



Bis-Man Transit Regular Board Meeting Minutes

November 19, 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	Helen Baumgartner
	Commissioner Rohr	

Not Attending: N/A

Staff:	Deidre Hughes	Taylor Kitzen
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Trevor Vannett	Steve Saunders
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Meeting was called to order at 11:30 A.M.

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

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

Public Comment: Trevor commented that he supported the fixed route changes, and said he would appreciate it if the Board approved them.

Standing Committee Update

1. **Finance Committee Update:** DeNae advised there were no other updates to the Finance Committee other than what was included in the minutes.

Ad Hoc Committee Update

1. **New Route Task Force:** Deidre advised that the Task Force planned to meet prior to presenting the proposed changes to the December 8th, 2020 Bismarck City Commission meeting, and will have an update at the next Board meeting.

Unfinished Business:

1. **Strategic Plan Check In:** Shauna explained that it was a goal to check in every quarter for the first year of the strategic plan, and said the first goal of developing a vision statement has been completed. Deidre gave an update on the additional goals, starting with the goal to increase advertising revenue to \$80,000 by December 31, 2021. Deidre gave an update on the third goal, which was to identify and apply for a minimum of one new grant not previously received in 2019 or 2020, and explained that she had applied for an urban project grant, as well as an Otto Bremer grant. The next goal was to investigate and determine the viability of revenue bus services with community stakeholders with consideration of FTA regs. Deidre explained she had recently had some meetings with a stakeholder, and said she was hopeful she would be able to schedule meetings with additional stakeholders. The next goal was to identify possible locations and partnerships for a central hub in south or central Bismarck. Deidre explained she has had some early conversations about some possible partnerships. The next goal was to execute the plan developed by the Fixed Route Task Force. Deidre explained the public hearing had been held earlier in the day. The final goal was the quarterly calibration of the annual plan. Shauna said she wanted to ensure the Board was assisting in achieving the goals, and asked if they were achievable. Deidre said she was comfortable with how things were going and said good progress was being made.
2. **Bis-Man Transit Logo Re-Brand:** Deidre provided some different options for the new logo, and asked for input from the Board on how to move forward. DeNae said

it had been discussed at the Finance Committee Meeting. DeNae moved to approve logo option #4. Steve seconded the motion. Motion carried unanimously.

3. **Final Presentation of Fixed Routes:** Deidre provided a brief overview of the proposed new fixed routes. DeNae asked about the Purple Route, and explained some concerns she had about upcoming construction projects along the route, specifically 8th Ave being a half street, and currently being degraded. Craig explained he felt buses could get through safely, and explained how they would bypass the construction work. Shauna said she thought it was a good long-term route. DeNae also asked about the Purple Route bypassing the senior center. Deidre explained there was no fixed route ridership from the senior center. Karel moved to approve the fixed route redesign and present them to the city commission for additional approval. Steve seconded the motion. Motion carried unanimously.
4. **COVID-19 Transport:** Deidre explained that the city of Bismarck had reached out about transporting homeless individuals with COVID-19 to a dedicated location. She said she didn't feel that it was something we could provide as a public transportation service, and had discussed other options with the Bismarck city attorney. She said the City of Bismarck would be continuing to work with Metro ambulance on these transfers, and said it may come up again.

New Business (Regular Agenda):

1. **TAM Plan Approval:** Deidre explained that some items were not included with the TAM Plan from the NDDOT, and presented a plan from the NDDOT with some revisions to add some needed items. Steve moved to approve the addendum to the existing TAM Plan. DeNae seconded the motion. Motion carried unanimously.
2. **Metropolitan Planning Organization Update:** Steve Saunders said this would be his last meeting due to his retirement, and said Rachel Drewlow would be his successor. The Board thanked Steve for his years of service and for the valuable input he provided.

Executive Director Report:

1. **Triennial Review Update:** Deidre gave an update on the progress of the triennial review. She said the interviews would be virtual, and are expected to begin in late January to early February.
2. **Advertising Update:** Deidre updated the Board on bench repairs.
3. **City of Bismarck Contract Update:** Deidre said the Bismarck City Commission had voted to extend the contract with Bis-Man Transit during their October 27th meeting.

Operations Report: Craig explained that every year executives from National Express in the UK come to North America to tour different transit agencies, and this year Bis-Man Transit was chosen. He said the tour was done virtually this year, and said executives were very impressed with the facility, and were pleased with the response to COVID-19. Craig updated the board on the mask mandate, and said about 3000 disposable masks were able to be obtained.

Other Business: Helen asked some questions about the vision statement. Karel addressed the questions & briefly explained how the vision statement had been developed.

Shauna reminded the Board that the next meeting would focus heavily on the budget & asked Board members to reach out to her or the Finance Committee with any concerns, comments or questions.

Shauna congratulated Lacey on a recent professional award she received.

Meeting adjourned at 12:25 P.M.