



Bis-Man Transit Board Meeting Minutes

July 29, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

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

Meeting was called to order at 11:32 a.m. by President Ben Ehreth.

Public Comment

Trevor Vannett: Trevor Vannett said the Board really needs to listen to the public when conducting the public meetings, and get the groups working with individuals with developmental disabilities involved.

Consent Agenda

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

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Consent Agenda: Karel Sovak moved to accept the consent agenda, with the exception of Attachments C (Finance Committee Meeting Minutes) and J (Special Meeting Minutes). Kim Stevenson seconded the motion and it carried unanimously.

Regular Agenda

Finance Committee Meeting Minutes: DeNae Kautzmann moved that the committee meeting minutes be amended to reflect the intent of a special Board meeting, or Executive Board Committee meeting, was for purposes of identifying how to move forward for meeting with the interest groups. Glenn Lauinger seconded the motion. Glenn Lauinger inquired why the organization was no longer asking for funds from United Way. Roy Rickert said the organization will still get funds, but will alter how the passes get to organizations, which will alter the money from fare box to matchable funds. Kim Badenhop requested the STIC acronym be corrected, as it is listed as STICK in the minutes. The motion carries unanimously.

Special Meeting Minutes: Kim Badenhop moved to amend minutes to say Board discussion was held regarding two input meetings being followed with discussion. Karel Sovak seconded the motion and it carried unanimously.

Consideration of Audit: Elliot Rust stated Bis-Man Transit received a qualified opinion due to investments. That terminology has since changed to modified or unmodified, and that is what will appear on next year's audit. Brady Martz had two findings in the audit. Glenn Lauinger said until the Inland America investment is sold the organization cannot receive a clean report. Glenn moved to accept audit report. DeNae Kautzmann seconded the motion and it carried unanimously.

Cutaway Buses: Roy said the state approved the organization's grant request for \$128,000, but he recommended waiting until receiving FTA approval on the current procurement for four busses. Those busses are expected to arrive in September. The organization will be able to purchase the two new buses off that previous procurement once FTA approval is received. If FTA approves the four-bus procurement, that will close out the most recent Triennial findings.

Repair Agreement: DeNae Kautzmann requested the item be moved to Executive Session. Ben Ehreth said he was willing to move it to after the Executive Session, but that he wanted the Board to act on it today. Glenn Lauinger said he wanted to have Gary Schumacher present when the Board acts on the item, and Gary had a family matter later in the day. Karel Sovak moved to accept consideration for repair. Glenn Lauinger seconded the motion and it carried 5-2.

Public Involvement Plan for Service Change Proposal: Roy Rickert distributed a timeline for the next two months. A second meeting date in Mandan was added, and 1-on-1 meetings will be available for individuals or groups that are not comfortable meeting in a large group setting. A third meeting will be held to go over the results and findings from the previous two meetings. Both meetings will be advertised as full Board meetings. The financial

findings will be presented at the Board meeting on August 25, and a public meeting will be held that evening. The regular board meeting in September will be moved to September 19, from 1-3 p.m. A survey will be distributed in paper format to targeted groups to help gauge prioritization and proposed solutions.

Executive Director Report

Training: The final TAM rule was released by FTA, and staff has gone through one training already. There were technical issues, but overall there was good information. RouteMatch recently had training, and staff participated in Black Cat training as well.

Transfer Center: Roy Rickert presented to the city commission earlier in the week to utilize a location, but Jeff Heintz presented that due to the surface thickness, a different location would need to be sought out. An option of utilizing a cutout on Front Street was suggested, or striping Front Street. A third option is utilizing the parking lot on the east side of the NW corner of Bowen and 5th.

Staffing: As of July 25, Gary Aman is no longer with Bis-Man Transit. His duties have been divided between Jerri Jurgens and an Assistant Transit Manager that will handle operational duties.

Email Response: One response has been received following an email sent asking for input.

Committee Updates

Finance Committee: The committee is concerned about the budget shortfall and is interested in hearing from the community about ideas and suggestions to help balance the budget.

Administrative Committee: Marge Ellefson inquired about the amount of money Central NoDak was receiving to operate administration for the organization. Glenn Lauinger said there is a set contract for the Executive Director and Office Manager positions. The other employees are reimbursed dollar for dollar. By eliminating Central NoDak, the cost would remain the same, depending on if Bis-Man Transit wanted to provide similar salaries or benefits.

Other Business

Operational Input: Gary Schumacher expressed a desire to have time in the regular Board meetings set aside for Operations to discuss items with the Board and offer input. Ben Ehreth said that much of the operations monthly data is covered in the consent agenda, which was developed to help streamline the Board meetings. However, if Operations has a unique need to discuss anything, the Board is open to hearing it.

Adjourned: DeNae Kautzmann moved to adjourn the meeting. Kim Stevenson seconded the motion and the meeting adjourned at 1:13 p.m.