



Bis-Man Transit Meeting Minutes

March 1, 2018, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

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| Attending: | President Steve Hedyt | Vice President Kim Stevenson |
| | Sec./Tres. DeNae Kautzmann | Ben Ehreth |
| | Glenn Lauinger | Lacey Long |
| | Jeannie Pedersen | Karel Sovak |
| | Terry Woelber | |
| Staff: | Roy Rickert | Shanda Miller |
| | Abi Hoffman | Albert Perez |
| | Tom Reisenauer | |
| Guests: | Jillian Schaible | Trevor Vanett |
| | Tom Reuer | Royce Schultz |
| | Greg Vetter | Tim Seaworth |
| | Laura Cramer | Connie Jorde |

Meeting was called to order at 11:31 AM.

Approval of Agenda: Ben Ehreth moved to approve the agenda. Terry Woelber seconded, and the motion carried unanimously.

Consent Agenda: Karel Sovak moved to approve the consent agenda with Attachment B being removed for discussion. Lacey Long seconded the motion, and the motion carried unanimously.

Financial Report: Glenn Lauinger had questions on some checks that were written. Shanda Miller and Roy Rickert gave explanations on the checks. Karel Sovak moved to approve the Financial Report. Ben Ehreth seconded, and the motion carried unanimously.

Public Comment: Connie Jorde asked questions on why and how the age qualifier for paratransit service was raised to the age of 70. Steve Heydt recommended that she visit with Roy Rickert to go over the reasons as well as any other questions that she may have.

Approval of Building and Vehicle Leases: Roy Rickert discussed having building and vehicle leases in place between Bis-Man Transit and the City. Roy recommended approving the leases in order to have clean audits for both the City and Bis-Man Transit. DeNae Kautzmann moved to approve the building lease. Glenn Lauinger seconded, and the motion carried unanimously. DeNae Kautzmann moved to approve the vehicle lease with the caveat that an amendment be added that discusses advertising on the buses. Jeannie Pedersen seconded, and the motion carried unanimously.

Approval of Board Election Process: Shanda Miller discussed the updates that were made to the Board Election Policy after the last board meeting. DeNae Kautzmann moved to approve the Board Election Policy. Karel Sovak seconded, and the motion carried unanimously.

Approval of Lighting Procurement: Shanda Miller recommended that Fetzer Electric be awarded the lighting project as they had the lowest bid. DeNae Kautzmann moved to award the lighting project to Fetzer Electric. Lacey Long seconded, and the motion carried unanimously.

Operations Report: Albert Perez stated that they are on track for staffing up the paratransit service. There are weekly meetings with Ecolane and they are still on track for the April 1 deadline. Jerri Jurgens was at training in Chicago with one of the road supervisors. Steve Hedyt requested to hear some highlights from Jerri at the next board meeting.

Executive Director Report: Roy Rickert discussed the Triennial Closeout as the City had been notified that all of the responses to the Triennial Review findings had been accepted.

A bid has been put out for fuel once again due to the fact that the Fuelman Card experience has been unsatisfactory.

SRF won the MPO's bid for the Transit Development Plan. Discussions have begun regarding how the process will move forward.

Roy spoke at the Community Elder Senior Network meeting on February 13th and provided an update of the service changes that have taken place as well as a preview of the new features that will be available in the spring with the implementation of Ecolane.

Roy attended the Transit Bus Summit February 22nd - 24th in Atlanta. It was a small event for transit directors to meet with each other and vendors. Roy stated that he found the Summit to be beneficial as he has made more industry contacts and learned about products that might be beneficial for the Bis-Man Transit systems.

Roy is scheduled to provide an update to the City Commission on Tuesday, March 13th. There, he will be discussing how the changes to the service are progressing as well as updates on Lincoln and UMary service.

Roy attended a meeting with the University of Mary regarding the pilot program for the 2017-2018 school year.

All of the grant applications that go through the state are due on March 27th. Requests will be put in for two demand response vehicles from the 5310 grant, as well as funds to replace tablets on fixed-route vehicles, carpet replacement, LED lighting projects for exterior and office lights, and possibly a mobile ticketing system from the 5339 grant.

Roy was excited to report that Bis-Man Transit was awarded \$75,000 from the Otto Bremer Trust for the procurement of a paratransit vehicle.

Administrative Committee Update: Ben Ehreth discussed the joint Finance and Administrative Committee meeting that took place on February 20th. Ben wanted the rest of the boards input on the performance criteria for Roy before making a final decision. Karel Sovak moved to approve the Performance Plan Objectives as follows; 1- Adherence to Budget/Balance Budget, 2- Grant Performance, 3- Ridership Satisfaction, 4- Stakeholder Relations (Community/City Council/Transportation Advocacy Group), 5- Safety Performance/Quality Control, 6- Performance Review (Self/Board/Staff), 7- Operations Performance (Increase FR Ridership/Demand Response/Triennial Review when applicable). Ben Ehreth seconded, and the motion carried unanimously. Karel Sovak moved to approve the weight percentages as follows; 1- 40, 2- 10, 3- 10, 4- 15, 5- 15, 6- 5, 7- 5. Ben Ehreth seconded, and the motion carried unanimously. Terry Woelber moved that the Board President as well as one member appointed by the President to go through performance reviews with Roy. Ben Ehreth seconded, and the motion carried unanimously.

Finance Committee Update: Nothing to report.

Other Business: The University of Mary came to discuss the UMary pilot program. UMary voiced concerns about adding a student fee for a bus pass. The ridership is very low and the cost is too high to continue unless U Mary assists Transit monetarily. Discussion was held relative to approaching BSC to do the same. The cost per semester is low with great savings to students who use the CAT. The University of Mary asked that Bis-Man Transit support the University at the City Commission meeting.

Roy Rickert requested that bus 403 be decommissioned. Jeannie Pederson moved to approve decommissioning bus 403. Terry Woelber seconded, and the motion carried unanimously.

Meeting was adjourned at 1:57 PM.