



Bis-Man Transit Regular Board Meeting Minutes

October 28, 2021, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Sec. /Tres. DeNae Kautzmann
	Lacey Long	Royce Schultze
	Glenn Lauinger	Steve Heydt
	Helen Baumgartner	Commissioner Guy

Not Attending:	Vice President/Lynn Wolf	Karel Sovak
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Staff:	Deidre Hughes	Taylor Kitzan
	Craig Thomas	Mike Mundahl
	Tom Reisenauer	

Guests	Rachel Drewlow	Trevor Vannett
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Meeting was called to order at 11:30 A.M.

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

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

Public Comment: N/A

Unfinished Business:

- 1. Strategic Plan Topics and Meeting Date:** Deidre discussed that based on the survey results, December 11th is the best time to hold the Roundtable Meeting. This meeting will be from 8 AM to 11 AM and will be held at the Transit Facility, but will also be provided online through Zoom. Deidre explained the different topics that will be discussed from the attachment sent to the Board.
- 2. Coordinated Public Transit – Human Services Transportation Plan Acceptance:** Deidre discussed that she sent out the Plan last week and that there was a revision to Taxi 9000's operating hours. The Public Hearing was held this morning at 10 AM. Staff recommends the Board to approve the plan as presented. Steve approved to accept the plan as presented. Glenn seconded the motion. Motion carried unanimously.
- 3. City of Bismarck Public Transit Agreement - *Pending COB Contract Review process:*** Deidre explained that this is the amendment to the original agreement and it will extend to December 31, 2026, with another 5-year extension option. Federal clauses were also added recommended by the FTA during our Triennial Review. Glenn moved to approve the amendment as presented with the City of Bismarck. Steve seconded the motion. Motion carried unanimously.

Commissioner Guy asked if this amendment has gone through the City Attorney for approval. Deidre asked Rachel Drewlow if this had been completed. Rachel answered that yes, the amendment has gone through all staff review.



New Business:

- 1. Financial Statement Preparation 2021:** Deidre discussed that staff wishes to have quarterly and annual financial statements prepared by an accounting firm. Request for Quote was sent to Schmitz-Holstrom, Krumm & Associates, Point CPA, and Haga Kommer. Schmitz-Holstrom declined to submit a quote at this time. Haga Kommer was the only firm to submit a quote. The quote is a total of \$3,400 for all Financial Statement Preparation 2021. Glenn moved to approve the Haga Kommer quote for Financial Statement Preparation for 2021. Lacey seconded the motion. Motion carried unanimously.
- 2. Fargo V-MAC Expense Write-off:** Deidre explained that due to non-responsiveness, lack of resources, and staff time spent that staff recommends to write off the expense from Fargo VMAC. Steve moved to approve the Fargo VMAC Expense Write-off. Royce seconded the motion. Motion carried unanimously.
- 3. Community Charity Event:** Deidre discussed that staff is planning a Blood Drive as well as a small "Stuff the Bus" event for Toys for Tots. Depending on Vitalant's schedule, this event will be scheduled on December 10th or 11th at the Transit facility.

Executive Director Report:

- 1. American Rescue Plan Grant Application:** Deidre discussed that the ARP Grant Application was submitted last Friday by the MPO. Transit will hear back from the FTA in early 2022 to know if this funding is awarded.
- 2. City of Lincoln Update:** Deidre explained that all signatures have been obtained on the City of Lincoln contract and it is now in effect.

Operations Report: Danae discussed that last October, we were 92% staffed for drivers. This October, we are 78% staffed. To be fully staffed, we would need 36 drivers. Currently we have 28 for both para and fixed route. Not only has our staffing decreased, but our ridership has increased. On para, we have taken almost 800 more trips than last October. With the shortage of drivers, we are still operating at 95% for on-time performance on para. National Express is



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actively seeking new hires and will continue to put their best effort forward towards performance goals.

Tomorrow National Express is hosting a Spooktacular Friday for employees. This includes dressing up for Halloween and enjoying breakfast together. This is a fun and festive way for management to show our appreciation for employee's hard work and dedication. Buses will also have pumpkin buckets with pre-packaged candy for passengers to take as a fun way to be involved in trick or treating.

Other Business: Commissioner Guy discussed that she had a coffee meeting with Kristen Dvorak, from The Arc, and that Kristen is impressed with the leadership at Transit.

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

Meeting adjourned at 11:57 A.M.



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