



Bis-Man Transit Board Meeting

September 1, 2022, 1:00 PM

<https://us02web.zoom.us/j/89021946004>

Call in: +1 312 626 6799; Meeting ID: 890 2194 6004

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2022/7/28 Regular Meeting
 - b. Attachment B – 2022/8/10 Special Meeting
 - c. Attachment C – 2022/8/16 CTIC Committee Meeting
 - d. Attachment D – 2022/8/30 Finance Committee Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment

Unfinished Business

1. Bus Hoist Recommendation Approval
 - a. Attachment G
2. Holiday Hours
 - a. Attachment H

New Business

1. Budget Amendments – IT Room Cleanup, Flatbed Trailer, Bus Hoist
 - a. Attachment I
2. Bus 602 Decommission and Disposal
 - a. Attachment J



3750 E Rosser Avenue,
Bismarck, ND 58501



701.258.6817



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Executive Director Report

1. Community Outreach Update
2. TDP/Strategic Meeting Update

Operations Report

Other Business

Adjourn

- The next Board Meeting will be held on September 22, 2022, at 11:30 am.



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A

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

Bis-Man Transit Regular Board Meeting Minutes

July 28, 2022, 11:30 AM

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

Attending: Lynn Wolf DeNae Kautzmann
Andrew Stromme Lacey Long
Helen Baumgartner Steve Heydt
Commissioner Splonkowski

Not Attending: Royce Schultze Glenn Lauinger
Commissioner Rohr Karel Sovak

Staff: Deidre Hughes Mike Mundahl
Taylor Kitzan Craig Thomas
Danae Thiery

Guests: Trevor Vannett Susan Dingle
Mike Connelly Rachel Lukaszewski

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

Approval of Agenda: Steve moved to approve the Agenda. DeNae seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae moved to approve the Consent Agenda. Andrew seconded the motion. Motion carried unanimously.

Public Comment: Trevor commented on the Holiday Hour Committee recommendation and encouraged the Board to consider approving the CTIC recommendation. He also commented that he has been reached out to by 4 or 5 agencies and that they are opposed to the recommendation of changing all Holiday Hours to 10AM to 2 PM and that it may affect other things as well. Lynn asked Trevor what agencies have reached out to him. Trevor answered that the ARC of ND, Support Systems, D.D. Council, and Voc Rehab. Mike Connelly asked for clarification on the 15 minute and 3-minute verbiage in the Public Comment Policy. Lynn answered that the Public Comment portion of the meeting is not to exceed 15 minutes and that each individual may not exceed 3 minutes with their public comments. Susan commented that each holiday is different and having a “one size fits all” approach may not be the most sensible idea. She also commented that due to scheduling, people only would have an hour and a half to 3 hours to spend time with their friends and families, so the Board would need to be more responsive to their time and needs.

Committee Updates

- 1. Holiday Hour Committee:** DeNae stated that the Holiday Hour Committee recommends to have standardized hours from 10 A.M. to 2 P.M. for all holidays. DeNae explained that according to the statistics from previous holidays, 10 A.M. to 2 P.M. were the most utilized hours by individual riders. DeNae also noted that there were very few riders that used Paratransit on the holidays, with the most being 54 riders on Thanksgiving Day 2021. For example the number of riders for the 4th was about the same this year as last and you ran 10:30-10-30 this year and Sunday hours last year. The service simply is not being utilized, DeNae moved to approve the Holiday Hours recommended by the Holiday Hour Committee. Steve seconded the motion. Steve asked Deidre or Danae if there would be appropriate amount of staff for those times. Deidre answered that Craig was present and answered yes, that there would be appropriate amount of staff for those times. Helen expressed to the Board that after the Holiday Hour Committee meeting she felt that she made the wrong decision in agreeing to the recommendation given. Helen explained that 4 hours of service may not be enough time for riders to spend with family and friends on holidays. DeNae commented that if a decision isn't made on Holiday Hours, that the Board is forced to default to 2021 Holiday Hours as well as any holidays



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landing on a Sunday to be normal Sunday operating hours. DeNae explained that any changes made to holiday hours may result in a contract amendment or an approval by Bismarck City Commission. Lynn asked DeNae to explain the actions that have been made that the Board will need to address. DeNae explained that the Board agreed to have 45 total hours used for Holiday Hours, but it was never part of the contract to operate that way, it was only referred to at a City Commission meeting during the last contract period. DeNae commented that the motions to be rescinded are the 45 total hours used for Holiday Hours, as well as any holiday that falls on a Sunday would operate with normal Sunday hours. DeNae also commented that Bis-Man Transit is the only agency in the state that operates any mode of transportation on holidays and Sundays, it is not required. Andrew commented that the times presented for rides taken on the 4th of July, may not reflect the times riders would like to take rides on Thanksgiving or Christmas. DeNae replied to Andrew's comment that she presented the 4th of July holiday data as an example of riders not utilizing the service, so it does not make economic sense to have extended service hours on holidays. Helen commented that Trevor asked the Board to consider the CTIC recommendation and table voting on Holiday Hours. She also felt there were members of the Board that were missing from the meeting that had strong opinions on the subject, so that would also be a reason to table the decision. DeNae called the question that if a decision is not made holiday hours would default as previously stated. Motion carried.

DeNae moved to rescind the previous policy is that any Holiday that falls on a Sunday operates normal Sunday business hours. Steve seconded the motion. Motion carried.

DeNae moved to rescind the previous policy that Bis-Man Transit will provide 45 hours for holiday service. Steve seconded the motion. Motion carried.

Unfinished Business

- 1. Urban Grant Bench Update:** Deidre explained that Transit has had hiccups with the Urban Grant award due to not being able to advertise on the 8 benches that the grant would fund. Solar lighting is also part of the grant. Due to the scope of work of the grant, we would not be able to remove one project and not the other, so we would have to turn back the grant altogether. Deidre asked the Board for approval for a budget amendment to move \$10,400 from the Paratransit Operations account (50803A) to the Bench/Shelter Repair account (50316B) to cover the expenses of what the Urban Grant would have covered. Steve moved to approve using local funds to purchase the eight benches and



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solar lighting for shelters and the budget amendment. Lacey seconded the motion. Motion carried unanimously. Lynn wanted to confirm that we would not be receiving any funds from the Urban Grant. Deidre answered yes, that we would not be receiving any funds from the Urban Grant. DeNae commented that the motion was also the recommendation from the Finance Committee.

2. FY23 5339 Grant Projects – Bus Hoist RFP Approval: Deidre explained that this RFP must be a sealed bid and will have to be advertised for 30 days with the formal federal clauses. Deidre asked the Board for approval for the Bus Hoist RFP. Lacey moved to approve the Bus Hoist RFP. Andrew seconded the motion. Motion carried unanimously. Deidre commented that the other project within the 5339 grant is to replace the fareboxes and that she is working with the FTA and others on the correct sole-source procurement process for that.

3. Quarterly Roundtable Update: Deidre discussed the following goals:

- Goal 1 - Increase advertising revenue: Our annual goal is \$80,000 and we are at \$69,753.83 so far this year and are at \$3,476.67 for 2023. Deidre thanked Mike for working hard at achieving our goal.
- Goal 2 - Identify and apply for a minimum of one new grant: AARP Community Challenge Grant and 5339 NDDOT Grant to purchase bus hoist and new farebox system.
- Goal 3 - Continue to foster and improve relationships with community stakeholders: Deidre is a member of the Unmet Needs Committee for Missouri Valley Homeless Coalition and Bis-Man Transit is now a member of the Missouri Valley Homeless Coalition.
- Goal 4 - Re-examine the relationship with City of Bismarck, through the Transit Development Plan: Transit Development Plan consultant has been chosen.
- Goal 5 – Pursue full TDP with the MPO: All items within the RFP for TDP will be addressed. The TDP process is scheduled to begin August 2022.

4. Transit Development Plan Discussion – Rachel Lukaszewski: Deidre discussed that the TDP was up for bid earlier this Summer with no proposals submitted. The MPO put it up for bid again and there were two proposals submitted. Rachel explained that the Top Ranked consultant for the TDP was SRF Consulting firm. This TDP will be focused on envisioning what the community wants from a Transit Agency and how to achieve that. Rachel asked the Board how they would like to be involved early on the planning process. Rachel's



recommendation is to involve the Board in vision sessions as just themselves, or if they would like to involve others in the community. Another recommendation is inviting up to 3 Board members to sit on the steering committee that will take place once a month. Andrew supported the idea of the steering committee to implement the what is discussed within the vision sessions. Rachel mentioned that it's not an "either or" and that the Board is open to participate in both recommendation ideas. Lynn asked what the timeframe is that the Board would have to be involved in these groups/committees. Rachel answered that it would be a 12-month commitment with the first 3 to 4 months the most crucial time for active involvement. Deidre commented that a visioning session would be very important. Andrew commented that he agreed with Deidre and would volunteer his time to be a part of a visioning session. DeNae recommended that a Special Meeting be held with the full Board to determine who would serve on the steering committee and vision groups. Deidre answered she would coordinate with Rachel to organize that meeting.

New Business

1. **Stuff the Bus – School Supplies:** Deidre discussed that DeNae mentioned being involved with the "Fill the Bus" event and that after reaching out to the Bismarck Public Schools foundation that supplies that are donated are distributed to Bismarck, Mandan, and surrounding rural schools. Deidre asked the Board for approval to start accepting donations of school supplies for the "Fill the Bus" event until August 19th. DeNae moved to approve accepting donations for the "Fill the Bus" event. Lacey seconded the motion. Motion carried unanimously.

Executive Director Report

1. **Gillig Buses:** Deidre explained that Transit received the two new Gillig fixed route buses arrived last week and Craig's team is working diligently to get them integrated and "road ready." These buses should be on the road within the next month or so. Deidre commented that Mike has contracts in process to have wraps on these buses by September or October of this year.

Deidre informed the Board that her mother-in-law was recently diagnosed with Stage 4 lung cancer and that she may be taking more vacation and sick time than anticipated. She will be bringing her laptop and will work as much as she can to not miss anything. DeNae commented that Deidre should be allowed to work remotely and only to use vacation or sick time while caregiving. DeNae moved to allow Deidre to work remotely while caring for her sick family member. Helen seconded the motion. Motion carried unanimously.



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Operations Report: Danae discussed that the employee of the month is Hailey Hoffman. Hailey is a Customer Service Representative and has been working with Bis-Man Transit since 2016. She has shown hard work and dedication and is a big asset to the National Express team. National has new hires going through training and they will be a great help to the current staffing issue. Danae and Craig are looking into new types of advertisement for employment opportunities and will continue to put efforts towards recruitment and retention. On July 10th, National Express had an employee appreciation event at the Bismarck Larks' game. VIP tickets were given to employees and their families, and those tickets included food, drinks, and a nice section to watch the game from. There was a great turnout and fantastic feedback from the participants. Management will never be able to show the true extent of gratitude and appreciation they have for all of the employees, but will continue to show it as much as possible, in every way they can.

Other Business: Lynn mentioned that August Regular Board Meeting date might be moved to a later date depending on the Bus Hoist RFP.

Andrew moved to adjourn the meeting. Helen seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:32 P.M.



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Bis-Man Transit Board

Special Meeting Minutes

August 10, 2022, 1:30 PM

Via Zoom & In-Person at 3750 East Rosser Ave. Bismarck, ND 58501

Attending: Lynn Wolf Glenn Lauinger
DeNae Kautzmann Karel Sovak
Lacey Long Steve Heydt
Royce Schultze Andrew Stromme

Not Attending: Helen Baumgartner

Staff: Deidre Hughes Mike Mundahl
Taylor Kitzan Tom Reisenauer

Guests: Susan Dingle Trevor Vannett
Julie Horntvedt Kathy Temchak
Pam Treib Carol Cristilli
Lynden Ring Jodie Welle
Jeannie Pedersen Cathy Job



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Meeting called to order at 1:30 PM.

President Lynn Wolf explained that the reason this meeting was called is that the DCIL Advocacy Group for paratransit riders has scheduled an open meeting about the proposed holiday hours. President Wolf stated the hours are proposed as they were voted upon at the July Regular Board Meeting. The holiday hours for every holiday were set from 10 AM to 2 PM. DeNae clarified to the Board that the Holiday Hours are 10 AM to 2 PM on all holidays, no matter what day of the week the holiday falls on. Royce commented that he could not make the July meeting due to being on vacation and that he did not agree with the 10 AM to 2 PM Holiday Hours as it was not a viable option and riders would not have enough time to be with their families. Royce suggested possibly not servicing holidays such as Labor Day or Memorial Day and having longer hours on Thanksgiving and Christmas Day. DeNae explained that the reason that the Board voted on the new hours is that the service is not being utilized outside those hours. DeNae commented that this meeting was to discuss another option and asked Deidre to explain what she had in mind.

Holiday Hours – Paratransit & General Public Option: Deidre explained that extending the hours from 10 AM to 4 PM and allowing the general public to use the service by scheduling a ride at least one day in advance would maximize the service that National Express is providing, and would be a comprehensive option for the disabled and elderly individuals that are relying on the service since it would be extending the hours.

DeNae moved that Bis-Man Transit offer alternate Holiday Hours from 10 AM to 4 PM for every holiday to all public transit riders for all holidays depending on paratransit riders and advocates' response by the August Board Meeting. Steve seconded the motion.

Steve commented that he agreed with the option that Deidre gave to maximize the service by including the general public and giving them the ability to schedule rides and that he felt that it was cost-effective.

Andrew asked what increase in riders Transit would expect with the proposed option compared to when it was offered during the pandemic and if it was received well by riders. Deidre answered that when the service was first offered during the pandemic, we were not seeing much ridership on any mode of transportation, but she does anticipate that it will now be more popular. Deidre also commented that some fixed route riders will not utilize the demand response service because of the cost and that they also have other services, such as Uber and Lyft, that paratransit riders may not be able to use.

Glenn asked if the motion included holidays that fell on a Sunday. DeNae answered yes. Deidre commented that she had already spoken with Craig about the additional hours on a Sunday and that he would be comfortable staffing those times. Glenn asked if this decision would have to have a Public Hearing and City Commission approval. Deidre answered that this decision would not have to, but a full-Service Hour change would. Deidre commented that she was still in contact with Jannelle Combs on that issue.



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Steve asked to clarify that the Holiday Hours were still set as 10 AM to 2 PM and that the motion made in this meeting was only for discussion at the August Regular Board Meeting. President Wolf answered yes. Steve commented that he wants to make sure that Transit makes the best use of its resources when it comes to a final decision on Holiday Hours.

After discussion on the motion, the Motion carried unanimously.

Steve moved to adjourn the meeting. Karel seconded the motion. Motion carried.

Meeting adjourned at 1:45 PM.



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Community Transportation Input Committee Meeting Minutes

August 16, 2022, 11:00 A.M.

Via Zoom Conference Call & In person at
3750 E Rosser Avenue, Bismarck

Attending:	Chair/Helen Baumgartner	Glenn Lauinger
	Randee Sailer	Jeannie Pedersen
	Susan Dingle	Trevor Vannett
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas

Meeting was called to order at 11:00 A.M.

Deidre said the purpose of this meeting was to discuss the proposal offered by the Board at the special meeting the previous week, that all holidays, regardless of the day the fall on, would be offered at 10:00 am – 4:00 pm to all paratransit riders and the general public. This meeting is looking for input about whether riders feel this is a better proposal than the original approved proposal of 10:00 am – 2:00 pm. The meeting was opened up for discussion.

Trevor said he didn't have a problem with the general public but asked for another hour on the back end to extend the service until 5:00 pm. Jeannie said it was suggested at the DCIL-hosted meeting that the service run until 6:00 pm so people would have time to eat with families and have fewer hours on Memorial Day & Labor Day. Trevor said he was taking feedback from the DCIL-hosted meeting and would agree to 6:00 pm, but was trying to compromise with the Board and said the main holidays for them were Christmas, Thanksgiving, and the 4th of July.



Deidre said the goal of the Board was to have standardization of holiday hours.

Jeannie said people from nursing homes or group homes want to be with their loved ones and that this might be the only time they can get out to see them.

Trevor said that with the talk about other changes, they don't want to approve something and then have it change again and that riders would like consistency. Deidre said the original conversation was about consistency for holiday hours, which was the goal; however, because this grew into a larger issue, if something is approved and we go back to look at service hours, there could be more than one revision in the next year or two.

Jeannie said it's hard when they were allowed to have everything, to all of a sudden, now everything is taken away and minimizing their hours to almost nothing. Susan said that if people are concerned about having the most hours possible with their family, they would want to get picked up as early as possible and dropped off as late as possible, putting pressure on start and end times. She questioned whether there would be enough buses and drivers available. She said one reason to think about more hours available is so pickup times could be more staggered, and people would still be able to have a nice time with family and friends. Susan said we have to think through the issues we are trying to serve our users, their needs, what they are doing with their time, and how we accommodate that. She added that many people discussing this do not use the service and do not know how long you have to wait for a bus and how long a trip takes. She said if the public likes the idea and it is successful, we will have full buses, creating additional challenges.

Helen said Christmas is a holiday that keeps popping up and thinks 10:00 am – 2:00 pm creates hardship and asked if it was possible to separate Christmas from the other holidays. Deidre said it was discussed initially, but then we end up saying this religious holiday is more important than any other holiday and that we have to be careful with prioritizing. Susan said Christmas and Thanksgiving are extended family holidays.

Trevor said he was trying to come up with a compromise. Deidre said the 10:00 am – 4:00 am proposal was the compromise to show we are doing everything we can while still making smart decisions business-wise. Deidre said all comments would be sent out in the Board packet before the next meeting, which would be postponed due to the closing date on a bid. All comments would need to be submitted by August 26th, 2022.

Helen said she wants the committee to realize how Deidre works to get the best service she can for the people that ride.



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Randee said some advice from the DCIL-sponsored meeting was to charge paratransit riders 50 cents a ride to use the CAT bus rather than allow them to ride free. Susan said she would provide a summary of the DCIL-sponsored meeting in the next couple of days.

Glenn said he wanted to make it clear that the public comments are not limited to whether people do or do not favor 10:00 am – 4:00 pm, but that all comments are welcomed. Deidre clarified that any remarks related to transit are welcome at any time and that any holiday hours-related input received before August 26th, 2022, would be included in the Board packet.

Glenn said he had heard about issues that we were not notifying riders of meetings. He said he reviewed the website, and there is notice of every meeting, with generally 3-4 days notice, unless there is an emergency meeting that does not allow as much time for notice.

Glenn said he heard an issue that some signs on the buses were too small or were put on the sides and not upfront. Craig explained that signs on the plexiglass created a safety issue with the driver not being able to see into the passenger area.

Helen said she heard comments that agencies are unaware of what is happening and wanted to know if there was a way to keep them informed. Deidre suggested adding them to the press release distribution list if contacts would be interested in being included.

Meeting adjourned at 11:44 A.M.



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Bis-Man Transit Finance Committee Meeting Minutes

August 30, 2022, 10:00 A.M.

Via Zoom

Attending:

Chair DeNae Kautzmann

Glenn Lauinger

Lynn Wolf


Staff:

Deidre Hughes

Taylor Kitzan

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Meeting was called to order.

Deidre indicated we received five bids for the bus hoist. 2 were unresponsive. The lowest bid was by Lift Now. Federal 5339 grant will be used to purchase the hoist with \$8,748.80 local match. This wasn't budgeted, and an amendment is needed to the budget to move \$9,000 from bus parts to shop equipment line items. Finance Committee recommends to the Board that the bid if Lift Now is accepted, the budget amendment approved, and the current hoist be disposed of.

Triennial findings will be closed out with the bus hoist purchase.

The City contract proposal has been drafted but doesn't reflect the meeting discussion. If the final draft is not received by this afternoon, the matter will be removed from the agenda.

Holiday hour comments were received and included in the Board packet. Summary of comments reflect no opposition to rides for the general public, wanting longer hours, prefer 10-4 over 10-2.

The budget amendment needed for computer hardware update of \$5,000, purchase of flatbed for bobcat, and the match for the bus hoist. There is \$50,000 in the fixed route bus parts line item that can be transferred for these necessary expenditures. Finance Committee recommends to the Board that the budget be amended accordingly.

Bus 602 has been replaced by one of the new Gillig buses. This bus will be decommissioned and disposed of in accordance with City of Bismarck policy. Finance Committee recommends to the Board that once the City process is complete, the bus is decommissioned and sold at public auction.

Glenn brought a driver concern forward that may be discussed at the Board meeting. National Express handled the matter. The Board sets policy and is not involved with National Express operations.

Deidre notified the Committee that the accident by Cashwise involved two National Express employees. Scott Culver was a driver and a right-hand man to Craig. His wife, Christa, works in dispatch. Scott died at the scene, and Christa is in the hospital with critical wounds that required surgery. The mood at the office is very somber. The Committee asked to be advised if a fund was being set up for Christa as it appears she may be off work for a while.

Meeting adjourned at 10:36 am.



July 2022

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	7,154	39,901	4,096	29,867	74.66%	33.60%	
PARATRANSIT	7,521	53,727	7,324	48,175	2.69%	11.52%	
Total	14,675	93,628	11,420	78,042	28.50%	19.97%	
FR AVG. DAILY BOARDINGS	286.16						
DR AVG. DAILY BOARDINGS	242.61						
Pass./Hour Pass./Hour Pass/Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,770.00	12,384.08	4.04	3.22	2.34	12,746.5	-2.84%
PARATRANSIT	2,483.20	17,975.99	3.03	2.99	3.01	16,019.6	12.21%
Total	4,253.20	30,360.07	3.45	3.08	2.7	28,766.1	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	29,088	197,159	0.25	0.20	207,576		-5.02%
PARATRANSIT	36,239.97	252,366.99	0.21	0.21	218,585		15.45%
Total	65,327.57	449,526.39	0.45	0.42	426,161		5.48%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	83.00%	85.00%					
PARATRANSIT	93.00%	94.29%	96.00%	94.00%	-3.12%	0.31%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
BLACK	1557	8359	807			92.9%	
BLUE	712	4829	598			19.1%	
GREEN	1312	7585	655			100.3%	
RED	762	4487	351			117.1%	
ORANGE	1716	7502	545			214.9%	
PURPLE	1095	7139	1140			-3.9%	
RIDERSHIP BY DESTINATION <i>(Included in 'Ridership Per Route' Numbers)</i>							
U-Mary	176	1009		66		166.7%	
UTTC	25						
Bismarck Library	446						
Mandan Walmart	91						
Mandan Dans	369						
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	4	3			
PARATRANSIT	3	3	9	4			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	2	8					
PARATRANSIT	2	14					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	1					
PARATRANSIT	0	3					
Office Staff	0	0					



September 1, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Mobile Bus Hoist Purchase & Disposal of Existing Hoist Recommendation Approval

BACKGROUND: Bis-Man Transit received 5339 grant funding to purchase a replacement mobile hoist. The current hoist was purchased in 2004 and has exceeded useful life. The hoist is certified annually, and replacement was recommended as parts were no longer carried.

DISCUSSION: Staff released the 22-003 Mobile Bus Hoist Request for Proposals on July 29, 2022. The RFP was advertised on the Bis-Man Transit website for 30 days. Potential bidders were notified of the request. The sealed bids were opened by staff on August 29th at 2:30 PM. Five proposals were received, three of which were compliant. Benco Equipment, RDI Equipment, and Liftnow Automotive Equipment Corporation provided compliant bids. Staff will work with the maintenance team to dispose of the existing bus hoist properly.

Bidder	Bid Received	Checklist	Required Documents	Cost	Compliant with Hoist Specs
Benco Equipment	8/15/2022	x	x	\$ 55,171.21	x
D&J Equipment Sales & Service LLC	8/26/2022		x	\$ 51,792.00	x
RDI Equipment	8/29/2022	x	x	\$ 47,495.00	x
Gray Manufacturing Co Inc	8/29/2022		x	\$ 55,382.00	x
Liftnow Automotive Equipment Corp	8/25/2022	x	x	\$ 43,744.00	x

FINANCIAL IMPACT: The purchase price of the new mobile hoist is \$43,744 from Liftnow Automotive Equipment Corporation, including delivery. If approved, \$8,748 would come from local match to cover the cost of the mobile bus hoist.

Bidder	Federal	Local	Cost
Benco Equipment	\$ 44,136.97	\$ 11,034.24	\$ 55,171.21
RDI Equipment	\$ 37,996.00	\$ 9,499.00	\$ 47,495.00
Liftnow Automotive Equipment Corp	\$ 34,995.20	\$ 8,748.80	\$ 43,744.00

RECOMMENDATION: Staff is recommending approval of the purchase of a mobile bus hoist and the disposal of the current hoist.





Notes on the Paratransit Advocates/Dakota Center for Independent Living Meeting on
Paratransit Holiday Hours and Other Concerns, Monday, August 15, 2022,
at Bismarck Veterans' Memorial Public Library,
Meeting Room A, 1:30-3:50 p.m.

Meeting conveners were: Trevor Vannett (Paratransportation Advocate), Jeannie Pedersen (Peer Program Coordinator at DCIL), and Susan Dingle (Public Transportation Advocate and paratransit rider ally)

Sixteen persons (including meeting conveners) were in attendance: Glenn Lauinger, Royce Schultze, and Helen Baumgartner (all board members of Bis-Man Transit Advisory Board); Janelle Moos, Advocacy Coordinator for ND AARP; ND Sen. Dick Dever; Renee Speidel-Wetzstein of The Arc of Bismarck; Randee Sailer, Kathy Temchack, Mary Robinson, Cathy Job, Carol Cristilli—DCIL staff members; and other general members of the public.

To begin with, we asked some general demographic questions of meeting attendees.

How many use paratransit?—6. How often do you use it?—4, daily, 2, weekly. How many use it on Sundays—3. How many on holidays—1. How many for getting to and from jobs—3. How many for medical appointments—4. Going shopping or to the pharmacy—3. Going to visit friends or family—4. Going to visit friends and family—4. Going to public meetings, concerts, athletic events, or other group occasions—6.

Attendees were presented with the decision to have all 6 holidays have the same holiday hours of service, 10 am-2 pm. (The six holidays were given, based on the Cat bus schedule information: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas; it was explained that since Easter always falls on a Sunday, Easter is on the Sunday hours schedule; Veterans Day is not listed as a holiday, so it is on regular hours). They also were told about the alternate proposal to have all holiday hours from 10 am-4 pm, with the additional proviso that the public could ride on these days with all riders on a first-come, first-served basis and all calling at least 24 hours in advance to reserve a spot and all paying \$3 each way for a ride. Advisory Board thinking on the reduced number of holiday hours and the idea of the same, consistent hours for each holiday was also explained. The advisory board is thinking about costs and efficiencies, as they've said—costs of running nearly empty vans and efficiencies or running vans when the greatest number of riders use them. When audience members questioned the accuracy of the rider counts, Glenn Lauinger explained the process and the several ways counts could be verified—cameras and fare counts, e.g.—and said that making sure of the number and availability of drivers mattered more than costs.

Attendees who spoke mostly did not like the holiday hours, either at 10 am-2 pm or 10 am-4pm. They did not see this number of hours per holiday as meeting the needs of users to travel to a family or other meeting place, gather/socialize/eat and maybe do other activities typically associated with these holidays. Several agreed that fewer holiday hours [than either the 4 or 6 proposed] might be good for Labor Day and Memorial Day, which are not quite the big family holidays as the others. People mentioned that each holiday is a little bit different than each other holiday, both in terms of what people want to do with the time and when they want to do their activities. Longer hours for Christmas, Thanksgiving, and 4th of July were needed, they thought.

Attendees pointed out that for holiday riders who are in nursing homes, getting out on holidays may be the only way they can go to see their families, and so having more than one to three hours to visit with family is important and a major way to socialize and not be socially isolated.

Attendees also asked how they could find out about meetings like this one and other public meetings about Transit. We explained that since this was a special meeting, organized outside of official Transit meetings, we had called and emailed agencies connected with serving people with disabilities, such as Dakota Center for Independent Living, Protection & Advocacy, the Arc, Hit, Pride, Vocational Rehabilitation, and persons who often are advocates for people with disabilities. This meeting was advertised on the P&A email list, as well as by

DCIL. Official Transit Board meetings are the 4th Thursday of the month, and agendas and meeting packets can be found in advance on the Bis-Man Transit website. Other meetings are publicized by Bis-Man Transit via press releases that are also on the website. Additional information can be found on the Transit Facebook page and on Twitter. We noted that despite all our efforts, the turnout of about 16 people was not unusual for public meetings in Bismarck, which often have attendance ranges from 15 to 30-some people—regardless of the amount of advance notice. Glenn Lauinger explained that Bis-Man Transit advertises in the newspaper and via appearances on local media when they are going to have open public meetings directed at getting feedback about service and plans for service initiatives for the future. Meetings now are offered in zoom format, both for phone-in users and for users online, so people do not always have to attend meetings in person.

Attendees expressed concern that not all paratransit users were able to access computers, and formal-meeting formats may be difficult to comprehend. They wondered if more visual formats and displays might be used as additional means of sharing information and requesting feedback.

Attendees were encouraged to give feedback on holiday hours and other paratransit concerns by sending a message on the Bis-Man Transit website, commenting that the opening screen on the webpage now featured such an invitation. An attendee who brought up the webpage on her phone at the meeting noted that as the webpage stated at the time of the meeting, it looked like the message was only asking about the 10-2 or 10-4 holiday hours proposals, not about any other Transit concerns users might have. The attendee did not feel that many paratransit users would feel they had permission to interpret the request for input differently and discuss other matters of concern to them using this link from the website. NOTE: the day after this meeting, Tuesday, August 16, per this concern, the website message was changed. This is what it now reads:

“Based on feedback received about the approved paratransit holiday hours, the Bis-Man Transit Board will consider a proposal to offer alternative holiday hours of 10:00AM - 4:00PM for every holiday, to include all public transportation riders depending on response received from paratransit riders and advocates prior to the August Regular Board Meeting.

Please provide ANY holiday hour input via mail, email, or the comment form on our website available [HERE](#).

Bis-Man Transit
3750 E Rosser Ave
Bismarck, ND 58501

info@bismantransit.com” The webpage URL is: <https://bismantransit.com/home>

People were encouraged to use the email address given on the webpage, the webpage itself, or to call and give a message about their concerns to the Bis-Man Transit receptionist, to whom complaints and kudos regularly go from users of paratransit and the fixed-route services.

At this point, Paratransit had arrived to pick up attendees at the meeting who had arrived via Paratransit and booked a 4 pm return. The meeting informally adjourned.

Submitted by *Susan Dingle*

From: [Susan Dingle](#)
To: [Deidre Hughes](#); [Susan Dingle](#)
Subject: Build on success; keep existing holiday hours; open them to public access; talk to holiday hour users to find out more
Date: Thursday, August 18, 2022 2:17:16 PM

Deidre--as a busy woman and the director, your time is limited, I know. But I thought the headline ideas have merit.

What most impressed me as I stared at the total user numbers for each of the holidays over the last 3.5 years was that the numbers were fairly consistent, even during the pandemic's worst days. To me, this meant that holidays were very important to this committed group and that they would do a lot to try to go visit on holidays.

Something in me always balks when I hear about cutbacks. It sounds like defeat, doom, an admission of loss. If we're ok on the money side, and these hours are 45 or less, why do we need to slash them?

In slashing hours and making holiday visit only good for 3 hours, max on the 10-2 end or maybe 5 at the 10-4 side, we may succeed instead at cutting the number of users--though the 10-4 proposal is more generous, and maybe people would feel it was workable.

Why not simply try to maximize the number of users throughout our typical holiday hours schedule with opening them to the public, as suggested on the 10-4 proposal? We need to think about number of hours of operation, revenue, and number of users for performance statistics and for meeting grant benchmarks. We could even be a trendsetter on paratransit holiday hours with an enlarged program, especially if we're successful at raising use.

One advantage for us now, is that with 50-60 users, all of whom have to make reservations, we have their names and contact data. Why not talk to them--listen, actually--and find out what they use the service for, why they use it the hours they do, and what they like and less like about the service?

From: admin@townsquareinteractive.com
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Contact Us
Date: Friday, August 12, 2022 2:42:47 PM

Name

Susan Dingle

Email

suzsaid@hotmail.com

How did you hear about us?

at meetings

Message

Thinking about the proposal to make holiday hours on the paratransit service from 10-4, I like seeing 2 more hours after 2 p.m. (the original end-hour proposed for holiday hours), but in thinking about holidays where church services are part of the visits people make, many churches have services that START at 10 a.m.--wouldn't you need, then, to make the holiday hours start an hour earlier, at 9, to better serve intended uses? I'd still like to see holiday hours go till 4, so what about 9-4?

From: [Jeannie P](#)
To: [Deidre Hughes](#)
Subject: Comments on Transit holiday hours.
Date: Wednesday, August 31, 2022 8:49:35 AM

Just makes it very inconvenient to get around with limited availability on the holidays for people with limitations. B Carns

They should not cut the hours, the hours they come up with just won't fit peoples needs for if they have to us Transit to work or can't get back homes, or can't see family when there done with work.
A Carns

I don't like what their doing, they need to keep hours as they are, it makes it very inconvenient. It's for family time, that's when family gets to see and spend time with each other. If the divers don't want to work it, the should higher drivers that want to work the hours.

Why make it more rough on me. (Shame on you GUYS) We have it inconvenient already with ourselves for our limitations with how we get around. Then to cut holiday hours, it makes it worse for us. J Martin

Its going to be tough to only see family for few hours. G Schafer

Only being able to see or be out with family for just a few hours is not nice. B Schmidt

Its not fare. People do need rides before 10:00am or after 2:00pm. That 10:00am to 2:00pm is just too short. T Hetletved

It wont be long enough. I feel its not very long. Its inconvenient. Its not till in afternoon when the fun axially starts with family. S Roemmich

We feel cutting holiday hours to 10:00am to 2:00pm would be very hard for the people who use this system. They depend on this system to help get them to see their family & friends which during holidays is good for their emotional state as well as getting them out to socialize. People need to feel wanted & welcome & if they only have a very short amount of time to spend with family & friends or just out, it makes holidays hard to handle because they will miss out on a lot of the celebration for the holiday. The people who use transit usually don't have a lot of other options or any other options. It hardly seems fair to penalize them for their dependence on transit. Please reconsider limiting the holidays hours. A & V Schroeder

I think having the hours of transit being cut is effecting everyone who takes transit. Its hard for them to use the transit when they need to get around. Anytime of the week, all year round. & on holidays.
R Hovda

To keep the hours going like it is now. People still work on those days & need to get to & from work.
D Friedt

Jeannie Pedersen



September 1, 2022

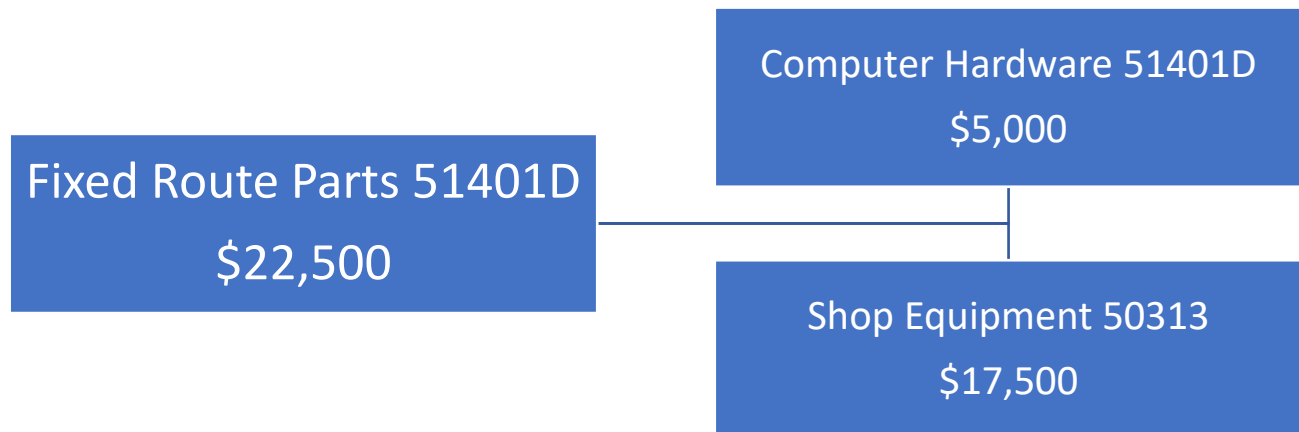
TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Budget Amendment – Shop Equipment, Computer Hardware, Hoist

BACKGROUND: There are three projects that the staff is looking to pursue. The first project involves improving the infrastructure within the IT room that houses all phone and internet connections for the facility. The second project is the purchase of a dual-axel flatbed trailer and associated accessories, which will be used to transport the Bobcat for snow removal in the bus shelters. The third project is to cover the local match required for the mobile bus house purchase.

DISCUSSION: The Fixed Route Bus Parts account currently has a \$50,000 surplus. The following budget amendments are proposed.



FINANCIAL IMPACT: It is anticipated that the IT Infrastructure upgrade will cost approximately \$5,000. FY22 5307 Security Funds will cover 80% of this project. The trailer purchase and associated accessories are estimated to be \$8,500. The local match for the mobile bus hoist is approximately \$9,000. Local match will cover the trailer purchase.

RECOMMENDATION: Staff recommends approval of the proposed budget amendment.



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info@bismantransit.com



701.258.6817



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September 1, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Request for Decommission and Disposal of Bus 602

BACKGROUND: Bus 602 is a 2006 Gillig Low Floor fixed route bus with 600,000 miles, VIN # 15GGE291361091123. This vehicle has exceeded its useful life in both years and mileage. A replacement bus was delivered in July of 2022.

DISCUSSION: Bus 602 is valued at \$2,800. If approved, the vehicle will be sold publicly. Bis-Man Transit will retain sales proceeds if they do not exceed \$5,000.

Fleet Information	VIN #	Mileage	Purchase Price	Funding Source
#602 Gillig Low Floor	15GGE291361091123	538,182	\$283,657.00	FY2006 SOGR

FINANCIAL IMPACT: All sales proceeds for bus 602 will be retained by Bis-Man Transit unless the vehicle sells at auction for more than \$5,000. Staff will work with the Federal Transit Administration to determine the appropriate amount to be returned.

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.

RECOMMENDATION: Staff recommends approval of the request to decommission and dispose of the 2006 Gillig Low Floor bus.



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