



Bis-Man Transit Board Meeting Minutes

November 21, 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	Lacey Long
	Shauna Laber	Glenn Lauinger
	Lynn Wolf	Royce Schultz
	Karel Sovak	
Staff:	Roy Rickert	Deidre Hughes
	Craig Thomas	Tom Reisenauer
	Danae Drake	
Guests:	Susan Dingle	Helen Baumgartner
	Steve Saunders	Jacey Enget
	Wendy Conica	Jen Weil
	Trevor Vannett	

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

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Meeting was called to order at 11:34 AM.

Approval of Agenda: Karel Sovak requested Administrative Committee update be added to the agenda. DeNae Kautzmann requested an Executive Session be added as well. Lacey Long moved to approve agenda as amended. DeNae Kautzmann seconded the motion. Motion carried unanimously.

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

Public Comment: Trevor Vannett recommended that holiday hours of operation should remain the same as they have been. Jacey Enget stated that earlier hours on Independence Day would result in prevention of individuals from seeing the fireworks.

Service Vehicle Disposal: Roy Rickert discussed that the service vehicle is beyond its useful life. Lynn Wolf moved to approve the request to dispose the service vehicle. Karel Sovak seconded the motion. Motion carried unanimously.

Lighting Recommendation: Roy Rickert discussed updating current lights by switching to LED lights. DeNae Kautzmann stated the finance committee discussed at their previous meeting and recommend approval. Lynn Wolf questioned if the company was bonded and Steve Heydt confirmed. DeNae Kautzmann moved to approve lighting request. Lynn Wolf seconded the motion. Motion carried unanimously.

Triennial Training: Roy Rickert announced that the triennial review is coming up next year, 2020. Roy mentioned how intensive the review will be and recommended sending Deidre Hughes to attend the Triennial Review Workshop that the Federal Transit Administration (FTA) is hosting in Denver, Colorado on December 17-18, 2019. DeNae Kautzmann stated that the finance committee recommends the travel request be denied due to not being in the budget and not being part of Deidre's job description. Glenn Lauinger stated that there is a 500+ page document online available for review. DeNae Kautzmann moved to deny the travel request. Glenn Lauinger seconded the motion. Motion failed 3 to 6. Karel Sovak moved to approve the recommendation as it is written. Kim Stevenson seconded the motion. Motion carried 5 to 4.

Stuff the Bus: Roy Rickert discussed Staff's intent to participate in a charitable partnership with Dan's Supermarkets and K-mart to help benefit Carrie's Kids, a volunteer youth ministry geared toward helping local disadvantaged youth. Roy addressed concerns of staffing issues from the prior year by stating volunteers from National Express had already dedicated their time to help with the event. Roy also stated that staff could work from the bus during slow periods in order to not fall behind. Shauna Laber moved to approve the Stuff the Bus event and consider ways to incorporate the company's mission in future events. Karel seconded the motion. Motion carried unanimously.

Proposed FY20 Budget: Roy Rickert presented a preliminary budget to be reviewed again in the spring of 2020 when federal allocations will be announced. Roy stated that the budget is based on receiving Small Transit Intensive Cities (STIC) funding for meeting one of the two benchmarks Transit is eligible for. DeNae Kautzmann stated that the finance committee will review further prior to the December board meeting.

Old Business: Lynn Wolf summarized the discussions held at the advertising committee meeting. Roy Rickert stated that he had reached out to seven (7) advertising companies. Steve Heydt stated the advertising committee will meet again in December.

Roy Rickert discussed the need for hiring an accounting firm or individual to prepare the company's financial statements in efforts to avoid the lack thereof becoming an audit finding. One quote Roy received costs approximately \$350 - \$450 per quarter. DeNae Kautzmann moved to hire an accounting firm to do the financial statements by partnering with Brady Martz and train Amanda Troutman to do the financial statements with expectations of becoming proficient by December 31, 2020 and that Amanda's job title be reclassified to bookkeeper until proficiency is achieved. Glenn Lauinger seconded the motion. DeNae amended the original motion to exclude the portion of reclassifying Amanda's job title. Motion as amended carried unanimously.

Roy Rickert paraphrased the response letter received from Mandan stating the city is not comfortable with giving additional funding to Transit. DeNae Kautzmann said the finance committee found their response threatening and that the committee recommended to have a Mandan City Commissioner sit on the board in a nonvoting capacity. DeNae Kautzmann moved to invite a Mandan City Commissioner to sit on the Bis-Man Transit Board. Lynn Wolf seconded the motion. Motion carried unanimously.

Roy Rickert discussed that RouteMatch is paid for 6 months and he will continue searching for an alternative software.

Roy Rickert discussed presenting the updated holiday hours to members of Citizens Transportation Advocacy Group (CTAG). After review of the submitted responses from CTAG members, Roy recommended staying with the proposed changes the Board previously voted on at the October meeting.

Triennial Review Update: Roy Rickert informed the Board that requested documentation is due December 20, 2019, and the onsite review will be conducted July 30-31, 2020. Roy stated that Transit is working with the City of Bismarck to gather requested information to compile for submission.

Public Outreach: Roy Rickert was invited to speak at the Sertoma Club on November 13th. Roy gave an overview of what has changed over the past few years regarding changes made, challenges faced, and future goals.

Finance Committee Update: DeNae Kautzmann summarized the topics discussed at November's finance committee meeting and presented the following list of recommendations:

- National Express contract ends in October 2020, but provides for three one year renewals. It is recommended that Roy begin renegotiation of the contract, begin work on an RFP to be reviewed in February, and submit any proposal to take operations in house at the December meeting. The decision to renew the contract or do an RFP must be determined at the December meeting.
- That the budget salary line item be broken down per position rather than combined.
- That as of January 1, 2020, all employees be subject to the \$1,000 health insurance cap.
- To find additional income streams as our federal funding ends September 2020 and next year's funding may be 10% less.
- That the administrative committee meet with Roy Rickert regarding his evaluation.
- That the administrative committee meet to do a salary review of all positions.

Administrative Committee Update: None at this time.

Service Area Committee Update: Committee has been disbanded.

Other Business: Karel Sovak recommended to have the board members complete self-evaluation forms and return them for presentation at the December board meeting. Karel Sovak moved for the Board to do a self-evaluation and review submitted questionnaire for additions or deletions and submit any changes to the Chair by Wednesday, November 27th, 2019. DeNae Kautzmann seconded the motion. Motion carried unanimously.

Steve Saunders recommended the Board president directly send a letter to the city of Mandan recommending a Mandan City Commissioner sit on the board.

The meeting moved to executive session at 1:39 PM

Meeting called back to order after Executive Session at 2:25 PM

DeNae Kautzmann moved that the Board ratify Roy Rickert's action taken with National Express on performance standard contained in Section 4 and further set liquidated damages at \$100 per violation for violation of 60 minute standard. Shauna Laber seconded the motion. Motion carried unanimously.

Meeting adjourned at 2:29 PM.