



Bis-Man Transit Meeting Minutes

July 26, 2018, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	Sec./Tres. DeNae Kautzmann	Vice President/Kim Stevenson
	Ben Ehreth	Royce Schultze
	Terry Woebler	Glenn Lauinger
	Commissioner Nancy Guy	
Not Attending:	Lacey Long	Karel Sovak
	Steve Heydt	
Staff:	Roy Rickert	Shanda Miller
	Jerri Jurgens	Tom Reisenauer
	Deidre Hughes	David Lambott
	Eddie Cranford	
Guests:	Steve Saunders	Tom Reuer
	Trevor Vannett	Jillian Schiable

Meeting was called to order at 11:38 AM.

Approval of Agenda: Ben Ehreth moved to approve the agenda. Royce Schultze seconded. Motion carried unanimously.

Consent Agenda: Ben Ehreth moved to approve the consent agenda as presented. Glenn Lauinger seconded. Roy Rickert summarized ride stats and increases in fixed route ridership. Motion carried unanimously.

Public Comment: No public comment at this time.

Digital Radios: Shanda Miller discussed the need for new digital radios to replace current analog radios. The invitation for bid went out and Electronic Communications was recommended. DeNae Kautzmann moved to approve Electronic Communications be awarded the bid. Ben Ehreth seconded the motion. Motion carried unanimously.

Printing Services: Shanda Miller discussed the need for printing services. She recommended The Printers be awarded the bid. Terry Woebler moved to award The Printers the printing service contract. Royce Schultze seconded. Motion carried unanimously.

Cameras: Shanda Miller discussed FY18 funds for new security cameras for the Bis-Man Transit building. Ben Ehreth moved to purchase cameras from Electronic Communications. Terry Woebler seconded. Motion carried unanimously.

Health Insurance: Roy Rickert stated that health insurance coverage needed to be approved by July 31, 2018. Roy Rickert recommended Bis-Man Transit remain with Blue Cross and Blue Shield of North Dakota. Glenn Lauinger moved to continue health insurance with Blue Cross and Blue Shield of North Dakota. Terry Woebler seconded. Motion carried unanimously. Glenn Lauinger moved the finance committee look at the budget and determine whether a 2.5% increase of employer paid coverage is feasible with Blue Cross and Blue Shield coverage. DeNae Kautzmann seconded. Motion carried unanimously.

2017 Audit: Roy Rickert discussed the 2017 audit. Glenn Lauinger summarized the audit results. Glenn Lauinger moved to approve the audit. DeNae Kautzmann seconded audit approval. Motion carried unanimously.

Green Route Update: Roy Rickert discussed issues with no longer being able to operate fixed route buses in the Gateway Mall parking lot. The mall owner requested Bis-Man Transit contributed \$1500 monthly to continue using the Gateway Mall parking lot as a bus stop. Additionally, it was requested that the bathrooms were respected and that the Gateway Mall is included on Bis-Man

Transits insurance. Roy Rickert stated he was currently working with the owners of the K-Mart parking lot as an alternate stop. DeNae Kautzmann moved that the \$1500 payment to the Gateway Mall be reviewed by the finance committee. Terry Woebler seconded. Motion carried unanimously.

Executive Director Report: Roy Rickert discussed returning to Kirkwood Mall, as well, as the concerns that lead to the initial removal of buses from that location. Roy Rickert discussed the CTAA conference he will be attending August 7-10 as well as the NTD training Shanda Miller will be attending in Utah, January 15 & 16.

Operations Report: Jerri Jurgens introduced Eddie Cranford as interim General Manager for National Express. Jerri Jurgens also stated that National Express is looking for three to five operators and that she will be working with Eddie Cranford on ways to attract new operators. Additionally, Monday, July 30, 2018; 10:00am-3:00pm will be the employee potluck and barbeque. All board members are invited.

Other Business: Roy Rickert discussed that two additional buses can be purchased due to FTA re-allocation with a grant from 2006. DeNae Kautzmann asked if a grant application was submitted for a replacement shop truck. Roy stated yes, but it was denied. Eddie Cranford stated that National Express is aggressively seeking a candidate for General Manager that will fit in with the current team.

Meeting was adjourned at 1:00 PM.