



Bis-Man Transit Board Meeting

July 25, 2024, 11:30 AM

Via Zoom & In-person at

3750 E. Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Glenn Lauinger

Helen Baumgartner

Karel Sovak

Royce Schultze

Not Attending:

DeNae Kautzmann, Secretary Steve Heydt

Lacey Long, Vice President Andrew Stromme

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Rachel Lukaszewski

Paulette Jacobsen

Meeting was called to order at 11:33 A.M.

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

Consent Agenda: Karel moved to approve the Consent Agenda. Glenn seconded the motion. Motion carried unanimously.

Public Comment: N/A

New Business

1. **Employee Handbook Update:** Deidre explained that after the NDDOT 5310 Compliance Review, it was recommended to change the per diem rate to NDDOT policy from the GSA rate that was previously used. Glenn moved to approve the Employee Handbook Update. Karel seconded the motion. Motion carried unanimously.
2. **Policy and Procedure Update:** Deidre explained that after the NDDOT 5310 Compliance Review and the Triennial, it was recommended to update the verbiage of “wheel chair” to “mobility device” in policies and procedures. Karel moved to approve the Policy and Procedure Update. Royce seconded the motion. Motion carried unanimously.
3. **City of Lincoln Contract Recommendation:** Deidre discussed that the City of Lincoln contract expired at the end of December 2024, but that contract states a monetary amount needs to be negotiated for the next contract by October 2024. After meeting with Mayor Berglund of the City of Lincoln, Deidre recommends two installments of \$5,000 annually for the renewal contract. This amount better reflects the paratransit ridership in the City of Lincoln. Glenn commented that the Finance Committee recommends approval of the new City of Lincoln contract. Glenn moved to approve the City of Lincoln contract. Karel seconded the motion. Motion carried unanimously.
4. **1911 Decommission and Disposal Recommendation:** Deidre explained that on June 16th, bus 1911 was in an accident on State Street and Calgary Avenue, the other driver was at fault. Both the passenger and driver were transported to the hospital with minor injuries. Damage to the vehicle was significant. The insurance company totaled bus 1911 and settled on the amount of \$65,075. The vehicle is still within useful life which requires a pay back to the FTA. Deidre is working with the City of Bismarck and NDDOT to determine the amount of repayment required to the FTA. Glenn commented that the vehicle replacement cost is \$94,000.00. Deidre confirmed that amount and discussed that she has asked Becky Hanson at NDDOT if a budget amendment can be done on 5339 funds for a bus purchase since the funds can't be used on the facility maintenance. Insurance proceeds would also be used to purchase a new bus. Karel moved to approve the decommission and disposal of bus 1911. Glenn seconded the motion. Motion carried unanimously.



Executive Director Report

1. **Ridership Update:** Deidre explained that there was a slight decline in CAT ridership from May to June. This could be because school is out, road construction detours, and more foot traffic due to nicer weather conditions. The blue route had an increase in ridership by 100 trips. There was a miscalculation in paratransit ridership for April and May due to a system error. In April there were 234 more trips than reported previously. In May there were 181 more trips than reported previously. Paratransit trips are at 44,450 for the year and 54,688 CAT trips.
2. **Construction Update:** Deidre discussed that the biggest CAT detour previously affected the Front Avenue transfer point. The black route has a detour to bypass the State Capitol. The green route has a detour on South Washington Avenue. The red route has to use a paratransit bus instead of a CAT bus, but there is still live tracking on the bus. The orange route isn't able to travel on Boulevard Avenue by Simle Middle School. The purple route is bypassing the new high school, which was requested by the City of Mandan. If there are any delays on the bridge, this impacts fixed route and paratransit on-time performance.

Operations Report: Craig discussed that there is a paratransit trainee that is currently doing behind the wheel training. He also commented that the two fixed route trainees from last month have obtained their CDL's and are driving independently. Paratransit driver openings are close to being filled.

Glenn commented that Royce and Trevor attended an Accessibility Forum and there was negative feedback of transit scheduling and accessibility. Royce explained the topics that came up were scheduling two weeks in advance, time spent on the bus, and time spent waiting for the bus. Craig commented that scheduling two weeks in advance is only recommended to receive the trip time they are wanting. Craig also explained that staffing should help with on-time performance and trip duration. The more drivers on the road, the better on-time performance and trip duration will be for riders. Deidre commented that the FTA and ADA define a trip denial as a trip that is not being able to be accommodated within 60 minutes of the requested time. These trip denials are tracked for the FTA by Transit and there have only been a handful within the last two months. HIT trips take up a majority of the peak time capacity on the buses. Deidre recommended that riders call in when there are issues so she can research the situation and improve it.

Helen asked if there can be a certain percentage of trip openings to be allocated to HIT and when that is filled, they would have to find alternate transportation. Deidre answered no. Helen also asked Craig if he conducted exit interviews with drivers to find out why they leave as there are employee shortages everywhere. Craig answered a majority of why drivers leave is because of personal schedules or finding other employment.

Other Business: N/A



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

Meeting adjourned at 12:14 P.M.



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