



## Bis-Man Transit Board Meeting Minutes

August 25, 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	Terry Woelber
	Glenn Lauinger	Karel Sovak
	Marge Ellefson	Kim Badenhop
	Kim Stevenson	Jeannie Pedersen
	Mike Wagner	
Absent:	None	
Staff:	Roy Rickert	Elliot Rust
	Shanda Miller	Nate Vatnsdal
	Gary Schumacher	Jerri Jurgens
	Craig Sjoberg	Tom Reisenauer
	Kalen Ost	
Guests:	Steve Saunders	

Meeting was called to order at 11:37 a.m. by President Ben Ehreth.

### Public Comment

**Comment:** One guest wanted to re-emphasize that the individuals he spoke with who live at Patterson Place, were okay with a 50 cent fare increase for paratransit, but that the proposed cost of the extended service (\$5 for a one-way ride) is considered too steep of a

cost. There was also a question if the extended hour service would provide service until 1 or 2 a.m.

### **Consent Agenda**

**Consent Agenda:** Kim Badenhop said Attachment A was incorrectly listed as a Special Meeting, and Attachment F had a meeting listed as being on August 26. DeNae Kautzmann moved to accept the consent agenda. Kim Badenhop seconded the motion and it carried unanimously.

### **Regular Agenda**

**Insurance Reimbursement Addendum:** Roy Rickert said he met with Gary Schumacher and reached a settlement for the cost of insurance for the delivery of public transportation. Schumacher Transportation will reimburse Bis-Man Transit \$9,000, to be paid at a minimum of \$1,000 per month until paid in full. Moving forward, the service provider will be responsible for any increase greater than 1.5% over the previous year, while Bis-Man Transit will refund the savings of a decrease of more than 1.5% due to driver performance. DeNae Kautzmann moved to accept the addendum and her motion was seconded by Jeannie Pedersen. Kim Badenhop asked to amend the motion to include having a signed copy of the addendum presented at the September Board meeting. Motion carried unanimously.

**Consideration of Findings from Special Meetings:** Roy Rickert relayed various financial implications to aspects of service that could be added to the original proposal for service changes. These financial implications would be presented at the listening session later in the day. If no changes are made, the organization will be near the end of its money at the end of 2017, and the organization cannot run in a deficit. If the paratransit fares are increased to \$3 per ride, fixed route fares must increase to half the cost (\$1.50). If a levy was used to supplement the service, it could not be utilized until 2018. Something the estimations did not include was an increase in operational cost for the next contract. After the listening session later in the day, Roy Rickert will send a proposal to the Board. The ad will be placed on September 12, and the Board would meeting, including a public hearing, would need to be held, with the final proposal presented to the city commission on October 11. Jeannie Pedersen moved to change the September Board meeting date (which had been moved to September 19 at the July Board meeting), to September 29 at an as yet unspecified time and location. Kim Badenhop seconded the motion and it carried unanimously.

**Board Member Communication:** Ben Ehreth said legally the Board is limited to a handful of specific areas where email communication is allowed between Board members, and that in the last year the Board has limited that communication more.

### **Executive Director Report**

**Map:** A large map has been placed in the driver's lounge. This map has a dry-erase cover to help illustrate detours for drivers.

**ID Maker:** The organization has purchased an ID maker and is purchasing a laptop for the database of cards that will be created.

**Cutaway buses:** The four cutaways are still on track to be here at the end of September.

**Contract Negotiations:** Roy Rickert has been working with the city and will meet with them the week after the August Transit Board meeting.

**DTA:** Roy Rickert will be attending the upcoming DTA conference Sept 9-14.

**Driver allegations:** Details of the allegations cannot be discussed because there is an ongoing investigation.

**Transfer Point:** The City of Bismarck approved a new location for a transfer point on the south side of Front Street between 5<sup>th</sup> and 7<sup>th</sup> to replace the transfer point at Kirkwood Mall. The City of Bismarck has agreed to pay for 100% of the striping for the location.

### **Committee Updates**

**Finance Committee:** The Finance Committee has met and discussed initial costs for the proposed changes.

**Administrative Committee:** The committee has received personnel manuals from multiple organizations and will collect any from Roy if he has more.

**Board Application Committee:** Steve Heydt said he would like to have a meeting to determine the types of applicants to seek applications from as there will be potentially six openings on the Board in April.

### **Other Business**

**MPO City Study:** Steve Saunders has provided Roy with a dozen copies of a report that was a joint effort between the City of Bismarck and the MPO office. The report

**Adjourned:** Terry Woelber moved to adjourn the meeting. Steve Heydt seconded the motion and the meeting adjourned at 1:37 p.m.