



Bis-Man Transit Board Meeting

June 23, 2022, 11:30AM

<https://us02web.zoom.us/j/87975729374>

Call in: +1 312 626 6799; Meeting ID: 879 7572 9374

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2022/5/26 Regular Meeting
 - b. Attachment B – 2022/6/20 CTIC Committee Meeting
 - c. Attachment C – 2022/6/16 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. Committee Finalization
 - a. Attachment F
5. Executive Director Authority Delegation
 - a. Attachment G

Public Comment

Unfinished Business

New Business

1. Employee Benefits Policy Approval
 - a. Attachment H
2. Transfer of Investment Approval

Executive Director Report

1. November Board Meeting



3750 E Rosser Avenue,
Bismarck, ND 58501



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2. Community Outreach Update

3. Public Hearing Recap

Operations Report

Other Business

Adjourn

□ **The next Board Meeting will be held on July 28, 2022, at 11:30 am.**



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A

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

Bis-Man Transit Regular Board Meeting Minutes

May 26, 2022, 11:30AM

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

| | | |
|----------------|----------------------|-------------------|
| Attending: | Lynn Wolf, President | Helen Baumgartner |
| | Glenn Lauinger | Royce Schultze |
| | Karel Sovak | Andrew Stromme |
| Not Attending: | Lacey Long | DeNae Kautzmann |
| | Steve Heydt | Commissioner Rohr |
| | Commissioner Guy | |
| Staff: | Deidre Hughes | Taylor Kitzan |
| | Mike Mundahl | Craig Thomas |
| | Danae Thiery | |
| Guests | Susan Dingle | Mike Connelly |
| | Colin Wetzsteon | Jacey Enget |
| | Renae Wetzsteon | Vicki Laraway |

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

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

Consent Agenda: Glenn moved to approve the consent agenda. Karel seconded the motion. Motion carried unanimously.

Public Comment: N/A

Youth Empowering Social Status Presentation: Deidre introduced the YESS Group. The YESS Group presented a PowerPoint presentation on who they are and what they do in the community. The members encouraged everyone to spread the word and to refer new members to the group.

Unfinished Business

- 1. Service Hours/Holiday Hour Update:** Deidre updated the Board that Transit renewed our contract with the City of Bismarck at the beginning of the year and during that process the City Attorney felt that Transit did not follow a correct procedure for establishing additional service hours, which are hours that paratransit operates outside of the ADA requirements. A Public Hearing and other conversations will be held to gather information to determine these additional service hours. The Holiday Hours for Memorial Day and the 4th of July have been set and are posted on Transit's website. The additional service hours and holiday hours should be determined and come to an agreement prior to Labor Day. The Public Hearing for additional service hours will be held via Zoom and in-person at the Transit building on June 1st, at 3:00 P.M.
- 2. Committee Restructuring:** Lynn asked the current chairs of the Finance, Administrative, & CTIC Committees if they would be interested in continuing to serve. All current chairs agreed to continue serving that were present at the meeting. Deidre will follow-up with those who were not in attendance. Lynn asked if Andrew would be interested in serving on the CTIC in his place. Andrew agreed to serve on CTIC. Lynn asked for a motion for the Holiday Hours Committee to have authority to review of all Service Hours for paratransit and fixed route. Helen moved to approve to the authority of Holiday Hours Committee reviewing all Service Hours for paratransit and fixed route. Glenn seconded the motion. Karel questioned that there was an Ad Hoc Committee created for the Holiday Hours and all Service Hours are being added to that and should there be two separate committees or should Service Hours be determined by the full Board? Discussion was had about why the Holiday Hours Committee was formed and how service hours have been determined with public input and Board approval throughout the last several years. Helen removed her motion approve to the authority of Holiday Hours Committee reviewing all Service



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Hours for paratransit and fixed route. Glenn removed his second to the motion. The Board will table the topic until the next Regular Board Meeting.

- 3. LPL Financial Investment Discussion:** Deidre discussed that approximately \$43,000 was moved last year from Xenia stock to a low-yield savings account with LPL Financial Investment account. An email from LPL investment advisor, Mike Daffinrud, was included in the packet for review with other options that Transit has that might yield a greater return than the current savings account. This is a topic that can be decided upon in the future after further review of other investment options.
- 4. City of Bismarck Memorandum of Understanding – Emergency Service:** Deidre explained that she has been working with Gary Stockert at the City of Bismarck on updating the former “Mutual Aid Agreement” which outlined if in a state of emergency, if the City of Bismarck needed to use our services that we would provide those services at a fixed rate. After speaking to the City Attorney, it was recommended to do a Memorandum of Understanding outlining the provided services and rate of service.

New Business

- 1. 2021 Audit Acceptance:** Deidre presented to the Board that it’s Transit’s second year with no audit findings. Glenn moved to approve the 2021 Audit. Karel seconded the motion. Motion carried unanimously.

Executive Director Report

- 1. Advertising Update:** Deidre updated the Board that we are at \$58,000 YTD of our \$80,000 annual advertising goal. Staff is hoping to sell advertisement on a bus shelter in Mandan after not knowing if Transit would be able to advertise on shelters or not. There is also another wrap for BSC being installed on a CAT bus. Advertisement sales have been very positive and successful.
- 2. Bench Update:** Deidre updated the Board that four locations for benches in Mandan have been finalized and approved, as well as four additional bench locations in Bismarck. These are funded by the Urban Grant, as well as solar lighting in existing shelters. Deidre will be working with the NDDOT to complete these projects.

Operations Report: Danae updated the Board that Eddie Cranford, National Express Regional VP, visited the facility week. The visit went well and he said he was impressed with staff and the facility. National Express is continuing the efforts for Community Outreach by collecting almost \$600 for a local non-profit and are looking for new ideas for the future. Danae explained that



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drivers may be running into slower routes and possible detours due to summer road construction.

Other Business: N/A

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

Meeting adjourned at 12:34 P.M.



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May 2022 MONTHLY REPORT

| | Month | YTD | PY Month | PY YTD | % INC/DEC OVR PYM | % INC/DEC OVR PYTD | |
|--|--------------|-----------------------|-----------------|---------------------|------------------------------|---------------------------------|-------------------------------|
| RIDERSHIP | | | | | | | |
| FIXED ROUTE | 5,765 | 26,963 | 4,559 | 21,077 | 26.45% | 27.93% | |
| PARATRANSIT | 8,074 | 37,989 | 6,834 | 33,414 | 18.14% | 13.69% | |
| Total | 13,839 | 64,952 | 11,393 | 54,491 | 21.47% | 19.20% | |
| FR AVG. DAILY BOARDINGS | 230.60 | | | | | | |
| DR AVG. DAILY BOARDINGS | 260.45 | | | | | | |
| Pass./Hour Pass./Hour Pass./Hour | | | | | | | |
| REVENUE HOURS | Month | YTD | Month | YTD | PY YTD | PY YTD | % INC/DEC OVR PYTD |
| FIXED ROUTE | 1,776.00 | 8,766.58 | 3.25 | 3.08 | 2.35 | 8,984.5 | -2.43% |
| PARATRANSIT | 2,594.39 | 12,877.95 | 3.11 | 2.95 | 2.98 | 11,220.2 | 14.78% |
| Total | 4,370.39 | 21,644.53 | 3.17 | 3.00 | 2.7 | 20,204.7 | |
| Pass./Mile Pass./Mile | | | | | | | |
| REVENUE MILES | Month | YTD | Month | YTD | PY YTD | | % INC/DEC OVR PYTD |
| FIXED ROUTE | 28,406 | 140,037 | 0.20 | 0.19 | 145,797 | | -3.95% |
| PARATRANSIT | 37,712.87 | 177,457.89 | 0.21 | 0.21 | 154,147 | | 15.12% |
| Total | 66,118.97 | 317,495.29 | 0.42 | 0.41 | 299,944 | | 5.85% |
| ON TIME PERFORMANCE | | | | | | | |
| | Month | YTD | PY Month | PY YTD | % INC/DEC OVR PYM | % INC/DEC OVR PYTD | |
| FIXED ROUTE | 82.00% | 86.00% | | | | | |
| PARATRANSIT | 98.00% | 95.20% | 94.00% | 94.00% | 4.26% | 1.28% | |
| RIDERSHIP PER ROUTE | | | | | | | |
| ROUTE | Month | YTD | | PY Month | | % INC/DEC 0.60815707 | |
| BLACK | 1320 | 5588 | | 1022 | | 29.2% | |
| BLUE | 757 | 3528 | | 748 | | 1.2% | |
| GREEN | 950 | 5213 | | 622 | | 52.7% | |
| RED | 543 | 3010 | | 482 | | 12.7% | |
| ORANGE | 1086 | 4665 | | 557 | | 95.0% | |
| PURPLE | 1109 | 4959 | | 1128 | | -1.7% | |
| RIDERSHIP BY DESTINATION <i>(Included in 'Ridership Per Route' Numbers)</i> | | | | | | | |
| U-Mary | 107 | 687 | | 55 | | 94.5% | |
| UTTC | 41 | | | | | | |
| Bismarck Library | 428 | | | | | | |
| Mandan Walmart | 78 | | | | | | |
| Mandan Dans | 388 | | | | | | |
| ACCIDENTS | | | | | | | |
| | Month | Month at Fault | YTD | YTD at Fault | | | |
| FIXED ROUTE | 0 | 0 | 4 | 3 | | | |
| PARATRANSIT | 1 | 0 | 6 | 1 | | | |
| SERVICE VEHICLE | 0 | 0 | 0 | 0 | | | |
| COMPLAINTS | | | | | | | |
| | Month | YTD | | | | | |
| FIXED ROUTE | 2 | 5 | | | | | |
| PARATRANSIT | 1 | 7 | | | | | |
| Office Staff | 0 | 0 | | | | | |
| COMPLIMENTS | | | | | | | |
| | Month | YTD | | | | | |
| FIXED ROUTE | 0 | 1 | | | | | |
| PARATRANSIT | 1 | 3 | | | | | |
| Office Staff | 0 | 0 | | | | | |

Bis-Man Transit Board Committee Structure

Executive Committee Standing

| | |
|-----------------|-------|
| Lynn Wolf | Chair |
| Lacey Long | |
| DeNae Kautzmann | |

Finance Committee Standing

| | |
|-----------------|-------|
| DeNae Kautzmann | Chair |
| Lynn Wolf | |
| Glenn Lauinger | |

Administrative Committee Standing

| | |
|---------------|-------|
| Karel Sovak | Chair |
| Royce Schultz | |
| Steve Heydt | |

CTIC

| | |
|-------------------|-------|
| Helen Baumgartner | Chair |
| Glenn Lauinger | |
| Andrew Stromme | |

Holiday Hours Committee

| | |
|-------------------|--|
| Lynn Wolf | |
| Helen Baumgartner | |
| DeNae Kautzmann | |
| Royce Schultze | |

Discussed 5/26/2022 Board Meeting



G

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

June 23, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Executive Director Delegation - Signing Authority Approval

BACKGROUND: Bis-Man Transit has not had formal approval delegating signing authority in place.

DISCUSSION: The City of Bismarck expressed concerns that the Bis-Man Transit Board does not clearly outline what contracts can be signed by the executive director on their behalf.

RECOMMENDATION: Staff recommends approval of delegating signing authority allowing Bis-Man Transit Board's executive director to accept contracts, applications, and requests so long as the threshold of the contract is within the approved fiscal year's budget. Other items approved for signing may include the following items:

- Acceptance of grants previously presented and approved by the Board
- Previously approved contracts
- Budgeted contracts
- Grant reimbursement requests
- Board approved lease agreements
- Advertising contracts

Approval is to be reviewed if there is a change in the executive director position.

FINANCIAL IMPACT: No financial impact.



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H

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

June 23, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Employee Insurance Recommendation

BACKGROUND: Bis-Man Transit currently offers health insurance to all employees paid by the company up to \$1000 per month per employee. Employer-sponsored dental and vision coverage is also provided for all employees.

DISCUSSION: All policies renew on September 1, 2022. To ensure the appropriate policies are continued, staff reviews annually.

FINANCIAL IMPACT: The proposed plans are within the approved 2022 annual budget.

1/1/2022-8/31/2022

| BlueCare Gold 70-1800 | | |
|-----------------------|-------------|-------------|
| Deidre | \$ 408.22 | \$ 802.35 |
| Spouse | \$ 394.13 | |
| Taylor | \$ 382.86 | \$ 382.86 |
| Mike | \$ 508.61 | \$ 1,084.49 |
| Spouse | \$ 575.88 | |
| Monthly | \$ 2,269.70 | \$ 2,185.21 |

9/1/2022-12/31/2022

| BlueCare Gold 70-1800 | | |
|-----------------------|-------------|-------------|
| Deidre | \$ 429.48 | \$ 841.53 |
| Spouse | \$ 412.05 | |
| Taylor | \$ 406.24 | \$ 406.24 |
| Mike | \$ 544.56 | \$ 1,163.91 |
| Spouse | \$ 619.35 | |
| Monthly | \$ 2,411.68 | \$ 2,247.77 |

| | |
|---------------------|---------------------|
| 1/1/2022-8/31/2022 | \$ 17,481.68 |
| 9/1/2022-12/31/2022 | \$ 8,991.08 |
| Company Paid | \$ 26,472.76 |
| Employee Paid | \$ 1,331.56 |
| 2022 Budget | \$ 27,000.00 |

| Plan Name | Ortho | Individual | Individual + 1 | Family |
|----------------|--------|------------|----------------|-------------|
| Companion Life | None | \$ 36.91 | \$ 70.15 | \$ 110.36 |
| | Annual | \$ 442.92 | \$ 841.80 | \$ 1,324.32 |

| | |
|---------------------|--------------------|
| 1/1/2022-8/31/2022 | \$ 1,363.12 |
| 9/1/2022-12/31/2022 | \$ 708.84 |
| Company Paid | \$ 2,071.96 |
| 2022 Budget | 2065.13 |
| Over budget | \$ 6.83 |



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| Individual | Employee + One | Employee + Family | | |
|------------|----------------|-------------------|--------------------|-----------|
| \$ 8.29 | \$ 14.51 | \$ 21.55 | | |
| \$ 99.48 | \$ 174.12 | \$ 258.60 | ANNUAL COST | \$ 447.72 |

1/1/2022-8/31/2022 \$ 278.96
 9/1/2022-12/31/2022 \$ 149.24
 Company Paid **\$ 428.20**
 2022 Budget 422.62
 Over budget \$ 5.58

RECOMMENDATION: Staff recommends approval to remain with Avesis, Companion Life, and Blue Cross and Blue Shield on the existing policies.