



Bis-Man Transit Board Meeting

April 23, 2020, 11:30AM
Via ZOOM

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Karel Sovak
	Lynn Wolf	Shauna Laber
	Glenn Lauinger	Lacey Long
	Royce Schultze	Nancy Guy
	Dennis Rohr	
Not in Attendance:	President/Steve Heydt	Royce Schultze
	Lacey Long	Karel Sovak
Staff:	Deidre Hughes	Amanda Troutman
	Craig Thomas	Tom Reisenauer
	Danae Drake	
Guests:	Steve Saunders	Trevor Vannett
	Nathan Leier	

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 11:30 AM.

Approval of Agenda: Lynn Wolf moved to approve the agenda. Karel Sovak 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: None.

Finance Committee Update: Committee did not meet.

Advertising Committee Update: Committee did not meet. Deidre Hughes discussed bus bench repairs and new bus advertising.

Administrative Committee Update: No update at this time.

Routematch: Glenn Lauinger discussed open work order for hardware installation that was placed in May of 2019 and a conversation that was had with the Routematch Sales Representative. DeNae Kautzmann summarized her review of the contract. Glenn Lauinger asked the Board to authorize him to withhold payment of 6-month service invoice. Shauna Laber moved to authorized Glenn Lauinger to work with Bis-Man Transit's attorney to draft a letter stating payment of \$14,000 will be withheld. Karel Sovak seconded the motion. Motion carried unanimously.

Glenn Lauinger discussed vendor options for AVL software.

Mandan Routes: Glenn Lauinger discussed obstacles with holding the necessary public hearings to move forward with route changes. Glenn asked that the previous motion to address the Mandan Routes be rescinded. DeNae Kautzmann stated that there was not a time constraint with the initial motion. Karel Sovak moved to rescind the motion to work through Mandan Route changes. Glenn Lauinger seconded the motion. Motion carried 6-2.

COVID-19 Update: Deidre Hughes presented contingency plan to return to service based on the Governor removing restrictions. DeNae Kautzmann questioned insurance coverage for contracting disease and OSHA's guidelines for operating. Karel Sovak moved to approve purchase of face shields for operators. DeNae Kautzmann seconded the motion. Motion carried unanimously. Karel Sovak moved to authorize the Crisis Management Task Force to review options at their discretion to protect operators and passengers and implement accordingly. Shauna Laber seconded the motion. Motion carried unanimously.

Jefferson Lines: Glenn Lauinger summarized a request from Jefferson Lines to defer payment for rent and the service contract. Glenn recommended allowing Jefferson Lines to defer payment on the rent and asked for input from the Board on the service contract. DeNae Kautzmann expressed support of deferring rent but not the service contract. Shauna Laber moved to defer rent payments for Jefferson Lines for three months. DeNae Kautzmann seconded the motion. Motion carried 6-3. Karel Sovak moved to defer Jefferson Lines service contract payments for three months. Kim Stevenson seconded the motion. Karel Sovak moved to rescind his motion. Kim Stevenson agreed. Lynn Wolf moved to reconsider the motion to defer rent payments for Jefferson Lines. Karel Sovak seconded the motion. Motion carried unanimously. DeNae Kautzmann moved to waive rent for Jefferson Lines for April, May, and June and defer payment of the service contract for April, May and June. Lacey Long seconded the motion. Motion carried unanimously.

Executive Director Discussion: Glenn Lauinger discussed the hiring process for the previous Executive Director. Royce Schultze stated that the advertisement for the Executive Director position should be posted. DeNae Kautzmann moved to post the Executive Director position internally for 30 days and if there are no applicants, the posting will be advertised externally. Karel Sovak seconded the motion. DeNae Kautzmann amended the motion to post the position for 14 days. Karel Sovak agreed with the amendment. Shauna Laber requested clarification on what “internally” referred to. DeNae Kautzmann clarified that internally referred to Bis-Man Transit Administrative staff. Motion carried 7-2.

National Express Contract Revision/Extension: Glenn Lauinger discussed options moving forward with National Express. Karel Sovak moved to proceed with National Express contract extension negotiation. Lynn Wolf seconded the motion. Motion carried unanimously.

Executive Director Report: Glenn Lauinger informed the Board that the NTD report was completed and submitted.

Operations Report: Craig Thomas stated that all drivers still working have a positive attitude and that operations is getting great support from the Administrative Staff.

Other Business: Glenn Lauinger stated that Amanda Troutman gave her resignation notice of April 30, 2020.

Executive Session: The Board moved into an executive session to discussion the operations contract.

Meeting adjourned at 3:13pm.