



## Bis-Man Transit Board Meeting

November 16, 2023 at 11:30 AM  
Via Zoom and In-Person at  
3750 E Rosser Ave. Bismarck, ND 58501

**Attending:**

**Lynn Wolf, President**

**Lacey Long, Vice President**

**Steve Heydt**

**Glenn Lauinger**

**Karel Sovak**

**Royce Schultze**

**Helen Baumgartner**

**Commissioner Connelly**

**Not Attending:**

**DeNae Kautzmann, Secretary/Treasurer**

**Andrew Stromme**

**Commissioner Rohr**

**Staff:**

**Deidre Hughes**

**Mike Mundahl**

**Taylor Kitzan**

**Craig Thomas**

**Danae Thiery**

**Guests:**

**Susan Dingle**

**Trevor Vannett**

**Paulette Jacobsen**

**Rachel Lukaszewski**



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

**Public Comment:** N/A

**New Business**

1. **Ticket/Pass Refund Policy:** Deidre explained that there is no formal policy for refund on passes or diminishing balance accounts. The diminishing balance feature has been more popular and there have been an increase in refund requests. CAT passes will not be refunded unless it's a technical issue and it will then be researched by staff. Paratransit tickets and diminishing balance accounts will only be refunded due to relocation or death of rider. Karel moved to approve the Ticket/Pass Refund Policy as presented. Royce seconded the motion. Motion carried unanimously.
2. **5310 Grant Application Approval:** Deidre discussed that the FY2025 5310-grant application is for Non-ADA paratransit service such as After Hours, Sunday, Early Morning, and Holiday service. Four paratransit cutaway vehicles are also being applied for to replace the 1800 series buses. Finance Committee recommends approval of the application. Glenn moved to approve the FY2025 5310-grant application as presented. Steve seconded the motion. Motion carried unanimously.
3. **5339 Grant Application Approval:** Deidre discussed that the FY2025 5339-grant application is for facility repairs such as concrete, exterior sign rehab, and exterior painting. Finance Committee recommends approval of the application. Karel moved to approve the FY2025 5339-grant application as presented. Lacey seconded the motion. Motion carried unanimously.
4. **Stuff the Bus:** Deidre explained that Stuff the Bus drives in the past have been successful in collecting donations. Staff recommends collecting donations for the Abused Adult Resource Center December 11<sup>th</sup> – 15<sup>th</sup>, 2023. Royce moved to approve the Stuff the Bus event for AARC. Helen seconded the motion. Motion carried unanimously. Royce asked what type of donations AARC is requesting. Deidre answered mostly household and personal items, but a full list of donations will be posted on social media, as well as on the buses and places in the community.
5. **2024 Budget Approval:** Karel discussed that the Administrative Committee met and recommended a 5% salary increase for the Executive Director for 2024 to the Finance Committee. The Finance Committee accepted the recommendation. Karel moved to approve the 5% salary increase for the Executive Director for 2024. Royce seconded the motion. Motion carried unanimously.



Deidre discussed that the deficit in the budget is less than half of what was anticipated, so efforts in being financially responsible will continue. The 2024 contribution from the City of Bismarck is included. The expenses look like they have increased because of vehicle purchases due to delays in production. Fuel costs this year were lower than anticipated and the cost for next year is set on those trends. Finance Committee recommends approval of the 2024 Budget. Glenn commented that the wages and fringe benefits reflect a 5% increase. Glenn also commented that the budget reflects the income and expense amounts from the 5339-grant application and that if we are not awarded, there would have to be a budget revision. Glenn moved to approve the 2024 Budget as presented. Helen seconded the motion. Motion carried unanimously. Lynn thanked Deidre for the work she put into the budget and for her hard work towards Transit's financial situation in the past year.

### Executive Director Report

1. No Show & Rider Drop-off Update: Deidre explained that she reached out to the FTA about the no show and rider drop off issues. FTA recommends putting a policy in place. Deidre reached out to other transit agencies in the state and Jordan, from Fargo, responded with their policy. Deidre will present a policy at the next CTIC and Board meeting.
2. Red Route Revision Update: Deidre explained that the current Red Route has issues making the route in the hour causing transfer routes to also run behind. Operations proposed a change to the route to help on-time performance. These changes will include cutting out travel on LaSalle Dr and Ottawa and continuing onto 43<sup>rd</sup> Avenue instead, as well as travelling only in front of Family Fare on Yorktown Drive, not behind it on the frontage road of Greensboro Drive. These changes affect less than 25% of the route, so public comment is not required. Notices on buses will be posted as well as a press release. The changes will be effective Monday, November 27<sup>th</sup>.
3. Ridership Update: Deidre discussed that October 2023 ridership on CAT ended at 10,756 trips and this is the most since March 2017. Total trips were 18,372. Green route was the best performing route. This ridership increase is exciting to see. Commissioner Connelly commented that the Passio Go app is helpful and he has shown others how to use it on the University of Mary campus, who have in turn trained riders on how to use it. Lynn commented that he saw a rider on the University of Mary campus exit the bus and grab his bike from the rack to travel to somewhere else on campus.

**Operations Report:** Danae updated the Board that recruitment is going well with two new fixed route drivers out on their own, two paratransit drivers in a training class this week, and two more fixed route drivers anticipated to start training next week. The new starting wage for fixed route drivers is \$22/hourly.



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**Other Business:** Deidre informed the Board that the Transit Development Plan has been accepted by both City Commissions and lastly has to be accepted by the Policy Board next week.

**Meeting adjourned at 12:09 P.M.**



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