



Bis-Man Transit Board Meeting Minutes

June 27, 2019, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck ND

Attending:	President/Steve Heydt	Sec./Tres. DeNae Kautzmann
	Karel Sovak	Royce Schultze
	Shauna Laber	Glenn Lauinger
Not Attending:	Lacey Long	Vice President/Kim Stevenson
	Nancy Guy	
Staff:	Roy Rickert	Deidre Hughes
	Amanda Troutman	Craig Thomas
	Tom Reisenauer	Danae Drake
Guests:	Trevor Vannett	Susan Dingle
	Steve Saunders	Helen Baumgartner
	Elton Lassiter	Mike Chaussee
	Lynn Wolf	

Meeting was called to order at 11:32 AM.

Approval of Agenda: DeNae Kautzmann moved to change regular agenda item VI “Board Member Appointment” to be the first item on the agenda. Shauna Laber seconded the motion. Motion carried unanimously.

Consent Agenda: Shauna Laber moved to approve the consent agenda. Royce Schultze seconded the motion. Motion carried unanimously.

Board Member Appointment: A board position vacancy warranted the need for the Board to appoint a new member to fill the term position ending April 2021. Applicants in attendance briefly introduced themselves and expressed their interest in the position. Shauna Laber moved to appoint Lynn Wolf to the vacated position. DeNae Kautzmann seconded the motion. Motion carried 4 to 2.

Public Comment: Mike Chaussee spoke of the community and a desire for individuals to maintain their independence for as long as possible, expressing transit’s role in helping to achieve that goal.

Telephone Systems: Roy Rickert indicated the need for an updated telephone system with better features and presented the two bids received from Source Communications and BEK Communications. Karel Sovak moved to approve the bid from BEK Communications and to proceed with the procurement. Shauna Laber seconded the motion. Motion carried unanimously.

Health Insurance: DeNae Kautzmann stated the Finance Committee’s recommendation to continue with the current health insurance plan, to further discuss the cap on the Executive Director during the November 2019 performance review, and to review other plan options for the next policy renewal. DeNae Kautzmann moved to stay with the current 90/10 plan with \$2,000 deductible, find \$4,000 savings in budget to cover cost of health plan, for the finance committee to review single payer plan costs as well as the 80/20 costs going forward, and to discuss health care cap at Executive Director’s November review for the subsequent coverage year. Glenn Lauinger seconded the motion. Motion carried unanimously.

Bus Engine: Roy Rickert communicated the need to repair or replace the engine for fixed route bus number 602 at a cost of approximately \$19,350 with National Express being responsible for the first \$2,000 per the operations contract. Karel Sovak moved to table discussion on the bus engine purchase until more specific details are available. Glenn Lauinger seconded the motion. Motion carried unanimously.

Advertising Request for Proposal (RFP): Roy Rickert gave a brief overview explaining that a formal RFP is not necessary because it is a revenue contract and we can therefore simply request bids.

Operations Report: Craig Thomas acknowledged that the Acting Safety Manager completed Master Evaluator training in Chicago and is implementing strategies learned to change the safety culture with operators in efforts to increase morale and improve customer service. Craig announced that Scott Rohrich received top honor of Chief Executive Award in London. DeNae Kautzmann suggested submitting Scott's award announcement to the local newspaper.

Dump the Pump: Roy Rickert reported that ridership did not increase despite having a free fare day that coincided with the Dump the Pump event. Roy continued that the addition of giving away a future-use voucher has proven valuable as voucher redemption requires completion of a demographics survey.

Stuff the Bus: Roy Rickert informed the board that the Stuff the Bus event is on hold until details can be confirmed with Dan's Supermarket. DeNae Kautzmann suggested that since the Stuff the Bus required so many staff hours and we have limited staff, it may be in our best interests not to use our resources this way and add additional work to staff's plates.

New Rear Lift Vans: Roy Rickert notified the board that the new rear lift vans are expected to arrive in late July.

North Transfer Location: Roy Rickert apprised the board that the northern transfer location needed to be moved from Gateway mall per the owner's request; the current location is now at Mapleton and 14th Street. Shauna Laber indicated that 11th Street is showing on the map as a public right of way through Gateway Mall. Verification of right of way will be made.

College Focus Group: Roy Rickert discussed the College Focus Group's four year plan to increase ridership for students throughout the community. Plans include various downtown events and student volunteers that can teach junior high school students how to ride transit.

Green Route: Roy Rickert announced the City's approval to keep the Green Route as a permanent route.

Funding Request: Roy Rickert will present our case to request additional funding at the city's budget committee meeting on July 10th at 2 PM.

Citizens Transportation Advocacy Group (CTAG): Roy Rickert informed the board that the next CTAG meeting will be July 8th from 1 – 2:30 PM.

Finance Committee Update: The Finance Committee updates were mentioned sporadically within the corresponding agenda items.

Service Area Committee Update: None at this time.

Other Business: West River asked if they could repaint their office spaces and upon completion asked if we could cover \$1,000 of the cost. Roy Rickert agreed to bring the question to the Board. Shauna Laber moved to not participate in a cost share with West River at this time and to specify with West River that any future needs be brought to our attention for consideration prior to taking any action. Glenn Lauinger seconded the motion. Motion carried unanimously.

Roy Rickert requested to reschedule August's board meeting so that he could be in attendance prior to his planned absence.

Meeting was adjourned at 1:12 PM.