



Bis-Man Transit

Board Meeting Minutes

May 28, 2020, 11:30 AM

Via Zoom

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

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

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Meeting was called to order at 11:30 AM.

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

Consent Agenda: Glenn requested to pull the audit approval from the Consent Agenda due to incompleteness. The audit approval will be an item addressed in the June meeting. Karel requested the previous month's meeting minutes to include all present board members. Shauna instructed Deidre to make the corrections to the attendees of previous month's minutes.

Public Comment: Helen Baumgartner wanted clarification of her assignment of route adjustments from the last meeting corresponded to the Agenda item of "Public Transportation Working Group Discussion." Shauna clarified that the Agenda item corresponded with the partnership with the City of Bismarck, but wanted to bring up the New Route Task force in Other Business. Helen will ask to speak at that time. Shauna approved that request.

Unfinished Business

- 1. Advertising update:** Deidre informed the Board that there is still the need for an advertising committee. She discussed working with the printers that are approved vendors for special pricing on "Advertise Here" options for the buses.
- 2. Executive Director Discussion:** The Administrative Committee met and recommends the Board offer Deidre Hughes the position of Executive Director effective July 1st. Glenn moved to approve the recommendation. Lacey seconded the motion. Karel discussed the updated salary and benefits recommendations from the Finance Committee for the position. Glenn moved to approve the updated salary and benefits. Steve seconded the motion. Motion carried unanimously.
- 3. Fare suspension:** Glenn asked for the consideration of the Board to extend the fare suspension to July 1st due to safety concerns and fairness to riders. Lynn moved to extend fare suspension to June 30, 2020. Royce seconded the motion. Motion carried unanimously.

New Business (Regular Agenda)

1. **Green Route Shuttle:** Deidre discussed a short term fix for passengers who need to come to the facility to attend meetings or retrieve items from the lost and found. Riders would let the bus driver know upon boarding and the driver would contact dispatch to send a van to come get them at the South Walmart shelter. The rider would be dropped off at a shelter on that route once business is completed at the facility. Lynn moved to allow a temporary shuttle on the Green Route to deliver riders to the transit facility and return them to the shelter. Karel seconded the motion. Motion carried unanimously.
2. **Public Transportation Working Group Discussion:** Steve discussed the Board creating a strategic plan for positions held at Bismarck Transit and separation of duties. Commissioner Guy commented on how it was a good idea to keep open communication with the City as far as carrying out accounting functions as well as an outside firm. Karel moved to continue with the working group. Lacey seconded the motion. Motion carried unanimously.
3. **Crisis Management Task Force Disband or Continue:** Steve suggested that the Task Force consist of in-house administration and operation's employees. The Task Force will continue to meet internally if there are any concerns or action items. Steve moved the suggestion of the internal Crisis Management Task Force. Karel seconded the motion. Motion carried unanimously.

Executive Director Report

1. **Employee Update:** Glenn discussed Taylor Kitman being hired for the Entry Level Accountant position starting June 1st.
2. **Conflict of Interest Form:** All Board Members have been completed with the exception of Kim, Shauna, and DeNae.
3. **Jefferson Line Riders:** Glenn discussed Jefferson Line riders and Deidre commented on having a meeting with Randy Ziegler from the Bismarck Police Department. Randy suggested that if late shift employees feel uncomfortable leaving the building that they can exit through a different door or call the local police.
4. **Facility Safety Protocols:** Glenn discussed that West River confirmed having their own safety protocols when entering the building. This was emailed to Glenn and Deidre.
5. **Routematch Update:** Glenn discussed having a meeting with Seth Thompson of the Vogel Law Firm about the Routematch contract. Seth will call Routematch about "Go-Live" date in contract. Lynn asked why Routematch has the authority to set the "Go-Live" date. Glenn stated that it's

in the contract that service is renewed every year on “Go-Live” date, but that date is not listed in the actual contract. Shauna asked Glenn to let the Board know when the attorney responds.

6. **Facility Repairs/Upgrades:** Glenn discussed caulking the exterior of the building. There are two bids in for this project. Glenn also discussed security camera upgrades. There are three bids for this project. Not listed on the agenda was the hoist repair. Glenn discussed that the bid came back and that the City and finance committee approved funding from the CARES Act. Karel moved to approve the hoist repair. Steve seconded the motion. Motion carried unanimously.

Operations Report: Craig discussed that employees of National Express are using proper PPE and continue to disinfect the buses nightly and throughout the day. All furloughed employees have now been brought back to work and ridership is projected to rise in the near future.

Other Business: Shauna presented the topic of New Route Task Force. Helen commented on being assigned to taking action to get the routes changed. Shauna discussed holding a meeting and requesting the public to attend to form a New Route Task Force starting in July. Lynn commented that he would like to thank Glenn on preparation of the report for the meeting.

Karel moved to adjourn at 12:52 P.M. Lynn seconded the motion. Motion carried unanimously.