



# Bis-Man Transit Meeting Minutes

May 25, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President Steve Heydt	Vice President Kim Stevenson
	Sec/Tres DeNae Kautzmann	Ben Ehreth
	Lacey Long	Jeannie Pedersen
	Karel Sovak	Glenn Lauinger
Not Attending:	Terry Woelber	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Fred
	Gary Schumacher	Nate Vantsdal
	Jerri Jurgens	Tom Reisenauer
Guests:	Steve Saunders	KrisAnn Norby-Jahner
	Jonathan Sanstead	Robin Werre
	Trevor Vannett	Jillian Schaible
	Tom Reuer	Shantell Meidinger
	Royce Schultz	Ron Bushman

Meeting was called to order at 11:33 AM.

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

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**Approval of Agenda:** Ben Ehreth moved to approve the agenda, and Karel Sovak seconded. The motion carried unanimously.

**Consent Agenda:** Karel Sovak moved to approve the consent agenda, and Ben Ehreth seconded. The motion carried unanimously.

**Board By-Laws Changes:** DeNae Kautzmann asked if there was a proposed amendment change for the by-laws about the check writing policy. Roy Rickert stated that it wasn't included in the changes that went out to the board, and there has to be 10 days notice of any by-laws changes before the board can approve them. Roy wanted the check writing policy to be addressed during the May meeting and then have the change be made during the June board meeting. DeNae Kautzmann then went over the edits she made to the by-laws. The first was to include a statement that lists the causes for board member removal under article 4, section 5 of the by-laws. DeNae's second recommendation was to change the Secretary Treasurer's duties to what is currently being done by the Secretary Treasurer in article 5, sections 7 and 8. Kim Stevenson suggested that there be something included in article 4, section 5 of the by-laws so that the board is not limited to the specific list of causes for removing a board member. DeNae suggested language to read 'cause includes but is not limited to' before the list of causes for removing a board member. DeNae Kautzmann moved to approve the by-laws as submitted with the change 'cause includes but is not limited to'. Ben Ehreth seconded the motion, and the motion carried unanimously.

**Audit Report and Summary:** Elliot Rust went over the audit summary, which included some main highlights. Eide Bailly performed the audit this year, and they will also do the following two audits. Elliot stated that this was the first time in 10 years that Bis-Man Transit received a clean opinion, which was largely due to selling the two investments. There were two findings last year, and there was only one finding in the 2017 audit. The auditors wanted to know the value of the building and vehicles. Recording the value didn't affect the bottom line, however, it did cause us to get the one finding. The money that was received from closing out the CD and selling the two investments was rolled into the Bis-Man Transit Board savings. The audit showed that there was a net income gain of approximately \$272,000, but in reality, there was a loss of approximately \$286,000. The reason the audit showed a gain is because of the grants that are in receivables. Glenn Lauinger made a motion to approve the audit report and Ben Ehreth seconded. The motion carried unanimously.

**Check Writing Policy:** Elliot Rust discussed the option of changing the check writing policy. He would like to change the policy from needing two signatures on every check, to only needing the Executive Director's signature. There would then be a second policy in the case that the acting Executive director is gone, where there would need to be approval in writing or in an email to have another person sign the check. Glenn Lauinger stated that if the board was going to approve this, there would need to be an understanding that there cannot be any pre-signed checks. Also, the payee would not be able to be the check signer for their own check. Glenn also thought that there may be some issues with the last sentence, which read that any checks written and mailed that haven't been cleared by the payee after 90 days will be void. He believed there may be some issues with unclaimed property because of that statement. Glenn Lauinger suggested that there be two check signers for checks over the amount of \$25,000. Elliot Rust

explained that he was trying to implement something that was tiered, so that when there are those large checks, they can be written in a timely manner. Kim Stevenson stated that if it was difficult for DeNae to come into town to sign checks, she is available to sign checks. Glenn Lauinger moved to add Kim Stevenson as a check signer, and DeNae Kautzmann seconded. Steve Heydt asked for an amendment to the motion that included removing Marge Ellefson from the bank account. Glenn Lauinger and DeNae Kautzmann agreed, and the motion carried unanimously.

**Return Ride Home Program:** Roy Rickert stated that they are planning on putting out an invitation for bid on the Return Ride Home Program. It would be a one year pilot program for people that need return trips after hours. Bis-Man Transit Board would pay the first \$5 toward a carrier trip with the passenger making up the difference. The CAT program would run from 7 PM - 6 AM and the paratransit program would run from 12 AM - 5:30 AM. The person receiving the return ride would have to have ridden the paratransit bus or be a monthly pass holder for the CAT bus. There would be a no-show policy that is fairly strict. In a 120 day rolling period, the first no-show would be a \$5 fee, the second would be a \$5 fee and suspension of service for 14 days, the third would be a \$5 fee and a suspension of service for 30 days, and the fourth would be a \$5 fee and 60 day suspension. The suspension period starts after the no-show fee has been paid. There is also a cancellation policy that would require cancellations to be made one hour prior to the scheduled ride. After 7 PM, the cancellation would have to be made with whichever provider is scheduled to provide the ride. There would be a voucher system in place for the return program. Any company that is capable of providing the service, has an ADA accessible vehicle, proper licensing with the city, and insurance is, qualified to be a provider in this program. Ben Ehreth asked how the success of this program will be measured. Roy Rickert stated that the success will mainly be based on ridership. Karel Sovak asked if there were enough resources for the staff to handle this program, and Roy Rickert said that the RouteMatch software is capable of tracking all of the information. Kim Stevenson asked what if a rider needs to get to work instead of home from work, and Roy said that if we can see that they have scheduled rides to and from work on a regular basis, they will be able to use this program to get to work. Jeannie Pedersen moved to approve the Return Ride Home Program IFB as written, and Lacey Long seconded. The motion carried unanimously.

**Free Ride Day:** Roy Rickert explained that National Dump the Pump Day is June 15, 2017. Dump the Pump is a way to encourage riders who wouldn't normally use public transportation to try it out. There would be giveaways on the buses and we would like to promote this with a free ride day on that date. DeNae Kautzmann moved to approve the free ride day, and Jeanne Pedersen seconded. The motion carried unanimously.

**Administration Contract & Recommendation:** Roy Rickert discussed the Central NoDak contract that will be expiring on June 30, 2017. Central NoDak is open to extending the contract on a month to month basis until everything can be organized to bring the employees in-house. Ben Ehreth moved to negotiate a month to month contract with Central NoDak since the contract expires June 30, 2017.. Glenn Lauinger seconded, and the motion carried unanimously.

**Appointment of Committee Members:** Ben Ehreth volunteered to be the chairperson of the Administrative Committee, and Karel Sovak and Jeannie Pedersen volunteered to join the Administrative Committee.

**Review and Possible Consideration of Operations Contract:** Removed from the Agenda.

**Operations Report:** Gary Schumacher stated that there haven't been any accidents since January of 2017. The complaints that have been coming through have been typical. Glenn Lauinger asked if there was a staff person that works with the fixed-route drivers and riders. Glenn was concerned about the drop in ridership and was hoping for an explanation. Gary Schumacher explained that the decrease in ridership would have to do with the route changes. Roy Rickert also explained that nationally ridership is down. The new routes did have an effect on ridership, but it is expected that as people get acclimated to the new routes, ridership will go up. Roy also believes that fuel prices have had a large effect on the ridership decrease. DeNae Kautzmann asked where the Safety Officer was as she would like a report on training and other safety matters.. Gary Schumacher stated that he never moved the individual who was introduced as the new Safety Officer into the position. Currently there is still drug and alcohol testing, and Nate Vatnsdal and Jerri Jurgens train the drivers. There was also going to be in house training during the second week of May, where each driver would complete 16 hours of training, but Schumacher transportation is in a suspense position, so nothing has been moved forward. Steve Heydt asked if there are independent safety checks to do independent checks on the equipment. Nate Vatnsdal explained that WSI provides an annual safety checklist that is completed with the representative. Any discrepancies are pointed out and taken care of. DeNae Kautzmann asked if a Safety Officer needs to be in place for the WSI discount. Gary Schumacher said only a Safety Committee is necessary to qualify for the 25% off.

**Executive Director Report:** Roy Rickert said that there have been 805 paratransit applications received, 581 of which are processed, and 224 are pending. There has been fixed-route ridership training as well as radio advertisements, signs, and social media posts explaining the new fixed routes. Roy stated that on-time performance is up 96.4%. He also attended the APTA conference, and was able to discuss issues and autonomous vehicles with others at the conference. There was a round table discussion that Roy attended on performance based planning. Roy reminded the board that there is a Transit Member Seminar in Chicago on July 22-25 in 2017. The system will pay hotel and plane ticket fees to attend the conference. DeNae Kautzmann talked about her experience at last year's seminar, and encouraged board members to go. Roy Rickert said that the NTD report has been accepted and closed out. The Triennial review is scheduled for June 15 and 16, 2017. Roy also discussed the IFB that was put out for purchasing fuel, and the bid is all based on price.

**Administrative Committee Update:** Nothing to report.

**Finance Committee Update:** Nothing to report.

Meeting was adjourned at 1:38 PM.