



Bis-Man Transit Board Meeting

November 18, 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 – 10.19.16 Transit Board Special Meeting Minutes V2
 - Attachment B – 10.27.16 Transit Board Meeting Minutes V4
 - 2. Financial Report [Roy Rickert]
 - Attachment C – 10.16 Financial Packet
 - 3. Ride Stats [Roy Rickert]
 - Attachment D – 10.16 Ridership Metrics Report
 - 4. Web and Social Media Stats [Kalen Ost]
 - Attachment E – 10.16 Analytics Packet
 - 5. Staff Safety Accreditation [Craig Sjoberg]
 - Attachment F – Safety Analytics 11-10-16
- **Regular Agenda**
 - 6. Discussion of City Commission Meeting [Roy Rickert]
 - 7. Update of Progress with City of Lincoln [Roy Rickert]
 - 8. Update of Progress Made on City Ordinances [Roy Rickert]

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9. Consideration of Merit Increase for Non-Contracted Employees [Roy Rickert]

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



Bis-Man Transit Board Special Meeting Minutes

October 19, 2016

Bismarck Veterans Memorial Public Library

515 N 5th Street, Bismarck

A

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

Meeting was called to order at 6 p.m.

Presentation: Roy Rickert presented the timeline of the proposal draft, as well as changes to the proposal document since the final listening session. Moving forward, the fare increases, change in paratransit service hours, and pursuit of additional funding would go into effect as of January 1, 2017. On April 1, 2017, changes to the fixed route structure would take place. July 1, 2017, would be the final cutoff date for recertification, the potential end of service to Lincoln unless an agreement had been finalized, and the sale of semester fixed route passes would begin. Kim Badenhop requested the first item under the Implementation Timeline be changed from pursuing local funding to begin studying options for additional local funding.

Public Hearing: The public hearing opened at 6:26 p.m. Comments made during the public hearing included the following:

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- Increase holiday service hours on Christmas to allow individuals to spend more time with family.
- What kind of guarantee does Bis-Man Transit have on what kind of money will be made from the pilot program to the University of Mary?
- Bring a proposal to the City of Lincoln for what the city should pay to maintain paratransit service.
- The Senior Center supports moving the paratransit age qualifier to 70. Will the application be different, and to what extent?
- Will volunteers be allowed continued usage of the paratransit system?
- Allowing independent living advocates to serve as verification of disability.
- Will the location of the bus shelter at the High Rise remain in the same location?
- It is not realistic to believe people utilizing the paratransit will begin riding the fixed route.
- Will there be resources available to help potential paratransit customers fill out the application?
- How will the paratransit application work for individuals with mental disabilities and not physical disabilities?

The public hearing was closed at 7:08 p.m.

Question Responses: Board members and staff noted some of the questions asked during the public hearing and provided responses as follows:

- The purpose of the draft proposal is not to approve the application process. The application is an administrative issue. The application will be standard to applications nationwide, using checkboxes. Another document will be sent to a health care provider. The application will help determine if an individual is not able to ride the fixed route mode of service.
- The organization is looking for a plan to be proposed by the City of Lincoln that will outline the City's contribution for the paratransit system.
- The University of Mary estimates that about 500 weekly rides will be generated by extending service to the campus. If ridership doesn't meet what is projected, the route will be altered.
- A contract will be negotiated with ServeYes to determine the future of volunteer usage of the paratransit system.
- Christmas holiday hours may be extended administratively, depending on data collected about usage.
- The bus shelter at the High Rise will be moved to a different location on the block to accommodate the changing fixed route.
- The changes to the fixed route are self-sustaining. Nothing done to the fixed route is coming from resources dedicated to the paratransit mode of service.
- Presently there is no public transportation alternative for the public after 7 p.m. The Extended Hours Service will provide that alternative.

Consideration of Proposal: Steve Heydt moved to change the paratransit age qualification from 75 to 70. Glenn Lauinger seconded the motion and it carried 5-3. DeNae Kautzmann moved to accept the proposal as amended. Kim Badenhop seconded the motion carried unanimously.

Adjourn: The meeting closed at 7:52 p.m..



Bis-Man Transit Board Meeting Minutes

B

October 27, 2016

Bismarck-Mandan Transit Center

3750 East Rosser Avenue, Bismarck

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

Meeting was called to order at 11:30 a.m.

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

Consent Agenda: Kim Badenhop asked why ridership went up but revenue went down. Roy Rickert explained that fewer monthly passes had been sold, and individuals utilizing passes has gone up. Steve Heydt moved to approve the consent agenda. Jeannie Pedersen seconded the motion and it carried unanimously.

Update of System Revisions: Roy Rickert said following the most recent public hearing, changes to the revision were made as directed by the Board. This document was forwarded to the City of Bismarck and is an agenda item for the Bismarck City Commission's Nov. 8 meeting. Due to the

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current service contract with the City ending on Dec. 31, 2016, and both the City and Transit Board needing to sign the document, Roy Rickert suggested creating an extension amendment to the current contract that would allow for a month-to-month extension until the new contract is signed. Steve Heydt moved to approve the amendment to the contract. Jeannie Pedersen seconded the motion and it carried unanimously.

Discussion of Workload Timeline: Roy Rickert presented a document outlining many of the ongoing and future projects the organization will work on. These projects include the following:

- **RFP for Auditing Services** – This RFP has been distributed, but no responses have been received. However, there have been inquiries made to the organization. The audit will be conducted in May 2017.
- **2014 Triennial** – The organization sent paperwork to the FTA from the last four paratransit cutaways. If accepted, this paperwork should close the 2014 Triennial.
- **2017 Triennial** – The pre-visit paperwork has begun for the 2017 Triennial. Roy Rickert estimated the Triennial would be in March or April, based on previous timelines.
- **Grants** – The 5339 grant application is due Dec. 23, 2016, and a transportation plan is due prior to the 5310 grant submission. The state may combine the 5339 and 5310 applications in the future.
- **NTD** – The NTD report is due Spring 2017.
- **RFP for Operations** – The Operations contract expires June 30, 2017, and the RFP will need to be created soon.
- **Telephone System RFP** – A new telephone system is projected to save the organization money, but the RFP for the new system has not yet been started.
- **System Rebrand** – This project will likely be started following the completion of other projects.
- **Website RFP** – This project will likely be started following the completion of other projects.

Glenn Lauinger said some of the changes that are proposed are in violation of the organization's bylaws. DeNae Kautzmann said there must be 10 days notice given to the Board of Directors and a 2/3 majority vote is needed to make changes to bylaws or to adopt new bylaws. Steve Heydt moved to update bylaws and articles of incorporation after the organization agrees on a contract with the City with the Executive Committee to review and draft amendments to the bylaws and the articles of incorporation.

Meeting Date Change: Kim Badenhop moved to change the November meeting date to Nov. 18. Kim Stevenson seconded the motion and it carried unanimously.

Discussion of City Ordinances: Roy Rickert said that in looking at city ordinances, buses are not allowed to stop anywhere but bus stops approved by the City. The ordinances do not differentiate paratransit cutaways, fixed route buses or school buses. Steve Saunders said a committee is being formed that will include the traffic engineer, Bismarck administration, Roy Rickert and others.

Executive Director's Report: The first stage of the Triennial will be completed by December 16, 2016. Roy Rickert has been in contact with Lincoln mayor Gerald Wise, and is providing him with

information he has requested. The organization is working with the Army National Guard to create an appeal letter to help pay for passes for veterans. The organization received the expected amount for the sale of non-public stocks.

Administrative Committee: No Updates

Finance Committee: No Updates

Board Application Committee: Marge Ellefson and Steve Heydt have applications and will set up a meeting for late November or early December to ensure preparation for the next year. Six members are up for renewal. Following their meeting, the committee will bring it back to the full board for discussion. Kim Stevenson and Jeannie Pedersen requested to join the committee and were added.

Adjourn: Steve Heydt moved to adjourn. Kim Badenhop seconded the motion. The meeting adjourned at 12:46 p.m..

11:29 AM

11/09/16

Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

October 2016

	Oct 16	Oct 15	Jan - Oct 16
Ordinary Income/Expense			
Income			
40101 · 40101 Fare Box Income Transit	36,750.75	30,000.00	304,397.03
40102 · Fare Box Income CAT	5,410.70	5,293.78	65,515.30
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	701.53	0.00	2,104.59
40801B · INLAND AMERICA	344.49	0.00	931.22
40801 · Interest Income - Other	277.48	80.59	4,637.99
Total 40801 · Interest Income	1,323.50	80.59	7,673.80
40802 · Golden Age Services	0.00	1,500.00	3,000.00
40803 · RSVP	3,500.00	3,500.00	10,500.00
40805 · United Way	0.00	0.00	375.00
40806 · ND Medicaid	18,635.78	0.00	68,909.81
40807 · NDAD	180.00	195.00	2,127.50
40808 · PACE	396.00	336.00	3,666.00
40809 · MOBILE ADS	5,725.00	4,764.34	49,590.10
40810 · TAXI 9000	9,533.00	6,000.00	87,330.00
40811 · WEST RIVER	751.00	540.00	6,514.00
40812 · DEL MAR VENDING	180.52	0.00	944.91
40813 · Burleigh County Senior Center	0.00	0.00	2,000.00
40814 · ND DEPARTMENT OF TRANSPORTATION	0.00	0.00	378,648.00
40840 · City of Bismarck Mill Levy	1,609.45	492.42	949,959.06
40850 · City of Mandan Mill Levy	0.00	0.00	133,487.58
40860 · Training Room Rental	0.00	0.00	800.00
40800 · 40800 · Matchable Funds for FTA - Other	0.00	663.46	0.00
Total 40800 · 40800 · Matchable Funds for FTA	41,834.25	18,071.81	1,705,525.76
40870 · SALE OF INVESTMENT	27,213.90	0.00	27,213.90
40997 · Insurance Premium Reimbursement	1,000.00	0.00	1,000.00
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	1,092.00	1,922.96	35,570.15
40999 · 40999 · Miscellaneous Income - Other	219.15	0.00	456.17
Total 40999 · 40999 · Miscellaneous Income	1,311.15	1,922.96	36,026.32
41000 · Total Federal Funds			
41400 · FTA Funds for Operations 50/50	0.00	0.00	698,725.00
41401 · FTA Funds for Maint. 80/20	0.00	0.00	237,423.00
41000 · Total Federal Funds - Other	0.00	0.00	0.00
Total 41000 · Total Federal Funds	0.00	0.00	936,148.00
46400 · Other Types of Income	0.00	0.00	7,850.35
Total Income	113,520.75	55,288.55	3,103,901.66
Gross Profit	113,520.75	55,288.55	3,103,901.66
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	0.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	92.98	0.00	562.29
50111 · 50111 · SERVICE FEES - Other	5.00	0.00	128.75
Total 50111 · 50111 · SERVICE FEES	97.98	0.00	691.04

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Accrual Basis

BisMan Transit Board

Profit & Loss YTD Comparison

October 2016

	Oct 16	Oct 15	Jan - Oct 16
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	299.76	0.00	4,263.76
100B · Capital Electric	2,425.72	2,567.48	23,025.62
100C · Janitorial Services	211.99	0.00	5,120.87
100D · MDU	179.87	243.91	5,293.03
100E · Rodent Control	98.33	95.00	884.97
100F · Waste Management	1,090.43	449.98	5,275.06
Total 50112 · 50112 · UTILITIES	4,306.10	3,356.37	43,863.31
50301 · 50301 · Central Nodak	32,684.20	0.00	281,533.45
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	0.00	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	534.84	0.00	6,041.26
Total 50313A · SHOP EQUIPMENT	534.84	0.00	8,819.80
50313B · FLOOR SCRUBBER MAINT AGREEMENT			
50313B1 · FLOOR SCRUBBER REPAIR	0.00	0.00	626.97
50313B · FLOOR SCRUBBER MAINT AGREEMENT - ...	0.00	0.00	412.00
Total 50313B · FLOOR SCRUBBER MAINT AGREEMENT	0.00	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	143.98	1,219.65
Total 50313 · 50313 · Equipment and Parts	534.84	143.98	16,838.06
50316 · 50316 Shelter and Bus Maint.			
50316A · SHELTER CLEANING	0.00	0.00	3,496.67
50316B · SHELTER REPAIR	0.00	0.00	151.35
50316 · 50316 Shelter and Bus Maint. - Other	0.00	887.25	0.00
Total 50316 · 50316 Shelter and Bus Maint.	0.00	887.25	3,648.02
50321 · Gauranteed Ride Home	0.00	1,220.00	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	39.18	0.00	1,834.14
50499A5 · CHECKS AND DEPOSIT SLIPS	0.00	0.00	393.95
50499A6 · LIGHT BULBS	19.16	0.00	19.16
50499A · Office Supplies - Other	0.00	0.00	575.76
Total 50499A · Office Supplies	58.34	0.00	4,604.15
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	1,010.95	0.00	4,177.12
50499B2 · VEHICLE CLEANING SUPPLIES	0.00	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	756.37	0.00	2,962.23
Total 50499B · CLEANING SUPPLIES	1,767.32	0.00	7,176.25
50499 · 50499 · Supplies - Other	25.52	2,621.31	1,739.73
Total 50499 · 50499 · Supplies	1,851.18	2,621.31	13,520.13

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BisMan Transit Board

Profit & Loss YTD Comparison

October 2016

	Oct 16	Oct 15	Jan - Oct 16
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	1,195.21	0.00	9,527.39
50502A2 · CAT TABLETS	543.30	0.00	4,330.69
50502A · TABLETS - Other	0.00	0.00	3,477.02
Total 50502A · TABLETS	1,738.51	0.00	17,335.10
50502B · OFFICE LINES	474.75	0.00	4,262.80
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	50.00	1,094.08
Total 50502 · 50502 · Telephone	2,213.26	50.00	24,257.98
50600 · 50600 · Insurance	2,980.00	0.00	96,743.00
50600A · BUILDING INSURANCE	0.00	0.00	1,824.79
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	850.94	0.00	3,783.84
50704A2 · TIRES- PARATRANSIT	540.69	0.00	4,162.67
50704A · TIRES - Other	0.00	0.00	816.18
Total 50704A · TIRES	1,391.63	0.00	8,762.69
50704B · REPAIRS			
50704B1 · CAT PARTS	43.82	0.00	33,536.29
50704B2 · CAT- LABOR	0.00	0.00	29,749.69
50704B3 · TRANSIT- PARTS	150.00	0.00	41,098.26
50704B4 · TRANSIT- LABOR	0.00	0.00	42,285.00
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	193.82	0.00	169,325.37
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	299,080.05	14,664.67	330,269.20
Total 50704 · 50704 · Vehicle Costs	300,665.50	14,664.67	508,815.66
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	149,104.03	0.00	1,491,188.82
50801B · CONTRACT SERVICES- CAT	91,569.30	0.00	896,942.49
50801 · 50801 · TAXI 9000 - Other	0.00	227,292.17	0.00
Total 50801 · 50801 · TAXI 9000	240,673.33	227,292.17	2,388,131.31
50802 · OTHER SERVICES TAXI 9000	0.00	0.00	640.00
50902 · 50902 · Travel			
50902A · LODGING	527.70	0.00	6,143.61
50902B · AIRLINES	0.00	0.00	3,440.80
50902C · MILEAGE REIMBURSEMENT	0.00	0.00	549.72
50902D · MEAL EXPENSE	60.83	0.00	650.66
50902E · TRANSPORTATION	0.00	0.00	129.28
50902F · AIRPORT PARKING	0.00	0.00	80.00
50902 · 50902 · Travel - Other	0.00	143.33	348.53
Total 50902 · 50902 · Travel	588.53	143.33	11,342.60

BisMan Transit Board

Profit & Loss YTD Comparison

October 2016

	Oct 16	Oct 15	Jan - Oct 16
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	1,097.72	0.00	2,650.61
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	2,880.00
50908 · 50908 · Advertising - Other	528.00	2,808.67	3,074.00
Total 50908 · 50908 · Advertising	1,625.72	2,808.67	11,969.15
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	385.80	0.00	1,807.59
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	101.18	0.00	1,472.29
50991B · EXTERNAL - Other	0.00	0.00	288.58
Total 50991B · EXTERNAL	101.18	0.00	1,760.87
50991 · 50991 · Printing & Copying - Other	0.00	1,092.94	2,468.15
Total 50991 · 50991 · Printing & Copying	486.98	1,092.94	6,036.61
50992 · 50992 · Postage	186.00	689.50	2,758.00
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	149.93	0.00	933.75
50994 · 50994 · Miscellaneous Expense - Other	0.00	299.29	35.00
Total 50994 · 50994 · Miscellaneous Expense	149.93	299.29	968.75
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
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	149.09	0.00	2,909.25
51401D · SOFTWARE	122.45	0.00	3,650.93
51401E · PARTS	0.00	0.00	162.72
51401 · 51401 · Computer Costs - Other	0.00	737.36	2,738.00
Total 51401 · 51401 · Computer Costs	271.54	737.36	9,831.88
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	100.62	0.00	30,101.69
51402B · ROUTE MATCH- TRANSIT	0.00	0.00	29,979.62
Total 51402 · Route Match Software	100.62	0.00	60,081.31

11:29 AM

11/09/16

Accrual Basis

BisMan Transit Board
Profit & Loss YTD Comparison
October 2016

	Oct 16	Oct 15	Jan - Oct 16
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	0.00	0.00	1,095.07
51403B · BOILERS	251.08	0.00	815.46
51403C · ELECTRICAL	982.26	0.00	1,405.54
51403D · GARAGE DOOR REPAIRS	0.00	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	516.04
51403H · PLUMBING	485.64	0.00	485.64
51403I · FLOOR STRIPPING AND WAXING	0.00	0.00	900.00
51403J · PAINTING SUPPLIES	16.27	0.00	16.27
51403 · 51403 · Building Costs - Other	3,833.78	338.00	6,596.87
Total 51403 · 51403 · Building Costs	5,569.03	338.00	15,601.71
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	0.00	0.00	87.20
54000B · NON-FTA TRAVEL EXPENSE	0.00	0.00	12.00
Total 54000 · NON-FTA EXPENSE	0.00	0.00	99.20
62100 · Contract Services			
62140 · Legal Fees	0.00	0.00	1,445.50
Total 62100 · Contract Services	0.00	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	594,984.74	256,344.84	3,567,209.48
Net Ordinary Income	-481,463.99	-201,056.29	-463,307.82
Net Income	-481,463.99	-201,056.29	-463,307.82

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Accrual Basis

BisMan Transit Board
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 January through October 2016

	Jan - Oct 16	Jan - Oct 15	\$ Change
Ordinary Income/Expense			
Income			
201312 · Para Transit Clients	0.00	1,900.00	-1,900.00
40101 · 40101 Fare Box Income Transit	304,397.03	305,845.64	-1,448.61
40102 · Fare Box Income CAT	65,515.30	75,120.17	-9,604.87
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	2,104.59	0.00	2,104.59
40801B · INLAND AMERICA	931.22	0.00	931.22
40801 · Interest Income - Other	4,637.99	3,364.77	1,273.22
Total 40801 · Interest Income	7,673.80	3,364.77	4,309.03
40802 · Golden Age Services	3,000.00	6,000.00	-3,000.00
40803 · RSVP	10,500.00	10,500.00	0.00
40805 · United Way	375.00	1,875.00	-1,500.00
40806 · ND Medicaid	68,909.81	35,121.50	33,788.31
40807 · NDAD	2,127.50	2,157.50	-30.00
40808 · PACE	3,666.00	3,846.00	-180.00
40809 · MOBILE ADS	49,590.10	70,202.49	-20,612.39
40810 · TAXI 9000	87,330.00	60,000.00	27,330.00
40811 · WEST RIVER	6,514.00	5,400.00	1,114.00
40812 · DEL MAR VENDING	944.91	982.48	-37.57
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	949,959.06	853,836.16	96,122.90
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	107,155.67	-107,155.67
Total 40800 · 40800 · Matchable Funds for FTA	1,705,525.76	2,508,541.96	-803,016.20
40870 · SALE OF INVESTMENT	27,213.90	0.00	27,213.90
40997 · Insurance Premium Reimbursement	1,000.00	0.00	1,000.00
40999 · 40999 · Miscellaneous Income			
40998 · INSURANCE RECOVERIES	35,570.15	27,582.59	7,987.56
40999 · 40999 · Miscellaneous Income - Other	456.17	18,000.67	-17,544.50
Total 40999 · 40999 · Miscellaneous Income	36,026.32	45,583.26	-9,556.94
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
46400 · Other Types of Income	7,850.35	8,576.40	-726.05
Total Income	3,103,901.66	4,068,881.43	-964,979.77
Gross Profit	3,103,901.66	4,068,881.43	-964,979.77
Expense			
50110 · RETURNED DEPOSIT ITEM FEE	8.00	0.00	8.00
50111 · 50111 · SERVICE FEES			
50111A · CREDIT CARD SALES FEES	562.29	0.00	562.29
50111 · 50111 · SERVICE FEES - Other	128.75	30.00	98.75
Total 50111 · 50111 · SERVICE FEES	691.04	30.00	661.04

BisMan Transit Board
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 January through October 2016

	Jan - Oct 16	Jan - Oct 15	\$ Change
50112 · 50112 · UTILITIES			
100A · Bismarck Water Department	4,263.76	3,886.51	377.25
100B · Capital Electric	23,025.62	17,600.24	5,425.38
100C · Janitorial Services	5,120.87	4,892.85	228.02
100D · MDU	5,293.03	4,537.08	755.95
100E · Rodent Control	884.97	862.00	22.97
100F · Waste Management	5,275.06	4,196.08	1,078.98
Total 50112 · 50112 · UTILITIES	43,863.31	35,974.76	7,888.55
50301 · 50301 · Central Nodak	281,533.45	189,150.96	92,382.49
50313 · 50313 · Equipment and Parts			
50313A · SHOP EQUIPMENT			
50313A1 · BOBCAT REPAIRS	2,778.54	0.00	2,778.54
50313A · SHOP EQUIPMENT - Other	6,041.26	0.00	6,041.26
Total 50313A · SHOP EQUIPMENT	8,819.80	0.00	8,819.80
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	7,020.21	-5,800.56
Total 50313 · 50313 · Equipment and Parts	16,838.06	7,020.21	9,817.85
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	6,139.50	-6,139.50
Total 50316 · 50316 Shelter and Bus Maint.	3,648.02	6,139.50	-2,491.48
50321 · Gauranteed Ride Home	3,835.00	8,680.00	-4,845.00
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	1,834.14	0.00	1,834.14
50499A5 · CHECKS AND DEPOSIT SLIPS	393.95	0.00	393.95
50499A6 · LIGHT BULBS	19.16	0.00	19.16
50499A · Office Supplies - Other	575.76	0.00	575.76
Total 50499A · Office Supplies	4,604.15	0.00	4,604.15
50499B · CLEANING SUPPLIES			
50499B1 · FACILITY CLEANING SUPPLIES	4,177.12	0.00	4,177.12
50499B2 · VEHICLE CLEANING SUPPLIES	36.90	0.00	36.90
50499B3 · TOILET PAPER AND PAPER TOWELS	2,962.23	0.00	2,962.23
Total 50499B · CLEANING SUPPLIES	7,176.25	0.00	7,176.25
50499 · 50499 · Supplies - Other	1,739.73	20,473.59	-18,733.86
Total 50499 · 50499 · Supplies	13,520.13	20,473.59	-6,953.46

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Accrual Basis

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

	Jan - Oct 16	Jan - Oct 15	\$ Change
50502 · 50502 · Telephone			
50502A · TABLETS			
50502A1 · PARATRANSIT TABLETS	9,527.39	0.00	9,527.39
50502A2 · CAT TABLETS	4,330.69	0.00	4,330.69
50502A · TABLETS - Other	3,477.02	0.00	3,477.02
Total 50502A · TABLETS	17,335.10	0.00	17,335.10
50502B · OFFICE LINES	4,262.80	0.00	4,262.80
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	19,798.73	-18,704.65
Total 50502 · 50502 · Telephone	24,257.98	19,798.73	4,459.25
50600 · 50600 · Insurance	96,743.00	94,928.25	1,814.75
50600A · BUILDING INSURANCE	1,824.79	0.00	1,824.79
50704 · 50704 · Vehicle Costs			
50704A · TIRES			
50704A1 · CAT- TIRES	3,783.84	0.00	3,783.84
50704A2 · TIRES- PARATRANSIT	4,162.67	0.00	4,162.67
50704A · TIRES - Other	816.18	0.00	816.18
Total 50704A · TIRES	8,762.69	0.00	8,762.69
50704B · REPAIRS			
50704B1 · CAT PARTS	33,536.29	0.00	33,536.29
50704B2 · CAT- LABOR	29,749.69	0.00	29,749.69
50704B3 · TRANSIT- PARTS	41,098.26	0.00	41,098.26
50704B4 · TRANSIT- LABOR	42,285.00	0.00	42,285.00
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	169,325.37	0.00	169,325.37
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	330,269.20	1,028,319.82	-698,050.62
Total 50704 · 50704 · Vehicle Costs	508,815.66	1,028,319.82	-519,504.16
50801 · 50801 · TAXI 9000			
50801A · CONTRACT SERVICES- TRANSIT	1,491,188.82	0.00	1,491,188.82
50801B · CONTRACT SERVICES- CAT	896,942.49	0.00	896,942.49
50801 · 50801 · TAXI 9000 - Other	0.00	2,161,893.08	-2,161,893.08
Total 50801 · 50801 · TAXI 9000	2,388,131.31	2,161,893.08	226,238.23
50802 · OTHER SERVICES TAXI 9000	640.00	0.00	640.00
50902 · 50902 · Travel			
50902A · LODGING	6,143.61	0.00	6,143.61
50902B · AIRLINES	3,440.80	0.00	3,440.80
50902C · MILEAGE REIMBURSEMENT	549.72	0.00	549.72
50902D · MEAL EXPENSE	650.66	0.00	650.66
50902E · TRANSPORTATION	129.28	0.00	129.28
50902F · AIRPORT PARKING	80.00	0.00	80.00
50902 · 50902 · Travel - Other	348.53	893.73	-545.20
Total 50902 · 50902 · Travel	11,342.60	893.73	10,448.87

BisMan Transit Board
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	Jan - Oct 16	Jan - Oct 15	\$ Change
50908 · 50908 · Advertising			
50908A · MEDIA ADVERTISING	2,650.61	0.00	2,650.61
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	3,074.00	19,467.56	-16,393.56
Total 50908 · 50908 · Advertising	11,969.15	19,467.56	-7,498.41
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	1,807.59	0.00	1,807.59
50991B · EXTERNAL			
50991B1 · EXTERNAL- TRANSIT	1,472.29	0.00	1,472.29
50991B · EXTERNAL - Other	288.58	0.00	288.58
Total 50991B · EXTERNAL	1,760.87	0.00	1,760.87
50991 · 50991 · Printing & Copying - Other	2,468.15	6,712.87	-4,244.72
Total 50991 · 50991 · Printing & Copying	6,036.61	6,712.87	-676.26
50992 · 50992 · Postage	2,758.00	3,685.13	-927.13
50994 · 50994 · Miscellaneous Expense			
50994A · BOARD MEETING MEALS- PUBLIC	933.75	0.00	933.75
50994 · 50994 · Miscellaneous Expense - Other	35.00	2,592.13	-2,557.13
Total 50994 · 50994 · Miscellaneous Expense	968.75	2,592.13	-1,623.38
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
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	2,909.25	0.00	2,909.25
51401D · SOFTWARE	3,650.93	0.00	3,650.93
51401E · PARTS	162.72	0.00	162.72
51401 · 51401 · Computer Costs - Other	2,738.00	5,639.80	-2,901.80
Total 51401 · 51401 · Computer Costs	9,831.88	5,639.80	4,192.08
51402 · Route Match Software			
51402A · ROUTE MATCH-CAT	30,101.69	0.00	30,101.69
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	60,081.31	39,291.83	20,789.48

BisMan Transit Board
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 January through October 2016

	Jan - Oct 16	Jan - Oct 15	\$ Change
51403 · 51403 · Building Costs			
51403A · HEATING REPAIR	1,095.07	0.00	1,095.07
51403B · BOILERS	815.46	0.00	815.46
51403C · ELECTRICAL	1,405.54	0.00	1,405.54
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	516.04	0.00	516.04
51403H · PLUMBING	485.64	0.00	485.64
51403I · FLOOR STRIPPING AND WAXING	900.00	0.00	900.00
51403J · PAINTING SUPPLIES	16.27	0.00	16.27
51403 · 51403 · Building Costs - Other	6,596.87	33,183.39	-26,586.52
Total 51403 · 51403 · Building Costs	15,601.71	33,183.39	-17,581.68
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
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	3,567,209.48	3,726,443.93	-159,234.45
Net Ordinary Income	-463,307.82	342,437.50	-805,745.32
Net Income	-463,307.82	342,437.50	-805,745.32

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BisMan Transit Board

Check Detail

October 2016

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		10/03/2016		1017000 · ALL DEP...		-92.98
				50111A · CREDIT C...	-92.98	92.98
TOTAL					-92.98	92.98
Check		10/31/2016		1016999 · BILL PA...		-5.00
				50111 · 50111 · SE...	-5.00	5.00
TOTAL					-5.00	5.00
Bill Pmt -Check	3306	10/12/2016	A & B ENTERPRISES	1016999 · BILL PA...		-900.00
Bill	Tr4	09/18/2016		51403I · FLOOR ST...	-900.00	900.00
TOTAL					-900.00	900.00
Bill Pmt -Check	3307	10/12/2016	ADVANCED MECH...	1016999 · BILL PA...		-736.72
Bill	183979	10/03/2016		51403H · PLUMBING	-337.86	337.86
Bill	184542	10/03/2016		51403H · PLUMBING	-147.78	147.78
Bill	INV. 1...	10/10/2016		51403B · BOILERS	-251.08	251.08
TOTAL					-736.72	736.72
Bill Pmt -Check	3308	10/12/2016	BISMARCK TRIBUNE	1016999 · BILL PA...		-312.72
Bill	INV. 2...	10/04/2016		50908A · MEDIA AD...	-312.72	312.72
TOTAL					-312.72	312.72
Bill Pmt -Check	3309	10/12/2016	BISMARCK WATE...	1016999 · BILL PA...		-618.96
Bill	63091...	09/30/2016		100A · Bismarck Wa...	-618.96	618.96
TOTAL					-618.96	618.96
Bill Pmt -Check	3310	10/12/2016	CAPITAL ELECTRIC	1016999 · BILL PA...		-2,425.72
Bill	2224200	10/06/2016		100B · Capital Electric	-2,425.72	2,425.72
TOTAL					-2,425.72	2,425.72
Bill Pmt -Check	3311	10/12/2016	ECO LAB	1016999 · BILL PA...		-98.33
Bill	INV. 8...	10/10/2016		100E · Rodent Control	-98.33	98.33
TOTAL					-98.33	98.33
Bill Pmt -Check	3312	10/12/2016	FASTENAL	1016999 · BILL PA...		-36.86
Bill	NDBI...	09/27/2016		50316B · SHELTER ...	-36.86	36.86
TOTAL					-36.86	36.86

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BisMan Transit Board

Check Detail

October 2016

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	3313	10/12/2016	FIRESIDE OFFICE ...	1016999 · BILL PA...		-65.48
Bill	INV. 8...	10/11/2016		50499B3 · TOILET ...	-65.48	65.48
TOTAL					-65.48	65.48
Bill Pmt -Check	3314	10/12/2016	MDU	1016999 · BILL PA...		-179.87
Bill	27816...	10/07/2016		100D · MDU	-179.87	179.87
TOTAL					-179.87	179.87
Bill Pmt -Check	3315	10/12/2016	OK TIRE	1016999 · BILL PA...		-1,389.22
Bill	149777	09/29/2016		50704A2 · TIRES- P...	-1,204.77	1,204.77
Bill	149791	09/29/2016		50704A1 · CAT- TIR...	-184.45	184.45
TOTAL					-1,389.22	1,389.22
Bill Pmt -Check	3316	10/12/2016	RADIO BISMARCK ...	1016999 · BILL PA...		-528.00
Bill	16090...	09/30/2016		50908D · RADIO/TV	-264.00	264.00
Bill	16090...	09/30/2016		50908D · RADIO/TV	-264.00	264.00
TOTAL					-528.00	528.00
Bill Pmt -Check	3317	10/12/2016	RUNNINGS FARM ...	1016999 · BILL PA...		-20.26
Bill	1610125	10/03/2016		50499A4 · MISC OF...	-20.26	20.26
TOTAL					-20.26	20.26
Bill Pmt -Check	3318	10/12/2016	SAMS CLUB	1016999 · BILL PA...		-299.61
Bill	SEPT	09/30/2016		50499A · Office Sup...	-126.74	126.74
				50994A · BOARD M...	-43.87	43.87
				50908A · MEDIA AD...	-129.00	129.00
TOTAL					-299.61	299.61
Bill Pmt -Check	3319	10/12/2016	STEIN'S INC.	1016999 · BILL PA...		-179.40
Bill	765631	09/30/2016		50499B1 · FACILIT...	-179.40	179.40
TOTAL					-179.40	179.40
Bill Pmt -Check	3320	10/12/2016	TAXI 9000-V	1016999 · BILL PA...		-237,088.36
Bill	SEPT ...	09/30/2016		50801A · CONTRA...	-148,473.28	148,473.28
				50801B · CONTRA...	-88,615.08	88,615.08
TOTAL					-237,088.36	237,088.36
Bill Pmt -Check	3321	10/12/2016	WASTE MANAGEM...	1016999 · BILL PA...		-526.09
Bill	64393...	10/03/2016		100F · Waste Mana...	-526.09	526.09
TOTAL					-526.09	526.09

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Check Detail

October 2016

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	3322	10/19/2016	ELECTRONIC COM...	1016999 · BILL PA...		-150.00
Bill	INV. 7...	10/11/2016		50704B3 · TRANSIT...	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	3323	10/19/2016	INTERSTATE POW...	1016999 · BILL PA...		-263.27
Bill	R0030...	08/12/2016		50704B1 · CAT PAR...	-263.27	263.27
TOTAL					-263.27	263.27
Bill Pmt -Check	3324	10/19/2016	Kramer Agency	1016999 · BILL PA...		-2,980.00
Bill	INV. 1...	10/18/2016		50600 · 50600 · Insu...	-2,980.00	2,980.00
TOTAL					-2,980.00	2,980.00
Bill Pmt -Check	3325	10/19/2016	MENARDS	1016999 · BILL PA...		-35.43
Bill	6004-...	10/01/2016		51403J · PAINTING ... 50499A6 · LIGHT B...	-16.27 -19.16	16.27 19.16
TOTAL					-35.43	35.43
Bill Pmt -Check	3326	10/19/2016	MIDCONTINENT B...	1016999 · BILL PA...		-474.75
Bill	04017...	10/09/2016		50502B · OFFICE LI...	-474.75	474.75
TOTAL					-474.75	474.75
Bill Pmt -Check	3327	10/19/2016	PITNEY BOWES -V	1016999 · BILL PA...		-186.00
Bill	INV. 3...	10/03/2016		50992 · 50992 · Pos...	-186.00	186.00
TOTAL					-186.00	186.00
Bill Pmt -Check	3328	10/19/2016	STEIN'S INC.	1016999 · BILL PA...		-1,010.95
Bill	INV. 7...	10/12/2016		50499B1 · FACILIT...	-1,010.95	1,010.95
TOTAL					-1,010.95	1,010.95
Bill Pmt -Check	3329	10/19/2016	VISA	1016999 · BILL PA...		-1,438.92
Bill	ENDI...	10/02/2016		51401D · SOFTWA... 50499A4 · MISC OF... 51401C · NEW CO... 50994A · BOARD M...	-15.96 -18.92 -149.09 -149.93	15.96 18.92 149.09 149.93
Bill	ENDI...	10/02/2016		50902A · LODGING 50902D · MEAL EX...	-527.70 -60.83	527.70 60.83
Bill	ENDI...	10/02/2016		51401D · SOFTWA... 50908A · MEDIA AD...	-106.49 -410.00	106.49 410.00
TOTAL					-1,438.92	1,438.92
Bill Pmt -Check	3330	10/26/2016	ADVANCED BUSIN...	1016999 · BILL PA...		-385.80
Bill	INV. A...	10/24/2016		50991A · INTERNAL	-385.80	385.80
TOTAL					-385.80	385.80

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11/09/16

BisMan Transit Board
Check Detail
 October 2016

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	3331	10/26/2016	AVI SYSTEMS	1016999 · BILL PA...		-549.28
Bill	INV. 8...	10/19/2016		51403 · 51403 · Buil...	-549.28	549.28
TOTAL					-549.28	549.28
Bill Pmt -Check	3332	10/26/2016	Benco Equipment ...	1016999 · BILL PA...		-839.00
Bill	INV. 3...	10/17/2016		51403 · 51403 · Buil...	-839.00	839.00
TOTAL					-839.00	839.00
Bill Pmt -Check	3333	10/26/2016	BISMARCK-MAND...	1016999 · BILL PA...		-375.00
Bill	INV. 8...	10/24/2016		50908A · MEDIA AD...	-375.00	375.00
TOTAL					-375.00	375.00
Bill Pmt -Check	3334	10/26/2016	BRENDEL'S LAWN...	1016999 · BILL PA...		-80.00
Bill	INV. 3...	10/18/2016		51403 · 51403 · Buil...	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	3335	10/26/2016	CITY OF GRAND F...	1016999 · BILL PA...		-100.62
Bill	INV. 2...	10/10/2016		51402A · ROUTE M...	-100.62	100.62
TOTAL					-100.62	100.62
Bill Pmt -Check	3336	10/26/2016	Cummins N Power	1016999 · BILL PA...		-290.29
Bill	INV. 5...	09/19/2016		51403G · GENERA...	-290.29	290.29
TOTAL					-290.29	290.29
Bill Pmt -Check	3337	10/26/2016	GILLIG	1016999 · BILL PA...		-580.00
Bill	INV. 4...	08/11/2016		50704 · 50704 · Veh...	-580.00	580.00
TOTAL					-580.00	580.00
Bill Pmt -Check	3338	10/26/2016	Nova Fire Protection	1016999 · BILL PA...		-265.00
Bill	INV. 2...	10/20/2016		51403 · 51403 · Buil...	-265.00	265.00
TOTAL					-265.00	265.00
Bill Pmt -Check	3339	10/26/2016	OK TIRE	1016999 · BILL PA...		-2,344.05
Bill	INV. 1...	10/13/2016		50704 · 50704 · Veh...	-933.67	933.67
Bill	INV. 1...	10/13/2016		50704 · 50704 · Veh...	-1,410.38	1,410.38
TOTAL					-2,344.05	2,344.05
Bill Pmt -Check	3340	10/26/2016	ONE SOURCE LIG...	1016999 · BILL PA...		-2,100.50
Bill	54609	10/19/2016		51403 · 51403 · Buil...	-2,100.50	2,100.50
TOTAL					-2,100.50	2,100.50

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BisMan Transit Board

Check Detail

October 2016

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	3341	10/26/2016	SCHUMACHER TR...	1016999 · BILL PA...		-6,876.05
Bill	SEPT ...	09/30/2016		50704B1 · CAT PAR...	-1,341.46	1,341.46
				50704B2 · CAT- LA...	-2,663.75	2,663.75
				50704B3 · TRANSIT...	-733.34	733.34
				50704B4 · TRANSIT...	-2,137.50	2,137.50
TOTAL					-6,876.05	6,876.05
Bill Pmt -Check	3342	10/26/2016	T & M ELECTRIC INC	1016999 · BILL PA...		-982.26
Bill	INV. 3...	10/20/2016		51403C · ELECTRI...	-982.26	982.26
TOTAL					-982.26	982.26
Bill Pmt -Check	3343	10/26/2016	WALLWORK TRUC...	1016999 · BILL PA...		-4,037.58
Bill	INV. 2...	09/27/2016		50704B1 · CAT PAR...	-1,147.23	1,147.23
				50704B2 · CAT- LA...	-2,890.35	2,890.35
TOTAL					-4,037.58	4,037.58
Bill Pmt -Check	3344	10/28/2016	CND	1016999 · BILL PA...		-32,684.20
Bill	INV. 29	10/28/2016		50301 · 50301 · Cen...	-29,090.05	29,090.05
				50301 · 50301 · Cen...	-3,594.15	3,594.15
TOTAL					-32,684.20	32,684.20
Bill Pmt -Check	3345	10/28/2016	NORTH CENTRAL ...	1016999 · BILL PA...		-296,736.00
Bill	INV. 4...	10/28/2016		50704 · 50704 · Veh...	-296,736.00	296,736.00
TOTAL					-296,736.00	296,736.00

Overview of 2016 Operations Grant (5307)

Month	Draw Date	Preventive Maintenance	Operating Assistance	Total	Local	Fed&Local
		381,727	849,650	1,231,377	945,082	2,176,459
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	44,117	29,903	74,020	67,239	156,704
Oct 16	TBD			-		
Nov 16	TBD			-		
Dec 16	TBD			-		
Total		276,495	849,650	1,126,145	945,082	2,086,672
Remaining		105,232	0 *	105,232	0	89,787
Next year's award draw						
Sept 16			82,684		56,377	

Requested - pending review and approval

Reserve Tracking

	Jan 1, 2016 Balances	Additions		Subtractions	Balance 10/31/16
		Interest	Deposits		
CD					
	238,565.02	1,514.71	-	(240,079.73)	-
MM - SAVINGS					
	106,672.25	1,449.92	1,713,529.39	(648,332.44)	1,173,319.12
All Deposits	92.00	-	4,429,407.17	(4,420,151.06)	9,348.11
Bill Pay	87.00	-	3,270,241.11	(2,871,932.20)	398,395.91
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>\$ 2,964.63</u>	<u>\$ 9,413,177.67</u>	<u>\$ (9,276,601.02)</u>	<u>\$ 1,581,063.14</u>

139,541.28 Increase in Cash YTD 1-1-16 - 10-31-16

*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



OCTOBER 2016 MONTHLY REPORT

		Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYTD
RIDERSHIP						
	FIXED ROUTE	9,810	109,223	11,306	110,038	-0.74%
	PARATRANSIT	13,125	132,544	13,480	135,618	-2.27%
	Total	22,935	241,767	24,786	245,656	-1.58%
	FIXED ROUTE AVG. DAILY BOARDINGS	377.31	424.99	418.74	428.16	-0.74%
	PARATRANSIT AVG. DAILY BOARDINGS	423.39	434.57	434.84	446.11	-2.59%
ON TIME PERFORMANCE						
	FIXED ROUTE	94.74%				
	PARATRANSIT	94.79%				
	YTD PERFORMANCE	96.08%				
EFFICIENCY						
REVENUE						
	<u>FIXED ROUTE</u>					
	FAREBOX - OPERATIONS	\$ 5,411	\$ 60,105	\$ 5,294	\$ 75,120	-19.99%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 36,751	\$ 304,397	\$ 30,000	\$ 305,895	-0.49%
	TOTAL REVENUE	\$ 42,162	\$ 364,502	\$ 35,294	\$ 381,015	-4.33%
EXPENSE						
	<u>FIXED ROUTE</u>					
	OPERATIONS	\$ 91,569	\$ 896,942	\$ 92,315	\$ 899,308	-0.26%
		\$ 91,569	\$ 896,942	\$ 92,315	\$ 899,308	-0.26%
	<u>PARATRANSIT</u>					
	OPERATIONS	\$ 149,104	\$ 1,491,189	\$ 148,998	\$ 1,510,673	-1.29%
		\$ 149,104	\$ 1,491,189	\$ 148,998	\$ 1,510,673	-1.29%
	TOTAL EXPENSE	\$ 240,673	\$ 2,388,131	\$ 241,313	\$ 2,409,981	-0.91%
	FAREBOX REVENUE/EXPENSE RATIO	0.18	0.15	0.15	0.16	



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OCTOBER 2016 ANALYTICS OVERVIEW

Website

In spite of a decline of about 11.5% of the user audience from the previous month, page views increased by nearly 500 views (9.36%) from September 2016. Along with the increase in page views, users were drilling deeper into the site (a 12.25% increase in pages per session from 2.53 in September to 2.84 in October) and remaining on the site for 16 seconds longer as compared to the previous month, and 22 seconds longer as compared to the previous October. A decline in new users (1087 in October, as compared to 1269 in September) was offset by an 18.51% increase in returning users (858 in Oct. 2016, compared to 724 the previous month). Mobile traffic continues to be the top producing method of site consumption, as sessions increased nearly 20% over last year (969 sessions in Oct. 2016 compared to 811 in Oct. 2015).

Facebook

Without a paid campaign this month, Facebook performance was down compared to the previous month, as well as versus October 2015. In the past the fixed route has had free ride days to promote, but this year there was no such promotion, and the platform was mostly carried by Tuesday Transit Trivia and the promotion of the transfer point change to Front after that paid campaign's monetary backing had been exhausted.

Twitter

Organic Impressions for October topped September (4076 impressions in Oct. vs. 3264 in Sept.) despite an 8.7% drop in the number of tweets posted for the month. Total engagement was down due to the absence of a paid campaign. Service changes and the day-of promotion of the transfer point change resulted in 5 of the 10 tweets that reached triple-digit reach, with those five posts accumulating the top five post reaches for the month (all over 500).

RouteShout

Three of the four metrics measured were down in October 2016 vs. the previous month, with all four down from the previous year.

Bis-Man Online

No campaigns were utilized in October 2016.

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

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

Mail Chimp

In one of the more successful e-newsletters sent out by the organization, the third-highest amount of campaign opens were recorded in spite of a smaller mailing list size as compared to the two higher recorded e-newsletters. The October 2016 e-newsletter marked just the second time double-digit campaign clicks were recorded, as the 11 clicks from this e-newsletter are the most recorded.

Website Google Analytics Report

Overview	Oct. 2016	Sept. 2016	Change	Oct. 2015	Change
Sessions	1945	1993	-2.41%	1890	2.91%
Users	1253	1416	-11.51%	1378	-9.07%
Pageviews	5524	5051	9.36%	5155	7.16%
Pages/Session	2.84	2.53	12.25%	2.73	4.03%
Session Duration	3:11	2:55	9.14%	2:49	13.02%
Bounce Rate	40.57%	48.17%	-15.78%	45.19%	-10.22%

Visitor Type

New Visitor	1087	1269	-14.34%	1260	-13.73%
Returning Visitor	858	724	18.51%	630	36.19%

Desktop Traffic

Sessions	857	844	1.54%	974	-12.01%
New Users	522	585	-10.77%	698	-25.21%
Pages/Session	2.91	2.46	18.29%	2.84	2.46%
Session Duration	3:00	2:34	16.88%	2:45	9.09%
Bounce Rate	39.67%	49.90%	-20.50%	47.95%	-17.27%

Mobile Traffic

Sessions	969	1036	-6.47%	811	19.48%
New Users	493	606	-18.65%	491	0.41%
Pages/Session	2.84	2.46	15.45%	2.63	7.98%
Session Duration	3:27	3:14	6.70%	2:49	22.49%
Bounce Rate	40.66%	49.90%	-18.52%	42.05%	-3.31%

Tablet Traffic

Sessions	119	113	5.31%	105	13.33%
New Users	72	78	-7.69%	71	1.41%
Pages/Session	2.35	2.35	0.00%	2.45	-4.08%
Session Duration	2:23	2:27	-2.72%	3:18	-27.78%
Bounce Rate	46.22%	53.10%	-12.96%	43.81%	5.50%

Facebook Analytics

	Oct. 2016	Sept. 2016	Change	Oct. 2015	Change
Likes	362	357	1.40%	304	19.08%
# of Posts	21	26	-19.23%	38	-44.74%
Post Clicks	140	200	-30.00%	185	-24.32%
Likes, Comments, Shares	49	78	-37.18%	112	-56.25%
Organic Reach	2531	2956	-14.38%	2012	25.80%
Total Reach	2531	5319	-52.42%	4299	-41.13%
Page/Tab Visits	NA	NA	#VALUE!	148	#VALUE!
External Referrers	NA	NA	#VALUE!	4	#VALUE!

Analytics from Facebook Insights

Twitter Analytics

	Oct. 2016	Sept. 2016	Change	Oct. 2015	Change
Total # of Followers	271	266	1.88%	202	34.16%
# of Tweets	21	23	-8.70%	31	-32.26%
Organic Impressions	4076	3264	24.88%	2028	100.99%
Total Impressions	4076	6271	-35.00%	2388	70.69%
Mentions	0	0	#DIV/0!	3	-100.00%
Enagements	15	113	-86.73%	27	-44.44%
Link Clicks	3	97	-96.91%	3	0.00%
Profile Clicks	2	0	#DIV/0!	0	#DIV/0!
Detail Expands	3	1	200.00%	5	-40.00%
Hastag Clicks	0	0	#DIV/0!	0	#DIV/0!
Retweets	5	6	-16.67%	2	150.00%
Likes	2	5	-60.00%	1	100.00%
Embedded Media Views	0	8	-100.00%	15	-100.00%
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	0.20%	0.05%	300.00%	0.30%	-33.33%

Analytics from analytics.twitter.com

RouteShout Analytics

	Oct. 2016	Sept. 2016	Change	Oct. 2015	Change
Unique Users	10	15	-33.33%	32	-68.75%
Total Responses	67	135	-50.37%	232	-71.12%
SMS	2	2	0.00%	12	-83.33%
Smartphone	65	133	-51.13%	220	-70.45%

Bis-Man Online Report

	Oct. 2016	Sept. 2016	Change	Oct. 2015	Change
Views	0	0	#DIV/0!	314	-1
Impressions	0	0	#DIV/0!	6329	-1
Contact Clicks	0	0	#DIV/0!	7	-1
Watching	0	0	#DIV/0!	6	-1
Emailed	0	0	#DIV/0!	1	-1
FB Referral	0	0	#DIV/0!	0	#DIV/0!
Twitter Referral	0	0	#DIV/0!	0	#DIV/0!
Pinterest Referral	0	0	#DIV/0!	0	#DIV/0!
Other Referral	0	0	#DIV/0!	6	-1

Mail Chimp Analytics

	Mailing List	Campaign		Campaign			
	Size	Opens	Open Rate	Clicks	Click Rate	Bounced	Unsub
2016 Q3	348	86	25.60%	11	3.3	12	1
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

F

November 10, 2016

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

1. Workforce Safety and Insurance's online Drug and Alcohol Reasonable Suspicion training for safety sensitive employees has begun. Managers have been assigned the class and are in the process of completing their work.
2. The Safety Committee Meeting of 10-19-16 focused on a discussion pertaining to the FTA-ADA wheelchair definition's application to the safe transport of customers in geriatric chairs.
3. New Transit drivers received C.P.R. and 1st Aid instruction and certification.
4. Several problematic fire extinguisher brackets in Transit buses were replaced with new in-stock brackets by vehicle maintenance technicians.
5. Documentation required for the Triennial Audit was collected and forwarded to Kalen Ost.