



Bis-Man Transit Regular Board Meeting Minutes

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

Via Zoom

Attending:	Vice President/Lynn Wolf	Glenn Lauinger
	Lacey Long	Helen Baumgartner
	Karel Sovak	Royce Schultze
	Steve Heydt	Commissioner Guy
	Commissioner Rohr	
Not Attending:	President/Shauga Laber	Sec. /Tres. DeNae Kautzmann
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer
Guests:	Kate Herzog	Trevor Vannett
	Rachel Drewlow	Susan Dingle





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

Approval of Agenda: Lacey moved to approve the agenda. Helen seconded the motion. Motion carried unanimously.

Consent Agenda: Steve moved to approve the Consent Agenda. Glenn seconded the motion. Motion carried unanimously.

Public Comment: N/A

New Business:

- 1. Downtowners Update – Kate Herzog – *Chief Operating Officer for Downtowner’s Bismarck.***
Kate introduced herself as the COO of Downtowner’s Bismarck. Kate gave a PowerPoint presentation of the businesses and housing that will be and currently is being constructed in downtown Bismarck. Kate explained that the need for public transportation will be in high demand because of these changes. After presenting, Kate thanked Deidre for allowing her to speak and also thanked Commissioner Guy for being a great City of Bismarck employee to work with. Lynn thanked Kate for presenting on behalf of the Board. Steve thanked Kate and recommended a longer presentation in the future.
- 2. Bus 1501 Engine:** Deidre recommended to the Board to purchase a replacement engine for fixed route Bus 1501. Bus 1501 is still within its useful life. There were three bidders to replace the engine; including Nelson International, Wallwork, and Cummins. Finance recommends to use the lowest bidder, Nelson International, for the engine replacement. Steve moved to use Nelson International and replace Bus 1501 engine. Karel seconded the motion. Motion carried unanimously.

Standing Committee Update: N/A

Unfinished Business:

- 1. Retention Policy:** Deidre informed the Board that the Administrative Committee, as well as DeNae, reviewed the Retention Policy for validity and compliance. The changes were highlighted in the Board Packet. Glenn asked if the City of Bismarck attorney or a law firm reviewed the policy. Deidre answered that the City of Bismarck attorney did not get back to her on the policy. Karel explained that the Administrative Committee had compared the Retention Policy to both Steve and Royce’s policies at their places of work and





Transit's proposed policy complies. Karel moved to adopt the Retention Policy as presented. Steve seconded the motion. Motion carried unanimously.

Executive Director Report:

- 1. Premium Service Options:** Deidre explained the function of Premium Service Options. This service would be from 6PM to 12AM in the evenings when paratransit is slower and the fixed route is out of service. Transit would be able to charge a higher rate to the public if they were wanting to ride between those hours. This would be an idea to increase revenue hours in otherwise slower times of the evening. Deidre will update more as she learns about this service.
- 2. Ridership Discussion:** Deidre explained that ridership showed 192 trips a day on CAT for February. 221 trips on para for February. Down 41% from February for 2020 on CAT; down 27% from Feb of 2020 on para. CAT is projecting over 5000 trips for March. Black and Purple are the highest performing routes since the re-design. The Orange Route had over 600 trips last month which is exciting for a new route.
- 3. Advertising Update:** Deidre informed the Board that only 3 benches out of 28 are available for advertising. Operations staff have been painting and fixing benches that need repair now that the weather is nicer. The Bismarck Airport full wrap will be installed in three to four weeks. There will be an unveiling and press release at the airport. BSC will be purchasing two full wraps – date is to be determined. Deidre and Mike are working on a direct mailer to send to businesses about bus wrap and shelter advertisement opportunities.
- 4. Red Route Detour:** Deidre explained that 43rd Avenue from 19th Street to 26th Street is only a maximum vehicle weight capacity of 20,000 pounds. Our fixed route buses are around 30,000 to 40,000 pounds. The Red Route will now detour heading south on 19th Street and east on Century Avenue towards Dan's Supermarket East. There will be construction starting soon on 43rd Avenue to allow for higher weighted vehicles to travel. Red Route will resume as normal upon completion of construction.
- 5. Board Member Self-Evaluation:** Deidre discussed that results of Board Member Self-Evaluations completed in the past were never presented. Deidre will be sending the Board an online version of the evaluation with questions that are to be rated from one to five. There will also be an option to type a detailed answer to each question after rating. This link will be emailed out later today and will be due by April 15th, 2021 in time to be presented at the Annual Meeting.

Steve thanked Deidre for looking into other revenue options for Transit.



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Operations Report: Craig thanked the Board for nominating National Express for the Bismarck Humanitarian Award. He also thanked the Board for their purchase of a plaque for Larry Allen's 30-year work anniversary. Larry was very appreciative of the recognition. Craig informed the Board that Don Swain, National Express Regional Vice President, will be visiting Transit on Wednesday, March 31st. Lynn asked if anyone from the Board need be present. Craig answered no, that Don will be overseeing operations and visiting with himself and Deidre. Craig updated that Danae Thiery, formerly Customer Service Manager, will soon be promoted to Operations Manager.

Other Business: Deidre informed the Board that she attended the Bismarck City Commission Meeting on Tuesday, March 23rd and the Flex Cutaway Bus purchase was approved. The purchase order is complete for this purchase as of this morning. Glenn asked Deidre when the On-Time Performance Report will be available for fixed route. Deidre answered that she and operations were working closely with Transloc to fix this issue. There is a problem with the geofencing within the software. She said that she is hoping this problem will be fixed by April.

Karel moved to adjourn the meeting. Lacey seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:11 P.M.



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