatch and determined the organization was not receiving invoices. Through the meeting, the discrepancies were straightened out.

The meeting adjourned at 12:59 p.m.

Minutes by DeNae Kautzmann, Secretary/Treasurer and Kalen Ost, Marketing Director and Mobility Manager