



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

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

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

Public Comment: N/A

New Business:

- 1. National Express Micro Transit Presentation – Jason Beevis *Director of Technology and Innovation*:** Deidre introduced Jason Beevis, Director of Technology and Innovation, at National Express. Jason presented a PowerPoint presentation of National Express's Micro transit service. After the presentation ended, Shauna asked that the Finance Committee review this in detail at their next meeting.
- 2. City of Lincoln Contract Discussion:** Deidre discussed that the City of Lincoln contract will expire at the end of year 2021. The City of Lincoln Mayor Gerald Wise asked Deidre for ridership information. Deidre explained that this subject is informative at this time, but will have to be discussed again later in 2021.
- 3. Board of Directors Bylaws:** DeNae explained to the Board that compensation that is listed in Section 14 in the Board Bylaws covers Board Member's mileage and admission to conferences, but not for mileage to attend Regular Board Meetings. DeNae also explained that in CTAG, Bylaws state that members are provided with free rides for being members. DeNae suggested due to low participation in CTAG, that the group be disbanded and a new Consumer Input Committee be created, or to revise the bylaws of the group. Helen commented that she was a former member of CTAG and often discussed with other members about the purpose of the group and recommended a Standing Committee be created to help promote more input from members. Commissioner Guy asked if disbanding CTAG was discussed with the group members and what their input was on it. Shauna explained that the Finance Committee had discussed that the existing members of CTAG would be given the opportunity to become members of the Standing Committee as well as three Board members. DeNae commented that the New Route Task Force is a great example of the vision for how the new Standing Committee will function. Glenn agreed with DeNae and also commented that the members on the New Route Task Force gave great input and the format of that committee would be more productive than the current CTAG format. Karel added that





based on the numbers of attendance on the attachment provided that it would be a better and more effective route to go moving forward with a new committee. Steve recommended that if the Board is disbanding CTAG and creating a new Standing Committee that it needs to be communicated effectively to the current active CTAG members. Karel moved to disband CTAG effective immediately. Steve seconded the motion. Motion carried unanimously. The Board thanked the CTAG members for their service. The Board reviewed the Bylaws of how to create the new Standing Committee. Karel moved to create the Consumer Input Committee as a Standing Committee. DeNae seconded the motion. Motion carried unanimously. Shauna asked Helen if she would serve as chair for the new Consumer Input Committee. Helen agreed.

Ad Hoc Committee Update

1. **Central Hub Task Force Goals/Objectives:** Deidre discussed that Ben Ehreth from the City of Bismarck, Rachel Drewlow from the MPO, and Lacey Long from the Board of Directors have all volunteered to serve on the Central Hub Task Force. Deidre asked the Board for one more member to volunteer and that meetings would begin in April of 2021. Karel volunteered to be the other Board member to serve on the Task Force.

Unfinished Business:

1. **July 4th Paratransit Holiday Hours:** Deidre explained that the Holiday Hours for the July 4th, 2021 holiday are shorter than the Holiday Hours previously voted on by the Board because it lands on a Sunday where there are shorter service hours. Karel asked if Deidre was able to research the holidays and which calendar days they land on for the next three years, so this won't be an issue in the future. More information will be provided at the February Board meeting and the new Consumer Input Committee may be able to give input.
2. **No Show Policy:** Deidre explained that the verbiage for the appeal process in the proposed No Show Policy attachment was incorrect. Appeals should be filed with the Board of Directors, not the City Commission. Deidre also stated that rider's complaints can be filed through the City Commission per the previous complaint policy. Karel moved to approve the recommendation to approve the No Show Policy with the correct appeal process, replacing the City Commission with the Bis-Man Transit Board of Directors. Steve seconded the motion. Rachel from the MPO commented that complaints should be filed through the FTA Civil Rights Office, if the individual is not satisfied with the Bis-Man Transit's appeal determination. Karel moved to approve the recommendation for the No Show Policy as amended to remove the "appeal to Bismarck City Commission" and replace with "appeal to FTA Civil Rights Office." Steve seconded the amended motion.





Motion carried unanimously. Royce moved to implement the No Show Policy on March 1, 2021. Lynn seconded the motion. Motion carried unanimously. *This will be further discussed at the February 25th, 2021 Board Meeting.*

- 3. Paratransit Capacity Limit:** Deidre discussed that she was able to contact Renae Moch from the Burleigh County Health Department, who then put her in touch with Anton Sattler. Anton is the Environmental Health administrator and recommended that if riders are wearing masks, then an 8 passenger to 1 driver ratio would meet the Public Health standards. Deidre explained that she asked Morgan from the FTA if Transit is able to mandate masks, even if the state mandate had expired. Morgan answered that Transit is able to mandate wearing masks on all of the buses per federal regulations. DeNae moved to approve 8 passengers per 1 driver capacity with a mask mandate on all paratransit buses. Lynn seconded the motion. Motion carried unanimously.

Executive Director Report:

- 1. Funding Update:** Deidre updated the Board that Transit was not going to be receiving the second wave of CARES Funding based on 2019 NTD reporting. The 2021 5307 grant is \$60,000 less than the 2020 grant. Transit will not be receiving STIC funding due to 2019 NTD Reporting. Deidre discussed researching alternatives on how to cut down on expenses to stay within the budget.
- 2. TransLoc/Fixed Route Update:** Deidre explained that Fixed Route changes will be in effect on February 1st, 2021. TransLoc employees were on-site installing hardware and training operations staff on the new system. There is an interactive map linked to the website to view tracking of the buses on route, as well as on the app.
- 3. Advertising Update:** Deidre discussed that there are only five benches available for advertisement. BSC is looking to purchase six wraps for their Spring 2021 semester. That would be \$6,000 in revenue with the option to extend for additional months. The Bismarck Airport is on their final review of their wrap that will be \$7,000 quarterly in revenue. There are 11 paratransit buses that are filled with rear advertisements. Deidre explained that she is exploring other advertising options and creating a cost breakdown.

Operations Report: Craig discussed that operations staff is ready for the new fixed routes to start and that they are prepared to handle any passenger situations that they may run into.

Other Business: Susan requested that Deidre communicate the decision to disband CTAG with the members. Deidre confirmed that she will communicate with CTAG members within the following week.





Deidre explained that Transit has 2,551 shares of Xenia Hotel & Resorts stock. It was originally purchased in 2015 at \$22.08 per share and the current price is \$15.13 per share. In Quarters 2, 3, and 4 of 2020 Transit did not receive any dividend checks due to COVID-19. No action will be taken at this time and Deidre will provide more information in the future as to what options are available to Transit going forward. DeNae commented that Glenn's financial advisor informed that Xenia owns excellent properties such as Marriott and Hilton. These hotels are at forty to fifty percent capacity and are expected to hold MLB Spring Training accommodations. It is hopeful that Xenia's profits will significantly increase in 2021.

Meeting adjourned at 1:10 P.M.