



Bis-Man Transit Board Meeting

March 23, 2023, 11:30 AM
Via Zoom and In Person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

DeNae Kautzmann, Secretary/Treasurer
Lacey Long, Vice President Glenn Lauinger
Helen Baumgartner Karel Sovak
Andrew Stromme Steve Heydt
Commissioner Rohr

Not Attending:

Lynn Wolf, President Royce Schultze

Staff:

Deidre Hughes Taylor Kitzan
Mike Mundahl Tom Reisenauer
Danae Thiery

Guests:

Tyler S. Jen W.
Jacey E. Kim Riepl, MPO
Susan Dingle

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

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

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

Public Comment: N/A

New Business

1. **Fuel Contract Recommendation:** Deidre discussed that the Fuel Bid only had one bidder, our current contractor, Tri-Energy. Their bid was thirteen cents off per gallon of fuel. That saves Transit around \$16,000 annually in fuel costs. The contract period is April 1, 2023 until March 31, 2024 with two additional one-year options. Staff recommends award to Tri-Energy Cooperative for the fuel contract. DeNae noted that the Finance Committee also recommends approval of the fuel contract. Karel asked Deidre why there was a lack of bids for this contract. Deidre responded that she didn't know as the bid was advertised with local gas stations in a 2 ½ mile radius. Deidre commented that the previous competitor, Red Carpet, was bought out and did not submit a bid. Karel moved to approve the fuel contract. Glenn seconded the motion. Motion carried unanimously.
2. **Vehicle Purchase Recommendation:** Deidre explained that due to supply chain issues, staff recommends the purchase two side lift vans in replacement of cutaway buses. These vehicles will be purchased with existing FY2020 5339 grant funds at an 80/20 split and the Otto Bremer grant that was previously awarded in 2021. The local match for both vehicles is \$23,655.00 and is within the budget. Transit anticipates receiving the vehicles in late Fall 2023. This purchase would help with trip capacity issues and would have to be brought to the City Commission. DeNae noted that the Finance Committee recommended the approval of the vans in replacement of the cutaway buses. Lacey moved to approve the purchase of the two Ford side lift vans. Karel seconded the motion. Motion carried unanimously.
3. **Umbrella Insurance Approval:** DeNae informed that Ryan House was unable to provide a quote in time for the meeting. The Umbrella Insurance approval will have to be brought to the Executive Committee before the policy start date of April 1st.

Executive Director Report

1. **City Commission Update:** Commissioner Splonkowski resigned from his position effective Monday, March 20th. There will be a Special Commission Meeting held tomorrow, Friday March 24th, to discuss and Deidre will be listening into the meeting as Commissioner Splonkowski held Bis-Man Transit's portfolio. Deidre will provide an update when she is informed on how that will be handled.



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2. Transit Development Plan Upcoming Meetings: The second round of TDP Public Meetings are scheduled on April 10th, 2023. The meetings will be held from 12:00 PM to 1:30 PM at the Mandan Public Library and 4:30 PM to 6:00 PM at the Bismarck Public Library. Deidre encouraged Board members to attend if they're able. Discussion will pertain mostly to financial items and organizational structure.
3. Rescheduled Blood Drive: The Blood Drive that was scheduled in December was cancelled due to a blizzard. The rescheduled Blood Drive is Friday, April 14th from 9:00 AM to 11:30 AM in the bloodmobile in the parking lot. The conference room will be occupied by the ND Department of Health's car seat training. If any Board members are interested in donating or know of anyone who is interested, sign-up info will be distributed at a later date by Vitalant.
4. Spring Project Update:
 - NTD Reporting has been submitted and is under review for any recommended changes. There are a few forms that have to wait until Census data comes back.
 - AARP Community Grant for \$10,000 to replace bus signs in Bismarck and Mandan was submitted on March 15th. Deidre anticipates to hear back on award in May.
 - Second set of response questions for the Operations RFP have been posted to the website. Closing of the RFP is set for April 10th and evaluation will take place in the weeks following. There have been a lot of good questions and things are going well with the RFP.
 - Bus 2301 is scheduled to begin production next Wednesday at Gillig in San Francisco, CA. It takes two months from production until the bus is on the road. Staff is anticipating this fixed route bus to be on the road by summertime.
 - There has been an increase in travel training and presentations. Mike has been fulfilling these requests and has more on the schedule for this week.
 - The 2022 Annual Audit will be complete and presented by the next Board meeting. The audit went well and Taylor did a great job.
 - Deidre has been on the Bismarck-Mandan's Mayor Committee for Individuals with Disabilities for two years and currently serves as the Secretary. The Committee is encouraging individuals who are seeking higher education to apply for one of five \$1,000 scholarships. The application is due April 28th. Contact Deidre for more information or find the application on the City of Bismarck website.
 - The new fast fare fareboxes are expected to arrive in May along with installers and a trainer to train on the new system. The fareboxes should be functional by early Summer.



- Staff has been working with ND Veteran Affairs to establish a Veteran's Ride Program. This is a charge account for certified paratransit riders that are veterans to have their rides paid for with funding given to the ND Veteran Affairs.
- Bus 1502 had an engine failure and it will have to be replaced. This purchase will be under \$50,000, but will have to be presented to the Executive Committee and City Commission for approval.

Operations Report: Danae discussed that the Operations team has office, maintenance, and driver positions open at this time. They have been pushing hiring ads on social media, Job Service, and recruitment sites. Subscription trips have been suspended on paratransit since December of 2022. This has decreased excessive trip durations by 71% and increased on-time performance by 22%. This is a huge accomplishment for Operations. Riders are having to wait less time for pick-up and are spending less time on the bus. March 18th was Transit Driver Appreciation Day. Management put together a breakfast and office staff made personalized "Thank You" notes for all the drivers last Friday in celebration. In the last year, our drivers have driven over 500,000 miles and transported over 150,000 passengers. Danae praised the hard work of our drivers and expressed gratitude for the hardworking and dedicated group of men and women.

DeNae also thanked the drivers for their hard work and for being the face of Bis-Man Transit.

Other Business: N/A

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

Meeting adjourned at 11:51 A.M.



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