



Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Board Meeting

January 25, 2024, 11:30 AM
Via Zoom & In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Lacey Long, Vice President

Royce Schultze

Steve Heydt

Andrew Stromme

Glenn Lauinger

Karel Sovak

Helen Baumgartner

Commissioner Connelly

Not Attending:

Staff:

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Danae Thiery

Craig Thomas

Tom Reisenauer

Guests:

Rachel Lukaszewski

Paulette Jacobsen



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

Approval of Agenda: Lynn added discussion from Commissioner Connelly to Other Business. Steve moved to approve the agenda with the addition of Commissioner Connelly discussion in Other Business. Royce seconded the motion. Motion carried unanimously.

Consent Agenda: Andrew moved to approve the Consent Agenda. Steve seconded the motion. Motion carried unanimously.

Public Comment: N/A

Unfinished Business

1. Driver Assistance Policy Discussion: Deidre discussed the updated Driver Assistance Policy since the policy was presented at the last Board Meeting. Steve moved to approve the Driver Assistance Policy. Karel seconded the motion. Steve asked if a rider is under suspension, does the rolling calendar period start at first or second violation. Deidre answered that the first violation starts the rolling calendar period, and this policy is handled the same as the No Show Policy. Steve wants the rolling calendar period to be clear to riders. Deidre commented that riders are clear on the No Show Policy and there haven't been questions. Andrew recommended to include a scenario for riders so they can better understand the rolling calendar period. Deidre answered that a scenario can be included in a letter of the policy that is going out to riders and agencies. Commissioner Connelly commented that the top complaints he receives are wait times and time spent on the bus. He said this policy will better improve the system so that won't be happening as often. Motion carried unanimously.

New Business

1. CD Investment Discussion: Deidre explained that the 6-month \$500,000 CD renews on February 3rd. Starion Bank is willing to offer a 12-month CD at 5.25% and to increase our Money Market savings account from 2.5% to 4.25%. DeNae moved to approve the CD renewal for a 12-month CD at 5.25% and increase the rate of the Money Market Savings account at 4.25%. Glenn seconded the motion. Glenn asked Steve if it was a smart decision to stagger investment terms. Steve explained that most users are looking at longer term CD's because rates will be locked in if rates drop in the future. Karel commented that the rate went down in six months already and that staggering the CD's is a good choice. Motion carried unanimously.

Executive Director Report

1. Quarter 1 Projects: Deidre explained that the Audit and NTD Reporting has started, as well as a Triennial Review. Transit staff is working on gathering documents to send. Triennial on-site review is usually done during the Summer. Deidre added that Mike has been working on the DD Council Training. Audit is scheduled for the first week of March. Andrew asked



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Deidre to keep the cities and the MPO informed of when the DD Council Training will take place so they can promote.

2. 2023 Year Review: Deidre explained the following staff highlights from 2023:
 - Clean audit for fiscal year 2022. Third year in a row with a clean audit for Transit.
 - A new fixed route bus was purchased (2301) in Summer 2023.
 - The Operations contract was rewarded to National Express for three years with the option of three additional one-year terms.
 - Fast fare fareboxes were installed in the fixed route buses in Summer 2023.
 - Transit received a \$5,000 ND Community Grant to fund new fixed route bus signs and installation in the Bismarck/Mandan communities.
 - Transit Development Plan was finalized in November 2023.
 - Granted additional funding from both Bismarck and Mandan to close the future funding gap from projection in the Transit Development Plan.
 - Transition from Transloc to Passio Go AVL software for the fixed route system.
 - Blood Drive in April 2023.
 - Community outreach events such as Wachter Middle School Ride Day, U-Mary Walmart run, BSC Welcome Fair, U-Mary Community Fair, BSC Tabling Event and Touch-A-Truck.
 - Mike completed presentations for Men of Faith Group, Aging Network, and Touchmark, as well as travel training for other organizations.
 - Staff had a Ride Days on the CAT bus.
 - Stuff the Bus for the Abused Adult Resource Center. Many donations were collected.
 - Hosted an FTA Region 8 visit at the Transit Facility.
 - Pilot Program with Homeless Coalition with \$5,000 purchase of passes for other agencies. All monetary donations collected through the “Freezing for a Reason” event will be used to purchase more passes for the same agencies.
 - Fixed Route Ridership exceeded 100,000 trips. Total ridership closed at 188,287 trips.
 - U-Mary had 3,400 trips. This is the highest ridership for U-Mary so far.
 - Black Route was the highest performing route. Top month for ridership was October 2023 with 1,556 rides.
 - Grossed \$10,000 in sales on the TokenTransit mobile ticketing app for fixed route.
 - Goal for advertising was \$90,000 and actual revenue was \$122,097. Mike is already renewing more wraps and is on trend to exceed the annual goal for 2024.

Helen commented that she was struggling with the Passio Go app on Monday and Deidre had a solution to her by Tuesday and it’s been very helpful and easier for her to use. She thanked Deidre for helping to make her life more livable.

Steve congratulated staff on a clean audit and the community outreach that was done in 2023.



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Operations Report: Danae explained that the training class of three fixed route drivers started earlier this month and are doing well. In January, Blue Route was suspended once due to a driver callout. Operations will be at lower risk of suspending routes once new drivers are driving on their own. A paratransit driver training class starts this Monday and once they are trained, that will help with trip capacity. In January, there have only been a handful of trip denials during peak times. This is a significant decrease from three months ago.

Other Business: Commissioner Connelly explained that he has been working with stakeholders in the community on sponsoring committees to collect signatures on a petition to raise funds to fill the public transportation funding gap that Bis-Man Transit is facing come 2026. Commissioner Connelly read both the Bismarck and Mandan petitions that are proposed to be added to the ballot in June 2024. Discussion was had about what percentage would go to Transit, how the money is to be spent, and what the positive and negatives are.

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

Meeting adjourned at 12:32 P.M.



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