



# Bis-Man Transit Meeting Minutes

June 29, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President Steve Heydt	Vice President Kim Stevenson
	Glenn Lauinger	Jeannie Pedersen
	Karel Sovak	Terry Woelber
Not Attending:	Sec/Tres DeNae Kautzmann	Ben Ehreth
	Lacey Long	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Fred
	Jerri Jurgens	Nate Vantsdal
Guests:	Steve Saunders	Trevor Vannett
	Jillian Schaible	Tom Reuer

Meeting was called to order at 11:35 AM.

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

**Consent Agenda:** Karel Sovak moved to approve the consent agenda excluding the ride statistics. Jeannie Pedersen seconded the motion, and the motion carried unanimously.

**By-Law Change and Check Writing Policy:** Elliot Rust explained the major changes that were made to the check writing policy that was presented at May's meeting. One of the changes is having two signatures for checks over \$10,000, and one signature for less than \$10,000. The second change Elliot went over is having a second person sign any check that is being written out for the approved check signer. This would also include an amendment to the by-laws. Karel Sovak moved to approve the check writing policy, and Glen Lauinger seconded. The motion carried unanimously.

**Return Ride Home Program:** Roy Rickert stated that an IFB was put out for the Return Ride Home program, and the only response was from Schumacher Transportation. The Administrative office is recommending to accept Schumacher Transportation as the service for the Return Ride Home program. Roy explained that given Schumacher Transportation is already a part of the drug and alcohol program, there won't be any issues in the future if the program is continued. Glenn Lauinger moved to approve Schumacher Transportation as the service provider for the Return Ride Home Program, and Kim Stevenson seconded the motion. The motion carried unanimously.

**Review and Recommendation for Vehicle Fuel Services:** Elliot Rust stated that an IFB was put out for fuel services. According to the RFP for operations, Bis-Man Transit will handle the purchasing of fuel. Two bids were received for fuel services, with one removing their bid. There is also a program called Fuelman out of Atlanta, GA, and it offers a certain amount of cents off per gallon with no cap on the amount of cents off. There will extra cents off for the first few months as an introductory. Elliot's recommendation was to approve the Fuelman credit card program when Bis-Man Transit takes over the purchasing of fuel. Roy Rickert included that the Fuelman card is offered at most gas stations in the Bismarck-Mandan area. Karel Sovak moved to approve the recommendation for the Fuelman card, and Terry Woelber seconded the motion. The motion carried unanimously.

**Approval for Purchase of LED Garage Lighting:** Roy Rickert explained that there is an old grant that needs to be used and the LED lights were approved for purchase. Shanda Miller discussed the benefits of updating the lighting in the garage, such as saving money on the electric bill. Shanda stated that three quotes were received and the cheapest could begin the job in the middle of July to get the job completed. Karel Sovak moved to approve Fetzer Electric for the garage lighting. Kim Stevenson seconded the motion. The motion carried unanimously.

**Approval for Upgrades to Current Building Security Camera System:** Shanda Miller discussed that two security cameras are not in working order and need to be replaced, and there are two areas of concern where the Administrative office would like to put two more cameras up. There is only one agency that could take this on that had compatible cameras. Shanda recommended Electronic Communications to complete this project since they currently service the security cameras in the building. Roy Rickert explained that there is room for expansion with the current security system that is being used in the building. Kim Stevenson moved to approve Electronic Communications for the security camera updates, and Terry Woelber seconded. The motion carried unanimously.

**Approval for Disposal of Paratransit Vehicle:** Roy Rickert explained that bus 34 is no longer in working order and needs to be disposed of. The bus is 15 years old, and the floor is giving out. The Administrative office would like to dispose of it at bid or scrap it. Karel Sovak suggested to look at selling buses that are no longer needed to Standing Rock due to their need for dependable transportation. Karel moved to approve the disposal of bus 34, and Terry Woelber seconded the motion. The motion carried unanimously.

**Ride Statistics:** Karel Sovak discussed that ridership is down but total revenue is up. Roy Rickert stated that there has been an increase in ridership in June, but it is still down from last year. Glenn Lauinger requested an analysis of each route after the routes have been in effect for 6 to 9 months.

**Operations Request for Proposal:** Roy Rickert discussed the new RFP that will be open July 3, 2017. The questions that came up in the last RFP were added into the new RFP. Glenn Lauinger noticed the RFP said the opening of proposals as well as the recommendation were to be made on August 2, 2017, and Shanda Miller stated the recommendation is supposed to say August 24, 2017. Shanda stated that they would also change both question deadlines to July 17, 2017 to avoid any confusion.

Glenn Lauinger was concerned about all inquiries having to go to Shanda Miller, and Terry Woelber suggested that Shanda's name be replaced with the position, which is procurement manager. Steve Heydt was concerned that including the city commissioners in the RFP without their permission may be an issue, and Steve Saunders said he would talk to them and if they can't find out in time, that portion should not be included in the RFP.

Glenn Lauinger noticed that both appendix 1 and appendix 25 were labeled 'Cost Proposal Form', and Shanda Miller stated that one of the appendices is supposed to be 'Bid Proposal Form'. Shanda also stated that there will be a sample contract as appendix 26. Concerns were raised about not having a safety portion included in the evaluation criteria, so wording was added under 'Capabilities and Past Performance'. Karel Sovak moved to approve the RFP with the changes that were noted. Terry Woelber seconded the motion, and the motion carried unanimously.

**Operations Report:** Nothing to Report.

**Executive Director Report:** Roy Rickert said that a total of 1,135 paratransit application have been received, 917 of which have been completely processed. Maintenance is in the process of removing shelters as well as locating bus route and bus stop signs. After everything has been cleaned up and new signs have been put up, there will be a list of all of the locations of shelters as well as bus route signs. Karel Sovak asked about the Front Avenue Shelter since they do not have any bathrooms at that location. Roy Rickert stated that, in the future, having an actual transit facility would be ideal, but right now, Front Avenue will have to do. Steve Heydt asked if there have been any denials with the paratransit applications, and Shanda Miller said there have been 4 denials.

Roy Rickert discussed the Triennial Review that took place on June 15 and 16, 2017. The number of preliminary findings were down 76% from the last triennial. Only three of the eight findings were on the transit side, which have already been taken care of.

Roy Rickert said they are still waiting on the FTA to approve Bis-Man Transit to get new cutaway buses. Newflyer will no longer be manufacturing the buses that Bis-Man Transit was planning on purchasing. There is a different company that is manufacturing the buses, but Roy wants to make sure Bis-Man Transit can still purchase buses from the company, Alexander Daniel. Grand Forks is working on a consortium procurement that Bis-Man Transit is planning to be a part of which would purchase four buses over a five year period.

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

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

**Other Business:** Roy Rickert stated that the Administrative Committee Meeting that was supposed to take place today will no longer take place. Glenn Lauinger invited board members to join the Administrative Committee.

Meeting was adjourned at 1:20 PM.