



Bis-Man Transit Board Meeting Minutes

January 23, 2020, 11:30 AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck ND

| | | |
|----------------|----------------------------|------------------------------|
| Attending: | President/Steve Heydt | Vice President/Kim Stevenson |
| | Lacey Long | Shauna Laber |
| | Glenn Lauinger | Karel Sovak |
| | Nancy Guy | |
| Not Attending: | Sec./Tres. DeNae Kautzmann | Lynn Wolf |
| | Royce Schultz | |
| Staff: | Roy Rickert | Deidre Hughes |
| | Amanda Troutman | Craig Thomas |
| | Danae Drake | |
| Guests: | Steve Saunders | Helen Baumgartner |
| | Jacey Enget | Wendy Conica |
| | Jen Weil | Trevor Vannett |
| | Lane Hoffer | Susan Dingle |
| | Phil Thomson | |

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Meeting was called to order at 11:32 AM.

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

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

Public Comment: Trevor Vannett recommended to go for RFP when National Express's contract ends in October 2020. Trevor notated that service is poor, complaints are not taken seriously and are always met with excuses, and riders feel they are not treated well.

Jacey Enget suggested to update the recertification application to better suit those individuals whose conditions do not change.

Helen Baumgartner commented on shelter clean up procedures stating that the Mandan shelter is kept clean inside but is always icy and dangerous around it. Helen brought up that the RouteShout app still has issues not showing where the buses are. Helen suggested that all transit-related representatives be involved in the process of considering possible route changes.

Finance Committee Update: Shauna Laber stated that the finance committee discussed the bus rebuilds and the National Express contract. The committee recommended going forward with rebuilding the four (4) buses currently not in service and to postpone rebuilding the two buses currently in service. The National Express contract conversation is discussed within its respective agenda item.

Administrative Committee Update: None at this time.

Unfinished Business: Roy Rickert presented an advertising pricing schedule for bringing sales of advertising spaces in house. The pricing schedule presented includes the various spaces available and suggested rental rates that vary based on size and location of ad and excludes production and installation costs. Roy stated that part of the short term plan is to maintain a list of approved advertising vendors to design, install, and remove advertisements and communicated that there are already three vendors interested. Roy mentioned the idea of donating a portion of ad space to agencies that could promote community events. Steve Heydt suggested that staff track time spent on operational duties pertaining to ad space sales. Shauna Laber moved for the advertising committee to review the unpaid ad space and present at February's board meeting. Karel Sovak seconded the motion. Motion carried unanimously. Karel Sovak moved to approve the advertising pricing schedule as presented for 2020. Shauna Laber seconded the motion. Motion carried unanimously.

Ad Space Pricing Schedule 2020

| Ad Space Type | Ad Space Description | Monthly Rental Rate | Discounted Monthly Rate | Discounted Monthly Rate |
|-----------------------------|--|---------------------|-------------------------|-------------------------|
| | | 1-3 Month Agreement | 4-11 Month Agreement | 12+ Month Agreement |
| Fixed Route Buses | | | | |
| •Full Wrap | Entire bus (excluding front) | \$1,000.00 | \$850.00 | \$700.00 |
| •Two Sides | Both sides of the same bus | \$750.00 | \$638.00 | \$525.00 |
| •One Side | One side | \$500.00 | \$425.00 | \$350.00 |
| •King Kong | One side, between the wheel wells | \$330.00 | \$281.00 | \$231.00 |
| •King | One side, between wheel wells, below windows | \$175.00 | \$148.00 | \$123.00 |
| •Rear | Back only | \$220.00 | \$187.00 | \$154.00 |
| Paratransit Buses | | | | |
| •Full Wrap | Entire bus (excluding front) | \$800.00 | \$680.00 | \$560.00 |
| •Two Sides | Both sides of the same bus | \$650.00 | \$552.50 | \$455.00 |
| •One Side | One side | \$450.00 | \$382.50 | \$315.00 |
| •Rear | Back only | \$100.00 | \$85.00 | \$70.00 |
| •Full Van | Ford Sprinter Van (2 in fleet) | \$500.00 | \$425.00 | \$350.00 |
| •One Side Van | Ford Sprinter Van (2 in fleet) | \$300.00 | \$255.00 | \$210.00 |
| Bus Interiors | | | | |
| •Bus Handle | 5"W x 2.75"H - Price per handle | \$2.50 | N/A | N/A |
| •Ceiling Ad | Half - 45"W x 65"H | \$100.00 | N/A | N/A |
| •Ceiling Ad | Full - 45"W x 130"H | \$175.00 | N/A | N/A |
| •Top Rail Ad | 11"H x 40" (Max) | \$50.00 | N/A | N/A |
| Alternative Ad Space | | | | |
| •Paratransit Tickets | 3.5" x 2" back of paratransit ticket (500 qty) | \$100.00 | N/A | N/A |
| •Bus Benches | 27 Total benches throughout Bismarck/Mandan | \$100.00 | N/A | N/A |
| •Bus Shelter | 54"W x 69"H - 12 Shelters in Bismarck/Mandan | \$200.00 | \$170.00 | \$140.00 |
| •Bus Shelter | 34"W x 69"H | \$130.00 | \$110.50 | \$91.00 |

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Roy stated that a request for quotes was sent to several agencies in town for preparing financial statements and providing staff with training. Two agencies responded with the lowest total cost belonging to Schmitz and Holmstrom. Roy informed the Board that Amanda Troutman has submitted her resignation effective May 29, 2020, and suggested the training portion be postponed. Karel Sovak moved to hire Schmitz and Holmstrom for financial statement preparations and staff training. Glenn Lauinger seconded the motion. Motion carried unanimously.

Roy Rickert stated that the operations contract is ending the initial three year term in October 2020. Roy stated that communications with Phil Thomson from National Express have included excessive trip durations for 2019 is a cause for concern as to whether the contract is extended, we begin procurement processes, or bring operations in house. Phil stated that National Express wants to continue the partnership with Bis-Man Transit, but cannot accept the financial loss of reducing the invoices for liquidated damages. Steve Heydt suggested having a special board meeting to discuss further.

Citizen's Transportation Advocacy Group (CTAG) Update: Susan Dingle presented a summary of the topics discussed at the January 13 CTAG meeting. The CTAG members discussed possible route changes with hopes of having transfer points to meet up instead of having long wait time, changing all routes to 1 hour or less, and increasing routes to include areas currently not covered.

Bus Routes: Roy Rickert presented some minor changes to the Red and Black routes. The Red route will turn north on 83, west on LaSalle, and south on Ottawa by CashWise. The Black route will not turn east on State, but rather go north through the capitol grounds. The Black route will also turn north on 11th rather than going across Century to get to Mapleton.

Snow Removal Procedures: Craig Thomas presented the current basic procedures for snow removal from the shelters. Craig stated that an overnight employee takes care of the parking lot and building entrances for safety of employees. Road supervisors monitor the shelters, removing snow as needed. Operations will rent a bobcat for higher accumulations of snow. Craig also stated that drivers keep a container of ice melt on the buses and will use as needed.

Bus Rebuilds: Roy Rickert stated that there are four buses currently not in service that need to rebuild the engines. Roy stated that city and federal approvals are needed, but that funds to buy one new bus could be reallocated to rebuild multiple engines, thus extending the useful life by four years. Shauna Laber moved to approve the recommendation to rebuild bus engines. Glenn Lauinger seconded the motion. Motion carried unanimously.

Executive Director Review & Compensation: Roy Rickert presented to the Board the complications with implementing a healthcare cap for all employees effective as of January 1, 2020, as that is not within the healthcare company's open enrollment period. The effect is that Roy cannot reduce coverage and is held responsible for the excess amount until the next open enrollment period. Kim Stevenson moved to reinstate the insurance premium for Roy pending future recommendation from the Administrative and Finance committees. Karel Sovak seconded the motion. Motion carried 3 to 2.

Executive Director's Report: Roy Rickert stated the National Transit Database (NTD) process has begun and staff will have until April to complete. Roy stated initial information requests for the Triennial have been submitted. Roy announced that Board elections are coming up in April and that the current terms coming to a close are DeNae Kautzmann, Lacey Long, and Steve Heydt. All terms are for three years. Roy informed the Board that we are going through the process of recertifying paratransit riders whose certifications are expiring this year.

Operations Report: Craig Thomas presented statistics that the amount of complaints and negative comments have decreased over the previous year.

Other Business: None at this time.

Meeting adjourned at 2:14 PM.