



## Bis-Man Transit Board Meeting

February 23, 2023, 11:30 AM

<https://us02web.zoom.us/j/82552946286>

Call in: +1 312 626 6799; Meeting ID: 825 5294 6286

### Welcome & Introductions

### Approval of Agenda

### Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A - 2022/12/12 CTIC Meeting
  - b. Attachment B – 2022/12/13 Finance Committee Meeting
  - c. Attachment C – 2022/12/15 Regular Meeting
  - d. Attachment D – 2023/2/3 Executive Committee Meeting
  - e. Attachment E – 2023/2/6 Finance Committee Meeting
  - f. Attachment F - 2023/2/9 Special Meeting
  - g. Attachment G - 2023/2/20 CTIC Meeting
  - h. Attachment H – 2023/2/20 Finance Meeting
2. Financial Report
  - a. Attachment I – December Financials
  - b. Attachment J – January Financials
3. Ride Stats
  - a. Attachment K – December Ridership
  - b. Attachment L – January Ridership

### Public Comment

### New Business

1. 2023 AARP Grant Project
2. Vehicle Insurance Broker Recommendation
  - a. Attachment M
3. Board Member Term Update

### Executive Director Report

1. Ridership Update
2. Homeless Coalition Ticket Project

3. Advertising Update

4. Operations RFP Update

### Operations Report

### Other Business

### Adjourn

- **The next Board Meeting will be held on March 23, 2022, at 11:30 am.** •



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Bismarck, ND 58501



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# Community Transportation Input Committee Meeting Minutes

December 12, 2022, 2:00 P.M.  
Via Zoom Conference Call & In person at  
3750 E Rosser Avenue, Bismarck

Attending: Glenn Lauinger Andrew Stromme  
Susan Dingle Randee Sailer

Staff: Deidre Hughes Taylor Kitzan  
Mike Mundahl

**Meeting was called to order at 2:06 P.M.**

**2022 Wrap Up:** Deidre provided an update on accomplishments from 2022. The update included news coverage for the past year, completion of tutorial videos, the “fill the bus” events, public presentations and outreach efforts, free ride days, the social media employee highlights, reaching the advertising goal, approval for new benches, an increase in CAT ridership, and the Transit Development Plan.

**Meeting adjourned at 2:15 P.M.**



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# Bis-Man Transit Finance Committee Meeting Minutes

December 13, 2022, 9:00 A.M.

Via Zoom

Attending:

DeNae Kautzman, Chair

Glenn Lauinger

Staff:

Deidre Hughes

Taylor Kitzan



Meeting called to order at 9:00 A.M.

Deidre explained consent agenda item letter of compliance on safety plan. There is nothing to discuss therefore it makes sense to leave on consent agenda.

The farebox purchase was advertised for 30 days, Genfare responded with quote within budget for 7 new fareboxes, installation, and 2-year warranty. Cost is about \$10,000 below what we estimated. This purchase will wrap up triennial findings. Finance committee recommends the Transit Board purchase fareboxes and move item to consent agenda.

Taylor explained bad debt charges are from 10-15 people for a total of \$506.34. We are unable to collect for various reasons including death, and invalid contact information. Glenn asked how much we have in reserve for bad debt. It is \$3,000. Finance Committee recommends that the Transit Board approve the write off and apply it against the reserve.

Deidre reported that she is about 75% done with operations RFP. She will send a link to review as the document is lengthy. She asked that we review it and that in particular Finance review the current contract and note suggested changes. Glenn voiced concerns over the composition of the selection panel, the bias that may present itself in scoring, and that the cost has too low of a weight in scoring the bids.

Meeting adjourned at 9:22 A.M.



# Bis-Man Transit Board Meeting

December 15, 2022, 11:30 AM

Via Zoom & In- Person at

3750 E Rosser Ave Bismarck, ND 58501

**Attending:**

**Lynn Wolf**

**Lacey Long**

**DeNae Kautzmann**

**Royce Schultze**

**Glenn Lauinger**

**Karel Sovak**

**Helen Baumgartner**

**Andrew Stromme**

**Not Attending:**

**Steve Heydt**

**Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Craig Thomas**

**Danae Thiery**

**Tom Reisenauer**

**Guests:**

**Susan Dingle**

**Trevor Vannett**

**Mike Connelly**

**Rachel Lukaszewski**

## Meeting called to order at 11:32 A.M.

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

**Consent Agenda:** Karel moved to approved the agenda. Helen seconded the motion. Motion carried unanimously.

**Public Comment: N/A**

## New Business

1. 2022 Write-Off Approval: Deidre explained that staff recommends the amount of \$506.34 to be written off, due to inability to recoup Medicaid denials unable to be recouped. Reasons that staff is not able to recoup these costs are due to having invalid contact information, the riders no longer use Bis-Man Transit, or have deceased. Deidre commented that staff has actions put in place that should prevent this from happening in the future. DeNae shared that the Finance Committee recommends to approve to write off the amount of \$506.34 and that there is a reserve amount of \$3k in the budget to cover it. Karel complimented the staff on their work in reviewing this and the willingness to come up with solutions moving forward to keep the amount as low as possible. Karel also thanked the Finance Committee in placing a reserve in the budget to cover this item. Karel moved to approve the write-off of \$506.34. Glenn seconded the motion. Motion carried unanimously.

## Executive Director Report

1. 2022 Wrap Up: Deidre explained that 2022 was another busy year for Transit and consisted of the following:
  - 11 television stories on Transit and 4 newspaper articles at no expense to Transit
  - Staff presented on-site at multiple clubs and organizations, as well as attended career and community fairs/events throughout the year
  - Free Ride days in June and November for the local elections
  - Fill the Bus and Stuff the Bus events as well as the Blood Drive

These efforts all align with the goals of the current Coordinated Human Services Plan.

Other items on list of accomplishments:

- Clean Audit
- Delivery of two new fixed route buses
- Approval and delivery of 8 new benches for Bismarck and Mandan
- Involvement in the Homeless Coalition
- Launch of Transit Development Plan with SRF
- Exceeded Advertising budget by \$35k with a start to 2023 budget



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- Increase in CAT ridership by 34% from 2021
- From January – November 2022, 153,869 trips have been provided on both paratransit and fixed route

DeNae thanked Deidre and Operations staff for their excellent job they did this year.

## Operations Report

Danae explained that the reduction of subscription trips has been a learning curve, but it has increased on-time performance and driver performance and has also reduced excessive trip durations. The operations team has been dealing with a staffing shortage and the recent inclement weather, the reduction of subscription trips has been extremely helpful in all aspects of operations. Once staffed, the goal will be to reinstate subscription trips. Benefits of reducing subscription trips is on-time performance has increased by almost 10% compared to the first 2 weeks of November. Comparing these same time frames, excessive trip duration has decreased by 42%. This winter has already been brutal to operations staff, so focus will be on road conditions and safe routing. Operations staff asks for patience and understanding during this time, as they may run into closures, delays and detours. They will do their best to run as efficiently and as safely as possible.

## Other Business

Deidre notified the Board that the Stuff the Bus event will run through the beginning of the week of December 19<sup>th</sup> due to the weather this past week. Donations can be dropped off at the Transit facility. Deidre discussed that the Blood Drive for tomorrow, Friday December 16<sup>th</sup> is still on from 1:30 P.M. to 3:30 P.M. Walk-ins are welcome and to please share the information to family and friends.

Mike shared the “How-To” CAT and paratransit videos that were funded by the AARP Community Grant funding. Members of the Board thanked staff for their work on the videos.

**Adjourn:** Karel moved to adjourn the meeting. Helen seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:03 P.M.**



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# Bis-Man Transit Executive Committee Meeting Minutes

February 3, 2023, 11:30 A.M.

Via Zoom

Attending: Lacey Long, Vice President  
DeNae Kautzmann, Secretary/Treasurer

Not Attending: Lynn Wolf, President

Staff: Deidre Hughes  
Taylor Kitzan



The meeting was called to order at 11:30 A.M.

Executive Director Hughes was notified by the DOT of an opportunity to apply for an additional \$20,000 for a new project under the 5310-grant application. This requires a minor revision to our application to request the additional funding of \$20,000 to be used for early morning paratransit service Monday-Saturday. This money would help offset the cost of the additional hours of paratransit service. The Executive Board agreed to pursue the additional \$20,000 for this project.

Meeting adjourned at 11:33 A.M.



# Bis-Man Transit Finance Committee Meeting Minutes

February 6, 2023, 1:00 P.M.

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

Attending: DeNae Kautzmann, Chair

Glenn Lauinger

Not Attending: Lynn Wolf

Staff: Deidre Hughes

Taylor Kitzan



The meeting was called to order at 1:00 P.M.

Finance members reviewed final draft of RFP for any further corrections. Liquidated damages were discussed. Rather than a tiered penalty for on time performance a flat fee of \$20 was approved. Weighting of bid was compared to Fargo's. Additional components were added such as bid submittal requirement met, safety and training, and employee benefits. Due to the fact that fixed route services could be extended, language was added that any change to service hours may result in renegotiation of the contract. This protects both parties. There is one contract provision that Janelle Combs, City of Bismarck Attorney, is reviewing regarding indemnification. Language from the City will be used. Additional points were added to cost analysis to show while quality, reliable service is paramount the cost of the service is important as well. Total points are 140. Finance recommends the Board approve the RFP for operations. A special meeting will be held with an executive session to discuss the contract RFP on February 9 at 11:30 A.M.

Meeting adjourned at 2:30 P.M.



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# Bis-Man Transit February Special Board Meeting Minutes

February 9, 2023, 11:30 AM

Via Zoom and In-Person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending: Lynn Wolf, President                      Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger    Andrew Stromme

Karel Sovak    Helen Baumgartner

Royce Schultze

Not Attending: Steve Heydt

Staff: Deidre Hughes    Mike Mundahl

Taylor Kitzan

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

DeNae moved to approve the Operations RFP subject to any language changes submitted by Janelle Combs - City Attorney. Andrew seconded the motion. Motion carried unanimously.

Deidre asked the Board that if anyone would be interested in serving on the Evaluation Committee to please let her know so she can plan the logistics. Andrew and Lacey expressed that they are not able to serve on the committee. Lynn and Glenn commented that they would be able to serve on the committee.

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

Meeting adjourned at 11:58 A.M.



# Community Transportation Input Committee Meeting Minutes

February 20, 2023, 2:00 P.M.

Via Zoom Conference Call & In person at  
3750 E Rosser Avenue, Bismarck

Attending:	Glenn Lauinger	Helen Baumgartner
	Susan Dingle	Trevor Vannett
	Jeannie Pedersen	Randee Sailer
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas

## Meeting was called to order at 2:00 P.M.

**2022 Ridership Wrap Up:** Deidre provided an update on ridership numbers from 2022. Trevor asked if the ridership numbers would have an effect on federal grants. Deidre said the increase was not enough to qualify for STIC funding. The only other thing that could change funding is a population change. Helen asked about on-time performance. Deidre stated that the Red route is always pretty tight due to the area it covers. Craig said road conditions have improved, so there are no issues unless we receive more snow and ice.

**January Improvements:** Deidre provided an update on the improvement in paratransit on time performance from December to January and that paratransit is fully staffed. CAT is still down three drivers. Deidre provided an update on January ridership numbers. Craig provided an update on staffing, and said the focus is now on CAT drivers.



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**Quarter 1 Projects:** Deidre talked about projects for Quarter 1:

- Continue to work on becoming fully staffed.
- Audit scheduled for March.
- NTD reporting is due at the end of February.
- Staff is working on major procurements. The insurance RFP just closed. The fuel contract and operations request for proposals are currently open.
- Travel training is scheduled with Dacotah Recover Center in March.
- We have begun distributing the CAT videos. The Dream Center requested a USB drive to play the videos on a loop, and Dakota Media Access has started running them.
- We will apply again for the AARP grant to replace the CAT bus route signs throughout Bismarck & Mandan. One hundred thirty signs will need to be replaced.

**Other Business:** Trevor asked how limited availability was being addressed. Deidre said trip capacity had improved significantly now that staffing has improved. Deidre said riders are still encouraged to schedule as far in advance as possible in the 2-week window but that there is no problem accepting trips scheduled the day prior. Deidre added that during peak times, there are situations where the number of vehicles available becomes the issue, and with not being able to purchase more cutaways, other possibilities are being looked at.

**Meeting adjourned at 2:17 P.M.**



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# Bis-Man Transit Finance Committee Meeting Minutes

February 20, 2023, 1:00 P.M.

Via Zoom Conference Call

Attending: DeNae Kautzmann, Chair

Glenn Lauinger

Lynn Wolf

Staff: Deidre Hughes

Taylor Kitzan



The meeting was called to order at 12:55 P.M.

Staff reviewed Insurance RFP responses and reported that technically all were non-responsive except for Starion. Each had items missing that were requested and although Starion did not have the Lobbying certification it was not identified on the bidder's checklist to be included. Glenn asked if staff had a recommendation. Deidre indicated that she has worked with both Starion who holds the NDIRF policy and Choice which holds the umbrella policy. Both have been easy to work with. We had Kramer in the past and Tom Reisenauer, Maintenance Manager, shared with her that claims processing was difficult. We have no experience with Vaaler. The Finance Committee recommends accepting Starion's proposal.

The AARP Challenge Grant which we were awarded in the past for our educational videos is due March 15<sup>th</sup>. Deidre asked for support to pursue a grant application for \$10,000 to replace street signs and update logo. Lynn stated that while the amount is small it is good to go after this money to assist in projects like this one. The Finance Committee supports the AARP Challenge Grant application.

Meeting adjourned at 1:04 P.M.



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February 23, 2023

**TO:** Bis-Man Transit Board of Directors

**FROM:** Bis-Man Transit Staff

**SUBJECT:** Insurance Broker Recommendation

**BACKGROUND:** Bis-Man Transit released a request for proposals on January 16, 2023, seeking qualified insurance brokers. Presently, Bis-Man Transit holds a policy with Starion Insurance and Choice Insurance. Before the last coverage renewal, only one broker was utilized.

**DISCUSSION:** Four broker proposals were submitted. Choice Insurance, Kramer Agency, Starion Insurance, and Vaaler Insurance. Each broker was evaluated based on the required format and request for proposal criteria. Of the four brokers, Starion Insurance provided the most responsive bid.

**RECOMMENDATION:** Staff and the Finance Committee recommend moving forward with Starion Insurance for the base policy provided by the North Dakota Insurance Reserve Fund and the umbrella policy required to remain compliant with the City of Bismarck contract. It is also recommended that the contract with Starion Insurance allows for four additional one-year options, to cut down annually on staff time.



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