



Bis-Man Transit Board Meeting

April 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

Glenn Lauinger

Helen Baumgartner

Steve Heydt

Karel Sovak

Andrew Stromme

Commissioner Connelly

Not Attending:

Commissioner Rohr

Staff:

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Craig Thomas

Amanda O'Brien

Guests:

Susan Dingle

Trevor Vannett

Mike Taylor

Rachel Lukaszewski

Paulette Jacobsen

Jeremy Ulmer

Angela Guptill

Dustin Gawrylow

Melanie Hanson

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

Approval of Agenda: Karel moved to approve the agenda. Royce seconded the motion. Motion carried unanimously.

Consent Agenda: Helen mentioned that Karel was typed as Karen in Executive Committee Meeting Minutes and that she was listed as attending the CTIC Meeting minutes, and she did not attend. The minutes will be corrected. Lacey moved to approve the Consent Agenda with corrections. Karel seconded the motion. Motion carried unanimously.

Public Comment: N/A

New Business

1. 2023 Audit Approval – *Jeremy Ulmer, Brady Martz & Associates*: Deidre explained that Transit had no findings on the Audit for four years in a row. Deidre introduced Jeremy Ulmer, lead auditor with Brady Martz. Jeremy explained that there was a Single Audit and a Financial Statement Audit. The lease standards to both the building and equipment showed a prior year adjustment on the Financial Statements.

Glenn moved to approve the 2023 Audit. DeNae seconded the motion. Motion carried unanimously.

2. National Express Name Change: Deidre explained that National Express has rebranded their name to WeDriveU. No contract language changes are needed at this time, as WeDriveU is working under National Express.
3. 2025 MPO Studies: Deidre discussed that Rachel from the MPO reached out on possible studies that would be Transit focused to partner on in 2025. Rachel has informed us that funding from the DOT was less than expected and the studies would not occur until 2026. Deidre indicated to the Board that study she is interested in is the downtown parking study. If Transit is to partner with that study, we could partner with downtown businesses for park and ride or shuttle opportunities.

Executive Director Report

1. 2024 Triennial Review Update: Deidre discussed that there was only one finding on the 2024 Triennial Review. There were eight findings with the last Triennial Review, so this is a big improvement. Deidre commented the FTA also congratulated Transit on a job well done.
2. No-Show Policy Update: The No-Show Policy had to be revised to stay compliant with the Triennial Review. Changes were made to the policy before the final closeout date and approved by the Executive Committee. Copies of the policy can be found on the website and is also updated in the Board binder.



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3. Grant Update: The 2024 5307 grant apportionment increased to \$2.1 million. This amount is more than what was budgeted for and trends to increase every year.

Steve congratulated staff on the audit, Triennial, and increase in grant funding.

DeNae commented that the Executive Committee action on the No-Show Policy update needed to be voted on by the Board. DeNae moved to approve the Executive Committee action on the No-Show Policy update. Lacey seconded the motion. Motion carried unanimously.

Operations Report: Craig discussed that there are two trainees in their final week of training and there are two more new drivers starting training on Monday. For the month of April fixed route on-time performance is at 93.34% and Craig applauded his driver's improvements. The Operations team treated their administrative professionals to breakfast, lunch, and flowers for Administrative Professional's Day. Glenn asked if any routes had been suspended since the last meeting. Craig answered that there was an unexpected termination that put the blue route out of service one Saturday during the month. Royce asked if there will be more availability in peak times with more drivers on the road. Craig answered that is the goal. Royce commented that he knows riders that don't ride because they are not able to get into those peak times when needed.

Other Business: Deidre updated the Board that the CAT Anniversary Free Ride Days will be two weekends. The dates will be May 10th & 11th, as well as May 17th & 18th.

Andrew updated the Board that he was in a meeting with NDDOT and the exit to Sunset Drive will be fully closed for three summer seasons. This will cause detours for the Purple Route as well as paratransit for HIT clients. Lynn thanked Andrew for the information.

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

Meeting adjourned at 11:54 A.M.



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