



Bis-Man Transit Board Meeting

July 23, 2020, 11:30AM
3750 E Rosser Ave, Bismarck, ND

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – June Regular Meeting
2. CTAG Minutes
 - a. Attachment B
3. Ride Stats
 - a. Attachment C
4. Employee Healthcare Insurance Recommendation Approval
 - a. Attachment D

Public Comment

Unfinished Business

1. Strategic Planning
2. Lease Discussion
3. Contract Update

New Business (Regular Agenda)

1. Check Signer
2. Employer Paid Medical Coverage
 - a. Limits
 - b. Handbook Amendment
 - c. Budget Amendment

Executive Director Report

1. Staffing Update
2. Community Outreach
3. Routematch Update
4. COVID-19 Safety Update

Operations Report

Standing Committee Update

1. Finance Committee Update

Ad Hoc Committee Update

1. New Route Task Force

Other Business

Adjourn

- The next Board Meeting will be held August 27, 2020 at 11:30am.**

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

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

Consent Agenda: Lynn moved to approve the consent agenda. Steve seconded the motion. Motion carried unanimously.

Public Comment: No Public Comment.

Unfinished Business:

- 1. Routematch:** Glenn updated the Board of the Routematch contract. Seth Thompson of the Vogel Law Firm emailed Routematch's attorney and it was confirmed that the contract expires October 31st, 2020. There must be a notice of termination sent 60 days before the expiration date of the contract, which would be September 1st, 2020. Glenn asked for approval to terminate the Routematch Contract and go out on bid for AVL hardware and software. Glenn also recommended that the May 2019 purchase order not be carried out. Karel moved to combine a letter of termination to Routematch with notice of not installing the additional hardware into the fixed route buses. DeNae seconded the motion. Motion carried unanimously. Glenn indicated that the RFP for AVL hardware and software installation would be put up for bid and there was already interest from companies other than Routematch. Karel moved to begin the process of RFP in the fixed route buses. Royce seconded the motion. Motion carried unanimously.
- 2. Facility Re-opening:** Deidre explained to the Board that re-opening the facility July 1st would allow paratransit riders to handle recertifications. The same screening protocols will be in place as the employees upon entering the facility. Deidre advised that a doorbell at the Front Entrance may be installed so no one gets missed being able to enter. Lynn moved to re-open the facility starting July 1st. Steve Heydt seconded the motion. Motion carried unanimously.
- 3. New Route Task Force Update:** Deidre explained to the Board that there are six volunteers for the New Route Task Force. Deidre will be looking to send out a survey to schedule the first meeting in July. Royce asked if there was a maximum number on how many were able to join the task force. Lacey responded that ten volunteers is what was discussed, but would be willing to take anyone that is willing to help. Deidre asked for recommendations from the Board focusing on wide diversity of task members.
- 4. Public Transportation Working Group Update:** Glenn discussed with the Board that a meeting was conducted on Tuesday, June 23rd and the participants

were Commissioner Guy, Ben Ehreth, Steve Heydt, Steve Saunders, Deidre Hughes, and himself. The group discussed the Management Alternatives Study that was conducted by the MPO of January 2011. It is recommended by the group to move forward with Strategic Planning.

New Business:

- 1. Ecolane App/Mobile Portal:** Deidre explained to the Board all of the features of the Ecolane App for para transit riders. Deidre suggested a data test of the app be conducted with a group of riders to see if use is successful. DeNae moved to pilot the Ecolane app. Royce seconded the motion. Shauna asked Deidre how long the pilot period would be. Deidre answered that if the app is successful in the next 30 days, then roll it out. DeNae amended the motion to pilot the Ecolane app for 30 days and roll it out if successful with the consent of the second. Motion carried unanimously.
- 2. Check Signer:** Glenn recommended that Deidre be added as a check signer to all accounts and for him to remain as a check signer. Lynn moved to add Deidre as a check signer to all accounts. Karel seconded the motion. Motion carried unanimously.
- 3. Strategic Planning:** Deidre recommended holding a Strategic Planning Meeting on a Saturday for 4 to 5 hours early this fall with Board Members and employees of the City of Bismarck. Shauna asked if this would be for a total revamp of the Strategic Plan or an update. Deidre answered an update. The Board discussed whether to have the meeting in person or virtually. Deidre was asked to look into meeting spaces and to report back at the next Board Meeting.

Executive Director Report:

- 1. Employee Update:** Deidre updated the Board of the status of the Marketing and Mobility Specialist position. An offer has been made but not yet accepted. Deidre introduced the new Accountant, Taylor Kitzen. Taylor told the Board about herself and what she has accomplished in her role so far.
- 2. DOT Face Masks:** Deidre informed the Board that cloth face masks were received from the NDDOT for our operations staff. Deidre also mentioned a donation of the same cloth face masks received from the North Dakota Petroleum Marketers Association. Deidre explained we are able to use the donated masks for anyone entering the facility for meetings and new hires.
- 3. Advertising Update:** Deidre informed the Board that she has sold advertising wraps for five fixed route buses, six benches, and six shelters to BSC for a two

month term. There is advertisement space left for one fixed route bus, six benches, and seven shelters.

- 4. Administrative Leave:** Deidre explained to the Board that under the “Family’s First Coronavirus Response Act” Bis-Man Transit employees are covered for paid leave for a specific duration. The Board does not need to establish a new policy to address it.

Operations Report: Craig updated the Board that there is operator training currently being conducted; otherwise, no further updates.

Finance Committee Update: Minutes of the meeting are found in the Consent Agenda.

Advertising Committee Update: Shauna asked the members of the Advertising Committee if they would like to continue meeting or disband. Steve suggested disbanding the Advertising Committee at this time and bringing it back together if Deidre sees the need to do so in the future. DeNae motioned to disband the Advertising Committee as this time. Steve seconded the motion. Motion carried unanimously.

Other Business: Karel moved for staff to conduct an internal audit within the next two months on any open contracts Bis-Man Transit has with its vendors to verify that all features are being utilized and report back to the Board. Lynn seconded the motion. Motion carried unanimously.

Glenn explained to the Board that there was an error found in the Adoption Agreement for the SIMPLE IRA offered to Bis-Man Transit employees. The error is that an employee has to wait three years to contribute to their SIMPLE IRA with a three percent match. In the Employee Handbook, it states an employee is eligible to contribute to their SIMPLE IRA after a year of an employment to receive the three percent match. Glenn moved to amend the adoption agreement and Employee Handbook to reflect contributions to be matched immediately upon hire for new employees starting January 1st, 2021 and immediately for any new employees hired after that date. DeNae seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:34 P.M.

B



Citizen Transportation Advocacy Group Meeting Minutes

July 13, 2020, 1:00PM

Via Zoom Conference Call

3750 E Rosser Avenue, Bismarck

Attending:	Vice Chair/Trevor Vannett	Helen Baumgartner
	Tanya Jo Smith	Jeannie Pedersen
	Kate Herzog	
Not Attending:	Chair/ Susan Dingle	Heather Salhus
	Mike Chaussee	Jillian Schaible
	Lorraine Davis	Lee Red Horse
	Laura Just	
Staff:	Glenn Lauinger	Deidre Hughes
	Taylor Kitzan	
Guests:	Craig Thomas	Tom Reisenauer
	Danae Thiery	

Meeting called to order at 1:10 P.M.

Public Comment: None at this time.

Ecolane App/Web Portal: Deidre Hughes discussed the Ecolane app and how it will work for riders and operations. This contract is still being worked on and will be beta tested. Helen Baumgartner asked when the beta test will take place. Deidre answered two to three weeks and it should be fully operational by August.

Routematch: Deidre Hughes discussed how Bis-Man Transit will be terminating their contract with Routematch by the end of October.

Staff Update: Deidre Hughes gave an update that she took over as Executive Director effective July 1st and that the new staff Accountant, Taylor Kitzan, started on June 1st. Deidre also informed everyone that the Marketing and Mobility Specialist position was in the offer phase.

Community Outreach Events: Deidre Hughes discussed that the “Stuff the Bus” event is cancelled for this year and that “University Days” are still tentatively scheduled. Deidre asked the group for ideas for other events to be brought to her attention.

COVID-19 Update: Deidre Hughes discussed that the Transit facility opened to the public as of July 1st. An individual’s temperature is taken upon entry of the facility and they are also offered a mask to wear. Deidre also discussed the policies and procedures that are set in place by Operations.

New Route Service Changes: Deidre Hughes discussed that the New Route Task Force will meet for the first time on Tuesday, July 14th at 10:00 AM via Zoom. Deidre explained that the new routes would take effect four months after approval. Deidre also discussed that if a rider of the Green Route lets the driver know they need to come to the Transit facility, they will call for a shuttle to pick up and drop off at the South Walmart location.

Sunday/Holiday Paratransit Service: Deidre Hughes discussed that Transit has made holiday hours more flexible and wasn’t sure about extending Sunday service hours. This topic can be discussed with the City Commission and the same time as the fixed route change proposals. Deidre explained that a Financial Analysis would also have to be completed.

Other Business: Helen Baumgartner expressed her concern about the recertification process. A fellow rider is vision-impaired and didn’t receive the postcard reminder. Helen asked if it was federally regulated that these communications had to be in brail. Deidre Hughes said that she will research this going forward with communications.

Meeting adjourned at 1:49 P.M.



June 2020

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	5,025	28,113	8,427	52,729	-40.37%	-46.68%	
PARATRANSIT	5,999	35,501	8,532	55,316	-29.69%	-35.82%	
Total	11,024	63,614	16,959	108,045	-35.00%	-41.12%	
FR AVG. DAILY BOARDINGS	193.27						
DR AVG. DAILY BOARDINGS	199.97						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,796.85	7,735.18	2.80	3.63	5.09	10,354.4	-25.30%
PARATRANSIT	2,383.33	14,604.92	2.52	2.43	2.81	19,709.2	-25.90%
Total	4,180.18	22,340.10	2.64	2.85	3.6	30,063.6	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	28,798	128,535	0.17	0.22	170,698		-24.70%
PARATRANSIT	35,092.60	191,377.55	0.17	0.19	264,740		-27.71%
Total	63,890.60	319,912.55	0.35	0.40	435,438		-26.53%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM		OVR PYTD
FIXED ROUTE	83.17%	81.48%	75.93%	80.54%	9.54%		1.17%
PARATRANSIT	96.00%	98.30%	98.00%	95.00%	-2.04%		3.47%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD		PY Month			% INC/DEC OVR PYM
BLACK	922	5494		1551			-40.6%
BLUE	1009	5428		1607			-37.2%
GREEN	573	3908		951			-39.7%
RED	1118	5453		1971			-43.3%
BROWN	674	4043		1155			-41.6%
PURPLE	729	3787		1192			-38.8%
U-Mary	0	673		120			-100.0%
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	2	2	3	0			
PARATRANSIT	0	0	3	3			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	3	12					
PARATRANSIT	2	15					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	1	1					
PARATRANSIT	3	13					
Office Staff	0	3					

D



July 23, 2020

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Employee Health Insurance Recommendation

BACKGROUND: Bis-Man Transit currently offers health insurance to all employees paid by the company up to \$1000 per month per employee. There is no employer sponsored dental or vision coverage for employees at this time.

DISCUSSION: In an effort to offer current and future employees a more comprehensive benefit package, medical, dental and vision quotes were gathered from various companies. Medical quotes came from Blue Cross and Blue Shield (current coverage), Medica, and Sanford Health. United Healthcare was contacted but did not offer a quote. Various levels of coverage were reviewed and the below listed plan provides the best value when comparing all aspects of the plans including cost for both Bis-Man Transit and the employees, eligible doctor coverage, and out-of-town (specialists) availability/coverage. The proposed plan is one step down from the BlueCare 90%/\$2000 plan that is currently in place for employees. Staff is recommending approval of BlueCare 70%/\$1800 from Blue Cross and Blue Shield. HSA plans are not significantly less and if Bis-Man Transit were to pay into the accounts the cost may be higher.

**BlueCare Gold
70 - 1800**

Member	EE+ Family
Employee #1	\$ 782.63
Employee #2	\$ 369.13
Employee #3	\$ 1,000.00
	\$ 2,151.76
Month	\$ 2,151.76
Annual	\$ 25,821.12

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

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FINANCIAL IMPACT: The estimated financial impact of the health insurance is \$2,151.76 a month, down \$849.25 from the previous plan. The exact amount for this plan will be determined when Bis-Man Transit is at full staff. A \$1,000 place holder was used as that would be the maximum for employee #3 once eligible for healthcare coverage.

RECOMENDATION: Staff and the Finance Committee recommend implementation of the Blue Cross and Bleu Shield BlueCare Gold 70%/\$1800 health insurance plan effective September 1, 2020.