



## Bis-Man Transit Board Meeting Minutes

November 15, 2018, 11:00AM

Bismarck-Mandan Transit Center

3750 E Rosser Avenue, Bismarck

Attending:	President/ Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Royce Schultze
	Lacey Long	Glenn Lauinger
	Nancy Guy	
Not Attending:	Karel Sovak	Ben Ehreth
	Terry Woebler	
Staff:	Roy Rickert	Shanda Miller
	Deidre Hughes	Jan Curre
	Tom Reisenauer	
Guests:	Trevor Vannett	Susan Dingle
	Rachel Drewlow	Pat Testa

Meeting was called to order at 11:41 AM.

**Approval of Agenda:** Correction was made to agenda. “Executive Director Report” was changed to “Executive Director Review”. Lacey Long moved to approve the agenda as presented. Kim Stevenson seconded the motion. Motion carried unanimously.

**Consent Agenda:** Kim Stevenson moved to approve the consent agenda as presented. Royce Schultze seconded the motion. Motion carried unanimously.

**Public Comment:** No public comment.

**Lincoln Agreement:** Roy Rickert presented the revised City of Lincoln Agreement with one year increments and two additional one year extensions. DeNae Kautzmann moved to approve the agreement. Glenn Lauinger seconded the motion. Motion carried unanimously.

**National Express Contract:** Roy Rickert discussed the amendment to the National Express contract pertaining to the reduction of hourly payment from Bis-Man Transit to National Express for over 61,000 revenue hours. This amendment is for 2017 and 2018 payments. Lacey Long moved to approve the amendment as presented. Kim Stevenson seconded the motion. Motion carried unanimously.

**Urban Grant Program:** Roy Rickert discussed the Urban Grant Program for 2021. This grant application needs to be submitted by the end of November. Discussion was had around what the grant should be applied for. Glenn Lauinger moved to have Roy Rickert apply for the grant for new concrete shelter pads, shelters, and accompanying signage. Lacey Long seconded the motion. Motion carried unanimously.

**Holiday Hours:** Shanda Miller discussed holiday hours for 2019. CTAG recommended the holiday hours for 2019 remain the same as those used for 2018 in a previous meeting. Royce Schultze moved to approve 2019 holiday hours as presented. Kim Stevenson seconded the motion. Motion carried unanimously.

**Bus Wraps:** Roy Rickert discussed the possibility of returning to full bus wraps, with windows due to the decrease in revenue from advertising. It was also noted that the strength of the window tint on the fixed route buses reduces visibility. Roy Rickert also stated that he spoke with the Bismarck Police Department about potential safety concerns with full bus wraps and they had none. Glenn Lauinger moved to table the bus wrap discussion until the December 2018 Board Meeting. DeNae Kautzmann seconded the motion. Motion carried unanimously.

**TDP Update:** Roy Rickert discussed the three public information meetings that were held. Rachel Drewlow discussed the extension of the TDP to April of 2019. The extension will not impact the cost.

**Executive Director Review:** Glenn Lauinger discussed the process of evaluating the Executive Director. Glenn questioned if the Board of Directors wanted the Administrative Committee to do the performance review or if they wished to be involved in the process. Royce Schultze stated he was okay with the Administrative Committee completing the evaluation and then presenting their recommendation to the Board. Kim Stevenson and DeNae Kautzmann agreed.

**Executive Director Report:** Roy Rickert discussed the installation progress of the fareboxes in paratransit buses. Going forward, exact change must be provided for the riders as operators will not be carrying cash. Roy discussed ridership for the Free Ride Day for Elections in November. Nancy Guy stated she believed it positive for Bis-Man Transit's public image to provide free rides that day. Deidre Hughes discussed the locations and dates for the Stuff the Bus charity event taking place in December. Roy Rickert summarized the CTAG meeting.

**Operations Report:** Jan Curre discussed changes in National Express staffing.

**Administrative Committee Update:** None at this time.

**Finance Committee Update:** None at this time.

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

**Other Business:** None at this time.

Meeting was adjourned at 1:39 PM.