



Bis-Man Transit Board Meeting

May 25, 2023, 11:30 AM

<https://us02web.zoom.us/j/84112876686>

Call in: +1 312 626 6799; Meeting ID: 841 1287 6686

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2023/4/27 Regular Meeting
 - b. Attachment B – 2023/5/8 Special Board Meeting
 - c. Attachment C – 2023/5/22 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

Unfinished Business

1. Operations Contract Acceptance
 - a. Attachment F
2. Transit Development Plan Update – *Bill Troe, SRF Consulting*

New Business

1. North Dakota Community Foundation Grant
 - a. Attachment G

Executive Director Report

1. Project Update
2. Advertising Update
3. Ridership Update

Operations Report

Other Business

Adjourn

- The next Board Meeting will be held on June 22, 2023, at 11:30 am. •



3750 E Rosser Avenue,
Bismarck, ND 58501



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701.258.6817



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A

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

Bis-Man Transit Board Meeting

April 27, 2023, 11:30 AM

Via Zoom Conference Call &

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

Attending:

Lynn Wolf

Lacey Long

DeNae Kautzmann

Steve Heydt

Glenn Lauinger

Helen Baumgartner

Royce Schultze

Andrew Stromme

Karel Sovak

Commissioner Connelly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Danae Thiery

Guests:

Bill Troe

Susan Dingle

Jacey Enget

Jen W.

Rachel Lukaszewski



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

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

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

Public Comment: Jacey Enget asked who the Bis-Man Handicap Association was. Deidre answered that they were a non-profit that recently disbanded.

Unfinished Business

1. Transit Development Plan Public Meeting Presentation – *Bill Troe, SRF Consulting*: Deidre introduced Bill Troe to give his virtual presentation and touched on the following:
 - Overview of the Plan including Next Steps and Key Areas of Focus
 - Current and Projected Financials
 - Addressing the Funding Gap including Service and Financial Options

DeNae asked Bill if the Public Meetings were well attended and if we received good feedback from them. Bill answered relative to the first public meeting in Mandan, there was a great turnout. Bill recommended the Mandan Public Library meeting space as it's spectacular. Bill commented that the attendance at the Bismarck meeting was about a dozen people with good conversation. Those in attendance were not supportive for reduction in service. Commissioner Connelly commented that Burleigh County is looking at a 10-mill levy increase of their own and any sales tax initiative is vote of the people in regards to the funding gap.

New Business

1. Decommission Bus 53 and Odyssey Farebox System Recommendation: Deidre explained that Bus 53 was purchased in 2012 and has exceeded useful life in both years and miles. A replacement vehicle is on order since 2021 and should be delivered this Fall. Bus 53 has been out of service since that time. Appraisal value hasn't come in yet, but expected to be \$2,000 to \$3,000 and will be posted for sale on GovDeals for 14 days. Staff is looking for approval to decommission Bus 53. DeNae commented that the Finance Committee recommends the approval to decommission Bus 53. DeNae moved to approve the decommission Bus 53. Karel seconded the motion. Andrew asked what price the bus will be listed for sale. Deidre answered that the reserve price is \$2,000 and will not be sold for less than appraised value. Karel asked if there was a cost to dispose of the Odyssey Farebox System. Deidre answered that there would be a fee to dispose of the Farebox System, but



City of Minot still uses these fareboxes, as well as there might be some parts that are still retainable for the new system. Deidre commented that once she receives a list from the manufacturer of what can be used, the rest will be donated to the City of Minot or disposed of at our expense. Steve asked if Deidre would be able to accept a bid that is under the amount of the appraised amount or if she would have to receive approval from the Board. DeNae asked if there was a policy in place for that. Deidre answered no. Steve suggested that the motion be amended that Deidre can accept a reasonable offer for Bus 53 when listed on GovDeals.

DeNae moved to amend the motion to Decommission Bus 53 and give authority to the Executive Director to accept a fair sale amount for the bus. Karel seconded the motion. Motion carried unanimously.

Lynn indicated a motion was also needed for the decommission of the Odyssey Farebox System. DeNae commented that the Finance Committee recommends approval of the decommission of the Odyssey Farebox System as outlined in the Executive Director's attached memorandum. DeNae moved to decommission the Odyssey Farebox System as outlined in the Executive Director's attached memorandum. Steve seconded the motion. Andrew asked how much it has cost to dispose of decommissioned material. Deidre answered that the cost of disposal is dependent on the weight. Motion carried unanimously.

2. 2022 Audit Acceptance: Deidre informed the Board that the 2022 Audit was finalized and there were no material weaknesses. Bis-Man Transit is now considered a low-risk auditee. Glenn commented that Deidre and Taylor have established internal control procedures and Bis-Man Transit no longer has that deficiency. Glenn also commented that previous accountants were not able to close the books from a cash to accrual basis and that Taylor was now completing those journal entries to stay in compliance with GAAP. Glenn thanked the City of Bismarck as they are the grantee and complete oversight. Glenn commented that the ARP Additional grant that was received in 2022 helped, but didn't solve the problem for future funding shortfall. Andrew moved to accept the 2022 Audit Report. Steve seconded the motion. Steve applauded Deidre and Taylor on their hard work for a clean audit. Lynn also thanked Deidre and Taylor for their hard work. Motion carried unanimously.

Executive Director Report

1. New Bus: The new fixed route bus was delivered two weeks ago. The proper inspections will be completed in the next few weeks, so that bus will be in service next month.
2. North Dakota Handicap Association Donation: Bis-Man Transit was gifted a donation in the amount of \$4,051.31 from Bis-Man Handicap Association. Bis-Man Handicap Association



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recently disbanded and Transit was one of ten non-profits chosen to receive donation and was given praise for the work done in the community. Royce commented that Bis-Man Handicap Association was started in the mid-1980's by a group of individuals with disabilities and received donations to purchase Bis-Man Transit's first paratransit bus. Deidre thanked Royce for sharing.

3. RFP Update: Deidre discussed that she plans to schedule a Special Meeting for a recommendation for the Operations RFP. After the recommendation is approved, it will then go to the City Commission Meeting on May 23rd.

Operations Report: Danae discussed that her and Craig are always working on recruitment. Craig is currently teaching a CDL class to drivers for fixed route. Yesterday was Administrative Professionals Day and Danae praised Amanda O'Brien, the Front Desk Receptionist for her hard work.

Other Business: DeNae reminded Deidre and the Committee Chairs that Standing Committees are not to be meeting every month unless there are actionable items to discuss, as well as assignments from the Board. DeNae commented that some Committees have been meeting every month when not necessary and should not be happening.

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

Meeting adjourned at 12:47 P.M.



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B

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

Bis-Man Transit Board Special Meeting

May 8, 2023, 11:30 AM
Via Zoom Conference Call &
In-Person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Lacey Long, Vice President

Andrew Stromme

Helen Baumgartner

Glenn Lauinger

Steve Heydt

Royce Schultze

Karel Sovak

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Guests:

Tom Reisenauer

Craig Thomas

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

Operations RFP Recommendation Approval: Staff recommends approval of National Express to be awarded the bid for the Operations RFP. DeNae moved to approve staff recommendation in regards to the Operations RFP. Andrew seconded the motion. Motion carried unanimously.

Transit Development Plan Organizational Structure Group: Deidre asked the Board if there were two or three members that would be willing to participate in a group that will meet with the City of Bismarck on Transit's Organizational Structure. There will be two meetings to discuss recommendations from SRF Consulting on the Organizational Structure. Steve, DeNae, and Helen volunteered to participate.

Andrew moved to adjourn the meeting. Steve seconded the motion. Motion carried.

Meeting adjourned at 11:37 A.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

May 22, 2023, 1:00 P.M.

Via Zoom Conference Call

Attending: DeNae Kautzmann, Chair

Glenn Lauinger

Lynn Wolf

Staff: Deidre Hughes

Taylor Kitzan

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Meeting was called to order at 1:00 P.M.

The upcoming Operations contract was discussed. This document has been previously reviewed by Finance with the attachments. Deidre pointed out one change. It clarifies the software being used. Instead of Transloc, it will be PassioGo which is a partner of Ecolane. Committee agreed with clarification.

Glenn pointed out that the service description on page 2 was not wholly accurate since we have after-hours service. Deidre will change the language to reflect this service. Glenn asked if 11(b) on page 14 was limited to paratransit. Deidre said yes. Glenn said it could be argued that it applies to fixed route too. Deidre will add paratransit to the heading and substance of this section to clarify that it only applies to paratransit.

Deidre announced that we did not receive the AARP grant we applied for, which was to be used for new fixed-route bus signs. The ND Community Foundation awards mini-grants up to \$5,000. She is seeking approval to apply for this grant and to use proceeds for new signs. The signs cost \$6,500, so local match of \$1,500 is needed. The Committee recommends to the Board that a grant application be submitted.

Deidre stated that our advertising is going well. The new bus will have a full wrap and ads going in shelters. As a heads up, our CD is coming due July 24. We need to think about reinvesting, how much money, and for how long.

Deidre announced mother-in-law is cancer free and thanked us for our support and prayers. The Committee was happy to hear the good news.

Meeting adjourned at 1:20 P.M.



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April 2023

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	7,598	27,892	5,056	21,198	50.28%	31.58%	
PARATRANSIT	7,067	30,541	6,559	29,915	7.75%	2.09%	
Total	14,665	58,433	11,615	51,113	26.26%	14.32%	
FR AVG. DAILY BOARDINGS	303.92						
DR AVG. DAILY BOARDINGS	235.57						
Pass./Hour Pass./Hour Pass/Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,603.33	6,872.83	4.74	4.06	3.03	6,990.6	-1.68%
PARATRANSIT	2,572.26	10,804.15	2.75	2.83	2.91	10,283.6	5.06%
Total	4,175.59	17,676.98	3.51	3.31	3.0	17,274.1	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	26,145	109,897	0.29	0.25	111,631		-1.55%
PARATRANSIT	34,419.30	145,667.15	0.21	0.21	139,745		4.24%
Total	60,563.90	255,564.25	0.50	0.46	251,376		1.67%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	88.00%	88.00%	85.00%	88.00%	3.53%	0.00%	
PARATRANSIT	96.93%	95.48%	91.00%	94.50%	6.52%	1.04%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD		PY Month		% INC/DEC <u>0.47992256</u>	
BLACK	1840	6373		1043		76.4%	
BLUE	335	2679		627		-46.6%	
GREEN	1586	5684		897		76.8%	
RED	835	2772		567		47.3%	
ORANGE	1761	6096		1006		75.0%	
PURPLE	1241	4288		916		35.5%	
RIDERSHIP BY DESTINATION							
	Month	YTD		PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	262	950		125	109.6%	
	UTTC	74	323		38	94.7%	
	Bismarck Library	374	1595				
	Mandan Walmart	114	410				
	Mandan Dans	389	1354				
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	4	3			
PARATRANSIT	1	1	7	7			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	1	8					
PARATRANSIT	2	4					
Office Staff	1	1					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	1	3					
Office Staff	0	0					

CAT Bus Route Sign Replacement

BisMan Community Foundation Mini Grant 2023

Bis-Man Transit Board

Mrs. Deidre Hughes
3750 East Rosser Ave
Bismarck, ND 58501

dhughes@bismantransit.com
O: 701-258-6817
M: 701-516-0193

Mrs. Deidre Hughes

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Application Form

Qualify

Please answer all questions as thoroughly as possible. This form automatically saves, so you can log out and come back to it later.

Please verify that your contact information is correct, especially your email address. All correspondence regarding this application will be sent to the email address you provide, so be sure to check it regularly.

Need help? Contact us at 701-415-0984

Qualify for a Grant*

Choose only one.

Applicant is a 501(c)(3)

If you cannot mark any of the above, your organization does not qualify for a grant. Please contact your local community foundation representative or NDCF if you need help finding a fiscal sponsor.*

Statement of Nondiscrimination*

The policies and practices of the organization submitting this grant application provide equal opportunity to all qualified individuals in leadership, staffing, and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion, and any status protected by law.

I confirm and certify the statement of nondiscrimination.

Request Details

Mission and Description*

Provide your organization's mission statement and a **brief** description of your organization.

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

Bis-Man Transit provides transportation services through fixed routes and paratransit modes. The fixed-route service, or Capital Area Transit, is open to the general public and operates throughout Bismarck and Mandan. Bis-Man Transit aims to educate potential users on the benefits of public transit and make the system more user-friendly for existing riders.

Project Name*

Brief description or title for the project for which you are seeking funding.

CAT Bus Route Sign Replacement

Project Type*

Please choose the one that most closely represents your project.

Community Development

Approximate Project Start Date*

08/01/2023

Approximate Project End Date*

09/30/2023

Timeline Narrative

Is there any additional information about your time line that the Committee should be aware of?

Proposed timeline is contingent on the City of Bismarck and City of Mandan's staff availability for sign removal and installation.

Total cost of project*

\$6,500.00

Amount Requested*

Maximum \$5,000

\$5,000.00

Project Budget*

List or upload your project expenses and income, including any grants or donations already received or anticipated.

2023 ND Community Foundation Grant Supporting Info v2.pdf

The projected expense for designing and producing 130 replacement street signs is \$2,000. The removal and installation of existing signs must be completed by each respective city and is anticipated to cost between \$4,000 and \$4,500. There are no existing grants or prior funding for this project.

Indirect Costs*

What percentage of the grant, if received, will be used for indirect costs (e.g., overhead expenses, administration, or grant writer fees)? (Enter digits only. Enter "0" if all of the grant funds will be used for the project described.)

0

Proposal Narrative*

Provide a detailed description of your project and how the grant funds will be used if awarded.

Bis-Man Transit is seeking funding to replace approximately 130 bus route and bus stop signs throughout Bismarck and Mandan. Several signs are located off the bus route, confusing riders. Since the original sign installs over fifteen years ago, Bis-Man Transit has rebranded and developed a new logo. The existing signs do

not include the website address, which is used to inform riders of detours and service changes and help educate potential riders on the system. To increase community awareness of the fixed route bus service, Bis-Man Transit would like to remove signs no longer on active bus routes, add new signs to draw more attention to the service and update all signs to better align with the company's visual brand. Individuals 65 and older can utilize the fixed route service for free, but locating the routes can be overwhelming for new riders. As our communities grow and expand, driving and parking becomes more and more problematic, primarily near hospitals, clinics, and shopping centers, causing more seniors to rely on public transportation for their travel needs. Using the fixed route system can be confusing for new riders without proper street signage. The Bis-Man Transit fixed-route system, or Capital Area Transit (CAT), is a flag-down system. As a result, riders do not need to walk to dedicated stops to board the bus. However, flag-down systems can be challenging to navigate without proper street signage. Through various community surveys, riders and non-riders expressed concerns about inaccurate and outdated signage causing confusion.

If a grant is not received, how will the project/program continue?*

If funding for the sign replacement is not obtained, the project will be postponed until alternate funding is secured.

Project Length and Sustainability*

Is this a one-time project or program, or will it require ongoing support? If it will require ongoing support, how do you plan to sustain the program after the Foundation's grant is expended?

The proposed sign replacement is a one-time project but may require sign relocation if fixed routes change. If and when the time comes for this, Bis-Man Transit will seek alternate funding or utilize existing local match.

Population Served*

Describe the geographic and/or demographic area your project or program serves. How many people will be affected by this project or program?

Bis-Man Transit currently operates six routes. Five routes cover Bismarck, and one route covers Mandan. All routes were carefully constructed to provide access to low-income housing, medical facilities, and shopping centers. The CAT Bus is open to the general public and offers accessibility components for non-ambulatory riders.

Board Members*

List your Board or Committee members

Bis-Man Transit Board of Directors

1. Lynn Wolf, President
2. Lacey Long, Vice President
3. DeNae Kautzmann, Secretary-Treasurer
4. Glenn Launinger
5. Steve Heydt
6. Karel Sovak
7. Royce Schultze
8. Helen Baumgartner
9. Andrew Stromme

Submit Application

By submitting this application, you are affirming that:

- You are authorized to submit this application on behalf of the organization;
- All information provided is true and correct to the best of your knowledge; and
- The project in question has been approved by the appropriate authority within the applicant organization.

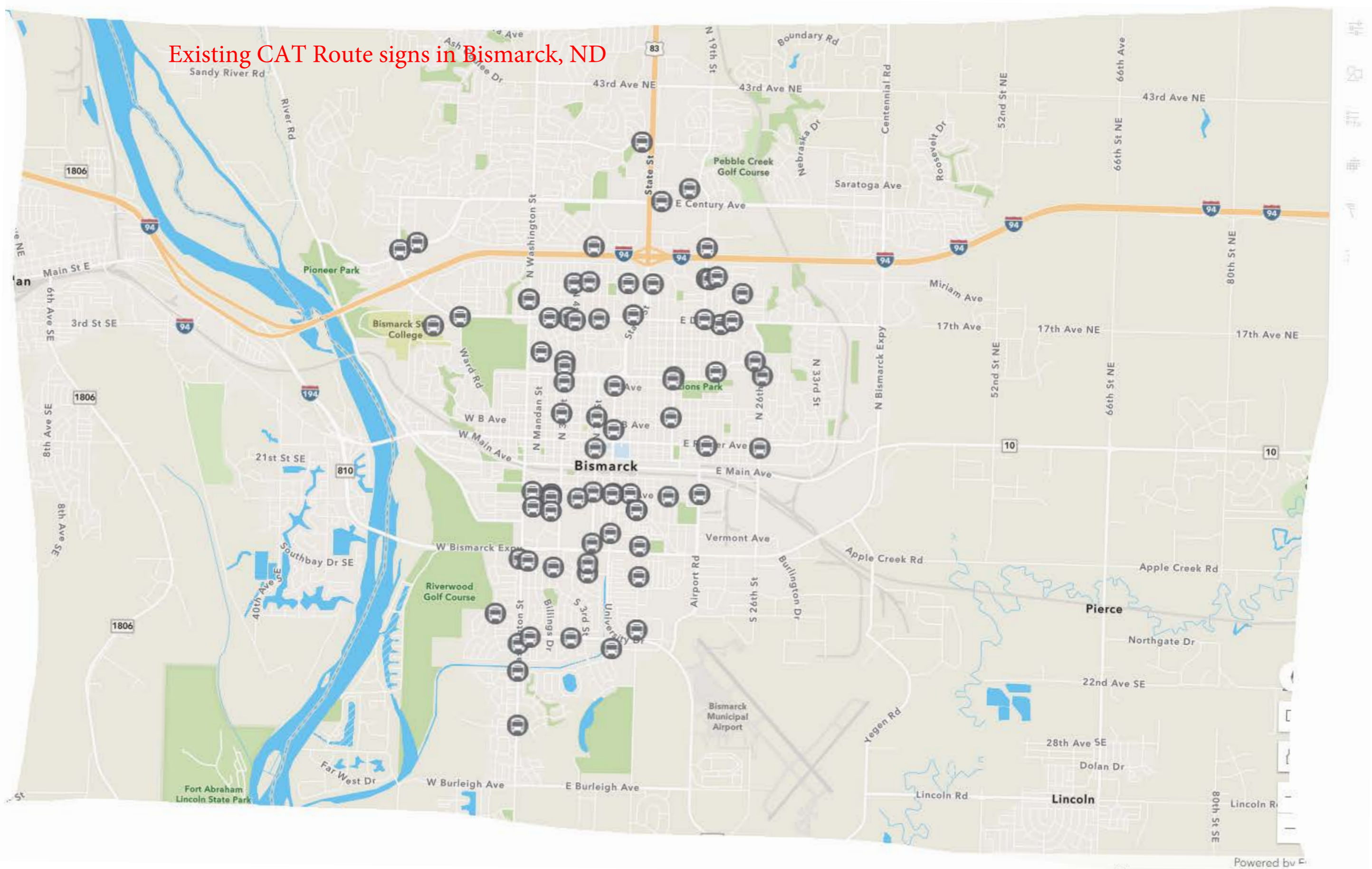
You will receive an email confirmation that your application was received. If you do not receive an email within 48 hours, please check your Spam or Junk Mail folder. If you still do not see the email, please call us at 701-222-8349. All subsequent communication regarding this grant request will be sent via email, so it's important that you check your email often.

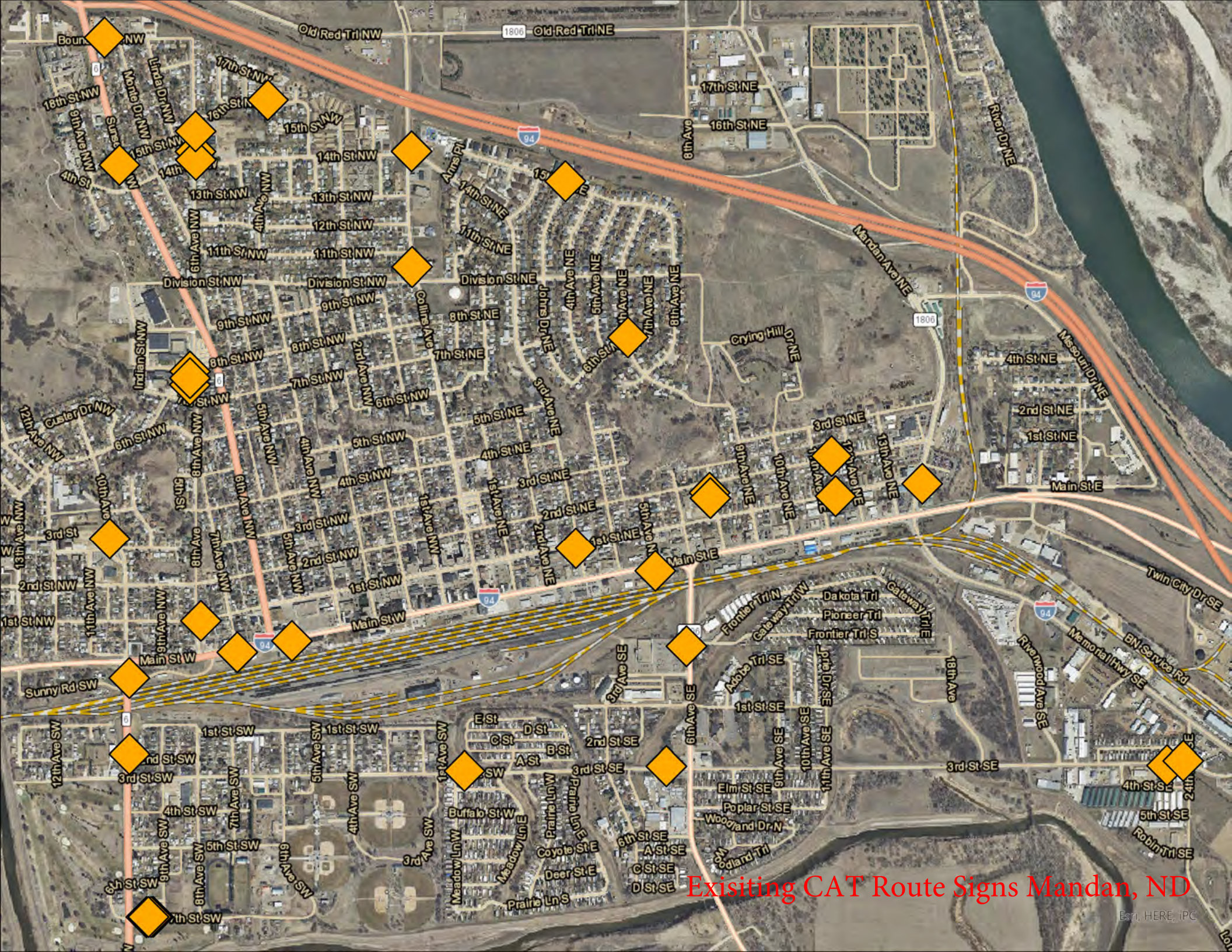
File Attachment Summary

Applicant File Uploads

- 2023 ND Community Foundation Grant Supporting Info v2.pdf

Existing CAT Route signs in Bismarck, ND





Existing CAT Route Signs Mandan, ND



Exiting CAT Route Sign Example

Damaged CAT Route Sign



CAT

CAPITAL AREA TRANSIT

**BUS
ROUTE**

Bismarck - Mandan



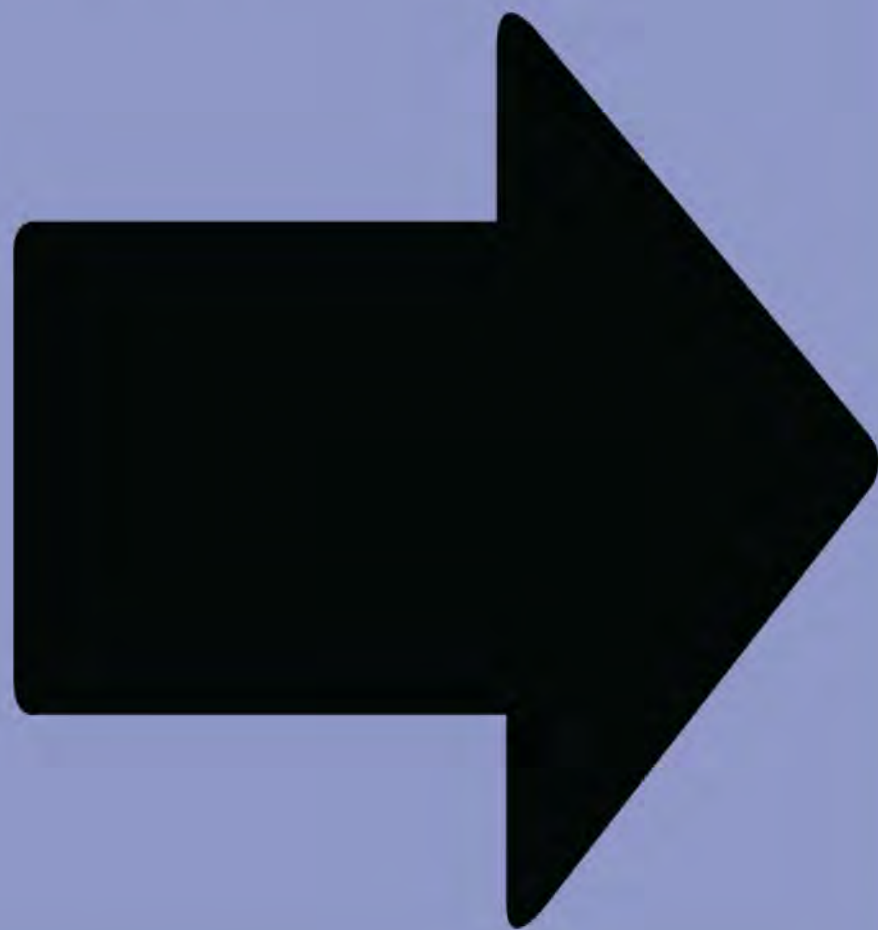
(701) 223-9001

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CAT

CAPITAL AREA TRANSIT

**BUS
STOP**



Bismarck - Mandan



(701) 223-9001

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