



Bis-Man Transit Regular Board Meeting Minutes

July 23, 2020, 11:30 A.M.

Via Zoom

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

Not Attending:	Royce Schultze
----------------	----------------

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

Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	Mickey Teubner

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

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

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

Public Comment: Mickey Teubner asked about beta testing the Ecolane app and if there was anything special that needed to be done. Deidre explained that beta testing for the Ecolane app would start soon and that Mickey would be on the sign-up sheet to beta test it.

Unfinished Business:

- 1. Strategic Planning:** Deidre requested approval of Robin Thorstenson as facilitator Bis-Man Transit's Strategic Planning at a rate of \$250. Steve Heydt asked how many hours would be included in the rate, which Deidre replied that this is a flat rate. Commissioner Guy asked if Robin will just facilitate the Strategic Planning or if she will also draft it. Deidre answered that the rate Robin quoted was for all services. Deidre discussed that the tentative dates for the Strategic Planning would be September 12th or 26th and can be done remotely. Deidre will send a Doodle Poll on which date works best for a majority of The Board. Karel moved to approve Deidre's Strategic Planning request. Steve seconded the motion. Motion carried unanimously.
- 2. Lease Discussion:** Glenn discussed Lease Agreements with West River Transit and Jefferson Partners that will be ending December 31st, 2020. Glenn explained that the Finance Committee discussed renewing these agreements for another one year or three-year term, as well as increasing the rate by three percent. DeNae spoke on behalf of the Finance Committee by recommending not increasing the contract rate by three percent due to decrease in ridership related to COVID-19. DeNae also recommended, on behalf of the Finance Committee, to only renew the contracts for another year due to the building agreement with the City of Bismarck. Karel moved to approve the recommendations of the Finance Committee on the Lease Agreements with West River Transit and Jefferson Partners. Lynn seconded this motion. Motion carried unanimously.
- 3. Contract Update:** Deidre discussed that we are currently up for bid for our printing contract until August 6th. Deidre will bring bids back to The Board prior to the end of the current contract date of September 30th, 2020. Deidre explained to The Board that the Ecolane contract was between Ecolane and National Express, so she wasn't able to obtain a copy to review. Deidre discussed that

herself and Glenn will be looking through smaller contracts as time allows and will provide updates to The Board.

New Business:

- 1. Check Signer:** Glenn discussed that DeNae would like to be removed from the bank accounts as a check signer and that Deidre needed to be added as a check signer. Glenn explained that he would like to remain as a check signer and asked Kim if she would like to remain as well. Kim answered yes, she would like to remain as a check signer. Glenn moved to remove DeNae as a check signer, add Deidre as a check signer, and keep himself and Kim as check signers on all Bis-Man Transit banking accounts. Lacey seconded this motion. Motion carried unanimously.

- 2. Employer Paid Medical Coverage:** Glenn asked The Board to consider adding dental and vision insurance to Bis-Man Transit employee's benefit package. Glenn discussed that Deidre and Taylor agreed upon Companion Life for dental insurance and Avesis for vision insurance. DeNae recommended that The Board makes the decision of amending the Employee Handbook to reflect the addition of coverage.
 - a. Limits:** DeNae moved that The Board would allow fifty dollars a month per employee (single plan) to cover dental and vision insurance available after 30 days of employment. Karel seconded the motion. Motion was rescinded. Karel moved to approve dental and vision insurance coverage at a rate of \$82 monthly for employee and their spouse. Lacey seconded the motion. Karel amended his original motion to accept vision and dental insurance for staff plus one at a rate set annually by The Board available after 30 days of employment and that the employee policy be amended as necessary. Lacey seconded this motion. Motion carried unanimously.

DeNae moved to cap the vision and dental insurance at the rate of \$82 monthly for 2020 and to review the rate annually at budget cycle. Karel seconded the motion. Motion carried unanimously.

DeNae moved that The Board adopts both Companion Life dental plan and Avesis vision plan. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report:

- 1. Staffing Update:** Deidre discussed that Mike Mundahl will be starting as the Marketing and Mobility Specialist on Monday, August 3rd.

- 2. Community Outreach:** Deidre discussed that we will be participating in the BisMarket event on August 15th, as well as all of the Orientation Days at the colleges. Deidre asked The Board that if there are any other Community

Outreach events we should be participating in, to please bring those to her attention.

- 3. Routematch Update:** Deidre emailed a letter that Seth Thompson from Vogel Law Firm had drafted in reference to the termination of the Routematch contract on October 31st, 2020. Once this letter is received by Routematch, a request for proposal of a new bid can be established for our automatic vehicle location software and automated passenger counter. Deidre discussed the procurement process with The Board and that if any Board Member would like to see the RFP before it is submitted, she is able to share that.
- 4. COVID-19 Safety Update:** Deidre discussed how business has been at the transit facility since allowing the public to enter for business again. Deidre also discussed the different methods that riders can purchase tickets, and that the new Ecolane app will allow diminishing balances for paratransit riders.

Commissioner Rohr asked about the 24-hour notice for paratransit rides and how strict that policy is. Deidre answered that paratransit cannot run as a taxi service in the regard of providing same-day rides. Our current operation process and staffing does not allow for rides to be booked same day.

Operations Report: Craig discussed that the operations team are continuing to practice the safety measures that they have in place due to COVID-19. Craig also discussed that hand sanitizer is now fixated in the passenger compartment of the vehicles and that safety meetings for the operations staff have resumed.

Standing Committee Update

- 1. Finance Committee Update:** No other business that wasn't previously discussed.

Ad Hoc Committee Update

- 1. New Route Task Force:** Deidre discussed that a survey has been sent out to the public on recommendations of the new fixed routes. Once the results are back, the New Route Task Force can move forward with the implementation of the new fixed routes. Helen asked Deidre what means of communication that the survey was distributed. Deidre answered through the survey is available through an online link as well as a paper copy. Deidre mentioned that this Task Force will be meeting bi-weekly.

Other Business: No other business.

Meeting adjourned at 12:30 P.M.