



## Bis-Man Transit Board Meeting

October 27, 2022, 11:30 AM  
Via Zoom and In-person at  
3750 E Rosser Ave. Bismarck, ND 58501

**Attending:**

Lynn Wolf, President

DeNae Kautzmann, Secretary

Glenn Lauinger

Andrew Stromme

Steve Heydt

Helen Baumgartner

Royce Schultze

Commissioner Rohr

**Not Attending:**

Karel Sovak

Lacey Long

Commissioner Splonkowski

**Staff:**

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Tom Reisenauer

Danae Thiery

**Guests:**

Trevor Vannett

Susan Dingle

Jen Weil

Jacey Enget

Rachel Drewlow

Randee Sailer



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

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

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

**Public Comment:** N/A

**New Business:**

1. Transit Asset Plan Recommendation – Deidre explained that the Bis-Man Transit TAM plan is mirrored from the NDDOT TAM plan, with minor changes to the plan and forms that are specific to Bis-Man Transit. Staff recommended approval of the TAM plan as presented. Glenn moved to approve the TAM plan. Royce seconded the motion. Motion carried unanimously.
2. Maintenance Plan Recommendation – Deidre explained that the Maintenance Plan is another plan that is mirrored from the NDDOT Maintenance Plan with room to customize items specified to Bis-Man Transit. Deidre worked with Tom on this plan and recommended approval of the Maintenance Plan as presented. Steve moved to approve the Maintenance Plan. DeNae seconded the motion. Motion carried unanimously.
3. 2022 Stuff the Bus Discussion – Deidre discussed that Bis-Man Transit is looking to run the 4<sup>th</sup> Annual “Stuff the Bus” event from December 5<sup>th</sup> to December 16<sup>th</sup>. A list of items for donations will be accepted at the Bis-Man Transit facility and on-board the CAT buses with AID Inc. Bis-Man Transit will end the event on December 16<sup>th</sup> with a Blood Drive from Vitalant in the Board Room at the facility. Royce asked Deidre how Bis-Man Transit chooses agencies for the Stuff the Bus event. Deidre answered that this year AID Inc. sent a letter looking for donations and that she reached out to see if we could do a drive for their agency. Helen asked what items AID Inc. are looking for. Deidre answered that staff will post the list on the website, social media, and through a press release. Deidre also commented that items will include toasters, towels, and other similar items for families that have been displaced that are getting back on their feet. Steve recommended that in the future, to increase ridership, to offer a one day or time period where if a rider boards the bus with a donation, that they can ride for free. Deidre thanked Steve for the recommendation. Helen moved to approve the 2022 Stuff the Bus event. Royce seconded the motion. Motion carried unanimously.



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4. Free Ride Day Recommendation – November 8<sup>th</sup>

Deidre discussed that staff is recommending approval to offer free rides on Election Day November 8<sup>th</sup>. This event has always been successful in the past on both paratransit and CAT services. The last Free Ride Day was held for the municipal elections in June of 2022 and ridership was 381 rides for CAT and 341 rides for paratransit. Royce moved to approve Free Ride Day on Election Day, November 8<sup>th</sup>. DeNae seconded the motion. Motion carried unanimously.
5. West River Transit Lease Recommendation – Deidre discussed that Bis-Man Transit is looking for a one-year lease agreement with West River Transit at a 3% increase for the 2023 calendar year. Steve moved to approve the West River Transit Lease for calendar year 2023. Helen seconded the motion. Motion carried unanimously.
6. Jefferson Lines Lease Recommendation – Deidre explained that staff is looking for approval for a 10-month lease agreement with Jefferson Lines at a 3% increase to align with National Express contract, as National Express staffs the Jefferson Lines bus depot. Helen asked if the 3% rent increase is an annual increase. Deidre answered yes that is increased by 3% at the beginning of every one-year term, except during COVID, there was no increase. DeNae moved to approve the Jefferson Lines 10-month lease agreement. Glenn seconded the motion. Motion carried unanimously.
7. National Express Quarter Four Liquidated Damage Request – Deidre discussed that Craig requested if the Board would consider a suspension on liquidated damages for performance due to staffing issues for Quarter 4 of 2022. National Express has paid \$37,000 over budget for 2022. Lynn asked the types of things that National Express has done to try to help the staffing issues. Deidre answered that National Express has increased their starting wages for both CAT and paratransit drivers, offering a \$2,000 sign-on bonuses, attending job fairs, advertising with a sign out front of the facility, online, and radio and bus advertisements, as well as cold calls to potential employees. Lynn asked Deidre to explain the \$37,000 increase to the liquidated damages budget. Deidre explained that these are charges for excessive trip duration, on-time performance, and complaints. Deidre commented that these charges are not related to accidents, that those are charged separately. Glenn moved to approve suspending National Express liquidated damages for performance for Quarter 4 of 2022. DeNae seconded the motion. Motion carried unanimously.

#### **Executive Director Report:**

1. Remaining 2022 Project Update – Deidre explained that she is working on the following:
  - FY2023 Budget



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- FY2023 5310 Mobility Manager, After Hours & Sunday Service & 5339 Replacement Cutaway buses & Fixed Route bus grant applications
- Operations RFP to be released January 3, 2023
- TDP with SRF – Community Survey currently out on the Bis-Man Transit website
- RFP for fareboxes to be released October 31, 2022 and this will wrap up Triennial Procurement findings

Deidre commented that she reached out to Janelle Combs at the City of Bismarck on the Contract Amendment and that she was out of the office. Depending on the timing of completion of that amendment as well as approval of projects, there may be a Special Meeting scheduled in place of the November Regular Board Meeting, as Deidre will not be able to attend that meeting. Lynn reminded the Board to watch out for a doodle poll link to reschedule to November Board Meeting. Deidre informed the Board that DeNae reminded her that the Otto Bremer Trust grant extension had been approved to prepay on a Cutaway Bus from Harlow's Sales so the \$81,600 will not have to be turned back. DeNae congratulated Deidre on coming up with a solution with the Otto Bremer grant, so we did not have to turn those funds back.

**Operations Report:** Danae discussed that on Halloween all employees have the option to dress-up in costumes that are work appropriate, not too scary, and no face masks or coverings for safety reasons. Transit is also having an in-office potluck for the holiday, so the office will be filled with delicious food and goodies for all employees to enjoy. Danae commented that National Express is still struggling with a driver shortage on both systems. This effects on-time performance, customer scheduling availability, and possible out of service routes. Operations has been diligently working on creative and effective ways to attract applicants and new hires, but unfortunately has fallen victim to the national labor shortage. Operations has increased starting rates on both sides, added a sign-on bonus, and have been posting job openings on all social media platforms available. Danae asked that everyone help spread the word about job openings for drivers.

**Other Business:** N/A

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

Meeting adjourned at 12:10 P.M.



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