



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

September 24, 2020, 11:30 A.M.

Via Zoom

Attending:	President/Shalna Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Glenn Lauinger
	Lacey Long	Steve Heydt
	Karel Sovak	

Not Attending:	Royce Schultze	Kim Stevenson
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Staff:	Deidre Hughes	Taylor Kitzen
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	Susan Dingle
	Rachel Drewlow	

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

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

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

**Public Comment:** No Public Comment.

### **Standing Committee Update**

1. **Finance Committee Update:** Glenn summarized the recommendation from staff of financial impact of the route redesign, the AVL/GPS Bid, and the 5339b & Urban grants. DeNae moved to approve the Finance Committee update and minutes. Lacey seconded the motion. Motion carried unanimously.

### **Ad Hoc Committee Update**

1. **New Route Task Force:** Deidre informed the Board that the New Route Task Force met earlier in the week and that there is still great participation and input given by the members. Deidre explained that the North Transfer Point would have to stay at Mapleton Avenue versus the proposed point on 11<sup>th</sup> Street west of North Dan's Supermarket. If a rider doesn't feel safe crossing State Street to get to the North Transfer Point, they are able to board the black route on Weiss Avenue and ride there. Deidre discussed that there will be marketing efforts put in place if new routes are approved.

### **Unfinished Business:**

1. **Strategic Planning Discussion:** Deidre asked the Board for an adoption of the Strategic Plan that was provided in the Board Meeting Packet. DeNae moved to approve the Strategic Plan that was provided. Karel seconded the motion. Motion carried unanimously.

Shauna thanked all who were involved in creating the Strategic Plan. DeNae questioned whether the Strategic Plan Minutes that were included needed to be approved by the Board. Shauna agreed that the Strategic Planning Minutes should be approved. DeNae moved to approve the Strategic Planning Minutes. Lynn seconded the motion. Motion carried unanimously.

- 2. Route Redesign Recommendation:** Deidre highlighted the changes of the Route Redesign as having only one route in Mandan and five routes in Bismarck. Deidre explained to the Board that this would eliminate the two-hour red route; as well as create the new orange route. The orange route will better service riders who want to travel to the Transit facility as well as further east and south of Bismarck than current routes provide. DeNae moved to approve the Route Redesign Recommendation and to move forward with Public Comment. Lynn Seconded the motion. Motion carried unanimously.

#### **New Business (Regular Agenda):**

- 1. Bis-Man Transit Vision Statement Discussion:** Shauna asked Karel to speak on this subject due to the knowledge and experience he has with vision statements. Karel indicated that a vision statement could be crafted in approximately an hour and that he would be happy to facilitate the meeting. Shauna asked Deidre to organize a Special Meeting for the vision statement and asked Board members who were able to attend to bring any ideas they may have.
- 2. City of Bismarck Contract Discussion:** Deidre asked for approval from the Board on writing a letter of intent to the City of Bismarck wishing to exercise Transit's option to continue with another five-year contract with them. Glenn moved to approve the authorization of staff to create and submit a letter of intent to the City of Bismarck for another five-year term. Steve seconded the motion. Motion carried unanimously.
- 3. AVL/GPS RFP Bid Acceptance:** Shauna asked the Board to approve the staff's recommendation, as well as the Finance Committee's recommendation, of the new AVL/GPS service for the fixed-route buses to be provided by TransLoc. TransLoc came in with a bid significantly under what was set aside in the budget. Karel moved to accept the Finance Committee's recommendations on accepting the bid from TransLoc on being the new service provider. DeNae seconded the motion. Motion carried unanimously.
- 4. Grant Applications:** Deidre highlighted the details of the two grant applications she has prepared. The 5339b Discretionary Grant would award Transit funding for two new fixed route buses to replace bus 601 that has been totaled and bus 602 that is beyond useful life. The Urban Grant would award Transit to install solar lighting fixtures into fourteen bus shelters, as well as add and replace eleven bus benches throughout Bismarck and Mandan. Deidre asked the Board for approval to submit the 5339b Discretionary Grant and Urban Grant applications. Lynn moved to approve the submission of the 5339b Discretionary Grant and Urban Grant applications. Steve seconded the motion. Motion carried unanimously.

#### **Executive Director Report:**

- 1. Advertising Update:** Transit has earned \$30,000 in advertising revenue so far in 2020. There are major projects for additional advertising revenue currently in the works. Bismarck Airport is looking over a five-year contract for a full wrap on a fixed-route bus. This would create forty-thousand in advertisement revenue. Country Financial is also interested in two bus wraps that would equal five-thousand in revenue.
- 2. Staff Update:** Mike Mundahl, the new Marketing and Mobility Specialist, provided the Board with his personal and professional background. Shauna welcomed Mike to the Bis-Man Transit team and thanked him for his hard work completed thus far.
- 3. Training/Chamber Update:** Deidre updated the Board that the approved CTA Training Seminar scheduled in November in Louisville, Kentucky was cancelled. All Bis-Man Transit staff is now signed up for a four-day training hosted by NTI Rutgers via online webinars. This training will take place in October. Deidre informed the Board that all Bis-Man Transit staff was able to attend their first Chamber of Commerce Event last week. The next event is scheduled in October and will teach staff on how to maximize their Chamber membership.

**Operations Report:** Craig updated the Board on ridership since operations has been back in service on May 11<sup>th</sup>, 2020. Paratransit has increased by 39% and fixed-route has increased by 36%. Complaints have decreased by 61% in comparison to this time last year in 2019. Maintenance has started using the fogger and it decreases time to clean and disinfect the bus from 15 minutes to 5 minutes. The fogger is also used to sanitize the common areas in the Transit facility. COVID-19 protocols have not changed and are still in place. Lynn asked Craig if the chemical used in the fogger causes deterioration to the interior of the buses. Craig replied that he hasn't seen anything yet. Shauna asked for Craig to research the chemical compound used in case Transit has to budget for those fixes in the future.

**Other Business:** Deidre asked the Board for approval of offering free rides on Election Day, Tuesday, November 3<sup>rd</sup>, in order for riders to be able to travel to their designated voting locations. DeNae moved to approve free rides on Election Day, Tuesday, November 3<sup>rd</sup>. Karel seconded the motion. Motion carried unanimously.

Shauna informed the Board that Kim Stevenson had given her resignation and wished to step down as a Director due to personal responsibilities. DeNae moved to accept the resignation of Kim Stevenson. Steve seconded the motion. Motion carried unanimously.

Shauna discussed that Kim was a check signer, but Glenn asked Royce prior to the meeting if he would be willing to take her place. Royce agreed to be the new check signer on all Bis-Man Transit accounts. Glenn moved to replace Kim Stevenson with Royce Schultze as a check signer on all Bis-Man Transit accounts. Lynn seconded the motion. Motion carried unanimously.

Administrative and Operations staff were commended by the Board for their outstanding work. Helen Baumgartner acknowledged and thanked staff for their hard work in redesigning the bus routes.

Meeting adjourned at 12:23 P.M.