



Bis-Man Transit Meeting Minutes

March 23, 2017

Bismarck-Mandan Transit Center

3750 East Rosser Avenue, Bismarck

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

Meeting was called to order at 11:34 A.M.

Approval of Agenda: Karel Sovak moved to approve the agenda and Terry Woelber seconded. The motion carried unanimously.

Consent Agenda: Steve Heydt moved to remove attachments A and K from the consent agenda for further discussion. Terry Woelber seconded. The motion carried unanimously.

Insurance Policy Renewal Effective April 2017: Roy Rickert discussed the insurance increase of 38.3% and discussed the consideration of increasing coverage to \$3 million which would include a slight increase in insurance costs. No motion was necessary.

Board Member Applicant Introductions: Ben Ehreth invited Board Member applicants to introduce themselves. Lacey Long, a teacher at Mandan Public School, and Ashley Toth, a

PC at the Anne Carlsen, both introduced themselves and gave a background on their experience.

City Contract Consideration: Rachel Drewlow discussed the changes the City of Bismarck would like to make to the contract as well as the attached Policy for Fare and Service Changes referred to in the contract that the Bis-Man Transit Board of Directors needed to vote on. Due to concerns about changing the policy, Kim Badenhop moved to decouple the contract and policy. Marge Ellefson seconded. The motion carried unanimously. Kim Badenhop then made a motion to accept the City changes to the policy with changing the policy title to Bis-Man Transit (Paratransit and Fixed-Route) Fare and Service Changes. Marge Ellefson seconded and the motion carried unanimously. DeNae moved to add 'or as amended' where it refers to policy in the City contract. Marge seconded and the motion carried unanimously. Karel Sovak then moved to approve the contract as amended. Steve Heydt seconded. The motion carried unanimously.

Board By-Laws Changes: Kim Badenhop discussed the possible changes to the by-laws that will be voted on in the April, 2017 Board Meeting. Roy had concerns about distinguishing the difference between Bis-Man Transit, the entity, and the Bis-Man Transit Board of Directors.

Process for Board Member Nomination & Election: Steve Heydt stated that Robert's Rules of Orders must be used for the board member election taking place during the April, 2017 Board Meeting. The Board will use the ballot method during the voting process, and the Bis-Man Transit office employees will put together the ballot and other things necessary for the vote. Steve Heydt moved to use Robert's ballot method in the election and make sure the employees here are up to speed on who should be on the ballot and have the ballots follow the voting procedure. Karel Sovak seconded the motion. The motion carried unanimously. Steve Heydt made a motion that every board member will receive a list of the individuals who are up for election along with application information before the meeting date. DeNae seconded the motion. The motion carried unanimously.

Operations Report: Gary Schumacher held a CAT bus driver meeting on March 20, 2017, to discuss the new routes that start on April 1, 2017. He also discussed how the Front Avenue transfer center has had an effect on ridership and has been hard on drivers and passengers.

Executive Director Report: Roy Rickert discussed the pre-bid meeting that was held on March 8, 2017, with possible RFP bidders. Questions were submitted by March 16, 2017, and the answers would possibly be out by March 24, 2017. New rider guide maps have been created, and 340 paratransit applications have been received. Roy said that they are waiting to hear from the FTA on the grant fund for the replacement cutaway buses. Once the FTA contacts Roy and says yes, the buses will be ordered and should be delivered in

about 6 months. Bis-Man Transit was mentioned in a positive manner during the Bismarck Livability Summit that Roy attended. There was also discussion about working with the art council for bus wraps at the Summit as well. The Ride Home Program is still in the planning stages, and Roy is waiting to hear back on some questions the business had about the technicalities that come with creating a program like this. Roy Rickert also introduced Abi Fred as the new Marketing and Mobility Manager for Bis-Man Transit.

Administrative Committee Updates: There was nothing to add except recognizing the comments put forward during the Board By-Laws Changes discussion.

Finance Committee Updates: Nothing to report.

Board Application Committee Updates: Marge Ellefson read a letter from Helen Baumgarner, a Board Member applicant, as she was not able to attend the meeting.

Other Business: Kim Badenhop discussed corrections in attachment A, which were the February Board Meeting minutes. Kim Badenhop made a motion to add the word Policy to the first line of attachment K. Karel seconded the motion, and the motion carried unanimously.

Meeting adjourned at 1:39 P.M.