



Bis-Man Transit Board Meeting

April 22, 2021, 11:30AM

<https://us02web.zoom.us/j/88691508106>

Call in: +1 312 626 6799; Meeting ID: 886 9150 8106

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – March Regular Meeting
2. Financial Report
 - a. Attachment B
3. Ride Stats
 - a. Attachment C

Public Comment

Standing Committee Update

Unfinished Business

1. Strategic Plan Check-In Discussion
 - a. Attachment D

New Business

1. National Dump the Pump Day (June 17, 2021)
2. American Rescue Plan Funding
 - a. Attachment E
3. Board of Director Self-Evaluation Results
 - a. Attachment F

Executive Director Report



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1. CAT Marketing Projects
2. Touch A Truck
3. 5310 Compliance Review

Operations Report

Other Business

Annual Meeting

1. 2019 Transit Board Annual Meeting Minutes
 - a. Attachment G
2. Explanation of Virtual Voting Process by Anonymous Ballot
3. Introduction of Applicants for Board Positions
 - a. Attachment H
4. Vote for Board Members
5. Vote for Board Officer Positions

Adjourn

□ **The next Board Meeting will be held May 27, 2021 at 11:30am.**



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A

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

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/Shaina 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



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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.



March 2021

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	4,488	12,984	5,173	20,929	-13.24%	-37.96%
PARATRANSIT	7,495	19,755	6,108	23,668	22.71%	-16.53%
Total	11,983	32,739	11,281	44,597	6.22%	-26.59%
FR AVG. DAILY BOARDINGS	166.22					
DR AVG. DAILY BOARDINGS	241.77					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,920.00	5,366.50	2.34	2.42	4.39	4,764.7
PARATRANSIT	2,444.30	6,822.89	3.07	2.90	2.60	9,113.5
Total	4,364.30	12,189.39	2.75	2.69	3.2	13,878.2
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	30,710	87,930	0.15	0.15	80,703	
PARATRANSIT	33,048.75	92,110.36	0.23	0.21	118,853	
Total	63,758.75	180,040.36	0.37	0.36	199,556	
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE						
PARATRANSIT	94.00%	93.00%	99.00%	98.00%	-5.05%	-5.10%
RIDERSHIP PER ROUTE						
ROUTE	Month	YTD	PY Month			% INC/DEC OVR PYM
BLACK	947	2716		1081		-12.4%
BLUE	613	2014		1052		-41.7%
GREEN	747	1992		699		6.9%
RED	433	1441		966		-55.2%
ORANGE	578	1900				
PURPLE	1170	2921		667		75.4%
U-Mary	106	288		119		-10.9%
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	0	0		
PARATRANSIT	0	2	3	2		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	4	8				
PARATRANSIT	2	9				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	0	2				
Office Staff	0	0				



D

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Strategic Plan Check-In Summary

Goal One: Create a vision statement

- Completed.
- The vision statement has been added to the website and letterhead. Mission statement is included on the revised rider guides.

Goal Two: Increase advertising revenue to \$80,00

- Trending \$30,000 lower than budgeted.
- First round of direct mailers have been sent out to local businesses (realtors, insurance agents, ad agencies, etc)
- Continuing to work with BSC on ad campaign (3 buses)
- Incentivising harder to sell items (shelters/paratransit bus sides/interior signage)

Goal Three: Identify and apply for a minimum of one new grant not previously received in 2019 or 2020.

- Urban Grant – Awarded
- Otto Bremeber Grant – Will know if selected in May of 2021
- Currently seeking operational grants

Goal Four: Investigate and determine the viability of revenue bus services with community stakeholders with consideration for FTA regs.

- BSC and UMary do not currently need closed loop routes
- Working with NDSU School of Nursing to transport students from BSC campus to downtown NDSU campus. (Blue Route)
- I have attempted to contact leadership at Sanford several times to discuss CAT Route options/Shelter options in the area. If we were able to offer “Park and Ride” service from satellite parking lots to the downtown hospital area, the parking issues would improve tremendously. We can offer some parking space at the Transit facility for a trial on the Orange route, as it travels near the hospitals.

Goal Five: Identify possible locations and partnerships for a central hub in south or central Bismarck

- Contacted Community Development Department in regards to the Bismarck Burleigh Public Health building location. Is there possibility for hub integration with new location?
- Funding concerns remain.
 - Operating deficit
 - Staffing central hub. At least 3 employees would need to be employed to staff hub 6 days a week from 7:00AM to 7:00PM.
 - Maintenance. Would we need to clean/maintain office area?
 - Would a self-service ticket vending machine be more cost effective?



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Goal Six: Executing the plan developed by the New Route Task Force

- New routes went into affect February 1, 2021
- Excellent feedback on new routes
- Increasing ridership marketing efforts for CAT bus in quarter 2.

Goal Seven: Quarterly calibration of the annual plan by the Board



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E

American Rescue Plan 2021 Award

North Dakota	\$5,167,017
Bismarck, ND	\$1,332,896
Fargo, ND-MN	\$3,130,087
Grand Forks, ND-MN	\$704,034

Comparison of Funding Features

	ARP	CARES Act & CRRSAA
Federal Share	100%	
Pre-Award Authority	All expenses must be incurred on or after January 20, 2020	
Eligible Expenses	Funds to be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation), unless the recipient certifies to the Administrator of the Federal Transit Administration that the recipient has not furloughed any employees	To the maximum extent possible, funds to be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation), unless the recipient certifies to the Administrator of the Federal Transit Administration that the recipient has not furloughed any employees
Period of Availability	Available until September 30, 2024	Available until expended. No lapse date
TIP/STIP	Projects are not required to be in the TIP or STIP if they do not involve substantial changes to the function, location, or capacity of the asset(s) involved	
DOL Certification	Relevant 5307/5311 DOL requirements apply	

Eligible Expenses

- Operating expenses for all recipients, including large urbanized areas, are still eligible beginning January 20, 2020 Examples include:
 - Operations – including public transportation services to vaccination sites
 - Payroll – including administrative leave
 - Preventive maintenance
 - Cleaning and PPE
- FTA funding may be used to pay for the operational costs of providing essential services through the incidental use of transit assets.
 - Essential services are services that help provide the community with safety and security or access to food, water, shelter, social services/ medical care, and communications infrastructure.
 - CARES Act, CRRSAA, and ARP funds may be used for operating expenses, including the operational costs of providing essential services, at 100% Federal share.



F



Board Self Evaluation

Questions Responses 11

11 responses



Not accepting responses



Message for respondents

This form is no longer accepting responses

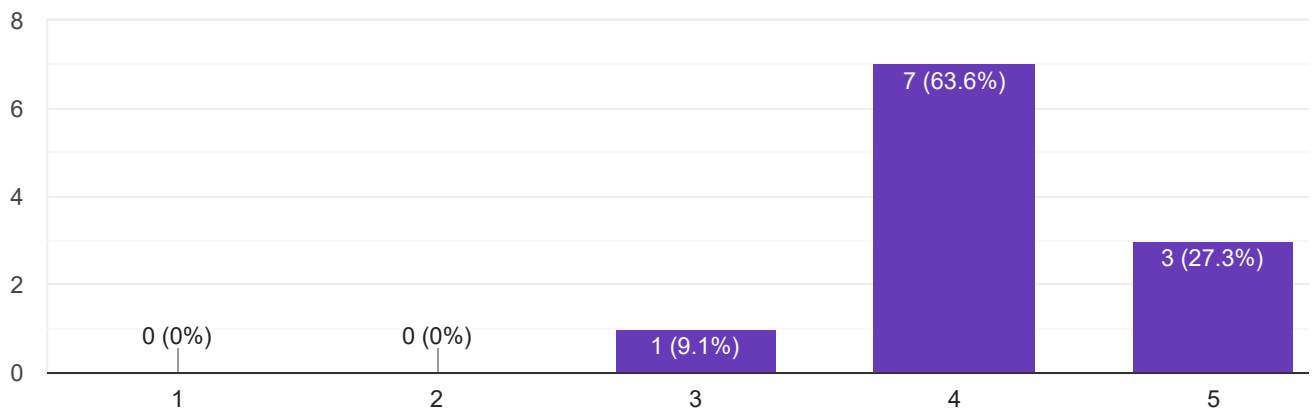
Summary

Question

Individual

1. The Board express the organization's challenges and successes to its members and stakeholders.

11 responses



The Board express the organization’s challenges and successes to its members and stakeholders.

5 responses

Yes

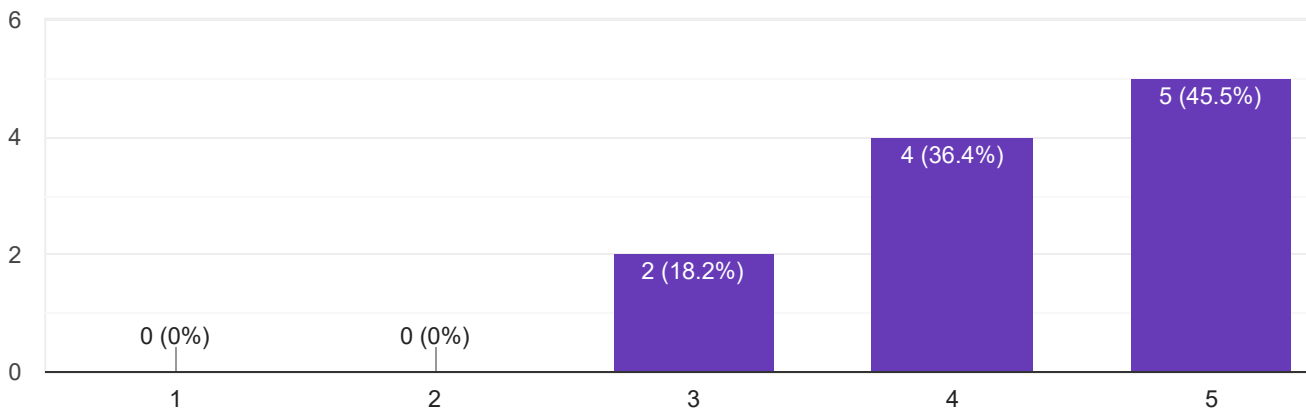
I think we do so only in dire times. It seems we operate under a communicate only when it becomes a crisis. If we were more proactive, we may get more community support

Hold discussions at meetings, media coverage on successes

The workshop/retreat we held this year gave us an opportunity to evaluate where we are and what we need to work on as we move forward. I felt this was a valuable experience and would suggest we do this very year or two.

2. The Board agendas include adequate representation of the organization’s strategic plans and priorities.

11 responses



The Board agendas include adequate representation of the organization’s strategic plans and priorities.

6 responses

Agenda could call out strategic goals and objectives. The board meetings are to short to cover strategy - unless it was a report

I believe we cover what we need to cover, but I don't think we spend enough time on strategic priorities. It seems the operational aspects get more attention.

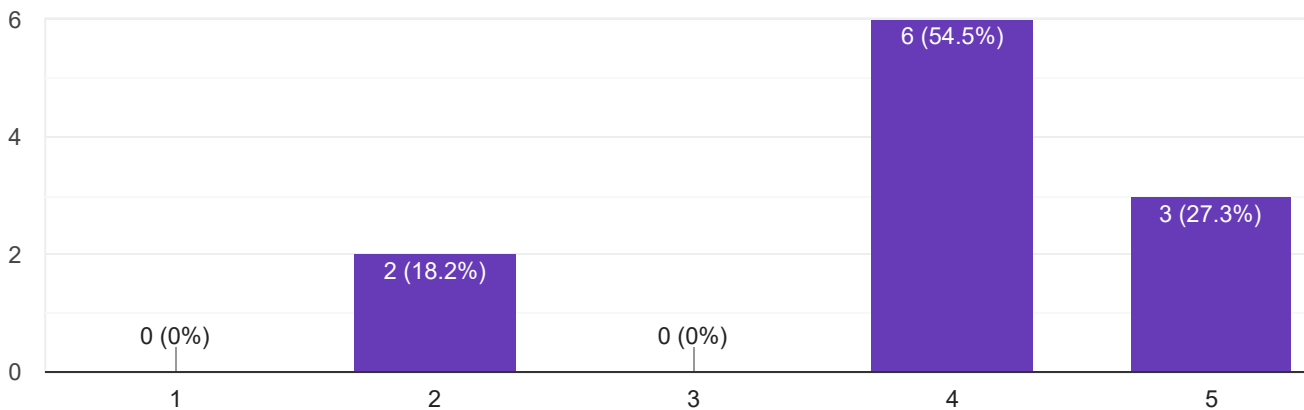
The President stays on top of goals and doesnt let an g drop off the table.

Deidre reviews at meetings which has not been done in the past

Deidra has done a good job of keeping the board on track and working on the plans and priorities we established at the workshop/retreat.

3. The Board guides staff on how to implement the Board’s strategies and goals effectively based on your organization’s policies.

11 responses



The Board guides staff on how to implement the Board’s strategies and goals effectively based on your organization’s policies.

5 responses

We have opportunity in this area. Again - we have little time at meetings or other scheduled meetings to work on this item.

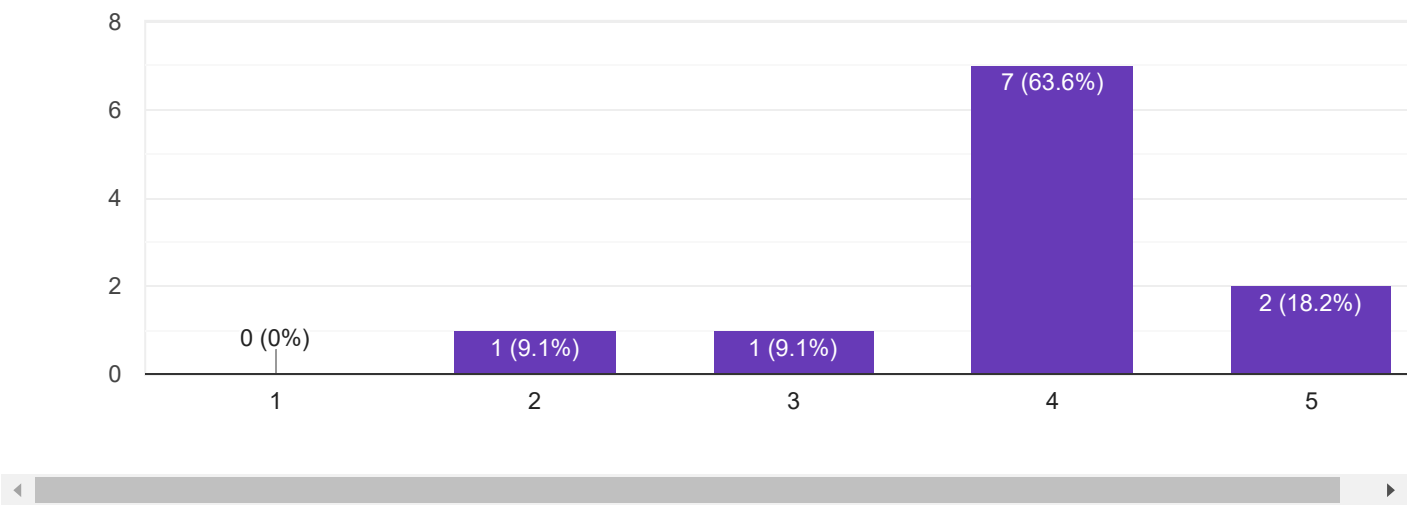
We, as a Board, could do more to be attentive to our goals and direct staff on the means to achieve the ends

Board gives direction as well as Committees provide guidance. We have a very strong President that mentors as well.

I appreciate Deidra having us review and updating the BMTB policies.

4. Rate the level of awareness the individual Board members have regarding the Board’s expectations for them.

11 responses



Rate the level of awareness the individual Board members have regarding the Board’s expectations for them.

6 responses

I believe it is overall strong

I believe most feel they are to come prepared and having reviewed the material. I don't think there is an expectation for more scrutiny and attention to our overall goals and priorities. There appears to be a reliance on others to take the lead.

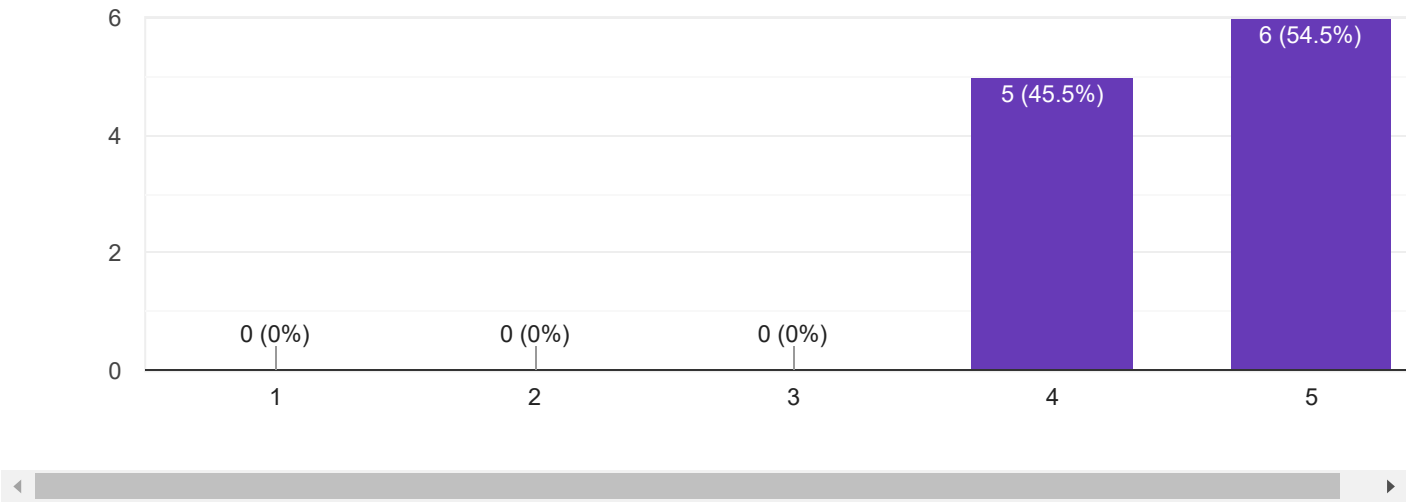
Newer members are still finding their way but are becoming very active in areas that interest them.

it's in the application

This is improving as we worked together at the retreat and are working on reviewing policies.

5. Rate your satisfaction with the planning of the Board’s agendas to address ordinary items and new business items.

11 responses



Rate your satisfaction with the planning of the Board’s agendas to address ordinary items and new business items.

4 responses

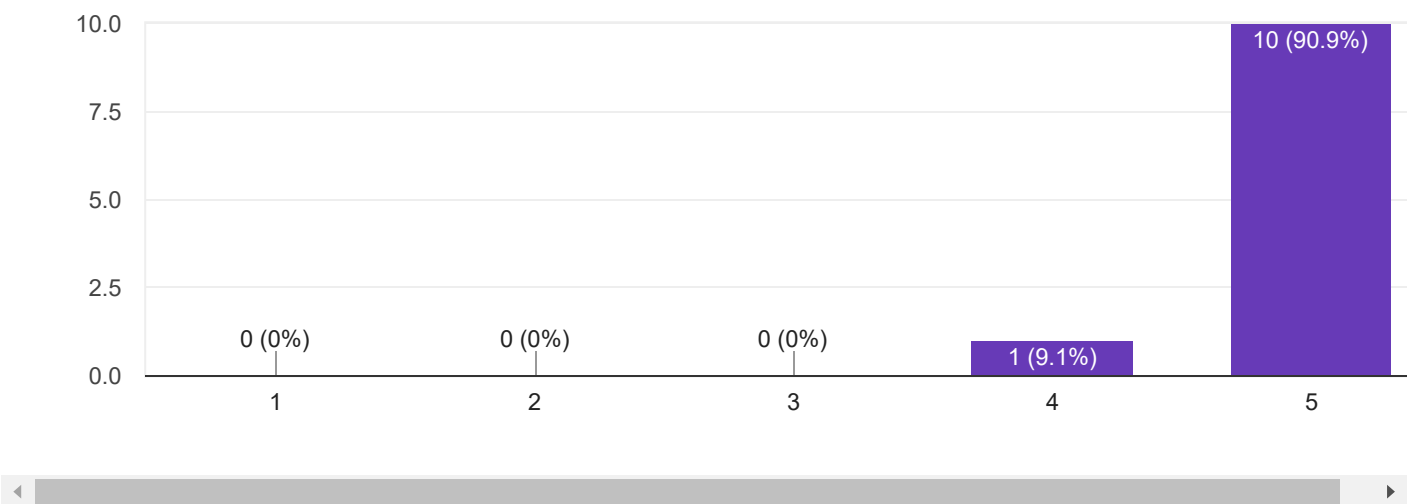
The agenda addresses items.

the consent agenda takes care of the ordinary items and makes the meetings much shorter

The committee meetings minutes being included in the Board packet to understand and be aware of issues and ordinary/business items.

6. Rate your satisfaction with the Director’s level of preparedness for Board meetings.

11 responses



Rate your satisfaction with the Director’s level of preparedness for Board meetings.

5 responses

Strong performance

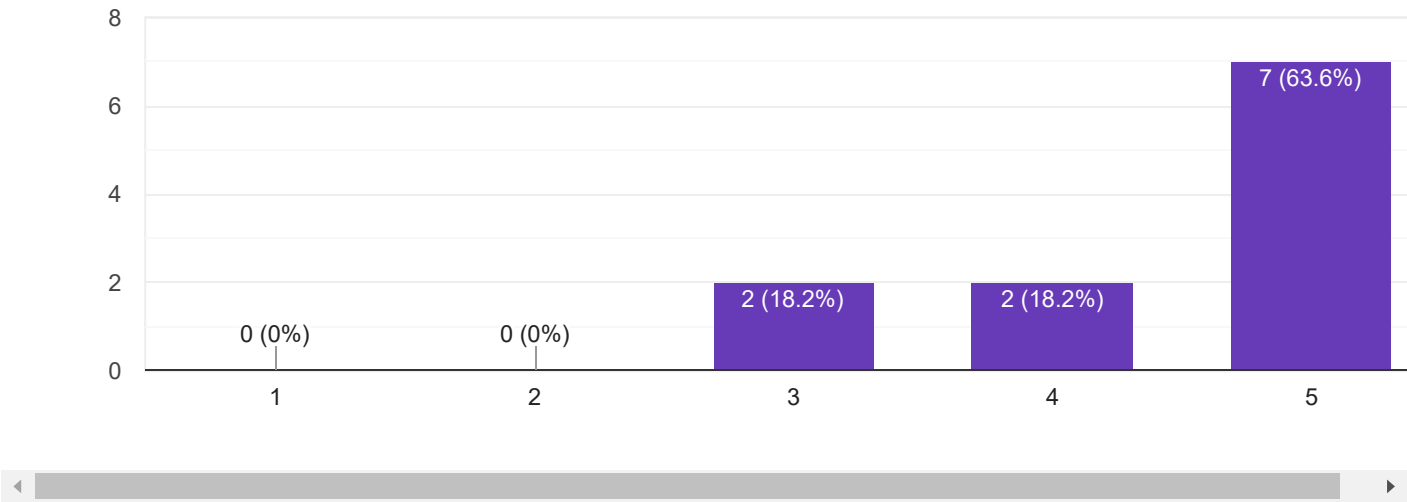
I feel the ED is well prepared to address all agenda items.

for the most part directors are prepared

Deidra has been a great director for the organization.

7. The Board is supportive in receiving differing perspectives of Board members.

11 responses



The Board is supportive in receiving differing perspectives of Board members.

5 responses

Good conversation- even when disagreements

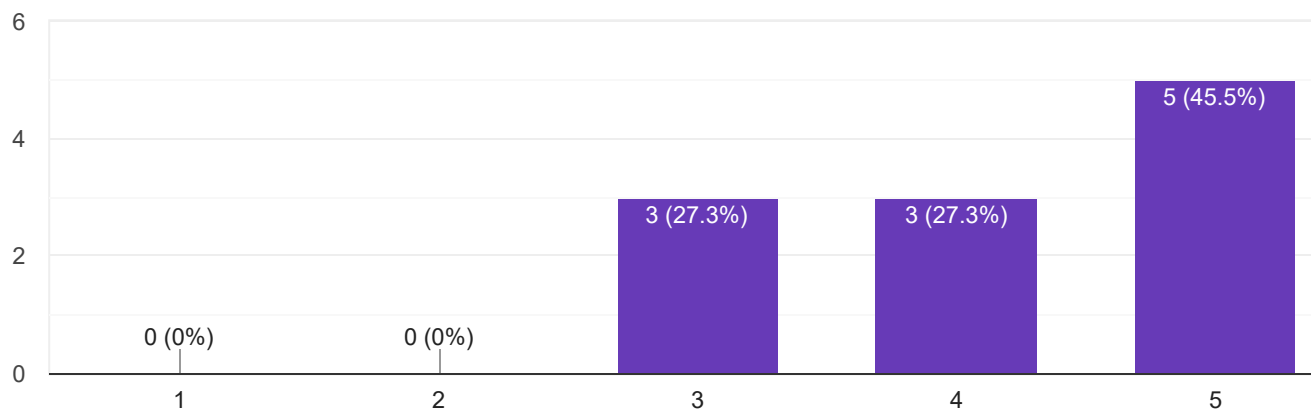
I think the Board does a good job to allow all voices to be heard.

Everyone listens and is respectful

During my time on the board, I have found the Board members to be very supportive of new/different ideas expressed by other board members.

8. The Board has a clear distinction between the role of the Board and the Executive Director.

11 responses



The Board has a clear distinction between the role of the Board and the Executive Director.

4 responses

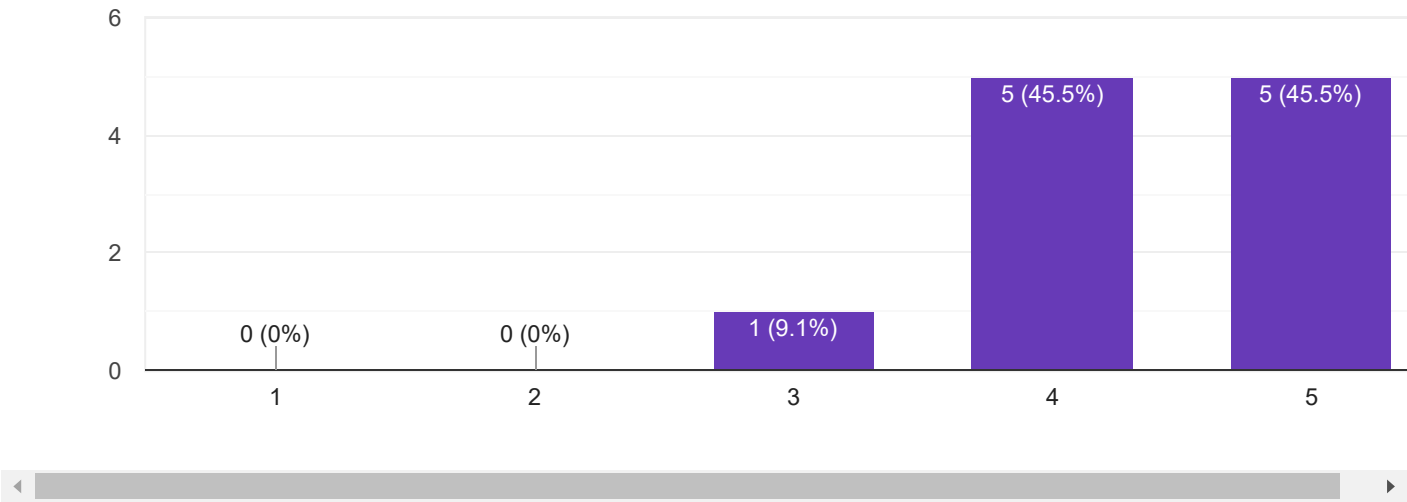
At times the board can get into administrative work

I think this is an area that needs more attention.

The board should be a policy making body - not in the day to day operation of the Bismarck/Mandan Transit.

9. The Board offers and receives regular feedback from the Executive Director.

11 responses



The Board offers and receives regular feedback from the Executive Director.

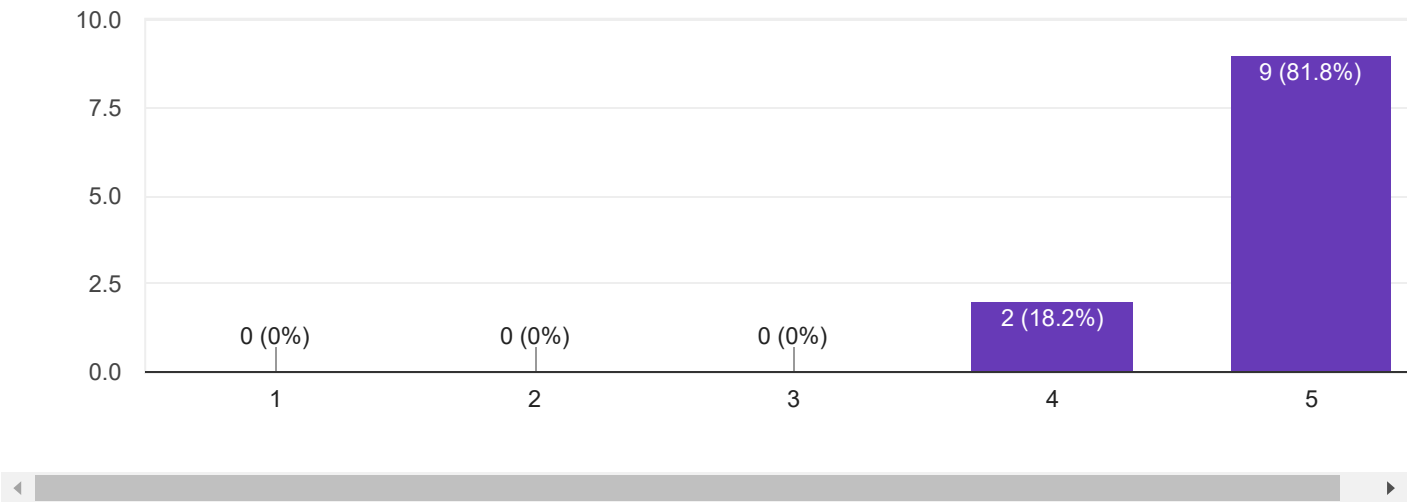
2 responses

Again, an area in which we could be doing more to assist the ED in being successful in the role.

Deidre does a great job in keeping directors in the loop and is prepared

10. The Board and Executive Director have a mutually honest and trusting relationship.

11 responses



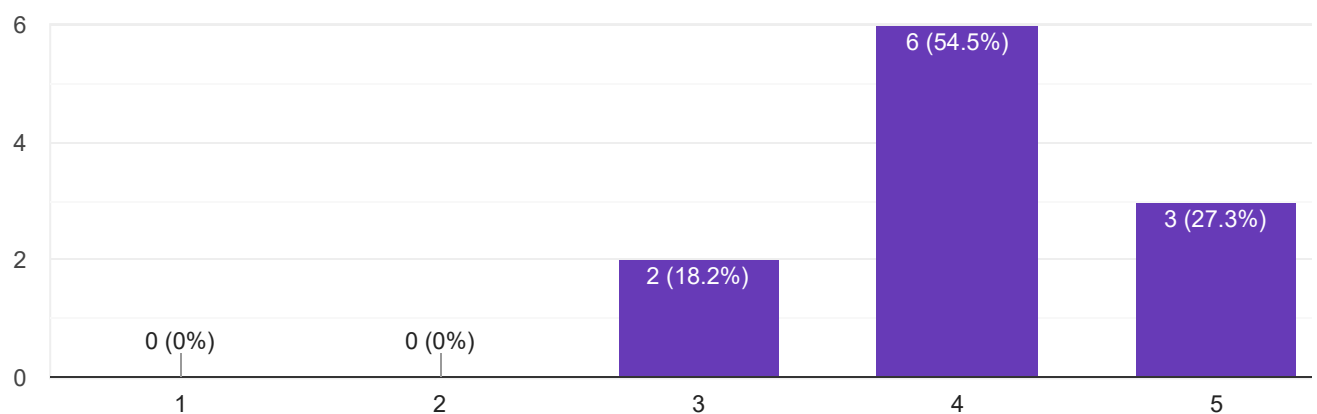
The Board and Executive Director have a mutually honest and trusting relationship.

1 response

I can't speak for all members, but I know I have the utmost respect and trust in our ED and know her to be honest in all her efforts.

11. The Board provides guidance and clarification to the Executive Director about new and existing policies.

11 responses



The Board provides guidance and clarification to the Executive Director about new and existing policies.

3 responses

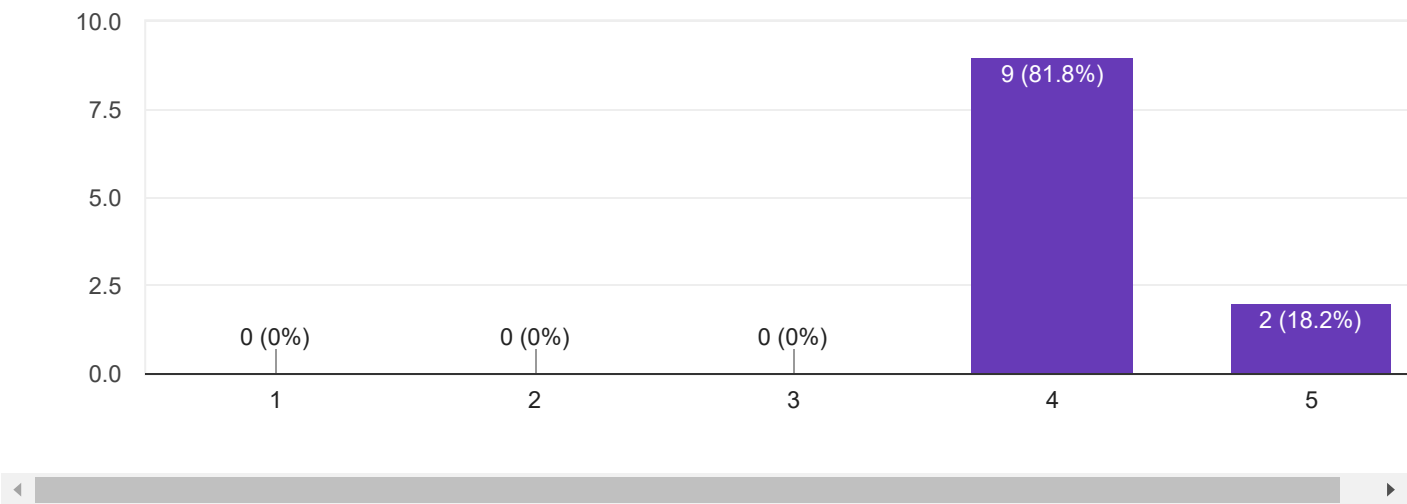
I think there are a few who keep an eye on these issues and who assert themselves into a role of oversight. More sharing by others could be beneficial. This would mean getting to know the policies.

Board and staff must be more aware of by laws and policies. Too often requirements are not reviewed before working on an issue. Would save time if had working knowledge.

i think the board could give a little more guidance due to Deidre being new to the position

12. The Board is clear about the kind of information and level of detail they need from the Executive Director about the functioning of the organization

11 responses



The Board is clear about the kind of information and level of detail they need from the Executive Director about the functioning of the organization

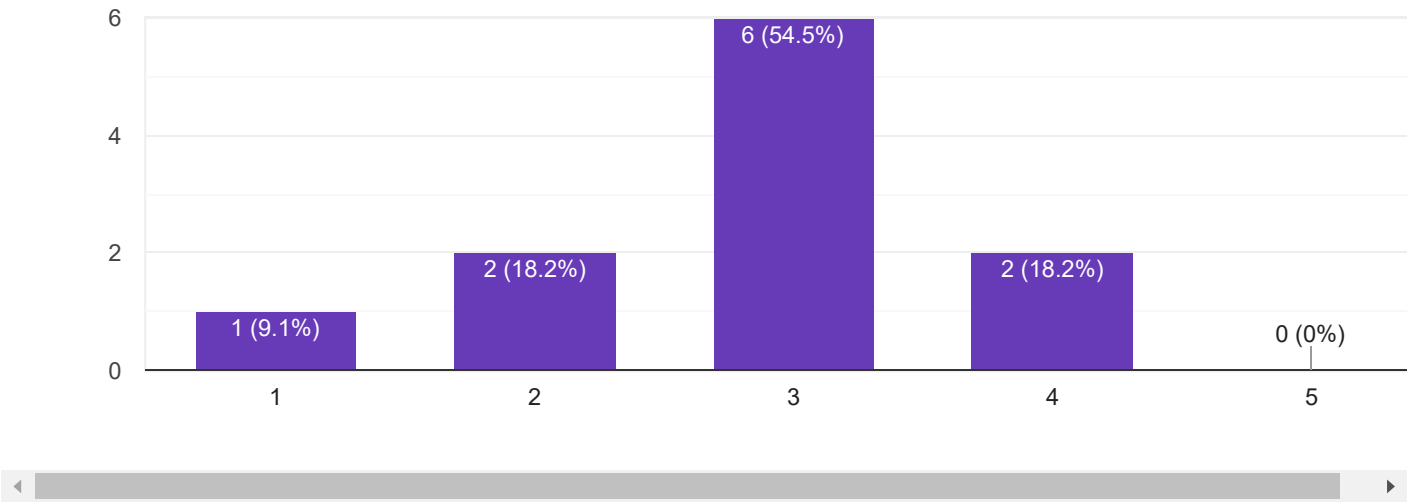
2 responses

Again, the ED handles this well.

Sometimes we think we are communicating but are really on two different pages

13. The process for evaluating the Executive Director needs improvement.

11 responses



The process for evaluating the Executive Director needs improvement.

5 responses

New director might need reviewing

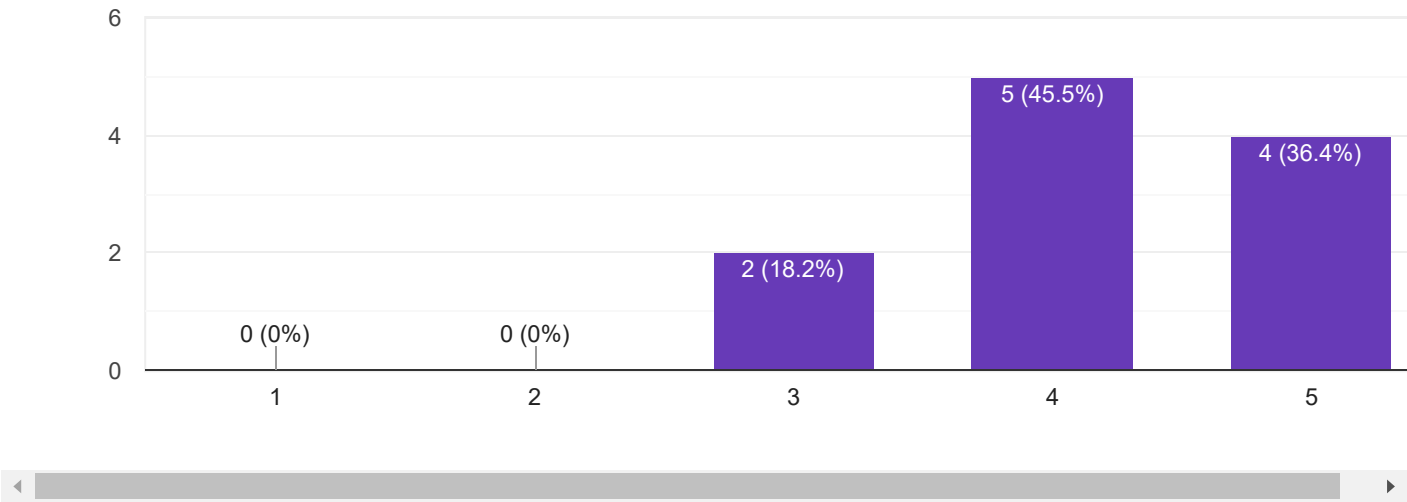
We have made progress in this area, but it needs more attention. The ED should know all expectations and never have a surprise when it comes to evaluation.

The process works well

i think this is a work in process

14. The Board is fulfilling its responsibility to evaluate the Executive Director.

11 responses



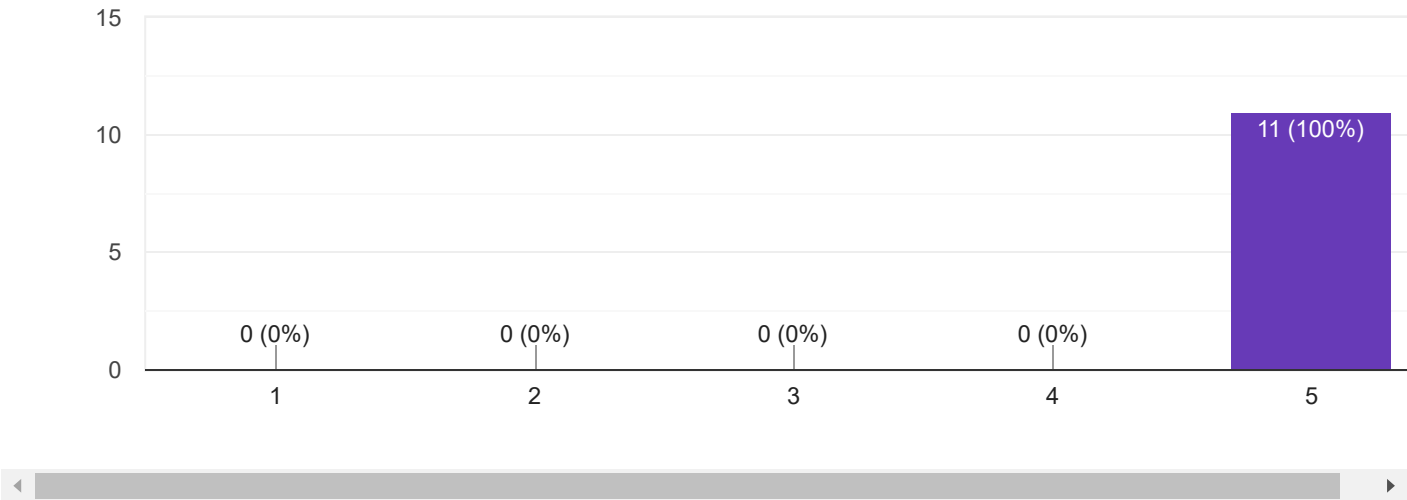
The Board is fulfilling its responsibility to evaluate the Executive Director.

1 response

Again, we have gotten better, but could always improve

15. The Board supports the Executive Director and openly expresses their appreciation for the executive director's work on a regular basis.

11 responses



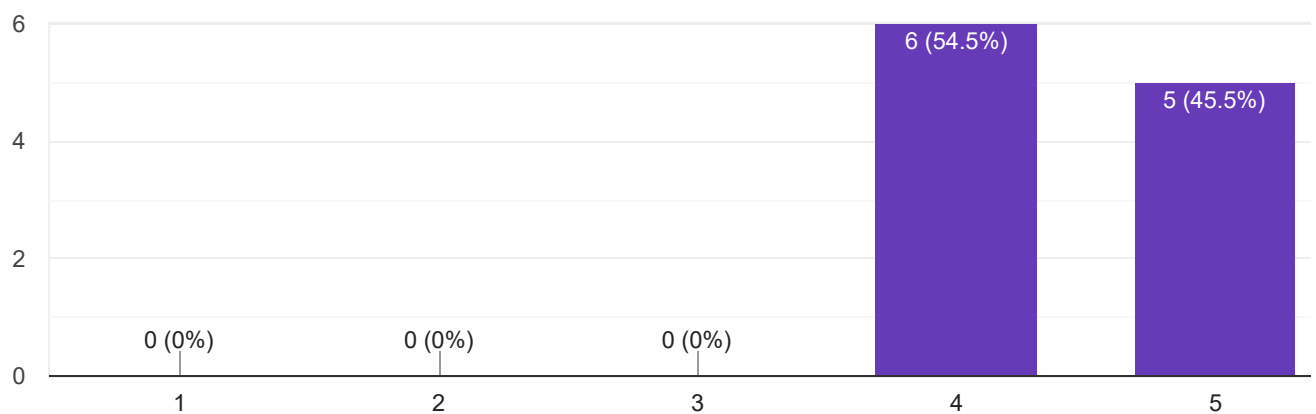
The Board supports the Executive Director and openly expresses their appreciation for the executive director's work on a regular basis.

0 responses

No responses yet for this question.

16. The Board offers and encourages the Executive Director to take advantage of opportunities for professional development.

11 responses



The Board offers and encourages the Executive Director to take advantage of opportunities for professional development.

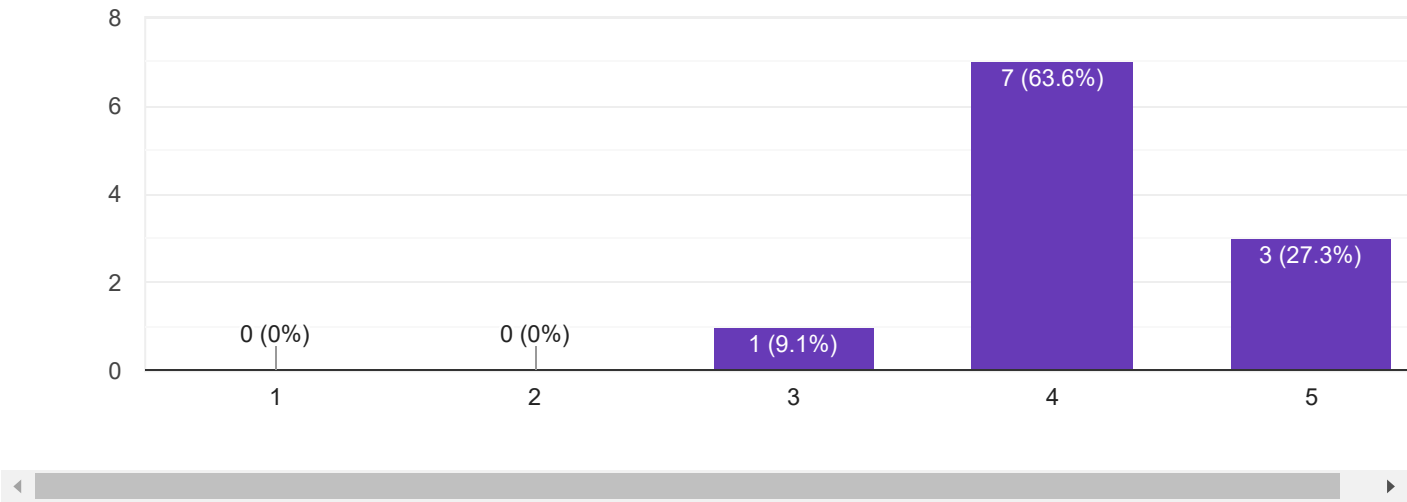
2 responses

I think all want the ED to be the best for the organization. There could be additional support given by more Board members.

Unfortunately transportation conferences have been cancelled due to the pandemic.

17. Rate your overall awareness of what the Board expects of you in your role as director.

11 responses



Rate your overall awareness of what the Board expects of you in your role as director.

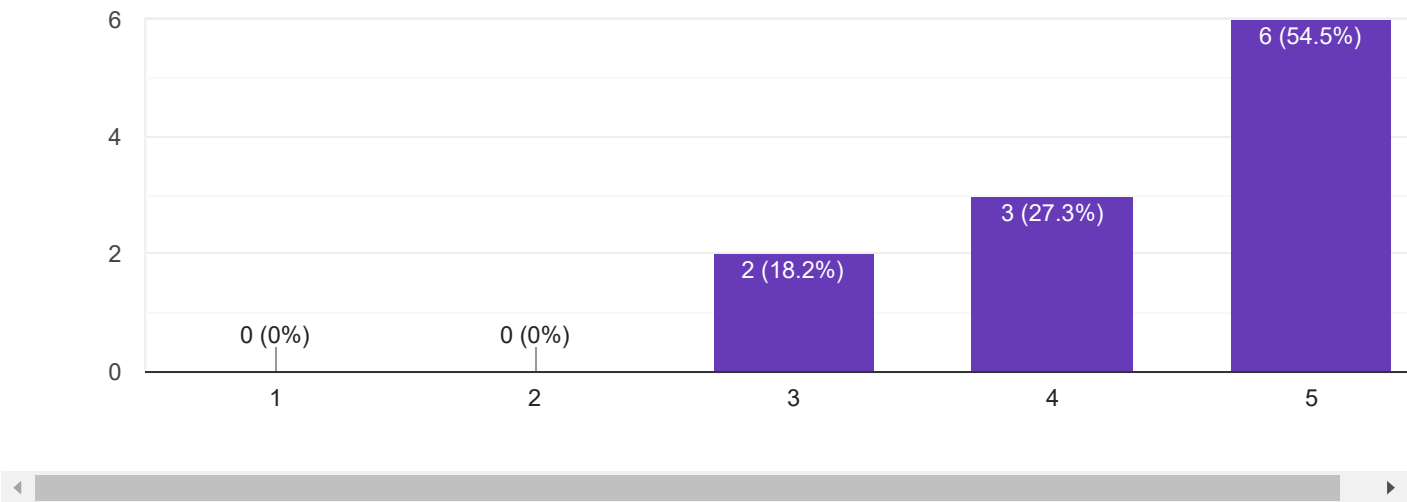
3 responses

Is this supposed to be “as a board member”?

I am not sure this question belongs in the survey for Board members.

18. You spend adequate time in reading Board minutes, reports, and other materials before Board meetings.

11 responses



You spend adequate time in reading Board minutes, reports, and other materials before Board meetings.

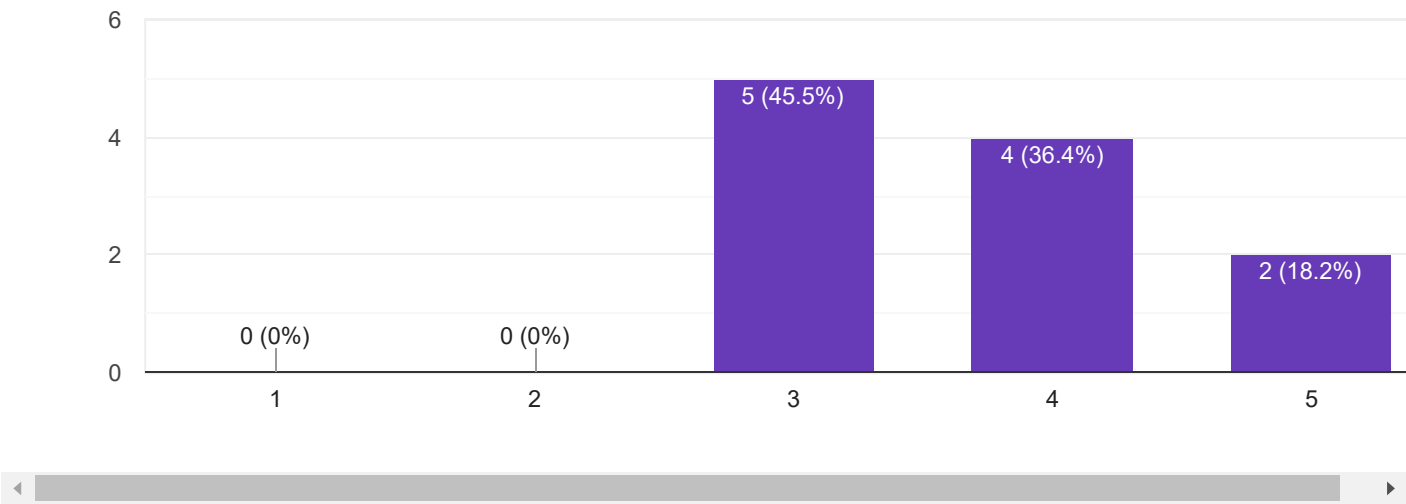
2 responses

Could always apply more time to become well-versed in what is to come in the meetings.

mostly but at times it could be more

19. Rate how familiar you are with the organization’s bylaws and governing policies.

11 responses



Rate how familiar you are with the organization’s bylaws and governing policies.

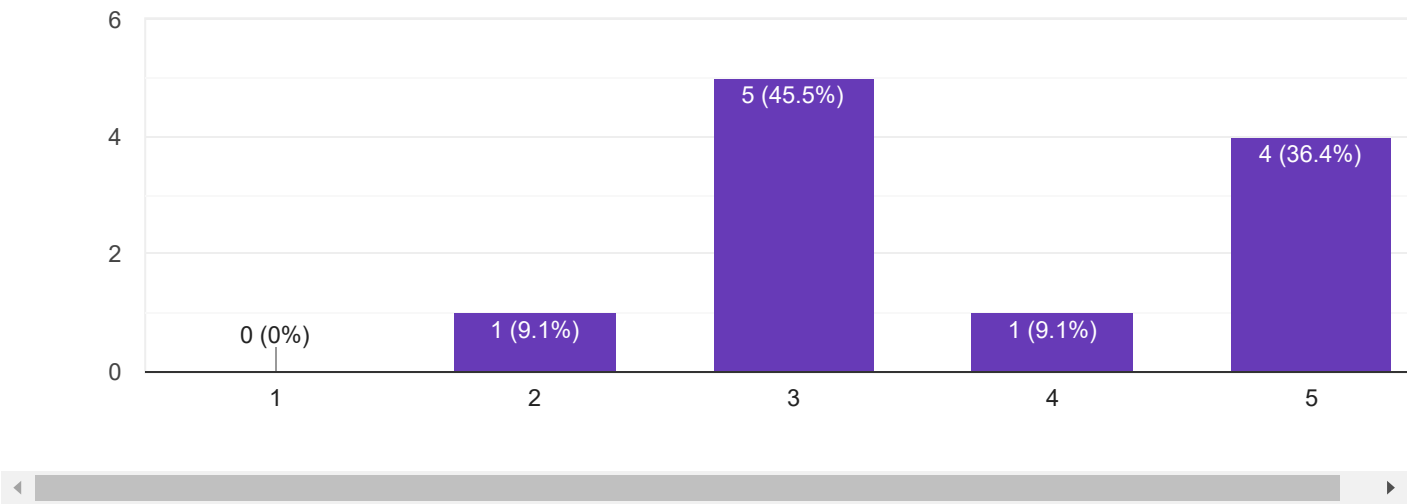
2 responses

Again, could dig into these more rather than react when something arises - this is just me on me, not an opinion of others.

I feel as though I continue to learn about the bylaws and policies as we review them at our meetings.

20. You frequently encourage other Board members to express their opinions and build on the ideas of fellow Board directors.

11 responses



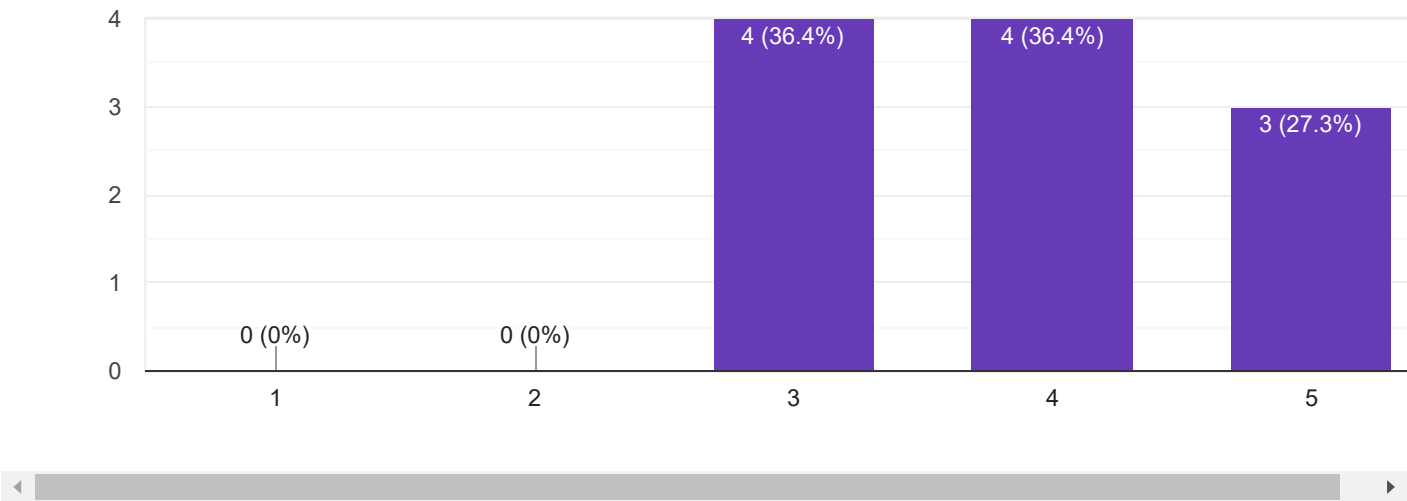
You frequently encourage other Board members to express their opinions and build on the ideas of fellow Board directors.

1 response

need to do more

21. Other Board members encourage you to express your opinions and ideas.

11 responses



Other Board members encourage you to express your opinions and ideas.

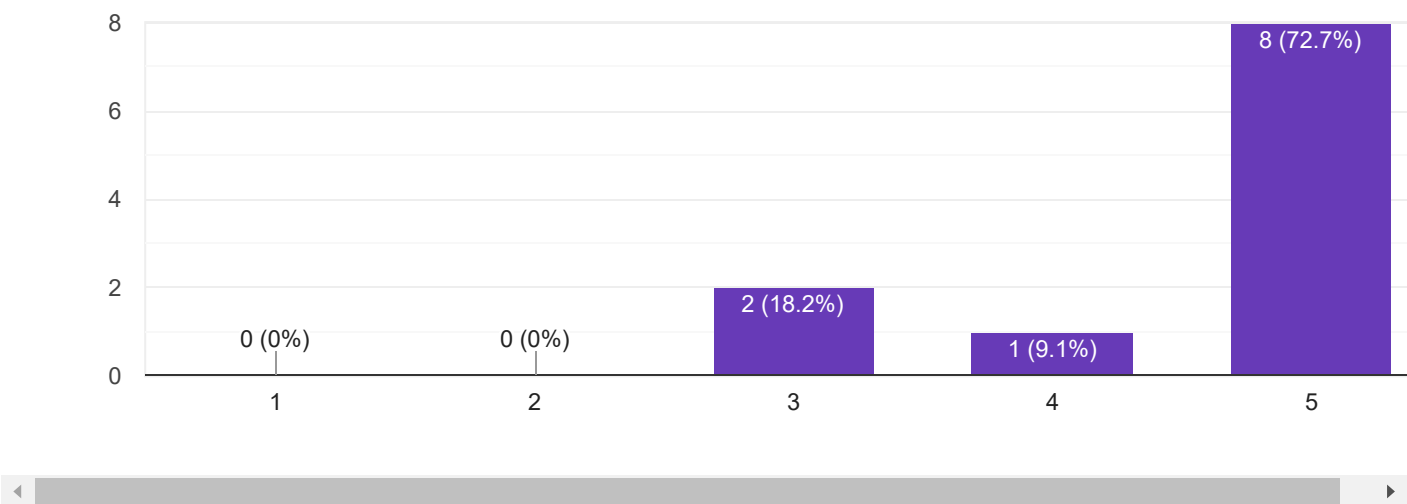
2 responses

I have never felt intimidated to not speak up on anything.

there are plenty of opportunities to express your opinion and if you do not it it not because of the board

22. Rate your level of listening and engagement during Board meetings.

11 responses



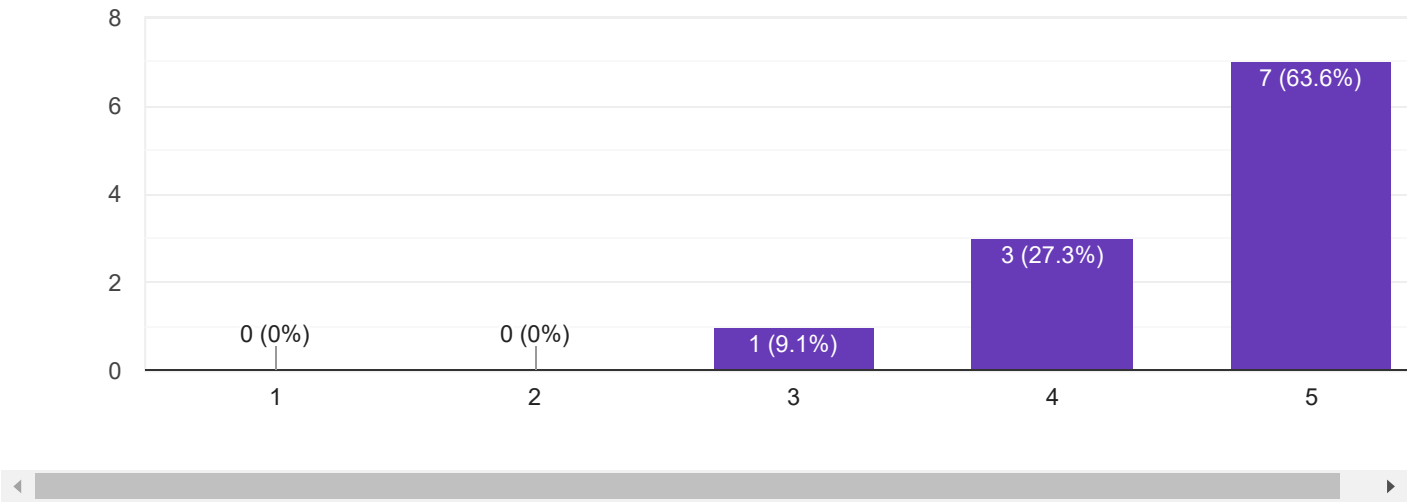
Rate your level of listening and engagement during Board meetings.

1 response

I need to be more engaging

23. Describe your ability to follow up with commitments made during Board meetings.

11 responses



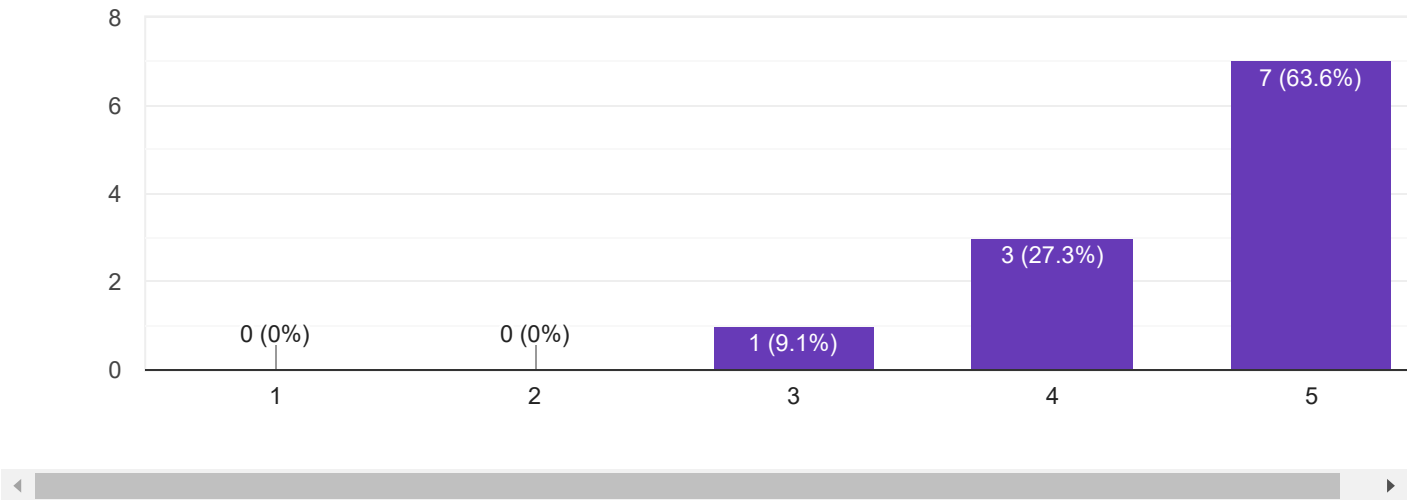
Describe your ability to follow up with commitments made during Board meetings.

1 response

Could be more timely in arranging meetings and getting things accomplished.

24. Reflecting on your level of comfort, rate how likely you are to offer an opinion different than other Board members.

11 responses



Reflecting on your level of comfort, rate how likely you are to offer an opinion different than other Board members.

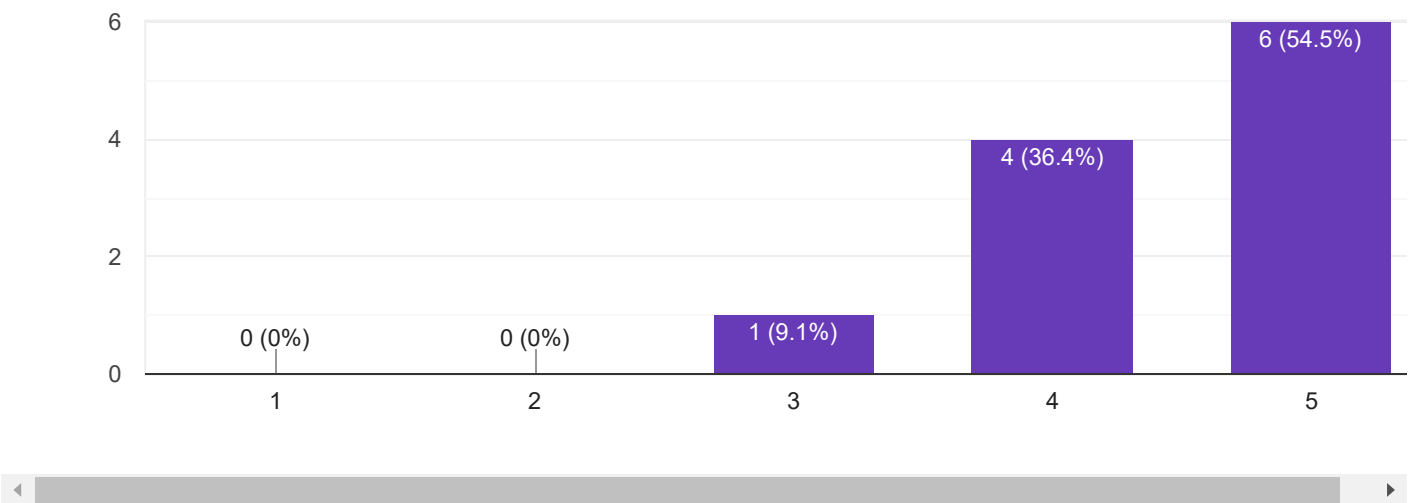
2 responses

Because Board members receptive, it is easy to offer a differing viewpoint.

It depends on my knowledge on the subject

25. Rate how likely you are to support collaborative Board decisions that you voted against.

11 responses



Rate how likely you are to support collaborative Board decisions that you voted against.

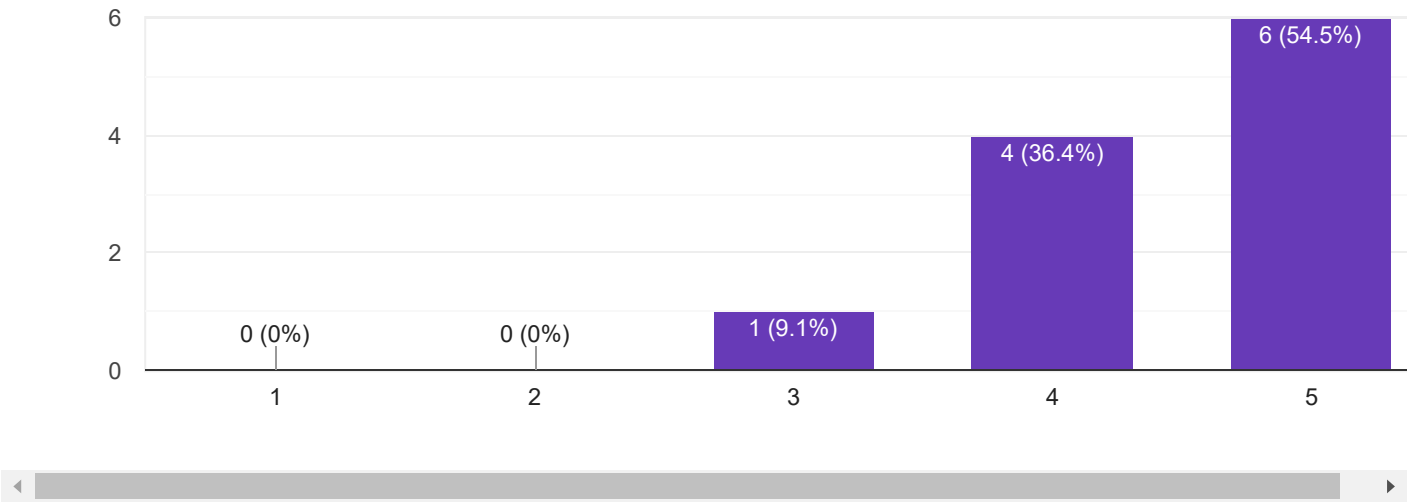
2 responses

I never take anything personally

board members need to support the majority even if they disagree to keep a healthy board

26. You actively promote the organization’s vision and mission within your community.

11 responses



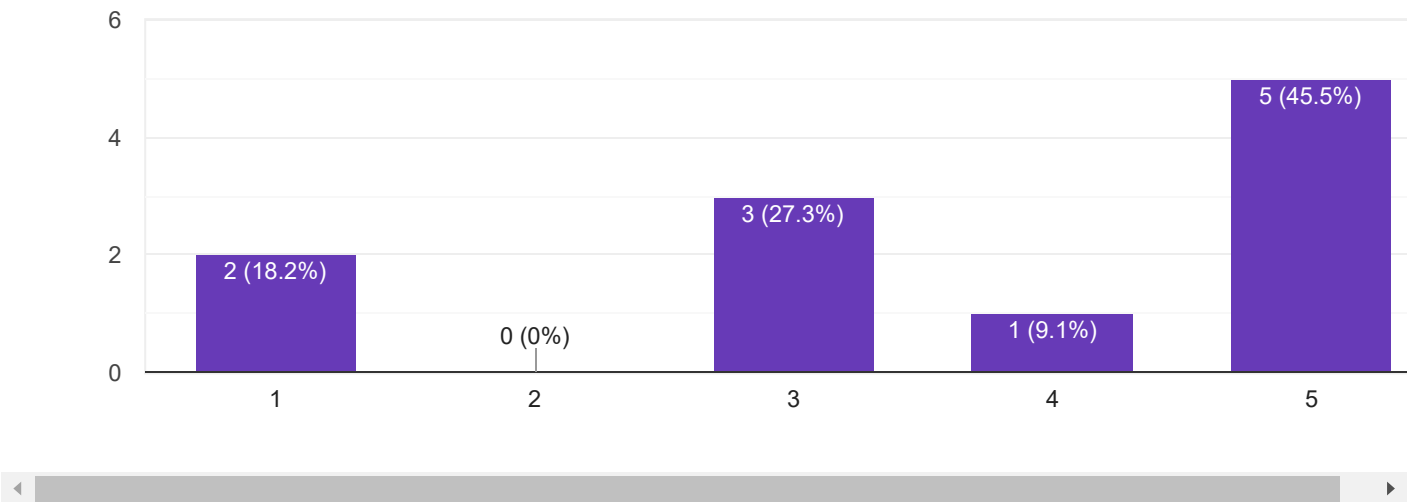
You actively promote the organization’s vision and mission within your community.

1 response

could do more

27. I frequently share information about relevant issues with your fellow Board members.

11 responses



I frequently share information about relevant issues with your fellow Board members.

1 response

Where appropriate



Bis-Man Transit Annual Board Meeting Minutes

April 23, 2020, 11:30AM

Via Zoom

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec./Tres. DeNae Kautzmann	Karel Sovak
	Lynn Wolf	Shauna Laber
	Glenn Lauinger	Lacey Long
	Royce Schultze	Nancy Guy
	Dennis Rohr	
Staff:	Deidre Hughes	Amanda Troutman
	Craig Thomas	Tom Reisenauer
	Danae Drake	
Guests:	Steve Saunders	Trevor Vannett
	Nathan Leier	

Meeting was called to order at 2:43 P.M.

Call to Order: Shauna moved to call the 2020 Transit Board Annual Meeting to order. DeNae seconded the motion. Motion carried unanimously.

Approval of Minutes: DeNae moved to approve the 2019 Transit Board Annual Meeting Minutes. Shauna seconded the motion. Motion carried unanimously.

Review of Election Process: Deidre explained that the anonymous voting process would have to be done through the website link sent to all board members. Deidre then advised all board members to cast their vote on 3 board members from the online ballot. Once votes are made on the website, Deidre will forward them on to the Board President.

Introduction of Applicants for Board Positions: Deidre discussed that the three board members that were up for re-election are Steve Heydt, DeNae Kautzmann, and Lacey Long. There were 4 additional applicants that included: Susan Dingle, Helen Baumgartner, Trevor Vannett, and Nathan Leier.

Vote for Board Members: Steve announced that DeNae and himself were re-elected to the Board. There was a tie between Lacey Long and Helen Baumgartner. Steve explained that all board members would have to vote again on the two tied applicants. Deidre sent the new link for the two tied applicants. Steve announced that Lacey was re-elected to the Board.

Vote for Board Officer Positions: Deidre asked the Board for a nomination for Board President. DeNae nominated Shauna Laber for Board President. Glenn seconded the nomination. Motion carried by voice vote.

Steve stepped down as Board President. Kim assumed the role as Board President. Steve nominated Karel Sovak for Board Vice President. Glenn seconded the nomination. Karel declined the nomination. Karel nominated Kim Stevenson as Board Vice President. Lynn seconded the nomination. Kim relinquished the role of Board President. Steve assumed the role of Board President. Kim nominated Lynn Wolf as Board Vice President. Glenn seconded the nomination. Motion carried by voice vote.

Glenn nominated DeNae Kautzmann for Board Secretary/Treasurer. Lynn seconded the nomination. Motion carried by voice vote.

Meeting adjourned at 2:59 P.M.



From: admin@townsquareinteractive.com
To: shandas.bisman@midconenetwork.com; transit.bisman@midconenetwork.com; cat.bisman@midconenetwork.com; [Info](#)
Subject: New submission from Application Form
Date: Monday, January 25, 2021 2:17:27 PM

Name

Karel Sovak

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

[Map It](#)

Employer

University of Mary

Please explain your interest for serving on the Transit Board:

I enjoy being able to make a difference in the lives of individuals who rely on public transportation . I have served in a virtuous manner over the past years and would like to continue to be able to serve, should the board decide to have me. I believe there are always ways to make situations better and I look forward to being able to provide ideas and insights that keep Transit fresh and relevant for many years to come.

How did you learn about the opening on the Transit Board?

Current member up for renewal

Times you are and are not available for meetings, or to be contacted about Transit matters:

I make myself available to attend to the business of Transit as necessary.

Please explain any previous experience with transportation services:

I have served as board member for the past 5 years.

Please list other advisory or volunteer boards you've served on:

Workforce Safety and Insurance
Project 31:8
NDANO

Please list the skills you feel you bring to the Transit Board:

I provide a prudent approach to decisions that need to be made.
I understand board governance
I have a strong grasp of strategic planning and implementation

Please list two references and those individuals' contact information:

John Warford, former Bismarck Mayor [REDACTED]
Mike Seminary, former Bismarck Mayor [REDACTED]

From: admin@townsquareinteractive.com
To: shandas.bisman@midconetwork.com; transit.bisman@midconetwork.com; cat.bisman@midconetwork.com; [Info](#)
Subject: New submission from Application Form
Date: Saturday, January 30, 2021 1:34:22 PM

Name

Lynn Wolf

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

Retired

Please explain your interest for serving on the Transit Board:

I believe the transit system is an important asset to our community - I'd like to see it expand to serve more individuals - especially our young people.

How did you learn about the opening on the Transit Board?

I have been on the board for 2+ years and would like to continue working with the board members to increase ridership.

Times you are and are not available for meetings, or to be contacted about Transit matters:

Usually at almost any time - currently (through April, 2021) I am employed by the ND State Legislature and work 8:00 AM until 5:00 PM Monday through Friday and would be unavailable during those times.

Please explain any previous experience with transportation services:

I have worked with the BisMan Transit for the past 2+ years.

Please list other advisory or volunteer boards you've served on:

Mandan School Board
St. Joseph Church Parish Council
ND Association of Elementary School Principals
Mandan Youth Girls Basketball

Please list the skills you feel you bring to the Transit Board:

As evidenced as a school administrator, I have organizational and leaderships skills that are important in the decision making process.

Please list two references and those individuals' contact information:

DeNae Kautzmann - Board Member - [REDACTED]
Fran Rodenburg - Former Assistant Superintendent Bismarck Public Schools - [REDACTED]

From: admin@townsquareinteractive.com
To: shandas.bisman@midconetwork.com; transit.bisman@midconetwork.com; cat.bisman@midconetwork.com; [Info](#)
Subject: New submission from Application Form
Date: Wednesday, February 10, 2021 9:55:26 AM

Name

Royce Schultze

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

Dakota Center for Independent Living, Inc

Please explain your interest for serving on the Transit Board:

I work for an agency that advocates for people with disabilities. Every year we do an annual needs assessment and affordable, accessible transportation is always high on the list. Our consumers and staff rely on transit for work, medical and socializing and it is the only means of transportation for them and it is extremely important to us to have a transit system.

How did you learn about the opening on the Transit Board?

Deidre

Times you are and are not available for meetings, or to be contacted about Transit matters:

I am open most times and can be contacted anytime.

Please explain any previous experience with transportation services:

I have been a rider on transit for many years and plan on using it in the future when the need arises.
Current board member

Please list other advisory or volunteer boards you've served on:

ND Council on Aging
ND Statewide Independent Living Council
Good Shepard Lutheran Church

Please list the skills you feel you bring to the Transit Board:

I am a team player, know the importance of board members ideas/opinions and can agree to disagree and move on.

Please list two references and those individuals' contact information:

Glenn Lauinger
[REDACTED]



Helen Baumgartner Vice President





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

Bis-Man Transit Board
3750 East Rosser Avenue
Bismarck, ND 58501
701.258.6817

Bis-Man Transit Board Member Application

Name Trevor Vanette
E-Mail [REDACTED]
Cell Phone [REDACTED] Home Phone [REDACTED]
Address [REDACTED]
City Bismarck State ND Zip 58501
Employer N/A

Please explain your interest for serving on the Transit Board:

Want to make transit better for the riders & make transit better for the whole city,

How did you learn about the opening on the Transit Board?

I attend most all transit board meeting & I follow what going on with the transit agency,

Times you are and are not available for meetings, or to be contacted about Transit matters:

Im available at any time, if not I can do by phone or zoom

Please explain any previous experience with transportation services:

Im a rider of transit & I sat on the CTAG COMMITTEE & now sit on the COMMUNITY INPUT TRANSPORTATION COMMITTEE.

Please list other advisory or volunteer boards you've served on:

I also sit on the ND State Council on Developmental Disability & State Vocational Rehabilitation Council, All these agencies have to do with people with disabilities that many use the BIS-MAN TRANSIT SYSTEM.

Please list the skills you feel you bring to the Transit Board:

Im an understander of the riders needs & the community needs. I'd be a great advocate for people with disabilities & the elders

Please list two references and those individuals' contact information:

Brock Krumm, [REDACTED]

Teresa Larson, [REDACTED]

For Board Use Only

Date elected to Transit Board _____ Term _____

Updated 3.2.21 MM



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com