



Bis-Man Transit Board Meeting

October 24, 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	
	Andrew Stromme	Glenn Lauinger
	Steve Heydt	Helen Baumgartner
	Commissioner Rohr	
Not Attending:	Karel Sovak	Royce Schultze
	Commissioner Connelly	
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Tom Reisenauer	
Guests:	Trevor Vannett	Paulette Jacobsen
	Susan Dingle	

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

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. Glenn seconded the agenda. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2024/9/26 Regular Meeting
 - b. Attachment B – 2024/10/1 Mandan Contribution Committee Meeting
 - c. Attachment C – 2024/10/4 Executive Committee Meeting
 - d. Attachment D – 2024/10/21 Finance Meeting
2. Financial Report

3. Ride Stats

Public Comment: N/A

Old Business

1. Mandan Contribution Committee Update: Deidre explained that the Committee met in early October to discuss how to move forward with the conversation as well as who should be involved. Deidre presented a PowerPoint that includes ridership and budgetary projections. Deidre concluded that the City of Mandan is approximately \$420,000 short of maintaining the current level of service. The PowerPoint will be presented to City of Mandan employees, hopefully in the beginning of November. Andrew commented that he wouldn't be involved in the Mandan Contribution Committee due to his employment with the City of Mandan. DeNae was appointed to serve on the Mandan Contribution Committee by Lynn. Current members are Glenn, Helen, and DeNae.

New Business

1. Replacement Cutaway Bus Recommendation: Deidre discussed that 5310 funding was awarded for a flex bus, a bus that is able to be used for paratransit and fixed route. This is helpful in staffing situations that a CDL driver is not available. This bus purchase was approved by the NDDOT. The 1800 buses will be replaced by 5339 funding. Finance Committee recommends the purchase of the replacement buses. DeNae moved to approve the purchase of the replacement buses. Glenn seconded the motion. Motion carried unanimously.



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2. Procurement Policy Update Recommendation: Deidre explained that the NDDOT recommended changes be made to Transit's Procurement Policy. This included checklists be added. DeNae moved to approve the Procurement Policy update. Steve seconded the motion. Motion carried unanimously.

Executive Director Report

1. Fall Project Update: Deidre discussed the following:
 1. Mandan Contribution discussion will be had before the end of the year.
 2. 2025 Budget is almost complete for Finance Committee review.
 3. FY2026 5310 and 5339 grant applications are almost complete.
 4. Advertising rate increase to be put into place January 1st 2025.
 5. Telephone system procurement will be out by November 1st.
 6. Free Ride Day will be provided on Election Day.
 7. Stuff the Bus will take place in December.
 8. Deidre and Tom will be completing the NDDOT maintenance review this Sunday.

Operations Report: Craig explained that this month they have been continuing to transition operating systems from National Express to WeDriveU. This includes new payroll systems and benefits. Currently there are 23 paratransit drivers with 1 trainee, so just shy of the 25 paratransit drivers' goal. Earlier this year, the Safety Committee was challenged with creating a Safety Initiative that would get drivers excited about Safety. The committee developed a Safety Incentive Program that would give drivers the opportunity to earn a quarterly Safety Bonus of \$250 based on their performance. The Committee had to present their program to the Regional Vice President and he loved the idea and approved the program. In order to receive the Safety Bonus, drivers must meet the following criteria: No preventable accidents, no speeding events, no drive cam events, be fit for duty, and no unexcused absences. There were 6 drivers that received the Safety Bonus for Quarter 3. These drivers were recognized and celebrated during the Safety Meeting this month. Next week will be Halloween spirit week. Office Staff will be in Halloween gear and dressed in costume on Halloween day and enjoy a potluck.

Glenn asked why there were six complaints in the month of September compared to the usual one. Craig explained that most complaints were driver complaints and that they have been handled. Steve asked what events happened with the drivers that did not receive the Safety Bonus. Craig answered most were due to speeding events.

Other Business: N/A

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

Meeting adjourned at **12:00 P.M.**



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