



Bis-Man Transit Board Meeting

September 26, 2024, 11:30 AM

<https://us02web.zoom.us/j/82170466778>

Call in: +1 312 626 6799; Meeting ID: 821 7046 6778

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2024/8/22 Regular Meeting
 - b. Attachment B – 2024/9/24 Finance Meeting
 - c. Attachment C – 2024/9/24 CTIC Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

Old Business

1. Measure One Update
2. Mandan Contribution Discussion
 - a. Attachment F

New Business

1. Free Ride Day Recommendation - *November 5th*
2. Stuff the Bus Discussion
 - a. Attachment G
3. Concrete Repair Project Update

Executive Director Report

1. CAT Ridership
2. Outreach Update
3. Advertising Update

Operations Report

Other Business

Adjourn

- The next Board Meeting will be held on **October 24, 2024, at 11:30 am.** •



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A

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

Bis-Man Transit Board Meeting

August 22, 2024, 11:30 AM

Via Zoom & In-person at
3750 E. Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Helen Baumgartner

Royce Schultze

Karel Sovak

Andrew Stromme

Commissioner Connelly

Not Attending:

Steve Heydt

Commissioner Rohr

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Tom Reisenauer

Guests:

Trevor Vannett

Rachel Lukaszewski

Paulette Jacobsen



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

Welcome & Introductions

Approval of Agenda: Andrew moved to approve the agenda. DeNae seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae moved to approve the Consent Agenda. Royce seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
2. Financial Report
3. Ride Stats

Public Comment

Old Business

1. Investment Discussion: Deidre explained that there are two 13-month CD's that mature on August 24, 2024. Starion Bank will match the highest local rate at 5.11% APY for a 6-month CD. Deidre noted that the two CD's can be combined into one and it's less of an administrative burden when recording journal entries. Glenn moved to approve reinvestment of the two 13-month CD's and combine to one 6-month CD at 5.11% APY at Starion Bank. DeNae seconded the motion. Motion carried unanimously.

New Business

1. Property Tax Discussion: Deidre reached out to the City Tax Assessor and was informed that the property tax that is charged to Transit annually is only on the square footage of the Jefferson Lines rental space. The property tax amount has not been charged to Jefferson Lines in the past, but Transit is proposing to pass that amount onto the Jefferson Lines Lease Agreement.
2. Jefferson Lines Lease Agreement Approval: Deidre explained that she reached out to the manager of Jefferson Lines, Kevin Pursey, to propose the annual property tax amount be included throughout the 12-month lease agreement. Deidre did include a comparable to Jefferson Lines showing that it is fair to charge this to the renter. Andrew moved to approve the Jefferson Lines Lease Agreement. DeNae seconded the motion. Motion carried unanimously.
3. FY24 5307 Update: Deidre discussed that the FTA has taken longer to approve the FY24 5307 grant application than anticipated. The application was just approved by the city attorney and Transit will be able to draw down. The amount that is owed to Transit from February through June 2024 is \$1,153,834.



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Executive Director Report

1. Ridership Update: Deidre explained that Mike has a busy next few weeks of community and college fairs. On August 26th and 29th, there will be paratransit and CAT training that is funded by the DD Council grant at the Transit facility. There is low registration so far, so there might be another round of trainings in September. Deidre met with new Commissioner Sjoberg from Mandan to educate him on Transit items and he used to be a CAT driver for Transit.

Operations Report: Commissioner Connelly commented that he received a compliment from a rider that has recently started using the paratransit service and has been satisfied.

Other Business: Commissioner Connelly updated the Board that the signature initiative for the Sales Tax Measure is still going on. The deadline for signatures is Monday, August 26th. There have been 1,400 signatures turned into the City of Bismarck so far. Glenn thanked Commissioner Connelly for his efforts in obtaining signatures.

Andrew updated the board that the City of Mandan is 120 days away from using the sales tax amount. He explained that the City isn't in a rush to use the funds immediately and he has been speaking with Deidre on how to use the funds. Andrew will keep the Board updated on the process.

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

Meeting adjourned at 12:05 P.M.



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B

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

Bis-Man Transit Finance Committee Meeting Minutes

September 24, 2024, 12:00 P.M.
Via Zoom

Attending: Lynn Wolf Glenn Lauinger

Not Attending: DeNae Kautzmann, Chair

Staff: Deidre Hughes Taylor Kitzan

Meeting was called to order at 12:00 P.M.

Deidre updated that the sponsoring committee was able to turn in the necessary number of signatures for Measure One to make it on the ballot on November 5th in Bismarck. Jason Tomanek provided the language for Measure One that would be placed on the ballot. Deidre will update the website with all the information for Measure One, similar to what she did for the Measure in Mandan in June. Deidre interviewed with Steve Bakken this morning for his “Talk of the Town” radio show and shared information about Public Transportation and Measure One. The episode will air on Friday on 1270 AM.

Deidre discussed Bismarck and Mandan trip counts provided in the Board packet. Mandan is 20% short on the financial contribution required for the level of service being provided for the fixed route and paratransit service. Glenn commented that it costs \$920,000 to provide the current service to Mandan and we currently receive \$225,000. The sales tax amount is needed to maintain the current level of service.

Deidre explained that Free Ride Days have been provided in the past for primary and general elections. Staff is seeking approval for Free Ride Day on Election Day, November 5th. Finance Committee recommends approval to the Board.

Deidre discussed that staff recommends Ministry on the Margins as the charity for which Transit collects items for Stuff the Bus this year. Ministry on the Margins is also a member of the Missouri Valley Homeless Coalition and is looking for non-perishable food items and personal hygiene items. Craig would like to collect items on a bus at a local store if staffing allows. The Finance Committee recommends approval.

Deidre explained that the parking lot concrete repair was applied for with a 5339 grant, but FTA denied the project. Transit was able to have this project approved for 5307 funding. Deidre has been working with the City of Bismarck for the project management of this. There will have to be an Executive Committee meeting to approve the bidder chosen for the RFP due to the time of the year and weather. Glenn asked the amount of the project and what the match was from the grant. Deidre answered the budget is \$50,000 for the project and the funding is an 80/20 split.

Deidre updated that Transit is currently up-to-date on 5307 grant reimbursements; however, we are still waiting on the City of Bismarck’s 2024 contribution amount.

Meeting adjourned at 12:46 P.M.



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C

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

Community Transportation Input Committee Meeting Minutes September 24, 2024, 3:00 PM

Attending: Glenn Lauinger Andrew Stromme
Susan Dingle

Staff: Deidre Hughes Mike Mundahl

Meeting was called to order at 3:00 P.M.

Regular Agenda

- Measure One Update:** Deidre updated on Measure One for the city of Bismarck. The sponsoring committee turned in the appropriate number of signatures reviewed by the City of Bismarck and deemed acceptable. The proposed sales tax will be on the Bismarck ballot in November. Deidre said she interviewed with Steve Bakken on his Talk of the Town radio show that will air later in the week on Supertalk 1270. They discussed transit and what Measure One would mean to the community. Deidre was also interviewed by KFYR-TV this morning about Measure One. The reporter wasn't sure if it would air or not. Deidre also thanked Susan for her efforts in getting the measure on the ballot.
- Mandan Contribution Discussion:** Deidre said this would be covered at the Board meeting and directly relates to the measure that passed in June in Mandan. The discussion will cover how to get to the appropriate number for what level Mandan is currently getting compared to what Mandan's contribution is. Just for the expense paid to WeDriveU and for fuel, Mandan is off where it needs to be by approximately 20%. Considering indirect expenses, it is a much higher amount. Mandan accounts for 25%-26% of total paratransit drop-offs. Mandan accounts for approximately 10% of CAT ridership.
- Free Ride Day:** Deidre will be requesting approval from the Board to provide free rides on election day. Free rides have been offered on election day since about 2018. Deidre

reminded the committee that if approved, would not be for a specific location. It would be all rides to all locations.

4. **Stuff the Bus Discussion:** Deidre will be requesting approval from the Board to hold a Stuff the Bus event December 9-13 to benefit Ministry on the Margins. Deidre said if WeDriveU is able to get volunteers, they may take a bus out remotely for a few hours to collect items on-site somewhere. Donations would also be collected at the Bis-Man Transit facility and onboard the buses.
5. **CAT Ridership Update:** Deidre provided a ridership update for August 2024. CAT provided 11,576 trips, which is the highest month since approximately 2016. Statistics are harder to find before that. Ridership is significantly higher than pre-covid. Paratransit ridership was 7,598 trips. Blue route ridership is on the rise, with 1,225 trips, a 129% increase year over year. The Black route was the highest-performing route, with 2,629 trips. The Orange route was the next most popular route, with 2,443 trips provided. Glenn questioned why ridership was down at UMary and UTTC. Deidre said there were about 60 trips less at the University of Mary for the month of August and isn't sure why the number is lower. Deidre said she and Mike have had conversations with the UTTC wellness coordinator about different ideas.
6. **Community Outreach Update:** Deidre provided an update on Community Outreach efforts from August and upcoming for September. Bis-Man Transit participated in the BSC Welcome Fair and the University of Mary Community Fair. Intro to CAT and Intro to Paratransit classes were held towards the end of August and again in September. An individual from United Way attended the training and set up an onsite visit to provide CAT training at the homeless shelter, which was provided in September. The University of Mary did a Walmart run in September. CAT classroom training was held earlier in September through Global Neighbors. Bis-Man Transit will also attend the United Tribes Technical College career fair on September 25th.
7. **Other Business:** No other business.

Meeting adjourned at 3:24 P.M.



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August 2024

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	11,576	75,052	8,816	63,569	31.31%	18.06%	
PARATRANSIT	7,598	59,336	7,067	60,211	7.51%	-1.45%	
Total	19,174	134,388	15,883	123,780	20.72%	8.57%	
FR AVG. DAILY BOARDINGS	428.74						
DR AVG. DAILY BOARDINGS	245.09677						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,911.75	14,658.88	6.06	5.12	4.53	14,042.9	4.39%
PARATRANSIT	2,893.77	21,533.71	2.63	2.76	2.83	21,304.9	1.07%
Total	4,805.52	36,192.59	3.99	3.71	3.5	35,347.8	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	30,394	233,502	0.38	0.32	225,364		3.61%
PARATRANSIT	39,716	300,096	0.19	0.20	292,939		2.44%
Total	70,109.91	533,597.54	0.57	0.52	518,303		2.95%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM	OVR PYTD	% INC/DEC OVR PYTD
FIXED ROUTE	84.00%	87.49%	79.00%	85.00%	6.33%		2.93%
PARATRANSIT	93.46%	92.83%	86.69%	93.62%	7.81%		-0.84%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
BLACK	2629	17445		2369			11.0%
BLUE	1225	7165		534			129.4%
GREEN	1974	14295		1689			16.9%
RED	1499	9268		1202			24.7%
ORANGE	2443	14563		1670			46.3%
PURPLE	1806	12316		1352			33.6%
RIDERSHIP BY DESTINATION							
	Month	YTD	PY Month	PY YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
(Included in 'Ridership Per Route' Numbers)	U-Mary	201	2182		261		-23.0%
	UTTC	39	481		59		-33.9%
	Bismarck Library	727	3558		490		48.4%
	Mandan Walmart	199	969		85		134.1%
	Mandan Family Fare	579	4126		390		48.5%
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	5	4			
PARATRANSIT	0	0	9	6			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		5				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	0	7					
PARATRANSIT	2	9					
Office Staff	0	1					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	2					
PARATRANSIT	0	2					
Office Staff	0	0					



F

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

September 26, 2024

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: City of Mandan Contribution Discussion

DISCUSSION: Recently, Mandan citizens voted to fund public transportation via a 2/10ths of a cent sales tax. After analyzing data from 2021 through June 2024, a gap in direct funding provided by Mandan was noted. The data used to reach this conclusion can be found below.

2024 Through June 30th					
Para	Burleigh	Morton	Total	Burleigh	Morton
	32533	11917	44450	73.19%	26.81%
CAT	Burleigh	Morton		Burleigh	Morton
	49266	5422	54688	90.09%	9.91%

2023					
Para	Burleigh	Morton	Total	Burleigh	Morton
	65063	22688	87751	74.15%	25.85%
CAT	Burleigh	Morton	Total	Burleigh	Morton
	90862	9674	100536	90.38%	9.62%

2022					
Para	Burleigh	Morton	Total	Burleigh	Morton
	66584	23876	90460	73.61%	26.39%
CAT	Burleigh	Morton		Burleigh	Morton
	66736	7860	74596	89.46%	10.54%

2021					
Para	Burleigh	Morton	Total	Burleigh	Morton
	64882	21321	86203	75.27%	24.73%
CAT	Burleigh	Morton		Burleigh	Morton
	49362	7773	57135	86.40%	13.60%

2024 - June 30	Contribution
Bismarck	\$ 1,364,720.00

Mandan	\$	153,774.86
Lincoln	\$	7,500.00

2023 Contribution		
Bismarck	\$	1,339,404.62
Mandan	\$	225,157.95
Lincoln	\$	15,000.00

2022 Contribution		
Bismarck	\$	1,220,605.34
Mandan	\$	208,533.79
Lincoln	\$	15,000.00

2021 Contribution		
Bismarck	\$	1,197,962.78
Mandan	\$	196,011.30
Lincoln	\$	15,000.00

2024 - June 30	Fuel	Ops	Total Expense	Expense by Ridership Mandan	Expense by Ridership Bismarck
Paratransit	\$ 114,121.15	\$ 1,153,165.95	\$ 1,267,287.10	\$ 339,759.67	\$ 927,527.43
CAT	\$ 96,971.52	\$ 785,935.43	\$ 882,906.95	\$ 87,496.08	\$ 795,410.87
				\$ 427,255.75	\$ 1,722,938.30

2023	Fuel	Ops	Total Expense	Expense by Ridership Mandan	Expense by Ridership Bismarck
Paratransit	\$ 244,181.22	\$ 1,898,733.26	\$ 2,142,914.48	\$ 553,943.39	\$ 1,588,971.09
CAT	\$ 214,102.32	\$ 1,276,996.23	\$ 1,491,098.55	\$ 143,443.68	\$ 1,347,654.87
				\$ 697,387.07	\$ 2,936,625.96

2022	Fuel	Ops	Total Expense	Expense by Ridership Mandan	Expense by Ridership Bismarck
Paratransit	\$ 268,349.21	\$ 1,731,637.97	\$ 1,999,987.18	\$ 527,796.62	\$ 1,472,190.56
CAT	\$ 243,923.45	\$ 1,217,071.56	\$ 1,460,995.01	\$ 153,988.87	\$ 1,307,006.14
				\$ 681,785.49	\$ 2,779,196.70

2021	Fuel	Ops	Total Expense	Expense by Ridership Mandan	Expense by Ridership Bismarck
Paratransit	\$ 191,248.92	\$ 1,679,431.25	\$ 1,870,680.17	\$ 462,619.21	\$ 1,408,060.96
CAT	\$ 180,407.43	\$ 1,259,773.77	\$ 1,440,181.20	\$ 195,864.64	\$ 1,244,316.56
				\$ 658,483.85	\$ 2,652,377.52

Based on this information, Mandan's contribution for 2021 was 29.7% of the total direct expense to Bis-Man Transit for the service provided. In 2022, this was 30.5%; in 2023, it was 32.2% of the total direct expense incurred. Given this information, the City of Mandan is 18-20% short on its share of the Direct costs.

It is crucial to keep in mind that this analysis does not include indirect expenses. For the 2024 budget, the total indirect expenses are approximately \$900,000, and an additional \$200,000 in vehicle match expenses. A portion of these expenses must also be attributed to Mandan.



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September 26, 2024

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Stuff the Bus Event

RECOMMENDATION: Staff recommends approval of collecting donations for the annual Stuff the Bus event for Ministry on the Margins from December 9th through the 13th.

BACKGROUND: Bis-Man Transit has hosted the Stuff the Bus event since 2018, collecting donations for various local charities in December.

DISCUSSION: Each year, staff works to find a local organization needing supplies for the less fortunate. This year, Deidre asked Missouri Valley Homeless Coalition members if any of their organizations would be interested in being the recipient of this event. Ministry on the Margins reached out to Deidre, expressing interest. Items collected would include portion-size proteins, such as tuna pouches, canned chicken, salmon, canned soups or meals, and hygiene projects. If approved, staff will work with the Ministry on the Margins to create a complete list of possible donations.

The collection will occur at the Transit Facility and onboard each CAT bus. If WeDriveU can staff donation collection at a grocery store, we will consider placing a Bis-Man Transit bus at a remote location for 3-5 hours to encourage donations.

FINANCIAL IMPACT: No financial impact.



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