



# Bis-Man Transit Board Meeting

May 26, 2022, 11:30AM

<https://us02web.zoom.us/j/85083780809>

Call in: +1 312 626 6799; Meeting ID: 850 8378 0809

## Welcome & Introductions

## Approval of Agenda

## Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2022/4/28 Regular Meeting
  - b. Attachment B – 2022/5/16 Executive Committee Meeting
  - c. Attachment C – 2022/5/17 CTIC Committee Meeting
  - d. Attachment D – 2022/5/20 Finance Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F
4. Decommission Equipment (Tahoe, Recording Hardware, Lawnmower)
  - a. Attachment G
5. 2022 Public Transportation Agency Safety Plan Target Acceptance (no change)
  - a. Attachment H

## Public Comment

## Youth Empowering Social Status Presentation

## Unfinished Business

1. Service Hours/Holiday Hour Update
2. Committee Restructuring
  - a. Attachment I
3. LPL Financial Investment Discussion



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4. City of Bismarck Memorandum of Understanding – Emergency Service

**New Business**

1. 2021 Audit Acceptance

**Executive Director Report**

1. Advertising Update
2. Bench Update

**Operations Report**

**Other Business**

**Adjourn**

- The next Board Meeting will be held on June 23, 2022, at 11:30 am.



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## Bis-Man Transit Regular Board Meeting Minutes

April 28, 2022, 11:30AM

Via Zoom & In-person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending:	Shauna Laber, President	Lynn Wolf, Vice President
	DeNae Kautzmann, Secretary	Helen Baumgartner
	Glenn Lauinger	Lacey Long
	Steve Heydt	Royce Schultze
	Karel Sovak	Commissioner Guy
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Tom Reisenauer
	Danae Thiery	
Guests	Trevor Vannett	Susan Dingle
	Rachel Drewlow	Mike Connelly
	Pat Brink	Patrick Brooke
	Cheri Giesen	Andrew Stromme



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Meeting was called to order at 11:30 A.M.

**Approval of Agenda:** DeNae moved to approve the agenda. Karel seconded the motion. Motion carried unanimously.

**Consent Agenda:** Karel moved to approve the consent agenda. Glenn seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

### Unfinished Business

1. **Mandan Bench Follow-up:** Deidre discussed that three locations for benches in Mandan will be presented at the next Mandan City Commission meeting. Deidre thanked DeNae and Glenn for attending previous meetings for bench locations.
2. **Transit Development Plan Update:** Deidre discussed that the TDP RFP closed and no companies submitted a bid. MPO did ask the companies that were invited to bid why they did not, and answers were that they didn't know the bid was there or didn't have a project manager that was well versed in the transit world. Rachel commented she would take any questions the Board had. Glenn asked if it was because of the scope. Rachel answered no, that the scope was good, and it was just a timing issue for companies at this time. The RFP will go up for bid again in May or June.

### New Business

1. **Free Ride Day - June 14<sup>th</sup>:** Deidre presented to the Board that there was interest in the community for Free Ride Day for Bismarck & Mandan municipal elections. Deidre commented that this would replace "Dump the Pump" day that previously was recognized as free ride day. Lynn moved to approve the Free Ride day on June 14th, 2022. Glenn seconded the motion. Motion carried unanimously.

### Executive Director Report

1. **Otto Bremer Grant Update:** Expiration date is May 13, 2022. Due to supply chain issues, Transit does not have a delivery date ETA. The original order date was in May of 2021 and an extension has been submitted to Otto Bremer. Transit may have to pay on purchase order as proof of purchase to Otto Bremer in order to avoid turning back funds.
2. **Community Outreach:**



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- Touch a Truck in Mandan and Wachter Middle School Scavenger Hunt in the month of May.
- Transit is now a member of the Missouri Valley Homeless Coalition, Inc.
- Deidre has taken over as the Secretary of the Mayor's Committee of people with disabilities, is a member of the Together 45 club, and steering committee for East Main Avenue corridor study.

Deidre commented that there is a slight change to Orange Route to get closer to the newly opened Dream Center on Park Avenue. Deidre discussed the 30% increase on CAT bus ridership from February to March and if it will carry into April from being out of service three days due to inclement weather. DeNae added that Deidre also has been helping South Central with students riding the CAT bus and they are extremely grateful.

**Operations Report:** Danae discussed that National Express is continuing working on staffing and she will be attending a Job Service Hiring event on May 4<sup>th</sup>.

**Other Business:** Deidre thanked Shauna and presented her with a gift for her time served on the Board on behalf of the Board, herself, and the Admin Staff. Danae also presented a thank you gift from National Express. Shauna expressed her gratitude for being able to serve on the Board and thanked National Express for their dedication to Transit and the community.

Karel moved to adjourn the Regular Board Meeting. Lynn seconded the motion. Motion carried unanimously.

Meeting adjourned at 11:47 A.M.



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## Bis-Man Transit Executive Committee Meeting Minutes

May 16, 2022, 3:00 P.M.

Via Zoom

Attending: Lynn Wolf, President Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Staff: Deidre Hughes



The meeting was called to order at 3:00 PM.

Deidre discussed the City Attorney's recommendation to receive approval for Holiday Hours and service hours outside the fixed-route service. The most recent brokerage contract signed with the City of Bismarck, starting January 1, 2022, does not clearly define the paratransit service hours. Deidre informed the committee that a public hearing was scheduled for June 1, 2022, to review holiday and service hours. DeNae recommended the hearing be canceled until more information has been gathered to handle the issue correctly. DeNae also discussed the possibility of working with the City Attorney to develop a contract amendment that would remove the need for all service hour changes to be approved by the City Commission.

After discussion, it was recommended that Deidre continue to compile paratransit ridership data and investigate trends for specific times.

Meeting adjourned at 3:40 PM.





## Community Transportation Input Committee Meeting Minutes

May 17, 2022, 9:00 A.M.  
Via Zoom Conference Call  
3750 E Rosser Avenue, Bismarck

**Attending:**

Chair/Helen Baumgartner

Glenn Lauinger

Lynn Wolf

Randee Sailer

Jeannie Pedersen

Susan Dingle

**Staff:**

Deidre Hughes

Mike Mundahl



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## **Meeting called to order at 9:00 A.M.**

**Regular Agenda:** Jeannie moved to approve the agenda. Randee seconded the motion. Motion carried unanimously.

**Consent Agenda:** Jeannie moved to approve the agenda. Randee seconded the motion. Motion carried unanimously.

**Meeting Dates:** Deidre discussed having a standing meeting date, possibly a week to 3 to 4 days before the regular Board meeting. Deidre stated it would be best to look at either Thursday one week before the Board meeting, or Monday or Tuesday the week of the Board meeting. A meeting time for the CTIC meetings will be facilitated through a Doodle poll.

**Service Hours Discussion/Holiday Hours:** Deidre discussed holiday hours, and informed the committee that she has been in touch with the Bismarck City Attorney who believes the service hours should be put out for public hearing. Following the public hearing, service hours will need to be presented to the Bismarck City Commission for approval. Deidre said there's also a possibility we could work with the City of Bismarck to have more flexibility in making these decisions without taking it to the Commission if we were able to proceed with a contract amendment. Deidre said the Memorial Day and July 4<sup>th</sup> hours have been finalized, with Memorial Day hours being 11 AM – 4 PM, and July 4<sup>th</sup> hours being 10:30 AM – 10:30 PM. Any holiday hours beyond that are not finalized.

**Upcoming Outreach Projects:** Deidre updated the committee on upcoming outreach projects, stating staff would be at Touch A Truck in Mandan this Saturday. Bis-Man Transit will be offering free rides on election day, June 14<sup>th</sup>, 2022 for all riders. Deidre updated the committee on the route change recently made to the Orange Route, the temporary relocation of the Front Avenue transfer point, and said she received approval for additional bus benches in Bismarck and Mandan. Deidre also told the committee that Bis-Man Transit is now part of the Missouri Valley Homeless Coalition and that she is part of the Unmet Needs Committee for this organization. Concerns about hours of operation were brought up regarding getting home from the Dream Center during the evening. Lynn stated that was an issue that would be looked at in the hours of service in the decision-making process. A discussion was had about bus route signs and benches that were not on route. Deidre said she has been working with the cities to get them moved, and that due to advertising contracts, the benches cannot be moved.

**Other Business:** No other business.

**Meeting adjourned at 9:29 A.M.**



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## Bis-Man Transit Finance Committee Meeting Minutes

May 20, 2022, 8:30 A.M.

Via Zoom

Attending:

Glenn Lauinger

Chair DeNae Kautzmann

Lynn Wolf

Staff:

Deidre Hughes

Taylor Kitzan



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Meeting was called to order at 8:30 A.M.

Committee reviewed the decommissioning process as outlined by Deidre for the Tahoe, lawnmower, and recording hardware. The Committee concurred with the process and requested that it be placed on the consent agenda.

Deidre indicated that we have \$44,000 in savings with LPL Financial from the sale of Xenia. She reached out to Mike Daffinrud at Starion regarding investment opportunities. Dividend stocks, I bonds, and index funds were briefly discussed as options to earn more than what savings is generating. The Committee requested that Deidre obtain some investment suggestions from Mike for the Board's consideration at the May Board meeting.

The Audit reflected no findings. Some old deficiencies that haven't fallen off yet were noted, but there were no new findings! The auditors noted that Taylor was excellent to work with and provided whatever was asked for in a timely fashion. Both Deidre and Taylor were congratulated on the clean audit.

An update on the Emergency Services contract was given. The city attorney recommends a Memorandum of Understanding that Transit will provide emergency services if it can, at whatever the current cost is. Pricing will not be locked in.

Meeting adjourned at 8:43 A.M.



## April 2022

### MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
<b>RIDERSHIP</b>						
FIXED ROUTE	5,056	21,198	4,087	16,518	23.71%	28.33%
PARATRANSIT	6,559	29,915	6,825	26,580	-3.90%	12.55%
Total	11,615	51,113	10,912	43,098	6.44%	18.60%
FR AVG. DAILY BOARDINGS	219.83					
DR AVG. DAILY BOARDINGS	242.925926					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
<b>REVENUE HOURS</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>
FIXED ROUTE	1,606.50	6,990.58	3.15	3.03	2.29	7,214.5
PARATRANSIT	2,231.17	10,283.56	2.94	2.91	2.95	9,003.6
Total	3,837.67	17,274.14	3.03	2.96	2.7	16,218.1
			Pass./Mile	Pass./Mile		
						% INC/DEC
<b>REVENUE MILES</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>
FIXED ROUTE	25,689	111,631	0.20	0.19	117,488	
PARATRANSIT	31,293.60	139,745.02	0.21	0.21	123,551	
Total	56,982.90	251,376.32	0.41	0.40	241,039	
					% INC/DEC	% INC/DEC
<b>ON TIME PERFORMANCE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>OVR PYM</b>	<b>OVR PYTD</b>
FIXED ROUTE	85.00%	88.00%				
PARATRANSIT	91.00%	94.50%	94.00%	94.00%	-3.19%	0.53%
<b>RIDERSHIP PER ROUTE</b>						% INC/DEC
<b>ROUTE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>			<b>0.59476906</b>
BLACK	1043	4268		895		16.5%
BLUE	627	2771		569		10.2%
GREEN	897	4263		738		21.5%
RED	567	2467		208		172.6%
ORANGE	1006	3579		607		65.7%
PURPLE	916	3850		1070		-14.4%
<b>RIDERSHIP BY DESTINATION</b>	(Included in 'Ridership Per Route' Numbers)					
U-Mary	125	580		74		68.9%
UTTC	38					
Bismarck Library	334					
Mandan Walmart	61					
Mandan Dans	320					
<b>ACCIDENTS</b>	<b>Month</b>	<b>Month at Fault</b>	<b>YTD</b>	<b>YTD at Fault</b>		
FIXED ROUTE	0	1	4	3		
PARATRANSIT	0	0	5	1		
SERVICE VEHICLE	0	0	0	0		
<b>COMPLAINTS</b>	<b>Month</b>	<b>YTD</b>				
FIXED ROUTE	0	3				
PARATRANSIT	3	6				
Office Staff	0	0				
<b>COMPLIMENTS</b>	<b>Month</b>	<b>YTD</b>				
FIXED ROUTE	0	1				
PARATRANSIT	0	2				
Office Staff	0	0				



May 26, 2022

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Decommission Tahoe, Eventide Logger Software, Torro Mower

**BACKGROUND:** With the recent service truck purchase, Bis-Man Transit no longer needs the 2009 Chevrolet Tahoe for snow removal. This vehicle was purchased in 2012.

The Eventide Logger Software and related equipment used for radio voice recording are obsolete, and have not been used in several years. The system was purchased in 2005 and is fully depreciated.

The Torro Tractor Mower, purchased in 1998, is no longer used and has fully depreciated.

**DISCUSSION:** The 2009 Chevrolet Tahoe is valued at \$12,000. If approved, the vehicle will be sold privately. A portion of the proceeds will be retained by Bis-Man Transit.

Fleet Information	VIN #	Mileage	Purchase Price	Funding Source
#68 2009 Chevy Tahoe	1GNFK13099R150002	87,207	\$26,057.50	FY2006 5309

**FINANCIAL IMPACT:** A portion of the funds received from the private sale of the Chevrolet Tahoe will be retained by Bis-Man Transit. It is anticipated that \$5,600 will be returned to the Federal Transit Administration due to new disposition requirements

**\$6,400 – Retained by Bis-Man Transit**

**\$5,600– 80% of \$7,000 to cover the Federal portion of the original bus purchase**

*The distribution of the local and federal shares starts with the sales proceeds of the item sold for fair market value. Of that amount, the recipient retains \$5,000. Of the remaining amount of the sales proceeds, the recipient retains the amount calculated by its percentage of participation in the cost of the original purchase.*

The Torro Tractor Mower will be sold privately. It is anticipated we will receive \$200-\$400 for it. The Eventide Logger Software will be disposed of.

**RECOMMENDATION:** Staff recommends approval of the request to decommission and sell the 2009 Chevrolet Tahoe and Torro Tractor Mower. Staff also recommends approval to decommission and dispose of the Eventide Logger Software.



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May 26, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Recommendation to approve safety plan targets for July 1, 2022, to June 30, 2023

**RECOMMENDATION:** Staff recommends that the Bis-Man Transit Board of Directors approve the Safety Plan targets for July 1, 2022, to June 30, 2023, as presented.

**BACKGROUND:** The FTA requires that all transit agencies review safety targets within their safety plan annually. This review is due by June 30th of each year. The Board of Directors approved the full safety plan in November of 2020. All content and targets remain the same for this reporting period. NDDOT was contacted regarding target setting and agrees with Bis-Man Transit Staff that targets may remain the same.

Proposed targets are pictured below.

### 7.3 Targets

Measuring safety performance metrics includes targets or goal we strive to accomplish. The following lists are the targets set for Bis-Man Transit in accordance with the North Dakota Department of Transportation targets.

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	5 or less	0.2	7 or less	0.28	10,000
ADA/ Paratransit	0	0	1 or less	0.1	1 or less	0.1	70,000



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# Attachment I

## Executive Committee

Standing

Lynn Wolf	Chair
Lacey Long	
DeNae Kautzmann	

## Finance Committee

Standing

DeNae Kautzmann	Chair
Lynn Wolf	
Glenn Lauinger	

## Administrative Committee

Standing

Karel Sovak	Chair
Royce Schultz	
Steve Heydt	

## CTIC

Helen Baumgartner	Chair
Glenn Lauinger	
Lynn Wolf	

## Holiday Hours Committee

Lynn Wolf	
Helen Baumgartner	
DeNae Kautzmann	
Royce Schultze	