



Bis-Man Transit Board Meeting Minutes

December 18, 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 Schultze
	Nancy Guy	

Staff:	Amanda Troutman	Danae Drake
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Guests:	Steve Saunders	Helen Baumgartner
	Marlene Warnke	Jacey Enget
	Wendy Conica	Jen Weil
	Trevor Vannett	Darcy Andahl
	Lane Hoffer	Tallie Butler

Meeting was called to order at 11:35 AM.

Approval of Agenda: Steve Heydt requested to add Public Comment section and remove sections 8i (Triennial Update), 9, and 10 as Roy Rickert and Craig Thomas were absent. Royce Schultze moved to approve agenda as amended. DeNae Kautzmann seconded the motion. Motion carried unanimously.

Consent Agenda: Lynn Wolf moved to approve the consent agenda. Lacey Long seconded the motion. Motion carried unanimously.

Public Comment: Wendy Conica stated she would like for Transit to extend operating hours to later than 2:30 PM on Sundays.

Finance Committee Update: DeNae Kautzmann stated the Finance Committee worked diligently on the budget at their meeting and concluded Transit is over budget. The committee also discussed the contract with National Express will be closing October 2020.

Advertising Committee Update: Steve Heydt discussed contacting potential vendors and is impressed with the amount of interest in working with Transit. Steve discussed the difficulties Transit has endured working with Mobile Ads. Remittance advices from Mobile Ads do not provide enough details. Glenn Lauinger expressed concern about the lack of internal controls Transit has with Mobile Ads and their customers. Kim Stevenson is to create a spreadsheet of Transit's ad space inventory and cross reference with the remittance advices received from Mobile Ads. The advertising and finance committees are to hold a special meeting tentatively January 9, 2020 at 11:30 AM to discuss advertising further. Shauna Laber moved to allow the contract with Mobile Ads to expire and not renew. Lynn Wolf seconded the motion. Motion carried unanimously.

Administrative Committee Update: Shauna Laber stated that the committee met and processed the Executive Director's review. Shauna summarized the results and how each aspect of the review was scored.

Unfinished Business: DeNae Kautzmann presented the 2020 Budget to the Board and explained the various alterations made by the finance committee at their meeting. DeNae noted that the health insurance should be capped at \$1,000 per employee per month making the maximum budget line \$36,000; however, the actual expenditure is \$25,976. DeNae Kautzmann moved to approve the budget for 2020 with the amendment of changing the healthcare budget line item amount to \$25,976. Glenn Lauinger seconded the motion. Motion carried unanimously. DeNae Kautzmann moved to set the health insurance cap at \$1,000 for each employee per month effective January 1, 2020. Kim Stevenson seconded the motion. Motion carried unanimously.

Steve Heydt announced that the board member peer reviews will be processed through an online platform such as survey monkey.

Administrative Salaries: DeNae Kautzmann stated that the finance committee recommended that the administrative committee should review salaries. Shauna Laber explained the maximum increase would be 3% depending on the value scored for the review. The executive director review scored a 2.5 and therefore the administrative committee proposed a 1% increase. Shauna Laber moved that the executive director receive a 1% salary increase based on the numerical value of his review. DeNae Kautzmann seconded the motion. Motion carried unanimously.

Executive Director Review: Shauna Laber explained the various components that comprise the performance review and the overall scoring thereof and how those components are weighted accordingly. Shauna Laber moved to approve the evaluation, including improvement plan, as submitted by Administrative Committee. Glenn Lauinger seconded the motion. Motion carried unanimously.

Other Business: Steve Heydt received a letter that commented on various issues including snow removal and excessive trip durations. Steve informed the Board that he sent a letter to National Express regarding the excessive trip durations and that we are withholding a portion of payment to National Express per the contract.

Steve Heydt announced that the City of Mandan has appointed one of its commissioners, Dennis Rohr, as liaison between the City of Mandan and Bis-Man Transit Board as of December 17, 2019.

Meeting adjourned at 1:42 PM.