



## Bis-Man Transit Board Meeting

April 25, 2024, 11:30 AM

<https://us02web.zoom.us/j/83667679787>

Call in: +1 312 626 6799; Meeting ID: 836 6767 9787

### Welcome & Introductions

### Approval of Agenda

### Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2024/3/28 Regular Meeting
  - b. Attachment B – 2024/4/17 Executive Committee Meeting
  - c. Attachment C – 2024/4/22 CTIC Meeting
  - d. Attachment D – 2024/4/22 Finance Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F

### Public Comment

### New Business

1. 2023 Audit Approval – *Jeremy Ulmer, Brady Martz & Associates.*
  - a. Attachment G
2. National Express Name Change
  - a. Attachment H
3. MPO Studies
  - a. Attachment I

### Executive Director Report

1. 2024 Triennial Review Update
2. No-Show Policy Update
3. Grant Update

### Operations Report

### Other Business



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Bismarck, ND 58501



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## Adjourn

## Annual Meeting

1. 2023 Transit Board Annual Meeting Minutes
  - a. Attachment J
2. Explanation of Voting Process
3. Introduction of Applicants for Board Positions
  - a. Attachment K
4. Board Election
5. Officer Election

•The next Board Meeting will be held on May 23, 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

March 28, 2024, 11:30 AM  
Via Zoom & In-person at  
3750 E Rosser Ave. Bismarck, ND 58501

**Attending:**

**Lynn Wolf, President**

**Lacey Long, Vice President**

**Glenn Lauinger**

**Helen Baumgartner**

**Steve Heydt**

**Karel Sovak**

**Andrew Stromme**

**Royce Schultze**

**Commissioner Rohr**

**Commissioner Connelly**

**Not Attending:**

**DeNae Kautzmann, Secretary/Treasurer**

**Staff:**

**Deidre Hughes**

**Mike Mundahl**

**Taylor Kitzan**

**Craig Thomas**

**Amanda O'Brien**

**Tom Reisenauer**

**Guests:**

**Susan Dingle**

**Trevor Vannett**

**Paulette Jacobsen**

**Rachel Lukaszewski**

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

**Approval of Agenda:** Karel moved to approve the agenda. Steve seconded the motion. Motion carried unanimously.

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

**Public Comment:** N/A

### New Business

1. 20<sup>th</sup> CAT Anniversary Discussion: Deidre discussed that on May 10, 2024, the CAT will be in operation for 20 years. There will be media coverage for the anniversary as well as staff appreciation breakfast that week. Staff and Finance Committee recommend for the Board to approve two free ride days on May 10<sup>th</sup> and 11<sup>th</sup>. This would replace the Dump the Pump free ride day. Andrew moved to approve the free ride days on May 10<sup>th</sup> and 11<sup>th</sup>. Steve seconded the motion. Steve asked if Free Ride Days could be extended to more days instead of two days due to the big milestone anniversary. Deidre answered that she would see value in extending to more days to gain new ridership. Glenn commented that there would be more value in offering more free rides days. Steve commented that having more free ride days would allow riders more flexibility to ride, versus only offering two days. Andrew commented that he tracked Denver's "Free Fare" program last summer and their ridership increased by 22% when free fares were offered. Andrew moved to amend the motion to allow staff to provide four free ride days at their discretion to celebrate the CAT 20<sup>th</sup> Anniversary. Steve seconded the amended motion. Motion carried unanimously.
2. North Dakota Community Foundation/Otto Bremer Trust Grant Approval: Deidre explained that Bis-Man Transit has been awarded capital grants from ND Community Foundation and Otto Bremer in the past. Otto Bremer is giving ND Community Foundation \$1.5 million dollars for operating funds for non-profit organizations to apply for \$75,000 grants. Deidre would like to apply for a \$75,000 grant to help with fuel operations cost beginning at the state fiscal year July 1<sup>st</sup>, 2024. Staff and Finance Committee recommend approval of the \$75,000 grant application. Glenn moved to approve the ND Community Foundation/Otto Bremer Trust grant application. Royce seconded the motion. Motion carried unanimously.
3. 2024-2025 Insurance Discussion: Deidre discussed that previously Bis-Man Transit has obtained insurance coverage from Starion Insurance with an additional umbrella coverage from Grinnell Specialty Insurance, but when she was at the DTA Conference this last Fall in Minot, ND she had visited with a representative from Brightline Insurance Services that many agencies from South Dakota hold policies through. Deidre was quoted from both Starion Insurance at \$221,451.31 and Brightline Insurance Services at \$126,469.64. Deidre checked with the City of Bismarck's Attorney's office to make sure the Brightline coverage was sufficient under our contract and it is. Staff and Finance Committee recommend approval of the Brightline Insurance Services quote and coverage. Glenn commented that



DeNae checked with the Secretary of State website that Brightline was able to do business in North Dakota. Glenn moved to approve the quote and coverage from Brightline Insurance with the Improper Sexual Conduct Policy included. Steve seconded the motion. Motion carried unanimously.

### Executive Director Report

1. **Bus Update:** Deidre discussed that six cutaway buses were ordered to replace existing fleet. Four of those buses will be received in April and the remaining two in May. Two vehicles are fleet additions that are five weeks out. There is an issue with the side-steps that are causing a delay. Once vehicles are received, it does take a couple weeks to prepare them for the road due to timing on vendors and software installation for operations.
2. **Community Outreach:** Deidre thanked Mike for his efforts with Community Outreach. Mike has presented to various clubs and organizations since February. Mike has also done Travel Training with a group of students from the Adult Learning Center, as well as a “Train the Trainer” training at Cloverdale in Mandan for their employees. Future events include the United Tribes Technical College Career Fair, YMCA Health Fair, and Touch a Truck.
3. **On-Time Performance Update:** February Fixed Route OTP ended at 87% and Paratransit at 92%. The goal for OTP is to be above 90%. Craig explained that he wants to focus on OTP with fixed route. There are individual reports to show each driver how they’re doing and how they can improve. He does already see improvement in those drivers. Deidre also commented that there were 19 preventable accidents in 2023 and this was an increase from 2022. She explained that only 11 of those accidents were sent to insurance after some investigation. The previous year was 16 preventable accidents and all were sent to insurance. Every accident is looked into by staff and the Safety Committee to make improvements going forward as coaching opportunities for drivers. Glenn asked Deidre to include in the accident report the number of accidents reported to insurance. Deidre will include accidents reported to insurance in the ridership report going forward. Steve asked if the amount of the damage could also be included. Deidre can include that.

**Operations Report:** Craig updated the Board that there is a paratransit training class happening with two drivers. This would make 22 total paratransit drivers; the goal is 25 total drivers. Paratransit driver Larry Allen retired after 33 years of service in early March. On March 18<sup>th</sup>, National Express celebrated Transit Driver Appreciation Day. Breakfast was provided to drivers and lunch was provided to administrative staff. The new operations manager is Amanda O’Brien. Amanda has held various positions with National Express and Craig is confident she will do great in her new role.

Lynn congratulated Amanda on her new position.



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**Other Business:** Commissioner Connelly updated the Board that the initiated measure was presented to the Commission Meeting this past Tuesday evening. Burleigh County is also asking for one cent sales tax to be on the ballot, and that would reduce Burleigh mill levy. Volunteers in Mandan turned in 745 signatures to put the sales tax on the November ballot for public transportation, only 574 were required. Bismarck volunteers have obtained 1,100 signatures, 1,466 being required, and are able to continue to gather signatures until early August. Glenn and Commissioner Connelly thanked Helen for her time and effort as she obtained 601 of the 745 signatures that were collected in Mandan.

Steve moved to adjourn the meeting. Lacey seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:32 P.M.



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B

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## Bis-Man Transit Executive Committee Meeting Minutes

April 16, 2023, 8:30 A.M.

Via Zoom

**Attending:**

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

**Staff:**

Deidre Hughes

Taylor Kitzan

Meeting was called to order at 8:32 A.M.

Deidre explained that the No Show Policy was looked at by the Triennial Reviewers and there was a finding in the policy. If the policy is corrected before April 18<sup>th</sup>, the reviewers will not count the finding. The first change reflects the percentage of incidents to the number of rides taken. The second change reflects the 60-day appeal period. DeNae commented that the riders should be given a certain amount of time to appeal the no-show suspension to the Board. After discussion of the suggested language regarding the appeal of the panel's decision to the Board, the paragraph was changed to reflect the number of days to appeal, when the appeal is heard and to change response to decision.

DeNae moved to approve changes to no show policy as presented by staff with additional changes as discussed. Karen seconded the motion. Motion carried unanimously.

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

Meeting adjourned at 8:56 A.M.



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C

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## Community Transportation Input Committee Meeting Minutes April 22, 2024, 2:00 PM

Attending:           Helen Baumgartner           Glenn Lauinger  
                          Andrew Stromme           Ranee Sailer  
                          Jeannie Pedersen           Susan Dingle

Staff:                Deidre Hughes           Craig Thomas  
                          Mike Mundahl

Meeting was called to order at 2:02 P.M.

### Regular Agenda

- 1. May Free Ride Day Update:** Deidre told the Committee that May marks the 20<sup>th</sup> anniversary of CAT. As part of the celebration, free rides will be provided for fixed-route and paratransit users on May 10th and 11th and May 17th and 18<sup>th</sup>.
- 2. No-Show Policy Revisions:** Deidre said the triennial review just wrapped up. One item reviewed was the “No Show Policy,” some concerns could be a deficiency if not addressed immediately. An Executive Committee meeting was held last week to address changes to the policy. Changes were made, and the new policy has been posted on the Bis-Man Transit website.
- 3. Mandan Initiated Measure:** Deidre said the committee collecting signatures for public safety, transportation, and city hall accessibility did collect enough signatures to appear on the June ballot in Mandan. Deidre worked with Commissioner Connelly on a script for a YouTube video that could be shared to educate the public on the initiated measure. Not enough signatures were collected to have the measure appear on the June ballot in Bismarck. The Bismarck City Commission did allow signatures to continue

to be collected, and the measure will hopefully be on the November ballot in Bismarck. Susan added that Helen and Glenn played a big role in collecting signatures.

4. **Other Business:** Deidre said six new cutaway buses will be delivered this Friday. They will replace buses that are outside of their useful life.

Meeting adjourned at 2:17 P.M.



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D

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## Bis-Man Transit Finance Committee Meeting Minutes

April 23, 2024, 8:00 A.M.  
Via Zoom

**Attending:**

DeNae Kautzmann, Chair      Lynn Wolf  
Glenn Lauinger

**Staff:**

Deidre Hughes      Taylor Kitzan

Meeting was called to order at 8:00 A.M.

The audit was discussed. This is the fourth year with no findings. However, it was more work because the 2022 financials had to be redone due to a new standard in reporting leases, which Brady Martz did not complete for the previous year. Deidre thanked Taylor and Glenn for working through it. The Finance Committee recommends Board approval.

Information given that National Express changed its name last week to WeDriveU.

MPO studies for 2025 have been delayed to 2026 due to reduced funding from DOT. Deidre would like the Board to consider partnering with the downtown parking study in 2026. DeNae asked if the MPO could consider other partners such as banks and hospitals. Deidre will follow up with the MPO.

Grant update: The 5307 grant was fully funded at \$2.1 million, which was more than we anticipated and budgeted. Usually, awards never drop in the ensuing years, which is very positive. We also exceeded the anticipated amount of Bismarck mill levy funds.

The triennial review found one deficiency. This is very unusual to have this few findings, if any, and puts us at the top of the nation. The deficiency will be corrected before the final report.

Meeting adjourned at 8:20 A.M.



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# March 2024

## MONTHLY REPORT

|  | Month              | YTD            | PY Month | PY YTD       | % INC/DEC<br>OVR PYM | % INC/DEC<br>OVR PYTD   |                       |
|--|--------------------|----------------|----------|--------------|----------------------|-------------------------|-----------------------|
| <b>RIDERSHIP</b>                               |                    |                |          |              |                      |                         |                       |
| FIXED ROUTE                                    | 9,142              | 27,250         | 6,911    | 20,294       | 32.28%               | 34.28%                  |                       |
| PARATRANSIT                                    | 7,721              | 22,354         | 8,006    | 23,474       | -3.56%               | -4.77%                  |                       |
| Total  | 16,863             | 49,604         | 14,917   | 43,768       | 13.05%               | 13.33%                  |                       |
| FR AVG. DAILY BOARDINGS                        | 351.62             |                |          |              |                      |                         |                       |
| DR AVG. DAILY BOARDINGS                        | 249.06             |                |          |              |                      |                         |                       |
| <b>REVENUE HOURS</b>                           |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            | Month    | YTD          | PY YTD               | PY YTD                  | % INC/DEC<br>OVR PYTD |
| FIXED ROUTE                                    | 1,841.50           | 5,449.55       | 4.96     | 5.00         | 3.85                 | 5,269.5                 | 3.42%                 |
| PARATRANSIT                                    | 2,707.59           | 7,955.47       | 2.85     | 2.81         | 2.85                 | 8,231.9                 | -3.36%                |
| Total  | 4,549.09           | 13,405.02      | 3.71     | 3.70         | 3.2                  | 13,501.4                |                       |
| <b>REVENUE MILES</b>                           |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            | Month    | YTD          | PY YTD               |                         | % INC/DEC<br>OVR PYTD |
| FIXED ROUTE                                    | 29,451             | 86,954         | 0.31     | 0.31         | 83,753               |                         | 3.82%                 |
| PARATRANSIT                                    | 38,313.03          | 111,196.30     | 0.20     | 0.20         | 111,248              |                         | -0.05%                |
| Total  | 67,763.63          | 198,150.30     | 0.51     | 0.51         | 195,000              |                         | 1.62%                 |
| <b>ON TIME PERFORMANCE</b>                     |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            | PY Month | PY YTD       | % INC/DEC<br>OVR PYM | % INC/DEC<br>OVR PYTD   |                       |
| FIXED ROUTE                                    | 91.00%             | 87.00%         | 87.00%   | 88.00%       | 4.60%                | -1.14%                  |                       |
| PARATRANSIT                                    | 92.61%             | 92.34%         | 96.00%   | 95.00%       | -3.53%               | -2.80%                  |                       |
| <b>RIDERSHIP PER ROUTE</b>                     |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            | PY Month |              |                      | % INC/DEC<br>0.42838847 |                       |
| BLACK  | 2021               | 6282           | 1504     |              |                      | 34.4%                   |                       |
| BLUE   | 916                | 2548           | 687      |              |                      | 33.3%                   |                       |
| GREEN  | 1883               | 5851           | 1351     |              |                      | 39.4%                   |                       |
| RED  | 1076               | 3060           | 664      |              |                      | 62.0%                   |                       |
| ORANGE   | 1683               | 4993           | 1630     |              |                      | 3.3%                    |                       |
| PURPLE   | 1563               | 4516           | 1075     |              |                      | 45.4%                   |                       |
| <b>RIDERSHIP BY DESTINATION</b>                |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            | PY Month |              |                      |                         |                       |
| (Included in 'Ridership<br>Per Route' Numbers) | U-Mary             | 316            | 1086     | 219          |                      | 44.3%                   |                       |
|  | UTTC               | 58             | 236      | 83           |                      | -30.1%                  |                       |
|  | Bismarck Library   | 402            | 1085     | 394          |                      | 2.0%                    |                       |
|  | Mandan Walmart     | 119            | 318      | 107          |                      | 11.2%                   |                       |
|  | Mandan Family Fare | 513            | 1549     | 353          |                      | 45.3%                   |                       |
| <b>ACCIDENTS</b>                               |                    |                |          |              |                      |                         |                       |
|  | Month              | Month at Fault | YTD      | YTD at Fault |                      |                         |                       |
| FIXED ROUTE                                    | 1                  | 1              | 2        | 2            |                      |                         |                       |
| PARATRANSIT                                    | 1                  | 1              | 5        | 3            |                      |                         |                       |
| SERVICE VEHICLE                                | 0                  | 0              | 0        | 0            |                      |                         |                       |
| SENT TO INSURANCE                              | 1                  |                | 3        |              |                      |                         |                       |
| <b>COMPLAINTS</b>                              |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            |          |              |                      |                         |                       |
| FIXED ROUTE                                    | 1                  | 4              |          |              |                      |                         |                       |
| PARATRANSIT                                    | 0                  | 2              |          |              |                      |                         |                       |
| Office Staff                                   | 1                  | 1              |          |              |                      |                         |                       |
| <b>COMPLIMENTS</b>                             |                    |                |          |              |                      |                         |                       |
|  | Month              | YTD            |          |              |                      |                         |                       |
| FIXED ROUTE                                    | 0                  | 0              |          |              |                      |                         |                       |
| PARATRANSIT                                    | 0                  | 1              |          |              |                      |                         |                       |
| Office Staff                                   | 0                  | 0              |          |              |                      |                         |                       |

# H

April 11, 2024

Deidre Hughes  
Executive Director  
Bis-Man Transit  
3750 E Rosser Ave  
Bismarck, ND 58501

CC: *Marissa Basile, Matt Lundgren, Craig Thomas*

Dear Deidre,

Per our discussions in recent months, we have exciting news to share. **National Express Transit Corporation and our regional transit brands in the U.S. (collectively, the “Entities”) are undergoing a rebranding that will align them into the WeDriveU, Inc. family.** WeDriveU represents another brand within our U.S. Shuttle & Transit division.

The rebranding effort will have no impact on our operations for Bismar Transit. Riders will continue to experience the same safe, reliable service they’re accustomed to from your local team. In the coming months, you’ll see new brand touches online and across our operations, plus exciting workforce engagement initiatives we can’t wait to tell you about.

We’re proud to continue serving you with unified shuttle and transit solutions under a vibrant and respected brand representing **4,300 team members** across **44 U.S. locations** operating **2,300 vehicles**. As part of a global company, we serve **1B bus and rail passengers** in **11 countries**.

We’re getting enthusiastic feedback about the fresh new look for our transit offering – the largest share of WeDriveU’s business. Thanks to your partnership, we continue to invest, innovate, and expand solutions that now encompass a full range of fixed-route public transit, paratransit, commuter shuttles, demand-responsive solutions, and charter services. For more on our vision and growing family, visit [www.wedriveu.com](http://www.wedriveu.com).

As we embark on this rebranding journey, our goal remains unchanged – to provide exceptional service that exceeds your expectations. The same fantastic team you work with every day is delighted to serve you. Let us know what you think and any questions you have about the changes.

To your success,



Erick Van Wagenen  
President and CEO  
[erick.vanwagenen@wedriveu.com](mailto:erick.vanwagenen@wedriveu.com)





April 25, 2024

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Study Opportunities

**DISCUSSION:** Each year, the Metropolitan Planning Organization, or MPO, undergoes several studies to address metropolitan transportation issues. The MPO is interested in a few studies that may benefit Bis-Man Transit. If Bis-Man Transit were to partner with the MPO on any of the studies, there would be a cost-sharing component between 15-20% of the project total. This is estimated to be approximately \$15,000 for the most costly project (Downtown Parking Needs). If Bis-Man Transit opts to participate in any of the studies, the scope of work will reflect the desire to focus on transit-specific items.

Staff is interested in pursuing the Downtown Parking Needs study to uncover possible private partnerships with businesses and hospitals in the area. With limited parking in the area, there may be an opportunity to significantly increase ridership to the area, thus making Small Transit Intensive Cities funding more attainable. Additionally, the recommendations to surface from this study will likely not result in a significant capital investment from transit, like the Transit Center study would.

| Study  | Description  | Partners  | Total   | Local | Transit Portion |
|--|--|---|---------|-------|-----------------|
| Downtown Parking Needs and Gov Relationship (Mobility)       | Update to the previous MPO parking study for downtown Bismarck; evaluate downtown parking related issues in Bismarck; conduct a parking usage survey; include updates in health and medical group parking needs; update w/ city parking policies; evaluate how parking needs may change in the downtown and fringe area with a transit hub; look at global demand for transportation demand in downtown areas; curb space for uber and lyfts and delivery vehicles; curb management (tymer leadership); possibly look at double parking and illegal parking in the survey; Clarify the authority for parking in downtown Bismarck in the plan; can on-street be different from parking ramps; police, engineering, parking authority, downtown business (KLJ, Sanford, MDU, CHI); private (business use) vs public ramps | Bismarck/<br>Poss.<br>Transit/<br>Poss.<br>Mandan | 160-220 | 44k   | Split 1-3 ways  |
| Central Hub/Transit Center                                   | Look at a logical hub location, define the building scale and what else should/could be incorporated into that building; may be 100% federal funded under transportation equity.   | Bismarck/<br>Transit/<br>Poss.<br>Mandan          | 130-160 | 32k   | Split 1-3 ways  |
| Deeper dive into Transit management/ Change to org structure |  | Transit/ Po                                       | 100 ??  | 20k   | Split 1-3 ways  |





J

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## Bis-Man Transit Board Annual Meeting

April 27, 2023, 12:00 P.M.

Via Zoom Conference Call &

In-Person at 3750 E Rosser Ave. Bismarck, ND 58501

**Attending:**

**Lynn Wolf**

**Lacey Long**

**DeNae Kautzmann**

**Steve Heydt**

**Glenn Lauinger**

**Helen Baumgartner**

**Royce Schultze**

**Andrew Stromme**

**Karel Sovak**

**Commissioner Connelly**

**Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Danae Thiery**

**Guests:**

**Bill Troe**

**Susan Dingle**

**Jacey Enget**

**Jen W.**

**Rachel Lukaszewski**



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**Meeting called to order at 12:47 P.M.**

1. 2022 Transit Board Annual Meeting Minutes: Steve moved to approve the Annual Meeting Minutes. DeNae seconded the motion. Motion carried unanimously.
2. Explanation of the Hybrid Voting Process: Deidre explained that all Board members attending virtually will receive a link to vote to their emails and those attending in-person will receive a physical ballot. All physical ballots will be taken out of the room for counting as well as the counting for all virtual votes. The voting results will then be presented in the meeting.
3. Introduction of Applicants for Board Positions: Deidre discussed that there are three current Board members that are up for re-election: DeNae Kautzmann, Steve Heydt, and Lacey Long. Two new applicants included Trevor Vannett and Justin Wentz, who were not present to speak. Lacey commented she has another meeting, but if re-elected, she would be willing to serve as Vice President for the upcoming year.
4. Voting for Board Member Positions: Deidre announced that all votes were counted and DeNae Kautzmann, Steve Heydt, and Lacey Long won the election.
5. Voting for Board Officer Positions: DeNae nominated Lynn Wolf as Board President. Karel seconded the nomination. Steve moved a unanimous vote for Lynn Wolf as Board President. Andrew seconded the motion. Motion carried unanimously.

Karel nominated Lacey Long as Board Vice President. Royce seconded nomination. Karel moved a unanimous vote for Lacey Long as Board Vice President. Andrew seconded the motion. Motion carried unanimously.

Karel nominated DeNae Kautzmann as Board Secretary/Treasurer. Glenn seconded the nomination. Steve moved a unanimous vote for DeNae Kautzmann as Board Secretary/Treasurer. Andrew seconded the motion. Motion carried unanimously.

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

**Meeting adjourned at 12:58 P.M.**





**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Thursday, December 7, 2023 12:07:05 PM

**Name**

Derek Schaff

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

Linton Regional Medical Center

**Please explain your interest for serving on the Transit Board:**

I am born and raised in Bismarck. I know the importance of public transit. I am also aware of some of the struggles the Transit Board has experienced. Working for a non profit (healthcare entity), I also know that it can be difficult at times to find board members and/or those willing to volunteer their time. I thought if I could be of any assistance or help, I should try.

**How did you learn about the opening on the Transit Board?**

I am not sure if there is currently an opening or not. However, I know there have been in the past. I came across your application on the website and thought I would apply, in the case that there was an opening.

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

My schedule is very flexible. I serve on a couple boards and have very few scheduling conflicts.

**Please explain any previous experience with transportation services:**

I have very little experience with transportation services; however, I have a strong financial background.

**Please list other advisory or volunteer boards you've served on:**

Healthcare Financial Management Association North Dakota Chapter  
- President Elect  
- 2020 - Present

North Dakota Hospital Association Health Benefits Trust  
- Secretary/Treasurer  
- 2021 - Present

**Please list the skills you feel you bring to the Transit Board:**

I currently have a role as a chief financial officer and chief operating officer for a hospital. Prior to this position, I worked in public accounting where I worked primarily in auditing Non-Profit organizations. I feel my employment history offers a broad knowledge of various industries, with a strong knowledge on

financial statements and budgets.

Education:

University of North Dakota  
Master of Business Administration - MBA

Black Hills State University  
Bachelor of Business Administration - BBA, Accounting and Business/Management

Licenses:

Certified Public Accountant (CPA)

Certified Management Accountant (CMA)

**Please list two references and those individuals' contact information:**

Available upon request.



Bis-Man Transit Board  
3750 East Rosser Avenue  
Bismarck, ND 58501  
701.258.6817

## Bis-Man Transit Board Member Application

Name Dustin Gawrylow

E-Mail [REDACTED]

Cell Phone [REDACTED] Home Phone                     

Address [REDACTED]

City [REDACTED] State [REDACTED] Zip [REDACTED]

Employer Policy Matters, LLC; North Dakota Watchdog Network; other consulting

### Please explain your interest for serving on the Transit Board:

As an observer of local government, I have incidentally become informed about the financial challenges that public transit in Bismarck-Mandan faces. I have had numerous discussions with City Commissioner Mike Connelly, who holds the Transit portfolio, and who has been assisting transit users with an local initiated measure to create a dedicated revenue source for Transit to utilize. My experience with city and state government, specifically related to taxation and budgeting will allow for me to assist Transit with these issues going forward.

My experience with lobbying state and local government could be useful to the board as well.

### How did you learn about the opening on the Transit Board?

Public announcements, discussions at city meetings, discussions with city leaders.

### Times you are and are not available for meetings, or to be contacted about Transit matters:

Afternoons are best for me in general. I have other city and county board obligations that I would need to work around, but nothing too critical or challenging.

Please explain any previous experience with transportation services:

I have moonlighted as an Uber/Lyft driver for 7+ years and understand what it takes to deal with some of the demands involved with the on-the-ground side of transportation.

On a random side-note: about 24 years ago (Sept. 2000-May 2001) when I was in college at BSC I worked in the Wash Bay cleaning the buses and taxis for almost a year. So I have seen this business from the ground as well.

Please list other advisory or volunteer boards you've served on:

Burleigh County Committee Appointments – (appointed by the Burleigh County Commission)

- Missouri Valley Complex Committee (March 2024 to March 2028) – oversee the creation of the Missouri Valley Complex.
- Home Rule Charter Commission (March 2023 to Dec. 2023) - restructure of sales tax revenues to enable property tax reform.
- Home Rule Charter Commission (April to Aug. 2022) - develop ordinance power enabling language for the county commission.

Bismarck City Committee Appointments – (appointed by the Bismarck City Commission)

- Renaissance Zone Authority (January 2019 to Present) - oversee the Renaissance Zone Tax Incentive Program.
- Special Assessment Task Force (April 2017 to April 2023) - develop a ground-up replacement for special assessment system.

Please list the skills you feel you bring to the Transit Board:

I believe that my experience with lobbying, coalition building, and public relations will allow me to bring certain skills to the table for Bis-Man Transit.

My existing relationships with local elected officials and local government staff can be useful in helping create strategies to move Transit forward.

Please list two references and those individuals' contact information:

Mike Connelly - Bismarck City Commissioner - [REDACTED]

Steve Bakken - Former Bismarck Mayor, Current Burleigh County Commissioner - [REDACTED]

Wayne Munson - Burleigh County Commissioner [REDACTED]

Steve Marquardt - Bismarck City Commissioner - [REDACTED]

Carl Young - [REDACTED]

**For Board Use Only**

Date elected to Transit Board \_\_\_\_\_ Term \_\_\_\_\_

Updated 3.2.21 MM



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



info@bismantransit.com



www.bismantransit.com

# DUSTIN GAWRYLOW – [REDACTED]

**Executive Summary:** Experienced professional with extensive background in policy development, political consulting, and advocacy. Proven track record in managing think tanks, directing campaigns, and influencing legislative decisions. Skilled in coalition building, communications, and strategic planning.

**Skills:** Policy Development - Strategic Communications - Coalition Building Political Consulting - Legislative Advocacy

## Burleigh County Committee Appointments – (appointed by the Burleigh County Commission)

- Missouri Valley Complex Committee (March 2024 to March 2028) – oversee the creation of the Missouri Valley Complex.
- Home Rule Charter Commission (March 2023 to Dec. 2023) - restructure of sales tax revenues to enable property tax reform.
- Home Rule Charter Commission (April to Aug. 2022) - develop ordinance power enabling language for the county commission.

## Bismarck City Committee Appointments – (appointed by the Bismarck City Commission)

- Renaissance Zone Authority (January 2019 to Present) - oversee the Renaissance Zone Tax Incentive Program.
- Special Assessment Task Force (April 2017 to April 2023) - develop a ground-up replacement for special assessment system.

## PROFESSIONAL HISTORY

### State Legislative Director– South Dakota Freedom Caucus – Bismarck, ND *January 2024-March 2024*

- Provided on-the-ground support for South Dakota Freedom Caucus legislators in Pierre, South Dakota.
- Created daily floor vote recommendation reports. Developed outward communications strategies.
- Facilitated national Freedom Caucus State Network communications into the state of South Dakota.

### Managing Director – North Dakota Watchdog Network – Bismarck, ND *August 2012 to Present*

- Oversaw launching a state-based 501(c)3 think tank to promote sound public policy
- Manage day to day communications, lobbying, and coalition building efforts.
- Generate briefing papers: economic and fiscal issues for elected officials, even for some who publicly disagree.

### Founder – Policy Matters, LLC – Bismarck, ND *March 2012 to Present*

- Private political consulting firm used to provide services for partisan and non-partisan campaign purposes.

### Assistant Publisher – Great Plains Examiner (Newspaper) – Bismarck, ND *December 2012 to December 2013*

- Coordinating the transition of ownership and publication for a local monthly newspaper.
- Managing production schedules, ad sales, content contributors, and printing deadlines.

### Executive Director - North Dakota Taxpayers' Association – Bismarck, ND *November 2008 to March 2012*

- Launched new organization and actively lobbied legislature during 2009 & 2011 legislative sessions.
- Testified on tax related legislation, managed activist communications, and wrote weekly online newsletters.
- Conducted numerous radio interviews and achieved dozens of media hits with press releases.
- Acted as in-state point-man for U.S. Chamber of Commerce's fight against ObamaCare in 2009-10.
- Coalitions with numerous national groups fighting Cap & Trade, Internet Sales Tax, and overall federal over-reach.

### Policy and Communications Director - Americans for Prosperity – Bismarck, ND *January 2007 to November 2008*

- Coordinated with national economists and state policymakers to develop a broad-based report on North Dakota.
- Developed several tax reform models and corresponding feasibility summaries; worked with Former Governor Ed Schafer to determine which model was best suited to current economic conditions.
- Studied and presented analysis of state spending; specifically K-12 education and higher education.
- Researched local property tax situations and developed reports to quantify state and local funding impacts.
- Developed proposals for amendments and original legislation, primarily tax and spending related.
- Maintained supporter databases and mailing lists and coordinated citizen activist operations.

### Field Representative – Leadership Institute – Arlington, VA *September 2005 to October December 2005*

- Visited college campuses to recruit conservative students for the purpose of starting independent conservative organizations.

## **CAMPAIGN EXPERIENCE**

### **Coalition Coordinator – North Dakota Energy Council – Bismarck, ND** *April 2023 to Present*

- Facilitated the development of a cross-partisan coalition to oppose the initial siting of the Carbon Summit Solutions CO2 pipeline within close proximity to the city's intermediate growth plate.

### **Campaign Director – ProtectND.com – Bismarck, ND** *July 2020 to November 2020*

- Successfully managed the campaign to defeat Measure #2 on the November 2020 North Dakota General Election ballot.

### **Campaign Director – 2008's Measure Two (Income Tax Cut) Campaign – Bismarck, ND** *August 2008 to November 2008*

- Coordinated earned and paid media efforts, as well as grassroots organizing, GOTV, other marketing functions.
- Acted as Communications Director for the campaign.

### **Legislative Campaign Manager – Republican Party of Iowa – Cedar Rapids, IA** *June 2006 to October 2006*

- Developed and maintained voter databases and mailing lists; coordinated messaging efforts for multiple candidates.
- Coordinated volunteers, candidates, and other paid staffers in managing door-to-door campaigning.

## **EDUCATION**

### **BACHELORS OF UNIVERSITY STUDIES - Dickinson State University – Dickinson, ND – 2005**

- Concentrations in Political Science, Economics, and Human Resource Management.
  - Including courses in Project Management, Business Law, Economics, and Human Resource Law

### **ASSOCIATES OF LIBERAL ARTS - Bismarck State College – Bismarck, ND – 2003**

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Friday, February 16, 2024 7:45:59 PM

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**Name**

Karel Sovak

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

University of Mary

**Please explain your interest for serving on the Transit Board:**

I have been a board member since 2016 and have been a part of a number of changes in which we have provided for the transportation needs of our communities. I was instrumental in the hiring process for our current executive director who has done an incredible job with this agency. Additionally, I was a part of our strategic planning process and have been through the TDP process. I was instrumental in our establishing the UMary line and nurturing those relationships for additional ridership. I am the chair of the admin committee to assist with keeping our administrative policies up to date with the assistance of the Board and helping with the annual adjustments to our Executive Director, including the annual evaluation. I have an excellent relationship with the other Board members, our contracted service provider (National Express) as well as our communities. I'm extremely honored to be able to be considered for continuing my work with this Board and usher Transit into the future in a prudent and efficient manner.

**How did you learn about the opening on the Transit Board?**

Current Board member.

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

I will make myself available to attend the meetings as they are scheduled, as well as any special meetings and additional outreach that might be necessary.

**Please explain any previous experience with transportation services:**

Nearly 8 years of serving our communities - in which we have experienced a variety of changes.

**Please list other advisory or volunteer boards you've served on:**

Currently, I am limiting myself to only one board, but have served on WSI, 31:8 Project, and assisted with setting up Boards for many other organizations. Board governance is a strong area of interest.

**Please list the skills you feel you bring to the Transit Board:**

I am a quality listener and able to make prudent decisions, which requires collaborating with others and

compromising where necessary. I have excellent writing skills to assist with any work the operations team may need. I have the ability to work with community outreach to assist in our continued growth.

**Please list two references and those individuals' contact information:**

Bob Pope, owner, Nexus Innovations, [REDACTED]

Kate Herzog, CEO of Bismarck Downtowners, [REDACTED]

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Thursday, March 28, 2024 4:14:39 PM

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**Name**

Lynn Wolf

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

Retired

**Please explain your interest for serving on the Transit Board:**

I've served on the Transit Board for a number of years and would like to continue serving the Bismarck / Mandan community.

**How did you learn about the opening on the Transit Board?**

I learned of the opening during a Transit Board meeting when told that my term expires this year.

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

Being retired, my schedule is pretty open. There are no "scheduled" times when I am not available for meetings.

**Please explain any previous experience with transportation services:**

I've served on the Bismarck/Mandan Transit board for a number of years.

**Please list other advisory or volunteer boards you've served on:**

I've served on a number of volunteer boards - both educational as well as community boards. A few examples include church council, ND Elementary Principals Association, girls basketball booster group, band parents, gymnastics booster group, etc.

**Please list the skills you feel you bring to the Transit Board:**

During my educational career, I have worked as principal of several large schools (private and public) overseeing large staffs, managing a budgets and developing professional development for staff members - both certified and support staff.

**Please list two references and those individuals' contact information:**

Denae Kautzmann  
Msgr. Patrick Schumacher

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Thursday, April 11, 2024 2:36:10 PM

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**Name**

Melanie Hanson

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

Centre Inc. Mandan

**Please explain your interest for serving on the Transit Board:**

I'm interested in serving on the board because of the population of people I work with and how transportation can be a barrier towards housing and employment.

**How did you learn about the opening on the Transit Board?**

Social Media.

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

Wednesdays from 12:30-2:30.

**Please explain any previous experience with transportation services:**

I do not have any previous experience with transportation services.

**Please list other advisory or volunteer boards you've served on:**

Many years ago, I served on a homeowner's association board.

**Please list the skills you feel you bring to the Transit Board:**

Making good decision and problem solving.

**Please list two references and those individuals' contact information:**

Breshelle Brennise [REDACTED]

Patty Flohr [REDACTED]

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Wednesday, March 6, 2024 5:52:10 PM

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**Name**

Mike Taylor

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

University of Mary

**Please explain your interest for serving on the Transit Board:**

I have been riding the bus to the U Mary campus for a few years, and volunteer with Ministry on the Margins where many I meet also depend greatly on the bus. I hope to continue to be a strong advocate for public transportation as it is a need for those often forgotten in our community.

**How did you learn about the opening on the Transit Board?**

Bismarck Tribune newspaper and KFYZ radio

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

Typically I teach courses MWF in the afternoon but my schedule can be flexible if need be.

**Please explain any previous experience with transportation services:**

See above. Otherwise as a frequent traveler I often use mass transportation internationally.

**Please list other advisory or volunteer boards you've served on:**

I serve on several different professional educational group's internationally, and directly related to U Mary. I hope to get the campus more involved in our transit system.

**Please list the skills you feel you bring to the Transit Board:**

Long time service in education and on community boards and groups. Feel the need to advocate for those who have little advocacy, and have even served in an elected capacity on the county board in Wisconsin.

**Please list two references and those individuals' contact information:**

Andy Leinhart, math professor U Mary: [REDACTED]

Sean Cleary, ND State Senator: [REDACTED]

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Thursday, April 11, 2024 4:55:11 PM

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**Name**

Royce Schultze

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

Dakota Center for Independent Living

**Please explain your interest for serving on the Transit Board:**

As a person with a disability, I have used transit and know how important it is for PWD. I want to continue sitting on the board representing PWD and advocating for transit services.

**How did you learn about the opening on the Transit Board?**

Current board member

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

I am available almost any time

**Please explain any previous experience with transportation services:**

I have used both paratransit and fixed-route buses and I am a current board member.

**Please list other advisory or volunteer boards you've served on:**

Statewide Independent Living Council  
Good Shepard Luthern Church

**Please list the skills you feel you bring to the Transit Board:**

As a transit rider and a PWD, I can bring a different perspective to the board on the needs of PWD.

**Please list two references and those individuals' contact information:**

Glenn Lauinger [REDACTED]  
Helen Baumgartner [REDACTED]

**From:** [admin@townsquareinteractive.com](mailto:admin@townsquareinteractive.com)  
**To:** [Info](#); [Deidre Hughes](#)  
**Subject:** New submission from Application Form  
**Date:** Tuesday, February 27, 2024 7:34:49 PM

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**Name**

Trevorn Vannett

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Address**

[REDACTED]

**Employer**

None

**Please explain your interest for serving on the Transit Board:**

To make Transportation better for the Bismarck-Mandan area.

**How did you learn about the opening on the Transit Board?**

By attending Bis-Man Transit Board Meetings.

**Times you are and are not available for meetings, or to be contacted about Transit matters:**

Any time will work for me.

**Please explain any previous experience with transportation services:**

I'm a transit user. Been using Transit since I was old enough to ride the by myself.  
I advocate to Transir riders, that can't advocate for themselves.  
I also am sitting on the Community Ttransportation Input Committee

**Please list other advisory or volunteer boards you've served on:**

I sit on the boad with the State Council on Developmental Disabilities.  
I also sit on Dakota Center for Independent Living Board.

**Please list the skills you feel you bring to the Transit Board:**

I advocate for other riders and advocate forother Service Providers.

**Please list two references and those individuals' contact information:**

Julie Hornvet

[REDACTED]

Lori Gams

