



Bis-Man Transit Meeting Minutes

February 23, 2017

Bismarck-Mandan Transit Center

3750 East Rosser Avenue, Bismarck

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Marge Ellefson
	Jeannie Pedersen	Kim Stevensen
	Kim Badenhop	Karel Sovak
	Terry Woelber	
Not Attending:	Glenn Lauinger	Michael Wagner
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Gary Schumacher
	Jerry Jurgens	Abi Fred
Guests:	Steve Saunders	

Meeting was called to order at 11:36 A.M.

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

Consent Agenda: Kim Badenhop moved to approve the consent agenda. Jeannie Pedersen seconded and the motion carried unanimously.

Update on Service Change Recommendations: Roy Rickert discussed the meeting he and Abi Fred had with the University of Mary. Rider guides are being developed for the new routes. Bis-Man Transit has received approximately 130 ADA applications. Roy is going to set up a meeting with the airport to work on advertising.

Service Contractor Request for Proposal Update: Roy Rickert proposed to move this discussion into executive session. Karel Sovak made a motion to move this topic into executive session. Kim Badenhop seconded the motion and the motion carried unanimously.

Guaranteed Ride Home Program Update: Roy Rickert stated that once the Service Contractor RFP is completed, Bis-Man Transit will shift its focus over to the Guaranteed Ride Home program.

Operations Report: DeNae Kautzmann asked Gary Schumacher to give the Board a background into the new safety officer's experience with safety training. Gary stated that Leon, the new safety officer, does not have training as a safety manager, but he has had training with his previous employer. Karel Sovak then asked what the timeline would be for Leon to be trained as the full time safety officer. Gary said that he expects Leon to be qualified for the position in 90 days but 6 weeks to where he can independently train drivers.

Executive Director Report: Roy Rickert discussed the changes being made to the City Contract and would send out the changes to Board members after he receives the changes. Roy conducted the exit interview of Craig Sjoberg, the previous safety officer, that was voted on in the January 27 Board Meeting. Some of the safety measures Craig completed were CPR and fire safety checks. Craig still wanted to complete defensive driving, safety committee charter, and employee safety administration safety measures. Craig stated that the improvements weren't based on what was implemented but how the message was given. Craig suggested that the safety position be included under management and videos pulls should be done by administration. Craig said that he left because he had to help a brother with a family emergency. Craig stated that he was never denied training he asked to perform, he never expressed a disagreement in safety training, and he was allowed to train employees at his own discretion. Roy reported that Eide Bailey came in to begin the planning phase for the audit on March 20, 2017. Roy announced that we received \$672,000 for the replacement of two fixed-route buses.

Administrative Committee: The Administrative Committee has not met yet. Kim Badenhop would like to meet and go over the by-laws to update them.

Finance Committee: No Updates

Board Application Committee: The Board Application Committee met on February 9, 2017, and had five Board members and one staff member present with one guest. Steve Heydt said the committee discussed the size of the board as well as staggering the terms so they would not have so many coming due at the same time. They also discussed the required qualifications for Board member applicants as well as Roy's idea of having an

Advisory Board Committee. The committee recommends reducing the Board size from 11 members to 9 members. Also, they recommend setting forth an exception to the terms so that there are no longer six Board members coming due in one year. Terry Woelber made a motion to accept Steve Heydt's recommendation to reduce the size of the Board from 11 members to 9 members. Kim Stevensen seconded the motion and the motion carried unanimously. Kim Stevensen made a motion to accept Steve Heydt's recommendation to set forth an exception to the Board member terms in order to stagger them. Of the four individuals elected as Board members in 2017, two would be elected for a 1-year term and then thereafter would follow a 3-year term cycle. The other two members would be elected to a 3-year term. In 2019, of the four members that would be up for election, one of the four would be elected for a 1-year term, and the other three would in the 3-year term cycle. Terry Wolber seconded the motion. Motion carried 8-1. Kim Stevensen made a motion that any sitting Board members who would like to run for re-election should email either Roy or Shanda for their intent to re-run. Kim Badenhop seconded the motion. Motion carried unanimously. Ben Ehreth then invited Board member applicants who were present at the meeting to talk to the Board about their qualifications.

Other Business: Terry Wolber asked about Paratransit ID cards and what to do if the card is lost. Shanda Miller stated that the person could come to her to obtain a new ID card.

Meeting adjourned at 1:06 P.M.