



# Bis-Man Transit Regular Board Meeting Minutes

April 22, 2021, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Sec. /Tres. DeNae Kautzmann
	Vice President/Lynn Wolf	Glenn Lauinger
	Karel Sovak	Royce Schultze
	Steve Heydt	Commissioner Guy

Not Attending:	Lacey Long	Helen Baumgartner
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Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Trevor Vannett	Susan Dingle
	Rachel Drewlow	



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

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

**Consent Agenda:** Karel moved to approve the Consent Agenda. DeNae seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

**Standing Committee Update:** N/A

**Unfinished Business:**

**1. Strategic Plan Check-In Discussion:** Deidre discussed the Strategic Plan document that was sent to Board Members for review. This is the quarterly check-in. Deidre commented that \$8k should be \$80k for advertising revenue goal. Steve expressed Goal #5 being more technology-based for a Transit Hub versus it being manned by an employee in order to save money on the budget.

**New Business:**

**1. National Dump the Pump Day (June 17, 2021):** Deidre explained that Transit has given free fares on National Dump the Pump Day in the past. Steve asked Deidre if there was an increase from month-to-month to compare ridership from a regular day to Dump the Pump Day. Deidre answered that she would have to look up those numbers. Deidre asked for approval to participate in National Dump the Pump Day by providing free rides on June 17, 2021. Karel moved to approve participating in National Dump the Pump Day by providing free rides on June 17, 2021. Royce seconded the motion. Motion carried unanimously.

**2. American Rescue Plan (ARP) Funding:** Deidre explained that Transit will be receiving approximately \$1.3 million dollars from this grant with no local match. These funds are to be used for operations and payroll only and she will update the Board as more information is given by the FTA.

**3. Board of Directors Self Evaluation Results:** Deidre thanked Mike for working on this project. Deidre asked Board Members to review the results and to look at further discussion as a Board. Shauna asked Karel for guidance on how to proceed. Karel suggested for the Board to get together another time or call an Executive session and talk about successes or deficiencies from the Board Evaluation Results. Lynn suggested meeting as soon as





possible and for Board members to come prepared with questions or comments to discuss.

### Executive Director Report:

**1. CAT Marketing Projects:** Deidre explained the CAT marketing projects that will be worked on by staff this Spring and early Summer. There are a couple fun videos about CAT on the Facebook page. Deidre informed the Board that there will be CAT instructional videos and sessions for the public.

**2. Touch A Truck Event:** Touch the Truck will be held on Saturday, May 15th. Transit will have a CAT bus at this event as well as staff visiting with the public on public transportation.

**3. 5310 Compliance Review:** Deidre explained that 43<sup>rd</sup> Avenue from 19<sup>th</sup> Street to 26<sup>th</sup> 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 19<sup>th</sup> Street and east on Century Avenue towards Dan's Supermarket East. There will be construction starting soon on 43<sup>rd</sup> Avenue to allow for higher weighted vehicles to travel. Red Route will resume as normal upon completion of construction.

Royce asked about the instructional videos for CAT and if there would be the same type of videos for paratransit as well. Deidre answered that videos were planned just for CAT, but it is something that Transit can do for paratransit in the future. Steve asked if Transit would be able to give kids free ride tickets at the Touch A Truck event. Deidre answered, yes, that there will be passes at the event to giveaway to interested riders.

**Operations Report:** Danae explained that ridership so far in April is 4,621. This is a 70% decrease from 2019, but a 39% increase from 2020. Operations main focus is staffing. Previous drivers are coming back from leave and a few are currently being trained. The bus engine for 1501 will be installed within the next few weeks. Glenn asked if the fixed route reporting was correct for on-time performance. Deidre answered that a technician will be out to the facility next week to fix the reporting issues.

**Other Business:** Deidre presented a certificate to DeNae Kautzmann on behalf of the Board of Directors for 20 years of service. DeNae thanked the Board and expressed her surprise that it's been 20 years. Deidre also presented Glenn with a 25 years of service plaque as well as an appreciation for stepping into the interim director role in 2020. Shauna also announced that the Board Room will now be named the "Lauinger Room" in honor of Glenn's selfless service to Transit.

DeNae moved to adjourn Regular Board Meeting. Lynn seconded the motion. Motion carried unanimously. Meeting adjourned at 12:08 P.M.

