



Bis-Man Transit Board Meeting

November 21, 2024, 11:30 AM

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

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Lacey Long, Vice President

Glenn Lauinger

Karel Sovak

Helen Baumgartner

Andrew Stromme

Royce Schultze

Commissioner Connolly

Commissioner Rohr

Not Attending:

Steve Heydt

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Tom Reisenauer

Amanda O'Brien

Guests:

Trevor Vannett

Rachel Lukaszewski

Paulette Jacobsen

Susan Dingle

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

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

Consent Agenda: DeNae moved to approve the Consent Agenda. Glenn seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2024/10/24 Regular Meeting
 - b. Attachment B – 2024/11/11 Finance Committee 2025 Budget Meeting
 - c. Attachment C – 2024/11/18 CTIC Meeting
 - d. Attachment D – 2024/11/19 Finance Meeting
 - e. Attachment E – 2024/11/19 Mandan Contribution Discussion
2. Financial Report
 - a. Attachment F
3. Ride Stats
 - a. Attachment G
4. Retention Policy Approval– *Medicaid Disposal Clarification*
 - a. Attachment H
5. Cutaway Bus Replacement Order Correction
 - a. Attachment I
6. FY26 Staid Aid Application
 - a. Attachment J

Public Comment: N/A

Old Business

1. Sales Tax Contribution Update: Deidre explained that she attended the Bismarck City Commission Meeting last Tuesday to discuss the approval of Measure 1. There will be a committee formed to handle the funds. A meeting with the City of Mandan was held this past Tuesday and more discussion will be had on how to receive funds. There were concerns on holding funds and DeNae is reviewing it. City of Mandan proposed an application process for the funds. DeNae commented that the language in the measure and ordinance specifically states that the funds are to be used for elderly, disabled, and socio-economic challenged individuals. Commissioner Connelly has spoken with advocates and employees with the City of Bismarck to form the Bismarck committee for measure funds.



New Business

1. Mandan RAISE Grant Letter of Support: Deidre discussed that Andrew shared a Mandan grant application for the Mandan proper corridor, which is located from Division Street south to 2nd Street and Collins Avenue west to Sunset Drive in Mandan. Andrew explained that in previous transportation studies that have been done that the area applying for funds has had high transportation density. The Letter of Support outlines the support for public transportation services in these areas. DeNae asked Andrew if only the streets in those areas that are really in need of rehabilitation will be fixed and how much money is being requested in the grant. Andrew answered that the streets in urgent need of repair will only be fixed and the grant application is requesting \$40 million dollars. DeNae moved to approve the RAISE Letter of Support on condition that technical changes are made. Glenn seconded the motion. Motion carried unanimously.
2. 2024 Bad Debt Write-Off Approval: Deidre explained that the annual bad debt write-off amount for 2024 is \$76.17. Glenn moved to approve. Lacey seconded the motion. Motion carried unanimously.
3. Credit Card Limit Increase Request: Deidre discussed that the executive director credit card limit is currently \$3,000; however, many subscriptions must be paid on the credit card. This makes it difficult to pay for other expenditures that arise. Finance Committee recommends approval to increase the executive director credit card limit to \$7,500. DeNae moved to raise the executive director credit card limit to \$7,500. Karel seconded the motion. Motion carried unanimously.
4. IRA Plan Revision Adoption: Deidre explained that Mike Daffinrud from Starion Bank Investments reached out that employees would be able to contribute to a Roth IRA free of charge for after-tax contributions. Glenn commented that at the Finance Committee meeting it was discussed to offer employees benefits that is no cost to the organization to help retain employees. Glenn moved to approve the IRA Plan revision. Royce seconded the motion. Motion carried unanimously.
5. FSA/DCAP Employee Benefit Recommendation: Deidre explained that Flex Savings Accounts have been a benefit to employees that has been a discussion in the past. Five providers were contacted for administration of this plan for employees. BBP Admin came in with the lowest estimate of \$710.00 annually. DeNae commented that the Finance Committee recommends approval of BBP Admin for the FSA/DCAP. DeNae moved to approve BBP Admin for the FSA/DCAP starting January 1st, 2025. Lacey seconded the motion. Motion carried unanimously.
6. FY26 5339 Grant Application Approval: Deidre discussed that the FY26 5339 grant application is a competitive federal grant that is applied for each year. This grant application requests a new fixed route bus replacement, supplemental funding for



another fixed route bus replacement, power scrubber replacement for the shop, and eight fat-tire bike racks for the fixed route buses. DeNae commented that the Finance Committee recommends approval of the FY26 5339 grant application. DeNae moved to approve the FY26 5339 grant application. Royce seconded the motion. Motion carried unanimously.

7. FY26 5310 Grant Application Approval: Deidre discussed that the FY26 5310 grant application is a competitive federal grant that is applied for each year. This grant requests four cutaway bus purchases to replace the 2019 fleet, Mobility Manager salary, After Hours, Sunday, Early Morning, and Holiday Service. DeNae commented that the Finance Committee recommends approval of the FY26 5310 grant application. DeNae moved to approve the FY26 5310 grant application. Helen seconded the motion. Motion carried unanimously.
8. 2025 Advertising Plan Update Approval: Deidre explained that advertising rates for buses, benches, and shelters have not increased since 2020. Staff recommends a 10% increase to the current advertising prices for buses, benches, and shelter advertisements beginning January 1st, 2025. This increase will also help replace old benches. DeNae commented that the Finance Committee recommends approval of the advertising rate increase. DeNae moved to approve the advertising rate increase of 10% for buses, benches, and shelters to begin on January 1st, 2025. Lacey seconded the motion. Motion carried unanimously.
9. Telephone Contract Approval: Deidre discussed that the Telephone Contract RFP came in with two bidders. BEK Communications and Source Communications and Security. BEK came in at a lower monthly price and no capital purchase for equipment as we already bought the equipment at the time of the last RFP. Termination language states that the rest of the contract would have to be paid if Transit wanted out of the contract at any point of the 60-month period. Deidre reached out to BEK and they changed the language to a one-year contract with four additional one-year terms. DeNae commented that the Finance Committee recommends approval of the BEK Communications pending the contract language change. BEK put in a service order stating a 12-month term, but didn't reflect it in the written agreement. The contract term and termination language needs an amendment. DeNae moved to approve the BEK Communications contract pending the change to written agreement. Glenn seconded the motion. Motion carried unanimously.
10. Administrative Committee Update: Karel discussed that the Administrative Committee met and recommends the executive director salary increase to be 9.29% for 2025 with a \$5,000 bonus to be paid in November. Karel moved to approve the salary increase and \$5,000 bonus. Glenn seconded the motion. Motion carried unanimously. DeNae commented that this salary is in line with the City of Bismarck directors.



11. 2025 Budget Approval: Deidre explained that after discussion with the Finance Committee that the paratransit revenue hours were estimated at an increase for the 2025 budget. The FSA/DCAP fee of \$710 needs to be added to the budget. Glenn moved to approve the budget with the addition of the \$710 for the FSA/DCAP account. Lacey seconded the motion. Motion carried unanimously. Glenn commented that there is a large deficit, but it's anticipated to receive sales tax funding from both Bismarck and Mandan communities to balance the budget. This will result in budget revisions.

Executive Director Report

1. Stuff the Bus Update: Deidre discussed that Stuff the Bus will be December 9th through the 13th to be collecting donations for Ministry on the Margins. On Thursday December 12th, there will be a CAT bus parked at Family Fare-North from 3pm-7pm collecting donations. WeDriveU and Bis-Man Transit employees will be volunteering that evening.
2. December Board Meeting: Deidre recommended cancelling the December Board Meeting as she may be out of the office on maternity leave. Deidre commented that Rachel Lukaszewski will not be at the December Board Meeting as today is her last day with the MPO, as she is moving overseas. Deidre thanked Rachel for all of her work and support she has provided to Bis-Man Transit. Lynn also thanked Rachel for her hard work and support to Bis-Man Transit on behalf of the Board.

Operations Report: Amanda updated that operations staff is currently at 23 paratransit drivers, just shy of their goal, but are continuing to accommodate all trip requests. Operations added two new fixed route drivers, this has allowed to make some minor schedule changes and more appealing shifts for the drivers. This past Monday, management prepared a delicious Thanksgiving meal for the office staff and drivers to show our appreciation for all their hard work and dedication at the all employee safety meeting. A Christmas Potluck is scheduled for next month for employees.

Other Business: N/A

DeNae moved to adjourn. Karel seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:22 P.M.



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