



Bis-Man Transit Board Meeting

April 27, 2023, 11:30 AM
Via Zoom Conference Call &
In-Person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf

Lacey Long

DeNae Kautzmann

Steve Heydt

Glenn Lauinger

Helen Baumgartner

Royce Schultze

Andrew Stromme

Karel Sovak

Commissioner Connelly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Danae Thiery

Guests:

Bill Troe

Susan Dingle

Jacey Enget

Jen W.

Rachel Lukaszewski

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

Approval of Agenda: Karel moved to approve the agenda. Steve seconded the motion. Motion carried unanimously.

Consent Agenda: Helen moved to approve the consent agenda. Karel seconded the motion. Motion carried unanimously.

Public Comment: Jacey Enget asked who the Bis-Man Handicap Association was. Deidre answered that they were a non-profit that recently disbanded.

Unfinished Business

1. Transit Development Plan Public Meeting Presentation – *Bill Troe, SRF Consulting*: Deidre introduced Bill Troe to give his virtual presentation and touched on the following:
 - Overview of the Plan including Next Steps and Key Areas of Focus
 - Current and Projected Financials
 - Addressing the Funding Gap including Service and Financial Options

DeNae asked Bill if the Public Meetings were well attended and if we received good feedback from them. Bill answered relative to the first public meeting in Mandan, there was a great turnout. Bill recommended the Mandan Public Library meeting space as it's spectacular. Bill commented that the attendance at the Bismarck meeting was about a dozen people with good conversation. Those in attendance were not supportive for reduction in service. Commissioner Connelly commented that Burleigh County is looking at a 10-mill levy increase of their own and any sales tax initiative is vote of the people in regards to the funding gap.

New Business

1. Decommission Bus 53 and Odyssey Farebox System Recommendation: Deidre explained that Bus 53 was purchased in 2012 and has exceeded useful life in both years and miles. A replacement vehicle is on order since 2021 and should be delivered this Fall. Bus 53 has been out of service since that time. Appraisal value hasn't come in yet, but expected to be \$2,000 to \$3,000 and will be posted for sale on GovDeals for 14 days. Staff is looking for approval to decommission Bus 53. DeNae commented that the Finance Committee recommends the approval to decommission Bus 53. DeNae moved to approve the decommission Bus 53. Karel seconded the motion. Andrew asked what price the bus will be listed for sale. Deidre answered that the reserve price is \$2,000 and will not be sold for less than appraised value. Karel asked if there was a cost to dispose of the Odyssey Farebox System. Deidre answered that there would be a fee to dispose of the Farebox System, but



City of Minot still uses these fareboxes, as well as there might be some parts that are still retainable for the new system. Deidre commented that once she receives a list from the manufacturer of what can be used, the rest will be donated to the City of Minot or disposed of at our expense. Steve asked if Deidre would be able to accept a bid that is under the amount of the appraised amount or if she would have to receive approval from the Board. DeNae asked if there was a policy in place for that. Deidre answered no. Steve suggested that the motion be amended that Deidre can accept a reasonable offer for Bus 53 when listed on GovDeals.

DeNae moved to amend the motion to Decommission Bus 53 and give authority to the Executive Director to accept a fair sale amount for the bus. Karel seconded the motion. Motion carried unanimously.

Lynn indicated a motion was also needed for the decommission of the Odyssey Farebox System. DeNae commented that the Finance Committee recommends approval of the decommission of the Odyssey Farebox System as outlined in the Executive Director's attached memorandum. DeNae moved to decommission the Odyssey Farebox System as outlined in the Executive Director's attached memorandum. Steve seconded the motion. Andrew asked how much it has cost to dispose of decommissioned material. Deidre answered that the cost of disposal is dependent on the weight. Motion carried unanimously.

2. 2022 Audit Acceptance: Deidre informed the Board that the 2022 Audit was finalized and there were no material weaknesses. Bis-Man Transit is now considered a low-risk auditee. Glenn commented that Deidre and Taylor have established internal control procedures and Bis-Man Transit no longer has that deficiency. Glenn also commented that previous accountants were not able to close the books from a cash to accrual basis and that Taylor was now completing those journal entries to stay in compliance with GAAP. Glenn thanked the City of Bismarck as they are the grantee and complete oversight. Glenn commented that the ARP Additional grant that was received in 2022 helped, but didn't solve the problem for future funding shortfall. Andrew moved to accept the 2022 Audit Report. Steve seconded the motion. Steve applauded Deidre and Taylor on their hard work for a clean audit. Lynn also thanked Deidre and Taylor for their hard work. Motion carried unanimously.

Executive Director Report

1. New Bus: The new fixed route bus was delivered two weeks ago. The proper inspections will be completed in the next few weeks, so that bus will be in service next month.
2. North Dakota Handicap Association Donation: Bis-Man Transit was gifted a donation in the amount of \$4,051.31 from Bis-Man Handicap Association. Bis-Man Handicap Association



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recently disbanded and Transit was one of ten non-profits chosen to receive donation and was given praise for the work done in the community. Royce commented that Bis-Man Handicap Association was started in the mid-1980's by a group of individuals with disabilities and received donations to purchase Bis-Man Transit's first paratransit bus. Deidre thanked Royce for sharing.

3. RFP Update: Deidre discussed that she plans to schedule a Special Meeting for a recommendation for the Operations RFP. After the recommendation is approved, it will then go to the City Commission Meeting on May 23rd.

Operations Report: Danae discussed that her and Craig are always working on recruitment. Craig is currently teaching a CDL class to drivers for fixed route. Yesterday was Administrative Professionals Day and Danae praised Amanda O'Brien, the Front Desk Receptionist for her hard work.

Other Business: DeNae reminded Deidre and the Committee Chairs that Standing Committees are not to be meeting every month unless there are actionable items to discuss, as well as assignments from the Board. DeNae commented that some Committees have been meeting every month when not necessary and should not be happening.

Royce moved to adjourn the meeting. Steve seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:47 P.M.



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