

**DTA**  
**Dakota Transit Association**  
**Board Minutes, Bismarck, ND**  
**February 7 and 8, 2022**

**CALL TO ORDER:**

On February 7, 2022 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 1:20pm in the conference room at the Sleep Inn & Suites, Bismarck, ND.

**ATTENDANCE:**

Megan Gould  
Terry Hoffman  
Kathy Holman  
Brian Horinka  
Erin Humphrey  
Karrie Mikkelsen  
Adam Sharkey

**STAFF PRESENT:**

Jacqueline Senger, Executive Director

**APPROVAL OF BOARD MINUTES:**

Kathy Holman/Megan Gould made a motion to accept the October 25, 2022 board minutes: Motion carried.

**APPROVAL OF FINANCIALS:**

Brian Horinka/Adam Sharkey made a motion to accept the financial reports: Motion carried. The conference comparisons report is available on the DTA website.

**RTAP REIMBURSEMENT FORM:**

The fillable RTAP form has been updated on the DTA website.

**COVID INFORMATION:**

If anyone has any updated Covid information please send it to Jacque so she can put it on the DTA website. Covid home testing kits are going to be available soon for transit agencies. We are not sure at this point if they will be coming from the ND and SD DOT's or from the Department of Health.

**2022 CONTRACT:**

The contract with Best Western in Aberdeen, SD is finalized.

**2023 CONTRACT:**

The contract with Sleep Inn & Suites in Minot, ND is finalized.

**2024 CONFERENCE:**

Rapid City, Sioux Falls, Huron, and Pierre are all interested in hosting the 2024 DTA Conference & Rodeo.

## **5311 GRANT APPLICATIONS:**

Both ND and SD applications have been submitted with SD's being received by Jacque and ND's will be coming within the next few weeks.

## **SPRING TRAINING:**

Holding a procurement training session in the spring was discussed.

## **SAM.GOV:**

In order to receive funding over \$25,000 DTA will be required to register in SAM.gov on a yearly basis. Erin and Jacque will work on registering DTA in SAM.gov.

## **CONFERENCE NAME:**

"Making A Difference" will be the 2022 conference title.

## **CONFERENCE/VENDOR BOOKLET:**

The conference and vendor booklet is in the works.

## **AWARD FORMS:**

The award forms have been emailed out and they are also available on the DTA website. The deadline to have your award forms turned in to Jacque is July1, 2022. DTA encourages everyone to nominate employees.

## **BREAKFAST WITH FTA & CTAA:**

The DTA board members breakfast with FTA and CTAA will be held early Monday morning before the conference starts. This will be dependent upon if staff from FTA and CTAA are able to travel.

## **VENDOR SHOW:**

Discussion was held on extending the time frame for the vendor show. By extending the vendor show it would allow vendors to have more set up time and be able to schedule with individual agencies one on one appointments with them. Including lunch during the vendor show was also discussed. A suggested time frame discussed was 11:30am to 2:45pm with the annual membership meeting to follow at 3:00pm.

## **BY-LAW CHANGE:**

Terry and Brian will work on drafting a step by step process pertaining to filling board vacancies.

## **APPAREL:**

Terry and Brian will look into the cost of ordering button down shirts for the board members to wear during the conference to make them more identifiable.

## **BANDS:**

Jacque is in the process of checking out bands from Bitzers out of Fargo for the Roadeo banquet.

## **CTAA:**

CTAA will be held in Louisville, KY May 10-14, 2022.

## **ARTICLES FOR THE TIDBIT:**

Jacque will be reaching out to the general membership to write articles on the speakers for the October Tidbit.

## **PAYPAL:**

FYI; when using PayPal they are keeping 4% of DTA's money.

## **CONFERENCE SPEAKERS:**

Topics discussed previously were Difficult Passengers, Difficult Employees, Managing Employee Conflict, Procurement, Medical Marijuana, Technology, Leadership & Effective Communication Skills, and bringing back the roundtables discussions.

The board reviewed Leah Braun's proposal on Communication: The Language of Leadership Description and Creating Customer Connections Description. Megan has done multiple trainings with Leah and Megan said she is really good at keeping people engaged. Discussion was held on having Leah speak Monday afternoon.

NDDOT and SDDOT is requiring that DTA provide procurement related trainings at this year's conference. The NDDOT stated that DTA needs to provide a speaker that knows the FTA's rules and regulations and better yet has done a procurement review on a state DOT or urban provider. For example a speaker from RLS, NTI, or from the CTAA procurement session. The two procurement sessions that are being requested are AE Services Project and Construction Contracting services. A zoom meeting was held with RLS and they said they could come up with some type of procurement training. RLS sent a proposal that was for \$6200. Both NDDOT and SDDOT are willing to help with the cost if this is the direction DTA decides to pursue. DTA will contact FTA to see if they have any speakers in mind for procurement training. Discussion was held on having procurement training Monday morning. It was decided not to have ND and SD breakout sessions at this year's conference to allow more time for procurement training.

The board reviewed Martha Bryan's proposal from Bryan & Bryan Associates.

The board reviewed SURCOM's proposal.

The board discussed having Scott Bogren from CTAA speak on Tuesday morning and having FTA speak over lunch on Monday. Scott and FTA will also be asked to take part in roundtables discussions.

Terry will contact June Hanson who is the Title VI director for SD about doing the drivers training class on Sunday morning pertaining to "Reasonable Modifications."

Jacque will contact Lisa Nippolt from Q'Straint about providing some sort of drivers training during the rodeo.

Adam will ask Andy from Pierre if he could be available during the rodeo for drivers who have questions on "Basic operation and maintenance adjustments on lifts."

Discussion was held on having all of the speakers who are available including FTA and CTAA available to answer questions for the roundtables discussions Tuesday morning.

## **ROADEO:**

DTA will be purchasing two wheelchairs for use during the rodeo. Pierre bought their wheelchairs from Walmart. They are an Equate brand and reasonably priced.

Discussion was held on the drivers wanting their tests back. CTAA doesn't give back tests to their participants.

Tables and chairs for the rodeo will be provided by the hotel in Aberdeen.

DTA will be purchasing two-way radios for use during the rodeo.

The next board meeting will be Friday, April 29, 2022 via zoom. After the April meeting we will meet in Aberdeen, SD Monday June 20, 2022 starting at 1:00pm and continuing through June 21, 2022.

Brian Horinka/Megan Gould made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen  
Secretary