



## Bis-Man Transit Board Meeting Minutes

October 27, 2016

Bismarck-Mandan Transit Center

3750 East Rosser Avenue, Bismarck

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Kim Badenhop
	Glenn Lauinger	Marge Ellefson
	Jeannie Pedersen	Karel Sovak
	Terry Woelber	Kim Stevenson
Not Attending:	Mike Wagner	
Staff:	Roy Rickert	Gary Schumacher
	Shanda Miller	Elliot Rust
	Kalen Ost	Jerri Jurgens
Guests:	Steve Saunders	

Meeting was called to order at 11:30 a.m.

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

**Consent Agenda:** Kim Badenhop asked why ridership went up but revenue went down. Roy Rickert explained that fewer monthly passes had been sold, and individuals utilizing passes has gone up. Steve Heydt moved to approve the consent agenda. Jeannie Pedersen seconded the motion and it carried unanimously.

**Update of System Revisions:** Roy Rickert said following the most recent public hearing, changes to the revision were made as directed by the Board. This document was forwarded to the City of Bismarck and is an agenda item for the Bismarck City Commission's Nov. 8 meeting. Due to the

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current service contract with the City ending on Dec. 31, 2016, and both the City and Transit Board needing to sign the document, Roy Rickert suggested creating an extension amendment to the current contract that would allow for a month-to-month extension until the new contract is signed. Steve Heydt moved to approve the amendment to the contract. Jeannie Pedersen seconded the motion and it carried unanimously.

**Discussion of Workload Timeline:** Roy Rickert presented a document outlining many of the ongoing and future projects the organization will work on. These projects include the following:

- **RFP for Auditing Services** – This RFP has been distributed, but no responses have been received. However, there have been inquiries made to the organization. The audit will be conducted in May 2017.
- **2014 Triennial** – The organization sent paperwork to the FTA from the last four paratransit cutaways. If accepted, this paperwork should close the 2014 Triennial.
- **2017 Triennial** – The pre-visit paperwork has begun for the 2017 Triennial. Roy Rickert estimated the Triennial would be in March or April, based on previous timelines.
- **Grants** – The 5339 grant application is due Dec. 23, 2016, and a transportation plan is due prior to the 5310 grant submission. The state may combine the 5339 and 5310 applications in the future.
- **NTD** – The NTD report is due Spring 2017.
- **RFP for Operations** – The Operations contract expires June 30, 2017, and the RFP will need to be created soon.
- **Telephone System RFP** – A new telephone system is projected to save the organization money, but the RFP for the new system has not yet been started.
- **System Rebrand** – This project will likely be started following the completion of other projects.
- **Website RFP** – This project will likely be started following the completion of other projects.

Glenn Lauinger said some of the changes that are proposed are in violation of the organization's bylaws. DeNae Kautzmann said there must be 10 days notice given to the Board of Directors and a 2/3 majority vote is needed to make changes to bylaws or to adopt new bylaws. Steve Heydt moved to update bylaws and articles of incorporation after the organization agrees on a contract with the City with the Executive Committee to review and draft amendments to the bylaws and the articles of incorporation.

**Meeting Date Change:** Kim Badenhop moved to change the November meeting date to Nov. 18. Kim Stevenson seconded the motion and it carried unanimously.

**Discussion of City Ordinances:** Roy Rickert said that in looking at city ordinances, buses are not allowed to stop anywhere but bus stops approved by the City. The ordinances do not differentiate paratransit cutaways, fixed route buses or school buses. Steve Saunders said a committee is being formed that will include the traffic engineer, Bismarck administration, Roy Rickert and others.

**Executive Director's Report:** The first stage of the Triennial will be completed by December 16, 2016. Roy Rickert has been in contact with Lincoln mayor Gerald Wise, and is providing him with

information he has requested. The organization is working with the Army National Guard to create an appeal letter to help pay for passes for veterans. The organization received the expected amount for the sale of non-public stocks.

**Administrative Committee:** No Updates

**Finance Committee:** No Updates

**Board Application Committee:** Marge Ellefson and Steve Heydt have applications and will set up a meeting for late November or early December to ensure preparation for the next year. Six members are up for renewal. Following their meeting, the committee will bring it back to the full board for discussion. Kim Stevenson and Jeannie Pedersen requested to join the committee and were added.

**Adjourn:** Steve Heydt moved to adjourn. Kim Badenhop seconded the motion. The meeting adjourned at 12:46 p.m..