



## Bis-Man Transit Board Meeting Agenda

June 23, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

- **Welcome & Introductions [Ben Ehreth]**
- **Consent Agenda**
  1. Previous Month's Minutes [Kalen Ost]
    - Attachment A – 16.05.26 Board Meeting Minutes V2
    - Attachment B – 16.05.26 Board Meeting Executive Session Minutes V2
    - Attachment C – 16.06.08 Admin Committee Minutes
  2. Financial Report [Roy Rickert]
    - Attachment D – 16.05 Financial Packet
  3. Ride Stats [Roy Rickert]
    - Attachment E – 16.05 Ridership Metrics Report
  4. Web and Social Media Stats [Kalen Ost]
    - Attachment F – 16.05 Analytics Report
  5. Staff Safety Accreditation [Roy Rickert]
    - Attachment G – 16.06.13 Safety Stats
- **Regular Agenda**
  6. Consideration to Add Ben Ehreth to Signature Cards [Ben Ehreth]
  7. Consideration of CND Contract [Roy Rickert]
  8. Update Of Service Change Recommendations [Ben Ehreth]
- **Executive Director Report [Roy Rickert]**

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

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- **Committee Updates**
  9. Administrative Committee [Kim Badenhop]
  10. Finance Committee [DeNae Kautzmann]
  11. Board Application [Steve Heydt]
- **Other Business [Ben Ehreth]**
- **Executive Session**
  12. Legal Issues [Roy Rickert]
- **Adjourn [Ben Ehreth]**



# A

## Bis-Man Transit Board Meeting Minutes

May 26, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Mike Wagner
	Marge Ellefson	Kim Badenhop
	Kim Stevenson	Glenn Lauinger
	Karel Sovak	Jeannie Pedersen
Absent:	Terry Woelber	
Staff:	Roy Rickert	Gary Schumacher
	Craig Sjoberg	Elliot Rust
	Shanda Miller	Kalen Ost
Guests:	Steve Saunders	Jonathan Sanstead

Meeting was called to order at 11:324 a.m. by President Ben Ehreth.

### Consent Agenda

**Approval:** Steve Heydt moved to approve the consent agenda. Mike Wagner seconded the motion and it carried unanimously.

### Regular Agenda

**Insurance:** The contract is ambiguous and past performance under the contract will be taken into consideration when interpreting its meaning. The past understanding under the contract was that Mr. Schumacher was to insure Taxi 9000 vehicles. DeNae Kautzmann noted that the contract specifically excludes the use of Taxi 9000 vehicles in the performance of the contract. Ben Ehreth moved to table discussion and wait for the executive session. Steve Heydt seconded the motion and it carried.

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

**Consideration of Status of Bis-Man Transit Brokerage Services for City of Bismarck:** Steve Saunders said the City of Bismarck has approved Bis-Man Transit to be the provider for the next five years, beginning January 1, 2017. Rachel Drewlow will be conducting the negotiation process. Kim Badenhop moved to have staff work on negotiations and the Board will review it prior to it being signed. Steve Heydt seconded the motion and it carried unanimously.

**Consideration of Fixed Route/Paratransit Changes:** Roy Rickert presented proposed changes to the fixed route and paratransit systems, as a result of the Mobility 2017 study, listening sessions, surveys, and meetings with city leadership. Roy Rickert said he would like to hold a public listening session prior to the public hearing with the City of Bismarck to help try to answer any questions the public may have. Roy Rickert said they will need to advertise for the public hearing twice in 30 days and will also need to advertise the listening session. DeNae Kautzmann moved to approve the document changes to the fixed route and paratransit systems, as well as advertise for the public hearing that will be before the Bismarck City Commission in July. Karel Sovak seconded the motion. Steve Heydt amended the motion to have Roy Rickert or Nate Vatnsdal review a suggested change to one of the Mandan routes. Karel Sovak seconded the amendment. The motion carried as amended.

**Consideration of Leases:** Roy Rickert presented the new lease for West River Transit that included a 7% increase on a one-year term. Karel Sovak moved to accept the new lease. Kim Badenhop seconded and it carried unanimously.

**APTA Board Conference Summary:** DeNae Kautzmann and Kim Badenhop presented their experience from the APTA Board Conference attended earlier in the month. Both agreed the conference would be a positive experience for more Board members to attend.

### **Executive Director's Report**

**Transfer Point:** Roy Rickert expressed concern over the space allotted for transfers at Kirkwood Mall's parking lot once the transfer point is moved to the south of the building. He will propose the City Commission allow the organization to temporarily move to the east side of the property on 7<sup>th</sup> and Front, but a permanent solution is still needed. Steve Heydt moved to allow Roy Rickert to make the proposal to the City Commission. DeNae seconded the motion and it carried unanimously.

**Staff:** Roy Rickert introduced Finance Manager Elliot Rust.

**NTD:** Roy Rickert said the paperwork has been completed for the report, and will be approved by the Board before the report is sent back to the FTA.

**Triennial:** Roy Rickert said FTA is closing the procurement policy procedure findings after receiving the updated paperwork.

**Dump the Pump:** Roy Rickert said the organization will promote Dump the Pump with social media posting and posters.

**APTA Paratransit Conference:** Roy Rickert said the paratransit conference attended by he and Shanda Miller was full of informational sessions and they were able to make a number of good contacts as the service moves forward.

**Photo ID Makers:** Roy Rickert said the organization is looking at purchasing hardware and software to create its own ID cards. These cards would be given to ADA-eligible riders and individuals over the age of 65 two swipe on the fixed route fare boxes to qualify for a free one-way ride.

## Committees

**Administrative Committee:** Kim Badenhop said after the Board meeting, members were planning to meet to schedule their next meeting.

**Finance committee:** No Report.

**Board Application Committee:** Steve Heydt said he would like to be proactive and discuss individuals of interest as potential Board candidates.

## Other Business

**Audit:** Glenn Lauinger said Elliot Rust received a copy of the preliminary audit, and he believed he would be able to fix 2 of the 3 findings immediately. The third finding, an investment with Inland America, cannot be altered until the investment is liquidated.

**Adjourned:** Jeannie Pedersen moved to adjourn the meeting and was seconded by Mike Wagner. The meeting adjourned at 1:27 p.m.

# BISMAN TRANSIT BOARD

DATE May 26, 2016

Regular mtg

Steve H  
Motion to approve  
# consent agenda Mike

Name	Y	N
Kim Badenhop	✓	
Ben Ehreth	✓	
Marge Ellefson	✓	
Steve Heydt	✓	
DeNae Kautzmann	✓	
Glenn Lauinger	✓	
Jeanie Pedersen	—	
Karel Sovak	✓	
Kim Stevenson	✓	
Michael Wagner	✓	
Terry Wolber	—	

motion carried

Kim B  
# moved to begin K work w/  
staff to fix route  
Bd review

Name	Y	N
Kim Badenhop	✓	
Ben Ehreth	✓	
Marge Ellefson	✓	
Steve Heydt	✓	
DeNae Kautzmann	✓	
Glenn Lauinger	✓	
Jeanie Pedersen	✓	
Karel Sovak	✓	
Kim Stevenson	✓	
Michael Wagner	✓	
Terry Wolber	—	

motion carried.

# move DeNae, approve fix route  
Bd review

Name	Y	N
Kim Badenhop	✓	
Ben Ehreth	✓	
Marge Ellefson	✓	
Steve Heydt	✓	
DeNae Kautzmann	✓	
Glenn Lauinger	✓	
Jeanie Pedersen	✓	
Karel Sovak	✓	
Kim Stevenson	✓	
Michael Wagner	✓	
Terry Wolber	—	

roy -  
Date  
An  
Commis  
Mme  
to go  
all way  
down  
Av.  
Seeme  
to give  
notice  
health  
&  
present  
to City  
Commis.  
nike  
2nd

7-3

motion carried

# Jeanie moved to adjourn  
nike  
2nd

Karel  
# move to accept West River  
lease

Name	Y	N
Kim Badenhop	✓	
Ben Ehreth	✓	
Marge Ellefson	✓	
Steve Heydt	✓	
DeNae Kautzmann	✓	
Glenn Lauinger	✓	
Jeanie Pedersen	✓	
Kim Stevenson	✓	
Karel Sovak	✓	
Michael Wagner	✓	
Terry Wolber	—	

motion carried

Karel  
# move to approve transfer  
from Kirkland  
to Bismarck  
Public  
Health  
Bld,

Name	Y	N
Kim Badenhop	✓	
Ben Ehreth	✓	
Marge Ellefson	✓	
Steve Heydt	✓	
DeNae Kautzmann	✓	
Glenn Lauinger	✓	
Jeanie Pedersen	✓	
Kim Stevenson	✓	
Karel Sovak	✓	
Michael Wagner	✓	
Terry Wolber	—	

motion carried

Voice vote  
carried

#

Name	Y	N
Kim Badenhop		
Ben Ehreth		
Marge Ellefson		
Steve Heydt		
DeNae Kautzmann		
Glenn Lauinger		
Jeanie Pedersen		
Karel Sovak		
Kim Stevenson		
Michael Wagner		
Terry Wolber		

#

Name	Y	N
Kim Badenhop		
Ben Ehreth		
Marge Ellefson		
Steve Heydt		
DeNae Kautzmann		
Glenn Lauinger		
Jeanie Pedersen		
Karel Sovak		
Kim Stevenson		
Michael Wagner		
Terry Wolber		

#

Name	Y	N
Kim Badenhop		
Ben Ehreth		
Marge Ellefson		
Steve Heydt		
DeNae Kautzmann		
Glenn Lauinger		
Jeanie Pedersen		
Karel Sovak		
Kim Stevenson		
Michael Wagner		
Terry Wolber		

# Bis-Man Transit Administration Committee Meeting

**C**

June 8, 2016, 5:30pm

Starion Bank, 4<sup>th</sup> Street Bismarck

Reviewed previous discussion on staff directly employed by Transit, with the rest of the staff employed via contractor.

At this time, the Committee agrees the Executive Director, a 2<sup>nd</sup> in Command (title TBD), and a financial person are the areas most critical for employment directly with the Bis-Man Transit Board.

The Committee also agrees to request the Executive Director provide a recommendation to the Committee regarding critical direct hires from his perspective and any staffing which should specifically be included in the RFP. Additionally, the Committee agrees to request input from the Executive Director on if there is any other staff or staffing area, which should be separate from direct hire, not in either the Admin/Operations contract or a direct hire function.

Specifically regarding the RFP for the Admin/Operations contract, the Committee wasn't to see performance driven set of measures for safety and customer service, at a minimum.

The Committee agreed to look at the Bismarck city employee manual to ensure Bis-Man Transit is a competitive employer. The Committee members made special note to state this is to help with the overall workload of the Transit Director currently, and not due to any lack of confidence in the Executive Director to do the review.

# Financial Report

## D

*Account Balances as of MAY 31, 2016*

Location	Balance
Starion Financial Savings Account	\$1,186,230.99
Starion Financial CD (as of 4-07-2015)	\$239,569.74
Starion Financial (All Deposits)	\$200,000.00
Starion Financial (Bill Pay)	\$41,153.67
Starion Financial (Bus Depot)	\$19,461.12
US Bank (Bus Depot Account)	\$13,614.13
<b>Total</b>	<b>\$1,700,029.65</b>

**Increase/Decrease over Prior Month (April 30, 2016)**

-\$192,693.66

Amount owed to Schumacher Transit for MAY 2016	\$236,007.31
Repairs	\$15,814.32

**BisMan Transit Board**  
**Check Detail**  
**May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/31/2016		1016999 · BILL PA...		-5.20	
TOTAL				50111 · 50111 · SE...		-5.20	5.20
Check	005	05/03/2016	MERCHANT BNKCD	1017000 · ALL DEP...		-40.65	
TOTAL				50111A · CREDIT C...		-40.65	40.65
Bill Pmt -Check	3099	05/04/2016	C-RAM, INC.	1016999 · BILL PA...		-945.99	
Bill	36239	04/20/2016		51401C · NEW CO...		-774.00	
Bill	66926	04/29/2016		51401A · INSTALLA...		-171.99	
TOTAL						-945.99	945.99
Bill Pmt -Check	3100	05/04/2016	CND	1016999 · BILL PA...		-22,770.68	
Bill	April 2...	05/02/2016		50301 · 50301 · Cen...		-22,770.68	
TOTAL						-22,770.68	22,770.68
Bill Pmt -Check	3101	05/04/2016	ELECTRONIC COM...	1016999 · BILL PA...		-255.00	
Bill	69983	04/28/2016		50704B4 · TRANSIT...		-255.00	
TOTAL						-255.00	255.00
Bill Pmt -Check	3102	05/04/2016	FIRESIDE OFFICE ....	1016999 · BILL PA...		-1,037.31	
Bill	88858...	04/28/2016		51100 · 51100 Furn...		-1,037.31	
TOTAL						-1,037.31	1,037.31
Bill Pmt -Check	3103	05/04/2016	METRO COLLISIO...	1016999 · BILL PA...		-6,903.46	
Bill	RO# 0...	04/27/2016		50704B5 · SERVIC...		-2,848.40	
				50704B6 · SERVIC...		-4,055.06	
TOTAL						-6,903.46	6,903.46

**BisMan Transit Board**  
**Check Detail**  
**May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3104	05/04/2016	OK TIRE	1016999 · BILL PA...			-1,213.20
Bill	144460	05/02/2016		50704A2 · TIRES- P...		-1,213.20	1,213.20
TOTAL						-1,213.20	1,213.20
Bill Pmt -Check	3105	05/04/2016	RADIO BISMARCK .....	1016999 · BILL PA...			-240.00
Bill	0552	04/30/2016		50908D · RADIO/TV		-240.00	240.00
TOTAL						-240.00	240.00
Bill Pmt -Check	3106	05/04/2016	SAMS CLUB	1016999 · BILL PA...			-114.00
Bill	4239 ...	04/25/2016		50908A · MEDIA AD...		-114.00	114.00
TOTAL						-114.00	114.00
Bill Pmt -Check	3107	05/04/2016	UNITED PRINTING	1016999 · BILL PA...			-159.75
Bill	INVOL...	05/03/2016		50908C · BUSINES...		-159.75	159.75
TOTAL						-159.75	159.75
Bill Pmt -Check	3108	05/04/2016	Verizon	1016999 · BILL PA...			-1,738.51
Bill	977640 ...	04/20/2016		50502A2 · CAT TAB...		-543.30	543.30
TOTAL				50502A1 · PARATR...		-1,195.21	1,195.21
						-1,738.51	1,738.51
Bill Pmt -Check	3109	05/04/2016	WASTE MANAGEM...	1016999 · BILL PA...			-520.20
Bill	64262...	05/01/2016		100F · Waste Mana...		-520.20	520.20
TOTAL						-520.20	520.20
Bill Pmt -Check	3110	05/04/2016	Verizon	1016999 · BILL PA...			-50.00
Bill	CHUCK	04/21/2016		50502C · REIMBUR...		-50.00	50.00
TOTAL						-50.00	50.00

**BisMan Transit Board**  
**Check Detail**  
**May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3111	05/26/2016	DENAE KAUTZMANN	1016999 · BILL PA...			-1,222.79
Bill		05/05/2016		50902D · MEAL EX...	-55.47		55.47
				50902E · TRANSPOR...	-61.12		61.12
				50902A · LODGING	-753.00		753.00
				50902B · AIRLINES	-353.20		353.20
TOTAL					-1,222.79		1,222.79
Bill Pmt -Check	3112	05/26/2016	KIMBERLY BADEN...	1016999 · BILL PA...			-33.09
Bill		05/17/2016		50902D · MEAL EX...	-33.09		33.09
TOTAL					-33.09		33.09
Bill Pmt -Check	3113	05/10/2016	ACME TOOLS	1016999 · BILL PA...			-1,799.99
Bill	4151606	05/10/2016		50313A · SHOP EQ...	-1,799.99		1,799.99
TOTAL					-1,799.99		1,799.99
Bill Pmt -Check	3114	05/10/2016	AMERI PRIDE	1016999 · BILL PA...			-981.04
Bill	29021...	04/30/2016		100C · Janitorial Ser...	-490.52		490.52
Bill	INV. 2...	05/10/2016		100C · Janitorial Ser...	-245.26		245.26
Bill	INV. 2...	05/24/2016		100C · Janitorial Ser...	-245.26		245.26
TOTAL					-981.04		981.04
Bill Pmt -Check	3115	05/10/2016	ARVIG	1016999 · BILL PA...			-250.00
Bill	INV. 7...	05/19/2016		50502 · 50502 · Tel...	-250.00		250.00
TOTAL					-250.00		250.00
Bill Pmt -Check	3116	05/10/2016	BISMARCK TRIBUNE	1016999 · BILL PA...			-225.32
Bill	ACCT....	05/01/2016		50908B · MISC ADV...	-225.32		225.32
TOTAL					-225.32		225.32

**BisMan Transit Board**  
**Check Detail**  
**May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3117	05/10/2016	BISMARCK WATE...	1016999 · BILL PA...			-337.00
Bill	ACCT....	04/29/2016		100A · Bismarck Wa...			337.00
TOTAL							337.00
Bill Pmt -Check	3118	05/10/2016	CAPITAL ELECTRIC	1016999 · BILL PA...			-2,461.79
Bill	ACCT....	05/05/2016		100B · Capital Electric			2,461.79
TOTAL							2,461.79
Bill Pmt -Check	3119	05/10/2016	CITY OF BISMARCK	1016999 · BILL PA...			-25,599.00
Bill		05/20/2016		51000 · 51000 · Acc...			25,599.00
TOTAL							25,599.00
Bill Pmt -Check	3120	05/10/2016	ECO LAB	1016999 · BILL PA...			-98.33
Bill	7688817	05/05/2016		100E · Rodent Control			98.33
TOTAL							98.33
Bill Pmt -Check	3121	05/10/2016	HARLOW'S BUS S...	1016999 · BILL PA...			-12,717.57
Bill	203066	05/05/2016		50704B2 · CAT-LA...			4,144.41
Bill	INV. 2...	05/19/2016		50704B1 · CAT PAR...			8,505.03
TOTAL				50704B1 · CAT PAR...			68.13
							12,717.57
Bill Pmt -Check	3122	05/10/2016	HIT, INC.	1016999 · BILL PA...			-750.75
Bill	INV - ...	05/06/2016		50316A · SHELTER ...			750.75
TOTAL							750.75
Bill Pmt -Check	3123	05/10/2016	Hotsy	1016999 · BILL PA...			-655.87
Bill	WO. S...	05/06/2016		50313C · PRESSUR...			655.87
TOTAL							655.87

**BisMan Transit Board**  
**Check Detail**  
**May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3124	05/10/2016	MDU	1016999 · BILL PA...			-443.65
Bill	ACCT ...	05/06/2016		100D · MDU		-443.65	443.65
TOTAL						-443.65	443.65
Bill Pmt -Check	3125	05/10/2016	MIDCONTINENT B...	1016999 · BILL PA...			-458.51
Bill	ACCT ...	05/09/2016		50502B · OFFICE LI...		-458.51	458.51
TOTAL						-458.51	458.51
Bill Pmt -Check	3126	05/10/2016	MIDWEST DOORS ...	1016999 · BILL PA...			-381.64
Bill	INV. 3...	05/06/2016		51403D · GARAGE ...		-381.64	381.64
TOTAL						-381.64	381.64
Bill Pmt -Check	3127	05/10/2016	Nick Whead	1016999 · BILL PA...			-243.74
Bill	INV. 8...	05/25/2016		51403 · 51403 · Buil...		-243.74	243.74
TOTAL						-243.74	243.74
Bill Pmt -Check	3128	05/10/2016	PITNEY BOWES -V	1016999 · BILL PA...			-186.00
Bill	72542...	04/28/2016		50992 · 50992 · Pos...		-186.00	186.00
TOTAL						-186.00	186.00
Bill Pmt -Check	3129	05/10/2016	SCHUMACHER TR...	1016999 · BILL PA...			-15,669.99
Bill	APRIL...	04/30/2016		50321 · Gauranteed ...		-605.00	605.00
Bill	APRIL...	04/30/2016		50704B1 · CAT PAR...		-4,520.47	4,520.47
TOTAL				50704B2 · CAT-LA...		-3,187.50	3,187.50
				50704B3 · TRANSIT...		-2,427.02	2,427.02
				50704B4 · TRANSIT...		-4,930.00	4,930.00
TOTAL						-15,669.99	15,669.99

**BisMan Transit Board  
Check Detail  
May 2016**

06/14/16

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3130	05/10/2016	STEIN'S INC.	1016999 · BILL PA...			-613.89
Bill	INV. 7...	05/09/2016		50499B1 · FACILIT...	-199.94	199.94	
Bill	75540...	05/10/2016		50499B3 · TOILET ...	-211.88	211.88	
Bill	INV. 7...	05/11/2016		50313B · FLOOR S...	-126.00	126.00	
TOTAL				50499B1 · FACILIT...	-76.07	76.07	
					-613.89	613.89	
Bill Pmt -Check	3131	05/10/2016	T & M ELECTRIC INC	1016999 · BILL PA...			-80.00
Bill	INV. 3...	05/15/2016		51403C · ELECTRI...	-80.00	80.00	
TOTAL					-80.00	80.00	
Bill Pmt -Check	3132	05/10/2016	TAXI 9000-V	1016999 · BILL PA...			-237,943.73
Bill	APRIL...	04/30/2016		50801A · CONTRA...	-148,977.90	148,977.90	
TOTAL				50801B · CONTRA...	-88,965.83	88,965.83	
					-237,943.73	237,943.73	
Bill Pmt -Check	3133	05/10/2016	UNITED PRINTING	1016999 · BILL PA...			-1,589.91
Bill	INV. 4...	05/20/2016		50991 · 50991 · Prin...	-1,589.91	1,589.91	
TOTAL					-1,589.91	1,589.91	
Bill Pmt -Check	3134	05/10/2016	VISA	1016999 · BILL PA...			-4,168.64
Bill	ENDI...	05/01/2016		50499A3 · PENSIP...	-611.26	611.26	
				50991B1 · EXTERN...	-205.68	205.68	
				50994A · BOARD M...	-54.77	54.77	
				51401E · PARTS	-13.72	13.72	
				51600A · APART...	-1,590.00	1,590.00	
				51401C · NEW CO...	-175.70	175.70	
				50994A · BOARD M...	-10.88	10.88	
				50902A · LODGING	-251.01	251.01	
				50902D · MEAL EX...	-106.22	106.22	
				50902E · TRANSPO...	-16.33	16.33	
				50902A · LODGING	-914.25	914.25	
				50902F · AIRPORT ...	-40.00	40.00	

3:10 PM

06/14/16

**BisMan Transit Board  
Check Detail  
May 2016**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
				50902B · AIRLINES		-50.00	50.00
				50499A4 · MISC OF...		-128.82	128.82
TOTAL						-4,168.64	4,168.64

**BisMan Transit Board**  
**Profit & Loss YTD Comparison**  
May 2016

06/14/16  
Accrual Basis

	May 16	May 15	Jan - May 16
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
201312 · Para Transit Clients	0.00	210.00	0.00
40101 · 40101 Fare Box Income Transit	19,483.60	35,249.00	146,176.52
40102 · Fare Box Income CAT	5,748.68	6,197.76	34,604.54
40107 · FACILITY	0.00	0.00	25.00
40300 · SALE OF 701 AND 702	0.00	0.00	20,200.00
40794 · 40794 · Mandan Golden Age	0.00	0.00	1,500.00
40800 · 40800 · Matchable Funds for FTA	0.00	0.00	
40801 · Interest Income	0.00	0.00	
40801A · XENIA	0.00	0.00	
40801B · INLAND AMERICA	0.00	0.00	
40801 · Interest Income - Other	84.31	14.65	2,659.98
Total 40801 · Interest Income	84.31	14.65	3,948.24
40802 · Golden Age Services	0.00	0.00	1,500.00
40803 · RSVP	3,500.00	0.00	3,500.00
40805 · United Way	187.50	0.00	375.00
40806 · ND Medicaid	0.00	8,186.01	24,225.58
40807 · NDAD	0.00	222.50	1,025.00
40808 · PACE	0.00	288.00	1,374.00
40809 · MOBILE ADS	4,674.00	0.00	23,835.10
40810 · TAXI 9000	8,553.00	6,000.00	42,665.00
40811 · WEST RIVER	702.00	540.00	2,808.00
40812 · DEL MAR VENDING	90.45	124.77	492.83
40813 · Burleigh County Senior Center	0.00	0.00	2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	0.00	827,626.47	263,270.00
40840 · City of Bismarck Mill Levy	17,698.78	26,463.87	808,522.51
40850 · City of Mandan Mill Levy	13,078.72	11,059.99	123,160.58
40800 · 40800 · Matchable Funds for FTA - Other	0.00	221.15	0.00
Total 40800 · 40800 · Matchable Funds for FTA	48,548.76	880,747.41	1,302,701.84
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	24,218.07	4,901.00	34,478.15
40999 · 40999 · Miscellaneous Income - Other	0.00	504.84	22.00
Total 40999 · 40999 · Miscellaneous Income	24,218.07	5,405.84	34,500.15
41000 · Total Federal Funds	0.00	183,968.00	45,491.00
46400 · Other Types of Income	0.00	0.00	225.00
Total Income	97,999.11	1,111,778.01	1,585,424.05
Gross Profit	97,999.11	1,111,778.01	1,585,424.05
Expense		0.00	8.00
50110 · RETURNED DEPOSIT ITEM FEE			

**BisMan Transit Board**  
**Profit & Loss YTD Comparison**  
May 2016

06/14/16  
Accrual Basis

	May 16	May 15	Jan - May 16
<b>50111 · 50111 · SERVICE FEES</b>			
50111A · CREDIT CARD SALES FEES	40.65	0.00	212.14
50111 · 50111 · SERVICE FEES - Other	5.20	0.00	103.75
<b>Total 50111 · 50111 · SERVICE FEES</b>	<b>45.85</b>	<b>0.00</b>	<b>315.89</b>
<b>50112 · 50112 · UTILITIES</b>			
100A · Bismarck Water Department	631.44	340.45	1,974.12
100B · Capital Electric	2,461.79	0.00	10,799.98
100C · Janitorial Services	490.52	498.95	2,697.86
100D · MDU	443.65	322.60	4,596.65
100E · Rodent Control	98.33	95.00	393.32
100F · Waste Management	520.20	458.82	2,079.64
<b>Total 50112 · 50112 · UTILITIES</b>	<b>4,645.93</b>	<b>1,715.82</b>	<b>22,541.57</b>
<b>50301 · 50301 · Central Nodak</b>	<b>22,770.68</b>	<b>23,017.67</b>	<b>91,139.51</b>
<b>50313 · 50313 · Equipment and Parts</b>			
50313A · SHOP EQUIPMENT	1,799.99	0.00	2,470.67
50313B · FLOOR SCRUBBER MAINT AGREEMENT	0.00	0.00	414.19
50313B1 · FLOOR SCRUBBER REPAIR	126.00	0.00	251.00
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	126.00	0.00	665.19
<b>Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT</b>	<b>126.00</b>	<b>0.00</b>	<b>665.19</b>
<b>50313C · PRESSURE WASHER</b>			
50313c1 · PARTS	0.00	0.00	220.76
50313C · PRESSURE WASHER - Other	655.87	0.00	770.89
<b>Total 50313C · PRESSURE WASHER</b>	<b>655.87</b>	<b>0.00</b>	<b>991.65</b>
<b>50313 · 50313 · Equipment and Parts - Other</b>	<b>0.00</b>	<b>96.23</b>	<b>1,219.65</b>
<b>Total 50313 · 50313 · Equipment and Parts</b>	<b>2,581.86</b>	<b>96.23</b>	<b>5,347.16</b>
<b>50316 · 50316 Shelter and Bus Maint.</b>			
50316A · SHELTER CLEANING	750.75	0.00	2,297.75
50316B · SHELTER REPAIR	0.00	0.00	82.56
50316 · 50316 Shelter and Bus Maint. - Other	0.00	546.00	0.00
<b>Total 50316 · 50316 Shelter and Bus Maint.</b>	<b>750.75</b>	<b>546.00</b>	<b>2,380.31</b>
<b>50321 · Gauranteed Ride Home</b>	<b>415.00</b>	<b>950.00</b>	<b>3,535.00</b>

BisMan Transit Board  
**Profit & Loss YTD Comparison**  
May 2016

06/14/16  
Accrual Basis

	May 16	May 15	Jan - May 16
<b>50499 · 50499 · Supplies</b>			
50499A · Office Supplies	0.00	0.00	525.66
50499A1 · INK	0.00	0.00	524.25
50499A2 · STATIONARY	611.26	0.00	619.25
50499A3 · PENS/PENCILS	128.82	0.00	381.03
50499A4 · MISC OFFICE SUPPLIES	0.00	0.00	393.95
50499A5 · CHECKS AND DEPOSIT SLIPS	0.00	0.00	
Total 50499A · Office Supplies	740.08	0.00	2,444.14
<b>50499B · CLEANING SUPPLIES</b>			
50499B1 · FACILITY CLEANING SUPPLIES	276.01	0.00	1,842.64
50499B2 · VEHICLE CLEANING SUPPLIES	0.00	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	211.88	0.00	970.00
Total 50499B · CLEANING SUPPLIES	487.89	0.00	2,849.54
50499 · 50499 · Supplies - Other	0.00	1,562.90	1,564.16
Total 50499 · 50499 · Supplies	1,227.97	1,562.90	6,857.84
<b>50502 · 50502 · Telephone</b>			
50502A · TABLETS	1,195.23	0.00	3,585.70
50502A1 · PARATRANSIT TABLETS	543.28	0.00	1,629.83
50502A2 · CAT TABLETS	0.00	0.00	3,477.02
50502A · TABLETS - Other	0.00	0.00	
Total 50502A · TABLETS	1,738.51	0.00	8,692.55
50502B · OFFICE LINES	458.51	0.00	1,844.91
50502C · REIMBURSEMENT FOR CHUCK	50.00	0.00	250.00
50502D · VOICE LOGGING SYSTEM	0.00	0.00	1,316.00
50502 · 50502 · Telephone - Other	250.00	1,788.51	760.83
Total 50502 · 50502 · Telephone	2,497.02	1,788.51	12,864.29
50600 · 50600 · Insurance	0.00	0.00	93,763.00
50704 · 50704 · Vehicle Costs	0.00	0.00	
50704A · TIRES	1,213.20	0.00	853.69
50704A1 · CAT-TIRES	0.00	0.00	2,417.21
50704A2 · TIRES- PARATRANSIT	0.00	0.00	816.18
50704A · TIRES - Other	1,213.20	0.00	4,087.08
Total 50704A · TIRES			

**BisMan Transit Board**  
**Profit & Loss YTD Comparison**  
**May 2016**

	May 16	May 15	Jan - May 16
<b>50704B · REPAIRS</b>			
<b>50704B1 · CAT PARTS</b>	12,105.94	0.00	21,938.50
<b>50704B2 · CAT-LABOR</b>	8,041.89	0.00	14,879.15
<b>50704B3 · TRANSIT-PARTS</b>	6,466.31	0.00	17,604.72
<b>50704B4 · TRANSIT-LABOR</b>	5,950.00	0.00	22,865.00
<b>50704B5 · SERVICE VEHICLE PARTS</b>	0.00	0.00	2,848.40
<b>50704B6 · SERVICE VEHICLE LABOR</b>	0.00	0.00	4,055.06
<b>50704B · REPAIRS - Other</b>	0.00	0.00	15,752.67
<b>Total 50704B · REPAIRS</b>	32,564.14	0.00	99,943.50
<b>50704C · BATTERIES</b>	0.00	0.00	458.40
<b>50704C1 · BATTERIES- CAT</b>	0.00	0.00	458.40
<b>Total 50704C · BATTERIES</b>	0.00	0.00	458.40
<b>50704 · 50704 · Vehicle Costs - Other</b>	0.00	652,975.55	14,587.48
<b>Total 50704 · 50704 · Vehicle Costs</b>	33,777.34	652,975.55	119,076.46
<b>50801 · 50801 · TAXI 9000</b>			
<b>50801A · CONTRACT SERVICES- TRANSIT</b>	148,770.58	0.00	604,100.08
<b>50801B · CONTRACT SERVICES- CAT</b>	87,236.73	0.00	355,426.25
<b>50801 · 50801 · TAXI 9000 - Other</b>	0.00	256,692.52	240,227.22
<b>Total 50801 · 50801 · TAXI 9000</b>	236,007.31	256,692.52	1,199,753.55
<b>50902 · 50902 · Travel</b>			
<b>50902A · LODGING</b>	1,918.26	0.00	3,688.95
<b>50902B · AIRLINES</b>	403.20	0.00	1,858.40
<b>50902C · MILEAGE REIMBURSEMENT</b>	0.00	0.00	211.14
<b>50902D · MEAL EXPENSE</b>	194.78	0.00	211.87
<b>50902E · TRANSPORTATION</b>	77.45	0.00	95.45
<b>50902F · AIRPORT PARKING</b>	40.00	0.00	80.00
<b>50902 · 50902 · Travel - Other</b>	0.00	0.00	348.53
<b>Total 50902 · 50902 · Travel</b>	2,633.69	0.00	6,494.34
<b>50908 · 50908 · Advertising</b>			
<b>50908A · MEDIA ADVERTISING</b>	0.00	0.00	531.35
<b>50908B · MISC ADVERTISING</b>	454.02	0.00	1,718.59
<b>50908C · BUSINESS CARDS</b>	159.75	0.00	201.74
<b>50908D · RADIO/TV</b>	0.00	0.00	1,776.00
<b>50908 · 50908 · Advertising - Other</b>	768.00	2,321.50	1,538.00
<b>Total 50908 · 50908 · Advertising</b>	1,381.77	2,321.50	5,765.68

**BisMan Transit Board**  
**Profit & Loss YTD Comparison**  
May 2016

06/14/16  
Accrual Basis

	May 16	May 15	Jan - May 16
<b>50910 · Dues/Membership</b>			
<b>50910A · DTA DUES</b>	0.00	0.00	300.00
<b>50910B · BMDA DUES</b>	0.00	0.00	500.00
<b>50910C · SAM'S MEMBERSHIP FEE</b>	0.00	0.00	11.25
<b>50910 · Dues/Membership - Other</b>	0.00	275.00	80.00
<b>Total 50910 · Dues/Membership</b>	0.00	275.00	891.25
<b>50991 · Printing &amp; Copying</b>			
<b>50991A · INTERNAL</b>	0.00	0.00	1,006.65
<b>50991B · EXTERNAL</b>	205.68 0.00	0.00 0.00	675.23 283.08
<b>50991B1 · EXTERNAL- TRANSIT</b>	205.68	0.00	958.31
<b>Total 50991B · EXTERNAL</b>	205.68	0.00	958.31
<b>50991 · 50991 · Printing &amp; Copying - Other</b>	1,589.91	3,021.42	1,589.91
<b>Total 50991 · 50991 · Printing &amp; Copying</b>	1,795.59	3,021.42	3,554.87
<b>50992 · 50992 · Postage</b>	0.00	0.00	1,379.00
<b>50994 · 50994 · Miscellaneous Expense</b>			
<b>50994A · BOARD MEETING MEALS- PUBLIC</b>	65.65	0.00	342.09
<b>50994 · 50994 · Miscellaneous Expense - Other</b>	0.00	0.00	35.00
<b>Total 50994 · 50994 · Miscellaneous Expense</b>	65.65	0.00	377.09
<b>51000 · 51000 · Accounting &amp; Auditing</b>			
<b>51000A · QUICKBOOK PRO</b>	0.00	0.00	89.95
<b>51000 · 51000 · Accounting &amp; Auditing - Other</b>	25,599.00	0.00	32,424.00
<b>Total 51000 · 51000 · Accounting &amp; Auditing</b>	25,599.00	0.00	32,513.95
<b>51100 · 51100 · Furniture Expenses</b>	0.00	0.00	1,037.31
<b>51401 · 51401 · Computer Costs</b>	0.00	0.00	321.99
<b>51401A · INSTALLATION</b>	0.00	0.00	48.99
<b>51401B · ANTI-VIRUS PROTECTION</b>	175.70	0.00	2,334.17
<b>51401C · NEW COMPUTERS</b>	0.00	0.00	106.49
<b>51401D · SOFTWARE</b>	13.72	0.00	13.72
<b>51401E · PARTS</b>	0.00	1,584.71	2,588.00
<b>Total 51401 · 51401 · Computer Costs - Other</b>	189.42	1,584.71	5,413.36
<b>51402 · Route Match Software</b>	0.00	0.00	2,166.67
<b>51402A · ROUTE MATCH-CAT</b>	0.00	0.00	2,166.67
<b>Total 51402 · Route Match Software</b>	0.00	0.00	2,166.67

**BisMan Transit Board**  
**Profit & Loss YTD Comparison**  
May 2016

06/14/16  
Accrual Basis

	May 16	May 15	Jan - May 16
<b>51403 · 51403 · Building Costs</b>			
51403A · HEATING REPAIR	0.00	0.00	1,095.07
51403B · BOILERS	0.00	0.00	564.38
51403C · ELECTRICAL	80.00	0.00	174.57
51403D · GARAGE DOOR REPAIRS	381.64	0.00	451.64
51403E · LOCKS	0.00	0.00	100.00
51403F · VENT HOODS	0.00	0.00	1,925.00
51403G · GENERATOR INSPECTION	0.00	0.00	225.75
51403 · 51403 · Building Costs - Other	243.74	1,246.99	874.94
Total 51403 · 51403 · Building Costs	705.38	1,246.99	5,411.35
<b>51404 · SECURITY CAMERAS</b>	0.00	0.00	1,460.00
<b>51405 · TWO-WAY RADIOS</b>	0.00	0.00	2,630.55
51405A · REPEATER FOR TWO WAY	0.00	0.00	
Total 51405 · TWO-WAY RADIOS	0.00	0.00	2,630.55
<b>51600 · 51600 · Training</b>			
51600A · APTA TRAINING REGISTRATION FEES	1,590.00	0.00	4,390.00
Total 51600 · 51600 · Training	1,590.00	0.00	4,390.00
<b>54000 · NON-FTA EXPENSE</b>			
54000B · NON-FTA TRAVEL EXPENSE	0.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	0.00	0.00	12.00
<b>62100 · Contract Services</b>			
65100 · Other Types of Expenses	0.00	0.00	0.00
65140 · EXPENSE REIMBURSEMENT	0.00	0.00	80.21
65140A · MEAL REIMBURSEMENT	0.00	0.00	80.21
Total 65140 · EXPENSE REIMBURSEMENT	0.00	0.00	80.21
Total 65100 · Other Types of Expenses	0.00	0.00	80.21
<b>Total Expense</b>			
Net Ordinary Income			
Net Income			
	<b>-240,681.10</b>	<b>163,320.19</b>	<b>-45,736.16</b>

# E

## MAY 2016 MONTHLY REPORT

		Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYTD
<b>RIDERSHIP</b>						
FIXED ROUTE	10,625	59,331	10,347	53,342	11.23%	
PARATRANSIT	13,233	67,748	13,707	69,868	-3.03%	
Total	23,858	127,079	24,054	123,210	3.14%	
FIXED ROUTE AVG. DAILY BOARDINGS	425.00	463.52	413.88	420.02	10.36%	
PARATRANSIT AVG. DAILY BOARDINGS	426.87	445.71	442.16	462.70	-3.67%	
<b>ON TIME PERFORMANCE</b>						
FIXED ROUTE	93.47%					
PARATRANSIT	98.36%					
YTD PERFORMANCE	96.95%					
<b>EFFICIENCY</b>						
<b>REVENUE</b>						
<u>FIXED ROUTE</u>						
FAREBOX - OPERATIONS	\$ 5,749	\$ 34,605	\$ 6,198	\$ 37,772	-8.38%	
<u>PARATRANSIT</u>						
OPERATIONS	\$ 19,484	\$ 146,177	\$ 35,249	\$ 163,296	-10.48%	
TOTAL REVENUE	\$ 25,232	\$ 180,781	\$ 41,447	\$ 201,068	-10.09%	
<b>EXPENSE</b>						
<u>FIXED ROUTE</u>						
OPERATIONS	\$ 87,237	\$ 441,287	\$ 86,594	\$ 444,926	-0.82%	
	\$ 87,237	\$ 441,287	\$ 86,594	\$ 444,926	-0.82%	
<u>PARATRANSIT</u>						
OPERATIONS	\$ 148,771	\$ 758,466	\$ 153,192	\$ 780,331	-2.80%	
	\$ 148,771	\$ 758,466	\$ 153,192	\$ 780,331	-2.80%	
TOTAL EXPENSE	\$ 236,007	\$ 1,199,754	\$ 239,786	\$ 1,225,257	-2.08%	
FAREBOX REVENUE/EXPENSE RATIO	0.11	0.15	0.17	0.16		



# F

## MAY 2016 ANALYTICS OVERVIEW

### Website

May proved to be a very good month for the site, eclipsing the month prior and May 2015 stats in many instances. This past month, sessions were up nearly 14.5% from the April 2016 and more than 1.75% from May 2015. Users were up nearly 13% and 4.15% over those respective time periods. While pages per visit are still not at 2015 levels, they continue to recover over the previous month by about three-quarters of a percent, and time spent on the site increased about 15 seconds over April 2016 average session durations. The traffic is still split nearly in half with desktop (875 sessions) and mobile/tablet users (851 sessions).

### Facebook

A productive month included one paid campaign that helped the platform's reach nearly double from the month before and May 2015 levels. The account consistently increases by single-digit likes each month, which helps build organic reach.

### Twitter

A similar, if not more, productive month was enjoyed for the Twitter account. One paid campaign resulted in about 12,000 impressions, while the organic reach was about double the month previous and more than 2½ times the reach of May 2015. The account consistently increases by single-digit followers each month, helping build organic reach.

### RouteShout

A jump of 9 unique users (65% increase over April 2016) resulted in about double the usage of Smartphone usage from the previous month.

### Bis-Man Online

There were no Bis-Man Online ads running in April, and subsequently no traffic generated.

### Mail Chimp

An increased mailing list, combined with a small sample size of exposure helped lower the overall open rate, from last quarter. After declining significantly at the end of 2015, the bounced emails are again increasing, and the mailing list could be starting to show its age again.

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

3750 East Rosser Avenue, Bismarck, ND 58501 • P: (701) 258-6817 • F: (701) 258-6752 • [www.bismantransit.com](http://www.bismantransit.com)

# Website Google Analytics Report

Overview	May 2016	April 2016	Change	May 2015	Change
Sessions	1726	1,508	14.46%	1696	1.77%
Users	1284	1,137	12.93%	1233	4.14%
Pageviews	4826	4,191	15.15%	5328	-9.42%
Pages/Session	2.8	2.78	0.72%	3.14	-10.83%
Session Duration	2:48	2:33	9.80%	3:06	-9.68%
Bounce Rate	46.64%	47.48%	-1.77%	43.99%	6.02%

## Visitor Type

New Visitor	1165	1,016	14.67%	1089	6.98%
Returning Visitor	561	492	14.02%	607	-7.58%

## Desktop Traffic

Sessions	875	799	9.51%	876	-0.11%
New Users	627	566	10.78%	597	5.03%
Pages/Session	2.95	2.94	0.34%	3.14	-6.05%
Session Duration	2:59	2:33	16.99%	3:06	-3.76%
Bounce Rate	48.80%	49.81%	-2.03%	43.99%	10.93%

## Mobile Traffic

Sessions	769	619	24.23%	696	10.49%
New Users	474	386	22.80%	417	13.67%
Pages/Session	2.63	2.6	1.15%	2.92	-9.93%
Session Duration	2:38	2:35	1.94%	2:34	2.60%
Bounce Rate	44.08%	44.59%	-1.14%	46.12%	-4.42%

## Tablet Traffic

Sessions	82	90	-8.89%	124	-33.87%
New Users	64	64	0.00%	75	-14.67%
Pages/Session	2.78	2.58	7.75%	3.1	-10.32%
Session Duration	2:28	2:21	4.96%	3:07	-20.86%
Bounce Rate	47.56%	46.67%	1.91%	42.74%	11.28%

## Facebook Analytics

	<b>May 2016</b>	<b>April 2016</b>	<b>Change</b>	<b>May 2015</b>	<b>Change</b>
Likes	331	326	1.53%	278	19.06%
# of Posts	40	38	5.26%	58	-31.03%
Post Clicks	120	85	41.18%	110	9.09%
Likes, Comments, Shares	66	41	60.98%	82	-19.51%
Organic Reach	2756	2275	21.14%	2139	28.85%
Total Reach	4099	2275	80.18%	2139	91.63%
Page/Tab Visits	NA	NA	#VALUE!	209	#VALUE!
External Referrers	NA	NA	#VALUE!	0	#VALUE!

*Analytics from Facebook Insights*

## Twitter Analytics

	May 2016	April 2016	Change	May 2015	Change
Total # of Followers	254	249	2.01%	153	66.01%
# of Tweets	40	35	14.29%	57	-29.82%
Organic Impressions	7450	3743	99.04%	2834	162.88%
Total Impressions	19072	3743	409.54%	2834	572.97%
Mentions	0	0	#DIV/0!	NA	#VALUE!
Engagements	50	29	72.41%	20	150.00%
Link Clicks	14	6	133.33%	9	55.56%
Profile Clicks	8	1	700.00%	2	300.00%
Detail Expands	17	2	750.00%	2	750.00%
Hashtag Clicks	3	1	200.00%	1	200.00%
Retweets	6	5	20.00%	4	50.00%
Likes	2	5	-60.00%	1	100.00%
Embedded Media Views	0	8	-100.00%	1	-100.00%
Replies	0	1	-100.00%	0	#DIV/0!
Shared Via Email	0	0	#DIV/0!	0	#DIV/0!
Photo or Video Click	263	0	#DIV/0!	0	#DIV/0!
Engagement Rate	0.26%	0.50%	-48.00%	0.70%	-62.86%

*Analytics from analytics.twitter.com*

## RouteShout Analytics

	May 2016	April 2016	Change	May 2015	Change
Unique Users	23	14	64.29%	26	-11.54%
Total Responses	137	68	101.47%	228	-39.91%
SMS	0	4	-100.00%	2	-100.00%
Smartphone	137	64	114.06%	226	-39.38%

## Bis-Man Online Report

	May 2016	April 2016	Change	May 2015	Change
Views	0	0	#DIV/0!	311	-1
Impressions	0	0	#DIV/0!	31596	-1
Contact Clicks	0	0	#DIV/0!	9	-1
Watching	0	0	#DIV/0!	6	-1
Emailed	0	0	#DIV/0!	1	-1
FB Referral	0	0	#DIV/0!	0	#DIV/0!
Twitter Referral	0	0	#DIV/0!	0	#DIV/0!
Pinterest Referral	0	0	#DIV/0!	0	#DIV/0!
Other Referral	0	0	#DIV/0!	5	-1

# Mail Chimp Analytics

Mailing List	Campaign		Campaign				
	Size	Opens	Open Rate	Clicks	Click Rate	Bounced	Unsub
2016 Q2	358	60	17.50%	2	0.60%	16	1
2016 Q1	352	70	20.70%	8	2.40%	14	3
2015 Q4	355	75	21.70%	1	1.30%	9	1
2015 Q3	362	73	21.20%	6	1.70%	18	2
2015 Q2	359	77	22.30%	6	1.70%	14	0
2015 Q1	366	82	23.80%	8	2.30%	21	0
2014 Q4	367	89	25.20%	9	2.50%	14	2
14 HFRD	349	75	22.30%	9	2.70%	13	1
2014 Q3	350	66	19.50%	1	0.30%	11	1
AIW	349	72	21.10%	10	2.90%	8	1
2014 Q2	355	83	24.10%	1	0.30%	11	1
2014 Q1	267	68	26.10%	6	2.30%	6	0



# TAXI 9000 OF BISMARCK & MINOT ND

701-223-9000

DISPATCH

701-852-9000



3750 E Rosser Avenue Bismarck, ND 58501  
701-223-9035 Fax 701-258-7393

500 3<sup>rd</sup> Street NE Minot, ND 58703  
701-852-8025 Fax 701-852-8025

Taxi 9000

Bis-Man Transit

The CAT

June 13, 2016

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To: Bis-Man Transit Board  
From: Craig R. Sjoberg, Safety Manager  
Reference: Safety Initiative Analytics

This is an updated progress report for Schumacher Transportation's safety initiative.

1. The CPR component of the CPR, First Aid, and defensive driving training initiative is complete. All of the CAT and transit drivers, including their managers, have been trained. CPR training began on May 18 and was completed on June 3. The following information is attached for your review.
  - A. CAT Deadline: May 31 Completed: June 3 (3 days late) Drivers trained: 14 of 14 100%
  - B. Transit Deadline: June 18 Completed: June 3 (15 days early) Drivers trained: 24 of 24 100%
  - C. Training days: 11
  - D. Training hours: 114
  - E. Classes conducted: 16
  - F. Service disruption to our customers: None
2. The First Aid component will begin on June 27 with target goals similar to the CPR data noted above.
3. The third and final component of the primary training initiative, defensive driving, shall begin following the completion of the First Aid component.
4. Ongoing research and input from numerous sources have resulted in short and long term goals designed to build a firm foundation for the Schumacher Transportation safety program.