



# Bis-Man Transit Special Board Meeting Minutes

July 27, 2021, 10:00 A.M.

Via Zoom

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

Not Attending:      Lacey Long                            Steve Heydt  
                         Karel Sovak                           Royce Schultze

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

Guests                 Rachel Drewlow



Meeting was called to order at 10:00 A.M.

**Public Comment:** N/A

**Unfinished Business:**

**1. Title VI Amendment Approval:** Deidre explained that it was brought to her attention that when the Title VI Amendment was approved at June's Regular Board Meeting, that her name was on the document. Staff's names cannot be used in this document. Deidre recommended that the Board approve the amendment with the removal of staff names. Lynn moved to rescind the motion made at the June 24, 2021 Board Meeting to approve the Title VI Amendment as presented. Glenn seconded the motion. Motion carried unanimously. Lynn moved to adopt the revised Title VI Amendment revision presented. Glenn seconded the motion. Motion carried unanimously.

**New Business:**

**1. 5310 Mid-Year Grant Application Approval:** Deidre discussed that the 5310 mid-year grant would be 100% funded, no match, supplied by Coronavirus Response and Relief Supplemental Apportions Act and American Rescue Plan funding. This will not replace the FY22 5310 grant, and Transit will still be awarded those funds with required local match if funding isn't awarded for the 5310 mid-year grant. Deidre explained that it is possible that not all three projects will be award within the grant application. If approved by the Board, this application will also have to be approved by the MPO and City Commission. Lynn moved to approve the 5310 mid-year grant. DeNae seconded the motion. Motion carried unanimously.

**2. Executive Committee Composition Discussion:** Deidre explained in the June Regular Board Meeting that the "Role of the Board" document be viewed by the Executive Committee; however, the Executive Committee is made up of all the chairs of the Standing Committees as well as the officers. Given the composition of the standing committees, the Executive Committee would be made up of five board members, making it a quorum. Due to timing in the by-laws: a decision will have to be made by the Board by either changing the structure of the composition of the Executive Committee or have the "Role of the Board" document reviewed by a different committee, at the August Regular Board Meeting. DeNae commented that the Administrative Committee should be the one to review the "Role of the Board" document. DeNae explained that with all of the additional Standing Committees, that if all members attended the Executive Committee, then there would be a quorum of the Board. Suggestion made to amend by-laws to remove the chairs of the Standing Committee's from the Executive Committee. Glenn agreed that Executive Committee should only be officers of the Board of Directors. DeNae suggested a strikethrough to verbiage on by-laws and must be presented to the Board a certain amount of





time before the Regular Board Meeting. Lynn, Glenn, and DeNae had discussion of how Standing Committees came about in the by-laws. DeNae moved for a by-law amendment to be drafted for the chairs of the Standing Committees to be removed from the Executive Committee structure. Glenn seconded the motion. Motion carried unanimously.

**Other Business:** Deidre explained that the Triennial Review overall went well. There were deficiencies in the DBE portion of the review, which we were made aware of six months ago. There were also some procurement findings. Reviewers commented on how impressed they were with the responsiveness of information needed as well as corrective action being completed immediately. Transit staff has the opportunity to fix procurement findings in the next 30 days. Lynn asked what type of procurement findings were found. Deidre answered that most were due to federal clauses not being in a contract or purchase order over a certain dollar amount, as well as a responsibility determination form not being completed for purchases over \$10,000. Corrective action items are already in place for these findings.

Meeting adjourned at 10:21 A.M.



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