



Bis-Man Transit Meeting Minutes

April 27, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Kim Badenhop
	Marge Ellefson	Glenn Lauinger
	Jeannie Pedersen	Karel Sovak
	Kim Stevenson	Michael Wagner
	Terry Woehlber	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Fred
	Gary Schumacher	Nate Vantsdal
	Jerri Jurgens	Rom Reisenauer
Guests:	Steve Saunders	Dean Mastel
	KrisAnn Norby-Jahner	Dora Schumacher
	Lacey Long	Jonathan Sanstead
	Robin Werre	Trevor Vannett
	Royce Schultz	Jillian Schaible
	Tom Reuer	Shantel Meidinger

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

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Meeting was called to order at 11:36 AM.

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

Consent Agenda: Kim Badenhop moved to approve the consent agenda, and Karel Sovak seconded the motion. The motion carried unanimously.

Review and Consideration of Procurement Policy Revisions: Roy Rickert explained that the revision to the procurement policy is due to the new contract with the city. A few items were added at the recommendation of the FTA, which included a process checklist, pre-award audits, and post-delivery audits. The language was changed on some requirements. The only major change was increasing the threshold from \$15,000 to \$25,000. Jeannie Pedersen moved to accept the changes. Steve Heydt seconded the motion. Glenn Lauinger preferred to table the policy revisions. Kim Badenhop stated that voting on the revisions does not keep the board from looking at the policies at a future meeting. The motion carried unanimously.

Board By-Laws Changes: Kim Badenhop recommended using stronger language in the by-laws that deal with conflict of interest policies. Glenn Lauinger suggested changing the wording in Article II of the by-laws from 'and senior adults defined as 70 or order' to 'senior adults as determined by the board'. Glenn's second suggestion was eliminating the paragraph that discusses senior adults and replacing it with Bis-Man Transit's mission statement. DeNae Kautzmann and Marge Ellefson also had suggestions on changes in the by-laws. Karel Sovak moved to table the by-laws changes to make further revisions. Glenn seconded the motion. The motion carried 10-1.

Review and Recommendation of Request for Proposal (RFP) of Operations Contract: Shanda Miller stated that the evaluation panel was prepared to make a recommendation, however, a protest was received on April 26, 2017. The evaluation panel will suspend the recommendations to award a contract until the protest has been evaluated and the RFP protest guidelines have been followed properly. Ben Ehreth believed that staff and legal counsel have not had time to look at the protest fully, and it is premature to provide any suggestion until the staff and legal council has had time to look at everything. Ben also stated that there would be an executive session to discuss the protest.

Operations Report: Gary Schumacher reported that there were no accidents since the March 25, 2017 board meeting. The new bus routes are in place, construction on I-94 has presented challenges, ridership is down, and an accessible taxi is available for riders.

Executive Director Report: Roy Rickert stated that the implementation process of the new fixed-routes is still moving forward. The next step is moving shelters. Bis-Man Transit has also received 551 paratransit applications, 85 of which are pending. Ridership has been down, but this is expected any time routes have been changed. Nate Vantsdal was involved with the route changes as well as the public. Roy is still in contact with the FTA over a compliance process for the return ride home program. Roy is waiting for validation.

Administrative Committee Update: The administrative committee has not met, however, the committee should meet to discuss the administrative update with the contract change at the end of June. Glenn Lauinger suggested that the administrative update be on the agenda for the next board meeting in May.

Finance Committee Update: No updates.

Board Application Committee Update: No updates.

Other Business: Glenn Lauinger would like to revisit the Community Transportation Advisory Committee that Roy had discussed. He believes there will be a lot of interest in this committee.

Meeting was adjourned at 2:01 PM.