



## Bis-Man Transit Meeting Minutes

March 22, 2018, 11:30 AM

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	
Not Attending:	President Steve Heydt	Terry Woelber
Staff:	Roy Rickert	Shanda Miller
	Abi Hoffman	Evelyn Medina
	Albert Perez	Jerrie Jurgens
	Tom Reisenauer	
Guests:	Steve Saunders	Jillian Schaible
	Tom Reuer	Trevor Vannett
	Gary Schumacher	Royce Schultz
	Kenneth Fetzer	Cynthia Goulet

Meeting was called to order at 11:36 AM.

**Approval of Agenda:** Lacey Long requested that public comment be added to the agenda. Karel Sovak moved to approve the agenda as amended. Ben Ehreth seconded, and the motion carried unanimously.

**Public Comment:** Kenneth Fetzer commented on the new service area and that it is no longer including their home which is where his son lives who uses paratransit services. Kim Stevenson stated that the board will take the feedback and prepare a response.

**Consent Agenda:** Lacey Long moved to approve the consent. Jeannie Pedersen seconded the motion, and the motion carried unanimously.

**Board Member Applicants:** Royce Schultz and Trevor Vannett introduced themselves and explained their reasons for wanting to serve on the Bis-Man Transit Board. Helen Baumgartner was unable to attend the meeting and her letter of introduction was read.

**CTAG Applicant Recommendation:** Roy Rickert explained that there was a recommendation prepared for CTAG members; however, some applicants had also applied to be Bis-Man Transit Board members. He requested that the board wait to decide on CTAG members until after the Board election in April. DeNae Kautzmann moved to decide on CTAG members at the April Board Meeting. Ben Ehreth seconded, and the motion carried unanimously.

**OTP Synopsis:** Roy Rickert discussed the on time performance of the fixed-route and paratransit services from 2017 to 2018.

**Commission Update Review:** Roy Rickert discussed the update that he gave to the City Commission on March 13<sup>th</sup>. The Board had questions on how the complaint process works, as well as what options there are for those clients who are now outside of the service area. Karel Sovak moved that a committee be created to review the service area and then come back to the Board with what options there are, if any. Glenn Lauinger seconded the motion, and the motion carried unanimously. Karel Sovak, Kim Stevenson, Jeannie Pedersen, and Lacey Long volunteered to serve on the committee.

**Fuel Recommendation:** Shanda Miller discussed issues that have occurred with the Fuelman services, and requested that we accept the bid from the Expressway C-Store. Lacey Long moved to accept the bid. Ben Ehreth seconded the motion, and the motion carried unanimously.

**Insurance Renewal:** Roy Rickert requested that the board approve raising the amount of coverage available for purchase from NDIRF to \$5,000,000, add cyber-attack coverage, add EPL coverage, and increase the deductible to \$1,000 per occurrence. Karel Sovak moved to approve the listed changes. Ben Ehreth seconded, and the motion carried unanimously.

**Grant Applications:** Roy Rickert requested that the Board approve the applications for the 5310 and 5339 grants. On 5310, Bis-Man Transit is requesting two 10-passenger, wheelchair accessible vans. On 5339, Bis-Man Transit is requesting four replacement 15-

passenger cutaway buses, tablets and routers for the buses, a maintenance service truck, a replacement telephone system, and replacement LED lighting on the exterior and recessed lighting within the building in the public areas. Ben Ehreth moved to approve the grant applications. Jeannie Pedersen seconded, and the motion carried unanimously.

**Operations Report:** Albert Perez discussed Operator Appreciation Day, which was celebrated on March 19<sup>th</sup>. He stated that Ecolane will be going live on April 1<sup>st</sup>. Jerri Jurgens discussed the Pass Training she received in Chicago. She is now a certified Pass Trainer and will be training the operators.

**Executive Director Report:** Roy Rickert introduced Evelyn Medina who is interning with Bis-Man Transit. He explained that Abi Hoffman will be leaving at the end of May.

A new job description for a bookkeeping role at Bis-Man Transit is being created.

Bis-Man Transit is waiting on an itemized quote from Alexander Dennis to finalize the fixed-route bus procurement.

Roy Rickert will attend the RouteMatch user conference in Atlanta March 26<sup>th</sup> through the 29<sup>th</sup>.

Bis-Man Transit received notification of the FY18 5307 allocation of \$679,429, which is approximately six months of the estimated annual funding level and includes a portion of STIC funding. This is below the amount expected to receive and therefore is less than what was budgeted.

**Administrative Committee Update:** No updates.

**Finance Committee Update:** No updates.

**Other Business:** Karel Sovak commended the Bis-Man Transit Board on all of the hard work that they have done over the last two years.

Meeting was adjourned at 1:13 PM.