



Citizens Transportation Advocacy Group

January 11, 2021, 1:00pm.
ZOOM

1. Welcome & Introductions

2. Approval of Agenda

3. Consent Agenda

- i. Previous Meeting's Minutes
 - a. Attachment A
- ii. Ride Stats
 - a. Attachment B

4. Regular Agenda

- i. Fixed Route Changes Update
- ii. Bylaw Changes/Recommendations
 - a. Attachment C
- iii. No Show Policy Discussion
- iv. Upcoming Projects
- v. 2020 - Year in Review

5. Other Business

6. Adjourn

- The next CTAG Meeting is scheduled for March 8, 2021 at 1:00 PM.



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Citizen Transportation Advocacy Group Meeting Minutes

October 12, 2020, 1:00PM

Via Zoom Conference Call

3750 E Rosser Avenue, Bismarck

Attending:	Chair/ Susan Dingle	Vice Chair/Trevor Vannett
	Helen Baumgartner	Heather Salhus
	Tanya Jo Smith	Jeannie Pedersen
	Jillian Schaible	

Not Attending:	Laura Just	Kate Herzog
	Mike Chaussee	Lee Red Horse
	Lorraine Davis	

Staff:	Deidre Hughes	Taylor Kitzan
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Guests:	Danae Thiery	Glenn Lauinger
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Meeting called to order at 1:03 P.M.

Consent Agenda: Deidre discussed that April's meeting minutes still needed to be approved as well as July's. Helen commented on a few errors from April's meeting minutes: She was in attendance for April's meeting, but the minutes didn't reflect; a mile difference from July to August on the fixed route report; and the accident report numbers for fixed route did not reflect correctly. Deidre responded that she will make the corrections. Susan moved to approve the revised April minutes and July's minutes. Helen seconded the motion. Motion carried unanimously.

Public Comment: Tanya expressed her appreciation on the team's effort on the Blue Zones site evaluation.

Route Redesign: Deidre informed the group that Public Comment sessions have been scheduled for the week of October 19th, 2020. Deidre discussed that the two-hour red route has been split into two separate one-hour routes. The brown route is redesigned to better service the Mandan community and the orange route is new and will come to the Transit facility.

Technology Update: Deidre discussed that the new Ecolane app on mobile devices will offer diminishing balances and will allow riders to schedule rides on their own through the app. Deidre also discussed the new AVL software provider was awarded to Transloc and all of the features they provide. The estimated time for installation is 12 weeks.

COVID-19 Update: Danae from operations informed the group that since full-service started again on May 11th, Paratransit ridership has increased by 33% and CAT ridership has increased by 39%. The fogger machine that was purchased in July has been able to disinfect interior bus surfaces better as well as being used in the common areas of the Transit facility.

2021 Holiday Hours: Deidre asked the group if they would like to recommend changing the 2021 Holiday Schedule from the 2020 Holiday Schedule. Tanya moved to recommend using the 2020 Holiday Schedule for year 2021. Helen seconded the motion. Motion carried unanimously.

Bylaw/Term Discussion: Deidre discussed that the following individuals currently had terms that were up for re-election and asked those individuals if they were interested in continuing another term: Susan Dingle, Trevor Vannett, Heather Salhus, and Jillian Schaible. Deidre discussed the term dates needed to be filled as two, two-year terms, and two, three-year terms. Trevor and Heather each volunteered for the three-year terms. Susan and Jillian each volunteered for the two-year terms. Deidre asked Susan and Trevor if they wanted to continue their roles as Chair and Vice Chair of CTAG. Trevor moved to keep Susan as Chair and himself as Vice Chair of CTAG. Tanya seconded the motion. Motion carried unanimously.

2021 Meeting Schedule: Deidre asked the group if they would like to continue meeting the second Monday of every three months, or if they would like to change to an every-other-month schedule, keeping the next meeting date as January 11th, 2021. Trevor moved to change the meeting schedule

to every-other-month after the next meeting date. Tanya seconded the motion. Motion carried unanimously.

Other Business: Deidre informed the group that there will be free rides for both Paratransit and CAT buses on Election Day, Tuesday, November 3rd 2020. Deidre reminded the group that Paratransit rides have to be scheduled 24 hours in advance due to COVID-19 pre-screening questions. This change is to help decrease the possible spread of COVID-19. Jillian asked if there was an end date to this change. Deidre responded that there is no end date at this time. Susan thanked Helen for finding the errors in April's Meeting Minutes so they were able to be corrected. Helen asked Deidre if the three-year terms that are coming up automatically renew to a one-year term. Deidre responded, no that the term would have to be evaluated based on other member's terms. Deidre encouraged the group to spread the word about the public comment sessions. Trevor asked if the public comment will also be available on Zoom. Deidre answered yes.

Meeting adjourned at 1:55 P.M.

November 2020

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	4,016	51,267	7,936	94,530	-49.40%	-45.77%
PARATRANSIT	4,957	64,820	8,329	99,847	-40.49%	-35.08%
Total	8,973	116,087	16,265	194,377	-44.83%	-40.28%
FR AVG. DAILY BOARDINGS	160.64					
DR AVG. DAILY BOARDINGS	165.23					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,658.89	16,580.17	2.42	3.09	4.95	-13.12%
PARATRANSIT	2,074.53	26,403.11	2.39	2.46	2.82	-25.51%
Total	3,733.42	42,983.28	2.40	2.70	3.6	
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	28,308	277,038	0.14	0.19	317,404	-12.72%
PARATRANSIT	27,045.20	347,065.71	0.18	0.19	480,269	-27.74%
Total	55,353.20	624,103.71	0.33	0.37	797,673	-21.76%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	0.00%	84.16%	81.29%	80.18%	-100.00%	4.97%
PARATRANSIT	94.00%	97.80%	98.00%	96.00%	-4.08%	1.88%
RIDERSHIP PER ROUTE						
ROUTE	Month	YTD		PY Month		% INC/DEC OVR PYM
BLACK	748	9646		1221		-38.7%
BLUE	725	9791		1383		-47.6%
GREEN	540	7169		1357		-60.2%
RED	669	9508		1719		-61.1%
BROWN	567	7431		1198		-52.7%
PURPLE	767	7722		1058		-27.5%
U-Mary	90	1043		301		-70.1%
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	1	1	4	4		
PARATRANSIT	1	1	6	6		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	2	21				
PARATRANSIT	6	36				
Office Staff	1	1				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	1				
PARATRANSIT	1	20				
Office Staff	0	4				

October 2020

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	5,225	47,251	8,612	86,594	-39.33%	-45.43%
PARATRANSIT	6,229	59,863	9,334	91,518	-33.27%	-34.59%
Total	11,454	107,114	17,946	178,112	-36.18%	-39.86%
FR AVG. DAILY BOARDINGS	193.52					
DR AVG. DAILY BOARDINGS	200.94					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC OVR PYTD
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,862.23	14,921.28	2.81	3.17	4.99	17,361.6
PARATRANSIT	2,412.28	24,328.58	2.58	2.46	2.82	32,423.6
Total	4,274.51	39,249.86	2.68	2.73	3.6	49,785.2
			Pass./Mile	Pass./Mile		
						% INC/DEC OVR PYTD
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	
FIXED ROUTE	31,499	248,730	0.17	0.19	288,558	-13.80%
PARATRANSIT	32,343.98	320,020.51	0.19	0.19	439,220	-27.14%
Total	63,842.98	568,750.51	0.36	0.38	727,778	-21.85%
					% INC/DEC OVR PYM	% INC/DEC OVR PYTD
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD		
FIXED ROUTE	0.00%	84.16%	81.25%	80.07%	-100.00%	5.11%
PARATRANSIT	94.00%	97.80%	96.00%	95.90%	-2.08%	1.98%
RIDERSHIP PER ROUTE						% INC/DEC OVR PYM
ROUTE	Month	YTD		PY Month		
BLACK	881	8898		1347		-34.6%
BLUE	1020	9066		1557		-34.5%
GREEN	818	6629		1677		-51.2%
RED	865	8839		1726		-49.9%
BROWN	810	6864		1210		-33.1%
PURPLE	831	6955		1095		-24.1%
U-Mary	161	953		428		-62.4%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	3	3		
PARATRANSIT	0	0	5	5		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS	Month	YTD				
FIXED ROUTE	1	19				
PARATRANSIT	8	30				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	1				
PARATRANSIT	1	19				
Office Staff	0	4				

September 2020

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	4,885	42,026	8,598	77,982	-43.18%	-46.11%
PARATRANSIT	5,836	53,634	8,562	82,184	-31.84%	-34.74%
Total	10,721	95,660	17,160	160,166	-37.52%	-40.27%
FR AVG. DAILY BOARDINGS	195.40					
DR AVG. DAILY BOARDINGS	194.53					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC OVR PYTD
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,728.18	13,059.05	2.83	3.22	4.98	15,653.3
PARATRANSIT	2,300.82	21,916.30	2.54	2.45	2.81	29,258.8
Total	4,029.00	34,975.35	2.66	2.74	3.6	44,912.1
			Pass./Mile	Pass./Mile		
						% INC/DEC OVR PYTD
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	
FIXED ROUTE	29,406	217,231	0.17	0.19	259,643	-16.33%
PARATRANSIT	30,783.80	287,676.53	0.19	0.19	394,348	-27.05%
Total	60,189.80	504,907.53	0.36	0.38	653,991	-22.80%
					% INC/DEC OVR PYM	% INC/DEC OVR PYTD
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD		
FIXED ROUTE	82.44%	84.16%	81.22%	79.94%	1.50%	5.29%
PARATRANSIT	97.00%	98.22%	97.00%	95.89%	0.00%	2.43%
RIDERSHIP PER ROUTE						% INC/DEC OVR PYM
ROUTE	Month	YTD		PY Month		
BLACK	844	8017		1401		-39.8%
BLUE	968	8046		1571		-38.4%
GREEN	836	5811		1579		-47.1%
RED	760	7974		1647		-53.9%
BROWN	661	6054		1272		-48.0%
PURPLE	816	6124		1128		-27.7%
U-Mary	119	792		437		-72.8%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	3	3		
PARATRANSIT	0	0	5	5		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS	Month	YTD				
FIXED ROUTE	0	18				
PARATRANSIT	4	22				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	1				
PARATRANSIT	0	18				
Office Staff	0	4				



- Bis-Man Transit Board –

Citizen Transportation Advocacy Group

BYLAWS

Article I - NAME

The name of this Group shall be the Citizen Transportation Advocacy Group (CTAG). Establishment of the Group is authorized by the Bis-Man Transit Board.

Article II - OBJECTIVE

The CTAG serves to provide the Bis-Man Transit Board (BMTB) with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by BMTB of interest to the citizens of the Bismarck/Mandan community. The group shall serve in an advisory capacity with its objective being to act as a sounding board for the BMTB staff in developing plans and programs to address public transportation in a multi-modal framework. The functions of the group shall include, but are not limited to the following:

1. Advise BMTB staff and the BMTB Board of Directors on consumer issues related to the design of the public transportation system, its ancillary systems/services, performance, policies, marketing and communications.

Article III - COMPOSITION-QUALIFICATION AND TERMS

CTAG members shall be appointed by the Bis-Man Transit Board, and shall serve at the pleasure of the Bis-Man Transit Board. Members representing specific jurisdictions (*) will be nominated by their respective jurisdiction. The BMTB will strive to appoint Group members that represent the diverse makeup of the Bismarck/Mandan community including members of underrepresented groups.

The CTAG will consist of up to a maximum of twenty (20) members. Members will be appointed based on their representation of the following constituencies:

Interest	Number of Members
Bismarck resident*	1
Mandan resident *	1
U-Mary Representative *	1
BSC Representative*	1
United Tribes Representative*	1
Bismarck Public Schools Representative *	1
Mandan Public Schools*	1
The Downtowners Association *	1
Mandan Progress*	1
BMDA or Chamber of Commerce	1
Member Representing the Senior Population	1
Senior Rider	1
Paratransit Rider	1
Member Representing Disabled Population	1
Frequent Fixed Route Rider	1
Student Rider	1
Member Representing Active Transportation Interests	1
Member Representing Low Income Housing and/or Homeless Interests	1
Member Representing the Healthcare Field	1

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent ALL of the citizens of the community as advocacy group members.

Initial appointments to the Group shall be six for a one-year term, six for a two-year term and six for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for two years, which may be renewed. Members shall draw lots to determine term of initial appointment.

Article IV- MEMBERSHIP WITHDRAWAL

Membership may be withdrawn by the BMTB Executive Director for any of the following reasons:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period.
2. Misrepresentation at time of appointment with respect to personal use of BMTB's service.
3. If member does not reside in the BMTB service area or ceases to represent the constituency to which the member was assigned.

Article V - OFFICERS AND DUTIES

The Group members will elect a Group Chair and Vice-Chair by a majority of the members present at the October/November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CTAG. Ad hoc committees must have less than a quorum of CTAG members. The CTAG may not direct the ad hoc committee on how to fulfill its function or when it should meet.

BMTB staff will provide the administrative support for the Group including e-mailing minutes and agendas to members, and any other related duties.

Article VI - MEETINGS

The CTAG shall meet quarterly (or more frequently as deemed necessary) at a date, time and place set by resolution of the BMTB effective January 2018, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters.

All CTAG meetings will be held in accordance with open meeting laws (Century Code 44-04-17.1 through 44-04-31.). Public Notice of all meetings shall be given pursuant to the open meeting laws.

Agenda items will be agreed upon by the Chair and the BMTB staff representative, or upon motion of the Group. Any Group member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of more than 50% of voting members. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the BMTB Board of Directors.

All actions of the Group shall require the approval of a majority of the quorum present.

Article VII - PARLIAMENTARY PROCEDURE

The rules contained in "Roberts Rules of Order", shall govern the Group in all cases to which they are applicable, and not inconsistent with the bylaws of the Group.

Article VIII - PROHIBITED ACTIVITIES

No individual member shall represent the CTAG to the general public or at a BMTB Board meeting without majority vote of a quorum at a CTAG meeting prior to the representation.

No CTAG member will represent BMTB to the general public without consent of the Executive Director (or designee) prior to the representation.

Article IX. IMPERTINENCE-DISTURBANCE AND MEETING

Any person, including Group members, making personal, impertinent or indecorous remarks while addressing the Group may be barred by the chairperson from further appearance before the Group at that meeting, unless permission to continue is granted by an affirmative vote of the Group. The chairperson may order any person, including Group members, removed from the Group meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

Article X. COMENSATION

All members of the CTAG operate on a voluntary basis and will not be compensated for their time. Free rides will be provided for active CTAG members on the public transportation system up to the value of a fixed route monthly pass, each month.

Interest		Number of Members
Bismarck resident*	Jillian Schaible	1
Mandan resident *	Lorraine Davis	1
U-Mary Representative *		1
BSC Representative*		1
United Tribes Representative*		1
Bismarck Public Schools Representative *		1
Mandan Public Schools*	Laura Just	1
The Downtowners Association *	Kate Herzog	1
Mandan Progress*		1
BMDA or Chamber of Commerce		1
Member Representing the Senior Population	Mike Chaussee	1
Senior Rider		1
Paratransit Rider	Trevor Vannett	1
Member Representing Disabled Population	Jeannie Pedersen	1
Frequent Fixed Route Rider		1
Student Rider		1
Member Representing Active Transportation Interests	Tanya Jo Smith	1
Member Representing Low Income Housing and/or Homeless Interests	Heather Salhus	1
Member Representing the Healthcare Field		1