



## Bis-Man Transit Board Meeting

December 15, 2022, 11:30 AM

Via Zoom & In- Person at  
3750 E Rosser Ave Bismarck, ND 58501

**Attending:**

**Lynn Wolf**

**Lacey Long**

**DeNae Kautzmann**

**Royce Schultze**

**Glenn Lauinger**

**Karel Sovak**

**Helen Baumgartner**

**Andrew Stromme**

**Not Attending:**

**Steve Heydt**

**Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Craig Thomas**

**Danae Thiery**

**Tom Reisenauer**

**Guests:**

**Susan Dingle**

**Trevor Vannett**

**Mike Connelly**

**Rachel Lukaszewski**

## Meeting called to order at 11:32 A.M.

**Approval of Agenda:** Karel moved approve the agenda. Helen seconded the motion. Motion carried unanimously.

**Consent Agenda:** Karel moved to approved the agenda. Helen seconded the motion. Motion carried unanimously.

**Public Comment: N/A**

## New Business

1. 2022 Write-Off Approval: Deidre explained that staff recommends the amount of \$506.34 to be written off, due to inability to recoup Medicaid denials unable to be recouped. Reasons that staff is not able to recoup these costs are due to having invalid contact information, the riders no longer use Bis-Man Transit, or have deceased. Deidre commented that staff has actions put in place that should prevent this from happening in the future. DeNae shared that the Finance Committee recommends to approve to write off the amount of \$506.34 and that there is a reserve amount of \$3k in the budget to cover it. Karel complimented the staff on their work in reviewing this and the willingness to come up with solutions moving forward to keep the amount as low as possible. Karel also thanked the Finance Committee in placing a reserve in the budget to cover this item. Karel moved to approve the write-off of \$506.34. Glenn seconded the motion. Motion carried unanimously.

## Executive Director Report

1. 2022 Wrap Up: Deidre explained that 2022 was another busy year for Transit and consisted of the following:
  - 11 television stories on Transit and 4 newspaper articles at no expense to Transit
  - Staff presented on-site at multiple clubs and organizations, as well as attended career and community fairs/events throughout the year
  - Free Ride days in June and November for the local elections
  - Fill the Bus and Stuff the Bus events as well as the Blood Drive

These efforts all align with the goals of the current Coordinated Human Services Plan.

Other items on list of accomplishments:

- Clean Audit
- Delivery of two new fixed route buses
- Approval and delivery of 8 new benches for Bismarck and Mandan
- Involvement in the Homeless Coalition
- Launch of Transit Development Plan with SRF
- Exceeded Advertising budget by \$35k with a start to 2023 budget



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- Increase in CAT ridership by 34% from 2021
- From January – November 2022, 153,869 trips have been provided on both paratransit and fixed route

DeNae thanked Deidre and Operations staff for their excellent job they did this year.

## Operations Report

Danae explained that the reduction of subscription trips has been a learning curve, but it has increased on-time performance and driver performance and has also reduced excessive trip durations. The operations team has been dealing with a staffing shortage and the recent inclement weather, the reduction of subscription trips has been extremely helpful in all aspects of operations. Once staffed, the goal will be to reinstate subscription trips. Benefits of reducing subscription trips is on-time performance has increased by almost 10% compared to the first 2 weeks of November. Comparing these same time frames, excessive trip duration has decreased by 42%. This winter has already been brutal to operations staff, so focus will be on road conditions and safe routing. Operations staff asks for patience and understanding during this time, as they may run into closures, delays and detours. They will do their best to run as efficiently and as safely as possible.

## Other Business

Deidre notified the Board that the Stuff the Bus event will run through the beginning of the week of December 19<sup>th</sup> due to the weather this past week. Donations can be dropped off at the Transit facility. Deidre discussed that the Blood Drive for tomorrow, Friday December 16<sup>th</sup> is still on from 1:30 P.M. to 3:30 P.M. Walk-ins are welcome and to please share the information to family and friends.

Mike shared the “How-To” CAT and paratransit videos that were funded by the AARP Community Grant funding. Members of the Board thanked staff for their work on the videos.

**Adjourn:** Karel moved to adjourn the meeting. Helen seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:03 P.M.**



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