



Bis-Man Transit Special Meeting Minutes

October 26, 2017, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President Steve Heydt	Vice President Kim Stevenson
	Sec/Tres DeNae Kautzmann	Ben Ehreth
	Glenn Lauinger	Lacey Long
	Jeannie Pedersen	Terry Woelber
Not Attending:	Karel Sovak	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Hoffman
	Jerri Jurgens	Nate Vatnsdal
	Gary Schumacher	
Guests:	Trevor Vanett	Jillian Schaible
	Steve Saunders	Tom Reuer
	Amy McDowall	Joyce McDowall
	Rex McDowall	Kevin Killner
	Albert Perez	Peter Greenburg
	Anthony Alves	

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

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Meeting was called to order at 11:37 AM.

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

Public Comment: Joyce McDowall spoke on behalf of her daughter, Amy McDowall, regarding the notification of being out of the service area. Roy Rickert discussed some options for Amy, such as being picked up at the north Dan's Supermarket in Bismarck. Steve Heydt asked Abi Hoffman to compile a list of the other addresses that are out of the service area for comparison.

Consent Agenda: DeNae Kautzmann stated that the minutes for October 7th and 18th are not complete. Kim Stevenson moved to approve the minutes. Ben Ehreth seconded. The motion carried unanimously.

Recognition of CND and Schumacher Transportation: Steve Heydt and the Board took a moment to thank CND and Schumacher Transportation for their years of service.

Discussion and Consideration of Administration Transition: Steve Heydt discussed the administrative transition and what steps will be taken next.

Lease and Operations Agreements with Jefferson Lines: Roy Rickert explained that the Administrative office had been working on this agreement since the beginning of the year due to decreases in the income from Jefferson Lines since the start of online ticket sales. DeNae Kautzmann moved to approve the lease agreement. Jeannie Pedersen seconded the motion. The motion carried unanimously. DeNae Kautzmann then moved to approve the operations agreement. Terry Woelber seconded the motion. The motion carried unanimously.

Paratransit Ridership Charging Accounts and On-Board Checks Approval: Elliot Rust requested that, starting January 1, 2018, charging accounts be disallowed for individuals, and checks no longer be accepted as payment on buses. There were concerns regarding cutting off charging for individuals but not for public entities such as Pride or Enable. The Board felt that it would be unfair to not allow everyone to charge if they were allowing public entities to charge. DeNae Kautzmann moved to approve that checks be disallowed on board buses effective January 1, 2018. Kim Stevenson seconded. The motion carried unanimously. Glenn Lauinger made a motion to table the remaining portion in the memo. Terry Woelber seconded the motion. The motion carried unanimously.

Discussion and Approval of Wait Time Policy: Roy Rickert discussed the change to the wait time policy. The bus will arrive within the current 30 minute window and wait 5 minutes before departing for their next pick up. Ecolane has the ability to send out calls and text messages the night before a ride and the day of the trip to help customers get accustomed to this new wait time policy. DeNae Kautzmann moved to approve the wait time policy. Jeannie Pedersen seconded. The motion carried unanimously.

Citizen Transportation Advocacy Group: Roy Rickert went over the bylaws for the new Citizen Transportation Advocacy Group. Kim Stevenson asked that a Mandan Public Schools Representative be added to the possible members. DeNae Kautzmann asked that Mandan Progress Organization also be added to the possible members. Roy Rickert said that letters will be sent out to make people aware as well as having it on our website. Steve Heydt asked that free rides be offered to individuals who are participating in the group. DeNae Kautzmann moved to approve with the changes that were recommended. Ben Ehreth seconded. The motion carried unanimously.

Free Ride Day on CAT - Friday Nov. 24, 2017 (Black Friday): Roy Rickert discussed having a free ride day and promoting it as a Black Friday Special. Jeannie Pedersen moved to approve the free ride day. Kim Stevenson seconded. The motion carried unanimously.

Operations Report: Peter Greenburg introduced himself as well as the general manager, Albert Perez. Albert introduced Kevin Killner as well as their maintenance manager, and he expressed his excitement about this opportunity.

Service Change Implementation Update: Roy Rickert stated that 1,750 applications have been received, 1,533 of which have been completely processed. The Return Ride Home Program produced 28 rides at a cost of \$140 for the month of September.

Grant Updates - Bremer: Roy Rickert said that a grant application has been submitted to the Otto Bremer Trust for \$449,000 for the purchase of one fixed-route vehicle and one paratransit bus. The city approved the purchase of four new paratransit cutaway buses which will close out the 2006 grant. Some funds are required to be spent on safety and security, so we will be rekeying all of the locks in the building as well as installing locks on some other doors. We will also be receiving an additional \$10,426 of funding from the state from additional FY16 revenue collections and FY16-FY17 unspent funds.

Operations Transition Update: Roy Rickert discussed the operation transition to National Express. The transition of RouteMatch to Ecolane is expected to be fully functional by January of 2018.

Lincoln: Roy Rickert spoke with Mayor Wise regarding the attempt at a mill levy to fund public transportation. The Mayor stated that he is still working to find a way to keep public transportation in Lincoln.

Triennial Review: Roy Rickert stated that four of the seven findings on the Triennial Review have been closed out including the two that administration was responsible for. The remaining three findings deal with the City's oversight of the system and they are sending in their responses to those findings.

Glenn Lauinger asked for an update on what routes are succeeding and which are not.

Administrative Committee Update: Nothing to Report.

Finance Committee Update: Nothing to Report.

Other Business: Kim Stevenson moved to keep Amy McDowall on Paratransit until November 1 with a letter discussing the issues raised. Jeannie Pedersen seconded the motion. Motion carried unanimously.

Meeting was adjourned at 1:49 PM.