



Bis-Man Transit Regular Board Meeting Minutes

June 25, 2020, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Glenn Lauinger
	Lacey Long	Royce Schultze
	Steve Heydt	Commissioner Dennis Rohr
	Commissioner Nancy Guy	Karel Sovak

Not Attending:	Kim Stevenson
----------------	---------------

Staff:	Deidre Hughes	Craig Thomas
	Tom Reisenauer	Danae Drake
	Taylor Kitzan	

Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	Jacey Enget

Meeting was called to order at 11:30 A.M.

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

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

Public Comment: No Public Comment.

Unfinished Business:

- 1. Routematch:** Glenn updated the Board of the Routematch contract. Seth Thompson of the Vogel Law Firm emailed Routematch's attorney and it was confirmed that the contract expires October 31st, 2020. There must be a notice of termination sent 60 days before the expiration date of the contract, which would be September 1st, 2020. Glenn asked for approval to terminate the Routematch Contract and go out on bid for AVL hardware and software. Glenn also recommended that the May 2019 purchase order not be carried out. Karel moved to combine a letter of termination to Routematch with notice of not installing the additional hardware into the fixed route buses. DeNae seconded the motion. Motion carried unanimously. Glenn indicated that the RFP for AVL hardware and software installation would be put up for bid and there was already interest from companies other than Routematch. Karel moved to begin the process of RFP in the fixed route buses. Royce seconded the motion. Motion carried unanimously.
- 2. Facility Re-opening:** Deidre explained to the Board that re-opening the facility July 1st would allow paratransit riders to handle recertifications. The same screening protocols will be in place as the employees upon entering the facility. Deidre advised that a doorbell at the Front Entrance may be installed so no one gets missed being able to enter. Lynn moved to re-open the facility starting July 1st. Steve Heydt seconded the motion. Motion carried unanimously.
- 3. New Route Task Force Update:** Deidre explained to the Board that there are six volunteers for the New Route Task Force. Deidre will be looking to send out a survey to schedule the first meeting in July. Royce asked if there was a maximum number on how many were able to join the task force. Lacey responded that ten volunteers is what was discussed, but would be willing to take anyone that is willing to help. Deidre asked for recommendations from the Board focusing on wide diversity of task members.
- 4. Public Transportation Working Group Update:** Glenn discussed with the Board that a meeting was conducted on Tuesday, June 23rd and the participants

were Commissioner Guy, Ben Ehreth, Steve Heydt, Steve Saunders, Deidre Hughes, and himself. The group discussed the Management Alternatives Study that was conducted by the MPO of January 2011. It is recommended by the group to move forward with Strategic Planning.

New Business:

- 1. Ecolane App/Mobile Portal:** Deidre explained to the Board all of the features of the Ecolane App for para transit riders. Deidre suggested a data test of the app be conducted with a group of riders to see if use is successful. DeNae moved to pilot the Ecolane app. Royce seconded the motion. Shauna asked Deidre how long the pilot period would be. Deidre answered that if the app is successful in the next 30 days, then roll it out. DeNae amended the motion to pilot the Ecolane app for 30 days and roll it out if successful with the consent of the second. Motion carried unanimously.
- 2. Check Signer:** Glenn recommended that Deidre be added as a check signer to all accounts and for him to remain as a check signer. Lynn moved to add Deidre as a check signer to all accounts. Karel seconded the motion. Motion carried unanimously.
- 3. Strategic Planning:** Deidre recommended holding a Strategic Planning Meeting on a Saturday for 4 to 5 hours early this fall with Board Members and employees of the City of Bismarck. Shauna asked if this would be for a total revamp of the Strategic Plan or an update. Deidre answered an update. The Board discussed whether to have the meeting in person or virtually. Deidre was asked to look into meeting spaces and to report back at the next Board Meeting.

Executive Director Report:

- 1. Employee Update:** Deidre updated the Board of the status of the Marketing and Mobility Specialist position. An offer has been made but not yet accepted. Deidre introduced the new Accountant, Taylor Kitzan. Taylor told the Board about herself and what she has accomplished in her role so far.
- 2. DOT Face Masks:** Deidre informed the Board that cloth face masks were received from the NDDOT for our operations staff. Deidre also mentioned a donation of the same cloth face masks received from the North Dakota Petroleum Marketers Association. Deidre explained we are able to use the donated masks for anyone entering the facility for meetings and new hires.
- 3. Advertising Update:** Deidre informed the Board that she has sold advertising wraps for five fixed route buses, six benches, and six shelters to BSC for a two

month term. There is advertisement space left for one fixed route bus, six benches, and seven shelters.

- 4. Administrative Leave:** Deidre explained to the Board that under the “Family’s First Coronavirus Response Act” Bis-Man Transit employees are covered for paid leave for a specific duration. The Board does not need to establish a new policy to address it.

Operations Report: Craig updated the Board that there is operator training currently being conducted; otherwise, no further updates.

Finance Committee Update: Minutes of the meeting are found in the Consent Agenda.

Advertising Committee Update: Shauna asked the members of the Advertising Committee if they would like to continue meeting or disband. Steve suggested disbanding the Advertising Committee at this time and bringing it back together if Deidre sees the need to do so in the future. DeNae motioned to disband the Advertising Committee as this time. Steve seconded the motion. Motion carried unanimously.

Other Business: Karel moved for staff to conduct an internal audit within the next two months on any open contracts Bis-Man Transit has with its vendors to verify that all features are being utilized and report back to the Board. Lynn seconded the motion. Motion carried unanimously.

Glenn explained to the Board that there was an error found in the Adoption Agreement for the SIMPLE IRA offered to Bis-Man Transit employees. The error is that an employee has to wait three years to contribute to their SIMPLE IRA with a three percent match. In the Employee Handbook, it states an employee is eligible to contribute to their SIMPLE IRA after a year of an employment to receive the three percent match. Glenn moved to amend the adoption agreement and Employee Handbook to reflect contributions to be matched immediately upon hire for new employees starting January 1st, 2021 and immediately for any new employees hired after that date. DeNae seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:34 P.M.