



## Bis-Man Transit Board Regular Board Meeting Minutes

August 24, 2023, 11:30 AM  
Via Zoom and in In-Person at  
3750 E Rosser Ave. Bismarck, ND 58501

<b>Attending:</b>	<b>Lynn Wolf, President</b>	<b>DeNae Kautzmann, Secretary/Treasurer</b>
	<b>Glenn Lauinger</b>	<b>Helen Baumgartner</b>
	<b>Steve Heydt</b>	<b>Royce Schultze</b>
	<b>Karel Sovak</b>	<b>Commissioner Connelly</b>
<b>Not Attending:</b>	<b>Lacey Long, Vice President</b>	<b>Andrew Stromme</b>
	<b>Commissioner Rohr</b>	
<b>Staff:</b>	<b>Deidre Hughes</b>	<b>Taylor Kitzan</b>
	<b>Mike Mundahl</b>	<b>Craig Thomas</b>
	<b>Tom Reisenauer</b>	
<b>Guests:</b>	<b>Susan Dingle</b>	<b>Rachel Lukaszewski, MPO</b>
	<b>Trevor Vannett</b>	<b>Paulette Jacobsen</b>

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

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

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

**Public Comment:** N/A

### Unfinished Business

1. **Jefferson Lines Service Agreement:** Deidre explained that Jefferson Lines Service Agreement presented will start November 1, 2023 and will be \$36,000 for the first year. This will increase 3% annually. Karel moved to approve the Jefferson Lines Service Agreement as presented. Glenn seconded the motion. Motion carried unanimously.
2. **Service Alternative -Transit Development Plan:** Deidre updated that the TDP is over a month away from being finalized. Transit should receive the final document mid-September for review and approval. DeNae proposed a service alternative if additional funding is not obtained. Bill, Rachel, and Deidre came up with the service alternative for this by using 14 vehicles as a “Dial a Ride” service. All public would be open to this and the service hours would be current fixed route hours. This would negatively impact riders on both modes of service. Karel asked if there was a lesser increase of change that would complement changes that are needed. Deidre answered that it’s possible that there would be money left over after getting down to “bare bones” of the service, but having those talks now would take away from how severe the issue actually is. Commissioner Connelly asked if Deidre would be able to print the information just presented and distribute to him. Deidre answered that it will be in the final TDP, but she can print just that information out.

### New Business

3. **Paratransit Bus Recommendation:** Deidre explained that she did not receive clarification from NDDOT, but is proposing that FY22 5339 grant leftover funding be additional federal match for Bus 54 & 55 replacement paratransit buses. Bus prices have increased since the original grant application request. Deidre asked the Board for the approval of decommission and sale of Bus 54 & 55. Royce approved the decommission and sale of Bus 54 & 55. Karel seconded the motion. Motion carried unanimously. Karel asked Deidre if the delay in response from NDDOT will increase the price of the new buses more. Deidre answered no, the sale price of the buses is set in the state bid. DeNae asked if the Board could approve



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the purchase of the new buses pending a favorable response from NDDOT. Lynn answered that an Executive Committee meeting would have to take place in order to have the correct information to vote on.

## Executive Director Report

1. **Funding Update:** Deidre updated the Board that Transit received approval for a contribution amount from the Bismarck City Commission from the General Fund for 2022/2023 Non-ADA service. Deidre thanked Trevor and Susan for the great public comment that was provided at that City Commission Meeting on August 22<sup>nd</sup>. Deidre commented that the last conversation that was had with the City of Mandan for additional funding was on August 7<sup>th</sup> from Jim Neubauer, Mandan City Administrator, as he was waiting to hear back from the Director of HIT Inc. DeNae asked if Commissioner Rohr was part of the conversation and that funding from HIT is a side issue. Transit needs to be in front of the Mandan City Commission and explain what the needs are for continued service. DeNae requested to have Commissioner Rohr place the additional funding request on the City Commission agenda. Commissioner Connelly commented he would help with the leg work to speak to Commissioner Rohr about the topic as well.
2. **Transportation Training Grant:** Deidre explained that the DD Council opened an RFP to provide grant funding to provide structured training to individuals with disabilities in the community on public transportation. The grant is in the amount of \$5,600. Karel proposed that the trainings be recorded to share with other Transit agencies.
3. **Outreach Update:** Outreach Update: Deidre stated that she has had many meetings with agencies and community leaders to spark the conversation about additional funding and the importance of the system. A few individuals included Josh Askvig AND Nancy Guy from ASRP, Brenda Nagle from Bismarck-Mandan Chamber EDC, and Todd Steinwald from Bank of North Dakota and The Leach Foundation Chair. The Leach Foundation does provide grant opportunities and Todd will research further into Whether Transit is able to apply.

**Operations Report:** Craig explained the challenges that have come with recruiting. He is receiving applicants, completing interviews, but there has been failure in the background checks and DOT physicals. Craig also commented that CDL positions in ND are competitive and he has had CAT drivers leave shortly after completing the paid CDL training. Steve suggested a paid sign-on bonus that an employee would have to pay back if they leave the company after a certain amount of time. Craig thanked Steve for the suggestion and explained that he has been researching a payback provision with corporate and THAT legal would have to be involved. Karel commented that the



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University has a similar payback policy for scholarship funds. DeNae suggested that Craig call the Department of Labor for more information.

**Other Business:** N/A

Karel moved to adjourn the meeting. Glenn seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:10 P.M.



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