



Bis-Man Transit Board Meeting Minutes

March 31, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

Attending:	President Marge Ellefson	Sec./Tres. DeNae Kautzmann
	Terry Woelber	Steve Heydt
	Kim Badenhop	Michael Wagner
	Kim Stevenson	
Absent:	Glenn Lauinger	Jeannie Pederson
	Ben Ehreth	Karel Sovak
Staff:	Roy Rickert	Gary Schumacher
	Nate Vatnsdal	Craig Sjoberg
	Kalen Ost	
Guests:	Steve Saunders	Lacey Long

Meeting was called to order at 11:50 a.m. by President Marge Ellefson.

Consent Agenda: Kim Badenhop moved to remove the Financial Report off the consent agenda for discussion. DeNae Kautzmann seconded the motion and it carried unanimously. Steve Heydt moved to accept the consent agenda excluding the Financial Report. Kim Badenhop seconded the motion and it carried unanimously. Kim Badenhop moved to table the Financial Report discussion for the April Transit Board meeting. DeNae Kautzmann seconded the motion and it carried unanimously.

Old Business

Lacey Long Introduction: Lacey Long introduced herself as an applicant for the Transit Board election in April at the annual meeting. She primarily teaches students with visual impairments and provides travel instruction to individuals who are blind or visually impaired.

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

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Board Members Attending APTA Conference: Roy Rickert said an APTA conference for board members will be held April 30 through May 3 in San Antonio, Texas. DeNae Kautzmann and Kim Badenhop were interested in attending the conference, but needed to confirm with work schedules that they could take the time off. They said they would get back to Roy Rickert within the next week.

Ridership Committee Suggestions: Kalen Ost presented some suggestions that came from a round table discussion about ridership committees at the Marketing Conference in Phoenix earlier in March. The suggestions were meant to be informational, and no action was taken.

New Business

City Administration and Operation Contract: Steve Saunders said the City of Bismarck expected the transit brokerage contract to be released April 4 or 5. Steve Saunders will be out of the office both days, but an MPO staff member will get Roy that document. Deadline for submittals is April 29 and the announcement of the winning bid is expected May 14 at the Bismarck City Commission meeting. Steve Heydt moved to have a special Transit Board meeting on Friday, April 8, at 11:30 a.m., at the Bismarck-Mandan Transit Center to discuss the bid for the RFP. DeNae Kautzmann seconded the motion and it carried unanimously. Steve Saunders said he was able to attend the meeting and could answer questions about the RFP, but can't give recommendations on the RFP bids.

Social Media Policy Changes: Kalen Ost presented an addition to the social media policy that outlined disciplinary actions. DeNae Kautzmann asked how the disciplinary process in the policy related to other organizational disciplinary processes, and Roy Rickert said he would need to review the Central NoDak policies. Steve Heydt said Bis-Man Transit can put something in place, but he did not believe they could hold CND employees accountable. DeNae Kautzmann said Board expulsion is dealt with in the bylaws, in which a two-third majority vote would be needed to remove a Board member. Steve Heydt moved to approve the document with the changes to say may include up to disciplinary action and deleting everything in red saying what those disciplinary actions are. Kim Badenhop seconded the motion and it carried unanimously.

Minutes to Website: Kalen Ost presented a document outlining options for putting meeting agendas and minutes onto the web site. Kim Badenhop moved to post agendas and approved minutes to the website, beginning with January 2016. DeNae Kautzmann seconded the motion and it carried unanimously.

Training Expectations: Roy Rickert presented a bulleted list of items to be covered through training. He said time was needed to develop these items because some had not been fully addressed and there were no records of training. Program systems exist from providers that could help Operations provide these training categories. Gary Schumacher introduced Craig Sjoberg as the Training and Safety Manager. Gary Schumacher said Craig Sjoberg had been a driver with Capital Area Transit for about a year and a half and has had significant training with police and fire departments. DeNae Kautzmann reviewed some of the initial expectations for Craig Sjoberg, including drafting safety guidelines and bringing them to the Board for approval. The bulleted list presented by Roy Rickert would also be included in the guidelines. Gary Schumacher said the

following items would be provided for the April Transit Board meeting: safety guidelines, a timeline for when training is performed, and an expectation for when materials will be available for staff.

Executive Director's Report

Audit: Brady Martz will begin an audit on April 4. Following this audit, Bis-Man Transit will need to go out for bids on the next audit.

NTD: Roy Rickert said there are two ways to do the NTD reports: using percentages or actual figures. He is having Shanda Miller use actual figures and this will expand what is in the organization's QuickBooks.

Cutaway Bus Procurement: The protest period on the state bid concluded on March 30 with no protests. Bis-Man Transit is going through the state's procurement to ensure it complies with FTA requirements, and has contacted the winning bidder to see what the lead time is on vehicles. Grants set to expire that could pay for the buses are able to be extended. There is also a new national grant that recently became available that is providing \$266 million for more buses. Roy Rickert is communicating with other state entities to see if they should combine for one bid, or if each entity would be better served by bidding individually.

Community Public Transportation Task Force: The initial CPTTF meeting took place March 10. Roy Rickert reported the group is asking for more details on a plan they can get behind. One thing the task force agreed on is that due to stagnant ridership, the organization should bring fixed routes more in to the core users and increase frequency, while focusing less on a geographical footprint. It will also be necessary to adjust the paratransit system's eligibility. Bis-Man Transit is working on a route proposal and adjustments to the paratransit service to put the system in line with ADA regulations. A presentation will be made to the Transit Board at the April meeting, and then potentially to the Bismarck City Commission in May.

Universities Conference: Roy Rickert will be traveling to the Public Transportation & Universities Conference in April. He will use the opportunity to see what is trending in university service and how contracts are created.

International Bus Auction: Roy Rickert said the organization received approval from FTA to sell the International buses.

Committees

Administrative Committee: Kim Badenhop said the committee has had three meetings over the past month, covering discussions from the closed session at the March Bis-Man Transit Board meeting. Steve Heydt said the committee has decided to look at an expanded approach, potentially keeping the Executive Director and limited employees reporting directly to the Board. This will include doing an RFP for both administration and operations. DeNae Kautzmann said her motion the previous month of bringing administration in house would need to be rescinded or amended. Steve Heydt moved to amend the motion to bring administration in house to include in the alternative the issuance of an RFP for administration and operations for one seamless contract,

knowing that the organization would keep at a minimum the Executive Director and a few other employees on staff to assist the Board in implementation of the contract. Kim Badenhop seconded the motion and it carried

Finance committee: No Report.

Board Application Committee: No Report.

Comments

Board Member Vote: Terry Woelber said he would like to be considered for the Board at the April meeting vote. Kim Stevenson said she would like to be considered for the Board at the April meeting vote. Steve Heydt said he would like to be considered for the Board at the April meeting vote. Marge Ellefson said that Glenn Lauinger had also expressed a desire to be considered for the Board at the April vote. Steve Heydt said he would contact Kevin Vannett and Lacey Long about their applications.

Adjourned: DeNae Kautzmann moved to adjourn the meeting and was seconded by Michael Wagner. The meeting adjourned at 1:53 p.m.