



Bis-Man Transit Meeting Minutes

January 26, 2017

Bismarck-Mandan Transit Center

3750 East Rosser Avenue, Bismarck

Attending:	Vice President Steve Heydt	Sec./Tres. DeNae Kautzmann
	Kim Badenhop	Karel Sovak
	Marge Ellefson	Kim Stevenson
	Michael Wagner	

Not Attending:	President Ben Ehreth	Jeannie Pederson
	Glenn Lauinger	

Staff:	Roy Rickert	Gary Schumacher
	Shanda Miller	Elliot Rust
	Jerri Jurgens	Abigail Fred
	Tom Reisenauer	Nate Vatnsdal
	Leon Splane	

Guests: Steve Saunders

Meeting was called to order at 11:38 a.m.

Approval of Agenda: Karel Sovak moved to approve the agenda. Kim Badenhop seconded the motion and it carried unanimously.

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

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Consent Agenda: Karel Sovak moved to approve the consent agenda. Marge Ellefson seconded the motion and it carried unanimously.

Update of Presentation to Commission: Roy Rickert said that the city commission approved the proposal presented on December 29, 2016.

Update on Implementation: Roy Rickert said that the fare increase has been implemented. The Transit is in the process of developing new passenger information and the new applications for the paratransit service have been coming in. Some people have issues with the application due to it being so long. Even though the new application is longer, it isn't out of the ordinary. It falls in line with the goals of the system, and it ensures that we have enough information on individual's functional disabilities that keep them from riding a fixed route bus. If an elderly person is going to qualify under ADA, that's what we want for the future. The new application might need tweaks, but until then we should continue with this application. In regards to the fare increases, Shanda Miller said that everyone has been very supportive.

Discussion of 2017 Fiscal Year Budget: Roy Rickert said that both Burleigh County Senior Center and Mandan Golden Age have stopped their contributions to Bis-Man Transit. DeNae Kautzmann reported on the Finance Committee meetings. The first meeting held was to discuss the budget shortfall and propose cuts. The second meeting to review the budget with suggested cuts was given the federal funding which came in at \$919,419 through April 28, 2017. \$90,000 will be put in reserve. There was discussion about talking to more for-profit businesses to get back the funding that was lost from Burleigh county Senior Center and Mandan Golden Age pulling their funding. DeNae moved to approve the budget. Kim Badenhop seconded and the motion carried unanimously.

Proposal of a Community Transportation Advisory Committee: Roy Rickert is interested in starting up a community advisory committee. It would consist of up to 20 people from various areas of the community and specialties. There have been a lot of applications coming in for the board, so this also gives an outlet for more people to become involved and have their input. The committee would meet bi-monthly and it would be a meeting on Thursdays at 3:00 p.m. There was discussion on whether or not this would be an extension of what the board is already doing. DeNae Kautzmann moved to table the proposal until the next meeting. Karel Sovak seconded and encouraged everyone to come back well informed on this topic. The motion carried unanimously.

City Contract Progress: Roy Rickert explained that the city administration will review the contracts, and once they give the okay, he will bring it back to the board. There were questions on what changes were being made and when it will come back to the board and Roy said it will come back to the board and then go to the city commission for final approval.

Discussion of Grant and New Paratransit Buses: Roy Rickert discussed that there is one capital grant and a state of good repair grant from the FTA. The FTA wants these grants closed out. The Board needs to determine how to spend down these grants. Three new cutaway buses for paratransit could be purchased but money would still remain. No action was needed.

Service Contractor Request for Proposal Update: Roy Rickert said that there will be a draft ready for the administration committee to look at in the next week or two. Input from the committee is wanted and Roy would like to have it done at the end of February. There are multiple people working on the RFP, and there are also multiple RFP's that staff is using to create Bis-Man Transit's. No action was needed.

Operations Report: Gary Schumacher discussed how they had the most difficult 45 day period this winter than they have had in a long time. There were three shutdown days, which is more than they had ever had. It was difficult, but the shutdown days came at a convenient time since they were all around holidays. Kim Badenhop had concerns about buses going down alleys as well as who is responsible for snow removal when drivers are picking people up at their homes. Steve Heydt had the idea of contacting boy scouts to do volunteer snow removal for those who are getting rides and are unable to do the snow removal themselves. Gary then introduced the new safety director, Merlin Leon Splane. The previous safety director is willing to come back and train Leon. DeNae Kautzmann posed questions relative to safety in the areas of training, WSI and OSHA requirements. Kim Badenhop then made a motion to have those on the board interview Craig Sjoborg, the previous safety director. DeNae seconded the motion. Kim Badenhop then made an amendment to her motion to have Roy do the exit interview. DeNae agreed to second the motion. The motion carried 5-2.

Executive Director Report: Roy Rickert reported on the snow removal at the Transit Center. Most of the snow removal that was done was to clean the snow off of the roof because the fire department had concerns about it. Brendel Construction had the lowest bid. Roy had been contacted again about adding a route to Apple Creek Road, where the new County Jail is being built. He explained that there would need to be contributions in order to make it feasible. Kalen Ost, the Marketing Director, took another position but is still working part-time, at least until April. Roy and Abi Fred, the intern, will be meeting with the University of Mary on February 1, 2017 to talk about possible marketing at the University. At the quarterly DOT meeting, there was discussion about a senate resolution 4005 regarding accessible taxis. Beginning in April, the 5339 and 5310 applications will be done at the same time instead of one in the spring and one at the end of the year. There is still some funding available that can be used, and Roy will be looking to use that for new tablets and a new RFP for dispatch software. Vehicle insurance will be increasing exceeding 15% and that is based off of the 15/16 year numbers. Right now we are at 77% so the safety and training has helped significantly. Next year there will hopefully be a decrease. Kim Badenhop wondered if the increase was accounted for in the budget that was just approved. Roy confirmed it was and reminded the Board of the agreement with Gary Schumacher as to his share of insurance premium increases.

Administrative Committee: No Updates

Finance Committee: Already Reported

Board Application Committee: Steve Heydt plans to schedule a one hour meeting in February at the Transit Center. Committee members will be contacted with a confirmed date. Shanda will send

out an email to the committee members when a date is decided upon. They are looking at February 9 for a possible meeting date. It would be a one hour meeting held at the transit center.

Other Business: DeNae stated that Glenn would like to schedule an open-meeting training through the A.G.'s office. They also want to discuss the guaranteed ride home program in the next meeting. Roy will call and check her schedule. The Guaranteed Ride Home Program will be on the next meeting agenda.

Adjourn: Marge Ellefson moved to adjourn. Kim Stevenson seconded the motion. The meeting adjourned at 1:11 p.m.