



Bis-Man Transit Board Meeting

March 27, 2025, 11:30 AM

<https://us02web.zoom.us/j/82466708898>

Call in: +1 312 626 6799; Meeting ID: 824 6670 8898

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/2/27 Regular Meeting
 - b. Attachment B – 2025/3/24 CTIC Meeting
 - c. Attachment C – 2025/3/25 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

Old Business

1. Sales Tax Contribution Update

New Business

1. 2024 Audit Report Approval
 - a. Attachment F

Executive Director Report

1. Ridership
2. Community Outreach
3. Senate Bill 2254

Operations Report

Other Business

Adjourn

The next Board Meeting will be held on April 24, 2025, at 11:30 am. •



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Bismarck, ND 58501



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A

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

Bis-Man Transit Board Meeting

February 27, 2025, 11:30 AM

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

Attending:

Lynn Wolf, President

Helen Baumgartner

Glenn Lauinger

Andrew Stromme

Royce Schultze

Commissioner Connelly

Commissioner Rohr

Not Attending:

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Steve Heydt

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Kim Riepl

Susan Dingle

Paulette Jacobsen



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Meeting was called to order at 11:33 A.M.

Approval of Agenda: Glenn moved to approve the Agenda. Royce seconded the motion. Motion carried unanimously.

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/1/23 Regular Meeting
 - b. Attachment B – 2025/2/21 Executive Committee Meeting
2. Financial Report
 - a. Attachment C
3. Ride Stats
 - a. Attachment D

Public Comment: No public comment given.

Old Business

1. Sales Tax Contribution Update: Deidre discussed that the Transportation Steering Committee met this past Tuesday in Bismarck. The initial meeting lasted an hour and topics discussed were:
 - Services offered
 - Pain points of the current service
 - Expansion to service for both modes of transportation
 - Transportation to healthcare services for both employees and patients
 - Long wait times for Dialysis patients on paratransit
 - Fixed route does not go past CHI hospital currently
 - Affordable housing on fixed route
 - Contract with WeDriveU

The next meeting will focus on the deficit issue, fixed route schedules, and Bismarck Public Schools employee busing. Meetings will be held bi-weekly and will be recorded and distributed. These are open meetings held in the Tom Baker Room of Bismarck City Hall.

Deidre reached out to Jim Neubauer on the City of Mandan Sales Tax and he is working on an application on the disbursement of the funds.

New Business

1. Employee Handbook Update: Deidre explained that the update of employee benefits for the Dependent Care Plan and Flexible Spending Account that was approved by the Board last



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December was added to the Employee Handbook. Glenn moved to approve the update to the Employee Handbook. Andrew seconded the motion. Motion carried unanimously.

Executive Director Report

1. Upcoming Elections: Deidre reminded the Board that the Annual Board Member Election will be coming up at the April Board Meeting on April 24th. Board Members that are up for re-election are Glenn, Helen, and Andrew. If any Board Members know potential applicants, applications are found online and can be submitted to Deidre by April 18th.

Operations Report: Craig explained that Orange Route ridership has grown considerably since the beginning of 2025. This month the Orange Route has provided nearly 3,000 rides. There are several hotspots that people are going to on this route. Walmart, The Soup Kitchen, Ministry on the Margins and Sanford Hospital and clinics. Operations hopes to see this growth continue across all routes this year. Last week, Operations staff held their Annual Chili Cookoff. Fixed Route Operator Dennis McCallum took home 1st Place. Management will continue to have events throughout the year to keep morale high.

Helen thanked Craig for the color text on the digital marquees as it helps her recognize what route each fixed route bus is on. Helen asked Craig why January on-time performance was 84% when the weather was fairly nice. Craig answered that he is working with drivers on this and it will improve. Helen explained to Craig that the announcement on Purple Route will announce “Mandan Library” right after leaving Mandan High School and that is not correct. Craig responded that he will look into this for a fix.

Other Business: No other business.

Adjourn: Andrew moved to adjourn the meeting. Helen seconded the motion. Motion carried unanimously. Meeting adjourned at 11:53 A.M.



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B

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Community Transportation Input Committee Meeting Minutes March 24, 2025, 2:00 PM

Attending: Glenn Lauinger Helen Baumgartner
 Susan Dingle Randee Sailer
 Jeannie Pedersen

Staff: Deidre Hughes Mike Mundahl

Meeting was called to order at 2:00 P.M.

Regular Agenda

- 1. Transportation Steering Committee Update:** Deidre discussed that the Transportation Steering Committee was established by the City of Bismarck to determine how sales tax funding for Bismarck would be distributed. The Transportation Steering Committee has held two meetings. Topics discussed at the most recent meeting were the Bis-Man Transit fixed route and school bussing through Bismarck Public Schools. Deidre said the Transportation Steering Committee meetings are open to the public. If the timing is the same as the previous meeting, the next meeting will be held April 11th, 2025, from Noon – 1:30 pm in the Tom Baker meeting room, and there is an opportunity for public comment.

Helen inquired about the likelihood of a committee like this being established in Mandan. Deidre said it would be up to the City. Deidre said she has spoken with representatives from the City of Mandan, and their current goal is to develop an application process and possibly establish a committee in the fall or next year to explore expansion options in Mandan. The topic of integrating Mandan into the conversation with Bismarck was brought up at the Transportation Steering Committee meetings.

Helen asked about the status of the application. Deidre said she had spoken with Andrew Stromme with the City of Mandan, and the City of Mandan is still creating the application. Andrew said he does feel they will have a draft application that can be discussed at the next Bis-Man Transit Board meeting.

2. **CTIC Applications:** Deidre reminded the committee that CTIC applications are accepted on an ongoing basis. There have been no new CTIC applications for a few years. Deidre said the committee has a lot of value. Members can spread the word through word of mouth that CTIC applications are always accepted; however, social media promotion will likely be delayed until after the April Board meeting to avoid any confusion with Board member applications. Deidre said if any members want her to reach out to an individual about CTIC, she would be more than happy to sit down with them to have a conversation about transit and the committee.
3. **Other Business:** Glenn asked if expanded service on Sunday would be something to consider requesting through sales tax money. Deidre discussed the idea of expanding hours, but opening it up to the general public on Sundays, and thought it would be a good idea to bring to the Transportation Steering Committee and a Bis-Man Transit Board meeting.

Meeting adjourned at 2:23 P.M.



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C

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Bis-Man Transit Finance Committee Meeting Minutes

March 25, 2025, 10:00 A.M.
Via Zoom

Attending:

DeNae Kautzmann, Chair


Lynn Wolf

Glenn Lauinger

Staff:

Deidre Hughes

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Meeting was called to order at 10:00 A.M.

Sales tax update. The Bismarck Steering Committee met on March 21st, 2025 and Deidre and Glenn attended. Financial information regarding Transit was discussed as well as the fixed routes, length of time for routes, and transitions to different routes. Discussed wish list, priorities, current transit deficit, and community needs. Deidre indicated the comments most heard in the community are longer hours, running until 9 or 10 o'clock. The committee also inquired if Transit could bus public school students. This could impact federal funding. Deidre has contacted Minot's transit director as Minot does student bussing.

DeNae indicated that the Committee appears to be off track. They should be drafting policy and procedures for the distribution of sales tax money and not delving into Bis-Man Transit's operations. The Finance Committee agreed and instructed Deidre to look into the creation of the Committee. Glenn indicated that the Committee is not knowledgeable about transit and federal regulations.

Deidre stated that Andrew Stromme will have a draft application for sales tax money to present at our Board meeting. Currently, Mandan does not have the staff to form a committee to do additional work.

Deidre presented the debt owed by Anderson Landscaping for a shelter ad. An advertising contract was renewed in October and no payment has been received. Letters have been sent requesting payment, and finally, a termination of the contract was sent on February 1st, 2025. Deidre requested approval to write off the \$420.00 owed. DeNae indicated that he received the advertising and should pay the cost. She recommended filing a small claims action. That will give us a money judgment that will accrue interest and will pop up if he tries to borrow money in the future. The advertising write-off issue will be pulled from the agenda until we have more information relative to the status of the business and small claims court.

The 2024 audit results haven't been received. If they come tomorrow Deidre will add to the Board Agenda. If not, it will be considered for approval at the April Board meeting.

Deidre discussed SB 2254 which passed the House and is now before the Senate. It initially provided \$15 million in funding for urban transit agencies. The bill has been reduced to \$2 million and only covers paratransit, not fixed route. Another bill that she hasn't followed addresses rural paratransit.

Meeting adjourned at 10:25 A.M.



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E

February 2025 MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	11,065	23,003	9,571	18,108	15.61%	27.03%	
PARATRANSIT	7,270	15,377	7,300	14,633	-0.41%	5.08%	
Total	18,335	38,380	16,871	32,741	8.68%	17.22%	
FR AVG. DAILY BOARDINGS	461.04						
DR AVG. DAILY BOARDINGS	259.64						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,700.67	3,548.67	6.51	6.48	5.02	3,608.1	-1.65%
PARATRANSIT	2,758.08	5,753.61	2.64	2.67	2.79	5,247.9	9.64%
Total	4,458.75	9,302.28	4.11	4.13	3.7	8,855.9	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	26,896	56,115	0.41	0.41	57,503		-2.41%
PARATRANSIT	38,467	80,426	0.19	0.19	72,883		10.35%
Total	65,363.20	136,541.32	0.60	0.60	130,387		4.72%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM	OVR PYTD	% INC/DEC OVR PYTD
FIXED ROUTE	82.41%	83.58%	87.15%	86.00%	-5.44%		-2.81%
PARATRANSIT	92.00%	92.01%	92.74%	92.21%	-0.80%		-0.22%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
BLACK	2047	4387		2249			-9.0%
BLUE	1640	3404		878			86.8%
GREEN	2079	4082		2007			3.6%
RED	957	2084		1087			-12.0%
ORANGE	2898	6029		1760			64.7%
PURPLE	1444	3017		1590			-9.2%
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	355	696		359		-1.1%
	UTTC	56	106		82		-31.7%
	Bismarck Library	601	1190		432		39.1%
	Mandan Walmart	95	227		107		-11.2%
	Mandan Family Fare	533	1082		572		-6.8%
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	4	1	4	1			
PARATRANSIT	3	1	7	4			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		1				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	2	4					
PARATRANSIT	2	3					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	1	1					
PARATRANSIT	1	2					
Office Staff	0	0					