



# Bis-Man Transit Regular Board Meeting Minutes

January 27, 2022, 11:30 A.M.

Via Zoom

Attending: Shauna Laber, President Lynn Wolf, Vice President  
DeNae Kautzmann, Secretary Helen Baumgartner  
Glenn Lauinger Karel Sovak  
Lacey Long Royce Schultze  
Commissioner Rohr

Not Attending: Steve Heydt

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

Guests Mike Connelly Trevor Vannett  
Rachel Drewlow Susan Dingle



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

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

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

**Public Comment:** Trevor Vannett recommended that Christmas Day 2022 hours should be extended from 2:30 P.M. to 5:30/6:00 P.M.

**Unfinished Business:**

**1. 2022 Christmas Hours – Paratransit:** Deidre opened discussion to determine Christmas 2022 hours. DeNae asked if a majority of the rides on the attachment were on Christmas Eve. Deidre explained yes because it is not a regular service day and is not a holiday. DeNae explained the contract with National Express and that it's up to their staff to determine holiday hours up to 45 hours annually. Royce agreed with Trevor's recommendation to extend the Christmas Day 2022 paratransit hours until 5:30/6:00 P.M. Helen explained that she agrees with Karel's previous recommendation to work with National Express, the Admin Staff, and CTIC to set the Christmas Day 2022 paratransit hours. Glenn commented that the Board determines Holiday Hours, not National Express. DeNae discussed that Bis-Man Transit is a business and there are other factors to look at when determining service hours. Karel restated his previous meeting motion and explained that it did not supersede a previous policy. DeNae commented that the Board should not be involved in Holiday Hours as long as up to 45 hours are determined by National Express and Admin Staff. DeNae moved to table the discussion to work with staff to determine the Christmas Day 2022 paratransit hours. Lynn seconded the motion. Motion carried unanimously.

It was agreed by the Board after discussion that the first four Board members that were interested in helping determine the Christmas Day 2022 paratransit hours with National Express and Admin Staff are able to volunteer. Helen, DeNae, Royce, and Lynn volunteered to meet with National Express and Admin Staff to bring a decision to the full Board of Directors.





### New Business:

- 1. Advertising Plan Update/Read and Ride Discussion:** Deidre discussed that the Advertising Plan hasn't been reviewed or updated since 2020 when advertising was taken in-house. Deidre explained the highlighted changes made in the Attachment. Staff recommends approval of the new plan by the Board. Glenn moved to approve the Advertising Plan update. Karel seconded the motion. Motion carried unanimously.

Deidre explained that the Read and Ride CAT bus wrap was for a term of one year with the original sponsors, Feil Orthodontics and Starion Bank. This wrap has been on Bus 1003 since 2018. Deidre has reached out to the sponsors to see if they would like to continue their sponsorship and have not heard back. Deidre commented that selling a one-year full wrap would generate \$8,400 in revenue. Shauna recommended we wait to take any action on whether to remove the Read and Ride wrap until we hear back from the sponsors.

- 2. City of Bismarck Mutual Aid Agreement Discussion:** Deidre discussed that she has been working with Gary Stockert from the City of Bismarck on updates for this agreement, including the emergency rate for services provided by Bis-Man Transit. Deidre explained that there have been emergency circumstances in the past that Bis-Man Transit did provide emergency services for and reimbursement was made by the City of Bismarck.
- 3. Operations Contract RFP Planning:** Deidre discussed that a new Operations RFP will have to be started this year and to avoid a number of issues that were incurred from the last RFP, she requested that Board members be involved in the process. The Finance Committee was assigned the task of assisting in the development of the RFP.

**Executive Director Report:** Deidre discussed the different projects staff will be starting which includes NTD Reporting, 2021 Audit Preparation, and Triennial Final Submission/Corrections.

**Operations Report:** Danae recognized January's Employee of the Month as dispatcher, Christa Culver. Christa has been with National Express since November of 2018 and has shown exemplary work. Danae discussed Operations goals for 2022 mentioned in the last meeting. Operations has hired one new fixed route driver and are in early stages of hiring more drivers for both fixed route and paratransit. In November, National Express's corporate office invited all locations to participate in a photo contest to assist with business development. One submission made by Craig and Danae was chosen for second place. This photo included a National Express paratransit driver, Fred Faul, assisting a passenger onto the lift of the bus. The National Express team was awarded prizes for their employees for the winning submission.



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Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Other Business: N/A

Meeting adjourned at 12:28 P.M.

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