



Bis-Man Transit Board Meeting Minutes

April 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	Terry Woelber
	Steve Heydt	Kim Badenhop
	Kim Stevenson	Glenn Lauinger
	Karel Sovak	
Absent:	Jeannie Pederson	Mike Wagner
Staff:	Roy Rickert	Gary Schumacher
	Kalen Ost	
Guests:	Steve Saunders	Mike Thomas

Meeting was called to order at 11:40 a.m. by President Marge Ellefson.

Consent Agenda: DeNae Kautzmann moved to approve the consent agenda. Ben Ehreth seconded the motion and it carried unanimously.

Old Business

February 2016 Financial Report: Roy Rickert answered a question about a negative value on federal funds that Kim Badenhop asked about during the March Board meeting. The federal funds were from 2015, but were received in 2016, and the negative value was an adjustment to the books.

Training Expectations: Gary Schumacher said Craig Sjoberg is in training during the next week to become certified as an instructor. Following training, Craig Sjoberg will move into an office on May 15. Training for employees will happen during their workday. Training materials will come from

the North Dakota Safety Council and the Department of Transportation. Gary Schumacher said he expected having training materials to the office by the end of the first week in May. CAT drivers will be trained within 30 days, paratransit drivers trained within 45 days and taxi drivers trained within 90 days. DeNae Kautzmann moved to have a report submitted to the Executive Director weekly that includes the training schedule, as well as the dates, times, topics and an attendees sign-off sheet. Karel Sovak seconded the motion and it carried unanimously.

New Business

Kramer Agency Insurance Presentation: Mike Thomas presented a short report to the Board that included describing coverage of general liability for Transit Board members. Board members are covered under a \$2 million limit. Mike Thomas said the City of Bismarck's RFP for transit brokerage is requesting \$3 million coverage, but NDIRF doesn't offer that. Mike Thomas asked if the City of Bismarck would consider lowering the requirement back to \$2 million, and Steve Saunders said the City would. Roy Rickert asked about an increase of about \$4,000 for vehicle insurance coverage. Mike Thomas said NDIRF rates a number of factors, including claims. Roy Rickert asked if Mike Thomas could generate a report that details the number, and type, of accidents, incurred.

Point of Order: Following the presentation, DeNae Kautzmann pointed out only Board Members can ask questions of staff during the Board meeting.

Fixed Route & Paratransit Changes: Roy Rickert presented proposed alterations to the fixed route system. More timing points will likely be added. Along with changes to the fixed route, a recertification process will be required for the paratransit system. A demand response system will also be available for any rider from 7 p.m. to midnight. Kim Badenhop moved for Roy to continue to develop the plan and it will be revisited for final approval at a later date. Steve Heydt seconded the motion and it carried unanimously.

Executive Director's Report

Paratransit Buses: Four cutaway buses have been ordered and the order is expected to be completed before the end of the year. Grants have been extended to pay for the buses.

International Bus Disposal: The two International buses have been sold for \$10,100 each. The money from the sale of those buses will be used in the purchase of future vehicles.

Finance Manager: Elliot Rust has been hired as Finance Manager and will begin work on May 2.

NTD: NTD is April 29. The report is complete, but Roy Rickert said he wanted to go through it once more before submitting it.

Maintenance Staff: Chuck is still progressing, but is expecting to be out a few months.

APTA: Roy Rickert attended the Universities conference in Grand Rapids, Mich. It was a good conference because transit-related individuals, as well as university-related individuals, and university students attended. The paratransit bus conference is in two weeks, and will be attended

by Roy Rickert and Shanda Miller. Board members DeNae Kautzmann and Kim Badenhop were attending a Board conference on April 30.

Presentation: Roy Rickert was invited to speak at a Sertoma Club meeting earlier in the week. The presentation went well.

RFP: Ben Ehreth suggested more concrete language be added about the succession plan. Roy Rickert said he put the office manager position in place until things become finalized.

Committees

Administrative Committee: No Report.

Finance committee: No Report.

Board Application Committee: No Report.

Comments: None

Adjourned: DeNae Kautzmann moved to adjourn the meeting and was seconded by Karel Sovak. The meeting adjourned at 2:20 p.m.