



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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