



Bis-Man Transit Regular Board Meeting Minutes

December 16, 2021, 11:30 A.M.

Via Zoom

Attending:	President/Shauga Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Lacey Long
	Royce Schultze	Glenn Lauinger
	Helen Baumgartner	Karel Sovak
	Commissioner Guy	Commissioner Rohr

Not Attending: Steve Heydt

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

Guests	Rachel Drewlow	Susan Dingle
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Meeting was called to order at 11:30 A.M.

Approval of Agenda: Helen moved to add Holiday Paratransit Hours under Other Business. Karel moved to approve the Agenda as amended. Lacey seconded the motion. Motion carried unanimously.

Consent Agenda: Helen requested to remove Attachment A – November Regular Meeting. Glenn moved to approve the Consent Agenda as amended. Helen seconded the motion. Motion carried unanimously.

Shauna asked Helen what item of Attachment A she would like to discuss with the Board. Helen answered that the last sentence of the first item under New Business, she was not clear of what Karel's motion was. Helen recommended that the sentence should read "Karel answered that his motion was CTIC and the Administrative Team's agreed upon recommendation." Karel commented that his motion was clear in the section of the minutes as presented. Helen answered that it is unclearly stated below in the minutes when she asked for clarification. Shauna suggested to amend the minutes to reflect the motion under the clarification Helen asked for. DeNae commented that the motion covers what Helen's clarification concern is. DeNae explained that the Administrative Team can only operate within the policies that have already been set by the Board and there was a policy already adopted in February 2021 voted on by the Board for Holiday Hours falling on a Sunday. CTIC can make recommendations, but the Administrative Team has to work within the policies already set by the Board. Shauna asked Karel if he would like to amend his motion in the previous minutes. Karel asked Helen what the difference between what CTIC recommended and what would be stated in the minutes. Helen answered that there were two recommendations presented at the meeting that included the Finance Committee of 7:30 AM to 2:30 PM on Christmas Day and CTIC of 7:30 AM to 7:30 PM, and that the minutes reflect that the clarification from Karel was CTIC's recommendation. DeNae commented that the CTIC recommendation is against the policy that was set in February 2021 and recommended re-listening to that portion of the meeting and correct the minutes accordingly. Deidre played that portion of the meeting recording for the Board. Karel confirmed that the clarification was for CTIC to work with the Administrative team on their recommendation as well as future recommendations going forward. Helen answered that she was clear with the motion, but was understanding it to be CTIC's recommendation of a 12-hour day and didn't think that was the intent of the motion. Deidre commented that the minutes will be corrected and will be presented again at the January meeting so that they are in line with the recording.

Shauna moved the Holiday Paratransit Hours item up from Other Business to be discussed. There were no objections from the Board. DeNae restated that the motion passed in February 2021 was that if a holiday landed on a Sunday, that Operations would run normal Sunday hours, no matter what the holiday is. DeNae explained that the reason behind that motion was that the



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contract with National Express does not specifically address holidays, only the hours and National Express as the Operations team determines how they will provide that service for the holidays. That latitude is especially important given the pandemic and the resulting staff shortage. DeNae commented that she did not understand why when a policy is put in place why it keeps getting brought up in discussion to change it. Karel agreed with DeNae's comment and that he is now confused about the Christmas Day 2022 hours. Deidre commented that following the motion and discussion of the Holiday Hours in February 2021, it was requested by a Board member to revisit Christmas Day 2022 hours as it is a more family-oriented holiday, so she was following-up with what she was tasked with regardless if it was already in a policy. DeNae asked if the request was done at the February 2021 meeting and if so, one Board member can't solely give direction that is different than a policy that the Board had just adopted. Deidre confirmed that the request was given during the February 2021 Board Meeting and that she would have to listen to the recording again. Shauna confirmed that she was the one to give the request due to discussion that was had at the meeting. Karel explained that Holiday hours should be a pass through to the Board, but ultimately decided by the Administrative team by working with Operations and CTIC's recommendations. Helen commented that CTIC was created for a reason and she was unsure of the input they had for the policy set in place in February 2021, but if we are going to have CTIC that we need to use their recommendations. Shauna commented to DeNae that she did not want to dictate what National Express was able to operate, due to staffing and other factors, as long as they are able to operate in the 45-hour annual holiday limit within the contract. Shauna also commented that it would give all teams the compromise and flexibility to decide those hours every year. DeNae agreed that the holiday hours should not have to be brought annually to the Board, but the Administrative and Operations team, along with CTIC need to follow the policies that are set by the Board. The current policy is that all Holidays that fall on a Sunday are normal Sunday hours. DeNae moved to table the Holiday Paratransit Hours discussion to the January Board Meeting. Lynn seconded the motion. Motion carried unanimously.

Public Comment: Susan Dingle gave an intent from the CTIC members that the feeling among CTIC as she understands it is that CTIC understands the concern about staffing, hours, and policies; however, paratransit is a service to provide rides to its riders. Susan explained that the concern about Sunday/Christmas holiday hours is that people aren't getting together earlier in the morning from 7:30 AM to 2:30 PM, that it's typical that they are also getting together later in the day. Susan commented that negotiating what Helen has said about adjusting hours from 9 AM to 4 PM when more people are getting together would be nice.

Committee Update:

1. **Administrative Committee Update:** Karel explained that the Administrative Committee was not able to meet, but that Shauna and DeNae were able to gather information about Grand Forks and Minot's job titles and salaries for the recommendation of 2022 salary.





Shauna questioned if there would be audit issues with paying backpay to Deidre in 2022 for 2021. Glenn answered there would be no audit issues as long as Deidre agrees to backpay being paid in 2022. Glenn asked Deidre if the Bonus would be paid in 2021. Deidre confirmed that it's been taken care of in 2021.

Unfinished Business: N/A

New Business:

- 1. Roundtable 2022 Goals:** Shauna thanked all the Board members that were able to participate in the Roundtable Meeting and asked Deidre if there needed to be a motion to accept the goals as presented. Deidre answered that she would like a motion to accept the goals and that Goal #5 needed to be discussed based on the budget. DeNae moved to accept the 2022 Roundtable Goals. Lacey seconded the motion. Motion carried unanimously. Lynn asked if Goal #5 would have to be discussed before voting on all of the goals. Shauna answered that Goal #5 would have to be voted on and then a discussion should take place on how to fund it. DeNae discussed that the cost for Transit's portion of the Transit Development Plan is upward of \$35,000 and that the Finance Committee recommends to span the total amount over two years (2022 and 2023 budgets) and to amend the 2022 budget by \$15,000 to fund the Transit Development Plan. DeNae moved to accept the Finance Committee Recommendation to span the total TDP amount over two years and to amend the 2022 Budget by \$15,000. Lynn seconded the motion. Glenn asked that if Rachel was available, to confirm that the MPO has 80% of the funding for the total amount of the TDP. Rachel discussed that the total study budget is \$175,000 and confirmed that the MPO will be able to provide the federal match. Motion carried unanimously.
- 2. Staff Recognized Holiday Hours:** Deidre explained that Federal Reserve and City of Bismarck recognize Good Friday instead of Veteran's Day as a paid holiday. Staff recommends following this paid holiday schedule beginning in 2022. DeNae commented that Finance Committee also recommends that this holiday change be made whereby Good Friday is added to the holiday policy and Veteran's Day is deleted. Karel moved to approve the Holiday Policy change. Glenn seconded the motion. Motion carried unanimously.
- 3. Executive Director Purchasing Limits:** Deidre discussed that the current purchasing limit that's in place to bring a purchase to the Board is \$5,000. Deidre asked that the amount be increased in \$10,000. The reasoning behind this change is that repairs are rarely under \$5,000 and that the change is in line with the micro purchasing limits set by the FTA and the Procurement Structure that is reported to the city. This limit is only for purchases made within the budget, any budget amendments will still have to be brought before the





Board. DeNae commented that the Finance Committee also discussed and recommended this change. DeNae moved to accept the Finance Committee recommendation to increase the purchasing limit from \$5,000 to \$10,000 and to amend policies 3.2 and 3.3 to address that change. Glenn seconded the motion. Karel asked if all amounts in Policy 3.3 should be increased from \$5,000 to \$10,000. Deidre answered that this change is specific to purchasing limits only, not to disposal limits. Karel asked for clarification that Policy 3.3(a) and 3.3(b) would be the only items changed within the policy. Deidre confirmed yes and that that Policy 3.3(c) would not be included in this change. DeNae amended the motion to reflect that the change is for Policy 3.3(a), 3.3(b), 3.2(a), and 3.2(c). Glenn seconded the amended motion. Motion carried unanimously.

4. **Grant Application Process:** Deidre asked the Board that in the event that she finds a grant with no local match required and is funded 100%, that the Executive Committee has the authority to give approval to submit that application. The reason being that these grant applications are time-sensitive. DeNae commented that the Finance Committee also recommended that the Board delegate to the Executive Committee the power to approve the submission of time sensitive grants. DeNae moved to accept the Finance Committee recommendation. Lynn seconded the motion. Karel asked DeNae that she did not mention the no local match in her motion and wanted clarification. DeNae answered that the grant application should come to the Executive Committee regardless of the match amount. Karel raised his concern that this issue was discussed at the Roundtable. Karel explained that if there is a grant application that came up today that Deidre would have to get everyone back together from the Executive Committee and that would not be needed if there was no match. DeNae commented that the Board needs to have knowledge of the funding being sought and that it is easier to gather the Executive Committee for a meeting to approve applications than to hold a Special Meeting. Motion carried unanimously.
5. **Accounts Receivable End of Year Write-offs:** Staff recommended that \$580 to be written off the books due to Medicaid denials that have not been paid, as well as a return of payment to riders in the amount of \$222 from overpayments. Lynn moved to approve the recommendation. Royce seconded the motion. Motion carried unanimously.

Executive Director Report:

1. **Year End Review:** Deidre discussed all of the accomplishments Transit and Operations staff have achieved in 2021. Glenn asked Royce, Helen, & Susan if they liked Transloc over Routematch. Royce answered that he liked using the live tracking from Transloc. Helen said that she liked Transloc and only have had a couple issues and that it is an improvement from Routematch.



Operations Report: Danae explained the goals of Operations for 2022. This includes: Focusing on recruitment, maintaining employee retention, and opportunities for in-house training for CDL's. Danae discussed that since September 2018, preventable accidents have decreased by 50%. The goal for 2022 is to decrease 2021 total preventable accident's numbers by 25%.

Other Business: N/A

Meeting adjourned at 12:37 P.M.