



Bis-Man Transit Meeting Minutes

August 23, 2018, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Royce Schultze
	Ben Ehreth	Glenn Lauinger
	Lacey Long	Commissioner Nancy Guy (phone)
Not Attending:	Terry Woebler	Karel Sovak
Staff:	Roy Rickert	Shanda Miller
	Jerri Jurgens	Tom Reisenauer
	Deidre Hughes	Janice Curre
	Phil Thomson	
Guests:	Tom Reuer	Trevor Vannett

Meeting was called to order at 11:32 AM.

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

Consent Agenda: DeNae Kautzmann moved to approved consent agenda. Kim Stevenson seconded. Motion carried unanimously.

Public Comment: No public comment at this time.

Green Route Public Hearing: Roy Rickert discussed restructuring the Green Route due to end of the pilot run to University of Mary as well as the public listening sessions that took place in July of 2018. Nancy Guy discussed concerns about eliminating paratransit service to the University of Mary. Steve Heydt opened discussion for the Green Route Public Hearing. Trevor Vannett stated that he was fine with the Green Route as presented but is not in favor of paratransit losing service to the University of Mary. Steve Heydt closed public comments. DeNae Kautzmann moved to approve the Green Route, as presented. Kim Stevenson seconded the motion. Motion carried unanimously.

Ben Ehreth moved that recommendations made regarding alternate transportation options are researched for areas not being serviced, including University of Mary. Royce Schultze seconded the motion. Ben amended the motion to re-establish the Service Area Committee and include the county in discussions. Motion carried unanimously. The committee was re-established with the following members, Royce Schultze, Kim Stevenson, Lacey Long, and Karel Slovak. Royce Schultze will head the committee. Ben Ehreth will act as an alternate if Karel Slovak is unable to participate.

Gateway Mall: Roy Rickert updated the Board on the current status of negotiations with Gateway Mall regarding the continued use to the parking lot. Roy Rickert stated that internal bus space for advertisement was offered in exchange for continued use.

CTAG Recommendations: Royce Schultze moved to accept Mary Lafser and Lee Red Horse as new members of CTAG. Lacey Long seconded the motion. The motion carried unanimously.

Bus Signage/Wraps: Steve Hedyt expressed concerns about the number of fixed route buses in operation without any exterior advertisements. Glenn Lauinger recommended that Mobile Ads be invited to the September Board Meeting to offer clarification on what is being done to promote the sale of bus wraps.

Farebox Recommendations: DeNae Kautzmann stated concerns about future purchases due to federal funds not being given to Bis-Man Transit in a timely manner causing depletion in capital reserves. Projections for the reserve are

\$145,000 for May of 2019 if federal funds continue to be delayed. Ben Ehreth stated that the delay in federal funds is for operating expenses, not capital purchases. Capital purchase funding has a five to seven day reimbursement turnaround from the state, as the state already has the funds. Ben Ehreth moved to approve the purchase for 21 fareboxes for Paratransit vehicles, as presented by Shanda Miller. Kim Stevenson seconded the motion. Motion carried 5 to 2.

Fixed Route Hardware/Tablet Recommendations: Shanda Miller explained issues with the current hardware and tablets and need for updates. Glenn Lauinger moved to approve purchase, as proposed by Shanda Miller. Lacey Long seconded the motion. Motion carried unanimously.

Mobile Ticketing Recommendations: Ben Ehreth moved to approve Token Transit be initiated for the sale of fixed route bus passes, as proposed by Shanda Miller. Kim Stevenson seconded the motion. Motion carried unanimously.

Cutaway Recommendation: Shanda Miller discussed the purchase of six cutaway buses. Glenn Lauinger moved to approve the purchase of one cutaway with the use of the Otto Bremer Grant. DeNae Kautzmann seconded the motion. Motion carried unanimously. Glenn Lauinger moved to approve the purchase of the second cutaway bus using FY17 5339 Funds. Lacey Long seconded the motion. Motion carried unanimously. Glenn Lauinger moved to approve the purchase of the four remaining cutaway buses using FY19 5339 Funds. Royce Schultz seconded the motion. Motion carried 6 to 1.

Rear Lift Van Recommendations: DeNae Kautzmann moved to approve the purchase of two rear lift vans using FY19 5310 Funds, as recommended by Shanda Miller. Glenn Lauinger seconded the motion. Motion carried unanimously.

Operations Report: Phil Thomson introduced Janice Curre as the new general manager for National Express. Jerri Jurgens stated National Express is still looking for operators.

Executive Director Report: Roy Rickert stated that David Lambott is no longer with the company and that Deidre Hughes will be taking over accounting roles. Roy Rickert gave a status update on the sponsorship of the Read and Ride bus wrap.

Glen Lauinger questioned if the Return Ride Home program was going to expire at the end of September. Roy Rickert discussed current status of the Return Ride Home. DeNae requested that the cost, riders, and locations be provided to the Board for the Return Ride Home program.

Administrative Committee Update: No updates at this time.

Other Business: Kim Stevenson questioned the City Commission Meeting on Tuesday, August 28, 2018 in regard to the Green Route. Glenn Lauinger questioned the status of transit in Lincoln.

Meeting was adjourned at 1:49 PM.

Projected Cash Flow												
	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
Estimated Income												
FEDERAL FY18 5307/04-004	\$570,600.00	\$350,000.00	\$465,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00	\$400,000.00
FAREBOX INCOME	\$35,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00
MIL LEVY	\$24,000.00	\$20,000.00	\$14,000.00	\$12,250.00	\$11,189.00	\$55,000.00	\$300,000.00	\$420,000.00	\$350,000.00	\$35,000.00	\$100,000.00	\$12,000.00
MEDICAID	\$20,000.00	\$22,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
NDDOT State Aid	\$0.00	\$0.00	\$74,000.00	\$0.00	\$0.00	\$74,000.00	\$0.00	\$0.00	\$74,000.00	\$0.00	\$0.00	\$74,000.00
OTHER INCOME	\$9,500.00	\$11,900.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00
5339 and 5310 Grant Income	\$0.00	\$34,400.00	\$17,438.00	\$17,180.00	\$0.00	\$30,400.00	\$302,249.60	\$685,243.86	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$659,100.00	\$471,300.00	\$619,288.00	\$77,930.00	\$59,689.00	\$207,900.00	\$650,749.60	\$1,153,743.86	\$472,500.00	\$83,500.00	\$748,500.00	\$534,500.00
Estimated Expenses	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00
Grant Expense	\$0.00	\$45,012.76	\$170,166.00	\$21,475.00	\$0.00	\$38,000.00	\$466,872.00	\$856,554.82	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$370,000.00	\$415,012.76	\$540,166.00	\$391,475.00	\$370,000.00	\$408,000.00	\$836,872.00	\$1,226,554.82	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00
Remaining Bank Balance	\$1,276,948.98	\$1,333,236.22	\$1,412,358.22	\$1,098,813.22	\$788,502.22	\$588,402.22	\$402,279.82	\$329,468.86	\$431,968.86	\$145,468.86	\$523,968.86	\$688,468.86
		Bldg Camera	2 Buses	FR Hardware		Phones	6 cutaways	2 vans*				
		Radios	Fareboxes			LED Lighting	(1 Otto ;1- FY17 5339	Alex Dennis				
							4- FY19 5339) *					
							* Based on ordering					
							mid September					