



# Bis-Man Transit Regular Board Meeting Minutes

February 25, 2021, 11:30 A.M.

Via Zoom

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

Not Attending:	Commissioner Rohr
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Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Trevor Vannett	Vincent McCloud
	Rachel Drewlow	



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:** DeNae moved to approve the Consent Agenda. Lynn Seconded. Motion carried unanimously.

**Public Comment:** N/A

### Standing Committee Update

- 1. CTIC Update:** DeNae advised the Board that CTIC is governed by The Board of Directors bylaws. Board has to vote upon the duties, responsibilities, and composition of all committees. Until the Board resolves these issues, the committee should not meet. Shauna asked Deidre to put these items together. Deidre responded that she has most of the work already complete, and will send to the Board next week. DeNae stated that under the bylaws committee members are to be members of the Board and riders. DeNae asked if riders from rural communities are able to join the committee. Shauna explained that it was stated in the first meeting that any riders that are interested in being on the committee would be able to apply. DeNae suggested that if the committee will be using an application process to use an expiration date to be fair to the limit of committee members. Helen will contact applicants who were previously approved.

### Unfinished Business:

- 1. July 4<sup>th</sup> Paratransit Holiday Hours:** Deidre discussed the feedback from riders on keeping holiday hours or Sunday hours for Sunday, July 4<sup>th</sup>, 2021. Riders recommend keeping holiday hours on the 4<sup>th</sup>. Deidre explained that if holiday hours remained in effect that there would be an additional \$1,700 charged from National Express for the additional hours of service. DeNae reported that the Finance committee reviewed the issue and recommends that Sunday hours apply for any holiday that falls on a Sunday. DeNae moved to accept the Finance committee recommendation that if holidays land on a Sunday that operations are on normal Sunday hours. Karel seconded the motion. Helen asked if the motion only included Sunday, July 4, 2021 or if it included all holidays on Sundays moving forward. DeNae clarified that the recommendation is for all holidays on Sundays. Discussion of different factors that play into this decision were discussed such as religious holidays and staffing. Roll call vote taken. Motion carried.





- 2. No Show Policy Clarification:** Deidre informed the Board that the no show policy motion from last month was confusing with various amendments that were made and it was difficult to write the minutes. New verbiage to the policy now states "Appeals are able to go to the Board of Directors" DeNae also explained that there was confusion about appeals going to the City Commission and that appeals are to go to the Board of Directors. DeNae moved to approve the No Show Policy. Lynn seconded. Motion carried unanimously.

### New Business (Regular Agenda)

- 1. Retention Policy:** Deidre explained that there is no policy in place for older documents and electronics to be disposed of. Taylor created the policy and it was brought to the Finance Committee with a recommendation for legal review. Finance recommended that the Bismarck city attorney, Janelle Combs, review the policy. DeNae explained that Finance recommended the policy go to Janelle for review so it would be in line with the City of Bismarck's retention policy and that the Executive Committee could review the legal response in the interim. Lynn asked if the FTA had a skeleton policy that could be used as a guide. Deidre explained that the FTA does not have one that's specific enough for Transit's documents. Shauna asked Karel if the Administration Committee could review before the next Board Meeting. Karel agreed.
- 2. FY21 5307 Grant Discussion:** Deidre explained that the 5307 grant has not been drawn down on since CARES Act grant was approved in February 2020. Expenses from July 2019 to January 2020 would have to be used with the FY21 grant and would leave little to no funds for drawing down once CARES Act funding is exhausted. DeNae reported that the Finance Committee's recommendation is to absorb the July 2019 to January 2020 expenses totaling approximately \$1.5 million with local match funds so Transit is able to start to draw down on the 5307 grant in the same fiscal year as the grant itself. DeNae moved to approve the Finance Committee recommendation to absorb the second half of 2019 expenses. Karel seconded the motion. Motion carried unanimously.
- 3. Mask Mandate Policy:** Deidre explained that TSA & FTA required each transit agency adopt their own mask mandate policy to comply with federal requirements. The policy for Bis-Man Transit is that all riders, drivers, and employees are required to wear a mask on all transit vehicles as well as inside the transit facility. Lynn moved to adopt the mask mandate policy. Karel seconded the motion. Motion carried unanimously.

### Executive Director Report



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- 1. Board Member Applications:** Deidre discussed that the board members who are up for re-election at the Annual Meeting in April are Royce, Lynn, & Karel. Applications have been received.
- 2. Fixed Route Update:** Deidre informed the Board that fixed route ridership month to date is averaging 193 CAT Trips daily and 4,066 so far in February. January 2020 average was 155 trips daily. Tracking software and Automatic Voice Annunciators in the buses are working and have received good feedback from riders. Transit is still trying to integrate with Google Maps.
- 3. Funding Update:** Deidre discussed that at the City Commission meeting it was approved for the 5339 grant be re-allocated for flex cutaway bus, new service vehicle, and rehab of fixed route buses.
- 4. Staff Project Update:** Deidre discussed that staff projects include: Triennial interviews, NTD data submission, Audit in March, Building Cleanup with Retention Policy, and revision of Appeal & Complaint process. More projects include a new credit card processing company, website redesign, partnership with NDSU School of Nursing to utilize fixed route to and from Bismarck State College, three to five-year budget, rebrand, advertising, and fixed route how to videos. Deidre was named to the Mayor's Committee for People with Disabilities. The committee will meet quarterly beginning in May.

**Operations Report:** Monday, March 1<sup>st</sup>, 2020 Larry Allen will celebrate his 30-year work anniversary with no recorded accidents. Operations will celebrate next week.

**Other Business:** Shauna will be unable to chair the March Regular Board Meeting. Lynn has accepted to chair this meeting as vice president. Shauna asked that the Board members reserve more time for the April Meeting as it may go longer than normal since we have the annual meeting and a regular board meeting.

Karel discussed that the Administration Committee met and approved \$1,500 of the \$2,000 set for continuing education in Deidre's Executive Director contract be spent on an MBA program reimbursement. The other \$500 is to be used on professional development. DeNae stated that the proposal is not in line with the Board of Director [bylaws] personnel policies and it will have to be revisited at the next meeting. Shauna requested that Deidre send Karel the [bylaws] personnel policy to be reviewed and if changes would have to be made per the Administration Committee recommendations.

DeNae suggested that Deidre create a certificate for Larry Allen for his 30 years of exemplary service. DeNae informed the Board that the Finance Committee met with National Express on a Micro transit presentation and that more information will be provided in the future.



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Steve moved that Larry Allen be presented with a plaque and certificate for his years of service. DeNae seconded. Motion carried unanimously.

Meeting adjourned at 12:34 P.M.