



Bis-Man Transit Board Meeting Minutes

May 26, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Mike Wagner
	Marge Ellefson	Kim Badenhop
	Kim Stevenson	Glenn Lauinger
	Karel Sovak	Jeannie Pedersen
Absent:	Terry Woelber	
Staff:	Roy Rickert	Gary Schumacher
	Craig Sjoberg	Elliot Rust
	Shanda Miller	Kalen Ost
Guests:	Steve Saunders	Jonathan Sanstead

Meeting was called to order at 11:324 a.m. by President Ben Ehreth.

Consent Agenda

Approval: Steve Heydt moved to approve the consent agenda. Mike Wagner seconded the motion and it carried unanimously.

Regular Agenda

Insurance: The contract is ambiguous and past performance under the contract will be taken into consideration when interpreting its meaning. The past understanding under the contract was that Mr. Schumacher was to insure Taxi 9000 vehicles. DeNae Kautzmann noted that the contract specifically excludes the use of Taxi 9000 vehicles in the performance of the contract. Ben Ehreth moved to table discussion and wait for the executive session. Steve Heydt seconded the motion and it carried.

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

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Consideration of Status of Bis-Man Transit Brokerage Services for City of Bismarck:

Steve Saunders said the City of Bismarck has approved Bis-Man Transit to be the provider for the next five years, beginning January 1, 2017. Rachel Drewlow will be conducting the negotiation process. Kim Badenhop moved to have staff work on negotiations and the Board will review it prior to it being signed. Steve Heydt seconded the motion and it carried unanimously.

Consideration of Fixed Route/Paratransit Changes: Roy Rickert presented proposed changes to the fixed route and paratransit systems, as a result of the Mobility 2017 study, listening sessions, surveys, and meetings with city leadership. Roy Rickert said he would like to hold a public listening session prior to the public hearing with the City of Bismarck to help try to answer any questions the public may have. Roy Rickert said they will need to advertise for the public hearing twice in 30 days and will also need to advertise the listening session. DeNae Kautzmann moved to approve the document changes to the fixed route and paratransit systems, as well as advertise for the public hearing that will be before the Bismarck City Commission in July. Karel Sovak seconded the motion. Steve Heydt amended the motion to have Roy Rickert or Nate Vatnsdal review a suggested change to one of the Mandan routes. Karel Sovak seconded the amendment. The motion carried as amended.

Consideration of Leases: Roy Rickert presented the new lease for West River Transit that included a 7% increase on a one-year term. Karel Sovak moved to accept the new lease. Kim Badenhop seconded and it carried unanimously.

APTA Board Conference Summary: DeNae Kautzmann and Kim Badenhop presented their experience from the APTA Board Conference attended earlier in the month. Both agreed the conference would be a positive experience for more Board members to attend.

Executive Director's Report

Transfer Point: Roy Rickert expressed concern over the space allotted for transfers at Kirkwood Mall's parking lot once the transfer point is moved to the south of the building. He will propose the City Commission allow the organization to temporarily move to the east side of the property on 7th and Front, but a permanent solution is still needed. Steve Heydt moved to allow Roy Rickert to make the proposal to the City Commission. DeNae seconded the motion and it carried unanimously.

Staff: Roy Rickert introduced Finance Manager Elliot Rust.

NTD: Roy Rickert said the paperwork has been completed for the report, and will be approved by the Board before the report is sent back to the FTA.

Triennial: Roy Rickert said FTA is closing the procurement policy procedure findings after receiving the updated paperwork.

Dump the Pump: Roy Rickert said the organization will promote Dump the Pump with social media posting and posters.

APTA Paratransit Conference: Roy Rickert said the paratransit conference attended by he and Shanda Miller was full of informational sessions and they were able to make a number of good contacts as the service moves forward.

Photo ID Makers: Roy Rickert said the organization is looking at purchasing hardware and software to create its own ID cards. These cards would be given to ADA-eligible riders and individuals over the age of 65 two swipe on the fixed route fare boxes to qualify for a free one-way ride.

Committees

Administrative Committee: Kim Badenhop said after the Board meeting, members were planning to meet to schedule their next meeting.

Finance committee: No Report.

Board Application Committee: Steve Heydt said he would like to be proactive and discuss individuals of interest as potential Board candidates.

Other Business

Audit: Glenn Lauinger said Elliot Rust received a copy of the preliminary audit, and he believed he would be able to fix 2 of the 3 findings immediately. The third finding, an investment with Inland America, cannot be altered until the investment is liquidated.

Adjourned: Jeannie Pedersen moved to adjourn the meeting and was seconded by Mike Wagner. The meeting adjourned at 1:27 p.m.