



Bis-Man Transit Regular Board Meeting Minutes

October 22, 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	Royce Schultze
	Commissioner Guy	

Not Attending:	N/A
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Staff:	Deidre Hughes	Taylor Kitzen
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Helen Baumgartner	Susan Dingle
	Trevor Vannett	

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

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

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

City of Bismarck Mask Mandate Update: Commissioner Guy thanked the Board for moving this item up in the agenda due to time constraint. The City of Bismarck City Commission had a meeting with the ND Public Health Department, ND Department of Health, Bismarck Public Schools, and the Bismarck-Mandan Chamber of Commerce about the current state of the COVID-19 pandemic. Commissioner Guy discussed that during the meeting a city-wide mask mandate was considered and how Transit would be affected. Deidre responded that Transit is following all guidelines on the buses and would change if a mandate was put into place. Shauna proposed to have a COVID-19 Crisis Management Meeting to discuss further details.

Public Comment: Trevor encourages the new routes created by the New Route Task Force as well as the requirement to wear a mask on the bus.

Standing Committee Update

1. **Finance Committee Update:** DeNae discussed Roy Rickert's job service appeal and who would all be attending the meeting. DeNae mentioned the potential \$8,000 cost to rebrand the buses.

Ad Hoc Committee Update

1. **New Route Task Force:** Deidre discussed that the Task Force is still in place, but hasn't met due to public comment sessions on the proposed new fixed routes. Public Hearing is the next step to move forward with any route changes.

Unfinished Business:

1. **CTAG Update:** Susan explained what information was all discussed at the latest CTAG Meeting that was held on Tuesday. Susan mentioned that the group wanted to change the frequency of meetings from every three months to every other month. Deidre discussed the possibility of reworking the group bylaws, so there would be more participation from different demographics.
2. **Route Redesign Public Comment/Next Steps:** Deidre discussed that there was a total of nine participants over the three public comment sessions via zoom and in-person and four additional participants through the website. A CAT driver attended one of the sessions and provided great feedback on the proposed new fixed-routes. Deidre explained there was an online submission from a resident who was

concerned with the purple route in Mandan. Operations contacted this individual to clarify and there is no longer that concern. Deidre discussed that the Public Hearing Session is next and that there has to be a 15-day notice in the Bismarck Tribune beforehand.

New Business (Regular Agenda):

1. **2021 Holiday Hours - Paratransit:** CTAG recommends the same Holiday Hours for 2021 that were put in place for 2020. Lynn moved to approve the recommended holiday hour ride schedule for 2021. Karel seconded. Motion carried.
2. **Board Appointment:** The Board of Directors open position has three candidates running for election to fill the unexpired term ending in April 2022. The candidates are Helen Baumgartner, Susan Dingle, and Trevor Vannett. The Board elected Helen.
3. **Bis-Man Transit Rebrand:** Deidre proposed a new logo design as a re-brand of the old logo. With all of the new and positive changes, a new logo would give Bis-Man Transit a fresh look. DeNae and Glenn were in favor, but not until after an extension of the City of Bismarck contract. Karel moved to adopt the re-brand for Bis-Man Transit as presented. Steve seconded the motion. Karel amended his motion to include pending the City of Bismarck contract decision with the consent of the second. Discussion included suggestion to have more logo options presented for consideration. Motion carried 5 to 3.

Executive Director Report:

1. **Technology Update:** Deidre discussed that Transit has started using the Ecolane app for para transit riders. The biggest feature of the app is Diminishing Balances where riders can call in and put money onto their account to use for future rides with a debit/credit card. Deidre updated the Board that the new AVL Software Company, Transloc, was going through proposed contract changes with their legal team.
2. **Advertising Update:** Deidre updated the Board that there were two more bench backs that were going to be installed the next day.
3. **City of Bismarck Letter of Intent Update:** Deidre discussed the Letter of Intent to the City of Bismarck to renew the contract in June of 2021 for another five-year term was on the regular agenda at the Bismarck City Commission meeting on Tuesday, October 27th. Commissioner Guy recommended to Deidre to be prepared to answer any questions the City Commission might have.

Operations Report: Craig explained that there were changes made to the corporate office of National Express. National Express Operations at Bis-Man Transit previously reported to

the Central Region, and now report to the West Region. Mark Foster is the new COO and Ron Swayne is the new Regional Vice President. Craig answered the question from September's Board Meeting of what type of disinfectant was used inside of the buses and if it would cause deterioration. The disinfectant is called Procon Turquoise 3 and the active ingredients are also found in common household products. There have been no adverse effects on the interior of the buses. Craig explained that currently, drivers are only required to wear their mask if there are riders on the bus and that there was a policy in place for complaints.

Other Business: Deidre discussed that she is in the process of applying for the Otto Bremmer Grant. This grant would, if awarded, would allow Transit to purchase a new bus. The 5339b and 5310 grants will be presented to the Board at next month's meeting. Deidre also updated the Board that Tom and herself were currently working on the RFP process for new bus engines that will put fixed route buses back on the road.

Meeting adjourned at 12:48 P.M.