



Bis-Man Transit Board Meeting

June 27, 2024, 11:30 AM

<https://us02web.zoom.us/j/88652193322>

Call in: +1 312 626 6799; Meeting ID: 886 5219 3322

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2024/4/24 Regular Meeting
 - b. Attachment B – 2024/6/24 CTIC Meeting
 - c. Attachment C – 2024/6/24 Finance Committee Meeting
2. Financial Report
 - a. April – Attachment D
 - b. May – Attachment E
3. Ride Stats
 - a. April – Attachment F
 - b. May – Attachment G

Public Comment

Old Business

1. Mandan Measure 1 Update
2. FY25 5339 Grant Update

New Business

1. Request to Decommission Fleet 1701-1704 & 63
 - a. Attachment H
2. 2024-2025 Employee Benefit Approval
 - a. Attachment I
3. 2025 – 2027 DBE Goal Approval
 - a. Attachment J

Executive Director Report

1. Homeless Coalition Ticket Program
2. Free Ride Day Stats
3. 5310 Compliance Review Update
4. Advertising Update

Operations Report

Other Business

Adjourn

- **The next Board Meeting will be held on July 25, 2024, at 11:30 am.** •



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Bismarck, ND 58501



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A

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

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



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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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B

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

Community Transportation Input Committee Meeting Minutes June 24, 2024, 2:00 PM

Attending: Helen Baumgartner Glenn Lauinger
 Susan Dingle Jeannie Pedersen
 Randee Sailer Trevor Vannett

Staff: Deidre Hughes Mike Mundahl

Meeting was called to order at 2:00 P.M.

Regular Agenda

- 1. Mandan Measure One Update:** Deidre told the Committee that on June 11th, 2024, Mandan citizens did vote to pass Measure One. Based on previous sales tax numbers, projections would put the amount generated at about \$650,000 in annual funding. There are still some hurdles to accessing that money, and Deidre has not had conversations with the Mandan administration on what it would look like to be able to utilize the funding. Signatures are still being collected for the City of Bismarck measure. Deidre thanked Helen and Glenn for their work on getting the measure on the ballot.
- 2. 20th Anniversary Free Ride Day Updates:** Free rides were offered on two consecutive weekends as part of the CAT 20th Anniversary. On May 10th and 11th, 2024, 831 total CAT trips were provided, which was one of the highest weekends since last November. On May 17th and 18th, 2024, 914 CAT trips were provided, the highest weekend ridership since 2017. Deidre said typical weekend ridership is usually 700-800. 466 free CAT rides were also provided on election day, Tuesday, June 11th, 2024.
- 3. Homeless Coalition Ticket Program:** Last year, the Missouri Valley Coalition for Homeless People ran a program through the Unmet Needs Committee that Deidre serves on. With this program, the MVCHP Board voted to provide \$5,000 to Bis-Man

Transit and allowed paid members to request CAT bus tickets for their clients. MVCHP has decided to run the program again this year, beginning July 1st, 2024. Deidre said there was a decent increase in ridership when the program began last year.

4. **Other Business:** No other business.

Meeting adjourned at 2:10 P.M.



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C

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

Bis-Man Transit Finance Committee Meeting Minutes

June 24, 2024, 3:30 P.M.

Via Zoom

Attending:

DeNae Kautzmann, Chair

Lynn Wolf

Glenn Lauinger

Staff:

Deidre Hughes

Taylor Kitzan



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Meeting was called to order at 3:30 P.M.

Deidre explained the request to decommission four buses and the 2012 van. Buses are past useful life, and replacements have been received. All appraised values are below \$5,000. If a bus would sell for over \$5,000, a portion would have to be returned to the FTA. The van hasn't been used since the beginning of the year. It's losing value, and we are paying insurance for it. The Finance Committee recommends the Board decommission and sell the buses and van as outlined in the board packet materials.

Employee vision and dental benefits did not increase. The health benefits did increase. Quotes were received from Sanford and Blue Cross Blue Shield. The United Healthcare representative that Deidre worked with is no longer at the company, and no one responded to her quote request. It was brought to the Committee's attention that Mike would have to pay \$240 monthly out of pocket, which eats up his 2024 pay increase. Costs will also be higher for Deidre, as she informed the Committee she is expecting in December. The Committee congratulated her! The Committee members discussed how best to address this issue, as we have great staff and don't want to lose anyone due to insurance costs. The current cap is \$1,200. We would have the resources to raise the cap due to business insurance savings of approximately \$100,000.

Finance recommends the Board raise the health insurance cap to \$1,500 effective July 1, 2024.

The City of Bismarck inspects the property, and the aging boiler needs to be replaced. To replace it at the current BTU level will cost \$30,840 per City Air. City Air is the lone response to the bid request. City Air will review building plans and monitor whether the boiler functions at full capacity. If not, we could purchase a smaller boiler. DeNae asked why the City isn't paying for this since it's their building. Deidre indicated we are responsible under the repairs and maintenance section of the contract with the City. This is a capital improvement to the building. DeNae will review the contract. Deidre noted that the FTA is looking differently at how grant funds from 5339 are spent. Our painting and pavement project, which was approved by DOT, can no longer be funded under the 5339 grant. The boiler cost would be paid for by the 5307 grant.

Discussion was held regarding the passage of Mandan Measure 1. Based on sales tax revenue from 2021-2022, \$650,000 may be raised for public transportation. Currently, the Mandan mill levy provides \$250,000. Deidre will work with initiative sponsors regarding Bismarck's sales tax measure.

Meeting adjourned at 3:50 P.M.



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April 2024

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	8,956	36,206	7,598	27,892	17.87%	29.81%	
PARATRANSIT	7,472	29,826	7,067	30,541	5.73%	-2.34%	
Total	16,428	66,032	14,665	58,433	12.02%	13.00%	
FR AVG. DAILY BOARDINGS	344.46						
DR AVG. DAILY BOARDINGS	249.07						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,835.50	7,285.05	4.88	4.97	4.06	6,872.8	6.00%
PARATRANSIT	2,703.17	10,658.64	2.76	2.80	2.83	10,804.2	-1.35%
Total	4,538.67	17,943.69	3.62	3.68	3.3	17,677.0	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	29,270	116,224	0.31	0.31	109,897		5.76%
PARATRANSIT	39,567.01	150,763.31	0.19	0.20	145,667		3.50%
Total	68,836.61	266,986.91	0.49	0.51	255,564		4.47%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM		OVR PYTD
FIXED ROUTE	91.71%	88.41%	88.00%	88.00%	4.22%		0.47%
PARATRANSIT	93.33%	92.59%	96.93%	95.48%	-3.71%		-3.03%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD		PY Month			% INC/DEC 0.40471353
BLACK	2110	8392		1840			14.7%
BLUE	744	3292		335			122.1%
GREEN	1682	7533		1586			6.1%
RED	1237	4297		835			48.1%
ORANGE	1673	6666		1761			-5.0%
PURPLE	1510	6026		1241			21.7%
RIDERSHIP BY DESTINATION							
	Month	YTD		PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	315	1401	262			20.2%
	UTTC	61	297	74			-17.6%
	Bismarck Library	400	1485	374			7.0%
	Mandan Walmart	122	440	114			7.0%
	Mandan Family Fare	464	2013	389			19.3%
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	2	2			
PARATRANSIT	2	2	7	5			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	1		4				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	1	5					
PARATRANSIT	2	4					
Office Staff	0	1					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	1	1					
PARATRANSIT	0	1					
Office Staff	0	0					



May 2024

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	9,399	45,605	9,145	37,037	2.78%	23.13%	
PARATRANSIT	7,441	37,267	7,832	38,373	-4.99%	-2.88%	
Total	16,840	82,872	16,977	75,410	-0.81%	9.90%	
FR AVG. DAILY BOARDINGS	361.5						
DR AVG. DAILY BOARDINGS	240.03226						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,846.58	9,131.63	5.09	4.99	4.25	8,719.8	4.72%
PARATRANSIT	2,797.94	13,456.58	2.66	2.77	2.84	13,503.0	-0.34%
Total	4,644.52	22,588.21	3.63	3.67	3.4	22,222.9	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	29,381	145,605	0.32	0.31	139,436		4.42%
PARATRANSIT	38,263.75	189,027.06	0.19	0.20	183,180		3.19%
Total	67,644.84	334,631.75	0.51	0.51	322,615		3.72%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM	OVR PYTD	% INC/DEC OVR PYTD
FIXED ROUTE	88.86%	88.50%	84.00%	87.00%	5.79%		1.72%
PARATRANSIT	93.79%	92.83%	93.23%	95.03%	0.60%		-2.32%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
BLACK	2027	10419		2157			-6.0%
BLUE	1055	4347		819			28.8%
GREEN	1741	9274		1698			2.5%
RED	1236	5533		1093			13.1%
ORANGE	1949	8615		1963			-0.7%
PURPLE	1391	7417		1415			-1.7%
RIDERSHIP BY DESTINATION							
Month	YTD	PY Month	PY YTD	PY YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
(Included in 'Ridership Per Route' Numbers)	U-Mary	232	1633		230		0.9%
	UTTC	68	365		104		-34.6%
	Bismarck Library	434	1919		520		-16.5%
	Mandan Walmart	96	536		129		-25.6%
	Mandan Family Fare	481	2494		412		16.7%
ACCIDENTS							
Month	Month at Fault	YTD	YTD at Fault	YTD	YTD at Fault	YTD	YTD at Fault
FIXED ROUTE	1	0		3	2		
PARATRANSIT	0	0		7	5		
SERVICE VEHICLE	0	0		0	0		
SENT TO INSURANCE	0			4			
COMPLAINTS							
Month	YTD	YTD	YTD	YTD	YTD	YTD	YTD
FIXED ROUTE	0	5					
PARATRANSIT	0	4					
Office Staff	0	1					
COMPLIMENTS							
Month	YTD	YTD	YTD	YTD	YTD	YTD	YTD
FIXED ROUTE	1	2					
PARATRANSIT	1	2					
Office Staff	0	0					



H

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

June 27, 2024

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Decommission Bus 1701, 1702, 1703, 1704 and Van 63

BACKGROUND: Buses 1701, 1702, 1703, and 1704 have exceeded their useful life in age and miles. Replacements for these vehicles have been received and prepared for use. Van 63 was removed from revenue service on August 23, 2018, but remained in the fleet as a supervisory and relief vehicle. The van is no longer being used.

Fleet Information	VIN#	Acquisition Date	Mileage	Purchase Price	Funding Source	Appraised Value
#1701 2017 Ford Econoline	1FD4E4FS3HDC05257	10/3/2016	230,750	\$ 74,184	ND-FY16 5310 Urban	\$ 3,425
#1702 2017 Ford Econoline	1FD4E4FS1HDC05256	10/3/2016	237,784	\$ 74,184	ND-FY16 5310 Urban	\$ 3,625
#1703 2017 Ford Econoline	1FD4E4FS5HDC05258	10/3/2016	231,333	\$ 74,184	FY15 5339	\$ 3,625
#1704 2017 Ford Econoline	1FD4E4FS5HDC05261	10/3/2016	248,548	\$ 74,184	5339 FY15-Rural	\$ 3,125
#63 2012 Dodge Caravan	2C4RDGBG5CR398492	2/1/2013	146,018	\$ 37,409	2013 SOGR	\$ 2,000

FINANCIAL IMPACT: Funds received from the private sale of the vehicles will be retained by the City of Bismarck for use on future capital purchases. If more than \$5,000 is received for a single vehicle purchase, a portion will be returned to the Federal Transit Administration.

The distribution of the local and federal shares starts with the sales proceeds of the item sold for fair market value. Of that amount, the recipient retains \$5,000. Of the remaining amount of the sales proceeds, the recipient retains the amount calculated by its percentage of participation in the cost of the original purchase.

All vehicles will be sold at public auction via GovDeals.com.

RECOMMENDATION: Staff recommends that the request to decommission and sell fleet 1701, 1702, 1703, 1704, and 63 be approved.



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June 27, 2024

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Employee Insurance Recommendation

BACKGROUND: Bis-Man Transit currently offers health insurance to all employees paid by the company up to \$1,200 per month, per employee. Employer-sponsored dental and vision coverage is also provided for all employees.

DISCUSSION: All policies renew on September 1, 2024. Staff reviews are performed annually to ensure the appropriate policies are followed. The vision and dental policies are under two-year contracts and will be reviewed next summer.

FINANCIAL IMPACT: The health, vision, and dental policies are all within the 2024 budget.

BlueCare Gold 80-1000		
	Cost per Person	Cost per Family
Deidre	\$ 502.50	\$ 992.17
Spouse	\$ 489.67	
Taylor	\$ 479.73	\$ 479.73
Mike	\$ 676.76	\$ 1,448.72
Spouse	\$ 771.96	\$ 248.72 - Employee Out of Pocket
<i>Monthly Cost</i>	<i>Paid to BCBS</i>	<i>Employer Covered Cost</i>
1/1/24-8/31/24	\$ 2,727.17	\$ 2,592.09
9/1/24-12/31/24	\$ 2,920.62	\$ 2,671.90
Total	\$ 33,499.84	\$ 31,424.32

Insurance Policy	Actual	Budgeted
Avesis Vision	\$ 475.08	\$ 600.00
Companion Life Dental	\$ 2,275.32	\$ 2,300.00
BCBS Gold 80/\$1000	\$ 31,424.32	\$ 31,500.00

RECOMMENDATION: Staff and the Finance Committee recommends approval of the BlueCare Gold 80 1000 Plan from Blue Cross and Blue Shield.

The Finance Committee also recommends the monthly employee healthcare coverage limit increases from \$1,200 to \$1,500, effective July 1, 2024.



J

The City of Bismarck's Disadvantaged Business Enterprise Goal

For the Years 2025 - 2027



The City of Bismarck will receive in excess of \$1,500,000 per year in FTA Federal funds, between 2025 and 2027. This dollar amount meets the threshold adhering to a DBE program goal. The City of Bismarck's DBE goal was arrived at by using 49 CFR Section 26.45. **The City of Bismarck's DBE Goal for years 2025-2027 can be accessed at bismarcknd.gov under the "Community" tab. The City of Bismarck's DBE Goal for years 2025-2027 can also be accessed at bismarctransit.com under the "About Us" tab and selecting "Procurement."**

METHODOLOGY

Historical Review of DBE Goal:

Historically, the City of Bismarck has not achieved a DBE goal above .3% in the last eight years (2016-2018-.2%, 2019-2021-0%, 2022-2024-.3%). The median percentage of this group (2016–2024) is .2%.

Establishing Local Market:

Our local market is determined to be the immediate Bismarck/Mandan and Lincoln areas. With the rise of e-commerce, most expenditures for budgeted categories listed in Table 1 below are purchased online. This not only saves money on the limited budget but also is a convenient method of purchasing for staff. However, e-commerce is becoming highly used by vendors in the out-of-market area. This availability to out-of-market vendors allows the City of Bismarck to utilize more DBE's.

Base Figure Goal Setting Methodology:

The following format is the base component of the Base Figure equation:

$$X = \% (\text{DBE}/\text{All Businesses})$$

Step 1: We identified which budget categories were applicable to our DBE Goal Setting and noted the total budget amounts. There were fourteen budget categories in total. Then, we determined the percentage of each budget amount with respect to the total budget. These percentages were used as multipliers in the DBE Goal Setting Equation and are denoted by '%' in the above equation.

Step 2: We identified appropriate NAICS codes for each of the fourteen budget categories. On occasion, multiple NAICS codes were identified for a single budget category. Using the US Census Bureau Fact Finder and 2017 business patterns, we queried the number of area businesses matching each NAICS code. This number, with the addition to available out-of-market DBE vendors, is equivalent to 'All Businesses' in the above equation.

Step 3: We cross-referenced the NAICS codes from each of the budget categories with NAICS codes listed in the North Dakota DOT's DBE Directory. This process established the number of ready, willing, and able DBE's in our region who could potentially provide a service for the City of Bismarck. These numbers, ascertained for each budget category, match 'DBE' in the above equation.

Step 4: The percentage, 'DBE' number, and 'All Business' were calculated for each budget category according to the above equation. Adding these numbers together, we determined the Base Figure for the DBE Goal. The unadjusted Base Figure equaled .10%.

DBE 2025-2027 Goals

Table 1

Categories	NAICS Code	Budget Amount	% of Budget Amount	Available Service Area Vendors	Total (Including Out-of-Service Area DBE) Vendors	Available Service Area DBE's	Available Out-of-Service Area DBE's
Advertising & Marketing	323113, 541613, 541810, 541820	\$9,000.00	0.19%	20	28	1	8
Auditing & Accounting	541211, 541213	\$26,960.00	0.56%	35	36	0	1
Building Expenses	238220, 561730, 561790	\$21,360.00	0.45%	221	226	5	5
Computer Services	518210, 519290	\$7,300.00	0.15%	25	27	0	2
Contracted Services (Legal)	541110, 541199	\$2,000.00	0.11%	80	81	0	1
Fuel	424710	\$558,000.00	11.69%	42	43	0	1
Insurance	524210	\$79,071.00	1.66%	93	94	0	1
Office Supplies	322230, 424120	\$2,200.00	0.11%	16	16	1	0
Operations Contract	485111, 485113	\$3,965,218.00	83.05%	4	4	0	0
Printing	561439	\$14,750.00	0.11%	7	7	0	0
Sanitation Service	562119	\$2,160.00	0.11%	5	5	0	0
Telephone	561421	\$10,107.00	0.21%	7	7	0	0
Travel	561510, 561599	\$7,770.00	0.16%	7	7	0	0
Vehicle Costs	423120, 811111, 811411	\$68,600.00	1.44%	61	61	0	0

DISCUSSION OF GOAL

Adjustment to Base Figure:

This adjustment process involved analyzing evidence of other applicable factors and adjusting the base factor accordingly. Considering continued cooperation with the North Dakota DOT and increased efforts in DBE outreach, recruitment, certification, and public information efforts, the City of Bismarck plans to remain the DBE Goal at .25%.

Adjusted Goal:

The Adjusted DBE Goal for the City of Bismarck will remain at 0.25% in the effort that this goal will be reached by EOY 2027.

Race- Conscious Goal:

Historically, the City of Bismarck, has not been able to achieve its DBE goal through Race-Conscious (RC) efforts. If the goal is to be met, the City of Bismarck anticipates all efforts would be race-neutral. Therefore, there is no race-conscious goal.

Race-Neutral Goal:

There are a limited number of DBE's available in the Bismarck/Mandan and Lincoln areas, especially for operational (day to day) services. This necessitates more focused recruitment activity, such as increased cooperation with the North Dakota DOT and continued efforts in DBE outreach, recruitment, and certification. The City of Bismarck believes 100% of its 2025-2027 DBE goal can be accomplished through Race-Neutral (RN) means.

BASE FIGURE CALCULATION AND ADJUSTMENT

Step 1: Determine Base Figure (Reference Table 1 for data used in calculation below)

Base Figure = [Amount of 1st Category Budget Item (Advertising & Marketing) / Total Applicable Budget] x [Number of DBE Firms in 1st Category / Total Number of Firms in 1st Category] + [Amount of 2nd Category Budget Item (Auditing & Accounting) / Total Applicable Budget] x [Number of DBE Firms in 2nd Category / Total Number of Firms in 2nd Category] + ... x 100.

Base Figure = [.2857(8/28) + .0278(1/36) + .0221(5/226) + .0740(2/27) + .0123(1/81) + .0233(1/43) + .0106(1/94) + .0625(1/16) + .0000(0/4) + .0000(0/7) + .0000(0/5) + .0000(0/7) + .0000(0/7) + .0000(0/61)] x 100 = **0.10%**

Step 2: Adjustment

Base Figure + Adjustment = Total Overall Goal

0.10% + 0.15% = 0.25%

Total Overall Goal

0.25%

Step 3: Assign Race Neutral vs. Race Conscious Breakdown

Total Overall Breakdown

0.25% (Goal) = 0.25% (Race Neutral) + 0% (Race Conscious)

EXPLANATION OF CONSULTIVE PROCESS

The following attachments show how Bis-Man Transit, on the behalf of The City of Bismarck, reached out to find the availability of DBE's in our available and out-of-service markets:

Attachment A – Teams by Design, Inc., Arizona

Attachment B – Proforma, Inc., Florida

Attachment C – Seven Fires Business Solutions, Bismarck, ND

YEARS 2025-2027 DISADVANTAGED BUSINESS ENTERPRISE GOAL

The City of Bismarck hereby adopts these Disadvantaged Business Enterprise Goal for the Years 2025-2027.

Michael Schmitz, President, Board
of City Commissioners, City of
Bismarck

Rachel Lukaszewski, MPO Executive
Director, Bismarck-Mandan MPO

Deidre Hughes, Executive Director,
Bis-Man Transit

From: [Connie Tualla](#)
To: [Taylor Kitzan](#); [Thomas, Craig](#)
Subject: North Dakota DBE Certification (for Teams By Design, Inc.)
Date: Wednesday, May 1, 2024 9:30:17 AM
Attachments: [Outlook-tbcibjua.png](#)
Importance: High

It's been a challenging process getting Teams By Design, Inc. certified in the State of North Dakota. After numerous submissions of documents requested on various dates, below is the latest status.

Hopefully, this will be the final request. Will forward DBE certification upon receipt from NDDOT.

Appreciate your patience regarding this matter.

Connie Palomares-Tualla, President

Teams By Design, Inc.

----- Original Message -----

From: Chris Baker <Chris.Baker@projectsolutionsinc.com>

To: Connie Tualla <teamsbydesign3@comcast.net>

Date: 04/29/2024 4:53 PM PDT

Subject: Re: ND DOT: Application Returned [Action Required]

Hello Connie,

Thank you for the context and information regarding your NDDOT DBE application. I've spoken with AZDOT and received the existing original documentation they have on file, which has been provided to NDDOT. I've also been updating NDDOT on this information with the goal of moving the application process along. I very much appreciate your patience with this process, and will let you know if anything else is needed from you.

Respectfully,

Chris Baker

Project Coordinator

[Project Solutions Inc](#)

Rapid City SD | 605-737-0377

 [Book time to meet with me](#)

From: Connie Tualla <teamsbydesign3@comcast.net>

Sent: Saturday, April 20, 2024 12:02 PM

To: Chris Baker <Chris.Baker@projectsolutionsinc.com>

Subject: Fwd: ND DOT: Application Returned [Action Required]

You don't often get email from teamsbydesign3@comcast.net. [Learn why this is important](#)

As previously stated, ORIGINAL documents submitted with prior home state, California DOT was over 20 years ago and we no longer have those records. Teams By Design relocated to Arizona as its home state and required paperwork and supporting documentation was submitted and approved with the AZ DOT in 2022. These documents were provided to your office with prior submittals and requests.

Your further request and directive below has been forwarded to AZ DOT for their

assistance/clarification. Upon receipt; will forward response to your office (requesting to not delete submission from your records as we await response).

Regards,

Connie Palomares-Tualla, President
Teams By Design, Inc.

----- Original Message -----

From: North Dakota Department of Transportation

<dotnd@diversitycompliance.com>

To: "Concepcion (Connie) Palomares-Tualla"

<teamsbydesign3@comcast.net>

Date: 03/27/2024 4:00 PM PDT

Subject: ND DOT: Application Returned [Action Required]



Certification Application Returned

Applicant: **TEAMS BY DESIGN, INC.**

Certifying Agency: **North Dakota Department of Transportation**

Application Type: **Interstate Application**

Application Number: **6732914**

Contact: **Concepcion (Connie) Palomares-Tualla**

Date Submitted: **12/9/2023**

Dear Concepcion (Connie) Palomares-Tualla,

Your application for certification could not be received and has been returned to you for the reason(s) noted below. Please update and resubmit your application.

The application deletion date has been extended by 1 month; if you do not complete and resubmit your application, it will be deleted from the system on **4/27/2024**. If you are applying for renewal or recertification, you are required to submit the application by the standard deadline to maintain your status regardless of the record deletion date noted above.

Reason(s) for returned application:

Hello Connie/Teams by Design,

Thank you for providing additional documentation for your current DBE certification. In order to continue review of your North Dakota DBE application, please submit the following:

- Complete original home state application, including original supporting documents. Either you or Arizona DOT should be able to export said documentation as a PDF. It's recommended that you confer with Arizona DOT if you encounter issues in obtaining this documentation.

Note: Your application will be deleted after 30 days if there is no activity.

If you have any questions or need assistance, please feel free to contact us!

Respectfully,

Chris Baker
NDDOT DBE Supportive Services
605-630-7061
chris.baker@projectsolutionsinc.com

To view your application, visit: <https://dotnd.diversitycompliance.com/?GO=677>

If you have any questions, please email us at dotnd@diversitycompliance.com.

North Dakota Department of Transportation

Civil Rights Division
608 E Boulevard Avenue
Bismarck, ND 58505-0700
(701) 328-2563
civilrights@nd.gov
<https://dotnd.diversitycompliance.com>
dotnd@diversitycompliance.com

This message was sent to: "Concepcion (Connie) Palomares-Tualla"
Sent on: 3/27/2024 6:00:05 PM
System ReferenceID: 223701753

From: [Deidre Hughes](#)
To: [Thomas, Craig](#)
Cc: [Taylor Kitzan](#)
Subject: RE: Uniform Supplier Certification
Date: Wednesday, February 14, 2024 10:48:59 AM
Attachments: [image006.png](#)
[image009.png](#)
[image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image001.png](#)

Thanks! If they do, we may look at ordering some shirts for my staff for events.

Deidre

Deidre Hughes, MBA

Executive Director

Bis-Man Transit

p: 701.258.6817 m: 701.516.0193

f: 701.258.6752

a: 3750 E Rosser Ave

Bismarck, ND 58501

w: bisantransit.com

e: dhughes@bisantransit.com



From: Thomas, Craig <Craig.Thomas@nationalexpresstransit.com>

Sent: Wednesday, February 14, 2024 10:41 AM

To: Deidre Hughes <dhughes@bisantransit.com>

Cc: Taylor Kitzan <tkitzan@bisantransit.com>

Subject: RE: Uniform Supplier Certification

Okay. I'll see if they would be interested in applying

Craig Thomas

General Manager

Bismarck 7049

Mobile: 701-390-0392

national express | *transit*





From: Deidre Hughes <dhughes@bismantransit.com>
Sent: Wednesday, February 14, 2024 10:24 AM
To: Thomas, Craig <Craig.Thomas@nationalexpresstransit.com>
Cc: Taylor Kitzan <tkitzan@bismantransit.com>
Subject: RE: Uniform Supplier Certification

External Message: Do not click links or open attachments unless you recognize the source of the email and know the contents are safe.

Craig,

Yes, they would qualify, but they need to apply to be a DBE. Their certification is different than a DBE certification. The link below is for the certification in Florida.

[DBE Certification \(fdot.gov\)](#)

[Uniform Certification Application-annotated \(windows.net\)](#)

Let me know if you have any questions!

Deidre

Deidre Hughes, MBA

Executive Director

Bis-Man Transit

p: 701.258.6817 m: 701.516.0193

f: 701.258.6752

a: 3750 E Rosser Ave

Bismarck, ND 58501

w: bismantransit.com

e: dhughes@bismantransit.com



From: Thomas, Craig <Craig.Thomas@nationalexpresstransit.com>

Sent: Wednesday, February 14, 2024 10:18 AM

To: Deidre Hughes <dhughes@bismantransit.com>

Subject: Uniform Supplier Certification

Would this qualify as a DBE?

Craig Thomas

General Manager

Bismarck 7049

Mobile: 701-390-0392



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RNW22161

CERTIFICATION NUMBER

02/14/25

EXPIRATION DATE

Certifies that:

Proforma, Inc.

has successfully met the requirements of the NWBOC national certification program for certification as a woman-owned and woman-controlled business.

The identified business has qualified as an eligible Woman Business Enterprise (WBE) as set forth in NWBOC standards and procedures.

PHYLLIS HILL SLATER
Board Chair, NWBOC

55112

NAICS Code(s)

02/15/22

Date

WWW.NWBOC.ORG

INFO@NWBOC.ORG | 800-794-6140 | 1101 East Cumberland Ave, Suite #301, Tampa, Florida 33602

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Name:	Deidre Hughes
Email Address:	dhughes@bisantransit.com
Phone Number:	7012586817
<p>Good afternoon,</p> <p>I am looking for a quote 8 cases of standard office paper.</p> <p>Please let me know if you have any questions,</p> <p>Deidre Hughes</p>	
<input type="button" value="Request Quote"/>	