



Bis-Man Transit Board Meeting

December 15, 2022, 11:30 AM

<https://us02web.zoom.us/j/85688089637>

Call in: +1 312 626 6799; Meeting ID: 856 8808 9637

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2022/11/22 Regular Meeting
 - b. Attachment B- 2022/12/12 CTIC Meeting
 - c. Attachment C – 2022/12/13 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. Safety Plan Update (*Includes Frontline Worker Requirements*)
 - a. Attachment F
5. Farebox Upgrade Recommendation
 - a. Attachment G

Public Comment

New Business

1. 2022 Write-Off Approval
 - a. Attachment H

Executive Director Report

1. 2022 Wrap Up

Operations Report

1. November Update

Other Business

Adjourn

- The next Board Meeting will be held on January 26, 2022, at 11:30 am. •



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A

Bis-Man Transit Board Meeting

November 22, 2022, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Steve Heydt

Andrew Stromme

Royce Schultze

Commissioner Rohr

Commissioner Splonkowski

Not Attending:

Karel Sovak

Helen Baumgartner

Staff:

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Danae Thiery

Craig Thomas

Guests:

Trevor Vannett

Susan Dingle

Rachel Lukaszewski

Maureen Gibboney

Bill Troe

Wendy C.

Jen W.



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

Approval of Agenda: Andrew moved to approve the Agenda with updates that Deidre sent. Lacey seconded the motion. Motion carried unanimously.

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

Public Comment: Susan Dingle made the following comments: That she has served as a member of Boards in the past and has received Board Member training and had comments on the “Role of the Board Discussion” agenda item. That in her experience, that Board members should not just attend meetings, but to be prepared and offer insight and comments on their areas of expertise. That Board members are supposed to support the Mission of the organization, as well as do what they can to learn more about the business and the industry in which the organization operates in. That when the organization has fundraising events, the Board should participate, publicize, and donate in them. That when it comes to public meetings, Board members can be helpful to publicize them through their numerous contacts. As far as public comment, comments can be beguiling, and the Board can’t respond to everything; but to take away that the comments are people’s perceptions of the organization and to listen so that harmful or misguided perceptions can be guided along a better path so the organization and its mission is better known or more appreciated.

Trevor Vannett made the following comments on the “Role of the Board Discussion” agenda item: That it’s very important how the Board works with users and how they respond to public comment. That public comment is very important and the policy needs to be updated to what the Bismarck City Commission has in place.

New Business

1. Transit Development Plan Update – *Bill Troe, SRF Consulting*: Bill Troe stated that the first round of public meetings will be held on December 6th at Mandan City Hall from 12:00PM to 1:30PM and at Bismarck Public Library from 4:30PM to 6:00PM. These meetings will be an opportunity for the public to comment on current service and give recommendations. SRF Consulting is looking at the past five years of financials such as budget and funding. Transit is in a good position with federal funding, but will want to make sure local funds match that. There is not an expectation that local funding will match federal funding. SRF has been looking at additional funding opportunities, but Transit is not able to make those thresholds at this time. SRF has completed the Community Survey and will include a summary of feedback at the public meetings on December 6th. Andrew asked how many responses resulted from the Community Survey. Bill answered that there were about 173 responses. Deidre commented that the Board will be sent a doodle poll for a meeting to be held on December 7th to go through the Community Survey responses and results of the Public Comment meetings.
2. FY24 5339 and 5310 Grant Application Approval: Deidre discussed that the 5310 application is funding for After Hours, Sunday, & Holiday service at a 50/50 split, Mobility Manager Salary at an 80/20 split, and 4 replacement paratransit vehicles at an 85/15 split. If awarded



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all projects, the federal portion is \$506,649 and the local portion is \$187,976. Deidre also discussed that the 5339 application is funding to replace one fixed route vehicle at an 80/20 split. If awarded, the federal portion is \$403,750 and the local portion is \$71,250. Glenn moved to approve the FY24 5339 and 5310 grant applications. Lacey seconded the motion. Motion carried unanimously. Andrew asked when Transit will know if we are awarded. Deidre answered Spring of 2023 we should hear back.

3. **FY23 Budget Approval:** Deidre explained that the Budget sent prior to the meeting had a few math corrections. The revised budget was shared on Zoom and Deidre explained that there will be a deficit in 2023, but Transit does have cash reserves to cover that deficit. DeNae commented that within the budget, there is an increase to \$1,200/month in the insurance cap for employee health insurance. DeNae also commented that the employee salaries also increased. Deidre commented that employee salaries were increased by 7%. The administrative committee recommended 1% be given as additional Simple IRA match. However, the IRS caps employer match at 3% so the 1% was added to the cost of living and performance increases to reach 7%. DeNae moved to approve the FY23 Budget. Glenn seconded the motion. Motion carried unanimously.
4. **Employee Handbook Update:** Deidre stated that in addition to the \$1,200/month cap on employee health insurance premium, employees will be able to accrue more PTO hours after 3 years of employment, instead of 5 years. This will align with the City of Bismarck's policy. Royce moved to approve the Employee handbook Update. Steve seconded the motion. Motion carried unanimously.
5. **Role of the Board Discussion:** Lynn reiterated that we serve on a policy board. Our role is to set policy not field questions regarding operation or administration from the general public. Any inquiries or concerns coming from the public should be directed to Deidre, so that she is able to handle those inquiries or concerns appropriately.

Executive Director Report

1. **Ridership Update:** Deidre informed the Board that 688 rides were given on Free Ride Day. In the month of October, fixed route ridership exceeded paratransit ridership with almost 8,000 rides. Deidre discussed that Subscription Service is exceeding 50% of total rides. This is an ADA violation therefore Transit will be suspending Subscription Service effective December 1st, 2022. This will not be a permanent suspension and the operations team will be working with riders who are currently using this service to coordinate rides.
2. **Winter Storm Closure Process:** Transit closure is based on information Deidre receives from Public Works for both Bismarck and Mandan to know what streets are being cleared of snow. If fixed route service is running, paratransit service has to be running as well. It is an ADA violation if fixed route service runs, and paratransit service doesn't. Unfortunately, with paratransit service, a majority of those trips go into residential areas that are not cleared. Specifically with the most recent storm, residential areas were not cleared until



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later Friday afternoon. Rather than risking riders and driver's safety, the decision was made to suspend service entirely for both Thursday and Friday. DeNae commented that in Mandan, CAT routes are third priority to be cleared. Andrew commented that CAT routes are indeed third priority in Mandan's Snow Emergency route. Deidre commented that Transit updates all social media as well as option 5 on the telephone menu on all service changes.

3. City of Bismarck Contract Update: Deidre discussed that contract revisions and amendments have been delayed until the TDP is finalized, due to other changes that will have to be made after the TDP finalization. Deidre will be attending the City Commission meeting this evening where holiday hours approved in 2016 is on the consent agenda.

Operations Report

Danae discussed the summary from Attachment H.

Other Business

Deidre SHARED that she has been working with Gabe Schell, Engineer with the City of Bismarck, for an update for the Front Avenue shelters that would be funded within the Urban Grant that is being applied for through the City of Bismarck. Andrew commented that it would be a great project to apply for this funding, but there are a lot of projects being applied for. Deidre reminded the Board that a Doodle poll will be sent out for the timing of the SRF/TDP meeting.

DeNae moved to adjourn the meeting. Andrew seconded the motion. Meeting adjourned at 12:14 P.M.



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Community Transportation Input Committee Meeting Minutes

December 12, 2022, 2:00 P.M.
Via Zoom Conference Call & In person at
3750 E Rosser Avenue, Bismarck

Attending: Glenn Lauinger Andrew Stromme
 Susan Dingle Randee Sailer

Staff: Deidre Hughes Taylor Kitzan
 Mike Mundahl

Meeting was called to order at 2:06 P.M.

2022 Wrap Up: Deidre provided an update on accomplishments from 2022. The update included news coverage for the past year, completion of tutorial videos, the “fill the bus” events, public presentations and outreach efforts, free ride days, the social media employee highlights, reaching the advertising goal, approval for new benches, an increase in CAT ridership, and the Transit Development Plan.

Meeting adjourned at 2:15 P.M.





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Bis-Man Transit Finance

Committee Meeting Minutes

December 13, 2022, 9:00 A.M.

Via Zoom

Attending:

DeNae Kautzman, Chair

Glenn Lauinger

Staff:

Deidre Hughes

Taylor Kitzan



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

Deidre explained consent agenda item letter of compliance on safety plan. There is nothing to discuss therefore it makes sense to leave on consent agenda.

The farebox purchase was advertised for 30 days, Genfare responded with quote within budget for 7 new fareboxes, installation, and 2-year warranty. Cost is about \$10,000 below what we estimated. This purchase will wrap up triennial findings. Finance committee recommends the Transit Board purchase fareboxes and move item to consent agenda.

Taylor explained bad debt charges are from 10-15 people for a total of \$506.34. We are unable to collect for various reasons including death, and invalid contact information. Glenn asked how much we have in reserve for bad debt. It is \$3,000. Finance Committee recommends that the Transit Board approve the write off and apply it against the reserve.

Deidre reported that she is about 75% done with operations RFP. She will send a link to review as the document is lengthy. She asked that we review it and that in particular Finance review the current contract and note suggested changes. Glenn voiced concerns over the composition of the selection panel, the bias that may present itself in scoring, and that the cost has too low of a weight in scoring the bids.

Meeting adjourned at 9:22 A.M.



November 2022

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	7,139	69,451	5,604	51,686	27.39%	34.37%	
PARATRANSIT	6,763	84,418	7,372	78,801	-8.26%	7.13%	
Total	13,902	153,869	12,976	130,487	7.14%	17.92%	
FR AVG. DAILY BOARDINGS	310.39						
DR AVG. DAILY BOARDINGS	241.535714						
			Pass./Hour	Pass./Hour	Pass./Hour		
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,567.67	19,458.95	4.55	3.57	2.59	19,924.5	-2.34%
PARATRANSIT	2,233.82	27,613.74	3.03	3.06	3.00	26,286.3	5.05%
Total	3,801.49	47,072.69	3.66	3.27	2.8	46,210.8	
			Pass./Mile	Pass./Mile			
REVENUE MILES	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	25,429	309,503	0.28	0.22	322,546		-4.04%
PARATRANSIT	31,806.69	394,236.47	0.21	0.21	357,633		10.23%
Total	57,235.79	703,739.72	0.49	0.44	680,180		3.46%
					% INC/DEC OVR PYM		% INC/DEC OVR PYTD
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD			
FIXED ROUTE	83.00%	84.00%	88.00%		-5.68%		
PARATRANSIT	81.00%	91.09%	97.00%	94.00%	-16.49%		-3.10%
RIDERSHIP PER ROUTE							% INC/DEC
ROUTE	Month	YTD		PY Month			0.59418118
BLACK	1348	14316		1062			26.9%
BLUE	777	8209		707			9.9%
GREEN	1553	13532		1159			34.0%
RED	704	7548		558			26.2%
ORANGE	1489	13988		900			65.4%
PURPLE	1268	11858		1218			4.1%
RIDERSHIP BY DESTINATION							(Included in 'Ridership Per Route' Numbers)
U-Mary	274	1891		168			63.1%
UTTC	97	645					
Bismarck Library	434						
Mandan Walmart	77						
Mandan Dans	424						
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	2	1	10	5			
PARATRANSIT	1	1	16	10			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS	Month	YTD					
FIXED ROUTE	5	23					
PARATRANSIT	0	19					
Office Staff	2	5					
COMPLIMENTS	Month	YTD					
FIXED ROUTE	0	3					
PARATRANSIT	0	7					
Office Staff	0	0					



December 15, 2022

TO: Bis-Man Transit Board

FROM: Deidre Hughes, Executive Director

SUBJECT: Safety Plan Approval (*inclusion of frontline employee review*)

RECOMMENDATION: Staff recommends that the Bis-Man Transit Board of Directors approve the Safety Plan with a letter of support from the frontline employees. No changes to the plan have been made since its approval in September 2022.

BACKGROUND: The Bipartisan Infrastructure Law, signed into law on November 15, 2021, changes the Public Transportation Agency Safety Plan (PTASP) requirements at 49 U.S.C. § 5329(d). These requirements apply to agencies that are required to have an Agency Safety Plan (ASP) in place under the PTASP regulation (49 CFR Part 673).

- Address, in their ASP, strategies to minimize exposure to infectious diseases, consistent with Centers for Disease Control and Prevention or State health authority guidelines.
- **Develop or update the ASP in cooperation with frontline employee representatives.**



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December 8, 2022

Deidre Hughes
3750 E Rosser Ave
Bismarck, ND 58501

Deidre,

Thank you for inviting the frontline employees of National Express the opportunity to review the BisMan Transit Safety Management System Manual. The manual was reviewed by the General Manager, Operations Manager, Safety Manager and Maintenance Manager. After reviewing, the frontline staff found the SMS to be thorough in its policies and procedures, and a great guide for safety for the agency and the staff of National Express.

There are no recommendations for revisions. We are in agreement with the BisMan Transit Safety Management System Manual.

Respectfully,

A handwritten signature in black ink that reads "Craig Thomas".

General Manager
National Express Transit



December 15, 2022

TO: Bis-Man Transit Board

FROM: Deidre Hughes, Executive Director

SUBJECT: Farebox Purchase Recommendation

BACKGROUND: Bis-Man Transit received 5339 grant funding to purchase upgraded fareboxes for the fixed-route buses.

DISCUSSION: Staff released the 22-007 Farebox Request for Proposals on October 31, 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 December 1st at 2:00 PM. One proposal was received. Genfare provided a compliant bid, integrating with the fareboxes purchased with the fixed route buses delivered earlier this year. The proposal includes seven 36" Fast Fare fareboxes, operator control units, and mounting bases. The proposal consists of fareboxes equipped with a barcode reader for mobile ticketing verification, an open payments-capable smart card reader, and a magnetic card processor. Freight, installation, licensing, and training were also included in the proposed price.

Bidder	Checklist	Required Documents	Cost	Compliant with RFP Specs
Genfare	x	x	\$ 139,760.82	x

FINANCIAL IMPACT: The purchase price of the upgrade farebox system is \$139,760.82 from Genfare, including delivery and installation. If approved, the federal portion for this project is \$111,808.66, and the local match required is \$27,952.16.

RECOMMENDATION: Staff is recommending approval of the purchase of the upgraded farebox system for \$139,760.82.





December 15, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Bad Debt Write-Off – Medicaid Charge Backs

RECOMMENDATION: Staff recommends approval to write off Medicaid chargeback accounts from 2021-2022 trips.

BACKGROUND: Staff has attempted to collect on open invoices charged back for non-covered Medicaid trips numerous times. The riders with open balances either have invalid contact information, no longer use Bis-Man Transit services, or have passed away. Staff is working to determine a better process for ensuring Medicaid users are still approved for covered transportation services to avoid future chargebacks.

FINANCIAL IMPACT: The total amount recommended to be written off is \$506.34



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