



Bis-Man Transit Meeting Minutes

January 25, 2018, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	Vice President Kim Stevenson	Sec/Tres DeNae Kautzmann
	Glenn Lauinger	Ben Ehreth
	Lacey Long	Terry Woelber
	Jeannie Pedersen	
Not Attending:	President Steve Heydt	Karel Sovak
Staff:	Roy Rickert	Shanda Miller
	Abi Hoffman	Albert Perez
	Jerri Jurgens	
Guests:	Trevor Vannett	Jillian Schaible
	Anthony Humes	Steve Saunders
	Gary Schumacher	

Meeting was called to order at 11:33 AM.

Approval of Agenda: Lacey Long moved to approve the agenda. Terry Woelber seconded, and the motion carried unanimously.

Consent Agenda: Terry Woelber moved to approve the consent agenda. Jeannie Pedersen seconded, and the motion carried unanimously.

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

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Meeting Room Policy Approval: Roy Rickert discussed the meeting room policy. Terry Woelber moved to approve the Meeting Room Policy, and Ben Ehreth seconded the motion. DeNae Kautzmann requested that on line 1-B it say 'prohibited' rather than 'not prohibited', and on line 3-E that there be a security deposit of \$100 if renters are bringing food. Terry Woelber moved to amend his motion to include the changes, and Ben Ehreth seconded the amendment. The motion carried unanimously.

Autonomous Vehicle and Urban Grant Discussion and Approval: Roy Rickert discussed a new grant that the state has created called the Urban Grant. This grant is focused on public transportation, infrastructure, and maintenance. One of the things that has been discussed in the community are autonomous vehicles. The city is working on a project to bring in an autonomous shuttle bus and applying for this grant to fund that. It will be a six month project from March to October of 2019. Bis-Man Transit has no financial stake in this project, but we will support the city in this project.

Board Election Policy Approval: Shanda Miller discussed the Board Election Policy that was created from the process that was used during 2017 elections. DeNae Kautzmann requested that the first line under 3-A, Ineligible Candidate, replacing 'Any elected nominees are no longer eligible for voting' with 'Any elected nominees are no longer eligible for being voted on to the board'. Glenn Lauinger requested that after a certain number of cycles, the person with the lowest number of votes be taken off of the ballot. DeNae Kautzmann moved to make the second Monday of March the cutoff date for accepting applications. Lacey Long seconded, and the motion carried unanimously.

Route Ridership Analysis: Roy Rickert discussed ridership trends from 2016-2017. Overall ridership is down caused by the new routes, on time performance, as well as a national trend in decreased ridership. The University of Mary is another issue, as the route is not performing as well as expected. We met with our contact at the University of Mary and told them we need to know if they will be providing the funds to keep the route by the end of February, otherwise we will need to reroute the Green Route.

Operations Report: Albert Perez discussed the delay on Ecolane and how they are working on getting the paratransit system fully staffed. We are also working on updating the timing points in RouteMatch, and are excited to see the difference that makes starting next week. Operator Appreciation Day is between the 15th and 18th of March.

Executive Director Report: Roy Rickert stated that the City of Lincoln agreed to the terms of the agreement that the board presented to them and they have signed it. Bis-Man Transit signed the agreement delivered it to Lincoln and are expecting the first payment by the end of the month.

The estimated delivery date for the cutaway buses is mid to late May. The consortium contract for the fixed-route buses has been signed, so the purchasing process has begun. If all goes well, the order will be placed by the end of March.

Due to various factors, the go-live date for Ecolane has been pushed back to April 1st. The main issue is a shortage of operators which effects the overall operation of an automated system. While the software is able to handle this sort of issue it places a lot more of the scheduling on the staff.

At this point, nine applications for the CTAG have been received. There are a few that duplicate areas of interest resulting in only six spots being filled. There will be continued efforts to recruit for this board for the next couple of months and will look at holding the first meeting in April with a reduced size if necessary.

Elliot Rust has left Bis-Man Transit to work for another employer within the community. There is a possibility of contracting service for some of the higher level financial tasks and possibly an entry level book keeper for the daily, weekly, and monthly tasks. The difficult aspect are the federal regulations that are unique to public transportation which requires additional experience and/or training.

Roy Rickert attended the Chamber of Commerce mixer at the University of Mary on Tuesday and used the opportunity to speak with Gregg Vetter and Monsignor Shea about the need for a financial solution for the route since the University did not sell passes as expected. There was also a meeting with Bis-Man Transit's regular contact there to emphasize the fact that if they lose service, it may never return. It was expressed that there needs to be a solution to the problem by the end of next month so that there would be time to develop a change in the route if need be.

Administrative Committee Update: Ben Ehreth stated that the Administrative Committee has not met in the last few months, however, they would like to have a joint Administrative and Finance Committee meeting before the next board meeting to finalize the recommendation for Roy's performance matrix. DeNae Kautzmann stated that this may require a special board meeting due to the possibility of having a quorum.

Finance Committee Update: DeNae Kautzmann discussed finance staff replacement and looking at other options. Moving forward, any budget changes or concerns should come to the Finance Committee before going to the board.

Other Business: Jeannie Pedersen moved to move the February meeting to March 1. Terry Woelber seconded, and the motion carried unanimously.

Meeting was adjourned at 1:19 PM.