



Bis-Man Transit Board Meeting Minutes

May 23, 2019, 11:30AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Karel Sovak
	Shauna Laber	Glenn Lauinger
Not Attending:	Lacey Long	Nancy Guy
	Royce Schultze	
Staff:	Roy Rickert	Craig Thomas
	Tom Reisenauer	Danae Thiery
	Amanda Troutman	
Guests:	Trevor Vannett	Susan Dingle
	Steve Saunders	Carol Cristilli

Meeting was called to order at 11:30 AM.

Approval of Agenda: Karel Sovak moved to approve the agenda as presented. Shauna Laber seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae Kautzmann moved to approve the consent agenda as presented. Karel Sovak seconded the motion. Motion carried unanimously.

Public Comment: None at this time.

Advertising Contract: Roy Rickert discussed the Mobile Ads addendum. Karel Sovak moved to leave contract as is without the addendum and begin drafting an RFP. Shauna Laber seconded the motion. Motion carried unanimously.

Budget: Roy Rickert gave brief overview of 2019 budget. Glenn Lauinger moved to approve budget as presented with stipulation that out of town travel be preapproved by the board. Karel Sovak seconded the motion. Motion carried unanimously.

Green Route: Roy Rickert discussed letter from University of Mary requesting that Bis-Man Transit Board accept 90% of the proposed \$17,500 (\$15,750) unless student purchases reach 100% of meal plan package for the 2019-2020 school year. Karel moved to approve the letter from University of Mary as is for the 2019-2020 school year with an addendum for the 2020-2021 school year that the university commits to \$20,000 in dedicated funds with negotiated increases for future years and we would provide unlimited rides for all current M card holders, and if accepted to ask the City to make the route permanent. Shauna Laber seconded the motion. Motion carried unanimously.

Executive Director Review: DeNae Kautzmann summarized the Finance Committee's meeting regarding the Executive Director's salary increase. Karel Sovak moved to accept the finance committee's recommendation of a salary increase up to 3% based on performance review. Shauna Laber seconded the motion. Motion carried unanimously.

Board Member Resignation: Steve Heydt stated that he received Ben Ehreth's resignation and he discussed the need to fill Ben's remaining term which expires April 2021. DeNae Kautzmann moved to reopen candidacy for 30 days and that the board appoint from those interested in serving at the next board meeting on June 27th. Shauna Laber seconded the motion. Motion carried unanimously.

Operations Report: Craig Thomas discussed the success of Operations' safety audit. Further discussion consisted of plans to continue implementing programs for safety, on-time performance, and training for future staff.

Audit: Roy Rickert reported that the auditors are still finalizing the audit findings.

National Transit Database (NTD): Roy Rickert indicated that the NTD report was sent in and we are waiting to hear back about any revisions that may be required.

College Focus Group: Roy Rickert announced that the College Focus Group is working on a four year plan to include various projects and other ideas that can help to build ridership community wide.

Financial Management Class: Roy Rickert gave an overview of the Financial Management Class he attended and continued that he learned several revenue generating ideas that he is excited to research implementation on.

Public Outreach Events: Roy Rickert provided information about the various Public Outreach Events that we have been a part of and how we are continually trying to find other opportunities to reach out to the community about transit.

Medicaid: DeNae Kautzmann informed the Board that the requested information of the board members' dates of birth and social security numbers is in fact a federal requirement to continue operating as a Medicaid provider.

Finance Committee Update: Steve Heydt announced his decision to remove himself from the finance committee and appointed Shauna Laber to fill the opening.

Service Area Committee Update: None at this time.

Other Business: Glenn Lauinger moved that the staff submit budget requests to cities of Bismarck and Mandan. Shauna Laber seconded the motion. Motion carried unanimously.

Meeting was adjourned at 1:27 PM.