



Bis-Man Transit Meeting Minutes

December 21, 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	Karel Sovak
	Glenn Lauinger	Lacey Long
	Jeannie Pedersen	
Not Attending:	Terry Woelber	Ben Ehreth
Staff:	Roy Rickert	Shanda Miller
	Elliot Rust	Albert Perez
	Tom Reisenauer	
Guests:	Steve Saunders	Jillian Schaible
	Trevor Vannett	Tom Reuer
	Shantel Meidinger	Kathy Thome
	Jessica Holdman	Randee Sailer
	Kaley Schwab	

Meeting was called to order at 11:30 AM.

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

Consent Agenda: Karel Sovak move to approve the consent agenda. Kim Stevenson seconded. Motion carried unanimously.

2018 Holiday Hours: Roy Rickert stated that staff had developed recommendations for holiday hours for the paratransit service. Roy Rickert and Shanda Miller met with Dakota Center for Independent Living to discuss potential hours. Karel moved to approve the 2018 Holiday Hours, Glenn Lauinger seconded, and the motion carried unanimously.

City of Lincoln: Roy Rickert discussed the City of Lincoln sending the \$20,000 that was owed to continue service in 2018. Lincoln would also like an agreement before the first of the year to ensure only being charged \$20,000 for the next year. Concerns were raised about creating a long-term solution for the City of Lincoln, and the Board preferred that Lincoln would pay for the year ahead of time, rather than after the year is up. Kim Stevenson moved that the City of Lincoln provide Bis-Man Transit \$10,000 by January 31st, 2018, and a second \$10,000 by July 31, 2018. In addition, they will have to have a continued funding source in place by October 1, 2018 to continue service for 2019. Cost moving forward will be negotiated with the Board. \$20,000 will only be guaranteed for 2018. Jeannie Pedersen seconded the motion. The motion carried unanimously.

2018 Annual Budget: Roy Rickert stated that Lincoln was added back into the 2018 budget as well as 3% for potential wage increases and increased travel. Karel Sovak moved to approve the budget as presented. Jeannie Pedersen seconded. The motion was amended to add the Board will revisit in March of 2018. The motion carried 6-1.

The finance committee did not review the revised budget staff put together. Nor was this information sent out with the agenda packet. The finance committee reviewed salaries and found them to be above average. Also noted was the fact that the State and City did not give salary increases. The finance committee recommends no increase. The increased travel line item was not discussed by the finance committee. There was no reason given by staff for the increase. The finance committee is concerned that our expenses exceed our income. We need to find cuts within the budget and we need to generate more income. Part of the issue on the income side is the fact that the University of Mary did not promote the pilot run to the university and the anticipated revenue did not materialize.

Direct Deposit For Employees: Elliot Rust stated that Starion is willing to waive all fees associated with moving to direct deposit and employees would like to start with December 2017 payroll. Karel Sovak moved to approve, Lacey Long seconded, and the motion carried unanimously.

PEM Purchase: Roy Rickert explained that the PEM is used to make fare media and funding was received from the 5339 grant. Karel Sovak moved to approve the purchase of the PEM, Kim Stevenson seconded, and the motion carried unanimously.

Operations Report: Roy Rickert stated that on time performance has been increasing, and they are working on training new hires so they can start driving. Albert Perez said that they should have three or four more drivers on the road within 10 days. Roy Rickert discussed the accidents that occurred in November. He also stated that the ecolane software is going through the final tweaks. Albert Perez discussed Transit Operator Appreciation Day. He also discussed how they have been training drivers to not be early on the fixed-route so that customers can rely on the buses. Glenn Lauinger requested that the liquidated damages be tracked so they are collected.

Executive Director Report: Roy Rickert met with Otto Bremer about a grant. He requested \$449,000 to replace one fixed-route and one cutaway bus. The person Roy met with did not believe that would be possible, so he sent a supplement for a cutaway and a service truck. We will be notified on the results the end of February. Roy discussed CTAG and the continuing effort to get more applications in. To date, seven have been received. Roy met with the MPO and State to try and find ways to increase DBE participation. Roy also discussed meeting room rentals. He would like to come up with rates as well as any policies. Roy will be going to the SBUS Summit on February 21-23. The Summit is paid for through a grant that covers hotel, conference on site meals, and \$400 of the flight. The Board may want to change the date of the February meeting.

Administrative Committee Update: Nothing to report.

Finance Committee Update: Report given during budget discussion.

Other Business: Karel Sovak requested that there be more communication between the Executive Director and the Board as well as between the Executive Director and committees. Steve Heydt said that there should be discussion on what kind of communication the Board would like. Glenn Lauinger requested an analysis for fixed-route on the January Agenda. Kim Stevenson requested that Shanda Miller provide information to the board on when applications are due for new board members as well as what members are up for re-election.

Meeting was adjourned at 1:29 PM.