



Bis-Man Transit Regular Board Meeting Minutes

June 24, 2021, 11:30 A.M.

Via Zoom

Attending:

President/Shaina Laber

Royce Schultze

Vice President/Lynn Wolf

Glenn Lauinger

Steve Heydt

Helen Baumgartner

Commissioner Guy

Not Attending:

Lacey Long

Sec. /Tres. DeNae Kautzmann

Karel Sovak

Staff:

Deidre Hughes

Taylor Kitzan

Craig Thomas

Danae Thiery

Tom Reisenauer

Guests

Susan Dingle

Rachel Drewlow





Meeting was called to order at 11:32 A.M.

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

Consent Agenda: Steve moved to approve the consent agenda. Lynn seconded the motion. Motion carried unanimously.

Public Comment: N/A

Standing Committee Update: N/A

Unfinished Business:

1. Otto Bremer Foundation Bus Purchase Approval/Budget Amendment: The Otto Bremer grant bus purchased was approved at the last Board meeting without local match. Deidre informed the Board that the bus price has increased and now local match is required. The Finance Committee recommended approval from the Board for a \$5,000 budget amendment to move funds from Paratransit operations line item to the vehicle purchase line item to cover this purchase. Lynn moved to accept the updated pricing and the proposed budget amendment. Steve seconded the motion.

New Business:

1. Xenia Stock Discussion: Deidre explained that no dividends have been paid from the Xenia stock at all in 2020 or so far in 2021 due to COVID-19 slowdown. Glenn recapped Finance Committee discussion. Steve agreed with Glenn and wants to pull the stock and reinvest in a more secure investment. Royce commented that hotels are opening back up and are busier, so the stock should soon reflect that. Steve asked Glenn to explain the history of this stock. Glenn explained that the Board originally invested in a real estate investment trust "Inland America" and was later split into three different investments. Two of three investments were sold and a substantial loss incurred and the third investment is now Xenia stock. Shauna suggested to put on next Regular Board Meeting Agenda as old business and decide at that time. Steve commented that research should be done before making the decision to stay in the stock as there was not a decision of when to sell the stock. Shauna suggested that the Finance Committee come up with a finance strategy recommendation. Helen suggested that we receive professional financial advice from Mike Daffinrud from Starion Investments. Glenn asked Deidre to ask Mike Daffinrud to join the next Finance Committee meeting to discuss. Lynn moved to further discuss the Xenia stock at the next Regular Board meeting. Glenn seconded the motion. Motion carried unanimously.





2. Civil Rights Policies: Staff recommends that the Reasonable Modification and ADA policies be accepted. Deidre explained that current Civil Rights policies were reviewed and approved by NDDOT after 5310 compliance review. Steve moved to approve policies as presented. Glenn seconded the motion. Motion carried unanimously.

3. Safety Protocol Revisions: Staff recommends approval to remove the safety protocols put in place at the Transit facility, with the exception of the Executive Order mask mandate. Glenn mentioned that CTIC members also were in support with the presented safety protocol revisions. Helen commented that masks were not worn by riders on a fixed route bus last week. Deidre replied that she will have Operations talk to drivers to make sure this is enforced. Glenn suggested that the Executive Order be mentioned in the press release, so riders are informed it's not Transit's policy. Steve asked if Deidre has the authority to make the decision to adjust the policy of the mask mandate when the Executive Order is lifted. Shauna recommended two separate motions. Steve moved to modify the safety protocols as outlined. Glenn seconded the motion. Motion carried unanimously. Steve moved that if the Executive Order is lifted that Deidre has the authority to adjust the policy and communicate information to the community. Helen seconded the motion. Motion carried unanimously.

4. 2022-2025 DBE Goals: Deidre discussed that the plan has been changed to go through 2024, not 2025. It is only a three-year plan and Rachel from the MPO made staff aware of this prior to the start of the meeting. Deidre explained what DBE stands for, Disadvantaged Business Enterprise, as well as why the plan is put in place. Glenn expressed concern that it appears as a City of Bismarck document, not a Bis-Man Transit document. Deidre explained that this document will have to be approved by the City of Bismarck Commission. Rachel discussed that this document will be reviewed by the City of Bismarck Commission staff and is set to be put on the July 27th Agenda and that it is comprehensive, but specific to Bis-Man Transit's federal funding. Steve suggested that the cover page be changed to reflect that it is a City of Bismarck and Bis-Man Transit document. Steve moved to approve the DBE document with the amendment of changing 2025 to 2024. Lynn seconded the motion. Motion carried unanimously.

5. Role of Board: Deidre asked that if the attached "Role of Board" document from the Board Self Evaluation is still aligned with the vision and goals of the Board. Steve suggested that the document be looked at by one of the committees to make sure the information is still accurate and have revisions brought back to the Board for approval. Shauna asked Deidre to schedule an Executive Committee Meeting for the revision of the document.

6. Safety Plan Target Approval: Deidre discussed that the Safety Plan Target remains the same as last year and must be submitted to the NDDOT by June 30th, 2021. Lynn asked that the document be sent to the Board with more notice for next year's approval. Lynn moved to accept the Safety Plan Target Approval. Glenn seconded the motion. Motion carried unanimously.





Executive Director Report:

1. Triennial Dates: Triennial has been moved from the last week of June to July 22nd, which conflicts with the July Regular Board Meeting. Royce moved to cancel the July Regular Board Meeting. Steve seconded the motion. Motion carried unanimously.

2. NDDOT Facility/Vehicle Review: Deidre and Tom will be meeting with a representative from NDDOT this Sunday for a facility and vehicle review. Tom from Operations has been screening vehicles to make sure the review is successful.

Operations Report: Danae discussed that on-time performance for fixed route is mid-80% and paratransit is 91%. Four new drivers hired. One for CAT and three for paratransit. National Express is having an Employee Appreciation Day on July 11th at Sertoma Park. Glenn asked about the fixed route on time performance. Danae answered 85% to 87%. Deidre explained that this is due to road construction detours and the on-time performance report is based on timing points to locations.

Other Business: N/A

Meeting adjourned at 12:43 P.M.



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