



Bis-Man Transit Meeting Minutes

August 24, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	Vice President Kim Stevenson	Sec./Tres. DeNae Kautzmann
	Ben Ehreth	Glenn Lauinger
	Lacey Long	Jeannie Pedersen
	Karel Sovak	Terry Woelber
Not Attending:	President Steve Heydt	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Fred
	Nate Vantsdal	Jerri Jurgens
	Tom Reisenauer	
Guests:	Rachel Drewlow	Mark Foster
	Trevor Vannett	KrisAnn Norby-Jahner
	Tom Reuer	Cody Schoonover
	Ryan Hartje	Ashley Wolf
	Jessica Holdman	

Meeting was called to order at 11:36 AM

Approval of Agenda: Ben Ehreth moved to approve the agenda. Lacey Long seconded and the motion carried unanimously.

Consent Agenda: DeNae Kautzmann moved to approve the Consent Agenda with the edit in attachment A under 'Other Business' of \$29,000 to \$25,000. Karel Sovak seconded, and the motion carried unanimously.

Discussion and Consideration of Administration Transition: The Board discussed the details of bringing the Administrative office in house. Ben Ehreth moved that the Executive Committee determine if a contract between Roy Rickert and the Board is necessary, and, if so, to negotiate that contract with Roy. Terry Woelber seconded, and the motion carried unanimously.

Review and Recommendation of Operation RFP: The evaluation panel, consisting of seven professionals from the Bismarck and Mandan areas, recommend National Express' bid be accepted. DeNae Kautzmann moved to accept the recommendation to accept the bid of National Express. Terry Woelber seconded, and the motion carried unanimously.

City of Bismarck Contract Amendment: Roy Rickert discussed the City's addition of following city procurement policies to the contract. Ben moved to approve the amendment to the contract. Jeannie Pedersen seconded, and the motion carried unanimously.

5339 (b) Application: Roy Rickert requested enough funds from this supplemental grant to purchase three more fixed-route buses.

Operations Report: Nothing to report.

Service Change Implementation Update: Roy Rickert stated that 1,524 applications have been received, 1,341 of which have been processed, with 183 pending. Staff attended new student orientation at UTTC and BSC to give information on routes, and we will be attending U-Mary's new student orientation, as well as Community Fairs at both U-Mary and BSC.

5339 Award FY2018: Roy Rickert received verbal notice that funds will be received for new digital radios, LED lighting in the garage, completing the security camera project, and a replacement PEM system for printing fare media.

Standing Rock Transit Meeting on Aug 1st: Roy discussed the meeting with Standing Rock Public Transit regarding public transportation.

CTAA SUN Conference Aug 9-11th: Roy Rickert stated that the SUN Conference had a lot of information on small systems, which is something that you don't always get at the APTA Conferences.

Triennial Review: Roy Rickert stated that the findings were reduced from 8 to 7, and the report is due to the FTA by October 1st.

Administrative Committee Update: Ben Ehreth discussed the next steps for moving the Administrative Staff in-house.

Finance Committee Update: Nothing to report.

Other Business: Ben Ehreth asked for an update on the city of Lincoln's funding for continuing bus service in their area. Roy Rickert stated that they are still discussing how they will get the funding.

Meeting was adjourned at 1:51 PM.