



Bis-Man Transit Regular Board Meeting Minutes

June 23, 2022, 11:30AM

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

Attending: Lynn Wolf, President Lacey Long, Vice President
DeNae Kautzmann, Secretary Glenn Lauinger
Steve Heydt Andrew Stromme
Commissioner Rohr Helen Baumgartner
Royce Schultze

Not Attending: Karel Sovak

Staff: Deidre Hughes Taylor Kitzan
Danae Thiery Craig Thomas
Tom Reisenauer

Guests Trevor Vannett Susan Dingle
Rachel Drewlow Elton Lassiter

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

Approval of Agenda: Lacey moved to approve the agenda. Royce seconded the motion. Motion carried unanimously.

Consent Agenda: Steve moved to approve the consent agenda. Helen seconded the motion. Motion carried unanimously.

Public Comment: N/A

Unfinished Business:

1. City of Bismarck Emergency Plan MOU: Deidre explained that the City of Bismarck Emergency Plan MOU has been reviewed by the City of Bismarck Attorney and is now comfortable with the plan. Deidre also explained that this does not bind Transit into a fixed rate of service, as this is not a contract, just a Memorandum of Understanding. Andrew asked who reimbursement would be from and if it should be stated. Deidre answered that it would be the City of Bismarck as that's who emergency services would be performed for. DeNae moved to approve the City of Bismarck Emergency Plan MOU as presented. Steve seconded the motion. Motion carried unanimously.

New Business

1. **Employee Benefits Policy Approval:** Lynn asked the Board Members to review the attachment provided for the Employee Benefits Policy Approval. Steve asked if there was ever discussion on if the Board would increase the \$1,000 per employee, employer paid benefit based on time employed with Transit. DeNae answered that she did not recollect that discussion, but it would have to be had with the Administrative Committee to then bring to the Board. DeNae moved to approve the Employee Benefits Policy Approval as presented. Glenn seconded the motion. Motion carried unanimously.
2. **Transfer of Investment Approval:** Deidre discussed that the Xenia stock sale was transferred into an LPL Financial Money Market Savings (MMS) account that is yielding little interest. The Finance Committee asked staff to research higher interest-bearing accounts. Starion Bank does offer an MMS account that offers a 0.06% APY. DeNae commented that it was the Finance Committee's recommendation to move the funds from LPL Financial to an account with a higher interest rate and that it would be in our best interest to place funds into a CD for a few months. DeNae asked the Board how long the funds should be placed into a CD and if it should stay with Starion Bank. Glenn commented that Starion had the highest rate of return and that he would recommend the 7-month CD. Steve commented that a 7-month CD would be best if the Board would like to re-invest the funds in the stock market and a 13-month CD would be best if the Board would like to



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wait for higher savings account interest rates. Andrew commented that a 13-month CD would generate the most revenue. DeNae asked the Board if they were willing to re-invest in the stock market after the bad experience with Xenia. Royce commented that he would be against re-investing in the stock market and would like to transfer the funds into a CD. DeNae moved to move the balance of the LPL Financial account into a 13-month CD at Starion Bank. Lacey seconded the motion. Motion carried unanimously.

Deidre discussed that the Finance Committee also recommended moving funds from our current MMS into a CD to receive a higher rate of return. Deidre commented that Glenn proposed \$2 million be transferred, but after discussion she had with Taylor, that there will be high-dollar capital projects coming up soon that we may not see reimbursement for months after-the-fact, so recommended \$1 million instead. Glenn commented transferring \$1 million from MMS to a 13-month CD at Starion would generate approximately \$13k in interest, versus the \$300 each month we are receiving from the MMS. Glenn asked Steve it would be a possibility to stagger \$500k into CD's throughout a few month's period of time. Steve answered that Starion only is running this special with a certain amount of funds and after it's been maxed out, that the special CD rate will go back down to a regular rate. Steve recommended putting a portion of funds into a 7-month and a portion into a 13-month, so there will be funds available sooner in case Transit would need them. Steve answered Glenn's question that the bank would not be able to honor that special rate at 7, 8, or 9-month terms/separate CD's. DeNae asked Deidre if \$1 million was put into a 13-month CD and if another \$1-million would be put into a 7-month CD, if it would relieve her cash flow concerns. Deidre answered that \$1 million is due to be paid next month, \$500k is due to be paid the beginning of next year, another \$500k is due to be paid when Ford is able to manufacture (hopefully in the near future), and the insurance policy is due in March 2023. DeNae asked Steve what the penalty would be to cash out CD's early in case of emergency. Steve answered that a 7-month CD would be a month's worth of interest and that a 13-month CD would be 3-months' worth of interest. Steve also commented that only the portion being withdrawn would be penalized, so the whole amount of the CD would not have to be withdrawn if not needed. Royce moved to transfer \$2 million from cash reserves to a 13-month CD at Starion Bank. DeNae seconded the motion. Motion carried unanimously.

Executive Director Report

- 1. November Board Meeting:** Deidre discussed that the November Board Meeting on November 17, 2022 will have to be rescheduled or cancelled as she is in a wedding out of state. Deidre will send a poll to the Board to see what fits best with everyone's schedules.
- 2. Community Outreach Update:**
 - Touch-A-Truck event in Mandan in May was a success; even though the weather was cold and rainy.
 - Staff presented at the Optimist Club Meeting this past Tuesday.



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- 609 trips for Free Ride Day on June 14th, which was an increase in ridership from “Dump the Pump” day in 2021.

3. **Public Hearing Recap:** Deidre explained that on June 1st, Transit held a Public Hearing in on Service Hours and Transit’s current brokerage contract with the City of Bismarck. Discussion was had to possibly increase fixed route hours from 7pm to 9pm and what the cost would be of doing so. There will be discussion for the full Board again in September at the Strategic Planning Meeting on how to move forward with Service Hours.

Operations Report: Danae explained that National Express evaluates each of their locations on a monthly basis using Balanced Scorecards. Balanced scorecards collect criteria such as on-time performance, yard-departure times, speeding events, preventable accident frequency and staffing. Bismarck was scored #1 for the month of May. This is the third time in five months that Bismarck scored #1. This speaks volumes of the hard work drivers and staff put in each and every day. Danae informed the Board that on June 30th, Operations will be having a parking lot cook-out for staff appreciation. The second-place photo contest from a few months back won the Bismarck location a monetary prize, and will used it towards VIP Larks game tickets on July 10th for staff to enjoy.

Other Business: Deidre discussed that due to Steve’s schedule, he asked if another Board Member would be able to participate in the Public Transportation Working Group in his place. This meeting is the second Tuesday of every month starting at 10 AM and lasts anywhere from 15 minutes to 45 minutes. Andrew volunteered to participate in the Public Transportation Working Group. Lynn and Deidre thanked Andrew for dedicating his time to this group.

Deidre commented that it was Commissioner Guy’s last meeting as acting as a liaison for the Bis-Man Transit Board. Deidre thanked Commissioner Guy for all of the great work she has done for Transit. Deidre announced that the Board made a \$100 donation to Dollars for Scholars in her name as an appreciation gift for her commitment to Transit and card will be on its way to her in the mail. Commissioner Guy explained that it’s been a pleasure and a team-effort serving for Transit; and that good decisions have been made, especially hiring Deidre. The commissioners have more faith in Transit than before. Nancy commented that she is pleased with the past two clean audits as well as the kind gesture of receiving a sympathy card from the Board and staff after her husband’s passing. Commissioner Guy also gave her appreciation for the donation to dollars for scholars.

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

Meeting adjourned at 12:15 P.M.



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