



## Bis-Man Transit Board Meeting Minutes

February 25, 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	Terry Woelber
	Kim Badenhop	Jeannie Pederson
	Kim Stevenson	
Absent:	Glenn Lauinger	Steve Heydt
	Michael Wagner	
Staff:	Roy Rickert	Gary Schumacher
	Nate Vatnsdal	Kalen Ost
Guests:	Steve Saunders	Karel Sovak

Meeting was called to order at 11:36 a.m. by President Marge Ellefson.

**Consent Agenda:** Kim Badenhop moved to pull minutes from the consent agenda and accept rest of the consent agenda. Ben Ehreth seconded the motion and it carried unanimously. Following explanation of the minutes, Kim Badenhop moved to approve the minutes. Jeannie Pederson seconded the motion and it carried unanimously.

### Old Business

**Karel Sovak Introduction:** Karel Sovak introduced himself as an applicant for the vacant Board position. He has been with University of Mary since 2005.

**Procurement Policy Draft:** Roy Rickert introduced the draft that he and Kim Badenhop worked on. Kim Badenhop moved to accept the document, with typographical errors (capitalization,

punctuation, abbreviations) raised by DeNae Kautzmann corrected. DeNae Kautzmann seconded the motion and it carried unanimously.

**Role of the Board:** Roy Rickert introduced the draft from the September 2015 meeting that received approval from the CND Board. Ben Ehreth moved to approve the document with edits including changing “CND” to “Administration Contractor” and typographical errors. Jeannie Pederson seconded the motion and it carried unanimously.

**Strategic Plan:** DeNae Kautzmann moved to accept the core values with an item in the third bullet changed to “team”. Kim Badenhop seconded the motion and it carried unanimously. DeNae Kautzmann moved to approve the goals and objects in the Priorities, Goals and Objectives. Ben Ehreth seconded the motion. Amendments were suggested for the second objective on Page 2 changed to “designing and implement a plan to enhance the fixed route system.” DeNae Kautzmann amended her motion and Ben Ehreth seconded the amendment. The amendment carried unanimously. The motion carried unanimously.

**Listening Session:** Roy Rickert summarized the results of the three listening sessions held in late January and early February. The sessions resulted in many inquiries into fixed route service to the University of Mary, and if there would be changes to the frequency, hours of operation or route structure to the fixed route system. On the paratransit side, the questions revolved around on-time performance and trip duration.

### **Executive Director’s Report**

**Building Damage:** The Transit Center was damaged during high winds earlier in the month, as a large, aluminum lid blew off the building. It will cost just under \$2,000 to repair.

**Bus Procurement:** The State of North Dakota is restarting its bid for paratransit buses. The schedule is for bids to be open on March 4. Roy Rickert will talk to the State to determine if grants can be extended to pay for those vehicles because the grants are set to expire in June.

**Federal Funding:** The funding has decreased by about \$356,000 from the previous year. The organization was also receiving STIC funding that explains overages in the previous year’s budget. When Roy Rickert does the NTD reports due in April, he will be able to determine if the previous reports done by previous directors were done correctly, and if there is a way to recoup some of that money.

**U-Mary Meeting:** Roy Rickert and Steve Saunders attended a meeting with University of Mary representatives, and will meet with a community task force on March 10.

**Rebranding:** Roy Rickert said a system rebrand is something the Board needs to think about. There are instances in policies in which it is unclear which aspect of service a policy applies, and a system in North Dakota was already branded “CAT” prior to Capital Area Transit.

**Finance Manager:** The organization continues to search for a Finance Manager. Roy Rickert said it is proving to be a bigger challenge than he would have imagined.

**QuickBooks:** Subaccounts have been added to the organization's marketing software to better define spending and income. Roy Rickert and Shanda Scharnowske have had talks with Glenn Lauinger and the City to ensure those changes will match what is required of the organization.

**United Way Funding:** United Way announced they have reached their fundraising goal in the beginning of February. Subsequently Bis-Man Transit will receive the \$11,000 marked for the organization.

**APTA Conferences:** Kalen Ost is attending the Marketing conference in Phoenix, and Roy is planning to attend a conference focusing on working with universities. A conference in San Antonio is available for Board members. Roy Rickert suggested 1 or 2 Board members attend that conference, saying he had spoken with other individuals who attended the conference in the past, and learned a lot. An action item will be included for the March Board meeting to determine who to send to the conference.

## **Committees**

**Administrative Committee:** Kim Badenhop presented a document that was the committee's recommendation to no longer contract for administrative functions and bring the administration functions in house. DeNae Kautzmann moved to accept the document. Ben Ehreth seconded the motion and it carried 6-1.

**Finance committee:** DeNae Kautzmann reported the committee had a budget draft that needed revision following cuts in funding. A new draft will be presented at the March Board meeting.

**Board Application Committee:** Jeannie Pederson moved to vote to fill the vacant Board position. Kim Stevenson seconded the motion. Karel Sovak was voted to fill the vacant Board position. Following the vote, it was noted the correct process was not followed. The meeting was closed at 1:50 p.m. and then reopened at 1:52 p.m. and a call for nominations was held. Jeannie Pederson nominated Shawna Piatz, Robin Werre and Karel Sovak. Ben Ehreth seconded the nominations and it carried unanimously.

**5310 Grant:** Roy Rickert said he was filling out a 5310 grant and would get it to the MPO shortly. He was applying for two paratransit buses that would each cost about \$80,000. DeNae Kautzmann moved to approve going forward with the grant for the cutaway buses. Ben Ehreth seconded the motion and it carried unanimously.

**Board Application:** Kim Badenhop moved to accept applications for the Annual Meeting until March 21. Applicants are invited to attend the March Board meeting. DeNae Kautzmann seconded the motion and it carried unanimously.

**Closed Session:** The Board entered into a closed session at 2 p.m. The closed session adjourned at 3:24 p.m.

**Adjourned:** Jeannie Pederson moved to adjourn the meeting and was seconded by Ben Ehreth. The meeting adjourned at 3:25 p.m.