



Bis-Man Transit Meeting Minutes

September 28, 2017

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President Steve Heydt	Vice President Kim Stevenson
	Sec/Tres DeNae Kautzmann	Glenn Lauinger
	Karel Sovak	Lacey Long
Not Attending:	Ben Ehreth	Terry Woelber
	Jeannie Pedersen	
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Abi Fred
	Nate Vantsdal	
Guests:	Steve Saunders	Tom Reuer
	Randee Sailer	Trevor Vanett
	Jillian Schaible	

Meeting was called to order at 11:32 AM

Approval of Agenda: Karel Sovak moved to approve the agenda. Lacey Long seconded and the motion carried unanimously.

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

Special Request for Public Comment: Trevor Vannett requested that Holiday and Sunday hours be looked at again as he feels it has had a negative effect on those who have jobs and work on Sundays, as well as those who want to visit their families on holidays. Roy Rickert stated that they are working on putting together an Advisory Committee to come up with suggestions for the Board to review.

Operations Contract Approval: Roy Rickert stated that the contract had been looked over by the Bis-Man Transit Board's attorney, as well as National Express'. Before approval, the Board asked that Roy review five items in the contract; the bus depot, punctuation in the section on repairs (page 5, second paragraph, line 10), insurance, fees designated, and termination provisions. Karel Sovak moved to table the contract until the October 26th meeting. Glenn Lauinger seconded, and the motion carried unanimously.

Paratransit Cut-Away Bus Purchase Approval: Roy Rickert requested closing out the 2006 federal grant by purchasing four cutaway buses as replacement for buses which are past their useful life. DeNae Kautzmann moved to approve. Lacey Long seconded, and the motion carried unanimously.

Discussion and Considerations of Administration Transition: Roy Rickert presented a summary of the employee handbook and discussed any changes that were made since the last meeting. DeNae Kautzmann moved to table until the October 26th meeting in order to receive adequate financial information. Karel Sovak seconded, and the motion carried unanimously.

Operations Report: Nothing to report.

Service Change Implementation Update: Roy Rickert stated that 1,645 applications have been received, 1,455 of which have been processed, with 199 pending. The Return Ride Home program produced 23 rides at a cost of \$115.

Taxi Ordinance: Roy Rickert discussed the taxi ordinance that was passed in August which requires each licensed taxi to operate an accessible vehicle with a trained driver.

City of Lincoln Vote Sept 26th: Roy Rickert explained that the City of Lincoln voted against giving Bis-Man Transit two mills to continue service for the City of Lincoln.

Grant Updates: Roy Rickert stated that the 2015 grant has been successfully closed out, and the purchase of four new cutaway buses will close out the 2006 grant. He also stated that Bis-Man Transit had been awarded \$37,400 in 5310 funds to install fare boxes on the paratransit buses, and provide operational funds toward the Return Ride Home program. Once the contract is signed with Grand Forks the process can begin to procure two new fixed route buses.

Insurance Reimbursement: Roy Rickert stated that \$30,166.16 is due from Schumacher Transportation, and is currently 5 months past due.

Administrative Committee Update: Nothing to Report

Finance Committee Update: Nothing to report.

Executive Session Regarding Personnel Matters

Other Business: Reconvened at 1:40 PM from Executive Session. Steve Heydt stated that there will be a Special Board Meeting on October 7th at 7:30 AM.

Meeting was adjourned at 1:41 PM.