



Bis-Man Transit Board Meeting

May 25, 2023, 11:30 AM
Via Zoom and In-Person at
3750 E. Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Lacey Long, Vice President

Glenn Lauinger

Karel Sovak

Helen Baumgartner

Andrew Stromme

Commissioner Connelly

Commissioner Rohr

Not Attending:

Steve Heydt

Royce Schultze

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Tom Reisenauer

Guests:

Trevor Vannett

Bill Troe

Matt Lundgren

Susan Dingle



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

Approval of Agenda: Lynn added “Recognition Time” after Other Business to the Agenda. Andrew moved to approve the revised agenda. Karel seconded the motion. Motion carried unanimously.

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

Public Comment: N/A

Unfinished Business

1. Operations Contract Acceptance: Deidre discussed that the City Commission voted to approve National Express as the operations contractor for upcoming renewal. The contract will begin November 1, 2023 and end October 31, 2026. Deidre commented that proposed minor changes are highlighted in the contract document included in the packet. Deidre thanked everyone that was involved in the Operations RFP process. Karel asked if Appendix 6 can be updated with most recent inventory. Deidre answered that she will update. Karel moved to approve the Operations Contract. Glenn seconded the motion. Motion carried unanimously.
2. Transit Development Plan Update – *Bill Troe, SRF Consulting*: Bill explained that it is important to identify ways to “close the gap” in the budget and will continue to work through this. Bill also mentioned that a workshop will be taking place in June to discuss the organizational structure. After the workshop, the results will be presented to the rest of the Board and the Final Public Meeting will be scheduled some time after.

New Business

1. North Dakota Community Foundation Grant: Deidre discussed that staff is looking for approval for the ND Community Grant, which is a mini grant in the amount of \$5,000, for new CAT bus route signs. Transit was not approved for AARP Community Grant for new CAT bus route signs. DeNae commented that it is Finance Committee’s recommendation to approve the ND Community Grant application. DeNae moved to approve the ND Community Grant application. Karel seconded the motion. Motion carried unanimously.

Executive Director Report

1. Project Update:
 - Fast fare Fareboxes installed in fixed route buses last week.
 - Touch a Truck in Mandan last Saturday – Mike and Taylor attended and had 500-600 children passed through. Mike connected with adults who requested travel training.



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- Olmstead Commission Meeting – Deidre attended and talked about public transportation.
 - Wachter Middle School has a scavenger hunt on the CAT bus routes tomorrow for last day of school.
 - National Express Safety Meeting – Deidre attended on Monday and explained organizational structure and funding.
 - Homeless Coalition CAT Bus Passes - \$1,400 of \$5,000 left in budget for Coalition members.
2. Advertising Update: Advertising Sales are \$48,279.37 so far this year. Trending over budget so far for the year. ND Department of Human Services will be wrapping a CAT bus and four shelters soon. Bench advertisements for new bench locations are also in the works.
 3. Ridership Update: Finished the month of April just shy of 7,600 rides. That includes 11 days with Blue Route being out of service. Not yet at pre-COVID numbers, but getting close. Averaging 304 daily boarding's on fixed route and total ridership has increased 32% over prior year-to-date (January through April). U-Mary ridership was at 262 for the month of April. This is a 110% increase from April 2022. CAT on-time performance was 88% and Paratransit was 97% for the month of April. Glenn asked if Blue Route was at 46% ridership because it was out of service in April. Deidre answered yes, that Blue Route is lowest performing route, so that is the route that is chosen to be out of service if needed.

Operations Report: Craig gave a staffing update of three paratransit drivers who passed their CDL license and are now driving fixed routes. One trainee will be taking their test soon, and another three new hires should be starting a CDL class soon. Other new hires include a Front Desk receptionist and Customer Service Representative. Matt Lundgren, Regional Vice President, introduced himself and thanked Deidre and the Board for the continued relationship with National Express.

Other Business: N/A

Recognition Time: Lynn thanked and congratulation Deidre Hughes for her 5 years of service with Bis-Man Transit on behalf of the Board. Deidre was presented with cake and a card.

Andrew moved to adjourn the meeting. Helen seconded the motion.

Meeting adjourned at 12:03 P.M.



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