



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



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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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