



Bis-Man Transit Board Meeting Minutes

July 25, 2019, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck ND

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

Meeting was called to order at 11:33 AM.

Approval of Agenda: Steve Heydt requested to move the Funding Request portion of the Executive Director's Report as the first agenda item after Public Comment. Shauna Laber moved to approve the agenda as amended. Glenn Lauinger seconded the motion. Motion carried unanimously.

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

Public Comment: Trevor Vannett expressed his concern about paratransit eligible riders competing with the general public for seats during the 7 PM to midnight time frame if we implement the proposed Demand Response service.

Funding Request: Nancy Guy summarized the discussion from the City's Budget Committee meeting about the funding request Roy Rickert presented to the City Commission on July 10th. Nancy confirmed that the Budget Committee will be recommending that Bis-Man Transit receive the \$90 thousand requested for the 2019 year.

Procurement Policy: Roy Rickert presented an amendment to the Procurement Policy which raises the current threshold limits to match the State's limits, thus allowing the opportunity to use simpler procurement methods to purchase items. Glenn Lauinger notated that the policy is erroneous in other areas and contains numerous inconsistencies. Shauna Laber moved to table approval of the Procurement Policy until the next meeting to allow time to consider all necessary changes. DeNae Kautzmann seconded the motion. Motion carried unanimously.

West River Lease: Roy Rickert proposed a renewal lease with West River, including a 1.5% rental increase and an additional statement that Bis-Man Transit holds the right to offer financial assistance, at its discretion, for any cosmetic improvements the tenant proposes, contingent upon prior approval from the landlord. Shauna Laber moved to have Roy develop a written letter of extension for the current lease agreement's rental rate through September 30th to allow time for the Finance Committee and Board to review rental rates and develop a new lease with verbiage more comparable to commercial rental property leases. Lynn Wolf seconded the motion. Motion carried unanimously.

Bus Engine: Roy Rickert presented a second request to the Board to replace the engine in a bus that would be considered an additional spare for fleet rotation. Shauna Laber moved to table discussion until the September board meeting to gather additional information and maintenance records for the entire fleet. DeNae Kautzmann seconded the motion. Motion carried 4 to 1.

Advertising Request for Quotes (RFQ): Roy Rickert summarized the advertising RFQ. DeNae Kautzmann referenced a Federal Transit Administration (FTA) circular indicating guidelines regarding all revenue generated activities and emphasized how the revenue contract can be simplified by removing federal clauses as no federal funds are used. Steve Heydt discussed his viewpoint of wanting to go beyond the current scope of advertising options outlined in the RFQ. Shauna Laber moved to table the discussion and to have the Board President create a subcommittee to explore advertising options available and report its findings back to the board, stressing that time is of the essence. DeNae Kautzmann seconded the motion. Motion carried unanimously.

After Hours Service: Roy Rickert announced that Bis-Man Transit is exploring the extension of services by offering a Demand Response, utilizing paratransit buses, for the general public during the 7 PM to midnight time frame. Roy notated it would be a trial service meant to increase ridership and revenue miles, not a service intended to increase revenues.

Medicaid Update: Roy Rickert explained to the Board that during the provider reverification process it was discovered that we had been charging Medicaid significantly more than what Medicaid allows. DeNae Kautzmann moved to have Roy contact our regional federal liaison to see if we can offer an additional mode of transportation for non-emergency medical service. Shauna Laber seconded the motion. Motion carried unanimously.

Operations Report: Craig Thomas reported that Operations is conducting a hiring process again to fill a few vacancies. Craig also announced that one of our drivers lived in the apartments that had caught on fire and was overwhelmed by the hospitality of those willing to donate for the cause.

College Orientations: Deidre Hughes informed the Board of the numerous table day opportunities that Bis-Man Transit will partake in during college orientations. Deidre will be at Bismarck State College on August 26th and at University of Mary September 5th from 11 AM – 2 PM. Danae Drake will present a table day at United Tribes College on August 26th from 10 AM – 3 PM.

Citizens Transportation Advocacy Group (CTAG) Update: DeNae Kautzmann recited FTA guidelines regarding the on-time performance questions that CTAG members brought forth from their most recent meeting and summarized by stating that FTA has no requirement regarding arrival times. CTAG members feel that on-time performance should be measured against drop off times in addition to pick up times. Roy Rickert reminded the Board that riders can opt for their scheduled time to be either a pick up time or an arrival time. Better communication of these options was discussed.

BisMarket: Deidre Hughes announced that Bis-Man Transit will be participating in the local farmers' market vendor event. We will have a bus present at the kid's market on August 10th.

Finance Committee Update: None at this time.

Service Area Committee Update: None at this time.

Other Business: Shauna Laber inquired about the status of the letter from BEK Communications and whether the letter was added as an addendum to the contract. Roy Rickert confirmed it was added as an addendum to contract and the contract has been signed. Lynn Wolf requested an update about the Gateway drop off location mentioned at the previous board meeting. The street is vacated and is not a public right of way.

Executive Session (as needed): None at this time.

Meeting was adjourned at 2:09 PM.