



# Bis-Man Transit Meeting Minutes

July 27, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

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

Meeting was called to order at 11:40 AM

**Approval of Agenda:** Ben Ehreth moved to approve the agenda. Jeannie Pedersen seconded and the motion carried unanimously.

**Consent Agenda:** Ben Ehreth moved to approve the Consent Agenda with the removal of attachment B. Glenn Lauinger seconded, and the motion carried unanimously.

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

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**Attachment B:** Ben Ehreth stated that the Administrative Committee had agreed to move forward with the current employees of the Administrative Office without advertising the positions. He plans to amend the minutes at another Administrative Committee meeting.

**Discussion and Possible Action Regarding Administration Transition:** Ben Ehreth discussed the timeline for bringing the Administrative Office in-house. Glenn Lauinger posed a series of questions on benefits for the Administrative employees. An organizational chart was also presented, and DeNae Kautzmann moved to approve the chart. Glenn Lauinger seconded the motion, and the motion carried unanimously.

**Operations Report:** Nothing to Report.

**Service Change Implementation Update:** Roy Rickert stated that 1,434 paratransit applications have been received, 1,230 of which have been processed. He also discussed two shelters that still need to be removed, one of which is on 7th St, so permission has to be given from the Radisson before taking it down.

United Tribes is interested in contracting rides for the students and faculty. Ben Ehreth discussed concerns about cutaway buses that he saw at the University of Mary, and he wants Roy to reach out and find out what those buses are used for.

**Accident:** Roy Rickert discussed an accident on June 30, 2017, in which a wheelchair was not properly secured. There were no injuries, but the driver was suspended for a week, and refresher training was given. DeNae Kautzmann asked if the safety officer position had been filled yet, and Jerri Jurgens said it had not been filled.

**Engine Replacement:** Roy Rickert discussed replacing the engine in bus 403. The bus is needed in case of any break downs so there is a back up.

**Investment Update:** Roy stated that as of July 19th, the price per share on the resort investment is \$20.50 which is a 52 week high.

**APTA Board Member Conference:** Roy Rickert discussed the topics of the APTA Board Member Conference that he attended with Lacey Long. Roy plans to attend APTA every other year due to the cost. Roy rejoined CTAA and will be attending a Small Urban Network conference next month.

**5307 Allocation Increase:** Roy Rickert stated that the government allocated the remainder of the funding. Moving forward, Administration may need to find more local solutions for funding.

**Return Ride Home Program:** Through the end of the month, the Return Ride Home Program has given 38 rides. One person accounted for ten of those rides, and there has only been one no show.

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

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

**Other Business:** Roy Rickert discussed the amendment to the agreement with the City requiring City oversight on procurement and maintenance. The City has the ability to review procurements at any time, and any procurements in excess of \$25,000 will be reviewed by the City. Section 6 in the amendment gives the City authority over the maintenance. Ben Ehreth moved to approve the amendments as presented, DeNae Kautzmann seconded, and the motion carried unanimously.

Meeting was adjourned at 1:31 PM.