



Bis-Man Transit Regular Board Meeting Minutes

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

Via Zoom

Attending: Shauna Laber, President Lynn Wolf, Vice President
DeNae Kautzmann, Secretary Helen Baumgartner
Glenn Lauinger Lacey Long
Steve Heydt Commissioner Guy
Commissioner Rohr

Not Attending: Royce Schultze Karel Sovak

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

Guests Trevor Vannett Susan Dingle
Rachel Drewlow Janelle Combs



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

Approval of Agenda: Shauna presented an amendment to the agenda moving the Vehicle Insurance discussion from Unfinished Business to after the approval of agenda. DeNae moved to approve the agenda with the presented amendment. Lynn seconded the motion. Motion carried unanimously.

Vehicle Insurance Discussion: Deidre explained that NDIRF no longer would provide a \$5 million-dollar policy and is now a \$1 million-dollar policy. Deidre recapped that at the February Board Meeting umbrella quotes were to be received and a complaint filed with the North Dakota Insurance Department. There is no recourse from the ND Insurance Department as only a 10-day notice is required per ND state statute. One umbrella coverage quote was received from Hudson, \$135,604 to get us to where we were previously with NDIRF. This coverage amount is the requirement in the COB contract, but is less than the previous coverage amount. A six-month option is not available, but with a twelve-month policy, it gives Transit enough time to do a full RFP for a new policy next year. Janelle Combs recommended COB be added as a liability on National Express policy as a short-term solution until more quotes come in for umbrella policy. Deidre commented that the insurance premium amount would be approximately \$66k over budget. DeNae asked if there was a cost to put COB on National Express policy. Janelle answered that she did not think so, but it would be only 60 days. Deidre explained that Paratransit operations is approximately \$77k under budget, so the budget could be amended to transfer money to cover the insurance deficit. DeNae moved to purchase the \$3-million-dollar excess liability coverage and to start RFP for next year's policy. Glenn seconded the motion. Motion carried unanimously. Glenn asked if both the umbrella policy and NDIRF policy were for a year and would cover through March 2023. Deidre answered yes. Lynn asked if budget amendment needed to be added to the motion, DeNae answered it can be a separate motion. Deidre explained that there was a \$77k surplus from Paratransit Operations and \$70k would cover the deficit in the Insurance line item. Lynn moved to approve the budget amendment to move \$70k from Paratransit Operations to Insurance. Glenn seconded the motion. Motion carried unanimously.

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

Public Comment: N/A



Unfinished Business:

1. **No Show Policy Clarification:** Deidre discussed that at last month's meeting an amendment was presented to the Board and it addressed changes that needed to be made to the policy. Deidre read the changes to the No Show Policy and explained the changes to the Board. DeNae moved to approve the amendment to the No Show Policy. Steve seconded the motion. Motion carried unanimously.

New Business:

1. **Quarterly Goal Check-in:** Deidre discussed the following goals: Goal #1- Transit is at \$48k of their \$80k annual advertising goal. Goal #2 - AARP grant was applied for and we are waiting to hear back if awarded grant. Goal #3 - Deidre presented at Sertoma Club and Partners in Policy. Goal #4 & #5 - TDP is currently up for bid and closes April 7th. Goal #6 - Quarterly updates have been presented to the Board. Steve complimented Deidre on all of her work and commented that she is doing a remarkable job.

Executive Director Report: Deidre discussed the following - Transit was awarded \$1,057,000 in ARP additional funding, AARP grant was applied for and submitted for training videos, the 5339 grant is being applied toward the shop lift and for upgraded fareboxes. Deidre thanked Rachel Drewlow for the great job putting together TDP RFP and mentioned that RFP closes on April 7th. Next month is the Annual Meeting and anticipate it may take longer with elections. NTD reporting is submitted. Audit is going well and anticipate final review be presented at April meeting. Service truck was purchased in March 2021 from last year's 5339 reallocation grant has been delivered. Third fixed route bus from FY21 5339 grant will not be put on same build as other two fixed route buses and will now be built March 2023. Urban grant for benches and bus shelter solar lighting has had hang ups from City of Mandan Beautification Committee for not wanting benches around Mandan. Deidre requested ideas from the Board to resolve and overcome those obstacles. Mike has been working on updating the Board Binder and once all policies are updated, it will be downloaded to Google Drive for access to all Board members.

Steve asked if the City of Mandan is concerned with the look of benches. Deidre answered that from her understanding that there was a bad experience with a previous private company and those benches are still located around Mandan; as well as concern with maintenance around the benches and advertising on the benches. Steve asked if logistics of concerns are looked at, would it sway Mandan's opinion or if City is just not interested. Deidre answered if we are able to work with the City of Mandan on their concerns, we may be able to receive approval and that there are currently no benches in Mandan. After discussion, the conclusion of the Board was to have more communication with the City of Mandan Beautification Committee to come to a mutual agreement on benches and if that's not successful, to appear at a City Commission meeting regarding our request.



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Operations Report: Danae discussed that her and Craig Thomas will be attending the Job Service Multi-Industry Job Fair at the Ramkota Hotel from 3:30pm to 6:00pm. National Express recently approved a new starting hourly rate for fixed route drivers to \$20. This rate is now at a competitive level with open CDL positions around the area. National Express staff is collecting funds until March 31st for a local non-profit organization called Rebuilding Together that repairs homes for people in the community that financially or physically can't make repairs themselves. If any board members or members of the community would like to donate, please contact either Danae or Deidre.

Other Business: N/A

Steve moved to adjourn the meeting. Lacey seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:12 P.M.