



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

Bis-Man Transit Board Meeting

March 27, 2025, 11:30 AM

Via Zoom and In-person at

3750 E. Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Helen Baumgartner

Glenn Lauinger

Royce Schultze

Steve Heydt

Andrew Stromme

Commissioner Rohr

Commissioner Connelly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Susan Dingle

Kim Riepl

Paulette Jacobsen

Jeremy Ulmer

Kurra Renner



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

Approval of Agenda: Andrew moved to approve the agenda. Karel seconded the motion.

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

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: No public comment given.

Old Business

1. Sales Tax Contribution Update: Deidre explained that topics of conversation at the March 21st City of Bismarck Steering Committee Meeting included expanding fixed route service and struggles with the school bus routes. Deidre was tasked to gather financial information for additional hours of service. The next meeting will be April 11th. The City of Mandan notified Transit that there is a policy and application ready for their sales tax contribution. Andrew discussed the policy outlines and application process.

Glenn asked if there were multiple applications or just one application, per agency per year. Andrew answered that it will be one application per budget year. DeNae commented that the language in the policy needs to be revised to match city ordinance and the measure itself. Andrew stated that sales tax revenue can be awarded for both paratransit and fixed route. DeNae also asked Andrew if the interest accrued on the sales tax is given to agency grantees or if it the City of Mandan keeps it. Andrew will ask Greg at the City of Mandan how interest will be handled. DeNae requested the legal authority in holding back sales tax revenue and not disbursing it for it's intended purpose. Andrew will pose the question to the City.

DeNae directed a comment to Commissioner Connelly that it's a conflict of interest for Deidre to be an ad-hoc member of the Steering Committee as Bis-Man Transit is a potential grantee of the sales tax funds. DeNae reiterated the goals of the committee as set forth by



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the City which are to help determine priorities and make recommendations as to how the sales tax funds will be spent. It is not to discuss changes in operation such as additional hours of service or bussing school kids. We have CTIC to advise the Board on community needs and wants. DeNae expressed her concern of the committee going beyond its intended purpose.

Commissioner Connelly commented that House Bill 1176 will drop the tax credit to \$1,250, but 3% will be a hard cap causing amount of mill levy to decrease. House Bill 1168 is 10 mills to fund the education department at a 3% cap. House Bill 1575 is relating to the legacy property tax exemption fund. All of the bills could have a negative effect on Transit's mill levy funding in the future.

New Business

1. **2024 Audit Report Approval:** Jeremy Ulmer from BradyMartz explained that the Audit went really well and what elements of the Audit are to be communicated to the Board of Directors. These elements include: new accounting standards adopted, adjusting journal entries and disagreements with management. There were none for all of those elements, which is a clean audit. Glenn moved to approve the report as submitted. Karel moved to amend the motion to accept the report as submitted and Glenn agreed to change the motion from approve to accept. Lacey seconded the amended motion. Motion carried unanimously.

Executive Director Report

1. **Ridership:** Deidre discussed that there were 11,065 CAT trips and 7,270 Paratransit trips in February. This puts our current annual ridership at 23,603 CAT trips and 15,377 Paratransit trips. This is trending higher than previous years.
2. **Community Outreach:** Deidre explained that it's the time of year where Community Outreach amps up. Mike has presented travel training to Global Neighbors both at their facility and ours. Upcoming events are UTTC Career Fair, Touch a Truck, and YMCA wellness vendor show. Deidre is personally working on the Human Relations Committee and Bicycle Friendly Community Workshop. The Human Relations Committee Meeting will be held on May 8th from 6pm-8pm in the Tom Baker Room at the City of Bismarck building.
3. **Senate Bill 2254:** Deidre discussed that Senate Bill 2254 is a \$2 million bill that passed the House and Senate. This will provide funding to urban transit providers for paratransit and fixed route services, which includes Bismarck/Mandan, Fargo, Grand Forks, and Minot. Glenn asked if Deidre knew how the monies would be allocated. Deidre doesn't know how the state will allocate the percentages of the total funds.

Operations Report: Craig discussed that last week Management celebrated drivers during Transit Employee Appreciation Week. They provided lunch to everyone last Tuesday and greatly



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appreciate the Bis-Man Transit staff for the snack bags they provided last Wednesday. Operations staff has been working with Passio to troubleshoot issues with interior signs and announcements on the CAT buses. They were also able to clear up a geofence issue with the Red Route that was negatively affecting the on-time performance. Operations has been focusing on-time performance with the fixed route drivers to increase the percentage. As road construction ramps up, the on-time performance percentage may be affected.

Commissioner Connelly commented that he would share the GIS map from the City of Bismarck website that shows current construction zones. Glenn asked Craig if drivers would be available if additional funding is secured to fund four more hours of fixed route service, if there would be drivers available. Craig answered that at the moment, no he would not be able to staff additional hours. However, if non-CDL drivers drove certain hours, then he would be able to. Craig would have to recruit more CDL drivers to meet the need of the extended hours. DeNae asked whether we could implement a pilot program to see how many people would actually use the extended hours contemplated. Glenn commented that a member of the Steering Committee mentioned that there are certain employers in the community that won't hire an individual if their mode of transportation is paratransit. Deidre responded that she would need to know more information of when the employers had poor experience with employees using the paratransit service. WeDriveU has increased the efficiency tremendously. Andrew commented that employers should not be inquiring as to how employees get to work.

Other Business: DeNae asked how to handle the issue of Deidre serving as an ad-hoc member of the Bismarck Transportation Steering Committee is a conflict of interest. Commissioner Connelly responded that he would speak with the Mayor on the subject.

Andrew announced that he will not seek re-election to the Bis-Man Transit Board and his last day with the City of Mandan will be May 9th. He is seeking opportunities elsewhere, in a different country. The Board President thanked Andrew for his time and effort he brought to the Board. Commissioner Connelly thanked Andrew for his efforts in the writing of the measure to make Mandan City Hall ADA accessible. DeNae commented that Andrew will be missed.

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

Meeting adjourned at 12:50 P.M.



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