



Bis-Man Transit Board Meeting

February 22, 2024, 11:30 AM

Via Zoom & In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Glenn Lauinger

DeNae Kautzmann, Secretary/Treasurer

Steve Heydt

Helen Baumgartner

Commissioner Rohr

Commissioner Connelly

Not Attending:

Karel Sovak

Royce Schultze

Andrew Stromme

Staff:

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Craig Thomas

Danae Thiery

Tom Reisenauer

Guests:

Susan Dingle

Ben McGillivray

Paulette Jacobsen

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

Approval of Agenda: Steve moved to approve the Agenda as presented. Helen seconded the motion. Motion carried unanimously.

Consent Agenda: Lacey moved to approve the Consent Agenda. Steve seconded the motion. Motion carried unanimously.

Public Comment: N/A

New Business

1. Title VI Update Recommendation: Deidre explained that the Title VI update will also include the ADA Policy Statement and Reasonable Modification Form and Statement. Going forward, the Title VI Plan will be referred to as the Civil Rights Program. FTA requires that this policy be updated every three years. There are no significant changes, just to statistics and verbiage. Glenn moved to approve the Title VI update as presented by staff. Steve seconded the motion. Motion carried unanimously.

Steve asked about the Civil Rights Program title change and asked if it was normal for all agencies to do so. Deidre answered that City of Bismarck has this title and keeps Transit uniform with the City of Bismarck. DeNae expressed concern that the telephonic interpreter doesn't include all languages, and suggests that there is a back-up service. Steve asked what the City of Bismarck does in those cases. Deidre answered that the telephonic service that Transit is using, is the same as the City of Bismarck. There is a state contract for another service that Deidre is able to look into as a backup.

2. Policy and Procedures Update Recommendation: Deidre discussed that the term "common wheelchair" is an outdated term that was used in the previous Policies and Procedures Manual, as well as a weight limit restriction that needed to be removed. FTA recommends using the vehicle's manufacturer's weight limit restriction. DeNae moved to approve the Policies and Procedures update. Steve seconded the motion. Motion carried unanimously.
3. Drug & Alcohol-Free Workplace Policy Recommendation: Deidre explained that there was a Drug & Alcohol-Free Workplace Policy referenced in the Employee Handbook, but there was not one saved. It is recommended by the FTA to have this policy in place no matter how many employees a company has. Steve asked if an offer of employment is made in writing and if it will reference requirements of this policy. Deidre answered yes, the Offer Letter will be changed if policy is approved. Steve moved to approve the Drug & Alcohol-Free Workplace Policy as presented. Helen seconded the motion. Motion carried unanimously.
4. Procurement Policy Update Recommendation: Deidre explained that following the Triennial Review Training, there are minor changes that needed to be made to the current Procurement Policy to stay compliant with the FTA guidelines. All changes are referencing



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FTA CFR guidelines. Helen moved to approve the Procurement Policy update. Lacey seconded the motion. Motion carried unanimously.

Executive Director Report

1. Triennial Update: Deidre thanked everyone who reviewed the attached policies before the Triennial Review. It is helpful to make those changes before the reviewers are here. The first round of documents for reviewers will be submitted by February 29th. After a few weeks, the reviewers will ask for additional documents, if needed. The reviewers will be on-site on April 8th & 9th.
2. Annual Meeting Update: Deidre reminded the Board that the Annual Meeting will be held on April 25th. There are three Board Members that are up for re-election: Karel, Royce, and Lynn. Deidre asked for all Board Members could attend the Annual Meeting in-person as it is easier for voting purposes. All members that are up for re-election, as well as new applicants are to fill out a new application. Application deadline is April 18th. Deidre added that new applicants can fill out an application through the website or contact her directly and that she will reach out to new applicants who have applied since the last re-election.

Steve asked Deidre if there are drivers or staff that are fluent in other languages to help interpret. Deidre answered there are drivers that are fluent in Spanish. Craig answered that there are utility workers that are fluent in French.

Operations Report: Danae discussed that the Operations team is closer to reaching their Paratransit driver goal, with one new hire starting next week and multiple interviews scheduled in the upcoming weeks. Fixed route is fully staffed with drivers and the focus is now on on-time performance. The goal is 90% and so far, February is at 87%. Danae also announced that she accepted a General Manager position in St. Louis, Missouri. She is in the process of training existing employees on her job duties as corporate handles filling her position.

Lynn congratulated Danae on her new position and thanked her for her hard work and dedication to Bis-Man Transit, on behalf of the Board.

Other Business: N/A

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

Meeting adjourned at 11:58 A.M.



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