



Bis-Man Transit Board Meeting Agenda

May 26, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

- **Welcome & Introductions [Ben Ehreth]**
- **Consent Agenda [Ben Ehreth]**
 - 1. Previous Month's Minutes [Kalen Ost]
 - Attachment A – 16.04.28 Board Meeting Minutes V2
 - Attachment B – 16.04.28 Board Meeting Executive Session Minutes V2
 - 2. Ratification of Executive Committee Action
 - 2A. None Required
 - 3. Financial Report [Roy Rickert]
 - Attachment C – 16.03 Financial Packet
 - 4. Ride Stats [Roy Rickert]
 - Attachment D – 16.01 Ridership Metrics Report
 - 5. Web and Social Media Stats [Kalen Ost]
 - Attachment E – 16.03 Analytics Report
 - 6. Staff Safety Accreditation [Roy Rickert]
 - Attachment F – Safety Stats
- **Regular Agenda**
 - 7. Insurance Issues [Gary Schumacher]
 - 8. Consideration of Status of Bis-Man Transit Brokerage Services for City of Bismarck [Steve Saunders/Roy Rickert]

9. Consideration of Fixed Route/Paratransit Changes [Roy Rickert]
 - Attachment G – Fixed Route/Paratransit Changes (not included)
10. Consideration of Leases [Roy Rickert]
 - Attachment H – West River Lease Agreement 16-17
11. APTA Board Conference Summary [DeNae Kautzmann and/or Kim Badenhop]
12. Executive Director Report [Roy Rickert]
 - Attachment I – Roberts Rules Simplified
13. Executive Session [Roy Rickert]
- **Committee Updates**
 14. Administrative Committee [Kim Badenhop]
 15. Finance Committee [DeNae Kautzmann]
 16. Board Application [Steve Heydt]
- **Other Business [Ben Ehreth]**
- **Adjourn [Ben Ehreth]**



A

Bis-Man Transit Board Meeting Minutes

April 28, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

Attending:	President Marge Ellefson	Vice President Ben Ehreth
	Sec./Tres. DeNae Kautzmann	Terry Woelber
	Steve Heydt	Kim Badenhop
	Kim Stevenson	Glenn Lauinger
	Karel Sovak	
Absent:	Jeannie Pederson	Mike Wagner
Staff:	Roy Rickert	Gary Schumacher
	Kalen Ost	
Guests:	Steve Saunders	Mike Thomas

Meeting was called to order at 11:40 a.m. by President Marge Ellefson.

Consent Agenda: DeNae Kautzmann moved to approve the consent agenda. Ben Ehreth seconded the motion and it carried unanimously.

Old Business

February 2016 Financial Report: Roy Rickert answered a question about a negative value on federal funds that Kim Badenhop asked about during the March Board meeting. The federal funds were from 2015, but were received in 2016, and the negative value was an adjustment to the books.

Training Expectations: Gary Schumacher said Craig Sjoberg is in training during the next week to become certified as an instructor. Following training, Craig Sjoberg will move into an office on May 15. Training for employees will happen during their workday. Training materials will come from

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the North Dakota Safety Council and the Department of Transportation. Gary Schumacher said he expected having training materials to the office by the end of the first week in May. CAT drivers will be trained within 30 days, paratransit drivers trained within 45 days and taxi drivers trained within 90 days. DeNae Kautzmann moved to have a report submitted to the Executive Director weekly that includes the training schedule, as well as the dates, times, topics and an attendees sign-off sheet. Karel Sovak seconded the motion and it carried unanimously.

New Business

Kramer Agency Insurance Presentation: Mike Thomas presented a short report to the Board that included describing coverage of general liability for Transit Board members. Board members are covered under a \$2 million limit. Mike Thomas said the City of Bismarck's RFP for transit brokerage is requesting \$3 million coverage, but NDIRF doesn't offer that. Mike Thomas asked if the City of Bismarck would consider lowering the requirement back to \$2 million, and Steve Saunders said the City would. Roy Rickert asked about an increase of about \$4,000 for vehicle insurance coverage. Mike Thomas said NDIRF rates a number of factors, including claims. Roy Rickert asked if Mike Thomas could generate a report that details the number, and type, of accidents, incurred.

Point of Order: Following the presentation, DeNae Kautzmann pointed out only Board Members can ask questions of staff during the Board meeting.

Fixed Route & Paratransit Changes: Roy Rickert presented proposed alterations to the fixed route system. More timing points will likely be added. Along with changes to the fixed route, a recertification process will be required for the paratransit system. A demand response system will also be available for any rider from 7 p.m. to midnight. Kim Badenhop moved for Roy to continue to develop the plan and it will be revisited for final approval at a later date. Steve Heydt seconded the motion and it carried unanimously.

Executive Director's Report

Paratransit Buses: Four cutaway buses have been ordered and the order is expected to be completed before the end of the year. Grants have been extended to pay for the buses.

International Bus Disposal: The two International buses have been sold for \$10,100 each. The money from the sale of those buses will be used in the purchase of future vehicles.

Finance Manager: Elliot Rust has been hired as Finance Manager and will begin work on May 2.

NTD: NTD is April 29. The report is complete, but Roy Rickert said he wanted to go through it once more before submitting it.

Maintenance Staff: Chuck is still progressing, but is expecting to be out a few months.

APTA: Roy Rickert attended the Universities conference in Grand Rapids, Mich. It was a good conference because transit-related individuals, as well as university-related individuals, and university students attended. The paratransit bus conference is in two weeks, and will be attended

by Roy Rickert and Shanda Miller. Board members DeNae Kautzmann and Kim Badenhop were attending a Board conference on April 30.

Presentation: Roy Rickert was invited to speak at a Sertoma Club meeting earlier in the week. The presentation went well.

RFP: Ben Ehreth suggested more concrete language be added about the succession plan. Roy Rickert said he put the office manager position in place until things become finalized.

Committees

Administrative Committee: No Report.

Finance committee: No Report.

Board Application Committee: No Report.

Comments: None

Adjourned: DeNae Kautzmann moved to adjourn the meeting and was seconded by Karel Sovak. The meeting adjourned at 2:20 p.m.



Financial Report

Account Balances as of APRIL 30, 2016

Location	Balance	
American Bank Center MM Account	\$0.00	*
American Bank Center Checking Account	\$0.00	#
Kirkwood Bank Savings Account	\$0.00	@
Starion Financial Savings Account	\$106,726.62	
Starion Financial CD (as of 4-07-2015)	\$238,565.02	
US Bank (Bus Depot Account)	\$13,614.13	
Starion Financial (All Deposits)	\$1,517,468.75	
Starion Financial (Bill Pay)	\$4,859.07	
Starion Financial (Bus Depot)	\$11,489.72	
Total	\$1,892,723.31	
Increase/Decrease over Prior Month (March 31, 2016)	\$160,281.63	
Amount owed to Schumacher Transit for APRIL 2016	\$237,943.73	
Repairs	\$15,064.99	

* Amount was transferred to Starion All Deposits on 4/19

Amount was transferred to Starion All Deposits on 4/15

@ Amount was transferred to Starion All Deposits on 4/5

9:11 AM
05/12/16
Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
April 2016

	Apr 16	Jan - Apr 16
Ordinary Income/Expense		
Income		
40101 · 40101 Fare Box Income Transit	34,273.65	134,000.42
40102 · Fare Box Income CAT	4,949.82	21,550.86
40107 · FACILITY	25.00	25.00
40300 · SALE OF 701 AND 702	20,200.00	20,200.00
40794 · 40794 · Mandan Golden Age	0.00	1,500.00
40800 · 40800 · Matchable Funds for FTA		
40801 · Interest Income		
40801A · XENIA	701.53	701.53
40801B · INLAND AMERICA	0.00	586.73
40801 · Interest Income - Other	679.65	1,570.95
Total 40801 · Interest Income	1,381.18	2,859.21
40802 · Golden Age Services	1,500.00	1,500.00
40805 · United Way	0.00	187.50
40806 · ND Medicaid	0.00	24,225.58
40807 · NDAD	237.50	1,025.00
40808 · PACE	240.00	1,374.00
40809 · MOBILE ADS	4,674.00	19,161.10
40810 · TAXI 9000	8,533.00	34,132.00
40811 · WEST RIVER	0.00	2,106.00
40812 · DEL MAR VENDING	112.22	402.38
40813 · Burleigh County Senior Center	2,000.00	2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	115,975.00	263,270.00
40840 · City of Bismarck Mill Levy	333,593.87	790,823.73
40850 · City of Mandan Mill Levy	1,915.94	110,081.86
Total 40800 · 40800 · Matchable Funds for FTA	470,162.71	1,253,148.36
40999 · 40999 · Miscellaneous Income		
40998 · INSURANCE RECOVERIES	3,539.60	10,260.08
40999 · 40999 · Miscellaneous Income - Other	6.00	22.00
Total 40999 · 40999 · Miscellaneous Income	3,545.60	10,282.08
41000 · Total Federal Funds	45,491.00	45,491.00
46400 · Other Types of Income	225.00	225.00
Total Income	578,872.78	1,486,422.72
Gross Profit	578,872.78	1,486,422.72
Expense		
50110 · RETURNED DEPOSIT ITEM FEE	0.00	8.00

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Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
April 2016

	Apr 16	Jan - Apr 16
50111 · 50111 · SERVICE FEES		
50111A · CREDIT CARD SALES FEES	33.71	171.49
50111 · 50111 · SERVICE FEES - Other	7.95	98.55
Total 50111 · 50111 · SERVICE FEES	41.66	270.04
50112 · 50112 · UTILITIES		
100A · Bismarck Water Department	337.00	1,342.68
100B · Capital Electric	2,621.84	8,338.19
100C · Janitorial Services	490.52	2,207.34
100D · MDU	654.77	4,153.00
100E · Rodent Control	98.33	294.99
100F · Waste Management	517.56	1,559.44
Total 50112 · 50112 · UTILITIES	4,720.02	17,895.64
50301 · 50301 · Central Nodak	0.00	68,368.83
50313 · 50313 · Equipment and Parts		
50313A · SHOP EQUIPMENT	0.00	670.68
50313B · FLOOR SCRUBBER MAINT AGREEMENT		
50313B1 · FLOOR SCRUBBER REPAIR	0.00	414.19
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	0.00	125.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	0.00	539.19
50313C · PRESSURE WASHER		
50313c1 · PARTS	0.00	220.76
50313C · PRESSURE WASHER - Other	0.00	115.02
Total 50313C · PRESSURE WASHER	0.00	335.78
50313 · 50313 · Equipment and Parts - Other	0.00	1,219.65
Total 50313 · 50313 · Equipment and Parts	0.00	2,765.30
50316 · 50316 Shelter and Bus Maint.		
50316A · SHELTER CLEANING	500.50	1,547.00
50316B · SHELTER REPAIR	0.00	82.56
Total 50316 · 50316 Shelter and Bus Maint.	500.50	1,629.56
50321 · Gauranteed Ride Home	605.00	3,120.00

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Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
 April 2016

	Apr 16	Jan - Apr 16
50499 · 50499 · Supplies		
50499A · Office Supplies		
50499A1 · INK	0.00	525.66
50499A2 · STATIONARY	53.21	524.25
50499A3 · PENS/PENCILS	0.00	7.99
50499A4 · MISC OFFICE SUPPLIES	65.88	252.21
50499A5 · CHECKS AND DEPOSIT SLIPS	0.00	393.95
Total 50499A · Office Supplies	119.09	1,704.06
50499B · CLEANING SUPPLIES		
50499B1 · FACILITY CLEANING SUPPLIES	162.99	1,566.63
50499B2 · VEHICLE CLEANING SUPPLIES	36.90	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	332.20	758.12
Total 50499B · CLEANING SUPPLIES	532.09	2,361.65
50499 · 50499 · Supplies - Other	0.00	1,564.16
Total 50499 · 50499 · Supplies	651.18	5,629.87
50502 · 50502 · Telephone		
50502A · TABLETS		
50502A1 · PARATRANSIT TABLETS	1,195.21	2,390.47
50502A2 · CAT TABLETS	543.30	1,086.55
50502A · TABLETS - Other	0.00	3,477.02
Total 50502A · TABLETS	1,738.51	6,954.04
50502B · OFFICE LINES	457.88	1,386.40
50502C · REIMBURSEMENT FOR CHUCK	50.00	200.00
50502D · VOICE LOGGING SYSTEM	0.00	1,316.00
50502 · 50502 · Telephone - Other	0.00	510.83
Total 50502 · 50502 · Telephone	2,246.39	10,367.27
50600 · 50600 · Insurance	93,763.00	93,763.00
50704 · 50704 · Vehicle Costs		
50704A · TIRES		
50704A1 · CAT- TIRES	0.00	853.69
50704A2 · TIRES- PARATRANSIT	0.00	1,204.01
50704A · TIRES - Other	0.00	816.18
Total 50704A · TIRES	0.00	2,873.88

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Accrual Basis

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Profit & Loss YTD Comparison
 April 2016

	Apr 16	Jan - Apr 16
50704B · REPAIRS		
50704B1 · CAT PARTS	5,304.68	9,832.56
50704B2 · CAT- LABOR	4,032.26	6,837.26
50704B3 · TRANSIT- PARTS	2,427.02	11,138.41
50704B4 · TRANSIT- LABOR	5,185.00	16,915.00
50704B5 · SERVICE VEHICLE PARTS	2,848.40	2,848.40
50704B6 · SERVICE VEHICLE LABOR	4,055.06	4,055.06
50704B · REPAIRS - Other	0.00	15,752.67
Total 50704B · REPAIRS	23,852.42	67,379.36
50704C · BATTERIES		
50704C1 · BATTERIES- CAT	0.00	458.40
Total 50704C · BATTERIES	0.00	458.40
50704 · 50704 · Vehicle Costs - Other	0.00	14,587.48
Total 50704 · 50704 · Vehicle Costs	23,852.42	85,299.12
50801 · 50801 · TAXI 9000		
50801A · CONTRACT SERVICES- TRANSIT	148,977.90	455,329.50
50801B · CONTRACT SERVICES- CAT	88,965.83	268,189.52
50801 · 50801 · TAXI 9000 - Other	0.00	240,227.22
Total 50801 · 50801 · TAXI 9000	237,943.73	963,746.24
50902 · 50902 · Travel		
50902A · LODGING	1,288.95	1,770.69
50902B · AIRLINES	837.40	1,455.20
50902C · MILEAGE REIMBURSEMENT	211.14	211.14
50902D · MEAL EXPENSE	17.09	17.09
50902E · TRANSPORTATION	18.00	18.00
50902F · AIRPORT PARKING	40.00	40.00
50902 · 50902 · Travel - Other	0.00	348.53
Total 50902 · 50902 · Travel	2,412.58	3,860.65
50908 · 50908 · Advertising		
50908A · MEDIA ADVERTISING	114.00	531.35
50908B · MISC ADVERTISING	0.00	1,264.57
50908C · BUSINESS CARDS	41.99	41.99
50908D · RADIO/TV	240.00	1,776.00
50908 · 50908 · Advertising - Other	0.00	770.00
Total 50908 · 50908 · Advertising	395.99	4,383.91

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BisMan Transit Board
Profit & Loss YTD Comparison
 April 2016

	Apr 16	Jan - Apr 16
50910 · Dues/Membership		
50910A · DTA DUES	0.00	300.00
50910B · BMDA DUES	0.00	500.00
50910C · SAM'S MEMBERSHIP FEE	0.00	11.25
50910 · Dues/Membership - Other	0.00	80.00
Total 50910 · Dues/Membership	0.00	891.25
50991 · 50991 · Printing & Copying		
50991A · INTERNAL	764.47	1,006.65
50991B · EXTERNAL		
50991B1 · EXTERNAL- TRANSIT	0.00	469.55
50991B · EXTERNAL - Other	0.00	283.08
Total 50991B · EXTERNAL	0.00	752.63
Total 50991 · 50991 · Printing & Copying	764.47	1,759.28
50992 · 50992 · Postage	503.50	1,193.00
50994 · 50994 · Miscellaneous Expense		
50994A · BOARD MEETING MEALS- PUBLIC	85.53	276.44
50994 · 50994 · Miscellaneous Expense - Other	0.00	35.00
Total 50994 · 50994 · Miscellaneous Expense	85.53	311.44
51000 · 51000 · Accounting & Auditing		
51000A · QUICKBOOK PRO	0.00	89.95
51000 · 51000 · Accounting & Auditing - Other	6,825.00	6,825.00
Total 51000 · 51000 · Accounting & Auditing	6,825.00	6,914.95
51100 · 51100 Furniture Expenses	1,037.31	1,037.31
51401 · 51401 · Computer Costs		
51401A · INSTALLATION	171.99	321.99
51401B · ANTI-VIRUS PROTECTION	0.00	48.99
51401C · NEW COMPUTERS	774.00	2,158.47
51401D · SOFTWARE	106.49	106.49
51401 · 51401 · Computer Costs - Other	0.00	2,588.00
Total 51401 · 51401 · Computer Costs	1,052.48	5,223.94
51402 · Route Match Software		
51402A · ROUTE MATCH-CAT	0.00	2,166.67
Total 51402 · Route Match Software	0.00	2,166.67

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Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
 April 2016

	Apr 16	Jan - Apr 16
51403 · 51403 · Building Costs		
51403A · HEATING REPAIR	0.00	1,095.07
51403B · BOILERS	0.00	564.38
51403C · ELECTRICAL	0.00	94.57
51403D · GARAGE DOOR REPAIRS	0.00	70.00
51403E · LOCKS	0.00	100.00
51403F · VENT HOODS	0.00	1,925.00
51403G · GENERATOR INSPECTION	225.75	225.75
51403 · 51403 · Building Costs - Other	0.00	631.20
Total 51403 · 51403 · Building Costs	225.75	4,705.97
51404 · SECURITY CAMERAS	0.00	1,460.00
51405 · TWO-WAY RADIOS		
51405A · REPEATER FOR TWO WAY	0.00	2,630.55
Total 51405 · TWO-WAY RADIOS	0.00	2,630.55
51600 · 51600 · Training		
51600A · APTA TRAINING REGISTRATION FEES	0.00	2,800.00
Total 51600 · 51600 · Training	0.00	2,800.00
54000 · NON-FTA EXPENSE		
54000B · NON-FTA TRAVEL EXPENSE	0.00	12.00
Total 54000 · NON-FTA EXPENSE	0.00	12.00
65100 · Other Types of Expenses		
65140 · EXPENSE REIMBURSEMENT		
65140A · MEAL REIMBURSEMENT	0.00	80.21
Total 65140 · EXPENSE REIMBURSEMENT	0.00	80.21
Total 65100 · Other Types of Expenses	0.00	80.21
Total Expense	377,626.51	1,292,294.00
Net Ordinary Income	201,246.27	194,128.72
Net Income	<u>201,246.27</u>	<u>194,128.72</u>

9:19 AM

05/12/16

Accrual Basis

BisMan Transit Board

Profit & Loss Prev Year Comparison

January through April 2016

	Jan - Apr 16	Jan - Apr 15	\$ Change
Ordinary Income/Expense			
Income			
201312 · Para Transit Clients	0.00	1,302.50	-1,302.50
40101 · 40101 Fare Box Income Transit	134,000.42	136,012.37	-2,011.95
40102 · Fare Box Income CAT	21,550.86	23,608.75	-2,057.89
40107 · FACILITY	25.00	0.00	25.00
40300 · SALE OF 701 AND 702	20,200.00	0.00	20,200.00
40794 · 40794 · Mandan Golden Age	1,500.00	0.00	1,500.00
40800 · 40800 · Matchable Funds for FTA			
40801 · Interest Income			
40801A · XENIA	701.53	0.00	701.53
40801B · INLAND AMERICA	586.73	0.00	586.73
40801 · Interest Income - Other	1,570.95	2,063.22	-492.27
Total 40801 · Interest Income	2,859.21	2,063.22	795.99
40802 · Golden Age Services	1,500.00	3,000.00	-1,500.00
40803 · RSVP	0.00	3,500.00	-3,500.00
40805 · United Way	187.50	1,250.00	-1,062.50
40806 · ND Medicaid	24,225.58	-18,979.65	43,205.23
40807 · NDAD	1,025.00	1,005.00	20.00
40808 · PACE	1,374.00	2,022.00	-648.00
40809 · MOBILE ADS	19,161.10	7,572.41	11,588.69
40810 · TAXI 9000	34,132.00	24,000.00	10,132.00
40811 · WEST RIVER	2,106.00	2,160.00	-54.00
40812 · DEL MAR VENDING	402.38	379.22	23.16
40813 · Burleigh County Senior Center	2,000.00	2,000.00	0.00
40814 · ND DEPARTMENT OF TRANSPORTATION	263,270.00	200,895.00	62,375.00
40840 · City of Bismarck Mill Levy	790,823.73	696,271.70	94,552.03
40850 · City of Mandan Mill Levy	110,081.86	91,633.69	18,448.17
40860 · Training Room Rental	0.00	201.28	-201.28
40800 · 40800 · Matchable Funds for FTA - Other	0.00	105,164.56	-105,164.56
Total 40800 · 40800 · Matchable Funds for FTA	1,253,148.36	1,124,138.43	129,009.93
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	10,260.08	610.00	9,650.08
40999 · 40999 · Miscellaneous Income - Other	22.00	17,017.33	-16,995.33
Total 40999 · 40999 · Miscellaneous Income	10,282.08	17,627.33	-7,345.25
41000 · Total Federal Funds			
41405 · 2013 STATE OF GOOD REPAIR	0.00	-80,149.00	80,149.00
41000 · Total Federal Funds - Other	45,491.00	0.00	45,491.00
Total 41000 · Total Federal Funds	45,491.00	-80,149.00	125,640.00
46400 · Other Types of Income	225.00	8,576.40	-8,351.40
Total Income	1,486,422.72	1,231,116.78	255,305.94
Gross Profit	1,486,422.72	1,231,116.78	255,305.94
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	8.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	171.49	0.00	171.49
50111 · 50111 · SERVICE FEES - Other	98.55	30.00	68.55
Total 50111 · 50111 · SERVICE FEES	270.04	30.00	240.04

9:19 AM

05/12/16

Accrual Basis

BisMan Transit Board

Profit & Loss Prev Year Comparison

January through April 2016

	Jan - Apr 16	Jan - Apr 15	\$ Change
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	1,342.68	798.91	543.77
100B · Capital Electric	8,338.19	5,576.68	2,761.51
100C · Janitorial Services	2,207.34	2,296.12	-88.78
100D · MDU	4,153.00	3,280.02	872.98
100E · Rodent Control	294.99	292.00	2.99
100F · Waste Management	1,559.44	1,457.47	101.97
Total 50112 · 50112 · UTILITIES	17,895.64	13,701.20	4,194.44
50301 · 50301 · Central Nodak	68,368.83	47,026.74	21,342.09
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT	670.68	0.00	670.68
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	414.19	0.00	414.19
50313B · FLOOR SCRUBBER MAINT AGREEME...	125.00	0.00	125.00
Total 50313B · FLOOR SCRUBBER MAINT AGREE...	539.19	0.00	539.19
50313C · PRESSURE WASHER			
50313c1 · PARTS	220.76	0.00	220.76
50313C · PRESSURE WASHER - Other	115.02	0.00	115.02
Total 50313C · PRESSURE WASHER	335.78	0.00	335.78
50313 · 50313 · Equipment and Parts - Other	1,219.65	0.00	1,219.65
Total 50313 · 50313 · Equipment and Parts	2,765.30	0.00	2,765.30
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	1,547.00	0.00	1,547.00
50316B · SHELTER REPAIR	82.56	0.00	82.56
50316 · 50316 Shelter and Bus Maint. - Other	0.00	2,176.00	-2,176.00
Total 50316 · 50316 Shelter and Bus Maint.	1,629.56	2,176.00	-546.44
50321 · Gauranteed Ride Home	3,120.00	2,885.00	235.00
50499 · 50499 · Supplies			
50499A · Office Supplies			
50499A1 · INK	525.66	0.00	525.66
50499A2 · STATIONARY	524.25	0.00	524.25
50499A3 · PENS/PENCILS	7.99	0.00	7.99
50499A4 · MISC OFFICE SUPPLIES	252.21	0.00	252.21
50499A5 · CHECKS AND DEPOSIT SLIPS	393.95	0.00	393.95
Total 50499A · Office Supplies	1,704.06	0.00	1,704.06
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	1,566.63	0.00	1,566.63
50499B2 · VEHICLE CLEANING SUPPLIES	36.90	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	758.12	0.00	758.12
Total 50499B · CLEANING SUPPLIES	2,361.65	0.00	2,361.65
50499 · 50499 · Supplies - Other	1,564.16	5,385.77	-3,821.61
Total 50499 · 50499 · Supplies	5,629.87	5,385.77	244.10
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	2,390.47	0.00	2,390.47
50502A2 · CAT TABLETS	1,086.55	0.00	1,086.55
50502A · TABLETS - Other	3,477.02	0.00	3,477.02
Total 50502A · TABLETS	6,954.04	0.00	6,954.04

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Accrual Basis

BisMan Transit Board

Profit & Loss Prev Year Comparison

January through April 2016

	Jan - Apr 16	Jan - Apr 15	\$ Change
50502B · OFFICE LINES	1,386.40	0.00	1,386.40
50502C · REIMBURSEMENT FOR CHUCK	200.00	0.00	200.00
50502D · VOICE LOGGING SYSTEM	1,316.00	0.00	1,316.00
50502 · 50502 · Telephone - Other	510.83	8,620.71	-8,109.88
Total 50502 · 50502 · Telephone	10,367.27	8,620.71	1,746.56
50600 · 50600 · Insurance	93,763.00	92,016.00	1,747.00
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	853.69	0.00	853.69
50704A2 · TIRES- PARATRANSIT	1,204.01	0.00	1,204.01
50704A · TIRES - Other	816.18	0.00	816.18
Total 50704A · TIRES	2,873.88	0.00	2,873.88
50704B · REPAIRS			
50704B1 · CAT PARTS	9,832.56	0.00	9,832.56
50704B2 · CAT- LABOR	6,837.26	0.00	6,837.26
50704B3 · TRANSIT- PARTS	11,138.41	0.00	11,138.41
50704B4 · TRANSIT- LABOR	16,915.00	0.00	16,915.00
50704B5 · SERVICE VEHICLE PARTS	2,848.40	0.00	2,848.40
50704B6 · SERVICE VEHICLE LABOR	4,055.06	0.00	4,055.06
50704B · REPAIRS - Other	15,752.67	0.00	15,752.67
Total 50704B · REPAIRS	67,379.36	0.00	67,379.36
50704C · BATTERIES			
50704C1 · BATTERIES- CAT	458.40	0.00	458.40
Total 50704C · BATTERIES	458.40	0.00	458.40
50704 · 50704 · Vehicle Costs - Other	14,587.48	245,860.74	-231,273.26
Total 50704 · 50704 · Vehicle Costs	85,299.12	245,860.74	-160,561.62
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	455,329.50	0.00	455,329.50
50801B · CONTRACT SERVICES- CAT	268,189.52	0.00	268,189.52
50801 · 50801 · TAXI 9000 - Other	240,227.22	722,003.87	-481,776.65
Total 50801 · 50801 · TAXI 9000	963,746.24	722,003.87	241,742.37
50902 · 50902 · Travel			
50902A · LODGING	1,770.69	0.00	1,770.69
50902B · AIRLINES	1,455.20	0.00	1,455.20
50902C · MILEAGE REIMBURSEMENT	211.14	0.00	211.14
50902D · MEAL EXPENSE	17.09	0.00	17.09
50902E · TRANSPORTATION	18.00	0.00	18.00
50902F · AIRPORT PARKING	40.00	0.00	40.00
50902 · 50902 · Travel - Other	348.53	0.00	348.53
Total 50902 · 50902 · Travel	3,860.65	0.00	3,860.65
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	531.35	0.00	531.35
50908B · MISC ADVERTISING	1,264.57	0.00	1,264.57
50908C · BUSINESS CARDS	41.99	0.00	41.99
50908D · RADIO/TV	1,776.00	0.00	1,776.00
50908 · 50908 · Advertising - Other	770.00	6,343.95	-5,573.95
Total 50908 · 50908 · Advertising	4,383.91	6,343.95	-1,960.04

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Accrual Basis

BisMan Transit Board

Profit & Loss Prev Year Comparison

January through April 2016

	Jan - Apr 16	Jan - Apr 15	\$ Change
50910 · Dues/Membership			
50910A · DTA DUES	300.00	0.00	300.00
50910B · BMDA DUES	500.00	0.00	500.00
50910C · SAM'S MEMBERSHIP FEE	11.25	0.00	11.25
50910 · Dues/Membership - Other	80.00	380.00	-300.00
Total 50910 · Dues/Membership	891.25	380.00	511.25
50920 · 50920 · Registration Fees	0.00	1,012.85	-1,012.85
50991 · 50991 · Printing & Copying			
50991A · INTERNAL	1,006.65	0.00	1,006.65
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	469.55	0.00	469.55
50991B · EXTERNAL - Other	283.08	0.00	283.08
Total 50991B · EXTERNAL	752.63	0.00	752.63
50991 · 50991 · Printing & Copying - Other	0.00	673.89	-673.89
Total 50991 · 50991 · Printing & Copying	1,759.28	673.89	1,085.39
50992 · 50992 · Postage	1,193.00	1,752.64	-559.64
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	276.44	0.00	276.44
50994 · 50994 · Miscellaneous Expense - Other	35.00	282.19	-247.19
Total 50994 · 50994 · Miscellaneous Expense	311.44	282.19	29.25
51000 · 51000 · Accounting & Auditing			
51000A · QUICKBOOK PRO	89.95	0.00	89.95
51000 · 51000 · Accounting & Auditing - Other	6,825.00	30,313.95	-23,488.95
Total 51000 · 51000 · Accounting & Auditing	6,914.95	30,313.95	-23,399.00
51100 · 51100 Furniture Expenses	1,037.31	0.00	1,037.31
51401 · 51401 · Computer Costs			
51401A · INSTALLATION	321.99	0.00	321.99
51401B · ANTI-VIRUS PROTECTION	48.99	0.00	48.99
51401C · NEW COMPUTERS	2,158.47	0.00	2,158.47
51401D · SOFTWARE	106.49	0.00	106.49
51401 · 51401 · Computer Costs - Other	2,588.00	1,683.91	904.09
Total 51401 · 51401 · Computer Costs	5,223.94	1,683.91	3,540.03
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	2,166.67	0.00	2,166.67
51402 · Route Match Software - Other	0.00	30,658.26	-30,658.26
Total 51402 · Route Match Software	2,166.67	30,658.26	-28,491.59
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	1,095.07	0.00	1,095.07
51403B · BOILERS	564.38	0.00	564.38
51403C · ELECTRICAL	94.57	0.00	94.57
51403D · GARAGE DOOR REPAIRS	70.00	0.00	70.00
51403E · LOCKS	100.00	0.00	100.00
51403F · VENT HOODS	1,925.00	0.00	1,925.00
51403G · GENERATOR INSPECTION	225.75	0.00	225.75
51403 · 51403 · Building Costs - Other	631.20	11,689.43	-11,058.23
Total 51403 · 51403 · Building Costs	4,705.97	11,689.43	-6,983.46
51404 · SECURITY CAMERAS	1,460.00	0.00	1,460.00
51405 · TWO-WAY RADIOS			
51405A · REPEATER FOR TWO WAY	2,630.55	0.00	2,630.55
Total 51405 · TWO-WAY RADIOS	2,630.55	0.00	2,630.55

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Accrual Basis

BisMan Transit Board
Profit & Loss Prev Year Comparison
 January through April 2016

	Jan - Apr 16	Jan - Apr 15	\$ Change
51600 · 51600 · Training			
51600A · APTA TRAINING REGISTRATION FEES	2,800.00	0.00	2,800.00
Total 51600 · 51600 · Training	2,800.00	0.00	2,800.00
54000 · NON-FTA EXPENSE			
54000B · NON-FTA TRAVEL EXPENSE	12.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	12.00	0.00	12.00
62100 · Contract Services	0.00	1,462.50	-1,462.50
65100 · Other Types of Expenses			
65140 · EXPENSE REIMBURSEMENT			
65140A · MEAL REIMBURSEMENT	80.21	0.00	80.21
Total 65140 · EXPENSE REIMBURSEMENT	80.21	0.00	80.21
Total 65100 · Other Types of Expenses	80.21	0.00	80.21
Total Expense	1,292,294.00	1,225,959.60	66,334.40
Net Ordinary Income	194,128.72	5,157.18	188,971.54
Net Income	<u>194,128.72</u>	<u>5,157.18</u>	<u>188,971.54</u>

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BisMan Transit Board

Check Detail

April 2016

Type	Num	Date	Name	Item	Account	Paid Amount
Check		04/14/2016			1017000 · ALL DEP...	
					50110 · RETURNED...	-68.00
TOTAL						-68.00
Check		04/29/2016			1016999 · BILL PA...	
					50111 · 50111 · SE...	-7.95
TOTAL						-7.95
Check	004	04/04/2016	MERCHANT BNKCD		1017000 · ALL DEP...	
					50111A · CREDIT C...	-33.71
TOTAL						-33.71
Bill Pmt -Check	2377	04/06/2016	Verizon		10101 · Checking B...	
TOTAL						0.00
Bill Pmt -Check	3068	04/06/2016	ADVANCED MECH...		1016999 · BILL PA...	
Bill	181264	02/26/2016			51403F · VENT HO...	-1,925.00
TOTAL						-1,925.00
Bill Pmt -Check	3069	04/06/2016	BISMARCK WATE...		1016999 · BILL PA...	
Bill	ACCT ...	03/30/2016			100A · Bismarck Wa...	-321.04
TOTAL						-321.04
Bill Pmt -Check	3070	04/06/2016	EIDE FORD LINCO...		1016999 · BILL PA...	
Bill	280923	03/22/2016			50704B3 · TRANSIT...	-2,863.86
TOTAL						-2,863.86
Bill Pmt -Check	3071	04/06/2016	GUARDIAN LOCK		1016999 · BILL PA...	
Bill	85139	03/31/2016			51403E · LOCKS	-100.00
TOTAL						-100.00
Bill Pmt -Check	3072	04/06/2016	PUKLICH CHEVRO...		1016999 · BILL PA...	
Bill	568559	03/24/2016			50704B3 · TRANSIT...	-1,766.82
TOTAL						-1,766.82
Bill Pmt -Check	3073	04/06/2016	RADIO BISMARCK ...		1016999 · BILL PA...	
Bill	ACCT ...	03/31/2016			50908D · RADIO/TV	-576.00
TOTAL						-576.00

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BisMan Transit Board
Check Detail
 April 2016

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	3074	04/06/2016	Route Match		1016999 · BILL PA...	
Bill	25474	03/25/2016			51402A · ROUTE M...	-500.00
TOTAL						-500.00
Bill Pmt -Check	3075	04/06/2016	ROY RICKERT		1016999 · BILL PA...	
Bill	TRAV...	04/04/2016			50902C · MILEAGE ...	-211.14
TOTAL						-211.14
Bill Pmt -Check	3076	04/06/2016	SAMS CLUB		1016999 · BILL PA...	
Bill	ENDI...	03/25/2016			50908A · MEDIA AD...	-129.00
TOTAL						-129.00
Bill Pmt -Check	3077	04/06/2016	TAXI 9000-V		1016999 · BILL PA...	
Bill	MARC...	03/31/2016			50801A · CONTRA...	-155,973.05
					50801B · CONTRA...	-93,405.14
TOTAL						-249,378.19
Bill Pmt -Check	3078	04/06/2016	Verizon		1016999 · BILL PA...	
Bill	CHUCK	03/30/2016			50502C · REIMBUR...	-50.00
TOTAL						-50.00
Bill Pmt -Check	3079	04/06/2016	WASTE MANAGEM...		1016999 · BILL PA...	
Bill	64243...	04/01/2016			100F · Waste Mana...	-517.56
TOTAL						-517.56
Bill Pmt -Check	3080	04/06/2016	Verizon		1016999 · BILL PA...	
Bill	invoic...	03/20/2016			50502A1 · PARATR...	-1,195.26
					50502A2 · CAT TAB...	-543.25
TOTAL						-1,738.51
Bill Pmt -Check	3081	04/13/2016	AMERI PRIDE		1016999 · BILL PA...	
Bill	STAT...	03/31/2016			100C · Janitorial Ser...	-735.78
TOTAL						-735.78
Bill Pmt -Check	3082	04/13/2016	BRADY MARTZ & A...		1016999 · BILL PA...	
Bill	41169...	04/08/2016			51000 · 51000 · Acc...	-6,825.00
TOTAL						-6,825.00

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BisMan Transit Board

Check Detail

April 2016

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	3083	04/13/2016	CAPITAL ELECTRIC		1016999 · BILL PA...	
Bill	ACCT ...	04/06/2016			100B · Capital Electric	-2,621.84
TOTAL						-2,621.84
Bill Pmt -Check	3084	04/13/2016	HIT, INC.		1016999 · BILL PA...	
Bill	Invoic...	04/05/2016			50316A · SHELTER ...	-500.50
TOTAL						-500.50
Bill Pmt -Check	3085	04/13/2016	INTERSTATE POW...		1016999 · BILL PA...	
Bill	R0030...	04/08/2016			50704B2 · CAT- LA...	-163.85
TOTAL						-163.85
Bill Pmt -Check	3086	04/13/2016	KIMBERLY BADEN...		1016999 · BILL PA...	
Bill	REIM...	04/08/2016			50902B · AIRLINES	-301.20
TOTAL						-301.20
Bill Pmt -Check	3087	04/13/2016	Kramer Agency		1016999 · BILL PA...	
Bill	INVOI...	04/11/2016			50600 · 50600 · Insu...	-2,979.00
Bill	INV. 1...	04/11/2016			50600 · 50600 · Insu...	-3,733.00
Bill	INV. 1...	04/11/2016			50600 · 50600 · Insu...	-87,051.00
TOTAL						-93,763.00
Bill Pmt -Check	3088	04/13/2016	MDU		1016999 · BILL PA...	
Bill	acct 2...	04/07/2016			100D · MDU	-654.77
TOTAL						-654.77
Bill Pmt -Check	3089	04/13/2016	SCHUMACHER TR...		1016999 · BILL PA...	
Bill	MARC...	03/31/2016			50321 · Gauranteed ...	-715.00
Bill	MARC...	03/31/2016			50704B1 · CAT PAR...	-1,336.34
					50704B2 · CAT- LA...	-850.00
					50704B3 · TRANSIT...	-3,352.60
					50704B4 · TRANSIT...	-7,012.50
TOTAL						-13,266.44
Bill Pmt -Check	3090	04/13/2016	VISA		1016999 · BILL PA...	
Bill	CARD...	04/01/2016			50902E · TRANSPOR...	-18.00
					50902A · LODGING	-1,288.95
					50902F · AIRPORT ...	-40.00
					50902B · AIRLINES	-25.00
					50902D · MEAL EX...	-17.09
Bill	CARD...	04/01/2016			50908C · BUSINES...	-41.99
					50499A4 · MISC OF...	-65.88
					50499A2 · STATION...	-53.21
					50499B1 · FACILIT...	-162.99
					50994A · BOARD M...	-85.53

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BisMan Transit Board

Check Detail

April 2016

Type	Num	Date	Name	Item	Account	Paid Amount
Bill	CARD...	04/01/2016			50902B · AIRLINES 51401D · SOFTWA...	-511.20 -106.49
TOTAL						-2,416.33
Bill Pmt -Check	3091	04/27/2016	ADVANCED BUSIN...		1016999 · BILL PA...	
Bill	AR96...	04/25/2016			50991A · INTERNAL	-552.12
Bill	AR96...	04/25/2016			50991A · INTERNAL	-212.35
TOTAL						-764.47
Bill Pmt -Check	3092	04/27/2016	Cummins N Power		1016999 · BILL PA...	
Bill	500-1...	04/22/2016			51403G · GENERA...	-225.75
TOTAL						-225.75
Bill Pmt -Check	3093	04/27/2016	ECO LAB		1016999 · BILL PA...	
Bill	INV 7...	04/14/2016			100E · Rodent Control	-98.33
TOTAL						-98.33
Bill Pmt -Check	3094	04/27/2016	GENFARE		1016999 · BILL PA...	
Bill	90099...	02/02/2016			50704B1 · CAT PAR...	-897.38
TOTAL						-897.38
Bill Pmt -Check	3095	04/27/2016	INTERSTATE POW...		1016999 · BILL PA...	
Bill	R0030...	04/15/2016			50704B1 · CAT PAR... 50704B2 · CAT- LA...	-784.21 -680.91
TOTAL						-1,465.12
Bill Pmt -Check	3096	04/27/2016	MIDCONTINENT B...		1016999 · BILL PA...	
Bill	ACCT ...	04/09/2016			50502B · OFFICE LI...	-457.88
TOTAL						-457.88
Bill Pmt -Check	3097	04/27/2016	PITNEY BOWES P...		1016999 · BILL PA...	
Bill	8000-...	04/11/2016			50992 · 50992 · Pos...	-503.50
TOTAL						-503.50
Bill Pmt -Check	3098	04/27/2016	STEIN'S INC.		1016999 · BILL PA...	
Bill	753172	04/13/2016			50499B3 · TOILET ...	-332.20
Bill	751982	04/15/2016			50499B2 · VEHICLE...	-36.90
TOTAL						-369.10

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BisMan Transit Board

Check Detail

April 2016

Original Amount

-68.00

68.00

68.00

-7.95

7.95

7.95

-33.71

33.71

33.71

0.00

0.00

-1,925.00

1,925.00

1,925.00

-321.04

321.04

321.04

-2,863.86

2,863.86

2,863.86

-100.00

100.00

100.00

-1,766.82

1,766.82

1,766.82

-576.00

576.00

576.00

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BisMan Transit Board
Check Detail
April 2016

Original Amount

-500.00

500.00

500.00

-211.14

211.14

211.14

-129.00

129.00

129.00

-249,378.19

155,973.05

93,405.14

249,378.19

-50.00

50.00

50.00

-517.56

517.56

517.56

-1,738.51

1,195.26

543.25

1,738.51

-735.78

735.78

735.78

-6,825.00

6,825.00

6,825.00

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BisMan Transit Board
Check Detail
April 2016

Original Amount

-2,621.84

2,621.84

2,621.84

-500.50

500.50

500.50

-163.85

163.85

163.85

-301.20

301.20

301.20

-93,763.00

2,979.00

3,733.00

87,051.00

93,763.00

-654.77

654.77

654.77

-13,266.44

715.00

1,336.34

850.00

3,352.60

7,012.50

13,266.44

-2,416.33

18.00

1,288.95

40.00

25.00

17.09

41.99

65.88

53.21

162.99

85.53

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BisMan Transit Board

Check Detail

April 2016

Original Amount

511.20
106.49

2,416.33

-764.47

552.12
212.35

764.47

-225.75

225.75

225.75

-98.33

98.33

98.33

-897.38

897.38

897.38

-1,465.12

784.21
680.91

1,465.12

-457.88

457.88

457.88

-503.50

503.50

503.50

-369.10

332.20
36.90

369.10



APRIL 2016 MONTHLY REPORT

			Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYTD
RIDERSHIP							
		FIXED ROUTE	11,694	48,706	11,524	42,995	13.28%
		PARATRANSIT	13,292	54,515	14,281	56,161	-2.93%
		Total	24,986	103,221	25,805	99,156	4.10%
		FIXED ROUTE AVERAGE DAILY BOARDINGS	449.77	472.87	443.23	421.52	12.18%
		PARATRANSIT AVG. DAILY BOARDINGS	443.07	450.54	476.03	468.01	-3.73%
		ON TIME PERFORMANCE					
		FIXED ROUTE	93.17%				
		PARATRANSIT	98.85%				
		YTD PERFORMANCE	96.01%				
EFFICIENCY							
		REVENUE					
		<u>FIXED ROUTE</u>					
		FAREBOX - OPERATIONS	\$ 4,950	\$ 21,551	\$ 5,957	\$ 23,609	-8.72%
		<u>PARATRANSIT</u>					
		OPERATIONS	\$ 34,274	\$ 134,000	\$ 30,935	\$ 136,012	-1.48%
		TOTAL REVENUE	\$ 39,223	\$ 155,551	\$ 36,892	\$ 159,621	-2.55%
		EXPENSE					
		<u>FIXED ROUTE</u>					
		CAPITAL	\$ 1,629	\$ 3,815	\$ -	\$ -	
		OPERATIONS	\$ 88,966	\$ 354,050	\$ 91,019	\$ 358,332	-1.19%
			\$ 90,595	\$ 357,866	\$ 91,019	\$ 358,332	-0.13%
		<u>PARATRANSIT</u>					
		CAPITAL	\$ 255	\$ 11,985	\$ -	\$ -	
		OPERATIONS	\$ 155,973	\$ 609,696	\$ 158,796	\$ 627,139	-2.78%
			\$ 156,228	\$ 621,681	\$ 158,796	\$ 627,139	-0.87%
		TOTAL EXPENSE	\$ 246,823	\$ 979,547	\$ 249,815	\$ 985,472	-0.60%
		FAREBOX REVENUE/EXPENSE RATIO	0.16	0.16	0.15	0.16	



APRIL 2016 ANALYTICS OVERVIEW

Website

Overall web site usage decreased almost across the board, save for a slight increase (1.25%) in users. The average session duration dropped more than 30 seconds (18.62%) from the previous month. Tablet users showed the largest decrease in overall site usage, dropping more than 40 percent.

Facebook

Overall the account usage was similar to the previous month, save for a 73-percent decrease in post clicks. With fewer post clicks, the overall organic reach decreased by more than 50 percent (54.96%) but was still significantly ahead of levels posted in 2015.

The largest reach pushing posts for the month included a Tuesday Transit Trivia (103 reach), a post about a runaway juvenile (265 reach), and an alteration to a route due to an accident (490 reach). On Earth Day we used 15 posts to convey various aspects of how people can save the earth. The day resulted in a reach of nearly 600 (598 reach).

Twitter

April was a tremendous month for the account. With an increase in 13 tweets for the month, as compared to March, the overall reach increased by nearly 1,500 reach (30.69% reach increase). Engagement was also up nearly 50 percent from the previous month.

The largest reach pushing tweets for the month were, a tweet about the B-1 route altered due to mechanical issues (253 reach), the agenda for the Transit board meeting (313 reach), and the A-1 detour (329 reach). The 15 Earth Day posts resulted in a reach of 1,343.

RouteShout

Overall usage was down, save for the four SMS responses, as compared to none the month previous.

Bis-Man Online

There were no Bis-Man Online ads running in April, and subsequently no traffic generated.

MailChimp

The Q1 newsletter received no more data alterations during April.

Website Google Analytics Report

Overview	April 2016	March 2016	Change	April 2015	Change
Sessions	1,508	1,566	-3.70%	1823	-17.28%
Users	1,137	1123	1.25%	1367	-16.83%
Pageviews	4,191	4,501	-6.89%	5432	-22.85%
Pages/Session	2.78	2.87	-3.14%	2.98	-6.71%
Session Duration	2:33	3:08	-18.62%	3:00	-15.00%
Bounce Rate	47.48%	42.71%	11.17%	49.37%	-3.83%

Visitor Type

New Visitor	1,016	1004	1.20%	1236	-17.80%
Returning Visitor	492	562	-12.46%	587	-16.18%

Desktop Traffic

Sessions	799	801	-0.25%	924	-13.53%
New Users	566	540	4.81%	650	-12.92%
Pages/Session	2.94	2.87	2.44%	3.42	-14.04%
Session Duration	2:33	3:13	-20.73%	3:26	-25.73%
Bounce Rate	49.81%	46.49%	7.14%	44.05	-98.87%

Mobile Traffic

Sessions	619	689	-10.16%	769	-19.51%
New Users	386	412	-6.31%	498	-22.49%
Pages/Session	2.6	2.59	0.39%	2.49	4.42%
Session Duration	2:35	3:04	-15.76%	2:31	2.65%
Bounce Rate	44.59%	50.80%	-12.22%	55.4	-99.20%

Tablet Traffic

Sessions	90	84	7.14%	130	-30.77%
New Users	64	54	18.52%	88	-27.27%
Pages/Session	2.58	2.62	-1.53%	2.76	-6.52%
Session Duration	2:21	3:56	-40.25%	2:50	-17.06%
Bounce Rate	46.67%	34.52%	35.20%	51.54	-99.09%

Facebook Analytics

	April 2016	March 2016	Change	April 2015	Change
Likes	326	322	1.24%	274	18.98%
# of Posts	38	34	11.76%	41	-7.32%
Post Clicks	85	323	-73.68%	90	-5.56%
Likes, Comments, Shares	41	42	-2.38%	72	-43.06%
Organic Reach	2275	5,051	-54.96%	1256	81.13%
Total Reach	2275	5,051	-54.96%	1256	81.13%
Page/Tab Visits	NA	NA	#VALUE!	157	#VALUE!
External Referrers	NA	NA	#VALUE!	7	#VALUE!

Analytics from Facebook Insights

Twitter Analytics

	April 2016	March 2016	Change	April 2015	Change
Total # of Followers	249	240	3.75%	143	74.13%
# of Tweets	35	22	59.09%	40	-12.50%
Organic Impressions	3743	2,864	30.69%	2033	84.11%
Total Impressions	3743	2,864	30.69%	2033	84.11%
Mentions	0	2	-100.00%	0	#DIV/0!
Enagements	29	19	52.63%	4	625.00%
Link Clicks	6	8	-25.00%	4	50.00%
Profile Clicks	1	0	#DIV/0!	0	#DIV/0!
Detail Expands	2	0	#DIV/0!	0	#DIV/0!
Hastag Clicks	1	0	#DIV/0!	0	#DIV/0!
Retweets	5	1	400.00%	0	#DIV/0!
Favorites	5	6	-16.67%	0	#DIV/0!
Embedded Media Views	8	4	100.00%	0	#DIV/0!
Replies	1	0	#DIV/0!	0	#DIV/0!
Shared Via Email	0	0	#DIV/0!	0	#DIV/0!
Photo or Video Click	0	0	#DIV/0!	0	#DIV/0!
Engagement Rate	0.50%	0.40%	25.00%	0.40%	25.00%

Analytics from analytics.twitter.com

Bis-Man Online Report

	April 2016	March 2016	Change	April 2015	Change
Views	0	0	#DIV/0!	104	-1
Impressions	0	0	#DIV/0!	3595	-1
Contact Clicks	0	0	#DIV/0!	0	#DIV/0!
Watching	0	0	#DIV/0!	3	-1
Emailed	0	0	#DIV/0!	0	#DIV/0!
FB Referral	0	0	#DIV/0!	0	#DIV/0!
Twitter Referral	0	0	#DIV/0!	0	#DIV/0!
Pinterest Referral	0	0	#DIV/0!	0	#DIV/0!
Other Referral	0	0	#DIV/0!	0	#DIV/0!

RouteShout Analytics

	April 2016	March 2016	Change	April 2015	Change
Unique Users	14	16	-12.50%	46	-0.695652174
Total Responses	68	125	-45.60%	254	-73.23%
SMS	4	0	#DIV/0!	3	0.3333333333
Smartphone	64	125	-48.80%	251	-74.50%

Mail Chimp Analytics

	Mailing List	Campaign		Campaign			
	Size	Opens	Open Rate	Clicks	Click Rate	Bounced	Unsub
2016 Q1	352	70	20.70%	8	2.40%	14	3
2015 Q4	355	75	21.70%	1	1.30%	9	1
2015 Q3	362	73	21.20%	6	1.70%	18	2
2015 Q2	359	77	22.30%	6	1.70%	14	0
2015 Q1	366	82	23.80%	8	2.30%	21	0
2014 Q4	367	89	25.20%	9	2.50%	14	2
14 HFRD	349	75	22.30%	9	2.70%	13	1
2014 Q3	350	66	19.50%	1	0.30%	11	1
AIW	349	72	21.10%	10	2.90%	8	1
2014 Q2	355	83	24.10%	1	0.30%	11	1
2014 Q1	267	68	26.10%	6	2.30%	6	0



TAXI 9000 OF BISMARCK & MINOT ND

701-223-9000

DISPATCH

701-852-9000



3750 E Rosser Avenue Bismarck, ND 58501
701-223-9035 Fax 701-258-7393

500 3rd Street NE Minot, ND 58703
701-852-8025 Fax 701-852-8025

Taxi 9000

Bis-Man Transit

The CAT



May 18, 2016

To: Bis-Man Transit Board
From: Craig R. Sjoberg, Safety Manager
Reference: Safety Initiative Analytics

This report is a brief summary of the progress made with Schumacher Transportation's safety initiative.

1. Safety manager's acquired National Safety Council national instructor certifications;
 - A. April 28-29, 2016 NSC First Aid/CPR/AED/ Epi Pen
 - B. May 2-3, 2016 NSC Defensive Driving Course 4
2. CAT CPR Training to be completed by May 31, 2016;
 - A. CAT driver CPR completed May 20, 2016 6 of 13
 - B. CAT driver CPR completed by May 27, 2016 13 of 13
 - C. % of CAT driver CPR completed by May 31, 2016 100%
3. Transit CPR Training to be completed by May 31, 2016;
 - A. Transit driver CPR completed May 20, 2016 5 of 24
 - B. Transit driver CPR completed May 27, 2016 14 of 24
 - C. Transit driver CPR completed June 3, 2016 22 of 24
 - D. % of Transit driver CPR completed by June 3, 2016 92%
4. Schumacher Transportation Safety Committee convened May 12, 2016, to agree on membership, identify goals, and discuss committee conscience. There was discussion was initiated on several topics including monthly committee meeting safety topics, establishing a near miss reporting system, determining the definition of the term "chargeable accident", and the change of a collision tracking system for vehicular incidents and collisions.
5. WSI safety consultant Bonnie Dowhaniuk agreed to attend the safety committee's June meeting to review Schumacher Transportation's Safety Committee Charter and discuss potential amendments. WSI is a progressive safety resource agency which shall assist our commitment to build a sound safety-based operational foundation.
6. Several meetings with North Dakota Safety Council representatives have enhanced the working relationship with our company and we look forward to a bright future with the NDSC. The North Dakota Safety Council also maintains a wealth of safety resources pertinent to our transportation industry.



Date: May 20, 2016

To: Bis-Man Transit Board

From: Roy Rickert, Executive Director

Subject: West River Transit Lease Agreement



RECOMMENDATION: After further negotiations with West River Transit, we are recommending the Boards approval of a 7% increase in the West River lease for office space. The lease would begin on July 1, 2016 and have a one year term. Other than the dates and amount, no other changes were made to the lease.

BACKGROUND: West River Transit is renting a portion of the building as well as three spaces in the garage. We would like to continue with that relationship.

LEASE AGREEMENT

This lease agreement is made and entered into effect the 1 day of July, 2016.

By and between Bis-Man Transit Board, referred to in this document as "LANDLORD." And WEST RIVER TRANSIT, referred to in this document as "TENANT."

WITNESSETH

In consideration of the payment of rental as provided in this document and the covenants and agreement set forth in this document, the LANDLORD does demise and lease to the TENANT, and the TENANT does take and lease from the LANDLORD, a part of the premise situated within the City of Bismarck, County of Burleigh, State of North Dakota, more particularly described as follows:

A portion of the Bismarck-Mandan Intermodal Ground Transportation Facility consisting of 770sq. ft. of office space and 858 sq. ft of indoor parking space, located at:

3750 E. Rosser Ave.
Bismarck, ND. 58501
In Miriam Industrial Park 3RD, Block 001

Referred to in this document as demised premises, premises, or the leased premises, together with all rights, privileges, easements, appurtenances and immunities belonging to or in any way pertaining to the said building upon the demised premises, subject to the following terms and conditions:

ARTICLE 1

TERM

1.01 To have and to hold the same for a term commencing on July 1, 2016 and ending on June 30, 2017.

ARTICLE II

USE OF LEASED PREMISES

2.01 The TENANT shall use the leased premises solely for the purpose of office, maintenance, and storage space together with transit facilities and other transit operations generally associated therewith.

2.02 No change in the business use of the leased premises by the TENANT shall be made or permitted without the express written consent of the LANDLORD.

2.03 TENANT will not permit the demised to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous; it being understood and agreed that the use of the premises in the proper and ordinary conduct of the TENANTS business for the purposes set forth in this article shall not in any event be considered in violation of the paragraph.

ARTICLE III

RENT

3.01 TENANT agrees to pay LANDLORD a minimum rent for said leased premises, an annual sum of \$9,012.00, payable at the rate of \$751.00 per month.

3.02 The monthly minimum rent shall be paid in advance of the first day of each month for in the lease term in lawful money of the United States to such other party or parties as LANDLORD may hereafter designate.

ARTICLE IV

UTILITIES

5.01 LANDLORD shall pay for utilities including electricity, water, and natural gas in the facility. Telephone services shall be paid by the individual TENANT.

ARTICLE V

REPAIRS AND COVENANT AGAINST WASTE

6.01 TENANT will, at its own expense, during the term of this lease or any extension thereof, keep the parts or portions of the demised premises furnished by the TENANT, in good order and repair, and keep them free from waste or nuisance of any kind. LANDLORD will, during the term of this lease or any extension thereof, keep the parking areas, hallways, parts,

and portions furnished by the LANDLORD, and other common areas of the demised premises in good order and repair, and keep them free from waste or nuisance of any kind.

6.02 TENANT shall conserve heat, air conditioning, water, and electricity and shall use due care in the use of the leased premises, and of the public areas in the building, and without qualifying the foregoing, shall not neglect or misuse water fixtures, electric lights and heating and air conditioning.

ARTICLE VI

RIGHT TO ENTER

7.01 LANDLORD, its agents and representatives may at any time and all reasonable times during the day and night enter to view and inspect the leased premises, or to clean and maintain the same, or to make repairs, or to make such improvements or changes in the leased premises or the building as LANDLORD may deem proper, upon giving reasonable notice to TENANT. The right of entry reserved in the immediately preceding sentence shall not be deemed to impose any greater obligation on LANDLORD to clean, maintain, repair or change the leased premises than is specifically provided in this lease. The LANDLORD, its agents or representatives may at any time in case of emergency enter the leased premises and do such acts as LANDLORD may deem proper in order to protect the leased premises, the building or any occupants of the building.

ARTICLE VII

ALTERATIONS

8.01 TENANT will not make any improvements, alterations of or additions to the leased premises without the written approval of LANDLORD, and all improvements, alterations, additions or changes which may be made by either of the parties hereto upon the leased premises, except movable furnishings and equipment, shall be property of LANDLORD, and shall remain upon and be surrendered with the leased premises, as part thereof, at the termination of the lease or any extension thereof. In connection with any alterations, TENANT shall furnish LANDLORD with assurances, including such bonds as LANDLORD deems necessary, that the contemplated alterations, additions, improvements or changes will be completed according to plan and will be paid for. TENANT will not permit any mechanics, laborers, or materialmen's liens to attach to the leased premises or the building for any labor material furnished to, or for the account of TENANT, or claimed to have been so furnished in connection with any work performed or claimed to have performed in, on or about the leased premises.

ARTICLE VIII

SIGNS

9.01 TENANT shall permit no signs to be placed outside the leased premises without LANDLORD approval, but shall have the right to letter the entrance to the leased premises, providing the size, style, text and color are first approved in writing by LANDLORD.

ARTICLE IX

RULES AND REGULATIONS

10.01 TENANT shall use the leased premises and the public areas in the building in accordance with such rules and regulations as may from time to time be made by LANDLORD for the general safety, comfort and convenience of the owners, occupants and tenant of the building, and shall cause TENANT'S customers, employees and invitees to abide by such rules and regulations.

ARTICLE X

ASSIGNMENT OF LEASE

11.01 TENANT shall not assign or sublet the whole or any part of this lease or the leased premises without the consent of the LANDLORD, but if such consent to assignment is given in writing by the LANDLORD, the TENANT shall be released from all performances of this lease for all TENANT obligations arising from and after the date of such agreement. Neither this lease nor any interest therein, nor any estate thereby created, shall pass to any trustee in bankruptcy, or any assignee for the benefit of creditors, or operation of law.

ARTICLE XI

FIRE OR OTHER CASUALTY

12.01 LANDLORD in the event of a partial or total destruction of the premises during the term hereof from any cause, LANDLORD shall with reasonable diligence repair the same, provided, however that in the event LANDLORD in its sole and absolute discretion determines it to be impractical to repair the premises, it may terminate this lease. In the event LANDLORD shall elect to repair the premises, this lease shall not terminate, but TENANT shall be entitled to a reduction to be calculated in the proportion that the tenantable portion of the leased premises bears to the entire leased premises. LANDLORD shall not be responsible to TENANT for damage to, or destruction of any furniture, equipment or improvements of TENANTS, or other changes made by TENANT in, on or about the leased premises.

ARTICLE XII

INDEMNITY

13.01 LANDLORD shall not be liable to TENANT or TENANT'S employees, agents, or visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the demised premises, caused by the negligence or misconduct of TENANT, its agents, servants, or employees, or of any other person entering upon the premises under express or implied invitation of TENANT, or caused by the failure of TENANT is obligated to repair and maintain and the TENANT agrees to indemnify and defend LANDLORD and hold it harmless from any and all loss, expense, attorney's fees or claims accruing out of such damage or injury.

13.02 Any injury to person or damage to property caused by the negligence of LANDLORD or by the failure of LANDLORD to repair and maintain, shall be the liability of LANDLORD and not of TENANT, and the LANDLORD agrees to indemnify and defend TENANT and hold it harmless from any and all loss, expense, attorney's fees or claims arising out of such damage.

ARTICLE XIII

INSURANCE

14.01 Without limiting TENANT'S liability hereunder, TENANT agrees, at its own cost and expense, to carry public liability insurance protecting LANDLORD and TENANT in the amount of One Million Dollars (\$1,000,000.00) for personal injuries sustained in any one accident, and Five Hundred Thousand Dollars (\$500,000.00) for property damage. All policies of insurance shall name both LANDLORD and TENANT as insures thereunder and shall protect the interest of LANDLORD for incidents that are caused by or contributed by the TENANT. Certificates of said insurance providing for not less the fifteen (15) days' notice to LANDLORD prior to cancellation thereof shall be furnished to LANDLORD prior to TENANT taking possession of the demised premises.

ARTICLE XIV

WAIVER OF SUBROGATION

15.01 Notwithstanding anything in the Lease to the contrary, if the building is damaged or destroyed by fire, or an extended coverage risk, TENANT, its agents, employees, representatives and invitees are hereby released from any liability by reason thereof to the extent of insurance proceeds realized by LANDLORD as a result of such damage or destruction. In no event shall any such release be applicable if so to do would work in contravention of any requirement in an applicable policy of insurance to the effect that if the insured waives subrogation, coverage is or may be void.

ARTICLE XV

EMINENT DOMAIN

16.01 If the entire building is taken by eminent domain, this lease shall be automatically terminates as of the date of taking. If a portion of the building is taken by eminent domain, LANDLORD shall have the right to terminate this lease by giving written notice thereof to TENANT within ninety (90) days after the date of taking. If a portion of the leased premises is taken by eminent domain and this lease is not thereby terminated, LANDLORD shall, at its expense restore the leased premises by TENANT, to as near the condition which existed immediately prior to the date of taking as reasonably possible, and rent shall abate during such period of time as the portion of the leased premises bears to the entire lease premises. All damages awarded for a taking under the power of eminent domain, whether for the whole or a

part of the leased premises, shall belong to, and be the property of, LANDLORD, whether such damages shall be awarded as compensation for diminution in value to the leaseholder estate hereby created or to the fee of the leased premises provided, however that LANDLORD shall not be entitled to any award made to TENANT for loss of business, fair value of, and cost of removal of stock fixtures. The term "eminent domain" shall include the exercises of any similar governmental power and any purchase or other acquisition in lieu of condemnation.

ARTICLE XVI

HOLD OVER

17.01 Should TENANT, or any of its successors in interest hold over the leased premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as a tenancy from month to month only. All obligations and duties imposed by this lease upon the LANDLORD and TENANT shall remain the same during any such period of occupancy.

ARTICLE XVII

DEFAULT OF TENANT

18.01 The following events shall be deemed to be events of default by TENANT under lease:

- (1) TENANT shall fail to pay any installment of the rent hereby reserved and such failure shall continue for a period of ten (10) days after written demand therefore shall have been made by LANDLORD.
- (2) TENANT shall fail to comply with any terms, provisions, or covenant of the lease, other than the payment of rent, and shall not cure such failure within three (3) days after written notice thereof to TENANT.
- (3) TENANT shall desert or vacate any substantial portion of the premises. Assignment or subletting by TENANT shall not be considered as an act of default.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided, or any other remedies provided by law, nor shall pursuit of any remedy herein constitute a forfeiture or waiver of any rent due to LANDLORD hereunder, or any damage occurring to LANDLORD by reason of the violation of breach of any of the terms, provisions and covenants herein contained. The waiver by LANDLORD of any violation or breach of any

of the terms, provisions, or covenants a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained which may occur subsequent thereto. Forbearance by LANDLORD to enforce one or more of the remedies herein provided upon an event of default shall not be deemed to constitute a waiver of such default.

ARTICLE XVIII

SUBORDINATION

20.01 TENANT accepts this lease subject and subordinate to my mortgage or mortgages now a lien upon the demised premises. This lease shall also be subject and subordinate to the lien of any other mortgage which may at any time hereafter be or become a lien on demised premises. TENANT shall at all times hereafter, on demand, execute any instruments, releases or other documents that may be required by any mortgages for the purpose of subletting and subordinating this lease to the lien of any such mortgages.

ARTICLE XIX

WAIVER OF COVENANTS

21.01 Failure of LANDLORD to insist, in any one or more instances, upon strict performance of any term, covenant, or condition of this lease, or to exercise any option herein contained shall be construed as a waiver, or a relinquishment for the future, of such term, covenant, condition or option, but same shall continue and remain in full force and effect. The receipt by LANDLORD of rents with knowledge of breach in any of the terms, covenants or conditions of this lease to be kept of performed TENANT shall not be deemed a waiver of such breach, and LANDLORD shall not be deemed to have waived any provision of this lease unless expressed in writing and signed by LANDLORD.

ARTICLE XX

RENTAL PAYMENT AND NOTICE

22.01 Each provision of this instrument or any of the applicable governmental laws, ordinances, regulations and other requirements with reference to the sending, mailing or delivery or any notice or the making of any payment by LANDLORD to TENANT or with reference to

the sending, mailing or delivery of any notice to the making of payment by TENANT to LANDLORD shall be deemed to be complied with when and if the following steps are taken:

A. All rent and other payments required to be made by TENANT to LANDLORD hereunder shall be payable to LANDLORD in Bismarck, North Dakota, at the address set forth in Article 3, or at such other address as LANDLORD may specify from time to time by written notice delivered in accordance herewith.

B. All payments required to be made by LANDLORD to TENANT hereunder shall be payable to TENANT at the address set forth below, or at such other address within the continental United States as TENANT may specify from time to time by written notice delivered in accordance herewith.

C. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when deposited in the United States Mail, postage prepaid, Registered or Certified Mail, Return Receipt Requested, addressed to the parties hereto at the respective address set out opposite their names below, or such other address as they have theretofore specified by written notice delivered in accordance herewith.

LANDLORD: Bis-Man Transit Board

3750 E. Rosser Ave.

Bismarck, ND 58501

TENANT: West River Transportation Inc.

3750 E. Rosser Ave.

Bismarck, ND 58501

ARTICLE XXI

TENANT TO SURRENDER PREMISES

23.01 Upon the expiration or the termination of the term of this lease, TENANT shall, at all expense:

- 1) Remove TENANT'S goods and effects and those of all persons claiming under TENANT;
- 2) Quit and deliver up the leased premises to LANDLORD, peaceably and quietly, in as good order and condition as the same were in on the date the term of this lease commenced or were thereafter placed in by LANDLORD and/or TENANT, reasonable wear and tear excepted.

ARTICLE XXII

HEATING AND AIR CONDITIONING

24.01 LANDLORD will furnish reasonable heat and air conditioning in main office areas during usual business hours and during usual and appropriate seasons.

ARTICLE XXIII

SHOWING PREMISES

25.01 LANDLORD shall have the right to show the leased premises for leasing at all reasonable times during the last six (6) months of this lease, or any extension thereof.

ARTICLE XXIV

MISCELLANEOUS

26.01 There are no understandings or agreements not incorporated in this lease except as may be provided in a written addendum signed and accepted by both parties. This is a North Dakota contract and shall be construed according to the laws of North Dakota. The captions in this lease are for convenience only and are not part of this lease. The covenants and agreement

hereof shall as fully and completely bind the heirs, executors, administrators, legal representatives, successors and assigns of the parties hereto as if they had been specifically mentioned in each of said covenants and agreements. If any provision in this lease should for any reason be adjudged invalid or illegal, that provision shall be deemed omitted therefrom and shall not invalidate any other provision of this lease and remainder hereof shall remain in full force and effect.

Date: _____

LANDLORD:

BIS-MAN TRANSIT BOARD

BY: _____

ITS _____

ATTEST: _____

TENANT:

WEST RIVER TRANSIT

BY: _____

ITS _____

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rd vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rd vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:
to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√