



Bis-Man Transit Board Meeting

September 26, 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	Andrew Stromme
Commissioner Connelly	Commissioner Rohr

Not Attending:

Lacey Long, Vice President	DeNae Kautzmann, Secretary/Treasurer
Steve Heydt	

Staff:

Deidre Hughes	Taylor Kitzan
Mike Mundahl	Amanda O'Brien
Tom Reisenauer	Craig Thomas

Guests:

Trevor Vannett	Susan Dingle
Paulette Jacobsen	Rachel Lukaszewski

Meeting was called to order at 11:30 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.

1. Previous Month's Minutes
 - a. 2024/8/22 Regular Meeting
 - b. 2024/9/24 Finance Meeting
 - c. 2024/9/24 CTIC Meeting
2. Financial Report
3. Ride Stats

Public Comment: Susan commented that she is excited for Measure 1 to be on the ballot and would like there to be discussion about how to promote the measure for the election.

Old Business

1. Measure One Update: Deidre explained that Measure 1 will be on the ballot in Bismarck. There is a landing page on the website that includes a video she created on Measure 1 along with other information and ballot language on the measure. There has been media coverage on the measure already and Deidre attended "Talk of the Town" radio segment that will air tomorrow. Lynn opened discussion for ideas to promote the measure. Karel answered that in the past there had been Town Hall meetings at the library to invite the public to talk and ask questions and asked if something similar had been scheduled. Deidre answered that she can schedule a meeting for the public in October. Andrew answered to get in touch with Catherine at the Chamber to get more information to present the measure to the league of women voters. Deidre thanked Susan for personally ordering one hundred yard signs and asked any Board members to get in touch with her if they would like one. Commissioner Rohr asked what language differed between Mandan Measure 1 and Bismarck Measure 1. Deidre answered that the Bismarck Measure 1 doesn't include accessibility about City Hall and instead to cover the administrative costs associated with the Burleigh Morton County Detention Center.
2. Mandan Contribution Discussion: Deidre discussed the contribution Mandan has provided historically. This contribution has been 18%-20% short of direct expenses. The contribution made by the City of Mandan is not enough to provide the current level of service. Commissioner Rohr asked if the statistics were based off population or other factors. Deidre



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

answered that the calculations came from ridership. Andrew commented that he believes that the revenue will exceed the shortage and asked Deidre what the dollar amount of the shortage is. Deidre answered that the shortage is approximately \$350,000.00. Glenn commented that it is approximately \$920,000.00 in direct and indirect costs to service the City of Mandan. Deidre expressed interest in having a temporary committee formed to meet with City of Mandan employees and officials to have conversations moving forward about contribution funds. Glenn, Andrew, and Helen volunteered to be on the committee.

New Business

1. Free Ride Day Recommendation - *November 5th*: Deidre explained that Transit has offered Free Ride Day on election days in the past and it has been successful. Staff recommends approval for Free Ride Day on election day November 5th. Glenn moved to approve Free Ride day on election day November 5th. Karel seconded the motion. Motion carried unanimously.
2. Stuff the Bus Discussion: Deidre discussed that Ministry on the Margins asked to be the recipient of Stuff the Bus this year. Ministry on the Margins is looking to have non-perishable food items and hygiene products donated. Deidre commented that Craig wanted to have a bus at a Family Fare location to collect donations, if staff allowed, and encouraged Board members to also volunteer. Deidre will provide a detailed list of donations as the event gets closer. Staff recommends approval of Stuff the Bus to be December 9th – 13th for Ministry on the Margins. Andrew moved to approve the Stuff the Bus event. Karel seconded the motion. Motion carried unanimously.
3. Concrete Repair Project Update: Deidre explained that the City of Bismarck Engineering RFP cutoff for the Concrete Repair Project is tomorrow and that an Executive Committee meeting will need to be held early next week so the project can be completed this year. This project was originally supposed to be reimbursed from a 5339 grant, but the FTA denied the project. A budget amendment was made to the preventative maintenance portion of the 5307 grant and this \$50,000 project will be covered at an 80/20 split.

Executive Director Report

1. CAT Ridership: Deidre discussed that there were 11,976 trips made on CAT in August. This is the highest since 2016. Total ridership was 19,174 for the month of August. Deidre explained that it's important to communicate to the community that public transportation is needed. Blue route had an increase in ridership and Black route is the highest performing route.
2. Outreach Update: Deidre explained that in August, Mike attended the BSC Welcome Fair and led training for the DD Council. In September, Mike attended the U-Mary Community Fair, United Tribes Career Fair, and had the opportunity to provide CAT travel training to the



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

United Way Homeless Shelter after making a contact from the DD Council training. Another DD Council training was conducted this past week.

3. Advertising Update: Deidre discussed that as of September, advertising revenue is \$94,924.00. The Bismarck Airport is doing a five-year advertising contract on CAT Bus 2401. There are six open benches currently, most being new locations.

Operations Report: This month we added 2 more Paratransit Operators to our team, bringing us to a total of 24 Paratransit Operators. We have been able to better accommodate trip requests and increase ride productivity with the addition of these operators. We lost 2 drivers on Fixed Route, 1 due to relocating, and 1 due to other employment, however, one of these operators will continue employment with us seasonally. There are some drivers wanting more hours, so these losses have not negatively impacted Fixed Route. On September 20th, we had an all employee end of summer cookout here at the office, where drivers and staff enjoyed lunch and fellowship. We look forward to having more events this fall!

Other Business: Glenn commented that Transit has received 5307 reimbursement checks, so the \$800,000.00 deficit is actually a \$400,000.00 surplus. Transit should be able to achieve a balanced budget, which is a big accomplishment.

Deidre explained that historically there has been an issue with trip denials. She has worked with operations on how to improve this and there are no more trip denials. On-time performance has also improved.

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

Meeting adjourned at 12:22 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com