



## Bis-Man Transit Board Meeting

January 23, 2025, 11:30 AM

<https://us02web.zoom.us/j/2186581052?omn=82940292931>

Call in: +1 312 626 6799; Meeting ID: 218 658 1052

### Welcome & Introductions

### Approval of Agenda

### Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2024/11/21 Regular Meeting
  - b. Attachment B – 2024/12/12 Executive Committee Meeting
  - c. Attachment C – 2025/01/21 CTIC Meeting
  - d. Attachment D – 2025/01/ Finance Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F

### Public Comment

### Old Business

1. Sales Tax Contribution Update

### New Business

1. 5307 Update
2. Paratransit Bus Purchase
  - a. Attachment G
3. 1002 Bus Repairs
  - a. Attachment H

### Executive Director Report

1. 2024 Review
2. Upcoming Projects

### Operations Report

### Other Business



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



info@bisantransit.com



www.bisantransit.com

**Adjourn**

- **The next Board Meeting will be held on February 27, 2024, at 11:30 am.** •



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



[info@bisantransit.com](mailto:info@bisantransit.com)



[www.bisantransit.com](http://www.bisantransit.com)



**A**

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

**Bis-Man Transit Board Meeting**

November 21, 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**

**Glenn Lauinger**

**Karel Sovak**

**Helen Baumgartner**

**Andrew Stromme**

**Royce Schultze**

**Commissioner Connolly**

**Commissioner Rohr**

**Not Attending:**

**Steve Heydt**

**Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Tom Reisenauer**

**Amanda O'Brien**

**Guests:**

**Trevor Vannett**

**Rachel Lukaszewski**

**Paulette Jacobsen**

**Susan Dingle**



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



info@bisantransit.com



www.bisantransit.com

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

**Approval of Agenda:** Lacey moved to approve the agenda. Helen seconded the agenda. Motion carried unanimously.

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

1. Previous Month's Minutes
  - a. Attachment A – 2024/10/24 Regular Meeting
  - b. Attachment B – 2024/11/11 Finance Committee 2025 Budget Meeting
  - c. Attachment C – 2024/11/18 CTIC Meeting
  - d. Attachment D – 2024/11/19 Finance Meeting
  - e. Attachment E – 2024/11/19 Mandan Contribution Discussion
2. Financial Report
  - a. Attachment F
3. Ride Stats
  - a. Attachment G
4. Retention Policy Approval– *Medicaid Disposal Clarification*
  - a. Attachment H
5. Cutaway Bus Replacement Order Correction
  - a. Attachment I
6. FY26 Staid Aid Application
  - a. Attachment J

**Public Comment:** N/A

**Old Business**

1. Sales Tax Contribution Update: Deidre explained that she attended the Bismarck City Commission Meeting last Tuesday to discuss the approval of Measure 1. There will be a committee formed to handle the funds. A meeting with the City of Mandan was held this past Tuesday and more discussion will be had on how to receive funds. There were concerns on holding funds and DeNae is reviewing it. City of Mandan proposed an application process for the funds. DeNae commented that the language in the measure and ordinance specifically states that the funds are to be used for elderly, disabled, and socio-economic challenged individuals. Commissioner Connelly has spoken with advocates and employees with the City of Bismarck to form the Bismarck committee for measure funds.



## New Business

1. Mandan RAISE Grant Letter of Support: Deidre discussed that Andrew shared a Mandan grant application for the Mandan proper corridor, which is located from Division Street south to 2<sup>nd</sup> Street and Collins Avenue west to Sunset Drive in Mandan. Andrew explained that in previous transportation studies that have been done that the area applying for funds has had high transportation density. The Letter of Support outlines the support for public transportation services in these areas. DeNae asked Andrew if only the streets in those areas that are really in need of rehabilitation will be fixed and how much money is being requested in the grant. Andrew answered that the streets in urgent need of repair will only be fixed and the grant application is requesting \$40 million dollars. DeNae moved to approve the RAISE Letter of Support on condition that technical changes are made. Glenn seconded the motion. Motion carried unanimously.
2. 2024 Bad Debt Write-Off Approval: Deidre explained that the annual bad debt write-off amount for 2024 is \$76.17. Glenn moved to approve. Lacey seconded the motion. Motion carried unanimously.
3. Credit Card Limit Increase Request: Deidre discussed that the executive director credit card limit is currently \$3,000; however, many subscriptions must be paid on the credit card. This makes it difficult to pay for other expenditures that arise. Finance Committee recommends approval to increase the executive director credit card limit to \$7,500. DeNae moved to raise the executive director credit card limit to \$7,500. Karel seconded the motion. Motion carried unanimously.
4. IRA Plan Revision Adoption: Deidre explained that Mike Daffinrud from Starion Bank Investments reached out that employees would be able to contribute to a Roth IRA free of charge for after-tax contributions. Glenn commented that at the Finance Committee meeting it was discussed to offer employees benefits that is no cost to the organization to help retain employees. Glenn moved to approve the IRA Plan revision. Royce seconded the motion. Motion carried unanimously.
5. FSA/DCAP Employee Benefit Recommendation: Deidre explained that Flex Savings Accounts have been a benefit to employees that has been a discussion in the past. Five providers were contacted for administration of this plan for employees. BBP Admin came in with the lowest estimate of \$710.00 annually. DeNae commented that the Finance Committee recommends approval of BBP Admin for the FSA/DCAP. DeNae moved to approve BBP Admin for the FSA/DCAP starting January 1<sup>st</sup>, 2025. Lacey seconded the motion. Motion carried unanimously.
6. FY26 5339 Grant Application Approval: Deidre discussed that the FY26 5339 grant application is a competitive federal grant that is applied for each year. This grant application requests a new fixed route bus replacement, supplemental funding for



another fixed route bus replacement, power scrubber replacement for the shop, and eight fat-tire bike racks for the fixed route buses. DeNae commented that the Finance Committee recommends approval of the FY26 5339 grant application. DeNae moved to approve the FY26 5339 grant application. Royce seconded the motion. Motion carried unanimously.

7. FY26 5310 Grant Application Approval: Deidre discussed that the FY26 5310 grant application is a competitive federal grant that is applied for each year. This grant requests four cutaway bus purchases to replace the 2019 fleet, Mobility Manager salary, After Hours, Sunday, Early Morning, and Holiday Service. DeNae commented that the Finance Committee recommends approval of the FY26 5310 grant application. DeNae moved to approve the FY26 5310 grant application. Helen seconded the motion. Motion carried unanimously.
8. 2025 Advertising Plan Update Approval: Deidre explained that advertising rates for buses, benches, and shelters have not increased since 2020. Staff recommends a 10% increase to the current advertising prices for buses, benches, and shelter advertisements beginning January 1st, 2025. This increase will also help replace old benches. DeNae commented that the Finance Committee recommends approval of the advertising rate increase. DeNae moved to approve the advertising rate increase of 10% for buses, benches, and shelters to begin on January 1st, 2025. Lacey seconded the motion. Motion carried unanimously.
9. Telephone Contract Approval: Deidre discussed that the Telephone Contract RFP came in with two bidders. BEK Communications and Source Communications and Security. BEK came in at a lower monthly price and no capital purchase for equipment as we already bought the equipment at the time of the last RFP. Termination language states that the rest of the contract would have to be paid if Transit wanted out of the contract at any point of the 60-month period. Deidre reached out to BEK and they changed the language to a one-year contract with four additional one-year terms. DeNae commented that the Finance Committee recommends approval of the BEK Communications pending the contract language change. BEK put in a service order stating a 12-month term, but didn't reflect it in the written agreement. The contract term and termination language needs an amendment. DeNae moved to approve the BEK Communications contract pending the change to written agreement. Glenn seconded the motion. Motion carried unanimously.
10. Administrative Committee Update: Karel discussed that the Administrative Committee met and recommends the executive director salary increase to be 9.29% for 2025 with a \$5,000 bonus to be paid in November. Karel moved to approve the salary increase and \$5,000 bonus. Glenn seconded the motion. Motion carried unanimously. DeNae commented that this salary is in line with the City of Bismarck directors.



11. **2025 Budget Approval:** Deidre explained that after discussion with the Finance Committee that the paratransit revenue hours were estimated at an increase for the 2025 budget. The FSA/DCAP fee of \$710 needs to be added to the budget. Glenn moved to approve the budget with the addition of the \$710 for the FSA/DCAP account. Lacey seconded the motion. Motion carried unanimously. Glenn commented that there is a large deficit, but it's anticipated to receive sales tax funding from both Bismarck and Mandan communities to balance the budget. This will result in budget revisions.

### **Executive Director Report**

1. **Stuff the Bus Update:** Deidre discussed that Stuff the Bus will be December 9<sup>th</sup> through the 13<sup>th</sup> to be collecting donations for Ministry on the Margins. On Thursday December 12<sup>th</sup>, there will be a CAT bus parked at Family Fare-North from 3pm-7pm collecting donations. WeDriveU and Bis-Man Transit employees will be volunteering that evening.
2. **December Board Meeting:** Deidre recommended cancelling the December Board Meeting as she may be out of the office on maternity leave. Deidre commented that Rachel Lukaszewski will not be at the December Board Meeting as today is her last day with the MPO, as she is moving overseas. Deidre thanked Rachel for all of her work and support she has provided to Bis-Man Transit. Lynn also thanked Rachel for her hard work and support to Bis-Man Transit on behalf of the Board.

**Operations Report:** Amanda updated that operations staff is currently at 23 paratransit drivers, just shy of their goal, but are continuing to accommodate all trip requests. Operations added two new fixed route drivers, this has allowed to make some minor schedule changes and more appealing shifts for the drivers. This past Monday, management prepared a delicious Thanksgiving meal for the office staff and drivers to show our appreciation for all their hard work and dedication at the all employee safety meeting. A Christmas Potluck is scheduled for next month for employees.

**Other Business:** N/A

DeNae moved to adjourn. Karel 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



B

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

## Bis-Man Transit Executive Committee Meeting Minutes

December 12, 2024, 1:00 P.M.  
Via Zoom

**Attending:** Lynn Wolf, President      Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

**Not Attending:** Karel Sovak

**Staff:** Deidre Hughes



Meeting called to order at 1:00 P.M.

Deidre reviewed the safety plan and explained that we must set safety targets every year. We previously used DOT targets but moved away from that since the DOT doesn't operate revenue service. We set our targets using data of revenue hours and safety events in the past. Our target for 2024 is one safety event per 100,000 revenue hours. DeNae moved to approve the 2024 safety targets. Lacey seconded the motion. The motion carried.

This Executive Board decision will be presented to the full Board in January. It will also be presented in June when new targets are set for the 2025-2026 State Fiscal Year.

No further business was presented before the Executive Board.

Meeting adjourned at 1:10 P.M.



3750 E Rosser Avenue,  
Bismarck, ND 58501



[info@bisantransit.com](mailto:info@bisantransit.com)



701.258.6817



[www.bisantransit.com](http://www.bisantransit.com)



# November 2024

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
<b>RIDERSHIP</b>							
FIXED ROUTE	11,421	110,978	9,609	92,834	18.86%	19.54%	
PARATRANSIT	7,498	82,509	6,914	81,427	8.45%	1.33%	
Total	18,919	193,487	16,523	174,261	14.50%	11.03%	
FR AVG. DAILY BOARDINGS	456.84						
DR AVG. DAILY BOARDINGS	249.93						
Pass./Hour    Pass./Hour    Pass./Hour							
<b>REVENUE HOURS</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	1,765.50	20,046.63	6.47	5.54	4.84	19,163.2	4.61%
PARATRANSIT	2,862.35	30,512.26	2.62	2.70	2.84	28,679.1	6.39%
Total	4,627.85	50,558.89	4.09	3.83	3.6	47,842.3	
Pass./Mile    Pass./Mile							
<b>REVENUE MILES</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	27,896	318,673	0.41	0.35	307,870		3.51%
PARATRANSIT	38,881	420,145	0.19	0.20	400,317		4.95%
Total	66,776.97	738,817.55	0.60	0.54	708,187		4.33%
% INC/DEC    % INC/DEC							
<b>ON TIME PERFORMANCE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>OVR PYM</b>	<b>OVR PYTD</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	81.24%	85.97%	83.00%	84.00%	-2.12%		2.35%
PARATRANSIT	95.07%	93.26%	87.31%	91.26%	8.89%		2.19%
<b>RIDERSHIP PER ROUTE</b>							
<b>ROUTE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
BLACK	2494	25355		2200			13.4%
BLUE	1520	11775		791			92.2%
GREEN	2316	21428		2168			6.8%
RED	1234	13709		1105			11.7%
ORANGE	2396	21396		1874			27.9%
PURPLE	1461	17315		1471			-0.7%
<b>RIDERSHIP BY DESTINATION</b>							
	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYTD</b>
(Included in 'Ridership Per Route' Numbers)	U-Mary	421	3427		375		12.3%
	UTTC	41	646		124		-66.9%
	Bismarck Library	669	5559		395		69.4%
	Mandan Walmart	106	1337		127		-16.5%
	Mandan Family Fare	491	5860		447		9.8%
<b>ACCIDENTS</b>							
	<b>Month</b>	<b>Month at Fault</b>	<b>YTD</b>	<b>YTD at Fault</b>			
FIXED ROUTE	2	1	7	5			
PARATRANSIT	2	2	12	9			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		5				
<b>COMPLAINTS</b>							
	<b>Month</b>	<b>YTD</b>					
FIXED ROUTE	5	19					
PARATRANSIT	0	11					
Office Staff	0	1					
<b>COMPLIMENTS</b>							
	<b>Month</b>	<b>YTD</b>					
FIXED ROUTE	0	4					
PARATRANSIT	3	9					
Office Staff	0	0					

# December 2024

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
<b>RIDERSHIP</b>							
FIXED ROUTE	10,560	121,538	7,702	100,536	37.11%	20.89%	
PARATRANSIT	7,698	90,207	6,324	87,751	21.73%	2.80%	
Total	18,258	211,745	14,026	188,287	30.17%	12.46%	
FR AVG. DAILY BOARDINGS	422.40						
DR AVG. DAILY BOARDINGS	248.32						
<b>REVENUE HOURS</b>							
	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,745.00	21,822.13	6.05	5.57	4.84	20,772.2	5.05%
PARATRANSIT	2,803.24	33,315.50	2.75	2.71	2.84	30,938.9	7.68%
Total	4,548.24	55,137.63	4.01	3.84	3.6	51,711.2	
<b>REVENUE MILES</b>							
	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	27,582	346,740	0.38	0.35	334,145		3.77%
PARATRANSIT	39,038	459,183	0.20	0.20	433,174		6.00%
Total	66,619.80	805,922.95	0.58	0.55	767,319		5.03%
<b>ON TIME PERFORMANCE</b>							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	82.61%	85.69%	83.00%	84.00%	-0.47%	2.01%	
PARATRANSIT	89.00%	92.90%	85.84%	90.81%	3.68%	2.30%	
<b>RIDERSHIP PER ROUTE</b>							
	Month	YTD		PY Month		% INC/DEC 0.36147498	
BLACK	2248	27603		1824		23.2%	
BLUE	1479	13254		669		121.1%	
GREEN	1909	23337		1723		10.8%	
RED	1109	14818		942		17.7%	
ORANGE	2435	23831		1374		77.2%	
PURPLE	1380	18695		1170		17.9%	
<b>RIDERSHIP BY DESTINATION</b>							
	Month	YTD		PY Month			
(Included in 'Ridership Per Route' Numbers) U-Mary	288	3715		331		-13.0%	
UTTC	36	682		68		-47.1%	
Bismarck Library	535	6094		347		54.2%	
Mandan Walmart	117	1454		107		9.3%	
Mandan Family Fare	416	6276		343		21.3%	
<b>ACCIDENTS</b>							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	7	5			
PARATRANSIT	1	0	13	9			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		5				
<b>COMPLAINTS</b>							
	Month	YTD					
FIXED ROUTE	4	23					
PARATRANSIT	0	11					
Office Staff	0	1					
<b>COMPLIMENTS</b>							
	Month	YTD					
FIXED ROUTE	1	5					
PARATRANSIT	1	10					
Office Staff	0	0					



G

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

January 23, 2025

**TO:** Bis-Man Transit Board of Directors  
**FROM:** Deidre Hughes, Executive Director  
**SUBJECT:** Paratransit Bus Purchase Recommendation

**RECOMMENDATION:** Staff recommends that the Bis-Man Transit Board approve the purchase of one paratransit cutaway bus to replace van 1911. Once all approvals are received (Bis-Man Transit Board, Bismarck City Commission, and North Dakota Department of Transportation), the bus is anticipated to arrive in late fall 2025.

**BACKGROUND:** Bis-Man Transit received insurance funds for van 1911, totaled out due to an accident on June 16, 2024. The total insurance payment received was \$65,075.00. The remaining funds required for the cutaway bus purchase will come from FY25 5339 Grant and previous bus sales.

**DISCUSSION:** The bus will be purchased from the State of North Dakota bid for fourteen passenger cutaway buses. The factory lead time for these vehicles is estimated at 11 months through Davey Coach Sales, LLC. The proposed vehicles do not require a CDL to operate.

**FINANCIAL IMPACT:** The total bus price is \$164,108.66 with \$18,000 coming from local match.

1911 Bus Replacement	
Insurance Funds	\$ 65,075.00
FY25 5339 Grant - Federal	\$ 72,000.00
FY25 5339 Grant - Local	\$ 18,000.00
Previous Bus Sales	\$ 9,033.66
Total	\$ 164,108.66



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



info@bismantransit.com



www.bismantransit.com