



# Bis-Man Transit Board Meeting Minutes

September 26, 2019, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck ND

Attending: Vice President/Kim Stevenson      Sec./Tres. DeNae Kautzmann  
Shauna Laber      Glenn Lauinger  
Lynn Wolf      Royce Schultz  
Lacey Long

Not Attending: Steve Heydt      Karel Sovak

Staff: Roy Rickert      Deidre Hughes  
Amanda Troutman      Craig Thomas  
Tom Reisenauer      Danae Drake

Guests: Trevor Vannett      Susan Dingle  
Steve Saunders      Jacey Enget  
Wendy Conica      Jen Weil

Meeting was called to order at 11:35 AM.

**Approval of Agenda:** Lacey Long moved to approve the agenda. Shauna Laber 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:** None at this time.

**Medicaid Update:** Roy Rickert reported that the number of medical rides taken outside of normal service hours average approximately 30 per month. Roy confirmed that requested forms for provider recertification were submitted and staff is still waiting for a response.

**Bus Maintenance Records:** Roy Rickert presented bus maintenance records previously requested by the Board. Roy briefed the Board about the Volkswagen settlement and how it could benefit Bis-Man Transit by applying for a portion of North Dakota's share of the settlement to cover 50% of any bus older than 2009. Additionally, the City is interested in using the Bis-Man Transit location for charging stations that they want to use a portion of the settlement funds for. Lynn Wolf moved to send an application for the purchase of a new bus from the Volkswagen settlement. DeNae Kautzmann seconded the motion. Motion carried unanimously. Lynn Wolf moved to recommend charging stations be located at Transit building, Lacy Long seconded the motion. Motion carried unanimously.

**RouteMatch Update:** Roy Rickert informed the Board of ongoing communication issues with bringing RouteMatch on location in regards to the two Alexander Dennis buses that need servicing. Roy confirmed that we are withholding payment of RouteMatch invoices until issues can be resolved.

**Audit Service Recommendation:** Roy Rickert communicated that we went out for bid on a three-year procurement for audit services. Brady Martz bid considerably less than the opposition and Bis-Man Staff recommended awarding them the bid. Shauna Laber moved to award the bid from Brady Martz for audit services for the next three fiscal years. Glenn Lauinger seconded the motion. Motion carried unanimously.

**Printing Service Recommendation:** Roy Rickert stated we went out for bid for printing services for the next year. Bis-Man Staff recommended the lowest bid, which came from Image Printing. Lynn Wolf moved to award the printing contract to Image Printing for the next year. Shauna Laber seconded the motion. Motion carried unanimously.

**Operations Report:** Craig Thomas announced they are actively seeking to hire drivers for the fixed route, and are able to offer a sign on bonus. Craig also mentioned that a technician from Electronic Communications came in and corrected the video footage issues that were occurring on the buses.

**Community Outreach Update:** Roy Rickert mentioned that the Burleigh County Sheriff's Department has a grant to use for connection to services. The Police Department will be giving out vouchers for transportation that individuals in need can exchange for a one-day bus pass. Deidre Hughes attended the local college orientations and was pleased overall with the successful outcomes.

**Finance Committee Update:** DeNae Kautzmann discussed the topics reviewed at the Finance Committee Meeting. Discussion included our request to City of Mandan for additional funding. DeNae stated that we are waiting to schedule a meeting with their Budget Committee to present our case. Shauna Laber expressed concern that the subcommittee researching advertising and bus wraps has not made much progress and that time is diminishing.

**Service Area Committee Update:** None at this time.

**Other Business:** Shauna Laber broached the subject of reinstating the administrative committee, expressing interest in becoming a member.

Meeting moved to executive session at 12:19 PM and thereafter was adjourned.