



Bis-Man Transit Regular Board Meeting Minutes

September 23, 2021, 11:30 A.M.

Via Zoom

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

Not Attending: Royce Schultze

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

Guests Rachel Drewlow



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



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

Approval of Agenda: Shauna recommended to amend the Agenda with the addition of the September Finance Committee Minutes. Helen moved to approve the amended agenda. Glenn seconded the motion. Motion carried unanimously.

Consent Agenda: Lacey moved to approve the consent agenda. Helen seconded the motion. Motion carried unanimously.

Public Comment: N/A

Unfinished Business:

- 1. Strategic Plan Facilitator:** DeNae explained that the price quote came in at \$8,000 and is not budgeted for. The quote also contained duplicated parts of our current plan and don't need to be done again. Finance Committee recommends attending a roundtable this Fall instead of having a facilitator conduct the Strategic Plan document discussion. DeNae moved to accept the Finance Committee recommendation of having a Roundtable discussion with the Board on the Strategic Plan document. Glenn seconded the motion. Motion carried unanimously.
- 2. City of Lincoln Contract Discussion:** DeNae explained that City of Lincoln's city attorney is in the same law firm, Vogel Law, as the attorney Bis-Man Transit has recently used. However, Bis-Man Transit does not have the Vogel Law Firm on retainer. The Finance Committee recommends to waive the conflict of interest form presented by the Vogel Law Firm, as well as approve the City of Lincoln contract as presented subject to any changes the City of Lincoln would like to make to the document. DeNae moved to approve the Finance Committee recommendation. Lacey seconded the motion. Motion carried unanimously. Glenn also commented that the amount received from City of Lincoln in the new contract is reduced to \$15,000 from \$20,000 due to ridership.
- 3. Investment Sale Update:** Deidre discussed that the sale of 2,551 shares of Xenia stock took place on September 3, 2021 for \$43,959.45 less \$404 in fees. These funds are now in a high interest savings account until the Board decides where to invest the funds. Shauna suggested that investment options should be discussed by the Board at the Roundtable Strategic Plan discussion.





4. **Role of the Board/Role of the Committee Discussion:** Deidre discussed that the Role of the Board document is now completed. Few sections were changed or added. Staff recommends that the Board approve the Role of the Board document as presented. Lynn moved to approve the Role of the Board document as presented. Karel seconded the motion. Motion carried unanimously. Shauna asked if the Role of the Standing Committees document was separate. Deidre answered yes, and that the Board should ultimately make the decision on what roles and responsibilities are held with the Executive Committee. Deidre presented the example of if an emergency arises, does the Executive Committee have the authority to decide the matter and take the minutes to the Board for subsequent approval. Shauna recommended that the Board have another month to look at the document and bring back suggestions next month.

5. **Self-Evaluation Question:** Deidre discussed that the Executive Committee met to go over the Self-Evaluation Questions and removed some questions as well as added others. Staff recommends that the Board approve the Self-Evaluation document as presented. Karel recommended that the rating scale on five questions 3, 4, 5, 15, 17 is to be changed from Strongly Agree or Disagree to Strong Level of Engagement or Involvement. Karel moved to approve the Self-Evaluation Questions as presented with the amendment of the recommended changes. Lacey seconded the motion. Motion carried unanimously.

New Business:

1. **American Rescue Plan Additional Assistance Grant:** Deidre explained that on September 7th, an additional grant opportunity became available. There is \$2.2 billion to be used for operations, personnel, and cleaning expenses. This is a competitive grant and an application will have to be completed. Staff is looking for pre-approval to apply for the American Rescue Plan Additional Assistance Grant. Karel asked if Deidre had to receive approval for all grant applications. Steve made a comment that his understanding was financial match grants are to be approved by the Board. DeNae also added when approval was given it was for outside grants, not federal grants. Lynn moved to approve the pre-approval for staff to apply for the American Rescue Plan Additional Assistance Grant. Steve seconded the motion. Motion carried unanimously. DeNae moved that because of the short time frame that the Executive Committee be delegated authority to approve the ARP Additional Assistance Grant before it goes to the City Commission meeting on October 12th. Karel seconded the motion. Motion carried unanimously.





- 2. Donation Policy/Application Discussion:** Deidre explained that due to our funding sources, we are not able to have a donation policy or application. However, if staff stumbles upon other grant opportunities for agencies we service, staff is able to forward those on to said agencies.

Executive Director Report: Written report attached.

Operations Report: Danae discussed updates about some concerns that were talked about at the previous meeting. It was asked why drivers do not pull into the parking spaces on 1st St NW, in front of Library Square. Operations has deemed that option as unsafe because it is angled parking and the drivers would have to back the bus up into traffic. It was then asked if dropping off in the back-parking lot would be an option. This was also deemed as unsafe. the drivers would have to back all the way out of the parking lot because the entrance point of the lot is also the exit point. A complaint was also talked about, in the previous meeting, where a rider from Mandan said they have had to reschedule medical appointments due to Transit being late picking them up. The rider said this has happened several times with one being very recent. Operations researched the complaint, and this is what was found. This rider has had 19 Transit rides from June 1st to Sep. 21st. Out of those 19 rides, Transit was late for 4 of them. 3 of these 4 late drop-offs were between the 12 o'clock and 2 o'clock hours and during those hours, we have, on average, 37 trips all together. With their rides being from Mandan to Bismarck, this extends the length of the trip, especially with how busy we are around those hours. Danae, personally, called this rider to discuss options for them to use to eliminate the chance of missing appointments. Danae suggested that they continue scheduling the rides as requested drop-offs but adding 30 minutes before they need to be to their appointments. Since it seemed we were about 20-30 minutes late for most of the late rides, Danae thought this would eliminate the missing of appointments. The rider took her suggestion and will keep her updated on how it works for them in the future. Operations employee of the month for September is Ricky Guenther, driver #53. Ricky has been with National Express since August 2019 and goes above and beyond for the customers and the company. In addition to his excellent customer service, he has been picking up shifts on both paratransit and fixed route to help with low staffing. Ricky received a swag bag of goodies from National Express and was thanked for his hard work and dedication. DeNae thanked Danae for looking into the drop off on 1st Street and asked if Operations looked into dropping off on 1st Avenue, going around the corner rather than stopping on 1st Street? DeNae also commented that she has seen riders park in front of Library Square if there are no cars parked there. Danae answered that 1st Avenue parking is angled the same as 1st Street and further the entry door is not visible to the driver on 1st Ave. Craig also added that picking up at Library Square would have to be on a case-by-case basis.

Other Business: N/A



3750 E Rosser Avenue,
Bismarck, ND 58501



701.258.6817



info@bismantransit.com



www.bismantransit.com



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

Meeting adjourned at 12:09 P.M.