



Bis-Man Transit Board Meeting Minutes

October 24, 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
	Karel Sovak	Lacey Long
	Nancy Guy	

Not Attending:	Steve Heydt
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Staff:	Roy Rickert	Deidre Hughes
	Amanda Troutman	Craig Thomas
	Danae Drake	

Guests:	Susan Dingle	Helen Baumgartner
	Steve Saunders	Jacey Enget
	Wendy Conica	Jen Weil

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

3750 East Rosser Avenue, Bismarck, ND 58501 • P: (701) 258-6817 • F: (701) 258-6752 • www.bismantransit.com

Meeting was called to order at 11:35 AM.

Approval of Agenda: Lynn Wolf moved to approve the agenda. Shauna Laber seconded the motion. Motion carried unanimously.

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

Public Comment: None at this time.

Citizen's Transportation Advocacy Group (CTAG) Update: Susan Dingle summarized the topics discussed at the October 14 CTAG meeting. Concerns included KFYZ Radio not announcing Bis-Man Transit in its list of weather related closures, younger senior citizens not yet meeting the age requirements for eligibility for paratransit service, pedestrian limitations on 43rd, and how our system evaluates the statistics for On Time Performance and the differentiation of pick-up time vs drop-off time vs will call. DeNae Kautzmann articulated that she would like for CTAG to not only bring forth the issues and concerns of those they represent, but to also communicate possible solutions to those issues.

Audit: Glenn Lauinger stated the audit was complete and federally compliant with only two material weaknesses that occur every year: (1) the auditors prepare adjusting entries and (2) prepare the financial statements. Glenn moved to approve the audit. DeNae Kautzmann seconded the motion. Motion carried unanimously.

Carpet Recommendation: Roy Rickert stated that staff requested quotes from several companies to replace all carpeted areas in the building. Various methodologies of measuring and waste calculations resulted in an inconsistency for total square footage. Despite the discrepancy, Carpet World presented the lowest quote. Karel Sovak moved to approve the quote from Carpet World. Royce Schultz seconded the motion. Motion carried 7 to 1.

Holiday Hours: Roy Rickert presented the Board with the 2020 holiday hours approved by CTAG at their October 14 meeting. Changes were suggested to better align the operational hours with the scheduling of community events. Karel Sovak moved to approve the holiday hours with the change of adding an additional hour to the start of Memorial Day and Independence Day by removing the final hour from Thanksgiving and Christmas Day. Shauna Laber seconded the motion. Motion carried 6 to 2.

Mandan Funding Request: Roy Rickert stated that the City of Mandan is not pleased with our request for additional funding. Roy and Shauna Laber are to work together to comprise data to send to Mandan commissioners in effort to bring the issue to a City Commission meeting.

Operations Report: Craig Thomas informed the Board that the two new vehicles have received several compliments from the public regarding how smooth the ride is. Craig also reported that On-Time Performance for year to date is at 96%. Craig continued that trip duration needs work and the ongoing process of staffing more drivers will help significantly.

Snow Days: Roy Rickert reported that utilization of take home features of our new phone system was successful with seamless integration during the closures.

Volkswagen Settlement: Roy Rickert reported that the City of Bismarck has submitted the applications and we are waiting for the results.

Fixed Route Software Update: Roy Rickert spoke with Grand Forks who similarly had recently implemented a new system with startup estimates ranging from \$170-\$175 thousand and an annual service rate approximately half of what Route Match charges. Roy has not received approximate estimates from other software systems yet but feels confident in assuming the \$150-\$200 thousand range for startup cost.

Advertising Update: Roy Rickert spoke with a transit advertising company based in St. Paul who gave a rough estimate of \$40-\$80 thousand in earnings. Shauna Laber moved to have Roy provide all available advertising information to all members of committee and for the committee to determine how to move forward and report at the November Board Meeting. DeNae Kautzmann seconded the motion. Motion carried unanimously.

Engineering Students: Roy Rickert reported that U-Mary ridership is up and continues to increase. Deidre Hughes elaborated stating that U-Mary is promoting a monthly Wal-Mart run on the Green Route to show students how simple it is to utilize transit for their needs.

Finance Committee Update: None at this time.

Service Area Committee Update: None at this time.

Administrative Committee Update: Shauna Laber said that the committee is working toward conducting Roy Rickert's review in November.

Other Business: Kim Stevenson asked that when any additional information is requested, that the information be sent to the entire board as opposed to just the inquiring member. DeNae Kautzmann suggested implementing an Old Business section to the agenda each month to follow up on and maintain any outstanding motions of the board from previous meetings.

Karel Sovak moved to go into executive session for legal issues. Shauna Laber seconded the motion. Motion carried unanimously and the meeting moved to executive session at 1:15 PM.

The Board meeting adjourned after the executive session at 1:30 PM.