



Bis-Man Transit Regular Board Meeting Minutes

November 29, 2021, 11:30 A.M.

Via Zoom

Attending: President/Shauga Laber Vice President/Lynn Wolf
 Lacey Long Royce Schultze
 Glenn Lauinger Steve Heydt
 Helen Baumgartner Karel Sovak
 Commissioner Guy

Not Attending: Sec. /Tres. DeNae Kautzmann

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

Guests Rachel Drewlow Trevor Vannett
 Susan Dingle



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

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

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

Public Comment: N/A

Unfinished Business: N/A

New Business:

- 2022 Holiday Hours:** Deidre discussed that in 2022 Christmas Day lands on a Sunday. CTIC recommends that Christmas Day 2022 hours be extended to 7:30 AM to 7:30 PM. Deidre went over the other holiday's hours from Attachment G. Finance Committee recommends Christmas Day 2022 hours and all holiday hours moving forward that land on a Sunday be normal Sunday business hours of 7:30 AM to 2:30 PM. Karel mentioned that this was discussed before and it was left to Executive Committee to use their discretion to accommodate the hours on days like Christmas Day 2022. Deidre noted in previous discussion these decisions would be made by transit's Administrative team moving forward, but the Board felt that Christmas Day should be brought up later to be discussed by all board members. Lynn asked the Finance Committee about their recommendation and that CTIC recommendation falls under allotted 45 hours of holiday service. Karel moved to accept the recommendation of Transit's administrative team on the 2022 Holiday Hours and also to allow Transit's administration team to allow such changes with CTIC's recommendations in future similar situations. Steve seconded the motion. Motion carried unanimously. Shauna answered Lynn's question by stating that there are staffing issues with National Express that hinders longer operating hours on Sundays. Helen asked if Karel could clarify his motion as she was unsure of which recommendation was being voted on. Karel answered that his motion was for CTIC to work with the Administrative team on their recommendation.

Glenn asked the Board to clarify if it was agreed upon operating 45 hours or *up to* 45 hours of holiday hours per calendar year. Deidre commented there were no minutes on file on this and that she would also like clarification. Glenn moved that the Board approve *up to* 45 hours of holiday hours per calendar year. Steve seconded the motion. Motion carried unanimously.





2. **COVID Cleaning – National Express Amendment:** Deidre discussed that in 2020 there was an amendment in the National Express contract for cleaning of the buses and facility. This amendment was specific to be reimbursed by CARES Act funding. CARES Act funding has been exhausted as of March 31, 2021. Staff is recommending approval of the Second Amendment to the COVID cleaning to be reimbursed by any federal funding effective April 1, 2021. Karel moved to approve the COVID Cleaning Second Amendment. Lynn seconded the motion. Motion carried unanimously.
3. **DBE Program Update – Pending City of Bismarck Attorney Review:** DBE Program was last updated in 2012 and is completed by Transit, MPO, & City of Bismarck. Current program flagged as a finding in Triennial Review. Deidre, Rachel Drewlow, and Cheri Giesen worked on the updated Program document. Karel asked if there is a document to track the changes between the plans. Deidre answered that she can provide the old plan document, if requested. Karel requested a tracking of changes between documents be provided moving forward. Lynn recommended that employee names be removed from the document as they can change. Deidre replied that it is an FTA requirement to have the names included. Karel moved to accept the DBE Program Update pending City of Bismarck Attorney Review. Glenn seconded the motion. Motion carried unanimously.
4. **FY2022 Budget Discussion:** Deidre discussed the projected income and expenses for 2022. ARP Funding for approximately \$1.3 million was originally planned to be reimbursed in October to December 2021; however, this would show a significant surplus for 2021, but a deficit in 2022. The Finance Committee recommends using the ARP funding to reimburse January to March 2022 expenses. Karel moved to approve the FY22 Budget. Lynn seconded the motion. Motion carried unanimously.
5. **Administrative Committee – Executive Director Review:** Karel discussed that the Administrative Committee recommends \$9,100 Executive Director Bonus for Deidre in 2021. Karel moved to approve the Administration Committee's \$9,100 Executive Director Bonus recommendation for Deidre in 2021. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report:

1. **State Capital Paratransit Drop-offs:** South Entrance is the only drop-off location, but pick up can happen at any entrance.
2. **Community Charity Event Update:** Blood Drive on Friday, December 10th from 1pm to 4 pm and goal of 21 donors to be signed up before the event. Toys for Tots donation bins are located at the MPO and at the Transit facility.





3. **Ridership Update:** 6,000 in CAT ridership. Over 2,000 more rides than January 2021. Para 1,700 rides up from 2020. Not up to 2018 and 2019 ridership numbers, but hoping to see that increase moving into 2022.
4. **Advertising Update:** Did not meet \$80,000 goal for 2021, but have \$62,000 projected so far for 2022. Staff is confident to meet \$80,000 advertising goal in 2022.

Operations Report: Danae discussed that management's main goal this month is to boost spirit and morale. The employee of the month for November is Amanda O'Brien, receptionist. She has fantastic customer service and is always helpful and friendly to customers. A big shout-out to her for the amazing work that she does for National Express. Upcoming events and activities for operation's employees this month: Signing up volunteers from National Express for the charity blood drive that Bis-Man Transit is hosting, Stuff the Bus for Toys for Tots, Christmas Potluck for all employees to share food and good company with one another, and an all-employee Secret Santa.

Glenn congratulated Operations for the 25% increase in ridership with 95% On-Time Performance.

Other Business: Shauna reminded the Board that the Board Roundtable Discussion is on Saturday, December 11th at 8 AM either at the Transit facility or online via Zoom.

Meeting adjourned at 12:34 P.M.



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