



Bis-Man Transit Regular Board Meeting Minutes

August 26, 2021, 11:30 A.M.

Via Zoom

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

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

Guests	Susan Dingle	Rachel Drewlow
	Trevor Vannett	



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

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

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

Public Comment: Commissioner Rohr commented that a rider expressed his frustrations with paratransit. Transit rider has been dropped off late for medical appointments and has had to reschedule. Commissioner Rohr will email contact information to Deidre and she will follow up.

Unfinished Business:

1. By-Law Amendment: Notice was sent on August 16th on the by-law amendment for the Executive Committee that was previously discussed at July's Special Meeting. Karel moved to accept the by-law amendment as presented in Attachment G which states the executive committee is comprised of Board officers. Steve seconded the motion. Motion carried unanimously.

2. Follow-up on Committee Tasks: Deidre inquired as to which committee would be tasked with review of the Role of the Board, Board Self Evaluation Questions, and the Executive Director Evaluation. Shauna recommended the Executive Committee reviews the Role of the Board and the Board self-evaluations and the Administrative Committee conducts the Executive Director evaluation. Karel asked the Board how to handle assignments moving forward. Deidre suggested that it could be reviewed in the Role of the Board document. Shauna asked Deidre to add that task to the document. Karel moved to approve the Executive Committee review the Role of the Board and the Board Self-Evaluation documents and the Administrative Committee conduct the Executive Director Evaluation. Glenn seconded the motion. Motion carried unanimously.

New Business:

1. 2021 Strategic Plan Facilitator Discussion: Deidre discussed meeting last year to develop a one-year plan. Deidre suggested that the Board get together this Fall to develop a three to five-year plan. Robin Thorson who facilitated last year is unable to facilitate this year. Commissioner Guy recommended Jason Matthews and the Consensus Council. She will send Deidre contact information. Deidre suggested meeting in October or maybe in November but would like to meet regardless even of whether we have a facilitator.





2. Coordinated Public Transit – Human Services Transportation Plan: Deidre explained that this plan must be done every five years in order to receive federal funding from FTA. Surveys for providers and the general public were sent out and posted on line with 30 responses from the general public already. The 2017 plan was short and vague, but may have long-term goals that carry over to the 2022 plan. Public comment is scheduled for September 13th & 14th. Deidre encouraged the Board to take the survey and to spread the word for others to participate. Shauna asked if the plan will have to be taken to the City Commission. Deidre answered that she is working on that question with Rachel from the MPO.

Executive Director Report:

1. Community Outreach Update: Mike discussed the recent community outreach events that Transit has participated in. Bismarket was held last Saturday. Children were able to walk on the bus and get stickers and temporary tattoos. There was also interest in bus routes and CAT trip planner. A booth was setup at BSC Welcome Fair. September 8th CAT bus travel training with Recovery Center is scheduled. Other upcoming events are September 16th at the U Mary and September 22nd at UTTC Welcome Fairs to teach students how to use the CAT to get to destinations in the Bismarck/Mandan area. Steve thanked Deidre and staff for quality social media posts and involvement in community events. He is proud to be a part of Bis-Man Transit. Deidre also asked the Board to let staff know of any upcoming opportunities for community events.

2. Proposed 5339 Budget Revision: Deidre explained that a budget revision for two 1500 fixed route buses were added to the 5339 reallocated grant to better utilize funds. Becky Hanson from NDDOT said that this has been approved, but the timeframe is currently unknown on when Transit is able to draw down on funds for those specific buses.

3. Triennial Review Update: Deidre informed the Board that staff is working with the City of Bismarck on corrective actions on deficiencies.

4. Payment Processing Update: Deidre discussed that staff has been working with Starion Bank and has received a new physical terminal. Invoice online portal should be live September 1st and a flyer will go out with the August billing. Ticket purchase and diminishing balances portal should be live in the next week or so.

5. Mask Update: The Federal Executive Order extends the mask mandate to January 18, 2022. Operations is doing well educating riders that this is a federal requirement and in making sure drivers and riders are wearing masks.

Operations Report: Craig discussed staffing issues. Paratransit rides are increasing to 300-400 rides per day. Being short-staffed affects OTP. They are struggling to hire. Interviews are set up



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and they experience multiple no shows. Extensive training is being provided to those who are hired to provide good customer service. Lynn asked if those who are applying and not showing up to interviews are from Job Service. Craig replied no, but he is able to report those individuals to Job Service. Glenn asked how many drivers we are short. Craig said that he needs three paratransit drivers and two fixed route drivers. Fixed route requires a CDL and National Express will be doing a wage assessment for the area since it is a competitive field. Glenn asked if there was an incentive for drivers who are vaccinated. Craig replied no, not at this time. Royce commented that new drivers are doing a good job and giving 100% effort. Craig thanked Royce for the compliment. DeNae asked about paratransit stopping on First Street in front of Library Square in Mandan. This is stopping traffic and DeNae recommended changing this protocol. Craig said pulling in and backing out is a safety concern and that he will look into pulling into the back entrance of the building. Shauna asked if Transit was in touch with the of City of Mandan engineering department about Main Street redesign. Craig said no. Shauna asked Deidre to follow-up with the City even though it may be too late. DeNae complimented drivers slowing down coming into Mandan when speed limit changes. Craig thanked DeNae for noticing drivers following the "Rules of the Road." Lynn suggested the Board to be mindful of dates and times of these instances, so individual drivers are able to receive recognition. Craig thanked Lynn for the suggestion.

Other Business: N/A

DeNae moved to adjourn the meeting. Karel seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:16 P.M.



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