



Bis-Man Transit Board Meeting

December 21, 2023, 11:30 AM
Via Zoom and In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President	DeNae Kautzmann, Secretary/Treasurer
Lacey Long, Vice President	Royce Schultze
Glenn Lauinger	Karel Sovak
Andrew Stromme	

Not Attending:

Helen Baumgartner	Steve Heydt
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Staff:

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

Guests:

Susan Dingle	Paulette Jacobsen
Rachel Lukaszewski	Trevor Vannett

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

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

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

Public Comment: N/A

Unfinished Business

1. **Budget Amendments Recommendation:** Deidre explained that there were some items in the approved budget from November 2023 that needed to be amended. Missing income from DD Council training, off by \$100 in salaries and benefits, missing Jefferson Lines service agreement expense, \$2,000 more into the accounting for year-end statements, and increase in expense for property tax bill. DeNae commented that the Finance Committee recommends approval of the Budget Amendment Recommendation. DeNae moved to approve the Budget Amendment Recommendation. Glenn seconded the motion. Motion carried unanimously.
2. **Developmental Disabilities Council Contract Acceptance:** Deidre explained that this item was on the agenda last month, but it was removed for further review. There were clauses in the contract that were in question. DD Council is not able to remove a clause in regards to Israel, however the provision does not apply to this contract as we are below the threshold per statute. Deidre was able to add the state onto our insurance policy for travel training as stated in another clause of the contract. The Finance Committee reviewed this matter and recommend approval of the contract. DeNae moved to accept the Developmental Disabilities Council Contract. Glenn seconded the motion. Motion carried unanimously.
3. **Driver Assistance Policy Recommendation:** Deidre explained that there are riders being dropped off and do not have a guardian or PCA at the drop off location to accept the rider and the rider cannot be left alone. This is increasing time that other passengers are on board if a driver has to wait for a guardian or PCA to arrive. Deidre reached out to FTA and other agencies to come up with a solution on how to work through this issue. The solution was to add into the Driver Assistance Policy that the driver is to load the rider back onto the bus if a guardian or PCA is not at the drop off location, and continue on their run. A tiered suspension policy would also be added, similar to the No Show Policy, as well as an appeal process. Karel asked if there was only one occurrence that prompted a change to the policy or if there were multiple occurrences. Deidre answered that in October it was discovered



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that there were multiple occurrences that had been happening within the last few months that prompted the change in policy, one including waiting for up to 40 minutes before a guardian or PCA showed up for a rider. Glenn asked if the warning would be sent after three occurrences or after the very first occurrence. DeNae commented that a notice and suspension policy should start at the first occurrence. Deidre asked DeNae if the policy should reflect a 60- or 90-day period. DeNae answered with 60-day period. Andrew commented that he agreed that the policy should stay consistent with the No Show Policy and that he agreed with DeNae that it should be enforced at the first occurrence. DeNae commented that the rider is not responsible for the violation, it is the guardian, so that a notice should be given to both the rider and guardian when the policy is put in place. Karel asked if the policy would be retroactive from previous occurrences or if it would start at the first time after the policy is in place. Deidre answered it would be the first occurrence after the policy is put into place. Andrew asked if a rider would ever be able to start the suspension period over. Deidre answered yes, that the 60-day period is a rolling 60 days. Glenn asked if the riders that have had these issues could be notified of the policy once it's in place. Deidre answered yes.

New Business

1. **Per Diem Policy Clarification:** Deidre explained that after MPO reviewed September 2023 expenses, it was recommended to change Bis-Man Transit's Per Diem Policy to coincide with GSA guidelines, per federal regulations. DeNae commented that the Finance Committee recommends to approve the Per Diem Policy change. DeNae moved to approve the Per Diem Policy change. Karel seconded the motion. Motion carried unanimously.
2. **2023 Charge Account Write-Off Approval:** Deidre discussed that Taylor has been doing a good job of tracking charge account riders and collecting payment. DeNae commented that the Finance Committee recommends approval of the 2023 Charge Account Write-Off amount. DeNae moved to approve the 2023 Charge Account Write-Off. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report

1. **Stuff the Bus Update:** Deidre discussed that the Stuff the Bus event resulted in collecting almost 700 items for the Abused Adult Resource Center.

Operations Report

Danae updated that a new training class of fixed route drivers will start the first week of January. Paratransit driver applications have slowed down, but hopefully that after the holiday season, the number of applicants will increase. The annual Christmas Potluck and Secret Santa was held yesterday. During the potluck, driver number 47 was retired to Scott Culver. Scott was a road supervisor who tragically passed away in August 2022. A banner was hung in the garage with driver number 47 in remembrance of Scott.



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Lynn thanked National Express on behalf of the Bis-Man Transit Board for their continued efforts to operations.

Other Business

Deidre commented that we are only 1,500 rides short of 100,000 rides on the CAT for the year of 2023. Glenn commented that he is happy with the increase in ridership on most routes, but had concerns about the Blue Route as it shows half the ridership of the other routes. Deidre answered that Blue Route is out of service if operations is short drivers. Deidre will send out the revenue hours per route for the year to Board members.

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

Meeting adjourned at 12:13 P.M.



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