



## Bis-Man Transit Special Meeting Minutes

November 16, 2017, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

|                |                          |                              |
|----------------|--------------------------|------------------------------|
| Attending:     | President Steve Heydt    | Vice President Kim Stevenson |
|                | Sec/Tres DeNae Kautzmann | Ben Ehreth                   |
|                | Glenn Lauinger           | Lacey Long                   |
|                | Jeannie Pedersen         | Karel Sovak                  |
| Not Attending: | Terry Woelber            |                              |
| Staff:         | Roy Rickert              | Shanda Miller                |
|                | Elliot Rust              | Abi Hoffman                  |
|                | Jerri Jurgens            | Albert Perez                 |
| Guests:        | Trevor Vanett            | Jillian Schaible             |
|                | Steve Saunders           | Tom Reuer                    |
|                | Jean Vanderlaan          | Royce Schultz                |
|                | Jessica Holdman          |                              |

Meeting was called to order at 11:31 AM.

**Approval of Agenda:** Ben Ehreth moved to approve the agenda. Karel Sovak seconded the motion. Motion carried unanimously.

**Consent Agenda:** Kim Stevenson move to approve the consent agenda. Jeannie Pedersen seconded. Motion carried unanimously.

**Service Area Discussion:** Roy Rickert contacted the FTA in regards to the public comment last month with the request to grandfather in those who were previously within the service area but are not any longer. If Bis-Man Transit was to make exceptions to the boundaries, they are putting themselves at risk for breaking FTA rules. The Board requested that there be follow-up contact with the client to explain what some of the actions have been.

**Approval of Security Locks Procurement:** Shanda Miller discussed the quotes that were received from two locksmiths to rekey the facility. The recommendation is to award this project to Guardian Lock and Safe Co. at the price of \$20,758. DeNae Kautzmann moved to accept the bid from Guardian. Lacey Long seconded the motion. The Board discussed some questions about what would be rekeyed as well as what will be done in the future. The motion carried unanimously.

**Approval of Local Match for Transit Development Plan:** Roy Rickert explained that it is time to create a new transit development plan with the MPO. Bis-Man Transit was looking for approval from the board to spend up to \$20,000 on this study. The Board had some questions on whether they could postpone the study, and if so, what effect that could have. Steve Saunders explained that it could cause some problems with federal oversight. Karel Sovak moved to approve the recommendation. Ben Ehreth seconded. The motion carried unanimously.

**Discussion and Possible Action of IRA Contribution:** Roy Rickert recommended that the Board pay the employees 3% of their salary in November and December so they could contribute to their IRA in January, since the simple IRA can't be set up until January 1, 2018. Ben Ehreth moved to approve the recommendation. Jeannie Pedersen seconded. The motion carried unanimously.

**Discussion and Possible Action of Christmas Gifts for Employees:** Roy Rickert recommended that if the Board wished to give a Christmas Gift to Employees, they give \$125 on the November paycheck. Ben Ehreth moved to approve the recommendation as presented. Karel Sovak seconded. The motion carried unanimously.

**Operations Report:** Albert Perez discussed the transition from Schumacher Transportation to National Express. He stated that the biggest issue so far has been understaffing for the services, which can result in lowered on-time performance. He also discussed training and getting all of the staff the new uniforms.

**Executive Director Report:** Roy Rickert said that the Bus Depot account has been closed with Starion. To date, Bis-Man Transit has received 1,796 paratransit applications, of which 1,577 have been processed. The information regarding the Citizens Transportation Advocacy Group has been sent out to various user groups and interested parties as well as being posted on the website and on social media. On October 31, Roy attended the Disrupt Well Summit. The event highlighted technologies and innovations that are changing how

society accomplishes tasks and covered topics such as healthcare, education, communication, energy, and transportation. Roy also stated that they are expecting four cutaway buses will be delivered by the end of March and in service in April.

**Administrative Committee Update:** Ben Ehreth discussed that since the last meeting Roy was given an offer letter which he accepted, and now all of the Administrative Staff are Bis-Man Transit employees. The next step is to come up with information for the performance bonuses in regards to the offer we gave Roy.

**Finance Committee Update:** Nothing to report.

Meeting was adjourned at 12:39 PM.