



Bis-Man Transit Regular Board Meeting Minutes

December 17, 2020, 11:30 A.M.

Via Zoom

Attending:	President/Shalna Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Glenn Lauinger
	Lacey Long	Helen Baumgartner
	Karel Sovak	Royce Schultze
	Commissioner Guy	Commissioner Rohr

Not Attending:	Steve Heydt
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Staff:	Deidre Hughes	Taylor Kitzen
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

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

Approval of Agenda: Shauna requested that the “Route Redesign Launch Discussion” Be moved from Unfinished Business and be discussed with the New Route Task Force Dissolution. Karel moved to approve the amended agenda. Royce seconded the motion. Motion carried unanimously.

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

Public Comment: N/A

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 committee minutes.

Ad Hoc Committee Update

1. **New Route Task Force Dissolution:** Deidre discussed that at the last meeting on December 2nd it was agreed that the New Route Task Force be dissolved pending the approval of the Fixed Route Redesign. The Bismarck City Commission approved the Fixed Route Redesign on December 8th. Deidre recommended that the new routes start after new AVL software is installed with a launch date of February 1st, 2021. The Board agreed with the launch date of February 1st, 2021. DeNae moved to dissolve the New Route Task Force. Karel seconded the motion. Motion carried unanimously.
2. **Central Hub Task Force Creation:** Shauna explained that it was in the Strategic Plan that a Central Hub be completed as a 2021 goal. Karel asked if this would mimic the New Route Task Force or if it would be a group focused on carrying out the logistics. Deidre explained her vision was to create a Task Force of the MPO, Board Members, City of Bismarck Engineers, and Bis-Man Transit staff to meet and bring what is discussed back to the Board for approval every couple of months. DeNae moved to approve creating the Central Hub Task Force. Karel second the motion. Motion carried unanimously.

New Business:

1. **2021 Budget Approval:** Deidre explained that the Finance Committee had reviewed the budget in detail at the last meeting and that the large expenses would include a utility truck and a cutaway bus that will be used for both fixed route and paratransit services. Both of these vehicles will be paid for by a grant with an 80/20 split. Deidre also pointed out that ridership is expected to be lower the first quarter of 2021 due to COVID-19. Lynn moved to approve the 2021 Budget. DeNae seconded the motion. Motion carried unanimously.

- 2. Accounts Receivable Write Off Recommendation:** Deidre explained to the Board that there were accounts receivable items on the books that have not been resolved for years. Corrective actions will be put in place moving forward to ensure this type of bookkeeping doesn't happen as often in the future. Deidre said that the large Fargo VMAC balance will be pursued and she will report back as soon as the agency contact responds. Glenn moved to write off the accounts receivable amounts as presented with the exception of Fargo VMAC. Helen seconded the motion. Motion carried unanimously.

Executive Director Report:

- 1. Grant Update:** Deidre gave an update that the 5310 and 5339 grants that were approved at the last Board Meeting have been approved by the Bismarck City Commission, MPO TAC, and Policy Board. These grants have been submitted to the NDDOT. The Otto Bremer grant has been submitted with an expected response in the Spring 2021.
- 2. Triennial Update:** Deidre updated the Board that all items were submitted to the FTA by the December 15th deadline and more information will come late January 2021. Deidre explained that the DBE portion of the Triennial will be a deficiency due to a policy change that was missed by both Bis-Man Transit and the MPO. There will be corrective action by both parties moving forward.
- 3. 2020 Highlights:** Deidre discussed all of the positive changes and projects that have been made in 2020 and that she is looking forward to 2021. Shauna thanked Deidre and the Board for all of their hard work this past year. Lynn asked for a copy of Deidre's highlights to be sent to the Board. Commissioner Guy commented that the Bismarck City Commission is pleased to have Deidre come to the meetings and trusts the information that she presents. Commissioner Rohr commented that the Mandan City Commission had no concerns at this time.

Operations Report: Craig discussed that his operations team has worked hard this past year with all of the unknowns of COVID-19 and he is proud of the work they have done. Craig discussed that in 2020, the average month had 200 no show rides. Craig recommended to the Board that a policy be put in place in the near future to help bring this number down. Revenue hours and on-time schedules are negatively impacted by no show rides. Craig thanked Deidre and her team for being nice to work with and is re-energized for 2021.

Other Business: Karel discussed that the Administration Committee held a meeting on December 15th to discuss the recommendation made by the Finance Committee. Karel explained all of the projects and work completed by the Executive Director this year and how it should be awarded as a "job well done". Karel moved to reward the Executive Director with a \$5,000 bonus to be paid by December 31st, 2020. DeNae seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:18 P.M.

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

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