



# **Bis-Man Transit Regular Board Meeting Minutes**

August 27, 2020, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Glenn Lauinger
	Royce Schultze	

Not Attending:	Steve Heydt	Lacey Long
	Karel Sovak	Kim Stevenson

Staff:	Deidre Hughes	Craig Thomas
	Tom Reisenauer	Taylor Kitzan

Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	Susan Dingle

Meeting was called to order at 11:32 A.M.

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

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

**Public Comment:** No Public Comment.

#### **Unfinished Business:**

- 1. Strategic Planning Location:** Deidre discussed that the Strategic Planning session will be on Saturday, September 12<sup>th</sup> from 10 A.M. to 2 P.M. Deidre discussed that the location for Strategic Planning could be at U-Mary for \$600 plus catering costs or at the Transit facility at no cost. Deidre explained that those who choose to attend can attend in-person or via Zoom meeting. Glenn moved to hold the Strategic Planning session at the Transit facility. Royce seconded the motion. Motion carried unanimously.
- 2. COVID-19 Safety Update:** Deidre discussed that she had researched a fogger machine that would help disinfect the buses in a timely manner. Deidre explained that purchasing the fogger would help reduce labor costs to National Express employees for cleaning and can be purchased on the state bid. DeNae moved to purchase the fogger machine. Glenn seconded the motion. Motion carried unanimously.

#### **New Business:**

- 1. CTAA Conference:** Deidre explained that the CTAA (Community Transportation Association of America) Conference is a national conference that will be held in Louisville, Kentucky November 15<sup>th</sup> – 18<sup>th</sup>. Staff recommends that the Executive Director is approved to attend the conference. Karel moved to approve the Executive Director to attend the CTAA Conference and expense. Lynn seconded the motion. Motion carried unanimously.
- 2. Chamber of Commerce Membership Dues:** Deidre discussed that the Chamber of Commerce Membership Dues were pulled from the budget when it was previously reviewed due to cost. Deidre asked the board for approval of Bis-Man Transit continuing their membership with the Chamber of Commerce at a fee of \$295. Lynn moved to continue the membership of the Bismarck-Mandan Chamber of Commerce at a rate of \$295 and the budget is amended accordingly. Karel seconded the motion. Motion carried unanimously.
- 3. FTA Discretionary Grant:** Deidre explained that she had received correspondence from the FTA that NDDOT received 15 million dollars for statewide bus purchases

off of the FTA Discretionary Grant. Deidre discussed that there is not an application to apply for the grant at this time, but Bis-Man Transit does plan to apply when the application becomes available. Deidre explained that the FTA Discretionary Grant would give funding to replace two fixed-route buses that are outside of useful life at a 15% match or \$150,000.

### **Executive Director Report:**

- 1. CARES Funding Reimbursement Update:** Deidre discussed that Taylor is finished with April's reimbursement and is in progress on May's reimbursement. Steve Saunders informed the board that the first CARES Act reimbursement request has been received and is currently under review with the City of Bismarck's Finance department.
- 2. Community Outreach:** Deidre discussed that, in August, Taylor and Danae (with National Express) were able to participate in the BisMarket event held near the Bismarck Larks stadium. Deidre discussed that Mike and herself were able to attend the Bismarck State College Orientation Day event. Deidre explained that due to COVID-19, she is not sure if we will be able to attend any other events in the near future.
- 3. Advertising Update:** Deidre discussed that she attended a meeting with Bismarck Airport staff earlier in the month and they are interested in doing a full wrap for five years on a fixed-route bus. Deidre discussed that there are only three open benches out of twenty-seven and there is also interest in two more full wraps from a local insurance agency.
- 4. Contract Review Update:** Deidre discussed that Glenn and herself have been working at looking through contracts that auto-renew or that are coming due. Deidre discussed that there are two contracts coming due, the credit card processing contract and the website contract. Deidre explained that Taylor and herself are looking for different vendors for both of the contracts.

**Operations Report:** Nothing to report.

### **Standing Committee Update**

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

### **Ad Hoc Committee Update**

- 1. New Route Task Force:** Deidre discussed that there is still great participation in the New Route Task Force. Deidre discussed at the last meeting that the task force reviewed the comments from the survey that was sent out to the public. Deidre commented that if anyone was interested in those comments that she would be able to share them, but they will be posted on the website. Deidre

explained that the next steps will be redesigning routes and taking those routes to the proper channels after they are decided upon.

**Other Business:** No other business.

Meeting adjourned at 12:02 P.M.