



Bis-Man Transit Regular Board Meeting Minutes

February 24, 2022, 11:30 A.M.

Via Zoom

Attending: Shauna Laber, President Lynn Wolf, Vice President
DeNae Kautzmann, Secretary Helen Baumgartner
Glenn Lauinger Karel Sovak
Lacey Long Steve Heydt
Royce Schultze

Not Attending: Commissioner Rohr Commissioner Guy

Staff: Deidre Hughes Taylor Kitzan
Mike Mundahl Tom Reisenauer
Danae Thiery

Guests Mike Connelly Trevor Vannett
Rachel Drewlow Susan Dingle
Jordan Kvale Vanessa Monteith



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

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

Consent Agenda: Lynn pulled the No Show Policy from the consent agenda for further discussion. DeNae moved to approve items 1 through 4 and 6 through 7. Karel seconded the motion. Motion carried unanimously.

Deidre explained that the only change to the No Show Policy was an addition of clarification to subsequent occurrences if more than four occurrences take place. Lynn asked if there has been a number of occurrences with the current policy in place. Deidre answered there has been one rider that has had more than four violations, but no issues with the policy itself. After discussion that verbiage in the policy is subject to interpretation, it was requested by members of the Board for this policy to be clarified in further detail. Deidre will present a revised policy at the March Regular Board Meeting.

Public Comment: N/A

Unfinished Business: N/A

New Business:

- 1. Vehicle Insurance Update & Discussion:** Deidre introduced Jordan Kvale from Choice Insurance. Jordan explained that Commercial Insurance is seeing changes and NDIRF will be changing their municipality liability amount from \$5 million to \$1 million. It is required with the City of Bismarck and National Express to have a \$5 million liability amount. If this happens with NDIRF, the insurance premium amount will be impacted. Jordan is working with national carriers to put together competitive quotes. Karel asked if NDIRF comes back with a substantial premium increase, if Transit would have to seek bids from other companies. Deidre answered yes that Transit's insurance policy would have to be put up for bid. DeNae commented that if there have been meetings held already, that any other companies wanting to bid would have to have the information discussed at the meetings. DeNae moved to put a bid up for Transit's vehicle insurance as soon as possible. Lynn seconded the motion. Motion carried unanimously.





Vanessa from Starion Insurance introduced herself to the Board and explained that the policy change from NDIRF will be mailed on Monday, and that the liability amount will be dropped from \$5 million to \$1 million. Lynn asked what the suggested turnaround time was for bids to be in to Transit. Deidre responded that she will have to do some research as the last time there was a change, only the broker changed, and the policy itself was still held with NDIRF. Lynn stated his concerns with the timeframe and that a Special Meeting may have to be held on the final decision. Steve asked if it was required to hold Transit's insurance policy with NDIRF. Deidre answered that it wasn't required in the COB contract to hold the policy with NDIRF, it only states the minimum coverage required by an insurance company. Jordan followed up that he should have quotes for Transit from national carriers by next week for Deidre's review. Steve commented that he will be abstaining from voting on this topic, but to have all driver and vehicle information readily available so insurance providers are able to give the best coverage and price possible. Mike Connelly explained to the Board his background in the insurance industry and commented that if there is any impropriety and the depth is unknown, that a grievance or notice can be filed with the insurance department so they are able to define what is good for the policy holder. Mike also stated that when a company is providing services that is a need in the community that it is Transit's due diligence in choosing the insurance company that is the best fit. DeNae thanked Mr. Connelly for his advice and commented that Transit's vehicles are owned by the COB and that the requirements may solely be met with NDIRF as an insurance provider. DeNae encouraged Deidre to reach out to the COB to be sure of specific insurance requirements.

- 2. Late Payment & Returned Check Policy:** Deidre explained that charge accounts to fund rides are still being allowed for some riders and that the FTA gave guidance to have a policy in place to place a fee on past due accounts. DeNae moved to approve the Late Payment & Returned Check Policy. Steve seconded the motion. Motion carried unanimously.

Steve suggested changing the language of the policy to track state law such as "maximum amount allowed by the Century Code." in order to avoid having to go back to readjust the percentage. Glenn responded that the maximum amount is 1.75% and that staff chose 1.5%.

- 3. AARP Community Challenge 2022 Grant:** Deidre explained that the AARP Community Challenge 2022 Grant is a nationwide grant to improve communities in which applicants operate. Staff is looking to apply and submit the application to fund the production of CAT how-to videos for the Bismarck/Mandan communities. Lynn moved to approve the submission of the AARP Community Challenge 2022 Grant. Steve seconded the motion. Motion carried unanimously. Karel wanted on record that this specific application could



4. have been submitted if Deidre was allowed to submit grant applications when there is no match required.
5. **Transit Development Plane Scope of Work – Rachel Drewlow:** Rachel explained to the Board that the TDP will not exceed the amount of \$175,000 and that the MPO will cover 80% and Transit will cover 20% of those costs. The RFP will close on April 7th, 2022. Rachel asked the Board if they would like a representative from the City of Lincoln to sit on the Steering Committee. Karel asked what is the City of Lincoln's contribution. Glenn answered \$15,000. Rachel commented that if the Board was partial on including the City of Lincoln, that she will make the decision to find a representative. Rachel discussed that interviews will take place May 3rd through May 6th. Rachel concluded that the RFP was developed so that consultants are able to evaluate Transit's current structure and to provide opportunities that are appropriate for the Bismarck/Mandan areas. Steve moved to approve the Transit Development Plan Scope of Work as presented. Karel seconded the motion. Motion carried unanimously.

Executive Director Report: The Gillig bus purchase was approved by the City of Commission. Deidre explained that the Bismarck State College foundation would like a donation of a decommissioned fixed route bus to use for community involvement. Deidre discussed that the appraisal amount would determine if Transit would be able to donate a decommissioned bus. Karel asked to be informed on that process as he knows that there is a need for Standing Rock College as well.

Operations Report: Craig is in Phoenix this week for the National Express GM Conference. Bismarck is ranked 8th in the region, which is a 13-spot jump since September. Operations team has worked very hard in the last 6 months, and the goal is to continue to climb up the ranks. Operations will be attending the North Dakota Job Service Multi-Industry Job Fair on Thursday, March 24th. Operations also signed up for North Dakota Job Service Workforce Wednesday Hiring Events from April to September. These events will take place on the first Wednesday of each month at the North Dakota Job Service building.

Other Business: DeNae congratulated Lacey Long in being inducted into the National Dance & Drill Hall of Fame.

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

Meeting adjourned at 12:48 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com