



Bis-Man Transit Board Meeting

March 23, 2023, 11:30 AM

<https://us02web.zoom.us/j/84847288135>

Call in: +1 312 626 6799; Meeting ID: 848 4728 8135

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2023/3/7 Executive Committee Meeting
 - b. Attachment B – 2023/2/23 Regular Meeting
 - c. Attachment C – 2023/3/20 CTIC Meeting
 - d. Attachment D – 2023/3/20 Finance Committee
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment

New Business

1. Fuel Contract Recommendation
 - a. Attachment G
2. Vehicle Purchase Recommendation
 - a. Attachment H
3. Umbrella Insurance Approval
 - a. Attachment I

Executive Director Report

1. City Commission Update
2. Transit Development Plan Upcoming Meetings
3. Rescheduled Blood Drive
4. Spring Project Update



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Operations Report

Other Business

Adjourn

- The next Board Meeting will be held on April 27, 2023, at 11:30 am. •



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A

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Bis-Man Transit Executive Committee Meeting Minutes

March 7, 2023, 8:30 A.M.

Via Zoom

Attending: Lacey Long, Vice President
DeNae Kautzmann, Secretary/Treasurer

Not Attending: Lynn Wolf, President

Staff: Deidre Hughes



The meeting was called to order at 8:30 A.M.

Deidre requests approval to submit the AARP grant application for \$10,000 to be used for new and replacement signage throughout the community. This includes the cost of the signs and the labor to remove and install signs. The application is due March 15th, 2023. Executive Committee approved the submission of the AARP grant application.

Meeting adjourned at 8:33 A.M.



B

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

Bis-Man Transit Board Meeting

February 23, 2023, 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

Andrew Stromme

Helen Baumgartner

Commissioner Splonkowski

Not Attending:

Royce Schultze

Karel Sovak

Steve Heydt

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Maureen Gibboney

Rachel Lukaszewski

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

Approval of Agenda: Andrew moved to approve the Agenda. Lacey seconded the motion. Motion carried unanimously.

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

Public Comment: N/A

New Business

1. 2023 AARP Grant Project – Deidre will be applying for the 2023 AARP Community Grant to replace CAT bus route signs in Bismarck and Mandan. The application is due March 15th, 2023 and Deidre will hold an Executive Committee meeting for approval once it's ready. Andrew commented that he would be able to provide a letter of commitment from the City of Mandan in support of the project. Lynn asked how many times the How-To videos have been watched that were funded by the last AARP grant awarded. Deidre said that it's difficult to track, but that agencies like the Dream Center have a USB drive with the videos to play at their facility.
2. Vehicle Insurance Broker Recommendation – Deidre explained that Bis-Man Transit currently holds a NDIRF policy with Starion Insurance and an umbrella policy with Choice Insurance. Insurance RFP closed last week and Starion Insurance was the most responsive bid. Staff recommends approval of Starion Insurance for insurance coverage for the next year, with four one-year options. DeNae moved to accept Starion Insurance for insurance coverage. Glenn seconded the motion. Motion carried unanimously.
3. Board Member Term Update – Deidre stated that Board Member elections will be held after the Regular Board Meeting in April. Current board member's terms that will be expiring this year are DeNae, Lacey, and Steve. If those board members wish to continue to serve on the Bis-Man Transit Board they are to submit applications by April 20th, 2023. Any members of the public are able to apply as well and the application is found on the website under the "About Us" tab.

Executive Director Report

1. Ridership Update – Ridership on both modes in 2022 was 165,026 trips. CAT ended at 74,596 trips – 31% increase from 2021. Paratransit ended at 90,430 trips – 5% increase from 2021. The top performing route in 2022 was the Black route, followed by the Orange route, which was close and is exciting to see as a new route. In 2022, there were only 16 at-fault accidents. Deidre gave kudos to the Operations team for focusing on safety and cutting



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down on at-fault accidents. In the month of January 2023, Paratransit On-Time Performance was up 10% from December 2022. CAT On-time Performance was 86% and that is the best it has been since March 2022. January 2023 Ridership was 15,000 trips – 7,000 trips on CAT and 8,000 trips on Paratransit. Operations is currently fully staffed on paratransit drivers and are down 3 CAT drivers.

2. Homeless Coalition Ticket Project – The Homeless Coalition was looking to come up with a way to help with transportation to the homeless individuals in our community. The Coalition purchased \$5,000 worth of CAT passes and will be available to paid members (agencies) of the Homeless Coalition. Members are able to request \$500 worth of tickets in a 3-month period to distribute to individuals.
3. Advertising Update – So far in 2023, we are at \$28,201 in advertising revenue. BSC has their 3rd bus wrap that was installed this month, as well as U-Mary's 1st bus wrap. U-Mary will have an additional bus wrap at the end of the month. There is only 1 CAT bus that is not wrapped and Mike is working hard to get that wrapped. There will be 8 additional benches going out in the Spring and there is already interest in advertising on those bench backs. Spring will also bring the opportunity for more shelter advertisements.
4. Operations RFP Update – Deidre informed the Board that the Operations RFP was posted this past Monday on our website, Bismarck Tribune, Mass Transit website, and Transit Talent website. The pre-proposal meeting is scheduled for March 7th, 2023. The RFP closes on April 10th, 2023.

Andrew asked how many passes were requested from the Homeless Coalition. Taylor answered that they are not able to request until March 1st and that she will be tracking which agencies have requested passes.

Operations Report: Danae was not able to attend the meeting as she had a presentation. She provided a report for Deidre to read that stated: Operations has hired five new paratransit drivers in the past couple of months. Cold calls from social media posts and Indeed.com have assisted in adding those employees, along with a \$2,000 sign-on bonus. There have also been inquiries on the ND Job Service posting and starting in March, Operations will be attending monthly job fairs and similar community events. National Express has added a perk called Daily Pay that allows employees to transfer up to 60% of their daily wages earned instantly and should help with employee recruitment and retention. Hiring new drivers has helped excessive trip duration tremendously and is down 34% in January 2023 from December 2022, when staffing was at its lowest. Operations is hopeful to keep the staffing momentum going to keep those numbers low.

Lynn thanked Tom for National Express's recruiting efforts.

Other Business: N/A



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Adjourn: Andrew moved to adjourn the meeting. Helen seconded the motion. **Meeting adjourned at 11:51 A.M.**



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Community Transportation Input Committee Meeting Minutes

March 20, 2023, 2:00 P.M.

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

Attending:	Glenn Lauinger	Helen Baumgartner
	Susan Dingle	Andrew Stromme
Staff:	Deidre Hughes	Mike Mundahl
	Craig Thomas	Danae Thiery

Meeting was called to order at 2:01 P.M.

February Ridership Update: Deidre provided an update on ridership numbers from February.

City Commission Update: Deidre told the committee that Bismarck City Commissioner Splonskowski resigned. Commissioner Splonskowski was the portfolio holder for Bis-Man Transit, so until the portfolio is re-distributed or there is an election, there is no liaison with the City of Bismarck.

Transit Development Plan Upcoming Public Meetings: Deidre said the second round of public meetings are coming up. The meetings will be held Monday, April 10th, from 12:00 pm – 1:30 pm at the Morton Mandan Public Library and from 4:30 pm – 6:00 pm at the Bismarck Veterans Memorial Public Library. The meetings will focus on organizational structure and financial items.



April Blood Drive: Deidre said the blood drive scheduled for last December was suspended due to weather and has been rescheduled for April 14th. The blood drive will be held in the parking lot of Bis-Man Transit, in Vitalant's blood donation bus.

Other Spring Projects: Deidre talked about projects coming up:

- A new Gillig fixed route bus will begin production in 9 days. The bus it is replacing was totaled last year. The fixed-route buses are usually delivered in about a month, and it will take another month to get everything installed. It should hopefully roll out by late summer.
- The operations contract RFP is currently open. The pre-proposal meeting was held and went well. Submitted questions will be posted on the website once everything is compiled.
- The AARP grant application was submitted. If awarded, the grant would replace existing bus route signs throughout Bismarck and Mandan and remove old signs no longer on route. If we do not receive the grant, Deidre will be looking for alternative funding for the project.
- Deidre explained the homeless coalition voucher program, which is used to provide CAT passes to homeless individuals in the community.
- Bis-Man Transit is looking to purchase two new vans for paratransit. Two buses were on order in 2021; however, those orders were canceled due to supply chain issues. One was to be funded through a state 5339 grant, and one was to be funded through the Otto Bremer grant. The vans are 8-passenger vehicles, with two wheelchair hookups in each vehicle, and would hopefully be delivered and ready to use later this year.
- The Bismarck Mandan Mayor's Committee for People with Disabilities has a program in which five individuals are selected for a \$1000 scholarship for higher education. Deidre said if committee members know an individual that would be interested or qualified, to let them know. The deadline is April 28th.

Other Business: None

Meeting adjourned at 2:17 P.M.



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D

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

Bis-Man Transit Finance Committee Meeting Minutes

March 20, 2023, 1:00 P.M.

Via Zoom Conference Call

Attending: DeNae Kautzmann, Chair

Glenn Lauinger

Not Attending: Lynn Wolf

Staff: Deidre Hughes

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The meeting was called to order at 1:00 P.M.

Only one bid was received for fuel. Tri-Energy, the current provider, submitted a bid. Finance Committee recommends that the Board accept the fuel bid from Tri-Energy.

Vehicle purchase orders for a flex bus and an expansion fleet bus were cancelled by Ford because they can't meet demand. They are still behind in building chassis. Staff recommends purchasing two Ford Transit vans with the Otto Bremer grant and federal grant money instead. Buses are smaller capacity, but with side lift there is no safety concern. The bus seats 8 passengers, 2 wheelchairs. Prices have gone up on vehicles. With this purchase we will have \$487,000 left in our New Vehicle budget. The new Gillig bus cost is \$468,000. We are well within our budget. Finance Committee recommends that the Board approve the purchase of 2 Ford Transit vans.

The umbrella insurance quote has not been received. More information was requested and it was provided last week. Ryan is hopeful that he will be able to update the Board on Thursday. We need the policy to be approved with an effective date of April 1st, 2023.

Deidre informed the Committee that bus 1501 needs a new engine. She is seeking quotes. The price for a new engine is \$20,000 more than what we paid the last time. We can't decommission the bus as it still has useful life.

Deidre reported that an operations bidder submitted 67 questions. The responses should be ready to go out shortly to all bidders.

Meeting adjourned at 1:08 P.M.



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February 2023 MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	6,433	13,383	5,209	10,340	23.50%	29.43%	
PARATRANSIT	7,506	15,468	7,197	14,636	4.29%	5.68%	
Total	13,939	28,851	12,406	24,976	12.36%	15.51%	
FR AVG. DAILY BOARDINGS	268.04						
DR AVG. DAILY BOARDINGS	268.07						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,702.00	3,548.00	3.78	3.77	2.97	3,477.5	2.03%
PARATRANSIT	2,639.43	5,424.98	2.84	2.85	2.84	5,152.3	5.29%
Total	4,341.43	8,972.98	3.21	3.22	2.9	8,629.8	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	27,214	55,992	0.24	0.24	55,467		0.95%
PARATRANSIT	35,693.06	73,223.90	0.21	0.21	67,283		8.83%
Total	62,907.46	129,216.30	0.45	0.45	122,750		5.27%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	90.00%	88.00%	90.00%	89.00%	0.00%	-1.12%	
PARATRANSIT	94.00%	94.50%	97.00%	95.00%	-3.09%	-0.53%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
BLACK	1362	3029		1036		31.5%	
BLUE	776	1657		645		20.3%	
GREEN	1361	2747		1137		19.7%	
RED	627	1273		572		9.6%	
ORANGE	1292	2705		851		51.8%	
PURPLE	1015	1972		968		4.9%	
RIDERSHIP BY DESTINATION							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
(Included in 'Ridership Per Route' Numbers)	U-Mary	248	469	158		57.0%	
	UTTC	66	166	66		0.0%	
	Bismarck Library	374	827				
	Mandan Walmart	118	189				
	Mandan Dans	297	612				
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	3	2			
PARATRANSIT	1	1	4	4			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	0	3					
PARATRANSIT	1	2					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	0	2					
Office Staff	0	0					



March 23, 2023

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 23-003 Fuel Contract

BACKGROUND: Bis-Man Transit currently utilizes Tri Energy Cooperative for all fuel purchases. Due to the contract ending, staff issued another Invitation for Bid on January 31, 2023, with bids due March 2, 2023.

DISCUSSION: Bis-Man Transit staff received one bid response from Tri Energy Cooperative.

FINANCIAL IMPACT: Bis-Man Transit currently receives a \$.13 discount on each gallon of regular unleaded gasoline and diesel purchased. The new discount amount would remain at \$0.13 per gallon for the base year (April 1, 2023-March 31, 2024) as well as the optional year one period (April 1, 2024-March 31, 2025) and year two period (April 1, 2025-March 31, 2026). Based on 2022 fuel usage, this discount will save Bis-Man Transit approximately \$16,000 annually.

RECOMMENDATION: Bis-Man Transit staff recommends awarding the bid to Tri Energy Cooperative.



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H

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March 23, 2023

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Vehicle Purchase Recommendation

BACKGROUND: On March 25, 2021, Bis-Man Transit submitted an order to Harlow’s Bus Sales to purchase a cutaway paratransit bus equipped to be used on both the fixed route and paratransit services (Flex Bus). This bus was intended to replace bus number 53, which has exceeded its useful life in years and miles. Funding for this order came from the FY20 5339 grant at an 80/20 split. The purchase price was \$94,632.

On July 16, 2021, Bis-Man Transit submitted an order to Harlow’s Bus Sales to purchase a paratransit fleet expansion bus. Funding for this order came from the Otto Bremer grant. The purchase price was \$85,735.23.

DISCUSSION: Both orders have since been canceled due to supply chain issues. We do not have a timeline for when the buses will be built and delivered. Staff researched alternatives to remain compliant with our fleet replacement schedule and avoid losing funds.

Since the original order was submitted, the cost of cutaways has increased by 25%. This increase will mean a more significant local match required for future bus purchases on existing capital grants.

Staff proposes that two 2023 Ford Transit vans be purchased with each grant. These vehicles have a capacity of 8 passengers and two wheelchairs with a side lift.

FINANCIAL IMPACT: The proposed vans are currently priced at \$91,159 each.

Model	Funding Source	Federal	Local	Total	Price Difference
2023 Ford Transit Van	FY20 5339	\$ 72,927.20	\$ 18,231.80	\$ 91,159.00	\$ (3,473.00)
2023 Ford Transit Van	Otto Bremer		\$ 5,423.77	\$ 91,159.00	\$ 5,423.77
Total		\$ 72,927.20	\$ 23,655.57	\$ 182,318.00	

RECOMMENDATION: Bis-Man Transit staff recommends purchasing two 2023 Ford Transit Vans for paratransit use.



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