



Bis-Man Transit Board Meeting

August 25, 2016, 11:30 a.m.

Bis-Man Transit Center Board Room

3750 East Rosser Ave, Bismarck ND

- **Welcome & Introductions [Ben Ehreth]**
- **Consent Agenda**
 - 1. Previous Month's Minutes [Kalen Ost]
 - Attachment A – 16.07.29 Transit Board Meeting Minutes V2
 - Attachment B – 16.07.29 Transit Board Executive Session Meeting Minutes V1
 - Attachment C – 16.07.29 Administrative Committee Minutes page 1
 - Attachment D – 16.07.29 Draft Timelines V1
 - Attachment E – 16.08.08 Special Board Meeting Minutes V1
 - Attachment F – 16.08.10 Special Board Meeting Minutes V1
 - 2. Financial Report [Roy Rickert]
 - Attachment G – 16.07 Financial Packet
 - 3. Ride Stats [Roy Rickert]
 - Attachment H – 16.07 Ridership Metrics Report
 - 4. Web and Social Media Stats [Kalen Ost]
 - Attachment I – 16.07 Analytics Packet
 - 5. Staff Safety Accreditation [Craig Sjoberg]
 - Attachment J – Safety Analytics 8-17-16
- **Regular Agenda**
 - 6. Insurance Reimbursement Addendum
 - Attachment K – Schumacher Contract Addendum for Insurance Reimbursement
 - 7. Consideration of Findings from Special Meetings [Roy Rickert]

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- 8. Board Member Communication [Ben Ehreth]
 - Attachment L – Electronic Communications, Pg. 8
- **Executive Director Report [Roy Rickert]**
- **Committee Updates**
 - 9. Administrative Committee [Kim Badenhop]
 - 10. Finance Committee [DeNae Kautzmann]
 - 11. Board Application [Steve Heydt]
- **Other Business**
- **Executive Session [if needed]**
- **Adjourn [Ben Ehreth]**



Bis-Man Transit Board Special Meeting Minutes

A

July 29, 2016, 11:30 a.m.

Bis-Man Transit Center Conference Room

3750 East Rosser, Bismarck ND

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

Meeting was called to order at 11:32 a.m. by President Ben Ehreth.

Public Comment

Trevor Vannett: Trevor Vannett said the Board really needs to listen to the public when conducting the public meetings, and get the groups working with individuals with developmental disabilities involved.

Consent Agenda

Consent Agenda: Karel Sovak moved to accept the consent agenda, with the exception of Attachments C (Finance Committee Meeting Minutes) and J (Special Meeting Minutes). Kim Stevenson seconded the motion and it carried unanimously.

Regular Agenda

Finance Committee Meeting Minutes: DeNae Kautzmann moved that the committee meeting minutes be amended to reflect the intent of a special Board meeting, or Executive Board Committee meeting, was for purposes of identifying how to move forward for meeting with the interest groups. Glenn Lauinger seconded the motion. Glenn Lauinger inquired why the organization was no longer asking for funds from United Way. Roy Rickert said the organization will still get funds, but will alter how the passes get to organizations, which will alter the money from fare box to matchable funds. Kim Badenhop requested the STIC acronym be corrected, as it is listed as STICK in the minutes. The motion carries unanimously.

Special Meeting Minutes: Kim Badenhop moved to amend minutes to say Board discussion was held regarding two input meetings being followed with discussion. Karel Sovak seconded the motion and it carried unanimously.

Consideration of Audit: Elliot Rust stated Bis-Man Transit received a qualified opinion due to investments. That terminology has since changed to modified or unmodified, and that is what will appear on next year's audit. Brady Martz had two findings in the audit. Glenn Lauinger said until the Inland America investment is sold the organization cannot receive a clean report. Glenn moved to accept audit report. DeNae Kautzmann seconded the motion and it carried unanimously.

Cutaway Buses: Roy said the state approved the organization's grant request for \$128,000, but he recommended waiting until receiving FTA approval on the current procurement for four busses. Those busses are expected to arrive in September. The organization will be able to purchase the two new buses off that previous procurement once FTA approval is received. If FTA approves the four-bus procurement, that will close out the most recent Triennial findings.

Repair Agreement: DeNae Kautzmann requested the item be moved to Executive Session. Ben Ehreth said he was willing to move it to after the Executive Session, but that he wanted the Board to act on it today. Glenn Lauinger said he wanted to have Gary Schumacher present when the Board acts on the item, and Gary had a family matter later in the day. Karel Sovak moved to accept the contract amendment relating to repairs of the buses. Glenn Lauinger seconded the motion and it carried 5-2.

Public Involvement Plan for Service Change Proposal: Roy Rickert distributed a timeline for the next two months. A second meeting date in Mandan was added, and 1-on-1 meetings will be available for individuals or groups that are not comfortable meeting in a large group setting. A third meeting will be held to go over the results and findings from the previous two meetings. Both meetings will be advertised as full Board meetings. The financial

findings will be presented at the Board meeting on August 25, and a public meeting will be held that evening. The regular board meeting in September will be moved to September 19, from 1-3 p.m. A survey will be distributed in paper format to targeted groups to help gauge prioritization and proposed solutions.

Executive Director Report

Training: The final TAM rule was released by FTA, and staff has gone through one training already. There were technical issues, but overall there was good information. RouteMatch recently had training, and staff participated in Black Cat training as well.

Transfer Center: Roy Rickert presented to the city commission earlier in the week to utilize a transfer location north of the Civic Center, but city staff, Jeff Heintz, indicated that the surface thickness was not sufficient. An option of utilizing a cutout on Front Street was suggested, or striping Front Street. A third option is utilizing the parking lot on the east side of the NW corner of Bowen and 5th.

Staffing: As of July 25, Gary Aman is no longer with Bis-Man Transit. His duties have been divided between Jerri Jurgens and an Assistant Transit Manager that will handle operational duties.

Email Response: One response has been received following an email sent asking for input.

Committee Updates

Finance Committee: The committee is concerned about the budget shortfall and is interested in hearing from the community about ideas and suggestions to help balance the budget.

Administrative Committee: Marge Ellefson inquired about the amount of money Central NoDak was receiving to operate administration for the organization. Glenn Lauinger said there is a set contract for the Executive Director and Office Manager positions. The other employees are reimbursed dollar for dollar. By eliminating Central NoDak, the cost would remain the same, depending on if Bis-Man Transit wanted to provide similar salaries or benefits.

Other Business

Operational Input: Gary Schumacher expressed a desire to have time in the regular Board meetings set aside for Operations to discuss items with the Board and offer input. Ben Ehreth said that much of the operations monthly data is covered in the consent agenda, which was developed to help streamline the Board meetings. However, if Operations has a unique need to discuss anything, the Board is open to hearing it.

Adjourned: DeNae Kautzmann moved to adjourn the meeting. Kim Stevenson seconded the motion and the meeting adjourned at 1:13 p.m.



July 29, 2016

Minutes of Administration Committee Meeting

BisMan Transit Building

2:00 pm

Attending: Ben Ehreth, Roy Rickert, Glen Lauinger, Kim Badenhop, Marge Ellefson

There was discussion about the DRAFT timeline document put together by Kim. Copy attached. It was determined we have the same current goals as we did when a timeline was before the full board in February and March 2016. The attached DRAFT was used for discussion only. It was agreed it is time to renew working toward the goals again, after a brief break of activity due to other priorities.

Roy responded to the previous request from the committee after the June 8, 2016 meeting. The following positions should be direct hire.

- Executive Director
- Administrative Manager
- Finance Manager
- Marketing Manager

All other staff would be contractor employees.

Those present agreed it is time to start working on a BisMan Transit Personnel Policy. The goal is to have multiple personnel policies from other transit entities and the City of Bismarck, as reference for drafting a BisMan Transit Personnel Policy. Kim will work on reviewing and summarizing the content of reference personnel manuals, so the committee can get together to review.

After much discussion, the goal is to have all of the necessary work to prepare for direct hires and any new contracts by March 31, 2017.



D

July 20, 2016

Prepared by Kim Badenhop

DRAFT only

Please see additional comments below. It is imperative any timeline NOT be considered in a vacuum.

There are 3 different things floating around in the email chain right now, and it seems to be causing confusion.

1. Timeline for both hiring employees and developing a comprehensive human resources and employment system, submitted to the full Board and approved at the February 2016 Board meeting.
2. Timeline for RFP and new Operations/Administration combined contract, which was discussed after additional safety concerns were raised. First meetings on this timeline were in March 2016 and possible timeline revisions were discussed by the Administration Committee with Roy present for some discussions. There was a discussion with the full Board about the RFP and combining the Administrative and Operations Contracts, with minimal in house staff employed directly. No timeline was presented. The February motion was rescinded by a vote at the March meeting.
3. Timeline for simply direct hiring employees which are currently under contract, and working on comprehensive human resources and employment system. This is not the optimal approach, however, it is worth being aware this is an option should we be presented with an immediate need.

Other items of note:

1. Administration Committee discussed in June 2016, and minutes approved by the full Board, the need to simply oversee policy development. Understanding this was something which usually falls to the Executive Director and not the responsibility of Board members. **See Administration Committee Minutes approved at June 2016 Board meeting.*
2. The above activities regarding transition from existing contracts, was **put on hold first** to wait for response to the BisMan Transit proposal submitted in response to the City RFP. Administration Committee activity on this resumed in June 2016, and it was determined we needed additional input from the Executive Director.
3. Due to pending response from Executive Director, the activity was **again put on hold** pending outcome of the service changes, due to this affecting the contents of an RFP for a joint Administrative/Operations contract.
4. Need to better understand requirements under 41 CFR Ch 60, regarding Federal Contract Compliance Program. There are some exemptions for contractors to local governments.
5. At this time, based on basic understanding of federal contract employment requirements, I believe it is necessary to advertise jobs if we do direct payroll hires. This would complicate Timeline A below. **Roy does not believe FTA has any requirements and does not believe we have to advertise, but reading the law is less clear without doing more research.*
6. Converting temporarily to 1099 employees, per Timeline B below, would not likely require any advertising, and would buy time to go through the other processes referenced in the 1st 2 timelines. **This is not to indicate this is the best option. Only that this option does allow us to meet very short term needs with the most flexibility if we are put in the position of needing immediate hiring options.*

Additional considerations:

1. In the event it is again necessary to consider only taking over the employees from the current Administration contract, it seems prudent to return to the one already approved by the board as a **starting point**. **See revised timeline below.*
2. It is unknown what the future financial status of Transit will be.

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3. There is uncertainty as to whether or not the contract with the city will continue. **Multiple Board Members have concerns about continuing the contract.*
4. Adding staff directly to payroll will add further complications to the uncertain circumstances we are facing in light of the actions of the City Commission.

Timeline proposed and approved by the full Board for bringing Administration contract employees in house:

Feb 2016 – Proposal provided to Board for decision.

Mar 2016 – Personnel (Employee Policy) Manual presented as an action item at Board Meeting.

- Goal will be to present benefits options, however, this may need to be considered as an action item at a later Board meeting.

Apr or May 2016 – Seek City of Bismarck Approval for the change.

- Required per contract for federal funds.

Apr or May 2016 – Present proposed Organizational Chart and salary structure to Board as action item.

- This will need to be consistent with overall budget plans and guidelines.
- Succession plan could be proposed at same time or later.

Jun or Jul 2016 – Present Procedure Manual to Board as an action item.

Aug to Sep 2016 – Advertise Transit Positions (except Executive Director).

Oct to Nov 2016 – Interview applicants for all Transit Positions (except Executive Director).

Nov 2016 – Notify contractor of end to contract, per contract terms requiring 30 days notice.

Dec 2016 – Complete proper registration for unemployment registration and workers compensation coverage.

December 31, 2016 – Last day of current contract.

January 1, 2017 – Direct management of Transit Administration begins.

* copied exactly as it appeared in the February 2016 handout, including highlights.

** this was rescinded at the March 2016 board meeting, however, it would be a logical starting point due to the board having already seen and approved it.

Timeline above modified based on existing start date and additional items suggested by Glenn via email/attachment July 20, 2016:

July 2016 – Proposal provided to Board for decision.

August 2016 – Personnel (Employee Policy) Manual presented as an action item at Board Meeting. [Per past Administration Committee meetings, this would likely be based directly on the City of Bismarck personnel manual.]

- Goal will be to present benefits options, however, this may need to be considered as an action item at a later Board meeting.

August 2016 – Seek City of Bismarck Approval for the change.

- Required per contract for federal funds.

August 2016 – Present proposed Organizational Chart and salary structure to Board as action item.

- This will need to be consistent with overall budget plans and guidelines.
- Succession plan could be proposed at same time or later.

September 2016 – Present Procedure Manual to Board as an action item. [To be drafted by Executive Director, per most recent Admin Comm discussion this would be prepared and presented by the Executive Director.]

September 2016 – Finalize Fringe Benefits (vacation, sick leave, insurance, pension plans, etc), if not completed as part of August 2016 item referenced above.

October 2016 – Advertise Transit Positions (except Executive Director).

November 2016 – Interview applicants for all Transit Positions (except Executive Director).

Nov 2016 – Notify contractor of end to contract, per contract terms requiring 30 days notice.

Nov to Dec 2016 – Apply for health insurance coverage, set up pension plan if approved by the Board.

Dec 2016 – Complete proper registration for unemployment registration and workers compensation coverage. (Workforce Safety, State Unemployment, State Income Tax Withholding Applications and Apply for EFTPS Enrollment with IRS)

December 31, 2016 – Last day of current contract.

January 1, 2017 – Direct management of Transit Administration begins.

*Modified dates while maintaining original goal to end the Administration contract in December 2017.

**The request for this timeline indicated urgency, so no need to extend the desired end date.

***There has been discussion at previous Administration Committee meetings about the end date and there was not any consensus on moving beyond the December 2017 end date approved in February by the full Board, even though the motion was rescinded in March 2016 as referenced above.

Timeline A in the event a contractor decides to end a contract (30 days notice):

July 2016 – Complete proper registration for unemployment registration and workers compensation coverage. (Workforce Safety, State Unemployment, State Income Tax Withholding Applications and Apply for EFTPS Enrollment with IRS)

July 2016 – Contact existing providers of health insurance coverage and pension plan and apply to continue existing plans and determine next date changes could be made to such plans.

August 2016 – Direct management of Transit Administration begins.

Sep to Dec 2016 – Proceed with RFP for combined contract or follow steps from above regarding policies, manuals, benefit package considerations, organizational structure and budget considerations. Ensure they are finalized by December 2016.

January 2017 – Either begin new combined contract or install new policies, benefits, organizational structure, etc. for direct hires in same timing as contract with City of Bismarck.

*This option complicates negotiations with the city of Bismarck contract.

Timeline B in the event a contractor decides to end a contract (30 days notice):

July 2016 – Determine cost of providing existing benefits to staff and look at budget to determine options for providing contract pay to cover the expense of those benefits.

July 2016 – Begin to pay staff as 1099 employees, with employees responsible for all benefits and taxes. The cost for this could be offset by paying a higher rate to offset their new expenses, and we could offer some sort of assistance in helping ensure those payments are made.

August 2016 – Direct management of Transit Administration begins.

Sep to Dec 2016 – Proceed with RFP for combined contract

January 2017 – Employees become employed by contractor operating new combined contract.

*This option reduces complication for negotiations with the city of Bismarck contract.

**Glenn expressed concern this is not a legal option and opens us up to liability concerns. Kim has experienced exactly this transition from payroll to 1099 for a government contractor and does not share Glenn's concerns.

*** Need legal or federal government regulation insight on this.



Bis-Man Transit Board Special Meeting Minutes

August 8, 2016, 6-8 p.m.

E

Bismarck Veterans Memorial Public Library

515 N 5th Street, Bismarck ND

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Kim Badenhop
	Glenn Lauinger	Kim Stevenson
	Terry Woelber	Marge Ellefson
	Jeannie Pedersen	
Not Attending:	Karel Sovak	Mike Wagner
Staff:	Roy Rickert	Gary Schumacher
	Shanda Miller	Elliot Rust
	Kalen Ost	

Meeting was called to order at 6:08 p.m.

The Transit Board entertained questions and input from service groups and interested individuals to better understand public priorities as the Board makes an informed decision about proposed service changes to the fixed route and paratransit modes of service. Public consensus was to increase paratransit fare to \$3, increase senior age qualifier to 70 or 75, cut night hours if RouteMatch use is spare.

Topics discussed at the meeting included:

- Cost of fleet, and service, for paratransit and fixed route – Roy Rickert gave background on costs for the services provided, as well as the life expectancy for the vehicles serving each mode of service.
- Organizational finances – Bis-Man Transit has not increased fares in eight years. Public consensus is that a 50-cent increase in paratransit fares would be acceptable.

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- Group ridership ideas – Many of the group ridership ideas can be implemented through the paratransit, but only when all of the customers call in and/or are reported to dispatchers. Otherwise it would not be feasible.
- Corporate sponsorship/contract ideas – U-Mary has provided a study that shows projected usage of the system. If this pilot program works, a similarly structured program it could be utilized by other entities.
- Accessible taxi options – Valley City utilizes a taxi for individuals utilizing wheelchairs. It was suggested Bis-Man Transit contact this company to see if their business model could be utilized. Gary Schumacher indicated that he was working with the City on this issue. Cabs are run privately and are not part of public transportation.
- Age qualification for paratransit – Renee Kipp talked about responses from persons at the Senior Center, and their consensus was it would be okay to raise the age qualifier to 70.
- U-Mary service – The consensus from the business community is not only will U-Mary service benefit the school, but there are many jobs that could be filled in Bismarck.
- Service for Lincoln – At one time, Lincoln had been willing to make a payment to receive transit services, but changed leadership midstream. It is unknown if Lincoln would provide money for service at this time.
- Fixed routes – Robin Were suggested fixed routes that traveled through places where people live. Traveling only to businesses is not where people are located in her opinion.

Meeting was closed at 7:52 p.m.



Bis-Man Transit Board Special Meeting Minutes

August 10, 2016, 2-4 p.m.

Ed Froelich Meeting Room @ Mandan City Hall

205 2nd Ave NW, Mandan ND

F

Attending: Sec./Tres. DeNae Kautzmann Glenn Lauinger
 Kim Stevenson Marge Ellefson
 Jeannie Pedersen

Not Attending: Ben Ehreth Steve Heydt
 Karel Sovak Mike Wagner
 Kim Badenhop Terry Woelber
Staff: Roy Rickert Gary Schumacher
 Jerri Jurgens Shanda Miller
 Elliot Rust Kalen Ost

Meeting was began at 2:03 p.m.

The Transit Board entertained questions and input from service groups and interested individuals to better understand public priorities as the Board makes an informed decision about proposed service changes to the fixed route and paratransit modes of service. Public consensus is that the cost of the Extended Hour Service may be too expensive, the fixed route may need to be altered, and there is concern about what level of service West River Transit can provide to Lincoln.

Topics discussed at the meeting included:

- Cost of extended hour service – Concern was expressed about the cost of the Extended Hours service. Public consensus is that paratransit fares could be increased to \$3 per ride.
- Liberty Heights access to CAT – One person stated that if the goal was to transition riders from paratransit to fixed route, the fixed route would need to go in front of Liberty Heights,

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to take advantage of where a shelter is located. A new route was suggested to accommodate this.

- West River Transit providing service outside city limits – Roy Rickert explained that West River Transit will provide service outside the city limits, under the proposed revisions. The level of service available is not known at this point, but it likely will differ from the service currently available to Lincoln.
- Equitable service between fixed route and paratransit – Presently the two modes of service are not equitable, and one service receives significantly more resources than the other.
- Fixed route to U-Mary – The pilot program will determine actual usage of U-Mary students. If the route is not being used, it will be changed. U-Mary has provided a need for the fixed route service, and if actual results follow projected results, fixed route service to the campus could benefit the entire community. This is supported by the business community.
- Future Communications – A meeting is scheduled for Aug. 26 at Bismarck Veteran Memorial Public Library. This meeting will focus on what potential revisions will be brought to the City Commission.

Meeting ended at 2:53 p.m.



BisMan Transit Board
Profit & Loss YTD Comparison
 July 2016

	Jul 16	Jul 15	Jan - Jul 16
Ordinary Income/Expense			
Income			
201312 · Para Transit Clients	0.00	122.50	0.00
40101 · 40101 Fare Box Income Transit	24,256.40	25,741.33	208,681.50
40102 · Fare Box Income CAT	4,759.39	8,111.45	47,216.29
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			
40801 · Interest Income			
40801A · XENIA	701.53	0.00	1,403.06
40801B · INLAND AMERICA	0.00	0.00	586.73
40801 · Interest Income - Other	918.13	848.73	3,812.51
Total 40801 · Interest Income	1,619.66	848.73	5,802.30
40802 · Golden Age Services	0.00	0.00	1,500.00
40803 · RSVP	3,500.00	0.00	7,000.00
40805 · United Way	0.00	0.00	375.00
40806 · ND Medicaid	5,864.02	5,470.09	30,159.60
40807 · NDAD	177.50	165.00	1,572.50
40808 · PACE	306.00	288.00	2,220.00
40809 · MOBILE ADS	4,470.00	25,051.04	32,535.10
40810 · TAXI 9000	8,533.00	6,000.00	59,731.00
40811 · WEST RIVER	751.00	0.00	4,261.00
40812 · DEL MAR VENDING	105.76	119.22	683.56
40813 · Burleigh County Senior Center	0.00	0.00	2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	115,378.00	201,251.00	378,648.00
40840 · City of Bismarck Mill Levy	1,799.05	1,029.76	901,662.78
40850 · City of Mandan Mill Levy	8,367.89	7,273.49	132,556.87
40860 · Training Room Rental	0.00	250.00	0.00
Total 40800 · 40800 · Matchable Funds for FTA	150,871.88	247,746.33	1,560,707.71
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	0.00	3,037.97	34,478.15
40999 · 40999 · Miscellaneous Income - Other	115.02	0.00	237.02
Total 40999 · 40999 · Miscellaneous Income	115.02	3,037.97	34,715.17
41000 · Total Federal Funds			
41400 · FTA Funds for Operations 50/50	107,638.00	0.00	343,519.00
41401 · FTA Funds for Maint. 80/20	43,263.00	0.00	113,736.00
41405 · 2013 STATE OF GOOD REPAIR	0.00	5,487.00	0.00
41000 · Total Federal Funds - Other	0.00	228,544.00	0.00
Total 41000 · Total Federal Funds	150,901.00	234,031.00	457,255.00

10:36 AM

08/17/16

Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

July 2016

	Jul 16	Jul 15	Jan - Jul 16
46400 · Other Types of Income	0.00	0.00	7,850.35
Total Income	330,903.69	518,790.58	2,338,151.02
Gross Profit	330,903.69	518,790.58	2,338,151.02
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	0.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	70.42	0.00	338.85
50111 · 50111 · SERVICE FEES - Other	5.00	0.00	118.75
Total 50111 · 50111 · SERVICE FEES	75.42	0.00	457.60
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	656.20	379.33	2,768.64
100B · Capital Electric	2,493.00	2,403.48	15,733.58
100C · Janitorial Services	735.78	468.56	3,678.90
100D · MDU	95.12	151.41	4,897.59
100E · Rodent Control	98.33	95.00	589.98
100F · Waste Management	527.71	460.22	3,132.77
Total 50112 · 50112 · UTILITIES	4,606.14	3,958.00	30,801.46
50301 · 50301 · Central Nodak	63,747.45	24,127.57	182,240.89
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	2,778.54	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	1,278.18	0.00	4,674.85
Total 50313A · SHOP EQUIPMENT	4,056.72	0.00	7,453.39
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	0.00	0.00	414.19
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	0.00	0.00	287.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	0.00	0.00	701.19
50313C · PRESSURE WASHER			
50313c1 · PARTS	0.00	0.00	220.76
50313C · PRESSURE WASHER - Other	0.00	0.00	770.89
Total 50313C · PRESSURE WASHER	0.00	0.00	991.65
50313 · 50313 · Equipment and Parts - Other	0.00	0.00	1,219.65
Total 50313 · 50313 · Equipment and Parts	4,056.72	0.00	10,365.88

10:36 AM

08/17/16

Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
July 2016

	Jul 16	Jul 15	Jan - Jul 16
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	568.75	0.00	3,389.75
50316B · SHELTER REPAIR	31.93	0.00	114.49
50316 · 50316 Shelter and Bus Maint. - Other	0.00	776.00	0.00
Total 50316 · 50316 Shelter and Bus Maint.	600.68	776.00	3,504.24
50321 · Gauranteed Ride Home	0.00	500.00	3,835.00
50499 · 50499 · Supplies			
50499A · Office Supplies			
50499A1 · INK	0.00	0.00	525.66
50499A2 · STATIONARY	111.98	0.00	636.23
50499A3 · PENS/PENCILS	0.00	0.00	619.25
50499A4 · MISC OFFICE SUPPLIES	171.38	0.00	916.67
50499A5 · CHECKS AND DEPOSIT SLIPS	0.00	0.00	393.95
50499A · Office Supplies - Other	80.94	0.00	183.10
Total 50499A · Office Supplies	364.30	0.00	3,274.86
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	28.25	0.00	2,957.55
50499B2 · VEHICLE CLEANING SUPPLIES	0.00	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	247.19	0.00	1,543.55
Total 50499B · CLEANING SUPPLIES	275.44	0.00	4,538.00
50499 · 50499 · Supplies - Other	0.00	965.03	1,641.11
Total 50499 · 50499 · Supplies	639.74	965.03	9,453.97
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	1,195.21	0.00	5,941.76
50502A2 · CAT TABLETS	543.30	0.00	2,700.79
50502A · TABLETS - Other	0.00	0.00	3,477.02
Total 50502A · TABLETS	1,738.51	0.00	12,119.57
50502B · OFFICE LINES	495.27	0.00	2,815.58
50502C · REIMBURSEMENT FOR CHUCK	0.00	0.00	250.00
50502D · VOICE LOGGING SYSTEM	0.00	0.00	1,316.00
50502 · 50502 · Telephone - Other	333.25	50.00	1,094.08
Total 50502 · 50502 · Telephone	2,567.03	50.00	17,595.23
50600 · 50600 · Insurance	0.00	1,777.25	93,763.00
50600A · BUILDING INSURANCE	1,824.79	0.00	1,824.79

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BisMan Transit Board
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July 2016

	Jul 16	Jul 15	Jan - Jul 16
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	0.00	0.00	2,748.45
50704A2 · TIRES- PARATRANSIT	0.00	0.00	2,417.21
50704A · TIRES - Other	0.00	0.00	816.18
Total 50704A · TIRES	0.00	0.00	5,981.84
50704B · REPAIRS			
50704B1 · CAT PARTS	1,652.37	0.00	23,409.19
50704B2 · CAT- LABOR	3,093.75	0.00	17,878.40
50704B3 · TRANSIT- PARTS	11,240.57	0.00	36,932.87
50704B4 · TRANSIT- LABOR	12,337.50	0.00	34,012.50
50704B5 · SERVICE VEHICLE PARTS	0.00	0.00	2,848.40
50704B6 · SERVICE VEHICLE LABOR	0.00	0.00	4,055.06
50704B · REPAIRS - Other	0.00	0.00	15,752.67
Total 50704B · REPAIRS	28,324.19	0.00	134,889.09
50704C · BATTERIES			
50704C1 · BATTERIES- CAT	0.00	0.00	458.40
Total 50704C · BATTERIES	0.00	0.00	458.40
50704 · 50704 · Vehicle Costs - Other	2,609.48	43,078.67	17,196.96
Total 50704 · 50704 · Vehicle Costs	30,933.67	43,078.67	158,526.29
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	137,529.60	0.00	1,041,007.63
50801B · CONTRACT SERVICES- CAT	87,460.10	0.00	620,872.66
50801 · 50801 · TAXI 9000 - Other	0.00	241,570.99	0.00
Total 50801 · 50801 · TAXI 9000	224,989.70	241,570.99	1,661,880.29
50902 · 50902 · Travel			
50902A · LODGING	0.00	0.00	5,615.91
50902B · AIRLINES	0.00	0.00	1,958.40
50902C · MILEAGE REIMBURSEMENT	0.00	0.00	211.14
50902D · MEAL EXPENSE	0.00	0.00	589.83
50902E · TRANSPORTATION	0.00	0.00	95.45
50902F · AIRPORT PARKING	0.00	0.00	80.00
50902 · 50902 · Travel - Other	0.00	0.00	348.53
Total 50902 · 50902 · Travel	0.00	0.00	8,899.26

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	Jul 16	Jul 15	Jan - Jul 16
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	159.00	0.00	958.35
50908B · MISC ADVERTISING	0.00	0.00	2,969.81
50908C · BUSINESS CARDS	0.00	0.00	394.73
50908D · RADIO/TV	0.00	0.00	1,776.00
50908 · 50908 · Advertising - Other	480.00	2,170.49	2,546.00
Total 50908 · 50908 · Advertising	639.00	2,170.49	8,644.89
50908E · BUILDING SIGNAGE	890.63	0.00	890.63
50910 · Dues/Membership			
50910A · DTA DUES	0.00	0.00	300.00
50910B · BMDA DUES	0.00	0.00	500.00
50910C · SAM'S MEMBERSHIP FEE	0.00	0.00	11.25
50910D · CHAMBER OF COMMERCE	0.00	0.00	295.00
50910 · Dues/Membership - Other	7,612.00	295.00	7,692.00
Total 50910 · Dues/Membership	7,612.00	295.00	8,798.25
50920 · 50920 · Registration Fees	300.00	0.00	310.00
50991 · 50991 · Printing & Copying			
50991A · INTERNAL	415.14	0.00	1,421.79
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	695.88	0.00	1,371.11
50991B · EXTERNAL - Other	0.00	0.00	283.08
Total 50991B · EXTERNAL	695.88	0.00	1,654.19
50991 · 50991 · Printing & Copying - Other	219.39	354.55	2,290.58
Total 50991 · 50991 · Printing & Copying	1,330.41	354.55	5,366.56
50992 · 50992 · Postage	186.00	186.00	2,118.49
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	84.77	0.00	563.45
50994 · 50994 · Miscellaneous Expense - Other	0.00	872.75	35.00
Total 50994 · 50994 · Miscellaneous Expense	84.77	872.75	598.45
51000 · 51000 · Accounting & Auditing			
51000A · QUICKBOOK PRO	552.74	0.00	642.69
51000 · 51000 · Accounting & Auditing - Other	1,420.25	0.00	41,504.25
Total 51000 · 51000 · Accounting & Auditing	1,972.99	0.00	42,146.94
51100 · 51100 Furniture Expenses	143.63	0.00	1,350.59

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	Jul 16	Jul 15	Jan - Jul 16
51401 · 51401 · Computer Costs			
51401A · INSTALLATION	0.00	0.00	321.99
51401B · ANTI-VIRUS PROTECTION	0.00	0.00	48.99
51401C · NEW COMPUTERS	0.00	0.00	2,334.17
51401D · SOFTWARE	1,185.13	0.00	1,291.62
51401E · PARTS	149.00	0.00	162.72
51401 · 51401 · Computer Costs - Other	0.00	636.07	2,588.00
Total 51401 · 51401 · Computer Costs	1,334.13	636.07	6,747.49
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	0.00	0.00	2,166.67
51402 · Route Match Software - Other	0.00	2,862.00	0.00
Total 51402 · Route Match Software	0.00	2,862.00	2,166.67
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	0.00	0.00	1,095.07
51403B · BOILERS	0.00	0.00	564.38
51403C · ELECTRICAL	0.00	0.00	174.57
51403D · GARAGE DOOR REPAIRS	0.00	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	150.00	7,747.44	1,040.92
Total 51403 · 51403 · Building Costs	150.00	7,747.44	5,577.33
51404 · SECURITY CAMERAS	0.00	0.00	1,460.00
51405 · TWO-WAY RADIOS			
51405A · REPEATER FOR TWO WAY	0.00	0.00	2,630.55
Total 51405 · TWO-WAY RADIOS	0.00	0.00	2,630.55
51600 · 51600 · Training			
51600A · APTA TRAINING REGISTRATION FEES	0.00	0.00	4,390.00
51600 · 51600 · Training - Other	95.99	0.00	95.99
Total 51600 · 51600 · Training	95.99	0.00	4,485.99
54000 · NON-FTA EXPENSE			
54000B · NON-FTA TRAVEL EXPENSE	0.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	0.00	0.00	12.00
62100 · Contract Services			
62140 · Legal Fees	295.00	0.00	295.00
62100 · Contract Services - Other	0.00	175.50	0.00
Total 62100 · Contract Services	295.00	175.50	295.00

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	Jul 16	Jul 15	Jan - Jul 16
65100 · Other Types of Expenses			
65140 · EXPENSE REIMBURSEMENT			
65140A · MEAL REIMBURSEMENT	0.00	0.00	80.21
65140 · EXPENSE REIMBURSEMENT - Other	0.00	167.79	0.00
Total 65140 · EXPENSE REIMBURSEMENT	0.00	167.79	80.21
Total 65100 · Other Types of Expenses	0.00	167.79	80.21
Total Expense	349,075.89	332,271.10	2,276,835.94
Net Ordinary Income	-18,172.20	186,519.48	61,315.08
Net Income	<u>-18,172.20</u>	<u>186,519.48</u>	<u>61,315.08</u>

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	Jan - Jul 16	Jan - Jul 15	\$ Change
Ordinary Income/Expense			
Income			
201312 · Para Transit Clients	0.00	1,830.00	-1,830.00
40101 · 40101 Fare Box Income Transit	208,681.50	219,382.98	-10,701.48
40102 · Fare Box Income CAT	47,216.29	54,207.02	-6,990.73
40107 · FACILITY	25.00	0.00	25.00
40300 · SALE OF 701 AND 702	20,200.00	0.00	20,200.00
40794 · 40794 · Mandan Golden Age	1,500.00	0.00	1,500.00
40800 · 40800 · Matchable Funds for FTA			
40801 · Interest Income			
40801A · XENIA	1,403.06	0.00	1,403.06
40801B · INLAND AMERICA	586.73	0.00	586.73
40801 · Interest Income - Other	3,812.51	3,076.54	735.97
Total 40801 · Interest Income	5,802.30	3,076.54	2,725.76
40802 · Golden Age Services	1,500.00	4,500.00	-3,000.00
40803 · RSVP	7,000.00	7,000.00	0.00
40805 · United Way	375.00	1,250.00	-875.00
40806 · ND Medicaid	30,159.60	2,423.80	27,735.80
40807 · NDAD	1,572.50	1,612.50	-40.00
40808 · PACE	2,220.00	2,868.00	-648.00
40809 · MOBILE ADS	32,535.10	56,367.47	-23,832.37
40810 · TAXI 9000	59,731.00	42,000.00	17,731.00
40811 · WEST RIVER	4,261.00	3,780.00	481.00
40812 · DEL MAR VENDING	683.56	721.53	-37.97
40813 · Burleigh County Senior Center	2,000.00	4,000.00	-2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	378,648.00	1,229,772.47	-851,124.47
40840 · City of Bismarck Mill Levy	901,662.78	808,965.78	92,697.00
40850 · City of Mandan Mill Levy	132,556.87	110,538.57	22,018.30
40860 · Training Room Rental	0.00	451.28	-451.28
40800 · 40800 · Matchable Funds for FTA - Other	0.00	106,492.21	-106,492.21
Total 40800 · 40800 · Matchable Funds for FTA	1,560,707.71	2,385,820.15	-825,112.44
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	34,478.15	8,548.97	25,929.18
40999 · 40999 · Miscellaneous Income - Other	237.02	17,622.17	-17,385.15
Total 40999 · 40999 · Miscellaneous Income	34,715.17	26,171.14	8,544.03
41000 · Total Federal Funds			
41400 · FTA Funds for Operations 50/50	343,519.00	0.00	343,519.00
41401 · FTA Funds for Maint. 80/20	113,736.00	0.00	113,736.00
41405 · 2013 STATE OF GOOD REPAIR	0.00	-74,662.00	74,662.00
41000 · Total Federal Funds - Other	0.00	727,297.00	-727,297.00
Total 41000 · Total Federal Funds	457,255.00	652,635.00	-195,380.00

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	Jan - Jul 16	Jan - Jul 15	\$ Change
46400 · Other Types of Income	7,850.35	8,576.40	-726.05
Total Income	2,338,151.02	3,348,622.69	-1,010,471.67
Gross Profit	2,338,151.02	3,348,622.69	-1,010,471.67
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	8.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	338.85	0.00	338.85
50111 · 50111 · SERVICE FEES - Other	118.75	30.00	88.75
Total 50111 · 50111 · SERVICE FEES	457.60	30.00	427.60
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	2,768.64	1,922.32	846.32
100B · Capital Electric	15,733.58	9,935.24	5,798.34
100C · Janitorial Services	3,678.90	3,263.63	415.27
100D · MDU	4,897.59	4,025.66	871.93
100E · Rodent Control	589.98	577.00	12.98
100F · Waste Management	3,132.77	2,837.87	294.90
Total 50112 · 50112 · UTILITIES	30,801.46	22,561.72	8,239.74
50301 · 50301 · Central Nodak	182,240.89	116,361.22	65,879.67
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	2,778.54	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	4,674.85	0.00	4,674.85
Total 50313A · SHOP EQUIPMENT	7,453.39	0.00	7,453.39
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	414.19	0.00	414.19
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	287.00	0.00	287.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	701.19	0.00	701.19
50313C · PRESSURE WASHER			
50313c1 · PARTS	220.76	0.00	220.76
50313C · PRESSURE WASHER - Other	770.89	0.00	770.89
Total 50313C · PRESSURE WASHER	991.65	0.00	991.65
50313 · 50313 · Equipment and Parts - Other	1,219.65	96.23	1,123.42
Total 50313 · 50313 · Equipment and Parts	10,365.88	96.23	10,269.65

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	Jan - Jul 16	Jan - Jul 15	\$ Change
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	3,389.75	0.00	3,389.75
50316B · SHELTER REPAIR	114.49	0.00	114.49
50316 · 50316 Shelter and Bus Maint. - Other	0.00	4,274.00	-4,274.00
Total 50316 · 50316 Shelter and Bus Maint.	3,504.24	4,274.00	-769.76
50321 · Gauranteed Ride Home	3,835.00	5,190.00	-1,355.00
50499 · 50499 · Supplies			
50499A · Office Supplies			
50499A1 · INK	525.66	0.00	525.66
50499A2 · STATIONARY	636.23	0.00	636.23
50499A3 · PENS/PENCILS	619.25	0.00	619.25
50499A4 · MISC OFFICE SUPPLIES	916.67	0.00	916.67
50499A5 · CHECKS AND DEPOSIT SLIPS	393.95	0.00	393.95
50499A · Office Supplies - Other	183.10	0.00	183.10
Total 50499A · Office Supplies	3,274.86	0.00	3,274.86
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	2,957.55	0.00	2,957.55
50499B2 · VEHICLE CLEANING SUPPLIES	36.90	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	1,543.55	0.00	1,543.55
Total 50499B · CLEANING SUPPLIES	4,538.00	0.00	4,538.00
50499 · 50499 · Supplies - Other	1,641.11	11,102.86	-9,461.75
Total 50499 · 50499 · Supplies	9,453.97	11,102.86	-1,648.89
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	5,941.76	0.00	5,941.76
50502A2 · CAT TABLETS	2,700.79	0.00	2,700.79
50502A · TABLETS - Other	3,477.02	0.00	3,477.02
Total 50502A · TABLETS	12,119.57	0.00	12,119.57
50502B · OFFICE LINES	2,815.58	0.00	2,815.58
50502C · REIMBURSEMENT FOR CHUCK	250.00	0.00	250.00
50502D · VOICE LOGGING SYSTEM	1,316.00	0.00	1,316.00
50502 · 50502 · Telephone - Other	1,094.08	13,986.24	-12,892.16
Total 50502 · 50502 · Telephone	17,595.23	13,986.24	3,608.99
50600 · 50600 · Insurance	93,763.00	94,928.25	-1,165.25
50600A · BUILDING INSURANCE	1,824.79	0.00	1,824.79

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	Jan - Jul 16	Jan - Jul 15	\$ Change
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	2,748.45	0.00	2,748.45
50704A2 · TIRES- PARATRANSIT	2,417.21	0.00	2,417.21
50704A · TIRES - Other	816.18	0.00	816.18
Total 50704A · TIRES	5,981.84	0.00	5,981.84
50704B · REPAIRS			
50704B1 · CAT PARTS	23,409.19	0.00	23,409.19
50704B2 · CAT- LABOR	17,878.40	0.00	17,878.40
50704B3 · TRANSIT- PARTS	36,932.87	0.00	36,932.87
50704B4 · TRANSIT- LABOR	34,012.50	0.00	34,012.50
50704B5 · SERVICE VEHICLE PARTS	2,848.40	0.00	2,848.40
50704B6 · SERVICE VEHICLE LABOR	4,055.06	0.00	4,055.06
50704B · REPAIRS - Other	15,752.67	0.00	15,752.67
Total 50704B · REPAIRS	134,889.09	0.00	134,889.09
50704C · BATTERIES			
50704C1 · BATTERIES- CAT	458.40	0.00	458.40
Total 50704C · BATTERIES	458.40	0.00	458.40
50704 · 50704 · Vehicle Costs - Other	17,196.96	961,548.15	-944,351.19
Total 50704 · 50704 · Vehicle Costs	158,526.29	961,548.15	-803,021.86
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	1,041,007.63	0.00	1,041,007.63
50801B · CONTRACT SERVICES- CAT	620,872.66	0.00	620,872.66
50801 · 50801 · TAXI 9000 - Other	0.00	1,460,052.98	-1,460,052.98
Total 50801 · 50801 · TAXI 9000	1,661,880.29	1,460,052.98	201,827.31
50902 · 50902 · Travel			
50902A · LODGING	5,615.91	0.00	5,615.91
50902B · AIRLINES	1,958.40	0.00	1,958.40
50902C · MILEAGE REIMBURSEMENT	211.14	0.00	211.14
50902D · MEAL EXPENSE	589.83	0.00	589.83
50902E · TRANSPORTATION	95.45	0.00	95.45
50902F · AIRPORT PARKING	80.00	0.00	80.00
50902 · 50902 · Travel - Other	348.53	0.00	348.53
Total 50902 · 50902 · Travel	8,899.26	0.00	8,899.26

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	Jan - Jul 16	Jan - Jul 15	\$ Change
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	958.35	0.00	958.35
50908B · MISC ADVERTISING	2,969.81	0.00	2,969.81
50908C · BUSINESS CARDS	394.73	0.00	394.73
50908D · RADIO/TV	1,776.00	0.00	1,776.00
50908 · 50908 · Advertising - Other	2,546.00	12,449.09	-9,903.09
Total 50908 · 50908 · Advertising	8,644.89	12,449.09	-3,804.20
50908E · BUILDING SIGNAGE	890.63	0.00	890.63
50910 · Dues/Membership			
50910A · DTA DUES	300.00	0.00	300.00
50910B · BMDA DUES	500.00	0.00	500.00
50910C · SAM'S MEMBERSHIP FEE	11.25	0.00	11.25
50910D · CHAMBER OF COMMERCE	295.00	0.00	295.00
50910 · Dues/Membership - Other	7,692.00	950.00	6,742.00
Total 50910 · Dues/Membership	8,798.25	950.00	7,848.25
50920 · 50920 · Registration Fees	310.00	1,022.85	-712.85
50991 · 50991 · Printing & Copying			
50991A · INTERNAL	1,421.79	0.00	1,421.79
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	1,371.11	0.00	1,371.11
50991B · EXTERNAL - Other	283.08	0.00	283.08
Total 50991B · EXTERNAL	1,654.19	0.00	1,654.19
50991 · 50991 · Printing & Copying - Other	2,290.58	4,815.85	-2,525.27
Total 50991 · 50991 · Printing & Copying	5,366.56	4,815.85	550.71
50992 · 50992 · Postage	2,118.49	2,492.13	-373.64
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	563.45	0.00	563.45
50994 · 50994 · Miscellaneous Expense - Other	35.00	1,154.94	-1,119.94
Total 50994 · 50994 · Miscellaneous Expense	598.45	1,154.94	-556.49
51000 · 51000 · Accounting & Auditing			
51000A · QUICKBOOK PRO	642.69	0.00	642.69
51000 · 51000 · Accounting & Auditing - Other	41,504.25	30,313.95	11,190.30
Total 51000 · 51000 · Accounting & Auditing	42,146.94	30,313.95	11,832.99
51100 · 51100 Furniture Expenses	1,350.59	0.00	1,350.59

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	Jan - Jul 16	Jan - Jul 15	\$ Change
51401 · 51401 · Computer Costs			
51401A · INSTALLATION	321.99	0.00	321.99
51401B · ANTI-VIRUS PROTECTION	48.99	0.00	48.99
51401C · NEW COMPUTERS	2,334.17	0.00	2,334.17
51401D · SOFTWARE	1,291.62	0.00	1,291.62
51401E · PARTS	162.72	0.00	162.72
51401 · 51401 · Computer Costs - Other	2,588.00	4,356.11	-1,768.11
Total 51401 · 51401 · Computer Costs	6,747.49	4,356.11	2,391.38
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	2,166.67	0.00	2,166.67
51402 · Route Match Software - Other	0.00	39,291.83	-39,291.83
Total 51402 · Route Match Software	2,166.67	39,291.83	-37,125.16
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	1,095.07	0.00	1,095.07
51403B · BOILERS	564.38	0.00	564.38
51403C · ELECTRICAL	174.57	0.00	174.57
51403D · GARAGE DOOR REPAIRS	451.64	0.00	451.64
51403E · LOCKS	100.00	0.00	100.00
51403F · VENT HOODS	1,925.00	0.00	1,925.00
51403G · GENERATOR INSPECTION	225.75	0.00	225.75
51403 · 51403 · Building Costs - Other	1,040.92	23,474.15	-22,433.23
Total 51403 · 51403 · Building Costs	5,577.33	23,474.15	-17,896.82
51404 · SECURITY CAMERAS	1,460.00	0.00	1,460.00
51405 · TWO-WAY RADIOS			
51405A · REPEATER FOR TWO WAY	2,630.55	0.00	2,630.55
Total 51405 · TWO-WAY RADIOS	2,630.55	0.00	2,630.55
51600 · 51600 · Training			
51600A · APTA TRAINING REGISTRATION FEES	4,390.00	0.00	4,390.00
51600 · 51600 · Training - Other	95.99	0.00	95.99
Total 51600 · 51600 · Training	4,485.99	0.00	4,485.99
54000 · NON-FTA EXPENSE			
54000B · NON-FTA TRAVEL EXPENSE	12.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	12.00	0.00	12.00
62100 · Contract Services			
62140 · Legal Fees	295.00	0.00	295.00
62100 · Contract Services - Other	0.00	2,379.00	-2,379.00
Total 62100 · Contract Services	295.00	2,379.00	-2,084.00

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Accrual Basis

BisMan Transit Board
Profit & Loss Prev Year Comparison
January through July 2016

	Jan - Jul 16	Jan - Jul 15	\$ Change
65100 · Other Types of Expenses			
65140 · EXPENSE REIMBURSEMENT			
65140A · MEAL REIMBURSEMENT	80.21	0.00	80.21
65140 · EXPENSE REIMBURSEMENT - Other	0.00	167.79	-167.79
Total 65140 · EXPENSE REIMBURSEMENT	80.21	167.79	-87.58
Total 65100 · Other Types of Expenses	80.21	167.79	-87.58
Total Expense	2,276,835.94	2,812,999.34	-536,163.40
Net Ordinary Income	61,315.08	535,623.35	-474,308.27
Net Income	<u>61,315.08</u>	<u>535,623.35</u>	<u>-474,308.27</u>

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Check		07/29/2016		1016999 · BILL PAYME...		-5.00
				50111 · 50111 · SERVI...	-5.00	5.00
TOTAL					-5.00	5.00
Check	007	07/20/2016	MERCHANT BNKCD	1017000 · ALL DEPOSI...		-70.42
				50111A · CREDIT CAR...	-70.42	70.42
TOTAL					-70.42	70.42
Bill Pmt -Check	3166	07/06/2016	AMERI PRIDE	1016999 · BILL PAYME...		-245.26
Bill	INV. 29...	07/05/2016		100C · Janitorial Services	-245.26	245.26
TOTAL					-245.26	245.26
Bill Pmt -Check	3167	07/06/2016	ARVIG	1016999 · BILL PAYME...		-250.00
Bill	INV. 72...	07/05/2016		50502 · 50502 · Teleph...	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	3168	07/06/2016	BISMARCK TRIBUNE	1016999 · BILL PAYME...		-171.22
Bill	JUNE ...	06/26/2016		50908B · MISC ADVER...	-171.22	171.22
TOTAL					-171.22	171.22
Bill Pmt -Check	3169	07/06/2016	BRADY MARTZ & ASS...	1016999 · BILL PAYME...		-7,660.00
Bill	2015 A...	06/27/2016		51000 · 51000 · Accoun...	-7,660.00	7,660.00
TOTAL					-7,660.00	7,660.00
Bill Pmt -Check	3170	07/06/2016	FLEET SERVICES INC	1016999 · BILL PAYME...		-975.22
Bill	INV. 00...	06/29/2016		50704B2 · CAT- LABOR	-475.00	475.00
				50704B1 · CAT PARTS	-500.22	500.22
TOTAL					-975.22	975.22

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3171	07/06/2016	OK TIRE	1016999 · BILL PAYME...		-238.15
Bill	INV. 14...	06/24/2016		50704A1 · CAT- TIRES	-238.15	238.15
TOTAL					-238.15	238.15
Bill Pmt -Check	3172	07/06/2016	PRINTING PLUS	1016999 · BILL PAYME...		-101.75
Bill	INV. 46...	06/30/2016		50499A4 · MISC OFFIC...	-101.75	101.75
TOTAL					-101.75	101.75
Bill Pmt -Check	3173	07/06/2016	RADIO BISMARCK MA...	1016999 · BILL PAYME...		-528.00
Bill	JUNE ...	06/30/2016		50908 · 50908 · Adverti...	-528.00	528.00
TOTAL					-528.00	528.00
Bill Pmt -Check	3174	07/06/2016	RUNNINGS FARM AND...	1016999 · BILL PAYME...		-182.63
Bill	ACCT. ...	06/24/2016		50499A4 · MISC OFFIC...	-182.63	182.63
TOTAL					-182.63	182.63
Bill Pmt -Check	3175	07/06/2016	SAMS CLUB	1016999 · BILL PAYME...		-153.52
Bill	4239 - ...	06/25/2016		50908A · MEDIA ADVE... 50994A · BOARD MEE...	-129.00 -24.52	129.00 24.52
TOTAL					-153.52	153.52
Bill Pmt -Check	3176	07/06/2016	Sec. of State	1016999 · BILL PAYME...		-10.00
Bill	ANNU...	06/29/2016		50920 · 50920 · Registr...	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	3177	07/06/2016	STEIN'S INC.	1016999 · BILL PAYME...		-1,046.95
Bill	INV. 75...	06/27/2016		50499B1 · FACILITY CL...	-1,010.95	1,010.95
Bill	INV. 75...	06/27/2016		50313B · FLOOR SCR...	-36.00	36.00
TOTAL					-1,046.95	1,046.95

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3178	07/06/2016	The Chamber	1016999 · BILL PAYME...		-295.00
Bill	INV. 74...	06/27/2016		50910D · CHAMBER O...	-295.00	295.00
TOTAL					-295.00	295.00
Bill Pmt -Check	3179	07/06/2016	Verizon	1016999 · BILL PAYME...		-1,688.51
Bill	INV. 97...	06/20/2016		50502A1 · PARATRA... 50502A2 · CAT TABLETS	-1,160.85 -527.66	1,160.85 527.66
TOTAL					-1,688.51	1,688.51
Bill Pmt -Check	3180	07/06/2016	WASTE MANAGEMENT	1016999 · BILL PAYME...		-527.71
Bill	INV. 64...	07/01/2016		100F · Waste Managem...	-527.71	527.71
TOTAL					-527.71	527.71
Bill Pmt -Check	3181	07/15/2016	AMERICAN PUBLIC T...	1016999 · BILL PAYME...		-7,612.00
Bill	INV. 26...	07/05/2016		50910 · Dues/Members...	-7,612.00	7,612.00
TOTAL					-7,612.00	7,612.00
Bill Pmt -Check	3182	07/15/2016	BISMARCK WATER D...	1016999 · BILL PAYME...		-138.32
Bill	JUNE ...	06/30/2016		100A · Bismarck Water ...	-138.32	138.32
TOTAL					-138.32	138.32
Bill Pmt -Check	3183	07/15/2016	Bobcat of Mandan	1016999 · BILL PAYME...		-2,778.54
Bill	INV. 17...	07/11/2016		50313A1 · BOBCAT RE...	-2,778.54	2,778.54
TOTAL					-2,778.54	2,778.54
Bill Pmt -Check	3184	07/15/2016	C-RAM, INC.	1016999 · BILL PAYME...		-149.00
Bill	W.O. 3...	07/15/2016		51401E · PARTS	-149.00	149.00
TOTAL					-149.00	149.00

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3185	07/15/2016	CAPITAL ELECTRIC	1016999 · BILL PAYME...		-2,493.00
Bill	ACCT. ...	07/07/2016		100B · Capital Electric	-2,493.00	2,493.00
TOTAL					-2,493.00	2,493.00
Bill Pmt -Check	3186	07/15/2016	DTA	1016999 · BILL PAYME...		-300.00
Bill	SEPT ...	07/15/2016		50920 · 50920 · Registr...	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	3187	07/15/2016	ECO LAB	1016999 · BILL PAYME...		-98.33
Bill	INV. 80...	07/11/2016		100E · Rodent Control	-98.33	98.33
TOTAL					-98.33	98.33
Bill Pmt -Check	3188	07/15/2016	HIT, INC.	1016999 · BILL PAYME...		-568.75
Bill	JUNE ...	07/06/2016		50316A · SHELTER CL...	-568.75	568.75
TOTAL					-568.75	568.75
Bill Pmt -Check	3189	07/15/2016	MANN SIGNS	1016999 · BILL PAYME...		-890.63
Bill	INV. 30...	07/06/2016		50908E · BUILDING SI...	-890.63	890.63
TOTAL					-890.63	890.63
Bill Pmt -Check	3190	07/15/2016	MDU	1016999 · BILL PAYME...		-95.12
Bill	278161...	07/11/2016		100D · MDU	-95.12	95.12
TOTAL					-95.12	95.12
Bill Pmt -Check	3191	07/15/2016	MOBILE ADS	1016999 · BILL PAYME...		-540.00
Bill	INV. 45...	05/30/2016		50908B · MISC ADVER...	-540.00	540.00
TOTAL					-540.00	540.00

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Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3192	07/15/2016	ND INSURANCE DEPT	1016999 · BILL PAYME...		-1,824.79
Bill	2016-1...	07/11/2016		50600A · BUILDING IN...	-1,824.79	1,824.79
TOTAL					-1,824.79	1,824.79
Bill Pmt -Check	3193	07/15/2016	PUKLICH CHEVROLET	1016999 · BILL PAYME...		-4,025.42
Bill	INV. 57...	06/22/2016		50704B3 · TRANSIT- P...	-4,025.42	4,025.42
TOTAL					-4,025.42	4,025.42
Bill Pmt -Check	3194	07/15/2016	SCHUMACHER TRANS...	1016999 · BILL PAYME...		-300.00
Bill	GRH J...	06/30/2016		50321 · Gauranteed Rid...	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	3195	07/15/2016	TAXI 9000-V	1016999 · BILL PAYME...		-237,137.04
Bill	JUNE ...	06/30/2016		50801A · CONTRACT S...	-145,011.70	145,011.70
				50801B · CONTRACT S...	-92,125.34	92,125.34
TOTAL					-237,137.04	237,137.04
Bill Pmt -Check	3196	07/15/2016	VISA	1016999 · BILL PAYME...		-1,186.66
Bill	ENDIN...	07/01/2016		51600 · 51600 · Training	-95.99	95.99
				50994A · BOARD MEE...	-53.72	53.72
Bill	ENDIN...	07/01/2016		50499A4 · MISC OFFIC...	-119.82	119.82
				50313A · SHOP EQUIP...	-77.73	77.73
				50994A · BOARD MEE...	-31.05	31.05
				51000A · QUICKBOOK ...	-552.74	552.74
				50499A2 · STATIONARY	-111.98	111.98
Bill	ENDIN...	07/01/2016		51100 · 51100 Furnitur...	-143.63	143.63
TOTAL					-1,186.66	1,186.66
Check	3197	07/18/2016	Chuck Frankfurth	1016999 · BILL PAYME...		-83.25
				50502 · 50502 · Teleph...	-83.25	83.25
TOTAL					-83.25	83.25

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Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3198	07/18/2016	CND	1016999 · BILL PAYME...		-31,051.43
Bill	JUNE ...	07/18/2016		50301 · 50301 · Central ...	-31,051.43	31,051.43
TOTAL					-31,051.43	31,051.43
Bill Pmt -Check	3199	07/28/2016	ADVANCED BUSINES...	1016999 · BILL PAYME...		-415.14
Bill	INV. A...	07/22/2016		50991A · INTERNAL	-415.14	415.14
TOTAL					-415.14	415.14
Bill Pmt -Check	3200	07/28/2016	CND	1016999 · BILL PAYME...		-32,696.02
Bill	JULY ...	07/27/2016		50301 · 50301 · Central ...	-32,696.02	32,696.02
TOTAL					-32,696.02	32,696.02
Bill Pmt -Check	3201	07/28/2016	CONCRETE MUDJACK...	1016999 · BILL PAYME...		-150.00
Bill	INV. 46...	07/22/2016		51403 · 51403 · Buildin...	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	3202	07/28/2016	DAKOTA FIRE STATION	1016999 · BILL PAYME...		-206.89
Bill	INV. 48...	07/26/2016		50704 · 50704 · Vehicle...	-145.55	145.55
Bill	INV. 48...	07/28/2016		50704 · 50704 · Vehicle...	-61.34	61.34
TOTAL					-206.89	206.89
Bill Pmt -Check	3203	07/28/2016	DANIEL LAWRENCE	1016999 · BILL PAYME...		-31.93
Bill	REIMB...	07/27/2016		50316B · SHELTER RE...	-31.93	31.93
TOTAL					-31.93	31.93
Bill Pmt -Check	3204	07/28/2016	FIRESIDE OFFICE PR...	1016999 · BILL PAYME...		-80.94
Bill	INV. 89...	07/18/2016		50499A · Office Supplies	-80.94	80.94
TOTAL					-80.94	80.94

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3205	07/28/2016	GENFARE	1016999 · BILL PAYME...		-695.88
Bill	INV. 90...	07/20/2016		50991B1 · EXTERNAL- ...	-695.88	695.88
TOTAL					-695.88	695.88
Bill Pmt -Check	3206	07/28/2016	MIDCONTINENT BUSI...	1016999 · BILL PAYME...		-495.27
Bill	040178...	07/09/2016		50502B · OFFICE LINES	-495.27	495.27
TOTAL					-495.27	495.27
Bill Pmt -Check	3207	07/28/2016	Napa Auto Parts	1016999 · BILL PAYME...		-1,200.45
Bill	INV. 88...	07/06/2016		50313A · SHOP EQUIP...	-1,200.45	1,200.45
TOTAL					-1,200.45	1,200.45
Bill Pmt -Check	3208	07/28/2016	PITNEY BOWES -V	1016999 · BILL PAYME...		-186.00
Bill	INV. 33...	07/01/2016		50992 · 50992 · Postage	-186.00	186.00
TOTAL					-186.00	186.00
Bill Pmt -Check	3209	07/28/2016	SAMS CLUB	1016999 · BILL PAYME...		-159.00
Bill	ENDIN...	07/25/2016		50908A · MEDIA ADVE...	-159.00	159.00
TOTAL					-159.00	159.00
Bill Pmt -Check	3210	07/28/2016	STEIN'S INC.	1016999 · BILL PAYME...		-275.44
Bill	INV. 76...	07/18/2016		50499B3 · TOILET PAP...	-247.19	247.19
Bill	INV. 76...	07/20/2016		50499B1 · FACILITY CL...	-28.25	28.25
TOTAL					-275.44	275.44
Bill Pmt -Check	3211	07/28/2016	VOGEL LAW FIRM	1016999 · BILL PAYME...		-295.00
Bill	179866	07/22/2016		62140 · Legal Fees	-295.00	295.00
TOTAL					-295.00	295.00

BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3212	07/29/2016	SCHUMACHER TRANS...	1016999 · BILL PAYME...		-10,210.37
Bill	JUNE ...	07/29/2016		50704B1 · CAT PARTS	-771.65	771.65
				50704B2 · CAT- LABOR	-2,137.50	2,137.50
				50704B3 · TRANSIT- P...	-1,732.47	1,732.47
				50704B4 · TRANSIT- L...	-5,568.75	5,568.75
TOTAL					-10,210.37	10,210.37
Bill Pmt -Check	3213	07/31/2016	AMERI PRIDE	1016999 · BILL PAYME...		-248.94
Bill	INV. 29...	08/02/2016		100C · Janitorial Services	-248.94	248.94
TOTAL					-248.94	248.94
Bill Pmt -Check	3214	07/31/2016	BRADY MARTZ & ASS...	1016999 · BILL PAYME...		-1,420.25
Bill	41169-...	07/28/2016		51000 · 51000 · Accoun...	-1,420.25	1,420.25
TOTAL					-1,420.25	1,420.25
Bill Pmt -Check	3215	07/31/2016	ECO LAB	1016999 · BILL PAYME...		-98.33
Bill	INV. 81...	08/04/2016		100E · Rodent Control	-98.33	98.33
TOTAL					-98.33	98.33
Bill Pmt -Check	3216	07/31/2016	GILLIG	1016999 · BILL PAYME...		-1,185.13
Bill	INV. 40...	07/28/2016		51401D · SOFTWARE	-1,185.13	1,185.13
TOTAL					-1,185.13	1,185.13
Bill Pmt -Check	3217	07/31/2016	MANN SIGNS	1016999 · BILL PAYME...		-346.86
Bill	INV. 30...	08/02/2016		50908E · BUILDING SI...	-346.86	346.86
TOTAL					-346.86	346.86

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3218	07/31/2016	OK TIRE	1016999 · BILL PAYME...		-2,402.59
Bill	ACCT. ...	07/31/2016		50704 · 50704 · Vehicle...	-2,402.59	2,402.59
TOTAL					-2,402.59	2,402.59
Bill Pmt -Check	3219	07/31/2016	PUKLICH CHEVROLET	1016999 · BILL PAYME...		-5,238.49
Bill	INV. 57...	07/15/2016		50704B3 · TRANSIT- P...	-2,783.49	2,783.49
Bill	INV. 57...	07/26/2016		50704B3 · TRANSIT- P...	-2,455.00	2,455.00
TOTAL					-5,238.49	5,238.49
Bill Pmt -Check	3220	07/31/2016	RADIO BISMARCK MA...	1016999 · BILL PAYME...		-480.00
Bill	ACCT. ...	07/31/2016		50908 · 50908 · Adverti...	-480.00	480.00
TOTAL					-480.00	480.00
Bill Pmt -Check	3221	07/31/2016	RUNNINGS FARM AND...	1016999 · BILL PAYME...		-51.56
Bill	ACCT. ...	07/24/2016		50499A4 · MISC OFFIC...	-51.56	51.56
TOTAL					-51.56	51.56
Bill Pmt -Check	3222	07/31/2016	SCHUMACHER TRANS...	1016999 · BILL PAYME...		-12,875.33
Bill	JULY ...	07/31/2016		50704B1 · CAT PARTS	-880.72	880.72
				50704B2 · CAT- LABOR	-956.25	956.25
				50704B3 · TRANSIT- P...	-4,269.61	4,269.61
				50704B4 · TRANSIT- L...	-6,768.75	6,768.75
TOTAL					-12,875.33	12,875.33
Bill Pmt -Check	3223	07/31/2016	T & M ELECTRIC INC	1016999 · BILL PAYME...		-154.14
Bill	INV. 39...	08/01/2016		51403C · ELECTRICAL	-154.14	154.14
TOTAL					-154.14	154.14

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BisMan Transit Board
Check Detail
 July 2016

Type	Num	Date	Name	Account	Paid Amou...	Original A...
Bill Pmt -Check	3224	07/31/2016	Verizon	1016999 · BILL PAYME...		-1,738.51
Bill	INV. 97...	07/20/2016		50502A1 · PARATRA... 50502A2 · CAT TABLETS	-1,195.21 -543.30	1,195.21 543.30
TOTAL					-1,738.51	1,738.51
Bill Pmt -Check	3225	07/31/2016	WALLWORK TRUCK C...	1016999 · BILL PAYME...		-2,020.34
Bill	INV. 26...	08/02/2016		50704B1 · CAT PARTS 50704B2 · CAT- LABOR	-462.44 -1,557.90	462.44 1,557.90
TOTAL					-2,020.34	2,020.34
Bill Pmt -Check	3226	07/31/2016	WASTE MANAGEMENT	1016999 · BILL PAYME...		-526.09
Bill	643423...	08/01/2016		100F · Waste Managem...	-526.09	526.09
TOTAL					-526.09	526.09



JULY 2016 MONTHLY REPORT

		Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYTD
RIDERSHIP						
	FIXED ROUTE	9,365	80,080	11,300	76,103	5.23%
	PARATRANSIT	12,179	92,794	13,380	96,689	-4.03%
	Total	21,544	172,874	24,680	172,792	0.05%
	FIXED ROUTE AVG. DAILY BOARDINGS	374.60	447.37	434.62	425.16	5.23%
	PARATRANSIT AVG. DAILY BOARDINGS	392.87	435.65	431.61	456.08	-4.48%
ON TIME PERFORMANCE						
	FIXED ROUTE	92.15%				
	PARATRANSIT	97.98%				
	YTD PERFORMANCE	98.57%				
EFFICIENCY						
REVENUE						
	<u>FIXED ROUTE</u>					
	FAREBOX - OPERATIONS	\$ 4,759	\$ 47,216	\$ 8,111	\$ 54,207	-12.90%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 24,256	\$ 208,682	\$ 25,741	\$ 219,393	-4.88%
	TOTAL REVENUE	\$ 29,015	\$ 255,898	\$ 33,852	\$ 273,600	-6.47%
EXPENSE						
	<u>FIXED ROUTE</u>					
	OPERATIONS	\$ 87,460	\$ 620,873	\$ 93,256	\$ 629,916	-1.44%
		\$ 87,460	\$ 620,873	\$ 93,256	\$ 629,916	-1.44%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 137,530	\$ 1,041,008	\$ 149,314	\$ 1,079,483	-3.56%
		\$ 137,530	\$ 1,041,008	\$ 149,314	\$ 1,079,483	-3.56%
	TOTAL EXPENSE	\$ 224,990	\$ 1,661,880	\$ 242,570	\$ 1,709,399	-2.78%
	FAREBOX REVENUE/EXPENSE RATIO	0.13	0.15	0.14	0.16	



JULY 2016 ANALYTICS OVERVIEW

Website

The jump in site readership (an increase in sessions of 15.60%, increase in page views of 15.34%, and an increase in users of 11.50% over the previous month) can be attributed to the move of the transit center, with site usage peaking for the month around July 12. The press release about the transfer point change was the fifth-ranked page for the month, accounting for about 2.5% of the overall site's traffic. This is the first time in recent memory that a page not dealing specifically with general route information has broken into the top 5. Mobile (26.60% increase) and Tablet (20.00% increase) both jumped significantly in sessions, as well as users (a Mobile increase of 31.52%, and a Tablet increase 29.87%) from the previous month.

Facebook

Thanks to a paid campaign for the moving of the transfer point, the reach overcame minimal posting over the month. The total reach from the campaign helped more than double the month's total reach (7616 reach) as compared to the month before (3019 reach). The organic reach for the month (2816 in July) was nearly comparable to June 2016 (3019).

Twitter

Thanks to a paid campaign for the moving of the transfer point, the overall impressions (7067 impressions) overcame minimal posting over the course of the month. This was an increase of about 50% in impressions from a month that did not include a paid campaign, but had significantly more posts. Engagements increased by 675% (from 28 to 217) from the previous month, led by profile clicks that totaled 122 for the month, as compared to 2 in June 2016.

RouteShout

All stats for the mobile app were down, save for 7 SMS responses, an increase of 7 from the June 2016 report. Stats were similarly down as compared to July 2015.

Bis-Man Online

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

Mail Chimp

Stats were not altered for the Q2 E-newsletter.

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Website Google Analytics Report

Overview	July 2016	June 2016	Change	July 2015	Change
Sessions	2141	1852	15.60%	1685	27.06%
Users	1474	1322	11.50%	1247	18.20%
Pageviews	5819	5045	15.34%	4758	22.30%
Pages/Session	2.72	2.72	0.00%	2.82	-3.55%
Session Duration	2:38	2:58	-11.24%	2:45	-4.24%
Bounce Rate	47.41%	47.46%	-0.11%	47.72%	-0.65%

Visitor Type

New Visitor	1325	1198	10.60%	1168	13.44%
Returning Visitor	816	654	24.77%	517	57.83%

Desktop Traffic

Sessions	962	915	5.14%	818	17.60%
New Users	595	642	-7.32%	600	-0.83%
Pages/Session	3.02	2.72	11.03%	3.08	-1.95%
Session Duration	2:42	2:34	5.19%	2:43	-0.61%
Bounce Rate	44.28%	47.32%	-6.42%	46.09%	-3.93%

Mobile Traffic

Sessions	1047	827	26.60%	739	41.68%
New Users	630	479	31.52%	474	32.91%
Pages/Session	2.51	2.72	-7.72%	2.5	0.40%
Session Duration	2:38	3:09	-16.40%	2:41	-1.86%
Bounce Rate	49.00%	47.04%	4.17%	50.20%	-2.39%

Tablet Traffic

Sessions	132	110	20.00%	128	3.13%
New Users	100	77	29.87%	94	6.38%
Pages/Session	2.13	2.78	-23.38%	3.05	-30.16%
Session Duration	2:16	4:54	-53.74%	3:21	-32.34%
Bounce Rate	57.58%	51.82%	11.12%	43.75%	31.61%

Facebook Analytics

	July 2016	June 2016	Change	July 2015	Change
Likes	346	341	1.47%	290	19.31%
# of Posts	17	51	-66.67%	34	-50.00%
Post Clicks	223	156	42.95%	257	-13.23%
Likes, Comments, Shares	33	70	-52.86%	122	-72.95%
Organic Reach	2816	3019	-6.72%	2927	-3.79%
Total Reach	7616	3019	152.27%	3807	100.05%
Page/Tab Visits	NA	NA	#VALUE!	134	#VALUE!
External Referrers	NA	NA	#VALUE!	9	#VALUE!

Analytics from Facebook Insights

Twitter Analytics

	July 2016	June 2016	Change	July 2015	Change
Total # of Followers	267	256	4.30%	168	58.93%
# of Tweets	15	47	-68.09%	29	-48.28%
Organic Impressions	2059	4715	-56.33%	2650	-22.30%
Total Impressions	7067	4715	49.88%	2650	166.68%
Mentions	0	0	#DIV/0!	3	-100.00%
Enagements	217	28	675.00%	38	471.05%
Link Clicks	5	3	66.67%	11	-54.55%
Profile Clicks	122	2	6000.00%	4	2950.00%
Detail Expands	80	5	1500.00%	5	1500.00%
Hastag Clicks	0	0	#DIV/0!	0	#DIV/0!
Retweets	3	2	50.00%	5	-40.00%
Likes	5	9	-44.44%	1	400.00%
Embedded Media Views	2	6	-66.67%	0	#DIV/0!
Replies	2	1	100.00%	0	#DIV/0!
Shared Via Email	0	0	#DIV/0!	0	#DIV/0!
Photo or Video Click	0	0	#DIV/0!	12	-100.00%
Engagement Rate	0.10%	0.10%	0.00%	0.70%	-85.71%

Analytics from analytics.twitter.com

RouteShout Analytics

	July 2016	June 2016	Change	July 2015	Change
Unique Users	17	20	-15.00%	20	-15.00%
Total Responses	112	180	-37.78%	136	-17.65%
SMS	7	0	#DIV/0!	1	600.00%
Smartphone	105	180	-41.67%	135	-22.22%

Bis-Man Online Report

	July 2016	June 2016	Change	July 2015	Change
Views	0	0	#DIV/0!	0	#DIV/0!
Impressions	0	0	#DIV/0!	0	#DIV/0!
Contact Clicks	0	0	#DIV/0!	0	#DIV/0!
Watching	0	0	#DIV/0!	0	#DIV/0!
Emailed	0	0	#DIV/0!	0	#DIV/0!
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!	0	#DIV/0!

Mail Chimp Analytics

	Mailing List	Campaign		Campaign			
	Size	Opens	Open Rate	Clicks	Click Rate	Bounced	Unsub
2016 Q2	358	63	18.40%	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



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Taxi 9000

Bis-Man Transit

The CAT

J

August 17, 2016

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 First Aid component of the initiative was completed on July 27, 2016.
 - A. CAT Deadline: July 22 Status: 14 of 14 trained as of 7-27 (100%) Training completed: 7-27-16
 - B. Transit Deadline: July 22 Status: 25 of 25 trained as of 7-11 (100%) Training completed: 7-11-16
 - C. First Aid training days: 16
 - D. First Aid training hours: 117
 - E. First Aid classes conducted: 26
 - F. Service disruption to our customers: None
2. The defensive driving component shall begin in August. Final preparation for class presentation is in progress.
3. The Schumacher Transportation Health and Safety Committee met this morning and reviewed some of the progress we have made addressing the 44 safety training suggestions received from Schumacher employees. We have completed or are currently working on 13 of the 44 suggestions. We are making headway.



K

August 25, 2016

Re: Addendum to the 2012 contract between the Bis-Man Transit Board and Bismarck-Mandan Transportation Co. dba Schumacher Transportation (provider), regarding vehicle insurance costs.

This addendum is a result of a settlement over a dispute regarding which party is responsible for paying the costs of insurance for vehicles used in the delivery of public transportation as described in the contract.

The cost of vehicle insurance is directly related to the performance of the service providers' bus drivers and as such, when costs rise due to negative driving performance, the service provider will be responsible for any increase greater than 1.5% over the prior year. If however, the cost of insurance decreases more than 1.5% due to improved driver performance, Bis-Man Transit will refund that saving back to the provider.

In order to address prior year increases in insurance, Schumacher Transportation will reimburse Bis-Man Transit a total of \$9,000 which will be paid at a minimum of \$1,000 per month until paid in full.

This addendum will terminate with the existing contract.

Bis-Man Transit Board

Schumacher Transportation

Title

Title

Date

Date

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law.⁴⁹ "Quorum" means "one-half or more of the members of the governing body, or any smaller number if sufficient for a governing body to transact business on behalf of the public entity."⁵⁰ By adopting the quorum rule, the Legislature impliedly exempted from the open meetings law most conversations between less than a quorum of the members of a governing body.⁵¹ As a result, a meeting involving a single member of a governing body is generally not a meeting of that governing body.⁵²

c. Public Business

Because a gathering must pertain to "public business" to fall within the definition of "meeting," the purpose of a gathering must be considered, and not every gathering will constitute a "meeting." For example, a social or chance gathering where public business is not considered is not a "meeting."⁵³ The definition of "public business" is broad and includes "all matters that relate or may foreseeably relate in any way to . . . [t]he performance of the public entity's governmental functions, including any matter over which the public entity has supervision, control, jurisdiction, or advisory power; or . . . [t]he public entity's use of public funds."⁵⁴ Meetings of a nongovernmental organization that is a "public entity" only because it is supported by or expending public funds, but is not otherwise performing a governmental function, are open only to the extent the meetings pertain to how public funds are being or have been spent.⁵⁵

d. Emails and Other Electronic Communications

There are many ways members of a governing body may communicate using technological means that may implicate open meeting laws. Communication among a quorum of a governing body, through instant messaging, text messaging, email, or other technology, may be considered a meeting subject to the open meeting law.⁵⁶

As provided previously in section (b), anytime a "quorum" of a governing body is included in discussions involving "public business" a meeting occurs subject to open meeting laws, including the notice requirements outlined in an upcoming section.

⁴⁹ N.D.C.C. § 44-04-17.1(9). For example, a planned series of investigations of the site of a complaint by the members of a governing body is a meeting. N.D.A.G. 98-F-16. See also N.D.A.G. 2015-O-06 (chair of county commission asked auditor to contact other commissioners to get approval to terminate employee and auditor relayed approval back to chair, series of smaller gatherings collectively involved a quorum and public business was discussed); N.D.A.G. 2015-O-04 (series of smaller gatherings of city commission in person and by phone that ultimately built consensus and authorized certain commissioners to act on behalf of the whole commission in negotiations of a separation package were meetings). See also 2014-O-23; N.D.A.G. 2012-O-02; N.D.A.G. 2011-O-17.

⁵⁰ N.D.C.C. § 44-04-17.1(15). See N.D.A.G. 2003-O-05 (the mayor of a city council is to be counted as a member of the governing body in determining whether a quorum is present so as to conduct business); N.D.A.G. 98-O-05 (a quorum of an eight-member board is four members).

⁵¹ N.D.A.G. 98-O-05.

⁵² N.D.A.G. 2008-O-24; N.D.A.G. 2005-O-15; N.D.A.G. 2004-O-12.

⁵³ N.D.C.C. § 44-04-17.1(9)(b)(1); see also N.D.A.G. 2014-O-19.

⁵⁴ N.D.C.C. § 44-04-17.1(12). N.D.A.G. 2009-O-17.

⁵⁵ N.D.A.G. 2015-O-01; N.D.A.G. 2006-O-14; N.D.A.G. 2006-O-04; N.D.A.G. 2004-O-04.

⁵⁶ N.D.A.G. 2014-O-12; N.D.A.G. 2007-O-14; N.D.A.G. 2006-O-14.

Therefore, when a quorum of a governing body or committee is utilizing electronic means, such as emails or text messaging, to discuss public business, it is conducting a "meeting." Because there is no way for the public to be part of such conversations or discussions in real time, meetings being held using such technology violate open meeting laws.

As recognized above, public entities can engage in ministerial discussions, such as requesting an item be placed on the agenda, setting a meeting date and time, or providing information for members of the governing body to review before a meeting, without triggering open meeting laws, as long as no public business is included in such ministerial discussions. However, if the discussions involve public business, going beyond ministerial matters and instead delve into the substantive merits of an issue or suggested agenda topic, provide opinions regarding public business, or build support and consensus for certain positions, open meeting laws are triggered.⁵⁷ The governing body should use safeguards to protect against communication that may trigger the open meetings law and the governing body should be careful not to use the "reply all" functions when responding to information received by email or other electronic means.⁵⁸

5. What Is a Governing Body?

a. Chief Decision-Making Body

The open meetings law does not apply to meetings between two or more public employees. The public's right to know how government decisions are made and public funds are spent does not require access to a meeting of a "group" that is not authorized to perform some stage in a public entity's decision-making process. Instead, the term "meeting" is limited to gatherings of a "governing body" of a public entity.⁵⁹

"Governing body" includes "the multimember body responsible for making a collective decision on behalf of a public entity."⁶⁰ This definition preserves the public's right to view the process leading up to government decision-making, but does not extend the open meetings, notice, voting and minutes laws to conversations between public officials or employees that are not a "governing body."

Because the definition of "meeting" requires a governing body consisting of more than one decision-maker authorized to act on behalf of a public entity, the open meetings law does not apply to public entities governed by a single individual rather than a group.⁶¹ Similarly, a group of department heads⁶² or other employees of a public entity is not a governing body unless the group is a separate public entity under the open meetings

⁵⁷ N.D.A.G. 2015-O-12; N.D.A.G. 2015-O-06; N.D.A.G. 2014-O-12; N.D.A.G. 2013-O-07; N.D.A.G. 2013-O-01; N.D.A.G. 2012-O-02; N.D.A.G. 2010-O-09; N.D.A.G. 2008-O-22; N.D.A.G. 2007-O-14; N.D.A.G. 2007-O-08.

⁵⁸ N.D.A.G. 2014-O-12; N.D.A.G. 2013-O-07.

⁵⁹ N.D.C.C. § 44-04-17.1(9).

⁶⁰ N.D.C.C. § 44-04-17.1(6).

⁶¹ N.D.A.G. 2007-L-09; N.D.A.G. 98-F-12.

⁶² N.D.A.G. 98-O-08; N.D.A.G. 96-F-09.