



Bis-Man Transit Board Meeting Minutes

September 27, 2016

Bis-Man Transit Center

3750 East Rosser Avenue, Bismarck

| | | |
|------------|----------------------------|----------------------------|
| Attending: | President Ben Ehreth | Vice President Steve Heydt |
| | Sec./Tres. DeNae Kautzmann | Kim Badenhop |
| | Glenn Lauinger | Kim Stevenson |
| | Terry Woelber | Marge Ellefson |
| | Jeannie Pedersen | Karel Sovak |
| | Mike Wagner | |

Not Attending: None

| | | |
|--------|---------------|-----------------|
| Staff: | Roy Rickert | Gary Schumacher |
| | Shanda Miller | Elliot Rust |
| | Kalen Ost | Craig Sjoberg |
| | Nate Vatnsdal | Jerri Jurgens |

Guests: Steve Saunders

Meeting was called to order at 11:35 a.m.

Approval of Agenda: Steve Heydt moved to approve the agenda as drafted. Karel Sovak seconded the motion and it carried unanimously.

Consent Agenda: DeNae Kautzmann moved to pull attachments J and D from the consent agenda. Kim Badenhop seconded the motion. Kim Stevenson noted typos on attachment A and C. Motion carries unanimously. Karel Sovak moved to accept the consent agenda. The motion was seconded by Steve Heydt and carried unanimously.

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

Attachment D: Ben Ehreth requested that discussion about the starting point for system changes be reflected in the minutes. At the August Transit Board meeting, Steve Heydt suggested fare increases go into effect January 1, 2017. Ben Ehreth expressed a desire to keep all dates consistent to ensure consistency. Kim Badenhop moved to accept the minutes with the change to add discussion of timing of proposals. Karel Sovak seconded the motion and carried unanimously.

Finance Committee Update and Attachment J: DeNae Kautzmann said the Finance Committee met to determine if the changes made at the August meeting meets the desire to balance the budget or reduce the financial bleeding. The only way to do that is to address the budget one year at a time due to a number of factors that make it impossible to speculate further down the road. The Finance Committee recommends that the changes voted by the Board at the August Transit Board meeting go into effect January 1, 2017, with fixed routes changing April 1, 2017. Later in the meeting, DeNae Kautzmann moved to have all cuts approved by Board at August Transit Board meeting go into effect January 1, 2017, with bus changes going into effect April 1, 2017. Kim Badenhop seconded the motion. DeNae Kautzmann amended her motion so that Paratransit certification be completed by June 30, 2017. Kim Badenhop seconded the amendment. DeNae Kautzmann amended the motion to take Lincoln service out of the motion and discuss further. Kim Badenhop seconded the amendment and the amended motion carried unanimously.

Mill Levy: DeNae Kautzmann said the Finance Committee recommends exclusion of pursuing a mill levy increase in the packet that goes to the City of Bismarck until the Board has a clearer picture of funding. Later in the meeting Kim Badenhop moved to accept the motion of the Finance Committee. Mike Wagner seconded the motion and it failed 4-5.

Finance Committee Minutes: DeNae Kautzmann moved to approve the minutes. Jeannie Pedersen seconded the motion. Kim Badenhop asked why, in the last paragraph, there was “higher cost” using taxi versus a bus. Gary Schumacher said there was not a higher cost and explained how taxis were used on the weekend for outlying single trips, whereas during the week there were more buses used for trips due to more people leaving from an origin point or arriving to a destination. DeNae Kautzmann moved to amend the minutes by delete the phrase “which results in a higher cost”. Jeannie Pedersen seconded the amended motion and it carried unanimously.

Inland America Investment: DeNae Kautzmann reported the Finance Committee recommended selling two parts of the Inland America investment: InvenTrust and Highlands REIT. The third part of the Inland America Investment, Xenia is publically traded, and subsequently will not cause problems on audits. This investment piece will not be sold at this time. Steve Heydt moved to accept recommendation from Finance Committee to exercise the buyback option for InvenTrust and Highlands REIT investments. DeNae Kautzmann seconded the motion and it carried unanimously.

Discussion of Financial Assumptions: Glenn Lauinger explained that if changes to the system went into effect July 1, 2017, there would be about a \$142,000 loss, whereas if the changes went into effect on January 1, 2017, the budget would break even. Kim Stevenson asked if ADA-qualified individuals and individuals over the age of 65 would still qualify to ride the CAT for free. Roy Rickert responded in the affirmative. This was not changed from the original proposal. Steve Heydt requested that when the draft proposal goes to the city, the Operations costs are revisited to ensure

the most recent numbers are reflected and in alignment with what was stated now. Kim Badenhop requested any topic discussed should be reflected in what is given to the City Commission. Ben Ehreth noted Bis-Man Transit was giving the City of Lincoln until December 31, 2016, the opportunity to make a financial commitment, or lose paratransit service at the end of June 2017. However, the Finance Committee looked at a financial scenario if service to Lincoln was discontinued Dec. 31, 2016. DeNae Kautzmann said the service to Lincoln was not in the by-laws, nor in the articles of incorporation. If service to Lincoln continues the organization will need to amend the bylaws and the articles of incorporation. Roy Rickert said he spoke with the Lincoln City Council on September 8, and they were open to discussion and Roy was going to send the council options in writing for consideration. One concern is if the council is going to go to the public, there is not enough time for them to accomplish this by the end of the year.

Consideration of Hours of Operation for Extended Service: The motion approved at the August 31, 2016, meeting was “Glenn moved to reduce paratransit hours so there would be no service from midnight to 5:30 a.m.” Kim Stevenson moved to amend the motion so that there would be no service from 1 a.m. to 5:30 a.m. Jeannie Pedersen seconded the amendment. DeNae Kautzmann moved to amend the amendment so that there would be no service from 10 p.m. to 5:30 a.m. Kim Badenhop seconded the amended motion, which failed 7-4. The initial amendment failed 8-3.

Consideration of Draft Proposal: Kim Stevenson moved to add ADA-qualified riders, as well as individuals over the age of 65 to be able to ride the fixed route service for free. Kim Badenhop seconded the motion and it carried unanimously. Due to changes made in the proposal which were not part of the first hearing before the City Commission. Ben Ehreth said he believes it would be in the organization’s best interest to also have a public hearing on the draft proposal, giving the organization an opportunity to receive public feedback on the proposed system changes and have the opportunity to react. DeNae Kautzmann moved to accept the bullet points presented, except for last two bullets, and adding that ADA-qualified and individuals over 65 would be eligible to ride the fixed route for free. Jeannie Pedersen seconded the motion. DeNae Kautzmann withdrew her motion and was seconded by Jeannie Pedersen. The Board decided to go through the bullet point summary, point by point.

Lincoln Service: Roy Rickert said that the contract with the City of Bismarck says we will provide service to the City of Lincoln. That contract ends on December 31, 2016. Kim Stevenson said she felt it isn’t fair to Lincoln to tell them in September that service would extend through June and now change it to the end of December, regardless of a financial contribution. Ben Ehreth said he didn’t know if cutting service by the end of 2016 would give West River Transit enough time to develop a strategy to provide service.

Consideration of Bus Wrap: Roy Rickert said he sent the wrap to members of the City of Bismarck and received no complaints. Gambler ND is a resource for individuals who may need help with a gambling addiction. Kim Badenhop said the national trend is to go away from full-coverage wraps for safety purposes. An advertising policy for wraps may need to be developed in the future. No action was necessary.

Director’s Report:

- A Starion CD is set to mature and will automatically renew. The staff recommendation is to keep those finances liquid. The Board will leave this up to staff to complete.
- Roy Rickert attended the DTA conference in south Dakota recently, and he and Elliot will attend the RouteMatch conference in October.
- Ryan Hammon is no longer our contact through FTA Region XIII. The new contact, Renee, will be in Bismarck for the MPO Director's Meeting next week, and Roy will meet her then.
- The new transfer point has received striping and shelters have been built on Front Avenue and changes to service will go into effect on October 3.
- Cutaway buses will arrive next week, and then the post-delivery audit will be completed. This should close out the Triennial.
- A bid will be placed for paratransit software. Research shows a potential savings of \$11,000 a year, but no decisions will be made until bids are received and potential savings are verified.
- Brokerage contract negotiations are going well with the City of Bismarck. Redundant language has been taken out of the contract, dropping the contract from 14 pages to about 8 pages.

Committee Updates: Nothing new to report at this time.

Other Business: Glenn Lauinger asked if the Board would be contacted about the next meeting date. Ben Ehreth recommended that Board members suggest dates and they can contact Roy independently on dates that will work with their respective schedules.

Adjourn: Jeannie Pedersen moved to adjourn the meeting and was seconded by Karel Sovak. The meeting was adjourned at 2:10 p.m.

BISMAN TRANSIT BOARD

DATE Sept. 22, 2016

Steve H approve agenda (Karel 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | ✓ | |
| Kim Stevenson | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carries

Karel accept consent agenda (Kim 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | ✓ | |
| Kim Stevenson | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carried

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | ✓ | |
| Kim Stevenson | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carried

Kim form minutes to be amended to reflect discussion on sub start date (Karel 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Kim Stevenson | ✓ | |
| Karel Sovak | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carried

DeNae approve minutes (Kim 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Kim Stevenson | ✓ | |
| Karel Sovak | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carried

Steve buy back options on bus (Kim 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Kim Stevenson | ✓ | |
| Karel Sovak | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carried

Kim S move to amend no extended service 1-5:30 (Karel 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | ✓ |
| Ben Ehreth | ✓ | |
| Marge Ellefson | | ✓ |
| Steve Heydt | | ✓ |
| DeNae Kautzmann | | ✓ |
| Glenn Lauinger | | ✓ |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | | ✓ |
| Kim Stevenson | ✓ | |
| Michael Wagner | | ✓ |
| Terry Wolber | | ✓ |

fails 3-8

DeNae amend to no service 10-5:30 m-S. (Kim 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | ✓ | |
| Kim Stevenson | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

failed 4-7

Kim S add ADA riders CAT free. (Kim 2nd)

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | ✓ | |
| Ben Ehreth | ✓ | |
| Marge Ellefson | ✓ | |
| Steve Heydt | ✓ | |
| DeNae Kautzmann | ✓ | |
| Glenn Lauinger | ✓ | |
| Jeanie Pedersen | ✓ | |
| Karel Sovak | ✓ | |
| Kim Stevenson | ✓ | |
| Michael Wagner | ✓ | |
| Terry Wolber | ✓ | |

motion carries

BISMAN TRANSIT BOARD

DATE Sept. 22, 2016

all have accepted bullets except last 2 and ADA left

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Karel Sovak | | |
| Kim Stevenson | | |
| Michael Wagner | | |
| Terry Wolber | | |

all have accepted bullets except last 2 and ADA left

| Name | Y | N |
|-----------------|-------------------------------------|---|
| Kim Badenhop | <input checked="" type="checkbox"/> | |
| Ben Ehreth | <input checked="" type="checkbox"/> | |
| Marge Ellefson | <input checked="" type="checkbox"/> | |
| Steve Heydt | <input checked="" type="checkbox"/> | |
| DeNae Kautzmann | <input checked="" type="checkbox"/> | |
| Glenn Lauinger | <input checked="" type="checkbox"/> | |
| Jeanie Pedersen | <input checked="" type="checkbox"/> | |
| Karel Sovak | <input checked="" type="checkbox"/> | |
| Kim Stevenson | <input checked="" type="checkbox"/> | |
| Michael Wagner | <input checked="" type="checkbox"/> | |
| Terry Wolber | <input checked="" type="checkbox"/> | |

Kim accepted rec. of finance committee

| Name | Y | N |
|-----------------|-------------------------------------|-------------------------------------|
| Kim Badenhop | <input checked="" type="checkbox"/> | |
| Ben Ehreth | | <input checked="" type="checkbox"/> |
| Marge Ellefson | | <input checked="" type="checkbox"/> |
| Steve Heydt | | |
| DeNae Kautzmann | <input checked="" type="checkbox"/> | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | <input checked="" type="checkbox"/> |
| Karel Sovak | | <input checked="" type="checkbox"/> |
| Kim Stevenson | | <input checked="" type="checkbox"/> |
| Michael Wagner | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Terry Wolber | | |

motion carried

fails

4-5

Consideration of Bus wrap - Grandeur ND

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Kim Stevenson | | |
| Karel Sovak | | |
| Michael Wagner | | |
| Terry Wolber | | |

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Kim Stevenson | | |
| Karel Sovak | | |
| Michael Wagner | | |
| Terry Wolber | | |

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Kim Stevenson | | |
| Karel Sovak | | |
| Michael Wagner | | |
| Terry Wolber | | |

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Karel Sovak | | |
| Kim Stevenson | | |
| Michael Wagner | | |
| Terry Wolber | | |

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Karel Sovak | | |
| Kim Stevenson | | |
| Michael Wagner | | |
| Terry Wolber | | |

| Name | Y | N |
|-----------------|---|---|
| Kim Badenhop | | |
| Ben Ehreth | | |
| Marge Ellefson | | |
| Steve Heydt | | |
| DeNae Kautzmann | | |
| Glenn Lauinger | | |
| Jeanie Pedersen | | |
| Karel Sovak | | |
| Kim Stevenson | | |
| Michael Wagner | | |
| Terry Wolber | | |