



## Bis-Man Transit Board Meeting

March 28, 2024, 11:30 AM  
Via Zoom & In-person at  
3750 E Rosser Ave. Bismarck, ND 58501

**Attending:**

<b>Lynn Wolf, President</b>	<b>Lacey Long, Vice President</b>
<b>Glenn Lauinger</b>	<b>Helen Baumgartner</b>
<b>Steve Heydt</b>	<b>Karel Sovak</b>
<b>Andrew Stromme</b>	<b>Royce Schultze</b>
<b>Commissioner Rohr</b>	<b>Commissioner Connelly</b>

**Not Attending:** DeNae Kautzmann, Secretary/Treasurer

**Staff:**

<b>Deidre Hughes</b>	<b>Mike Mundahl</b>
<b>Taylor Kitzan</b>	<b>Craig Thomas</b>
<b>Amanda O'Brien</b>	<b>Tom Reisenauer</b>

**Guests:**

<b>Susan Dingle</b>	<b>Trevor Vannett</b>
<b>Paulette Jacobsen</b>	<b>Rachel Lukaszewski</b>

Meeting was 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:** Karel moved to approve the Consent Agenda. Helen seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

### New Business

1. 20<sup>th</sup> CAT Anniversary Discussion: Deidre discussed that on May 10, 2024, the CAT will be in operation for 20 years. There will be media coverage for the anniversary as well as staff appreciation breakfast that week. Staff and Finance Committee recommend for the Board to approve two free ride days on May 10<sup>th</sup> and 11<sup>th</sup>. This would replace the Dump the Pump free ride day. Andrew moved to approve the free ride days on May 10<sup>th</sup> and 11<sup>th</sup>. Steve seconded the motion. Steve asked if Free Ride Days could be extended to more days instead of two days due to the big milestone anniversary. Deidre answered that she would see value in extending to more days to gain new ridership. Glenn commented that there would be more value in offering more free rides days. Steve commented that having more free ride days would allow riders more flexibility to ride, versus only offering two days. Andrew commented that he tracked Denver's "Free Fare" program last summer and their ridership increased by 22% when free fares were offered. Andrew moved to amend the motion to allow staff to provide four free ride days at their discretion to celebrate the CAT 20<sup>th</sup> Anniversary. Steve seconded the amended motion. Motion carried unanimously.
2. North Dakota Community Foundation/Otto Bremer Trust Grant Approval: Deidre explained that Bis-Man Transit has been awarded capital grants from ND Community Foundation and Otto Bremer in the past. Otto Bremer is giving ND Community Foundation \$1.5 million dollars for operating funds for non-profit organizations to apply for \$75,000 grants. Deidre would like to apply for a \$75,000 grant to help with fuel operations cost beginning at the state fiscal year July 1<sup>st</sup>, 2024. Staff and Finance Committee recommend approval of the \$75,000 grant application. Glenn moved to approve the ND Community Foundation/Otto Bremer Trust grant application. Royce seconded the motion. Motion carried unanimously.
3. 2024-2025 Insurance Discussion: Deidre discussed that previously Bis-Man Transit has obtained insurance coverage from Starion Insurance with an additional umbrella coverage from Grinnell Specialty Insurance, but when she was at the DTA Conference this last Fall in Minot, ND she had visited with a representative from Brightline Insurance Services that many agencies from South Dakota hold policies through. Deidre was quoted from both Starion Insurance at \$221,451.31 and Brightline Insurance Services at \$126,469.64. Deidre checked with the City of Bismarck's Attorney's office to make sure the Brightline coverage was sufficient under our contract and it is. Staff and Finance Committee recommend approval of the Brightline Insurance Services quote and coverage. Glenn commented that



DeNae checked with the Secretary of State website that Brightline was able to do business in North Dakota. Glenn moved to approve the quote and coverage from Brightline Insurance with the Improper Sexual Conduct Policy included. Steve seconded the motion. Motion carried unanimously.

### Executive Director Report

1. **Bus Update:** Deidre discussed that six cutaway buses were ordered to replace existing fleet. Four of those buses will be received in April and the remaining two in May. Two vehicles are fleet additions that are five weeks out. There is an issue with the side-steps that are causing a delay. Once vehicles are received, it does take a couple weeks to prepare them for the road due to timing on vendors and software installation for operations.
2. **Community Outreach:** Deidre thanked Mike for his efforts with Community Outreach. Mike has presented to various clubs and organizations since February. Mike has also done Travel Training with a group of students from the Adult Learning Center, as well as a “Train the Trainer” training at Cloverdale in Mandan for their employees. Future events include the United Tribes Technical College Career Fair, YMCA Health Fair, and Touch a Truck.
3. **On-Time Performance Update:** February Fixed Route OTP ended at 87% and Paratransit at 92%. The goal for OTP is to be above 90%. Craig explained that he wants to focus on OTP with fixed route. There are individual reports to show each driver how they’re doing and how they can improve. He does already see improvement in those drivers. Deidre also commented that there were 19 preventable accidents in 2023 and this was an increase from 2022. She explained that only 11 of those accidents were sent to insurance after some investigation. The previous year was 16 preventable accidents and all were sent to insurance. Every accident is looked into by staff and the Safety Committee to make improvements going forward as coaching opportunities for drivers. Glenn asked Deidre to include in the accident report the number of accidents reported to insurance. Deidre will include accidents reported to insurance in the ridership report going forward. Steve asked if the amount of the damage could also be included. Deidre can include that.

**Operations Report:** Craig updated the Board that there is a paratransit training class happening with two drivers. This would make 22 total paratransit drivers; the goal is 25 total drivers. Paratransit driver Larry Allen retired after 33 years of service in early March. On March 18<sup>th</sup>, National Express celebrated Transit Driver Appreciation Day. Breakfast was provided to drivers and lunch was provided to administrative staff. The new operations manager is Amanda O’Brien. Amanda has held various positions with National Express and Craig is confident she will do great in her new role.

Lynn congratulated Amanda on her new position.



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**Other Business:** Commissioner Connelly updated the Board that the initiated measure was presented to the Commission Meeting this past Tuesday evening. Burleigh County is also asking for one cent sales tax to be on the ballot, and that would reduce Burleigh mill levy. Volunteers in Mandan turned in 745 signatures to put the sales tax on the November ballot for public transportation, only 574 were required. Bismarck volunteers have obtained 1,100 signatures, 1,466 being required, and are able to continue to gather signatures until early August. Glenn and Commissioner Connelly thanked Helen for her time and effort as she obtained 601 of the 745 signatures that were collected in Mandan.

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

Meeting adjourned at 12:32 P.M.



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