



## **Citizen Transportation Advocacy Group Meeting Minutes**

October 14, 2019, 1:00PM

Bis-Man Transit Center Board Room

3750 E Rosser Avenue, Bismarck

Attending:	Chair/ Susan Dingle	Vice Chair/Trevor Vannett
	Tanya Jo Smith	Jeannie Pedersen
	Kate Herzog	Laura Just
	Mike Chaussee	Jillian Schaible
Not Attending:	Heather Salhus	Bob Brown
	Lorraine Davis	Lee Red Horse
	Helen Baumgartner	
Staff:	Roy Rickert	Deidre Hughes
	Amanda Troutman	

## **Meeting called to order at 1:03 PM.**

**Approval of Agenda:** Kate Herzog moved to approve the agenda. Trevor Vannett seconded the motion. Motion carried unanimously.

**Consent Agenda:** Kate Herzog moved to approve the consent agenda. Laura Just seconded the motion. Motion carried unanimously.

**Public Comment:** None at this time.

**CTAG Member Comments:** Susan Dingle spoke on Helen Baumgartner's behalf notating a concern that the last weather closure was not announced on all the radio stations. Mike Chaussee recalled there being a single outlet to report to that would spread the closure message further.

Mike Chaussee brought up that many community members in the 60-69 age range would like to qualify for paratransit services as they have mobility issues travelling to the nearest fixed route stop. Mike spoke of partnering with other services to transport riders to and from bus routes.

Tanya Smith thanked Bis-Man Transit for participating in the kids' market community event. Deidre Hughes stated that many community members were able to tour the bus and learn about trip planning, fares, and other general topics regarding riding the fixed route buses.

Kate Herzog thanked Roy Rickert for attending the recent Downtowners board meeting. Kate mentioned that the main task regarding bus transportation is identifying which students would benefit the most and would be most likely to ride transit.

Trevor Vannett expressed concern about medical trip will-call's having to wait extended periods of time, sometimes more than two hours. Roy Rickert commented that will-calls are scheduled as vehicles with available spaces are in the vicinity and can often take an hour or more, though two hours is excessive.

Susan Dingle's comments consisted of city expansion, increases in lanes, and the challenges transit will endure with such growth. Susan also expressed concern about pedestrian safety when these changes take effect.

**Financial Report:** Roy Rickert informed the group that the regular annual audit and forensic audit had been finalized with no major findings. Roy also mentioned that the City of Bismarck approved additional funding for transit services and that Transit is still seeking a response from the City of Mandan. Roy stated that Federal funding allocations should be expected in the spring of 2020 and a determination will be made whether Transit meets both Small Transit Intensive Cities (STIC) benchmarks.

**Phone System Update:** Roy Rickert informed everybody that the new phone systems are in place and briefly explained the advanced features.

**Paratransit Pickup/Drop Off Discussion:** Roy Rickert presented a document with tips for making reservations depending on what the rider needs. Roy explained the differences between requesting a pick-up time vs. a drop-off time vs. a will-call time.

**2020 Meet Dates:** Roy Rickert informed the group of the quarterly CTAG meeting dates for 2020: January 13, April 13, July 13, and October 12.

Deidre Hughes stated the holiday hours for paratransit services. Trevor Vannett moved to keep holiday hours the same as the previous year. Mike Chaussee seconded the motion. Motion passed unanimously.

**Executive Director Report:** Roy Rickert reported that two new accessible vans are already in service. Roy informed the group about the application submitted for the Volkswagen settlement and that any funds approved would go toward local match for the purchase of another fixed route bus. Roy stated that paratransit's on-time performance for the year-to-date is at 96% and compliments have increased by 146%. Roy also informed the group of planned facility improvements: LED lighting, new carpet, garage floor, and the parking lot.

**Other Business:** None at this time.

**Meeting adjourned at 2:13 PM.**