



Bis-Man Transit Board Meeting

October 27, 2016, 11:30 a.m.

Bis-Man Transit Center Board Room

3750 East Rosser Ave, Bismarck ND

- **Welcome & Introductions [Ben Ehreth]**
- **Approval of Agenda [Ben Ehreth]**
- **Consent Agenda**
 - 1. Previous Month's Minutes [Kalen Ost]
 - Attachment A – 09.22.16 Transit Board Meeting Minutes V3
 - 2. Financial Report [Roy Rickert]
 - Attachment B – 09.16 Financial Report
 - 3. Ride Stats [Roy Rickert]
 - Attachment C – 09.16 Ridership Metrics Report
 - 4. Web and Social Media Stats [Kalen Ost]
 - Attachment D – 09.16 Analytics Packet
 - 5. Staff Safety Accreditation [Craig Sjoberg]
 - Attachment E – Safety Analytics 10-18-16
- **Regular Agenda**
 - 6. Update of System Revisions [Roy Rickert]
 - 7. Discussion of Workload Timeline [Roy Rickert]
 - 8. Discussion of City Ordinances [Roy Rickert]
 - Attachment F – City Ordinances for Buses & Taxis

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- **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]**



A

Bis-Man Transit Board Meeting Minutes

September 22, 2016

Bis-Man Transit Center

3750 East Rosser Avenue, Bismarck

Attending:	President Ben Ehreth	Vice President Steve Heydt
	Sec./Tres. DeNae Kautzmann	Kim Badenhop
	Glenn Lauinger	Kim Stevenson
	Terry Woelber	Marge Ellefson
	Jeannie Pedersen	Karel Sovak
	Mike Wagner	

Not Attending: None

Staff:	Roy Rickert	Gary Schumacher
	Shanda Miller	Elliot Rust
	Kalen Ost	Craig Sjoberg
	Nate Vatnsdal	Jerri Jurgens

Guests: Steve Saunders

Meeting was called to order at 11:35 a.m.

Approval of Agenda: Steve Heydt moved to approve the agenda as drafted. Karel Sovak seconded the motion and it carried unanimously.

Consent Agenda: DeNae Kautzmann moved to pull attachments J and D from the consent agenda. Kim Badenhop seconded the motion. Kim Stevenson noted typos on attachment A and C. Motion carries unanimously. Karel Sovak moved to accept the consent agenda. The motion was seconded by Steve Heydt and carried unanimously.

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Attachment D: Ben Ehreth requested that discussion about the starting point for system changes be reflected in the minutes. At the August Transit Board meeting, Steve Heydt suggested fare increases go into effect January 1, 2017. Ben Ehreth expressed a desire to keep all dates consistent to ensure consistency. Kim Badenhop moved to accept the minutes with the change to add discussion of timing of proposals. Karel Sovak seconded the motion and carried unanimously.

Finance Committee Update and Attachment J: DeNae Kautzmann said the Finance Committee met to determine if the changes made at the August meeting meets the desire to balance the budget or reduce the financial bleeding. The only way to do that is to address the budget one year at a time due to a number of factors that make it impossible to speculate further down the road. The Finance Committee recommends that the changes voted by the Board at the August Transit Board meeting go into effect January 1, 2017, with fixed routes changing April 1, 2017. Later in the meeting, DeNae Kautzmann moved to have all cuts approved by Board at August Transit Board meeting go into effect January 1, 2017, with bus changes going into effect April 1, 2017. Kim Badenhop seconded the motion. DeNae Kautzmann amended her motion so that Paratransit certification be completed by June 30, 2017. Kim Badenhop seconded the amendment. DeNae Kautzmann amended the motion to take Lincoln service out of the motion and discuss further. Kim Badenhop seconded the amendment and the amended motion carried unanimously.

Mill Levy: DeNae Kautzmann said the Finance Committee recommends exclusion of pursuing a mill levy increase in the packet that goes to the City of Bismarck until the Board has a clearer picture of funding. Later in the meeting Kim Badenhop moved to accept the motion of the Finance Committee. Mike Wagner seconded the motion and it failed 4-5.

Finance Committee Minutes: DeNae Kautzmann moved to approve the minutes. Jeannie Pedersen seconded the motion. Kim Badenhop asked why, in the last paragraph, there was “higher cost” using taxi versus a bus. Gary Schumacher said there was not a higher cost and explained how taxis were used on the weekend for outlying single trips, whereas during the week there were more buses used for trips due to more people leaving from an origin point or arriving to a destination. DeNae Kautzmann moved to amend the minutes by delete the phrase “which results in a higher cost”. Jeannie Pedersen seconded the amended motion and it carried unanimously.

Inland America Investment: DeNae Kautzmann reported the Finance Committee recommended selling two parts of the Inland America investment: InvenTrust and Highlands REIT. The third part of the Inland America Investment, Xenia is publically traded, and subsequently will not cause problems on audits. This investment piece will not be sold at this time. Steve Heydt moved to accept recommendation from Finance Committee to exercise the buyback option for InvenTrust and Highlands REIT investments. DeNae Kautzmann seconded the motion and it carried unanimously.

Discussion of Financial Assumptions: Glenn Lauinger explained that if changes to the system went into effect July 1, 2017, there would be about a \$142,000 loss, whereas if the changes went into effect on January 1, 2017, the budget would break even. Kim Stevenson asked if ADA-qualified individuals and individuals over the age of 65 would still qualify to ride the CAT for free. Roy Rickert responded in the affirmative. This was not changed from the original proposal. Steve Heydt requested that when the draft proposal goes to the city, the Operations costs are revisited to ensure

the most recent numbers are reflected and in alignment with what was stated now. Kim Badenhop requested any topic discussed should be reflected in what is given to the City Commission. Ben Ehreth noted Bis-Man Transit was giving the City of Lincoln until December 31, 2016, the opportunity to make a financial commitment, or lose paratransit service at the end of June 2017. However, the Finance Committee looked at a financial scenario if service to Lincoln was discontinued Dec. 31, 2016. DeNae Kautzmann said the service to Lincoln was not in the by-laws, nor in the articles of incorporation. If service to Lincoln continues the organization will need to amend the bylaws and the articles of incorporation. Roy Rickert said he spoke with the Lincoln City Council on September 8, and they were open to discussion and Roy was going to send the council options in writing for consideration. One concern is if the council is going to go to the public, there is not enough time for them to accomplish this by the end of the year.

Consideration of Hours of Operation for Extended Service: The motion approved at the August 31, 2016, meeting was “Glenn moved to reduce paratransit hours so there would be no service from midnight to 5:30 a.m.” Kim Stevenson moved to amend the motion so that there would be no service from 1 a.m. to 5:30 a.m. Jeannie Pedersen seconded the amendment. DeNae Kautzmann moved to amend the amendment so that there would be no service from 10 p.m. to 5:30 a.m. Kim Badenhop seconded the amended motion, which failed 7-4. The initial amendment failed 8-3.

Consideration of Draft Proposal: Kim Stevenson moved to add ADA-qualified riders, as well as individuals over the age of 65 to be able to ride the fixed route service for free. Kim Badenhop seconded the motion and it carried unanimously. Due to changes made in the proposal which were not part of the first hearing before the City Commission. Ben Ehreth said he believes it would be in the organization’s best interest to also have a public hearing on the draft proposal, giving the organization an opportunity to receive public feedback on the proposed system changes and have the opportunity to react. DeNae Kautzmann moved to accept the bullet points presented, except for last two bullets, and adding that ADA-qualified and individuals over 65 would be eligible to ride the fixed route for free. Jeannie Pedersen seconded the motion. DeNae Kautzmann withdrew her motion and was seconded by Jeannie Pedersen. The Board decided to go through the bullet point summary, point by point.

Lincoln Service: Roy Rickert said that the contract with the City of Bismarck says we will provide service to the City of Lincoln. That contract ends on December 31, 2016. Kim Stevenson said she felt it isn’t fair to Lincoln to tell them in September that service would extend through June and now change it to the end of December, regardless of a financial contribution. Ben Ehreth said he didn’t know if cutting service by the end of 2016 would give West River Transit enough time to develop a strategy to provide service.

Consideration of Bus Wrap: Roy Rickert said he sent the wrap to members of the City of Bismarck and received no complaints. Gambler ND is a resource for individuals who may need help with a gambling addiction. Kim Badenhop said the national trend is to go away from full-coverage wraps for safety purposes. An advertising policy for wraps may need to be developed in the future. No action was necessary.

Director’s Report:

- A Starion CD is set to mature and will automatically renew. The staff recommendation is to keep those finances liquid. The Board will leave this up to staff to complete.
- Roy Rickert attended the DTA conference in south Dakota recently, and he and Elliot will attend the RouteMatch conference in October.
- Ryan Hammon is no longer our contact through FTA Region XIII. The new contact, Renee, will be in Bismarck for the MPO Director's Meeting next week, and Roy will meet her then.
- The new transfer point has received striping and shelters have been built on Front Avenue and changes to service will go into effect on October 3.
- Cutaway buses will arrive next week, and then the post-delivery audit will be completed. This should close out the Triennial.
- A bid will be placed for paratransit software. Research shows a potential savings of \$11,000 a year, but no decisions will be made until bids are received and potential savings are verified.
- Brokerage contract negotiations are going well with the City of Bismarck. Redundant language has been taken out of the contract, dropping the contract from 14 pages to about 8 pages.

Committee Updates: Nothing new to report at this time.

Other Business: Glenn Lauinger asked if the Board would be contacted about the next meeting date. Ben Ehreth recommended that Board members suggest dates and they can contact Roy independently on dates that will work with their respective schedules.

Adjourn: Jeannie Pedersen moved to adjourn the meeting and was seconded by Karel Sovak. The meeting was adjourned at 2:10 p.m.

BISMAN TRANSIT BOARD

DATE Sept. 22, 2016

Steve H approve agenda (Karel 2nd)

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 carries

Karel accept consent agenda (Kim 2nd)

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

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 form minutes to be amended to reflect discussion on sub start date (Karel 2nd)

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

DeNae approve minutes (Kim 2nd)

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

Steve buy back options on bus (Kim 2nd)

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

Kim S move to amend no extended service 1-5:30 (Karel 2nd)

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		✓

fails 3-8

DeNae amend to no service 10-5:30 m-S. (Kim 2nd)

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	✓	

failed 4-7

Kim S add ADA riders CAT free. (Kim 2nd)

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 carries

BISMAN TRANSIT BOARD

DATE Sept. 22, 2016

all have accepted bullets except last 2 and ADA 48HT

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	✓	

Kim accept rec. of finance committee

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

fails

4-5

Consideration of Bus wrap - Grandeur ND

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		

Name	Y	N
Kim Badenhop		
Ben Ehreth		
Marge Ellefson		
Steve Heydt		
DeNae Kautzmann		
Glenn Lauinger		
Jeanie Pedersen		
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Terry Wolber		

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Kim Badenhop		
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Terry Wolber		

Name	Y	N
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Michael Wagner		
Terry Wolber		

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



BisMan Transit Board
Profit & Loss YTD Comparison
September 2016

	Sep 16	Sep 15	Jan - Sep 16
Ordinary Income/Expense			
Income			
40101 · 40101 Fare Box Income Transit	30,335.51	27,920.35	267,646.28
40102 · Fare Box Income CAT	5,279.46	8,641.91	60,104.60
40107 · FACILITY	0.00	0.00	25.00
40300 · SALE OF 701 AND 702	0.00	0.00	20,200.00
40800 · 40800 · Matchable Funds for FTA			
40801 · Interest Income			
40801A · XENIA	0.00	0.00	1,403.06
40801B · INLAND AMERICA	0.00	0.00	586.73
40801 · Interest Income - Other	256.53	159.41	4,360.51
Total 40801 · Interest Income	256.53	159.41	6,350.30
40802 · Golden Age Services	0.00	0.00	3,000.00
40803 · RSVP	0.00	0.00	7,000.00
40805 · United Way	0.00	0.00	375.00
40806 · ND Medicaid	15,953.35	18,977.37	50,274.03
40807 · NDAD	182.50	172.50	1,947.50
40808 · PACE	528.00	342.00	3,270.00
40809 · MOBILE ADS	5,605.00	9,070.68	43,865.10
40810 · TAXI 9000	9,533.00	6,000.00	77,797.00
40811 · WEST RIVER	751.00	540.00	5,763.00
40812 · DEL MAR VENDING	0.00	117.05	764.39
40813 · Burleigh County Senior Center	0.00	2,000.00	2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	0.00	0.00	378,648.00
40840 · City of Bismarck Mill Levy	994.19	1,442.32	948,349.61
40850 · City of Mandan Mill Levy	452.50	821.74	133,487.58
40860 · Training Room Rental	800.00	0.00	800.00
Total 40800 · 40800 · Matchable Funds for FTA	35,056.07	39,643.07	1,663,691.51
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	0.00	44.00	34,478.15
40999 · 40999 · Miscellaneous Income - Other	0.00	278.50	237.02
Total 40999 · 40999 · Miscellaneous Income	0.00	322.50	34,715.17
41000 · Total Federal Funds			
41400 · FTA Funds for Operations 50/50	104,442.00	0.00	698,725.00
41401 · FTA Funds for Maint. 80/20	44,806.00	0.00	237,423.00
41000 · Total Federal Funds - Other	0.00	322,910.00	0.00
Total 41000 · Total Federal Funds	149,248.00	322,910.00	936,148.00

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Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

September 2016

	Sep 16	Sep 15	Jan - Sep 16
46400 · Other Types of Income	0.00	0.00	7,850.35
Total Income	219,919.04	399,437.83	2,990,380.91
Gross Profit	219,919.04	399,437.83	2,990,380.91
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	0.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	70.43	0.00	469.31
50111 · 50111 · SERVICE FEES - Other	5.00	0.00	123.75
Total 50111 · 50111 · SERVICE FEES	75.43	0.00	593.06
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	618.96	1,196.06	3,964.00
100B · Capital Electric	2,440.60	2,559.88	20,599.90
100C · Janitorial Services	490.52	1,162.45	4,908.88
100D · MDU	128.92	155.84	5,113.16
100E · Rodent Control	98.33	95.00	786.64
100F · Waste Management	525.77	451.90	4,184.63
Total 50112 · 50112 · UTILITIES	4,303.10	5,621.13	39,557.21
50301 · 50301 · Central Nodak	32,620.48	48,474.24	248,849.25
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	0.00	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	698.34	0.00	5,506.42
Total 50313A · SHOP EQUIPMENT	698.34	0.00	8,284.96
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	212.78	0.00	626.97
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	0.00	0.00	412.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	212.78	0.00	1,038.97
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
50313D · OFFICE EQUIPMENT	0.00	0.00	4,767.99
50313 · 50313 · Equipment and Parts - Other	0.00	6,780.00	1,219.65
Total 50313 · 50313 · Equipment and Parts	911.12	6,780.00	16,303.22

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Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

September 2016

	Sep 16	Sep 15	Jan - Sep 16
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	0.00	0.00	3,496.67
50316B · SHELTER REPAIR	36.86	0.00	151.35
50316 · 50316 Shelter and Bus Maint. - Other	0.00	523.25	0.00
Total 50316 · 50316 Shelter and Bus Maint.	36.86	523.25	3,648.02
50321 · Gauranteed Ride Home	0.00	1,335.00	3,835.00
50499 · 50499 · Supplies			
50499A · Office Supplies			
50499A1 · INK	0.00	0.00	525.66
50499A2 · STATIONARY	0.00	0.00	636.23
50499A3 · PENS/PENCILS	0.00	0.00	619.25
50499A4 · MISC OFFICE SUPPLIES	637.17	0.00	1,794.96
50499A5 · CHECKS AND DEPOSIT SLIPS	0.00	0.00	393.95
50499A · Office Supplies - Other	126.74	0.00	575.76
Total 50499A · Office Supplies	763.91	0.00	4,545.81
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	179.40	0.00	3,166.17
50499B2 · VEHICLE CLEANING SUPPLIES	0.00	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	122.26	0.00	2,205.86
Total 50499B · CLEANING SUPPLIES	301.66	0.00	5,408.93
50499 · 50499 · Supplies - Other	0.00	2,157.82	1,714.21
Total 50499 · 50499 · Supplies	1,065.57	2,157.82	11,668.95
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	1,195.21	0.00	8,332.18
50502A2 · CAT TABLETS	543.30	0.00	3,787.39
50502A · TABLETS - Other	0.00	0.00	3,477.02
Total 50502A · TABLETS	1,738.51	0.00	15,596.59
50502B · OFFICE LINES	475.50	0.00	3,788.05
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	0.00	2,235.47	1,094.08
Total 50502 · 50502 · Telephone	2,214.01	2,235.47	22,044.72
50600 · 50600 · Insurance	0.00	0.00	93,763.00
50600A · BUILDING INSURANCE	0.00	0.00	1,824.79

3:19 PM

10/13/16

Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

September 2016

	Sep 16	Sep 15	Jan - Sep 16
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	184.45	0.00	2,932.90
50704A2 · TIRES- PARATRANSIT	1,204.77	0.00	3,621.98
50704A · TIRES - Other	0.00	0.00	816.18
Total 50704A · TIRES	1,389.22	0.00	7,371.06
50704B · REPAIRS			
50704B1 · CAT PARTS	0.00	0.00	30,740.51
50704B2 · CAT- LABOR	0.00	0.00	24,195.59
50704B3 · TRANSIT- PARTS	130.06	0.00	40,214.92
50704B4 · TRANSIT- LABOR	0.00	0.00	40,147.50
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	130.06	0.00	157,954.65
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	1,154.35	18,588.08	30,609.15
Total 50704 · 50704 · Vehicle Costs	2,673.63	18,588.08	196,393.26
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	148,473.28	0.00	1,342,084.79
50801B · CONTRACT SERVICES- CAT	88,615.08	0.00	805,373.19
50801 · 50801 · TAXI 9000 - Other	0.00	231,977.51	0.00
Total 50801 · 50801 · TAXI 9000	237,088.36	231,977.51	2,147,457.98
50802 · OTHER SERVICES TAXI 9000	640.00	0.00	640.00
50902 · 50902 · Travel			
50902A · LODGING	0.00	0.00	5,615.91
50902B · AIRLINES	1,482.40	0.00	3,440.80
50902C · MILEAGE REIMBURSEMENT	338.58	0.00	549.72
50902D · MEAL EXPENSE	0.00	0.00	589.83
50902E · TRANSPORTATION	33.83	0.00	129.28
50902F · AIRPORT PARKING	0.00	0.00	80.00
50902 · 50902 · Travel - Other	0.00	750.40	348.53
Total 50902 · 50902 · Travel	1,854.81	750.40	10,754.07

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BisMan Transit Board

Profit & Loss YTD Comparison

September 2016

	Sep 16	Sep 15	Jan - Sep 16
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	129.00	0.00	1,552.89
50908B · MISC ADVERTISING	0.00	0.00	2,969.81
50908C · BUSINESS CARDS	0.00	0.00	394.73
50908D · RADIO/TV	528.00	0.00	2,880.00
50908 · 50908 · Advertising - Other	0.00	1,613.20	2,546.00
Total 50908 · 50908 · Advertising	657.00	1,613.20	10,343.43
50908E · BUILDING SIGNAGE	0.00	0.00	1,237.49
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	0.00	0.00	7,692.00
Total 50910 · Dues/Membership	0.00	0.00	8,798.25
50920 · 50920 · Registration Fees	0.00	0.00	310.00
50991 · 50991 · Printing & Copying			
50991A · INTERNAL	0.00	0.00	1,421.79
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	0.00	0.00	1,371.11
50991B · EXTERNAL - Other	5.50	0.00	288.58
Total 50991B · EXTERNAL	5.50	0.00	1,659.69
50991 · 50991 · Printing & Copying - Other	0.00	804.08	2,468.15
Total 50991 · 50991 · Printing & Copying	5.50	804.08	5,549.63
50992 · 50992 · Postage	0.00	0.00	2,572.00
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	113.38	0.00	783.82
50994 · 50994 · Miscellaneous Expense - Other	0.00	985.51	35.00
Total 50994 · 50994 · Miscellaneous Expense	113.38	985.51	818.82
51000 · 51000 · Accounting & Auditing			
51000A · QUICKBOOK PRO	0.00	0.00	642.69
51000 · 51000 · Accounting & Auditing - Other	0.00	0.00	41,729.25
Total 51000 · 51000 · Accounting & Auditing	0.00	0.00	42,371.94
51100 · 51100 Furniture Expenses	0.00	0.00	1,350.59

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Profit & Loss YTD Comparison
September 2016

	Sep 16	Sep 15	Jan - Sep 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	425.99	0.00	2,760.16
51401D · SOFTWARE	15.96	0.00	3,528.48
51401E · PARTS	0.00	0.00	162.72
51401 · 51401 · Computer Costs - Other	150.00	100.00	2,738.00
Total 51401 · 51401 · Computer Costs	591.95	100.00	9,560.34
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	27,834.40	0.00	30,001.07
51402B · ROUTE MATCH- TRANSIT	29,979.62	0.00	29,979.62
Total 51402 · Route Match Software	57,814.02	0.00	59,980.69
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	0.00	0.00	1,095.07
51403B · BOILERS	0.00	0.00	564.38
51403C · ELECTRICAL	94.57	0.00	423.28
51403D · GARAGE DOOR REPAIRS	1,224.18	0.00	1,745.82
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
51403I · FLOOR STRIPPING AND WAXING	900.00	0.00	900.00
51403 · 51403 · Building Costs - Other	0.00	5,261.79	2,763.09
Total 51403 · 51403 · Building Costs	2,218.75	5,261.79	9,742.39
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	0.00	0.00	95.99
Total 51600 · 51600 · Training	0.00	0.00	4,485.99
54000 · NON-FTA EXPENSE			
54000A · CLOSED MEETING MEALS	53.75	0.00	87.20
54000B · NON-FTA TRAVEL EXPENSE	0.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	53.75	0.00	99.20

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September 2016

	Sep 16	Sep 15	Jan - Sep 16
62100 · Contract Services			
62140 · Legal Fees	1,150.50	0.00	1,445.50
Total 62100 · Contract Services	1,150.50	0.00	1,445.50
65100 · Other Types of Expenses			
65140 · EXPENSE REIMBURSEMENT			
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
Total Expense	346,088.22	327,207.48	2,960,177.55
Net Ordinary Income	-126,169.18	72,230.35	30,203.36
Net Income	<u>-126,169.18</u>	<u>72,230.35</u>	<u>30,203.36</u>

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January through September 2016

	Jan - Sep 16	Jan - Sep 15	\$ Change
Ordinary Income/Expense			
Income			
201312 · Para Transit Clients	0.00	1,900.00	-1,900.00
40101 · 40101 Fare Box Income Transit	267,646.28	275,845.64	-8,199.36
40102 · Fare Box Income CAT	60,104.60	69,826.39	-9,721.79
40107 · FACILITY	25.00	0.00	25.00
40300 · SALE OF 701 AND 702	20,200.00	0.00	20,200.00
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	4,360.51	3,284.18	1,076.33
Total 40801 · Interest Income	6,350.30	3,284.18	3,066.12
40802 · Golden Age Services	3,000.00	4,500.00	-1,500.00
40803 · RSVP	7,000.00	7,000.00	0.00
40805 · United Way	375.00	1,875.00	-1,500.00
40806 · ND Medicaid	50,274.03	35,121.50	15,152.53
40807 · NDAD	1,947.50	1,962.50	-15.00
40808 · PACE	3,270.00	3,510.00	-240.00
40809 · MOBILE ADS	43,865.10	65,438.15	-21,573.05
40810 · TAXI 9000	77,797.00	54,000.00	23,797.00
40811 · WEST RIVER	5,763.00	4,860.00	903.00
40812 · DEL MAR VENDING	764.39	982.48	-218.09
40813 · Burleigh County Senior Center	2,000.00	6,000.00	-4,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	378,648.00	1,229,772.47	-851,124.47
40840 · City of Bismarck Mill Levy	948,349.61	853,343.74	95,005.87
40850 · City of Mandan Mill Levy	133,487.58	111,876.64	21,610.94
40860 · Training Room Rental	800.00	451.28	348.72
40800 · 40800 · Matchable Funds for FTA - Other	0.00	106,492.21	-106,492.21
Total 40800 · 40800 · Matchable Funds for FTA	1,663,691.51	2,490,470.15	-826,778.64
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	34,478.15	25,659.63	8,818.52
40999 · 40999 · Miscellaneous Income - Other	237.02	18,000.67	-17,763.65
Total 40999 · 40999 · Miscellaneous Income	34,715.17	43,660.30	-8,945.13
41000 · Total Federal Funds			
41400 · FTA Funds for Operations 50/50	698,725.00	0.00	698,725.00
41401 · FTA Funds for Maint. 80/20	237,423.00	0.00	237,423.00
41405 · 2013 STATE OF GOOD REPAIR	0.00	-74,662.00	74,662.00
41000 · Total Federal Funds - Other	0.00	1,197,976.00	-1,197,976.00
Total 41000 · Total Federal Funds	936,148.00	1,123,314.00	-187,166.00

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	Jan - Sep 16	Jan - Sep 15	\$ Change
46400 · Other Types of Income	7,850.35	8,576.40	-726.05
Total Income	2,990,380.91	4,013,592.88	-1,023,211.97
Gross Profit	2,990,380.91	4,013,592.88	-1,023,211.97
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	8.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	469.31	0.00	469.31
50111 · 50111 · SERVICE FEES - Other	123.75	30.00	93.75
Total 50111 · 50111 · SERVICE FEES	593.06	30.00	563.06
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	3,964.00	3,886.51	77.49
100B · Capital Electric	20,599.90	15,032.76	5,567.14
100C · Janitorial Services	4,908.88	4,892.85	16.03
100D · MDU	5,113.16	4,293.17	819.99
100E · Rodent Control	786.64	767.00	19.64
100F · Waste Management	4,184.63	3,746.10	438.53
Total 50112 · 50112 · UTILITIES	39,557.21	32,618.39	6,938.82
50301 · 50301 · Central Nodak	248,849.25	189,150.96	59,698.29
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	2,778.54	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	5,506.42	0.00	5,506.42
Total 50313A · SHOP EQUIPMENT	8,284.96	0.00	8,284.96
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	626.97	0.00	626.97
50313B · FLOOR SCRUBBER MAINT AGREEMENT - Other	412.00	0.00	412.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	1,038.97	0.00	1,038.97
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
50313D · OFFICE EQUIPMENT	4,767.99	0.00	4,767.99
50313 · 50313 · Equipment and Parts - Other	1,219.65	6,876.23	-5,656.58
Total 50313 · 50313 · Equipment and Parts	16,303.22	6,876.23	9,426.99

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 January through September 2016

	Jan - Sep 16	Jan - Sep 15	\$ Change
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	3,496.67	0.00	3,496.67
50316B · SHELTER REPAIR	151.35	0.00	151.35
50316 · 50316 Shelter and Bus Maint. - Other	0.00	5,252.25	-5,252.25
Total 50316 · 50316 Shelter and Bus Maint.	3,648.02	5,252.25	-1,604.23
50321 · Gauranteed Ride Home	3,835.00	7,460.00	-3,625.00
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	1,794.96	0.00	1,794.96
50499A5 · CHECKS AND DEPOSIT SLIPS	393.95	0.00	393.95
50499A · Office Supplies - Other	575.76	0.00	575.76
Total 50499A · Office Supplies	4,545.81	0.00	4,545.81
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	3,166.17	0.00	3,166.17
50499B2 · VEHICLE CLEANING SUPPLIES	36.90	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	2,205.86	0.00	2,205.86
Total 50499B · CLEANING SUPPLIES	5,408.93	0.00	5,408.93
50499 · 50499 · Supplies - Other	1,714.21	17,852.28	-16,138.07
Total 50499 · 50499 · Supplies	11,668.95	17,852.28	-6,183.33
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	8,332.18	0.00	8,332.18
50502A2 · CAT TABLETS	3,787.39	0.00	3,787.39
50502A · TABLETS - Other	3,477.02	0.00	3,477.02
Total 50502A · TABLETS	15,596.59	0.00	15,596.59
50502B · OFFICE LINES	3,788.05	0.00	3,788.05
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	19,748.73	-18,654.65
Total 50502 · 50502 · Telephone	22,044.72	19,748.73	2,295.99
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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 January through September 2016

	Jan - Sep 16	Jan - Sep 15	\$ Change
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	2,932.90	0.00	2,932.90
50704A2 · TIRES- PARATRANSIT	3,621.98	0.00	3,621.98
50704A · TIRES - Other	816.18	0.00	816.18
Total 50704A · TIRES	7,371.06	0.00	7,371.06
50704B · REPAIRS			
50704B1 · CAT PARTS	30,740.51	0.00	30,740.51
50704B2 · CAT- LABOR	24,195.59	0.00	24,195.59
50704B3 · TRANSIT- PARTS	40,214.92	0.00	40,214.92
50704B4 · TRANSIT- LABOR	40,147.50	0.00	40,147.50
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	157,954.65	0.00	157,954.65
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	30,609.15	1,013,655.15	-983,046.00
Total 50704 · 50704 · Vehicle Costs	196,393.26	1,013,655.15	-817,261.89
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	1,342,084.79	0.00	1,342,084.79
50801B · CONTRACT SERVICES- CAT	805,373.19	0.00	805,373.19
50801 · 50801 · TAXI 9000 - Other	0.00	1,934,600.91	-1,934,600.91
Total 50801 · 50801 · TAXI 9000	2,147,457.98	1,934,600.91	212,857.07
50802 · OTHER SERVICES TAXI 9000	640.00	0.00	640.00
50902 · 50902 · Travel			
50902A · LODGING	5,615.91	0.00	5,615.91
50902B · AIRLINES	3,440.80	0.00	3,440.80
50902C · MILEAGE REIMBURSEMENT	549.72	0.00	549.72
50902D · MEAL EXPENSE	589.83	0.00	589.83
50902E · TRANSPORTATION	129.28	0.00	129.28
50902F · AIRPORT PARKING	80.00	0.00	80.00
50902 · 50902 · Travel - Other	348.53	750.40	-401.87
Total 50902 · 50902 · Travel	10,754.07	750.40	10,003.67

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 January through September 2016

	Jan - Sep 16	Jan - Sep 15	\$ Change
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	1,552.89	0.00	1,552.89
50908B · MISC ADVERTISING	2,969.81	0.00	2,969.81
50908C · BUSINESS CARDS	394.73	0.00	394.73
50908D · RADIO/TV	2,880.00	0.00	2,880.00
50908 · 50908 · Advertising - Other	2,546.00	16,658.89	-14,112.89
Total 50908 · 50908 · Advertising	10,343.43	16,658.89	-6,315.46
50908E · BUILDING SIGNAGE	1,237.49	0.00	1,237.49
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	288.58	0.00	288.58
Total 50991B · EXTERNAL	1,659.69	0.00	1,659.69
50991 · 50991 · Printing & Copying - Other	2,468.15	5,619.93	-3,151.78
Total 50991 · 50991 · Printing & Copying	5,549.63	5,619.93	-70.30
50992 · 50992 · Postage	2,572.00	2,995.63	-423.63
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	783.82	0.00	783.82
50994 · 50994 · Miscellaneous Expense - Other	35.00	2,292.84	-2,257.84
Total 50994 · 50994 · Miscellaneous Expense	818.82	2,292.84	-1,474.02
51000 · 51000 · Accounting & Auditing			
51000A · QUICKBOOK PRO	642.69	0.00	642.69
51000 · 51000 · Accounting & Auditing - Other	41,729.25	38,048.95	3,680.30
Total 51000 · 51000 · Accounting & Auditing	42,371.94	38,048.95	4,322.99
51100 · 51100 Furniture Expenses	1,350.59	0.00	1,350.59

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 January through September 2016

	Jan - Sep 16	Jan - Sep 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	2,760.16	0.00	2,760.16
51401D · SOFTWARE	3,528.48	0.00	3,528.48
51401E · PARTS	162.72	0.00	162.72
51401 · 51401 · Computer Costs - Other	2,738.00	4,902.44	-2,164.44
Total 51401 · 51401 · Computer Costs	9,560.34	4,902.44	4,657.90
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	30,001.07	0.00	30,001.07
51402B · ROUTE MATCH- TRANSIT	29,979.62	0.00	29,979.62
51402 · Route Match Software - Other	0.00	39,291.83	-39,291.83
Total 51402 · Route Match Software	59,980.69	39,291.83	20,688.86
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	423.28	0.00	423.28
51403D · GARAGE DOOR REPAIRS	1,745.82	0.00	1,745.82
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
51403I · FLOOR STRIPPING AND WAXING	900.00	0.00	900.00
51403 · 51403 · Building Costs - Other	2,763.09	32,845.39	-30,082.30
Total 51403 · 51403 · Building Costs	9,742.39	32,845.39	-23,103.00
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			
54000A · CLOSED MEETING MEALS	87.20	0.00	87.20
54000B · NON-FTA TRAVEL EXPENSE	12.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	99.20	0.00	99.20

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	Jan - Sep 16	Jan - Sep 15	\$ Change
62100 · Contract Services			
62140 · Legal Fees	1,445.50	0.00	1,445.50
62100 · Contract Services - Other	0.00	2,379.00	-2,379.00
Total 62100 · Contract Services	1,445.50	2,379.00	-933.50
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	2,960,177.55	3,470,099.09	-509,921.54
Net Ordinary Income	30,203.36	543,493.79	-513,290.43
Net Income	<u>30,203.36</u>	<u>543,493.79</u>	<u>-513,290.43</u>

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		09/03/2016			1017000 · ALL DEP...		-70.43
					50111A · CREDIT C...	-70.43	70.43
TOTAL						-70.43	70.43
Check		09/30/2016			1016999 · BILL PA...		-5.00
					50111 · 50111 · SE...	-5.00	5.00
TOTAL						-5.00	5.00
Bill Pmt -Check	3252	09/07/2016	AMERI PRIDE		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3253	09/07/2016	Benco Equipment ...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3254	09/07/2016	BISMARCK TRIBUNE		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3255	09/07/2016	BISMARCK WATE...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3256	09/07/2016	BRADY MARTZ & A...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3257	09/07/2016	C-RAM, INC.		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3258	09/07/2016	ECO LAB		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3259	09/07/2016	ETS SYSTEMS, INC.		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3260	09/07/2016	MIDWEST DOORS ...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3261	09/07/2016	OK TIRE		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3262	09/07/2016	RADIO BISMARCK ...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3263	09/07/2016	RUNNINGS FARM ...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3264	09/07/2016	SAMS CLUB		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3265	09/07/2016	WALLWORK TRUC...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3266	09/07/2016	WASTE MANAGEM...		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3267	09/07/2016	AMERI PRIDE		1016999 · BILL PA...		-245.26
Bill	INV. 2...	08/30/2016			100C · Janitorial Ser...	-245.26	245.26
TOTAL						-245.26	245.26

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BisMan Transit Board
Check Detail
September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3268	09/07/2016	Benco Equipment ...		1016999 · BILL PA...		-133.23
Bill	INV. 3...	08/11/2016			50313A · SHOP EQ...	-133.23	133.23
TOTAL						-133.23	133.23
Bill Pmt -Check	3269	09/07/2016	BISMARCK TRIBUNE		1016999 · BILL PA...		-321.54
Bill	104-6...	08/28/2016			50908A · MEDIA AD...	-321.54	321.54
TOTAL						-321.54	321.54
Bill Pmt -Check	3270	09/07/2016	BISMARCK WATE...		1016999 · BILL PA...		-576.40
Bill	63091...	08/30/2016			100A · Bismarck Wa...	-576.40	576.40
TOTAL						-576.40	576.40
Bill Pmt -Check	3271	09/07/2016	BRADY MARTZ & A...		1016999 · BILL PA...		-225.00
Bill		08/30/2016			51000 · 51000 · Acc...	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	3272	09/07/2016	C-RAM, INC.		1016999 · BILL PA...		-300.00
Bill	68028	08/11/2016			51401D · SOFTWA...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	3273	09/07/2016	ECO LAB		1016999 · BILL PA...		-98.33
Bill	INV. 8...	09/01/2016			100E · Rodent Control	-98.33	98.33
TOTAL						-98.33	98.33
Bill Pmt -Check	3274	09/07/2016	ETS SYSTEMS, INC.		1016999 · BILL PA...		-60.90
Bill	S0104...	08/31/2016			51401D · SOFTWA...	-60.90	60.90
TOTAL						-60.90	60.90

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3275	09/07/2016	MIDWEST DOORS ...		1016999 · BILL PA...		-336.26
Bill	INV. 3...	08/29/2016			51403D · GARAGE ...	-70.00	70.00
Bill	INV. 3...	09/06/2016			51403D · GARAGE ...	-266.26	266.26
TOTAL						-336.26	336.26
Bill Pmt -Check	3276	09/07/2016	OK TIRE		1016999 · BILL PA...		-1,756.01
Bill	ACCT....	08/31/2016			50704B3 · TRANSIT...	-328.00	328.00
					50704B4 · TRANSIT...	-60.00	60.00
					50704B1 · CAT PAR...	-841.89	841.89
					50704B3 · TRANSIT...	-526.12	526.12
TOTAL						-1,756.01	1,756.01
Bill Pmt -Check	3277	09/07/2016	RADIO BISMARCK ...		1016999 · BILL PA...		-576.00
Bill	0552 ...	08/31/2016			50908D · RADIO/TV	-576.00	576.00
TOTAL						-576.00	576.00
Bill Pmt -Check	3278	09/07/2016	RUNNINGS FARM ...		1016999 · BILL PA...		-63.86
Bill	1610125	09/01/2016			50499A4 · MISC OF...	-63.86	63.86
TOTAL						-63.86	63.86
Bill Pmt -Check	3279	09/07/2016	SAMS CLUB		1016999 · BILL PA...		-321.11
Bill		08/25/2016			50499A · Office Sup...	-162.89	162.89
					50499B1 · FACILIT...	-29.22	29.22
					50908A · MEDIA AD...	-129.00	129.00
TOTAL						-321.11	321.11

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3280	09/07/2016	WALLWORK TRUC...		1016999 · BILL PA...		-6,517.34
Bill	INV. 2...	08/08/2016			50704B1 · CAT PAR...	-3,652.16	3,652.16
					50704B2 · CAT- LA...	-2,235.28	2,235.28
Bill	INV. 2...	08/12/2016			50704B1 · CAT PAR...	-217.86	217.86
					50704B2 · CAT- LA...	-412.04	412.04
TOTAL						-6,517.34	6,517.34
Bill Pmt -Check	3281	09/07/2016	WASTE MANAGEM...		1016999 · BILL PA...		-525.77
Bill	64361...	09/01/2016			100F · Waste Mana...	-525.77	525.77
TOTAL						-525.77	525.77
Bill Pmt -Check	3282	09/19/2016	AMERI PRIDE		1016999 · BILL PA...		-245.26
Bill	29008...	09/13/2016			100C · Janitorial Ser...	-245.26	245.26
TOTAL						-245.26	245.26
Bill Pmt -Check	3283	09/19/2016	CAPITAL ELECTRIC		1016999 · BILL PA...		-2,440.60
Bill	ACCT ...	09/07/2016			100B · Capital Electric	-2,440.60	2,440.60
TOTAL						-2,440.60	2,440.60
Bill Pmt -Check	3284	09/19/2016	MDU		1016999 · BILL PA...		-128.92
Bill	27816...	09/14/2016			100D · MDU	-128.92	128.92
TOTAL						-128.92	128.92
Bill Pmt -Check	3285	09/19/2016	OK TIRE		1016999 · BILL PA...		-664.60
Bill	INV. 1...	09/08/2016			50704 · 50704 · Veh...	-664.60	664.60
TOTAL						-664.60	664.60

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3286	09/19/2016	Route Match		1016999 · BILL PA...		-57,814.02
Bill	YEAR...	09/01/2016			51402A · ROUTE M...	-27,834.40	27,834.40
					51402B · ROUTE M...	-29,979.62	29,979.62
TOTAL						-57,814.02	57,814.02
Bill Pmt -Check	3287	09/19/2016	SCHUMACHER TR...		1016999 · BILL PA...		-11,218.00
Bill	AUG 2...	08/31/2016			50704B1 · CAT PAR...	-1,076.97	1,076.97
					50704B2 · CAT- LA...	-1,612.50	1,612.50
					50704B3 · TRANSIT...	-2,453.53	2,453.53
					50704B4 · TRANSIT...	-6,075.00	6,075.00
TOTAL						-11,218.00	11,218.00
Bill Pmt -Check	3288	09/19/2016	STEIN'S INC.		1016999 · BILL PA...		-212.78
Bill	INV. 7...	09/16/2016			50313B1 · FLOOR ...	-212.78	212.78
TOTAL						-212.78	212.78
Bill Pmt -Check	3289	09/19/2016	TAXI 9000-V		1016999 · BILL PA...		-249,129.33
Bill	AUG 2...	08/31/2016			50801A · CONTRA...	-152,603.88	152,603.88
					50801B · CONTRA...	-95,885.45	95,885.45
Bill	INV. 1...	09/12/2016			50802 · OTHER SE...	-640.00	640.00
TOTAL						-249,129.33	249,129.33
Bill Pmt -Check	3290	09/19/2016	VISA		1016999 · BILL PA...		-2,817.28
Bill	ENDI...	09/15/2016			50994A · BOARD M...	-69.51	69.51
Bill	ENDI...	09/15/2016			50499A4 · MISC OF...	-4.25	4.25
					50902E · TRANSPOR...	-33.83	33.83
Bill	ENDI...	09/15/2016			51401D · SOFTWA...	-15.96	15.96
					50902B · AIRLINES	-1,482.40	1,482.40
					51401C · NEW CO...	-425.99	425.99
					50991B · EXTERNAL	-5.50	5.50
					50704 · 50704 · Veh...	-489.75	489.75
					50499A4 · MISC OF...	-236.34	236.34
					54000A · CLOSED ...	-53.75	53.75
TOTAL						-2,817.28	2,817.28

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	3291	09/19/2016	ROY RICKERT		1016999 · BILL PA...		-338.58
					50902C · MILEAGE ...	-338.58	338.58
TOTAL						-338.58	338.58
Bill Pmt -Check	3292	09/19/2016	C-RAM, INC.		1016999 · BILL PA...		-150.00
Bill	ACCT....	09/16/2016			51401 · 51401 · Co...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3293	09/19/2016	MENARDS		1016999 · BILL PA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3294	09/30/2016	ACME TOOLS		1016999 · BILL PA...		-329.81
Bill	INV. 4...	09/19/2016			50313A · SHOP EQ...	-211.93	211.93
Bill	INV. 4...	09/19/2016			50313A · SHOP EQ...	-113.65	113.65
Bill	INV. 4...	09/27/2016			50313A · SHOP EQ...	-4.23	4.23
TOTAL						-329.81	329.81
Bill Pmt -Check	3295	09/30/2016	AMERI PRIDE		1016999 · BILL PA...		-245.26
Bill	INV. 2...	09/27/2016			100C · Janitorial Ser...	-245.26	245.26
TOTAL						-245.26	245.26
Bill Pmt -Check	3296	09/30/2016	CND		1016999 · BILL PA...		-32,620.48
Bill	SEPT ...	09/29/2016			50301 · 50301 · Cen...	-29,297.21	29,297.21
					50301 · 50301 · Cen...	-3,323.27	3,323.27
TOTAL						-32,620.48	32,620.48
Bill Pmt -Check	3297	09/30/2016	Cummins N Power		1016999 · BILL PA...		-368.53
Bill	INV. 5...	09/21/2016			50313A · SHOP EQ...	-368.53	368.53
TOTAL						-368.53	368.53

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BisMan Transit Board
Check Detail
 September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3298	09/30/2016	MENARDS		1016999 · BILL PA...		-446.23
Bill	60043...	09/01/2016			50499A4 · MISC OF...	-316.17	316.17
					50704B3 · TRANSIT...	-130.06	130.06
TOTAL						-446.23	446.23
Bill Pmt -Check	3299	09/30/2016	MIDCONTINENT B...		1016999 · BILL PA...		-475.50
Bill	INV. 0...	09/09/2016			50502B · OFFICE LI...	-475.50	475.50
TOTAL						-475.50	475.50
Bill Pmt -Check	3300	09/30/2016	MIDWEST DOORS ...		1016999 · BILL PA...		-957.92
Bill	INV. 3...	09/15/2016			51403D · GARAGE ...	-957.92	957.92
TOTAL						-957.92	957.92
Bill Pmt -Check	3301	09/30/2016	STEIN'S INC.		1016999 · BILL PA...		-138.81
Bill	INV. 7...	09/21/2016			50499B3 · TOILET ...	-122.26	122.26
Bill	INV. 7...	09/26/2016			50499A4 · MISC OF...	-16.55	16.55
TOTAL						-138.81	138.81
Bill Pmt -Check	3302	09/30/2016	T & M ELECTRIC INC		1016999 · BILL PA...		-94.57
Bill	INV. 3...	09/26/2016			51403C · ELECTRI...	-94.57	94.57
TOTAL						-94.57	94.57
Bill Pmt -Check	3303	09/30/2016	Verizon		1016999 · BILL PA...		-1,738.51
Bill	INV. 9...	09/20/2016			50502A1 · PARATR...	-1,195.21	1,195.21
					50502A2 · CAT TAB...	-543.30	543.30
TOTAL						-1,738.51	1,738.51

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BisMan Transit Board
Check Detail
September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3304	09/30/2016	VOGEL LAW FIRM		1016999 · BILL PA...		-1,150.50
Bill	182415	09/19/2016			62140 · Legal Fees	-1,150.50	1,150.50
TOTAL						-1,150.50	1,150.50
Bill Pmt -Check	3305	09/30/2016	PRINTING PLUS		1016999 · BILL PA...		-101.75
Bill	INV. 4...	06/30/2016			50499A4 · MISC OF...	-101.75	101.75
TOTAL						-101.75	101.75

Reserve Tracking

	Jan 1, 2016 Balances	Additions		Subtractions	Balance 9/30/16
		Interest	Deposits		
CD	238,565.02	1,004.72	-	-	239,569.74
MM - SAVINGS	106,672.25	1,172.44	1,473,449.66	(318,912.24)	1,262,382.11
All Deposits	92.00	-	4,320,407.40	(4,110,299.14)	210,200.26
Bill Pay	87.00	-	2,631,061.97	(2,570,387.78)	60,761.19
ABC MM Savings	749,314.04	-	-	(749,314.04)	-
ABC Checking	45,056.06	-	-	(45,056.06)	-
Kirkwood Savings	301,735.49	-	-	(301,735.49)	-
	<u>\$ 1,441,521.86</u>	<u>\$ 2,177.16</u>	<u>\$ 8,424,919.03</u>	<u>\$ (8,095,704.75)</u>	<u>\$ 1,772,913.30</u>

331,391.44 Increase in Cash YTD 1-1-16 - 9-30-16

*Excludes BUS DEPOT money - isn't ours

ABC & Kirkwood were closed and moved into Starion MM-Savings account during 2016

Bill Pay is meant to stay low and money is moved from All Deposits to Bill Pay when checks are cut. Checks are cut from the Bill Pay account.

All Deposits has a sweep that any amount over \$300k gets automatically moved to the MM-Savings which earns interest monthly

CD was moved to MM- Savings on 10/11/16

Overview of 2016 Operations Grant (5307)

Month	Draw Date	Preventive Maintenance	Operating Assistance	Total	Local	Fed&Local
		<u>381,727</u>	<u>849,650</u>	<u>1,231,377</u>	<u>945,082</u>	<u>2,176,459</u>
Jan 16	6/21/2016	-	122,929	122,929	122,929	245,858
Feb 16	6/21/2016	-	112,952	112,952	112,952	225,904
Mar 16	6/27/2016	23,595	107,638	131,233	113,538	244,771
Apr 16	8/2/2016	41,961	143,654	185,615	154,144	339,759
May 16	8/12/2016	36,920	107,110	144,030	116,340	260,369
June 16	9/23/2016	44,806	104,442	149,248	115,644	264,892
July 16	TBD	35,707	27,881	63,588	36,808	100,396
Aug 16	TBD	49,388	93,141	142,529	105,488	248,017
Sept 16	TBD			-		
Oct 16	TBD			-		
Nov 16	TBD			-		
Dec 16	TBD			-		
Total		<u>232,378</u>	<u>819,747</u>	<u>1,052,125</u>	<u>877,843</u>	<u>1,929,968</u>
Remaining		<u>149,349</u>	<u>29,903</u> *	<u>179,252</u>	<u>67,239</u>	<u>246,491</u>

 Requested - pending review and approval

* 1-2 Months draw remaining



SEPTEMBER 2016 MONTHLY REPORT

		Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYTD
RIDERSHIP						
	FIXED ROUTE	8,942	99,413	10,633	98,732	0.69%
	PARATRANSIT	13,103	119,419	12,662	122,138	-2.23%
	Total	22,045	218,832	23,295	220,870	-0.92%
	FIXED ROUTE AVG. DAILY BOARDINGS	357.68	430.36	425.32	429.27	0.25%
	PARATRANSIT AVG. DAILY BOARDINGS	436.77	435.84	422.07	447.39	-2.58%
ON TIME PERFORMANCE						
	FIXED ROUTE	92.93%				
	PARATRANSIT	98.13%				
	YTD PERFORMANCE	96.22%				
EFFICIENCY						
REVENUE						
	<u>FIXED ROUTE</u>					
	FAREBOX - OPERATIONS	\$ 5,279	\$ 60,105	\$ 8,642	\$ 69,826	-13.92%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 30,336	\$ 267,646	\$ 27,920	\$ 275,895	-2.99%
	TOTAL REVENUE	\$ 35,615	\$ 327,751	\$ 36,562	\$ 345,721	-5.20%
EXPENSE						
	<u>FIXED ROUTE</u>					
	OPERATIONS	\$ 88,615	\$ 805,373	\$ 87,157	\$ 806,993	-0.20%
		\$ 88,615	\$ 805,373	\$ 87,157	\$ 806,993	-0.20%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 148,473	\$ 1,342,085	\$ 140,135	\$ 1,361,675	-1.44%
		\$ 148,473	\$ 1,342,085	\$ 140,135	\$ 1,361,675	-1.44%
	TOTAL EXPENSE	\$ 237,088	\$ 2,147,458	\$ 227,292	\$ 2,168,668	-0.98%
	FAREBOX REVENUE/EXPENSE RATIO	0.15	0.15	0.16	0.16	



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SEPTEMBER 2016 ANALYTICS OVERVIEW

Website

Site usage was down from the previous month and mostly up from a year ago. The site showed slight diversity in its top 10-viewed pages, as the press release about the new transfer point was viewed 210 times in 10 days, the fourth-most viewed page of the site. Otherwise, the homepage and pages dealing with routes or schedules were the site's most frequently viewed. Desktop traffic showed nearly a 15% drop in sessions from the month prior, while mobile traffic was up about 6.5%. Each method of site usage

Facebook

The two-day paid campaign for the new transfer point helped create an improved month for the account. Along with an increased reach of about 1,500 people, the account received 13 likes. The transfer point change was promoted eight times, receiving shares from the City of Bismarck numerous times.

Twitter

Similar to Facebook, Twitter's total reach eclipsed the previous month due to the posting about the transfer point. The tweets explaining the changes to the transfer point received multiple retweets from the City of Bismarck.

RouteShout

The app had one fewer person utilizing it during September, but saw responses increase by 62 . These responses were primarily via smart phone (133 responses versus 2 from SMS).

Bis-Man Online

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

Mail Chimp

Stats were not altered for the Q2 E-newsletter.

Website Google Analytics Report

Overview	Sept. 2016	Aug. 2016	Change	Sept. 2015	Change
Sessions	1993	2081	-4.23%	1731	15.14%
Users	1416	1405	0.78%	1213	16.74%
Pageviews	5051	5917	-14.64%	5188	-2.64%
Pages/Session	2.53	2.84	-10.92%	3	-15.67%
Session Duration	2:55	2:59	-2.23%	2:44	6.71%
Bounce Rate	48.17%	42.62%	13.02%	2:44%	#VALUE!

Visitor Type

New Visitor	1269	1257	0.95%	1088	16.64%
Returning Visitor	724	824	-12.14%	643	12.60%

Desktop Traffic

Sessions	844	990	-14.75%	833	1.32%
New Users	585	636	-8.02%	565	3.54%
Pages/Session	2.46	2.72	-9.56%	2.89	-14.88%
Session Duration	2:34	3:05	-16.76%	2:40	-3.75%
Bounce Rate	49.90%	39.49%	26.36%	42.26%	18.08%

Mobile Traffic

Sessions	1036	972	6.58%	804	28.86%
New Users	606	541	12.01%	460	31.74%
Pages/Session	2.46	2.72	-9.56%	2.89	-14.88%
Session Duration	3:14	2:58	8.99%	2:48	15.48%
Bounce Rate	49.90%	44.75%	11.51%	45.27%	10.23%

Tablet Traffic

Sessions	113	119	-5.04%	94	20.21%
New Users	78	80	-2.50%	63	23.81%
Pages/Session	2.35	2.39	-1.67%	2.61	-9.96%
Session Duration	2:27	2:23	2.80%	2:49	-13.02%
Bounce Rate	53.10%	51.26%	3.59%	42.55%	24.79%

Facebook Analytics

	Sept. 2016	Aug. 2016	Change	Sept. 2015	Change
Likes	357	344	3.78%	297	20.20%
# of Posts	26	24	8.33%	39	-33.33%
Post Clicks	200	117	70.94%	88	127.27%
Likes, Comments, Shares	78	71	9.86%	48	62.50%
Organic Reach	2956	3843	-23.08%	853	246.54%
Total Reach	5319	3843	38.41%	853	523.56%
Page/Tab Visits	NA	NA	#VALUE!	38	#VALUE!
External Referrers	NA	NA	#VALUE!	3	#VALUE!

Analytics from Facebook Insights

Twitter Analytics

	Sept. 2016	Aug. 2016	Change	Sept. 2015	Change
Total # of Followers	266	266	0.00%	202	31.68%
# of Tweets	23	23	0.00%	36	-36.11%
Organic Impressions	3264	2692	21.25%	2570	27.00%
Total Impressions	6271	2692	132.95%	2570	144.01%
Mentions	0	0	#DIV/0!	0	#DIV/0!
Enagements	113	9	1155.56%	6	1783.33%
Link Clicks	97	2	4750.00%	1	9600.00%
Profile Clicks	0	1	-100.00%	1	-100.00%
Detail Expands	1	0	#DIV/0!	1	0.00%
Hastag Clicks	0	1	-100.00%	0	#DIV/0!
Retweets	6	3	100.00%	3	100.00%
Likes	5	1	400.00%	0	#DIV/0!
Embedded Media Views	8	1	700.00%	0	#DIV/0!
Replies	0	0	#DIV/0!	0	#DIV/0!
Shared Via Email	0	0	#DIV/0!	0	#DIV/0!
Photo or Video Click	0	0	#DIV/0!	0	#DIV/0!
Engagement Rate	0.05%	0.10%	-50.00%	0.10%	-50.00%

Analytics from analytics.twitter.com

RouteShout Analytics

	Sept. 2016	Aug. 2016	Change	Sept. 2015	Change
Unique Users	15	16	-6.25%	25	-40.00%
Total Responses	135	73	84.93%	144	-6.25%
SMS	2	4	-50.00%	4	-50.00%
Smartphone	133	69	92.75%	140	-5.00%

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



TAXI 9000 OF BISMARCK, ND



DISPATCH 701-223-9000

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

Taxi 9000

Bis-Man Transit

The CAT

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October 18, 2016

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

1. Members of the safety committee received training on the proper use of wheelchair securement straps during our 9-21-16 safety meeting. With the arrival of the four new transit buses, safety committee members will receive securement training at the safety committee meeting of 10-19-16. The training will encompass the wheelchair securement mechanics of the new buses. Planning for the proper training of the transit drivers will follow.
2. The distribution and overview of the 2015 FTD-ADA Circular to safety committee members was followed by the distribution of a reviewed and highlighted 2011 ADA Essentials for Transit Board Members publication. This 68 page publication does a great job of summarizing the FTA-ADA essentials for new board members.
3. Members of Schumacher Transportation's vehicle maintenance department completed the organization and streamlining of material in the taxi, transit, and CAT garages.
4. The Bis-Man Transit Center facility passed the Bismarck Fire Department's fire inspection of 10-4-16.
5. An evaluation of Workforce Safety and Insurance's online Drug and Alcohol Reasonable Suspicion training was completed. Safety sensitive employees will be receiving this training in the near future.

Mandan Ordinance



- **Sec. 24-7-23. - Use of public carrier stops and stands restricted.**

A person may not stop, stand or park a vehicle, other than a bus in a bus stop or other than a taxicab in a taxicab stand, when any such stop or stand has been officially designated and appropriately signed, except that the driver of a vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any bus or taxicab waiting to enter or about to enter such zone.

(Code 1979, § 9-03-06; Code 1994, § 20-14-19)

- **Sec. 24-7-24. - Blocking of streets by buses prohibited.**

It is unlawful for the operator of any bus to operate a bus in such manner as to prevent the use of a street for purposes of travel.

(Code 1979, § 9-04-05; Code 1994, § 20-14-20)

- **Sec. 24-7-25. - Stopping, standing and parking of public carriers regulated.**

(a)

The operator of a bus may not stand or park such vehicle upon any street or at any place other than a bus stand so designated.

(b)

The operator of a bus may not stop such vehicle upon any street or at any place for the purpose of loading or unloading passengers or their baggage other than at a bus stop, bus stand or passenger loading zone so designated, except in case of an emergency.

(c)

The operator of a bus shall enter a bus stop, bus stand or passenger loading zone on a public street in such a manner that the bus, when stopped to load or unload passengers or baggage, shall be in a position with the right front wheel of the vehicle not farther than 18 inches from the curb and the bus approximately parallel to the curb so as not to unduly impede the movement of other vehicular traffic.

(d)

The operator of a taxicab may not stand or park a taxicab upon any street at any place other than in a taxicab stand so designated. This provision shall not prevent the operator of a taxicab from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers.

(e)

It is unlawful for any such vehicle to stop within an intersection or on a crosswalk for the purpose of receiving or discharging passengers.

(Code 1979, § 9-04-06; Code 1994, § 20-14-21)

Bismarck City Ordinance

12-13-14. Designated Public Carrier Stops and Stands.

The city traffic engineer is hereby authorized to establish bus stops, bus stands, taxicab stands and stands for other passenger common-carrier motor vehicles on public streets in such places and in such number as determined to be of greatest benefit and convenience to the public, and every such bus stop, bus stand, taxicab stand or other stand shall be designated by appropriate stands.

12-13-15. Stopping, Standing and Parking of Buses and Taxicabs Regulated.

1. The operator of a bus may not stand or park such vehicle upon any street or at any place other than a bus stand so designated.
2. The operator of a bus may not stop such vehicle upon any street or at any place for the purpose of loading or unloading passengers or their baggage other than at a bus stop, bus stand or passenger loading zone so designated, except in case of an emergency.
3. The operator of a bus shall enter a bus stop, bus stand or passenger loading zone on a public street in such a manner that the bus when stopped to load or unload passengers or baggage shall be in a position with the right front wheel of the vehicle not farther than 18 inches from the curb and the bus approximately parallel to the curb so as not to unduly impede the movement of other vehicular traffic.
4. The operator of a taxicab may not stand or park a taxicab upon any street at any place other than in a taxicab stand so designated. This provision shall not prevent the operator of a taxicab from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers.

12-13-16. Restricted Use of Bus and Taxicab Stands.

A person may not stop, stand or park a vehicle other than a bus in a bus stop or other than a taxicab in a taxicab stand when any such stop or stand has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any bus or taxicab to enter or about to enter such zone.