



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

1. City of Bismarck Emergency Plan MOU
 - a. Attachment I

New Business

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

Executive Director Report

1. November Board Meeting
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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Bismarck, ND 58501



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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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B

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

Community Transportation Input Committee Meeting Minutes

June 20, 2022, 2:00 P.M.
Via Zoom Conference Call
3750 E Rosser Avenue, Bismarck

Attending:	Chair/Helen Baumgartner	Glenn Lauinger
	Randee Sailer	Jeannie Pedersen
	Susan Dingle	Trevor Vannett
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	

Meeting called to order at 2:02 P.M.

Meeting Dates: Deidre discussed having a standing meeting date for future CTIC meetings being Monday prior to the Regular Board Meeting. The next CTIC meeting will be July 25th, 2022 at 2:00 P.M. Deidre will send out information on future CTIC meeting dates for the remainder of 2022.

Updates: Deidre updated the committee on recent community outreach projects. Deidre updated the committee on the service hours public hearing that was held earlier in June.

Other Business: No other business.

Meeting adjourned at 2:24 P.M.



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C

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

Bis-Man Transit Finance Committee Meeting Minutes

June 16, 2022, 9:00 A.M.

Via Zoom

Attending:

Chair DeNae Kautzmann

Glenn Lauinger


Lynn Wolf

Staff:

Deidre Hughes

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Meeting was called to order at 9:00 A.M.

The committee reviewed the formal policy regarding documents the Executive Director may sign on behalf of the Board. The City Attorney wants our practice formalized in an administrative policy. Lynn expressed concern when there is a personnel change, although the delegation appears limited to items approved by the Board or in the budget. Deidre indicated that she is working on an operator's manual and would list Executive Director duties daily, weekly, monthly basis, etc. Lynn commented that it is important to review the policy before hiring an Executive Director. Adding a sentence indicating that the policy must be reviewed upon Executive Director change was suggested. The committee recommends approval with the additional language and placing it on the consent agenda.

The employee health insurance policy has no changes, and the cost is less than budgeted. This plan may go away next year, and health insurance will have to be bid. The dental and vision insurance cost is slightly higher by \$6 and \$5, respectively. When Glen asked if we needed to bid, Deidre stated we can renew this year. Committee recommends approval to Board.

These are the only finance matters on the Board agenda. However, there were upcoming matters Deidre wished to give a heads up on. In November, she has a wedding to attend out of state the week of the Board meeting. We may have to move the meeting up or not have the November meeting. Lynn stated we would wait to see if there are any pressing matters to consider in November.

Deidre reminded us that the \$43,000 we received from our stock sale is sitting in the LPL financial, and the interest rate is poor. We need to address it. Not a lot of good options right now. Deidre was asked to move it to a money market account as the interest rate is slightly better. She will shop around for interest rates and put this issue on the July Board agenda.

Commissioner Guy's husband Greg Stites passed away, and Deidre wanted to know if we should send a memorial. We have money in the non-FTA expenses line item in the budget. Everyone felt that given her commitment to Transit and her encouragement to the Board that \$100 be donated to ND Dollars for Scholars.

A public hearing was held on service hours. We need to schedule a meeting to discuss this, but the City Attorney wanted to wait until after the election. There wasn't support to add hours to the holiday committee. Deidre will schedule a meeting in the next month to discuss holiday hours, and then the Board can discuss service hours at a special meeting in August or September. Glenn asked Deidre to calculate the mileage round trip for each route, so we can determine the increase in service miles as service hours we know. We also need operations present during the discussion of increasing service hours for fixed route. Glenn would like to see us run until 10 pm. Deidre indicated that that would allow Craig to have split shifts rather than a 12-hour shift. Glenn pointed out that Grand Forks and Fargo have 5 to 10 times more rides than us and operate longer. The college student population accounts for that too. It was suggested we gather written comments from Dream Center, Homeless Coalition, and U of Mary as to whether it would be helpful to increase the fixed-route hours to run later in the evening.



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Deidre and Glenn are working with the City on decommissioning buses. The City wants us to follow the City ordinance, but there are a lot of questions as to who gets money from the sale since the bus is titled in the City name, but Transit has paid match money for the bus. Before we can decommission, we have to offer to other City departments. There is a question on how the Feds will view this matter. This has never been an issue for the past 30 years. Committee questioned where this was coming from.

Meeting adjourned at 10:10 A.M.



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	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	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
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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Memorandum of Understanding

Acknowledgement of Bis-Man Transit as Transportation and On-Scene Sheltering Resource Option

This Memorandum of Understanding (MOU) is intended to acknowledge that the **City of Bismarck** may contact **Bis-Man Transit** to request assistance for transportation and on-scene sheltering resources following an emergency event that may require the use of transportation resources and/or on-scene sheltering capability. In some situations, such as an apartment complex fire, Bis-Man Transit resources may provide for the most expedient sheltering capability prior to a shelter facility being operational.

It's understood that availability of specific Bis-Man Transit resources cannot be guaranteed, and depending on conditions, travel may not be immediately possible, such as when streets are impassable due to a winter storm event.

The purpose of this document is to affirm the willingness of Bis-Man Transit to provide transportation assistance when needed (and as possible) as a result of an emergency or disaster situation.

It's understood that Bis-Man Transit may request reimbursement for operational expenses incurred as a result of providing resource assistance. This MOU does not limit or establish guaranteed rates for any period of time for purposes of reimbursement requests. Fuel rates and actual costs for salary/benefits will vary.

This Memorandum of Understanding has been reviewed by Deidre Hughes, Executive Director, Bis-Man Transit.

Signature: _____
Deidre Hughes, Executive Director

Date: _____

Attachments (1):
The "Bis-Man Transit On Scene Sheltering & Transportation Resource Support" attachment (1 page) summarizes the Bis-Man Transit Transportation Resource available as well as the procedure to request Bis-Man Transit resources. The attachment also references estimated hourly rates for reimbursement of salary/benefits.

Bis-Man Transit
On Scene Sheltering & Transportation Resource Support
Buses / Vans / CAT / Para Transit

Procedure to Request Bis-Man Transit Resources:

Daytime

Bis-Man Transit

- *Contact:* 258-6817 (Dispatch). If not available call (Deidre Hughes) 701.516.0193 (cell); or General Manager (Craig Thomas) 701.390.0392
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: 15 minutes

Note: Estimated cost = \$59.45 per hour to cover salary/benefits of drivers and dispatchers as of May, 2022.

Evenings and Weekends

Bis-Man Transit

- *Contact:* 258-6817 (Dispatch) If not available call (Deidre Hughes) 701.516.0193 (cell); or General Manager (Craig Thomas) 701.390.0392
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: up to an hour – usually less than 30 minutes

Note: Estimated cost = \$59.45 per hour to cover salary/benefits of drivers and dispatchers as of May, 2022.

Transportation and On-Scene Shelter Capability (seated)
Resource Description

Bis/Man Transit

- (2) Vans = 5 to 10 passengers (2 non-ambulatory)
- (19) Para Transit w/Lift = 14 passengers each (4 non-ambulatory)
- (9) Large Buses w/Lift = 35 passengers each (9 to 12 non-ambulatory)

Fastest response times are during hours of operation when vehicles can be re-routed to emergency situation.

Para Transit Hours of Operation: Monday - Saturday from 5:30am to 12:00pm; Sunday from 7:30am to 2:00pm

The number of buses available at any given time may vary.

CAT Bus Hours of Operation: 6:30am to 7:00pm (depending on the route); M-F and 7:30am to 7:00pm (depending on the route) on Saturdays. Do not run on Sundays.



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.

J

As of 6.21.22

	Money Market
Current Product	Savings (MMS)
Current Rate	0.01% APY
Current LPL Balance	\$43,962.87

Starion Bank

MMS	0.06% APY
7 month CD Special	1.00% APY
13 month CD Special	1.30% APY

First Western Bank & Trust

MMS	0.10% APY
6 month CD	0.45% APY
12 month CD	0.55% APY

First International Bank & Trust

Premium MMS	0.15% APY
13 Month Business CD	0.50% APY

Bravera Bank

Investors Advantage MMS	0.05% APY
9 month CD	0.40% APY
18 month CD	0.60% APY

Cornerstone Bank

Business Plus MMS	0.05% APY
91 Day CD	0.10% APY
182 Day CD	0.25% APY

Plains Commerce Bank

MMS	0.15-0.25% APY
6 month CD	0.5% APY
12 month CD	0.6% APY

Bremer Bank

Business Premier MMS	0.05% APY
3 to 5 month CD	0.05% APY
6 to 11 month CD	0.10% APY
12 month to 23 month CD	0.25% APY

Kirkwood Bank & Trust

MMS	0.10% APY
91 Day CD	0.20% APY
6 month CD	0.25% APY
9 month CD	0.30% APY
12 month CD	0.35% APY

Dakota Community Bank & Trust

Dakota Business Plus	0.06% APY
3 Month CD	0.15% APY
6 month CD	0.20% APY
12 Month CD	0.25% APY

Gate City Bank

MMS	0.15% APY
12 month CD	0.15% APY

Horizon Financial Bank

MMS	0.20% APY
3 month CD	0.50% APY
6 month CD	0.50% APY
12 month CD	1.00% APY

Bank of ND

30 Day CD	0.07% APY
60 Day CD	0.07% APY
90 Day CD	0.10% APY
180 Day CD	0.10% APY

Capital Credit Union

MMS	0.05% APY
3 Month CD	0.10% APY
6 Month CD	0.10% APY
9 Month CD	0.15% APY
12 Month CD	0.20% APY

Railway Credit Union

MMS	0.25% APY
12 Month	0.50% APY
13 Month Special	1.00% APY