



Bis-Man Transit Regular Board Meeting Minutes

May 27, 2021, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Sec. /Tres. DeNae Kautzmann
	Vice President/Lynn Wolf	Glenn Lauinger
	Karel Sovak	Helen Baumgartner
	Commissioner Rohr	Commissioner Guy

Not Attending:	Lacey Long	Royce Schultze
	Steve Heydt	

Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests	Susan Dingle	Rachel Drewlow
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Meeting was called to order at 11:30 A.M.

Approval of Agenda: Shauna suggested making an amendment to remove attachment C as there was no meeting held. Karel moved to approve the Agenda as amended. Lynn seconded. Motion carried unanimously.

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

Public Comment: N/A

Standing Committee Update: N/A

Unfinished Business:

1. Otto Bremer Grant Acceptance: Deidre asked the Board for a motion to approve the Otto Bremer grant for \$ 81,600 for the purchase of a new paratransit vehicle with no local match. Deidre will make sure to get approvals from the correct channels before being awarded the grant. Deidre asked Glenn if he had any other financial questions about the grant. Glenn asked how the vehicle should be titled and if Deidre was in contact with the City of Bismarck. Deidre has been in contact with Rachel Drewlow from the MPO and the vehicle will be titled appropriately. Karel moved to approve the Otto Bremer Grant. Glenn seconded. Motion carried unanimously.

New Business:

1. Service Truck Approval Purchase: Deidre requested from the Board to approve a 2022 F350 one-ton service truck at an 80/20 split and the attachment listed equipment that will be needed. Tom from Operations answered the question posed as to whether the truck will be able to hold the equipment that will be needed. Tom responded that the F350 truck will be able hold the necessary equipment. Another question posed was whether to sell the interim service truck or keep it. Tom asked the Board to consider keeping the interim service truck and buying a snow plow attachment for the new service truck. DeNae asked if the snow plow could go on the interim service truck. Tom answered that the new service truck is a one ton and will be able to handle the snow plow equipment better. Deidre added that Nelson Auto came in lower with equipment accessories than Advanced Fleet which brings down the local match. DeNae moved to purchase the service truck with accessories. Karel seconded. Motion carried unanimously.





2. 2020 Audit Acceptance: Deidre explained to the Board that our 2020 Annual Audit had no findings and our 2019 findings have been resolved. Glenn spoke on the specifics of 2020 Annual Audit. Glenn thanked the City of Bismarck and staff for this success. Glenn moved to accept the 2020 Annual Audit. Lynn seconded the motion. Motion carried unanimously.

Executive Director Report:

1. Otto Bremer Grant: This ties back to Strategic Plan to find more funding.

2. Community Outreach Update: May 15th was the Touch a Truck event. Stickers and Temporary Tattoos were given to about 400 kids. Mike has created a series of CAT social media posts highlighting parks in the community. In June, staff will take the CAT out to start instructional videos.

3. 5310 Compliance Review Update: May 10th was the 5310 Compliance Review with NDDOT. This review was successful with no findings. Deidre will be working more on the Title VI complaint process.

4. Operational Successes: Deidre highlighted the successes of our operations teams including decrease in complaints and reduction in insurance premium costs from 2019 to 2021.

5. Title VI Training: Deidre was able to take a 15-hour Title VI Training last week.

6. Central Hub Update: Deidre contacted Ben Ereth from the City of Bismarck to see if a Central Hub can be placed in the old Public Health building. A Genfare Stand-alone ticketing counter is a \$150,000 purchase. Deidre will continue working on this project and will give updates as they arise. Lynn asked if there was a paratransit bus on-site at the Touch-a-Truck Event. Deidre answered that there was only a CAT bus as we try to have paratransit riders ride the CAT bus, if able, and try to market the CAT bus more at events.

Operations Report: Danae explained that the operations team has been working with Gifford and Transloc to fix geofences and timing points for the fixed routes. Danae also explained that management is pushing employees to be involved in "Partners Beyond the Bus" which is a community outreach program created to raise awareness of operation's volunteer efforts across the National Express organization and strengthen their customer's partnerships.

Other Business: Deidre informed the Board that the Bismarck Airport CAT Bus Wrap was being installed and that the administration team will make a trip on the bus to the airport itself for a press release and unveiling at 4:00 P.M. this afternoon.

Meeting adjourned at 12:00 P.M.



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