



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.

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



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



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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