



Bis-Man Transit Board Meeting Minutes

August 22, 2019, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck ND

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Shauna Laber
	Glenn Lauinger	

Not Attending:	Lacey Long	Lynn Wolf
	Royce Schultze	Karel Sovak

Staff:	Deidre Hughes	Amanda Troutman
	Craig Thomas	Tom Reisenauer

Guests:	Trevor Vannett	Susan Dingle
	Steve Saunders	Helen Baumgartner
	Colin Wetzsteon	Jacey Enget
	Lane Hoffer	Mike Chaussee
	Jen Weil	

Meeting was called to order at 11:30 AM.

Approval of Agenda: Steve Heydt requested to remove the audit update and Executive Director's report from the regular agenda because the audit is not yet finalized and Roy Rickert is absent. Shauna Laber moved to approve the agenda as amended. DeNae Kautzmann seconded the motion. Motion carried unanimously.

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

Public Comment: Helen Baumgartner vocalized concern for bus drivers having no outlets for expressing their concerns. Helen also reported that the RouteShout app does not consistently work correctly.

Trevor Vannett expressed concern about paratransit riders not arriving at their destinations on time.

Jacey Enget commented that she had previously been instructed to schedule rides an hour early to avoid late arrivals.

Mike Chaussee stated his appreciation that a board member was present at the last CTAG meeting.

CTAG Notes: Susan Dingle presented a progressive update of issues CTAG had previously presented to the Board, highlighting those items that have been resolved or addressed and those that still remain unresolved. DeNae Kautzmann moved to have CTAG present a summary report of recommendations to the Board after each quarterly CTAG meeting. Shauna Laber seconded the motion. Motion carried unanimously.

West River Lease: DeNae Kautzmann reported that the lease with West River would need to be a sublease following the guidelines and provisions within the lease agreement between the City of Bismarck and Bis-Man Transit Board. Glenn Lauinger moved to approve the sublease agreement with West River as submitted. Shauna Laber seconded the motion. Motion carried unanimously.

Procurement Policy: Deidre Hughes presented the amended procurement policy with only monetary limit changes in place as previously submitted to the Board. Glenn Lauinger moved to approve the amendments to the procurement policy as submitted. Shauna Laber seconded the motion. Motion carried unanimously.

DeNae Kautzmann informed the Board of the Finance Committee's concerns with the vast array of positions notated within the current procurement policy. Shauna Laber moved to create a subcommittee to work with Roy Rickert beginning in October to update the current procurement policy. Glenn Lauinger seconded the motion. Motion carried unanimously.

Medicaid Update: Deidre Hughes notified the Board we are still waiting for IRS documentation required to recertify our Medicaid Provider status. Steve Heydt reminded the Board that we can only charge the same amount to Medicaid that we charge to the riders and providing the service would cause a loss of approximately \$50 thousand dollars per year. DeNae Kautzmann contributed that eliminating the service would cause us to lose approximately \$250 thousand in Small Transit Intensive Cities (STIC) funding. Shauna Laber moved to charge Roy Rickert with the task of meeting with the medical community to explain the challenges with Medicaid and cost of transportation in efforts to obtain monetary donations to help offset losses. Glenn Lauinger seconded the motion. Motion carried unanimously.

Operations Report: Craig Thomas reported that there are currently three trainees and Operations is actively interviewing to fill more positions. Craig commented that once staffing is increased, trip duration and on time performance will improve. Glenn Lauinger questioned the status of the fleet information request motion from the July Board Meeting, noting the information was not presented for this meeting. DeNae Kautzmann moved that the motion to gather fleet information be extended to October's meeting to report back to the Board. Glenn Lauinger seconded the motion. Motion carried unanimously.

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

Service Area Committee Update: None at this time.

Advertising Committee Update: Steve Heydt shared information from a conversation held outlining that advertising is comprised of two separate aspects: promoting Bis-Man Transit and utilizing Transit's ad space for already established advertisers. Steve also stated that the committee has not yet held a meeting.

Other Business: Deidre Hughes reported that we received our two new rear lift buses that will replace the minivans.

Steve Heydt provided an update on the lawsuit against Schumacher Transportation regarding the \$30k owed to Bis-Man Transit stating there is a reconsideration for the summary judgment and if not awarded the case will go to trial October 2019.

Glenn Lauinger questioned the status of restitution from Shanda Miller. Deidre Hughes explained that Shanda would have until the end of her three year probation to pay the restitution in full directly to Bis-Man Transit.

Meeting was adjourned at 1:29 PM.