



Bis-Man Transit Annual Meeting Minutes

April 26, 2018, 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
	Karel Sovak	Lacey Long
	Terry Woelber	Glenn Lauinger
Not Attending:	Jeannie Pedersen	
Staff:	Roy Rickert	Shanda Miller
	Abi Hoffman	Jerri Jurgens
Guests:	Rachel Drewlow	Commissioner Steve Marquardt
	Greg Vetter	Trevor Vannett
	Royce Schultze	Helen Baumgartner
	Jillian Schaible	Tom Reuer
	Randee Sailer	Tim Seaworth
	Kathy Temchack	August Taylor
	John Lang	Christi Schaeftbauer
	Mary Lafser	Danny Friedt

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

3750 East Rosser Avenue, Bismarck, ND 58501 • P: (701) 258-6817 • F: (701) 258-6752 • www.bismantransit.com

Meeting was called to order at 11:35 AM.

Approval of Agenda: DeNae Kautzmann moved to add the Annual Meeting Minutes to the Consent Agenda, and under the Regular Agenda, add Officer Election. Karel Sovak seconded, and the motion carried unanimously.

Consent Agenda: Karel Sovak moved to approve the Consent Agenda. Lacey Long seconded, and the motion carried unanimously.

City Commissioner and Board Member Introduction and Background: City Commissioner Steve Marquardt introduced himself as the city liaison until June 12th. The attending Board Members each gave a brief introduction of themselves.

University of Mary: Greg Vetter, Tim Seaworth, Christi Schaeftbauer, August Taylor, John Lang, and Mary Lafser were present at the meeting to discuss the University of Mary bus route. Discussion was held on some possible options to keep the bus route going to the University. DeNae Kautzmann moved to put off any decision on the Green Route, whether to keep it or create a new route, until the end of September. Ben Ehreth seconded the motion. There was discussion on whether the City Commission would agree to allow the route to continue without \$40,000. DeNae Kautzmann amended her motion to be pending clarification from the City Commission. Ben Ehreth seconded, and the motion carried unanimously.

Service Area Committee Update: Karel Sovak discussed the Service Area Committee Meeting and recommended that the service area go back to a two-mile radius outside of the city limits. DeNae Kautzmann, Finance subcommittee chair, stated that approximately 1,000 rides were given last year in the two mile radius. Of those rides, 2 riders accounted for 800 of the 1,000 rides. The cost in providing paratransit beyond the city boundary is \$20,000. However, the real loss if the service area is extended will be in federal funding. The 5307 grant is determined by population and population density. Since the service area was reduced from 137 square miles to 56 square miles, the density has increased significantly. If the boundary is extended, there would be a loss of approximately \$300,000 dollars. Karel Sovak moved that the Executive Team look at options for riders outside of the service area. Ben Ehreth seconded, and the motion carried unanimously.

Finance Committee Update: DeNae Kautzmann stated that there were no other updates from what was discussed during the Service Area Committee Update.

Administrative Committee Update: No update.

Board Election: The candidates running for three board seats are as follows: Ben Ehreth, Karel Sovak, Royce Schultze, Helen Baumgartner, and Trevor Vannett. Ben Ehreth, Karel Sovak, and Royce Schultze received majority votes during the first round of the Board Member election.

Board Officer Election: Ben Ehreth moved that Steve Heydt be President, Kim Stevenson be Vice President, and DeNae Kautzmann be Secretary/Treasurer of the Bis-Man Transit Board. Glenn Lauinger seconded, and the motion carried unanimously.

Terry Woelber moved that a certificate be given to Jeannie Pedersen for her years of service. Kim Stevenson seconded, and the motion carried unanimously.

CTAG Member Recommendation: Roy Rickert presented the CTAG Member recommendation to the Board. Ben Ehreth moved to approve the recommendation. DeNae Kautzmann seconded, and the motion carried unanimously.

Remix: Roy Rickert discussed applying for the Community Planning Grant through AARP. He requested that an application be submitted to help pay for the planning software, Remix. Ben Ehreth moved that Roy Rickert submit an application for the Remix software. Glenn Lauinger seconded, and the motion carried unanimously.

Otto Bremer Cutaway Procurement: Shanda Miller requested that the Board move forward with purchasing a cutaway bus. Lacey Long moved to purchase a cutaway bus. Ben Ehreth seconded, and the motion carried unanimously.

Paratransit Cutaway Procurement: Shanda Miller requested that the remaining funds from the 5339 grant for the purchase of two fixed-route buses be reallocated to purchase one cutaway bus. DeNae Kautzmann moved to purchase the cutaway bus. Lacey Long seconded, and the motion carried unanimously.

Alexander Dennis Fixed-Route Bus Procurement: Shanda Miller requested that the Board move forward with the purchase of two Alexander Dennis fixed-route buses. DeNae Kautzmann moved to purchase the two fixed-route buses. Ben Ehreth seconded, and the motion carried unanimously.

Operations Report: Jerri Jurgens stated that the Bismarck Tribune went on a ride-along on a paratransit bus.

The paratransit service is staffed with 22 full-time operators and four part time operators. Jerri stated that they are still working on hiring more operators.

Jerri Jurgens explained that the switch to Ecolane has gone well and the operators and staff enjoy the software.

Executive Director Report: Roy Rickert discussed the implementation of the Ecolane software for paratransit and demand response service which began on April 1st. In April of 2017, paratransit on-time performance was at 75%, and April of 2018 it was 85%.

The complaint database in Ecolane is proving itself to be quite effective. It provides instant notification to all of the management staff throughout the process and also provides a

confirmation number for the complainant for tracking purposes. Staff is now able to easily access the data for complaints and compliments.

Roy Rickert attended the RouteMatch user conference at the end of March. He held discussions on how to improve the GPS data collection, and staff is looking at an option to increase the number of stops which will allow for more accurate ridership data.

Bis-Man Transit was served a summons and complaint regarding an accident that occurred in April of 2015. The driver, who was an operator with the former operations contractor, and Bis-Man Transit were named as defendants in the case. All information was provided to the insurance company which will take the lead in defending the case for Bis-Man Transit.

Shanda Miller will be going Denver for FTA procurement training on May 8-9. The Procurement System Review workshops are designed to encourage and facilitate improved grantee procurement operations.

Other Business: Roy Rickert requested that Bis-Man Transit offer a free ride day on May 12th in celebration of the NDDOT's 100th year anniversary. Lacey Long moved to approve the free ride day. Glenn Lauinger seconded, and the motion carried unanimously.

Steve Heydt asked what options there are for the fixed-route buses that no longer have advertising on them. Roy Rickert discussed a plan to work with the Arts Council and have businesses in the area sponsor artwork for the buses.

Meeting was adjourned at 2:41 PM.