



Bis-Man Transit Board Meeting

October 26, 2023, 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	Helen Baumgartner
Karel Sovak	Glenn Lauinger
Royce Schultze	Andrew Stromme
Commissioner Rohr	

Not Attending:

Commissioner Connelly

Staff:

Deidre Hughes	Taylor Kitzan
Mike Mundahl	Craig Thomas
Danae Thiery	Tom Reisenauer

Guests:

Rachel Lukazewski	Paulette Jacobsen
Susan Dingle	

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

Approval of Agenda: Lynn moved the Unfinished Business item “Transit Development Plan Final Presentation” to Other Business. Karel moved to approve the Agenda with the change. Steve seconded the motion. Motion carried unanimously.

Consent Agenda: Karel moved to approve the Consent Agenda. Lacey seconded the motion. Motion carried unanimously.

Public Comment: N/A

Unfinished Business

1. Funding Update: Deidre discussed that the funding request to City of Mandan for the year 1 request was approved at the City Commission meeting. The City Commission was supportive and Deidre was pleased with how the meeting went. Deidre asked if a Future Funding Committee was of interest to get started by the Board. Lynn asked the Board if there were any Board Members that would be willing to serve on that Committee. Andrew answered that he would be interested. Deidre explained that she will ask CTIC members and other advocates that were involved in the funding request discussions to serve as well. Karel answered that he would be able to serve on the Committee as he is able.

New Business

1. Procurement Policy Update: Deidre explained that there were no major changes to the Procurement Policy. The only change made was the addition of forms that were recommended by members attending the DTA conference. Karel moved to approve the Procurement Policy as presented. Andrew seconded the motion. Motion carried unanimously. Karel commended Deidre on her work put into the Procurement Policy, as it is very detailed.

Executive Director Report

1. Fall Projects: Deidre explained that the following:
 - NDDOT released 5310 and 5339 grants and need to be submitted by the end of November. The grant applications will be presented for approval at the November Board Meeting.
 - 2024 Budget and will work with the Finance Committee to have it presented at the November Board Meeting as well.
 - Part of On-Time Performance issue is because there are riders that drivers are waiting at least 17 minutes for staff to be present for drop offs. No shows are also high. Danae will help to work through these issues.
 - The new AVL software, Passio, is now live. There was good media coverage of the new software to the public.
 - Mike has presented to the Men of Faith Group as well as at Touchmark.



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- U-Mary Ride Day - Decorated the CAT bus on green route and made a trip planner for students to ride to Walmart and back to campus. This was very successful.
 - National Express is still working in the CDL repayment plan. Legal is still working on logistics of the plan.
2. Ridership Update: Deidre stated that we are already over 9,000 trips so far for the month of October. Reporting from Passio is more accurate and can be trusted. U-Mary pickups are at 383 trips so far this month and that's a record.

Operations Report: Danae discussed that since the last Board meeting, 3 driver trainees have completed training. A new training class starts on November 6th with one trainee so far, and 5 upcoming interviews. Danae explained that per policy, rides must be cancelled at least 30 minutes prior to the scheduled pickup time, otherwise the ride will be considered a late cancellation no-show. Late cancellations cause rerouting and scheduling changes. Without proper notice, a bus could be in route to the pick-up destination and must be redirected, which in turn takes time away from picking up the other rides on-time. No-shows at pick-ups are different than late cancellation no-shows because we have to wait at least 5 minutes at the pick-up location before we can consider it a no-show per federal law. This also takes time away from picking up other rides on time and it takes up bus capacity that could have been given to someone else. Another on-going issue is waiting for staff at drop-off destinations for riders that can't be left alone. These are mostly day-program riders, and we have waited up to 25 minutes for staff to show up at drop-off destinations. Danae calculated that in Q3 of this year, drivers have spent roughly 63 hours waiting at locations either for no-shows or riders' staff. Bis-Man has a policy in place to suspend riders for certain periods of time depending on the number of no-show violations, but that doesn't seem to deter riders from continuing to do so. Danae hopes by bringing this concern to the public, riders understand why these policies and procedures are in place and the impact they have on the system as a whole. Danae mentioned that winter weather may cause detours and delays, so Operations asks for patience and understanding during this time.

Royce asked what the 63 hours' time period was. Danae answered Quarter 3, which is July, August, and September 2023. Lynn asked Danae to explain what "waiting for staff members" means. Danae answered that some agencies are responsible for riders at day programs and job coaching, and an example of that would be HIT staff. The other agencies would be in-home care that help riders at their residence.

Other Business

1. Transit Development Plan Final Presentation (*Bill Troe, SRF Consulting*): Bill Troe presented on the Final TDP which included the following:
 - Short-term and long-term funding options
 - Service Changes/Reductions if that funding is not obtained
 - The option of becoming a Transit Authority in the future



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Susan Dingle asked Bill to clarify if putting Transit under the City of Bismarck or creating a Transit Authority would be more expensive than how the service is running currently. Bill answered yes, but decision making would become more streamlined.

Glenn commented that it was one of the best plans he has seen completed in all his years of serving on the Board and complimented Bill on the excellent work he did on the plan.

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

Meeting adjourned at 12:37 P.M.



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