



Bis-Man Transit Board Meeting

April 24, 2025, 11:30 AM

<https://us02web.zoom.us/j/82129924280>

Call in: +1 312 626 6799; Meeting ID: 821 2992 4280

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/3/27 Regular Meeting
 - b. Attachment B – 2025/4/21 CTIC Committee Meeting
2. Financial Report
 - a. Attachment C
3. Ride Stats
 - a. Attachment D

Public Comment

Old Business

1. Sales Tax Discussion
 - a. Attachment E

New Business

1. Cash Reserve Policy Approval
 - a. Attachment F

Executive Director Report

1. Grant Update

Operations Report

Other Business

Adjourn

Annual Meeting

1. 2024 Transit Board Annual Meeting Minutes
 - a. Attachment G
 2. Explanation of Voting Process
 3. Introduction of Applicants for Board Positions
 - a. Attachment H
 4. Board Election
 5. Officer Election
- **The next Board Meeting will be held on May 22, 2025, at 11:30 am.** •



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



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A

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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B

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

Community Transportation Input Committee Meeting Minutes April 21, 2025, 2:00 PM

Attending: Glenn Lauinger Helen Baumgartner
 Randee Sailer Jeannie Pedersen

Staff: Deidre Hughes Mike Mundahl

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

Regular Agenda

1. **Sales Tax Contribution Update:** Deidre presented various fixed-route service expansion options brought up to the City of Bismarck Transportation Steering Committee, and asked the committee for input on what was most important for the community. Deidre said she would take the various options to the Board to provide more direction to the Transportation Steering Committee.

Randee said there would be more benefit to later operating hours for the fixed route, at least until 9 PM. Glenn said he has been told that operating until 10 PM would be preferable. Glenn also brought up service expansion to Sunday and a transfer center. Helen agreed that expanding operating hours would be more feasible than adding additional routes. Jeannie questioned where a transfer center would be located. Deidre said a consultant study would probably determine that, and that one of the transportation studies the MPO would like to explore is a transfer hub, or park & ride option. Deidre said she would try to get projections together for expanded Sunday service.

Deidre said she had Craig do an analysis of how many extra drivers would be needed for expanded service. Since the fixed route would be operating up to 14-15 hours a day, a total of 14 CAT drivers would be needed each day, with 2 drivers needed per route per day, and 2 lunch drivers needed per day. Until enough CDL operators were on staff,

smaller paratransit buses would likely be used for the later hours, as it would be easier to get non-CDL operators.

2. **Other Business:** Glenn said he would like to see some stakeholder representation on CTIC, and adding more members to the committee should be considered. Deidre said heavy promotion would be done, but she wanted to wait until after the Board meeting to avoid confusion between serving on CTIC, and serving on the Board. Deidre said if anyone on the committee feel like there is somebody she should reach out to, to let her know. Deidre said that with Andrew stepping down, another Board member would be needed to serve on the committee also.

Meeting adjourned at 2:28 P.M.



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March 2025

MONTHLY REPORT

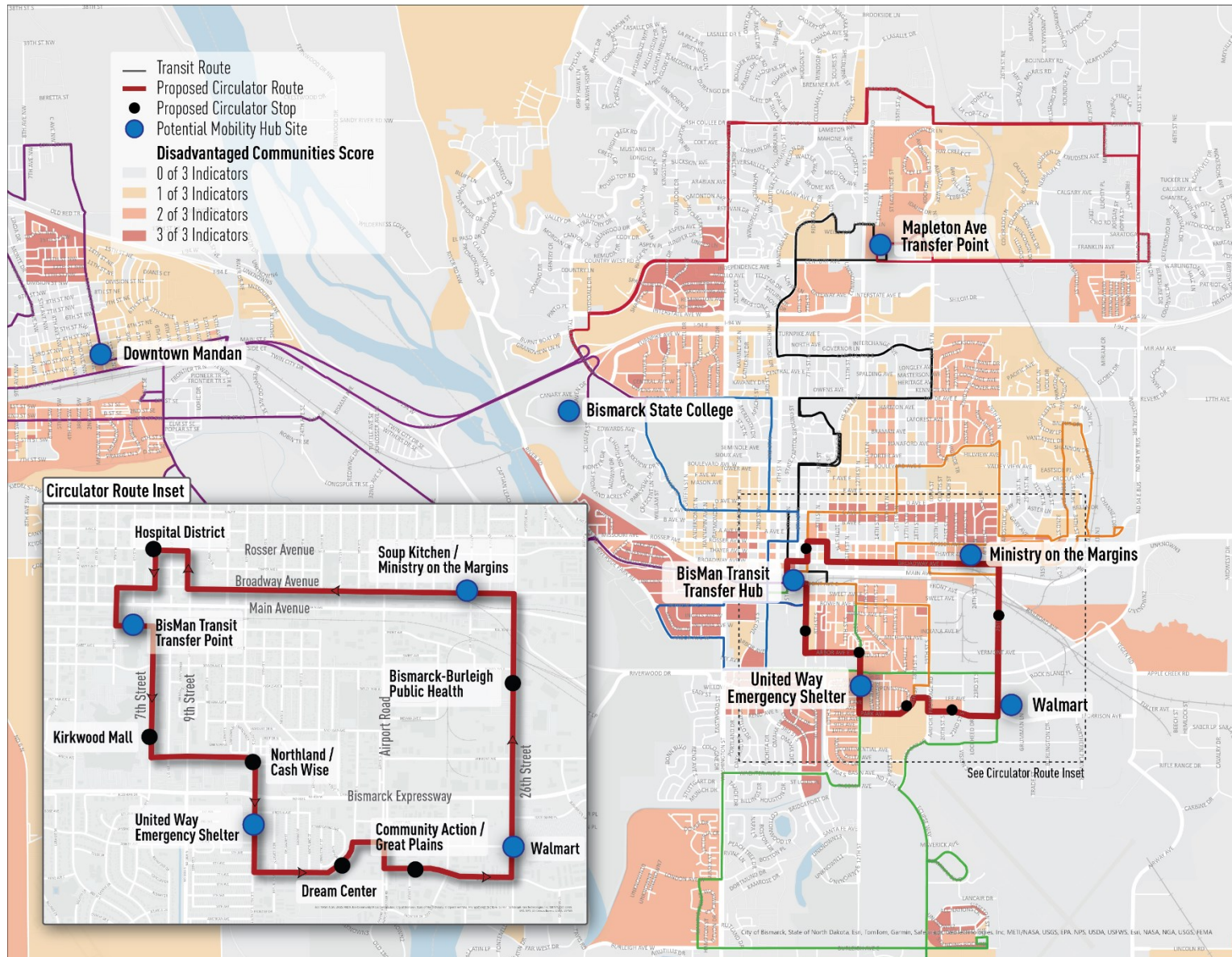
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	12,193	35,196	9,142	27,250	33.37%	29.16%
PARATRANSIT	7,955	23,332	7,721	22,354	3.03%	4.38%
Total	20,148	58,528	16,863	49,604	19.48%	17.99%
FR AVG. DAILY BOARDINGS	468.96					
DR AVG. DAILY BOARDINGS	256.61					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,841.00	5,389.67	6.62	6.53	5.00	5,449.6
PARATRANSIT	2,909.36	8,662.97	2.73	2.69	2.81	7,955.5
Total	4,750.36	14,052.64	4.24	4.16	3.7	13,405.0
			Pass./Mile	Pass./Mile		
						% INC/DEC
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	29,104	85,220	0.42	0.41	86,954	
PARATRANSIT	41,904	122,330	0.19	0.19	111,196	
Total	71,008.20	207,549.52	0.61	0.60	198,150	
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	84.94%	84.03%	90.76%	87.00%	-6.41%	-3.41%
PARATRANSIT	91.05%	91.69%	92.61%	92.34%	-1.68%	-0.70%
RIDERSHIP PER ROUTE						% INC/DEC 0.51525174
ROUTE	Month	YTD	PY Month			
BLACK	2456	6843	2021			21.5%
BLUE	1943	5347	916			112.1%
GREEN	2386	6468	1883			26.7%
RED	1191	3275	1076			10.7%
ORANGE	2751	8780	1683			63.5%
PURPLE	1466	4483	1563			-6.2%
RIDERSHIP BY DESTINATION	Month	YTD	PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	456	1152	316		44.3%
	UTTC	54	160	58		-6.9%
	Bismarck Library	832	2022	402		107.0%
	Mandan Walmart	121	348	119		1.7%
	Mandan Family Fare	459	1541	513		-10.5%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	4	1		
PARATRANSIT	0	0	7	4		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		1			
COMPLAINTS	Month	YTD				
FIXED ROUTE	1	5				
PARATRANSIT	1	4				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	1				
PARATRANSIT	1	3				
Office Staff	0	0				

E

CAT Extra Service Analysis					
	Operations	Fuel	Total (without indirect cost & capital)	Additional Annual Needs	Capital Needed
Current Anticiapted Cost	\$ 1,605,807.90	\$ 213,779.52	\$ 1,819,587.42		
			\$ -		
6 Routes/ 2 Additional Hrs	\$ 1,877,275.74	\$ 249,919.56	\$ 2,127,195.30	\$ 307,607.88	
			\$ -		
6 Routes/ 3 Additional Hrs	\$ 2,013,009.66	\$ 267,989.58	\$ 2,280,999.24	\$ 461,411.82	
			\$ -		
6 Routes/4 Additional Hrs	\$ 2,148,743.58	\$ 286,059.60	\$ 2,434,803.18	\$ 615,215.76	
7 Routes/ Current Hours	\$ 1,873,442.55	\$ 249,409.44	\$ 2,122,851.99	\$ 303,264.57	\$ 625,000.00
			\$ -		
7 Routes/ 2 Additional Hrs	\$ 2,190,155.03	\$ 291,572.82	\$ 2,481,727.85	\$ 662,140.43	\$ 625,000.00
			\$ -		
7 Routes/ 3 Additional Hrs	\$ 2,348,511.27	\$ 315,654.51	\$ 2,664,165.78	\$ 844,578.36	\$ 625,000.00
			\$ -		
7 Routes/4 Additional Hrs	\$ 2,506,867.51	\$ 333,736.20	\$ 2,840,603.71	\$ 1,021,016.29	\$ 625,000.00
			\$ -		
8 Routes/ Current Hours	\$ 2,233,073.76	\$ 297,282.24	\$ 2,530,356.00	\$ 710,768.58	\$ 1,250,000.00
			\$ -		
8 Routes/ 2 Additional Hrs	\$ 2,503,034.32	\$ 333,226.08	\$ 2,836,260.40	\$ 1,016,672.98	\$ 1,250,000.00
			\$ -		
8 Routes/3 Additional Hrs	\$ 2,684,012.88	\$ 357,319.44	\$ 3,041,332.32	\$ 1,221,744.90	\$ 1,250,000.00
			\$ -		
8 Routes/ 4 Additional Hrs	\$ 2,864,991.44	\$ 381,412.80	\$ 3,246,404.24	\$ 1,426,816.82	\$ 1,250,000.00
			\$ -		
12 Routes/ Current Hours	\$ 3,211,615.80	\$ 427,559.04	\$ 3,639,174.84	\$ 1,819,587.42	\$ 3,750,000.00
			\$ -		

12 Routes/ 2 Additional Hrs	\$ 3,754,551.48	\$ 499,839.12	\$ 4,254,390.60	\$ 2,434,803.18	\$ 3,750,000.00
			\$ -		
12 Routes/ 3 Additional Hrs	\$ 3,983,537.52	\$ 530,328.60	\$ 4,513,866.12	\$ 2,694,278.70	\$ 3,750,000.00
12 Routes/ 4 Additional Hrs	\$ 4,297,487.16	\$ 572,119.20	\$ 4,869,606.36	\$ 3,050,018.94	\$ 3,750,000.00

Figure 31: Transit and Mobility Hub Strategies





Cash Reserve Policy

Purpose

This policy is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization.

Definitions and Goals

- The Cash Reserve Fund is defined as a designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Cash Reserves will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Cash Reserves serve a dynamic role and will be reviewed and adjusted in response to internal and external changes.
- The **minimum** Cash Reserve Fund is equal to six (6) months of average operating costs.
- The **target** Cash Reserve Fund is equal to twelve (12) months of average operating costs.
- The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, operations contracts, and other operating expenses. *The calculation does not include depreciation, in-kind, and other non-cash expenses.* The calculation of average monthly expenses also excludes expenses such as pass-through programs, one-time or unusual purchases. The amount of the Cash Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Finance Committee/Board of Directors.

Policy:

Intended Uses

Cash Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, or unanticipated loss in funding. The Reserves may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as investment in infrastructure or vehicles, start-up costs of new programs or research. Cash Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Bis-Man Transit for Cash Reserves to be used and replenished within a reasonably short period of time.

Accounting for Reserves

The Cash Reserve Account will be funded and available in cash or cash equivalent funds. Cash Reserves should be maintained in segregated bank account(s) or investment fund(s). Cash Reserves may be



commingled with the general cash and investment accounts of the organization, but segregated funds are preferred.

Funding for Reserves

The Cash Reserve Fund will be funded with surplus unrestricted operating funds. Unrestricted cash reserves are treated differently than temporarily restricted funds, which are set aside for specific donor-restricted purposes.

USE OF RESERVES

Use of the Cash Reserves requires two steps:

1. Identification of appropriate use of reserve funds.

The Executive Director will identify the need to access the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires an analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the time that the funds will be required and replenished.

2. Reporting and monitoring

The Executive Director is responsible for ensuring that the Cash Reserve Fund is maintained and used only as described in this Policy. The Executive Director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Finance Committee and Board of Directors on progress toward restoring the Fund to the target minimum amount.

Presented April 24, 2025



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G

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

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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Bismarck, ND 58501



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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
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Application Form
Date: Friday, February 28, 2025 12:40:09 PM

Name

Helen Baumgartner

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

N/A

Please explain your interest for serving on the Transit Board:

I continue to be interested in serving on the board to assist in maintaining and/or expanding transportation services in the Bismarck/Mandan/Lincoln area.

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

I am a current member. At the February meeting, Deidre announced the board positions opening in April.

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

I have a standing commitment every Wednesday from 9:00 - 5:00. I try to make myself available at any other time, with advance notice.

Please explain any previous experience with transportation services:

I have been a Bis/Man Transit consumer since the services began. I use the service almost daily. I enjoy talking with the riders and drivers to hear how the service assists them and find out what they feel needs to be improved upon. I think it is important for the Transit Board to have at least one person who uses the service on the board to be aware of what is being said and done as the service is being provided. The Board needs to hear from the consumer and drivers, not just hear the reports of staff at meetings.

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

I currently serve on the following Boards/Councils:
Dakota Center for Independent Living Board - President
Lions Foundation Video Magnifier Program Board - Treasurer
North Dakota Association of the Blind Board - Secretary
North Dakota Assistive Consumer Advisory Council - Council Member
Church of Christ the King Parish Council - Council Member

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

I am out in the community on a regular basis, thanks to this service, and hear what people say regarding

the operation of the Bis/Man Transit service. I am very interested in doing what I have to in order to keep this service in operation and operating at its maximum capacity. This is a service that is greatly needed in the community, and I want to be part of making sure that I can do what I can to help the service to continue to operate to the best extent possible.

Please list two references and those individuals' contact information:

Della Jensen -

Sandy Boehn -

From: admin@townsquareinteractive.com
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Application Form
Date: Thursday, April 3, 2025 10:58:53 AM

Name

Joseph A. Camisa, Jr.

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

Bismarck State College

Please explain your interest for serving on the Transit Board:

I am interested in serving on the Transit Board because I deeply understand the critical role transportation plays in the sustainability and growth of the Bismarck-Mandan region. Transportation is not just about helping people get around—it supports the local economy and ensures our community remains vibrant and accessible for everyone. Having lived in the Bismarck-Mandan area for over 11 years, I have seen firsthand how reliable transit services can make a difference in people's lives and strengthen our region's future. This hits close to home for me—my mom—before her passing never drove a car and relied entirely on public transit or taxis to get to work and handle daily needs. I saw how access to transportation was a challenge to her independence and connected her to the community, and I witnessed the impact when services were not available or reliable.

My experience working for and with the City of Mandan for nearly a decade has given me a strong connection to this community and a personal investment in its success. During my time as a Mandan City Commissioner, I gained valuable insights into municipal governance and the importance of making decisions that benefit all residents. I believe this experience equips me to contribute meaningfully to the Transit Board, as I understand the challenges and opportunities our region faces.

Additionally, my Master of Public Administration, with a focus on government and nonprofit administration, has provided me with the knowledge and skills to navigate complex systems and work collaboratively to achieve shared goals. I am passionate about ensuring that our transit system meets the needs of our growing community while supporting economic development and ensuring sustainability. I would be honored to bring my experience, dedication, and vision to the Transit Board to help shape a stronger future for Bismarck-Mandan.

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

DeNae Kautzmann
Bismarck Tribune

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

My schedule throughout the day is variable and often flexible with my position at Bismarck State College. I am often available to discuss transit matters throughout the day unless I am in a meeting. When this

occurs I return calls as soon as I possibly can. I also schedule monthly meetings (if needed) at a fixed time every month in advance as a standing meeting. I did this for all of my portfolio and department director meetings when I served on the Mandan City Commission.

Please explain any previous experience with transportation services:

I bring a wealth of relevant experience with transportation services that I believe will be an asset to the Transit Board. As a Mandan City Commissioner, I served as both a community and fiduciary stakeholder in matters related to transportation and bussing. In this role, I was actively involved in discussions about our transportation systems and how they aligned with the needs of the community while maintaining fiscal responsibility. I provided board oversight of the Engineering and Planning Department, which is responsible for developing and managing long-range plans, including the Long-range Transportation Plan. This experience gave me a deep understanding of how transportation planning impacts the growth, accessibility, and sustainability of our region, as well as the importance of forward-thinking strategies to address future needs.

Additionally, as a past Mandan Planning and Zoning Commissioner, I contributed to discussions on long-range plans and addressed transportation issues and concerns that affected our community. These conversations often focused on balancing development with the need for efficient, accessible transportation systems, ensuring that our infrastructure could support both current residents and future growth. My involvement in these roles has equipped me with a strong understanding of transportation and policy, as well as an appreciation for the complexities involved in creating systems that serve everyone.

On a more personal level, I have seen the direct impact of transportation services through my Mom's experiences in the Bismarck-Mandan region. Having to rely on alternative transportation services, I witnessed how the quality and availability of those services affected her daily life, from getting to work to accessing essential resources. With my professional background and personal understanding, I am eager to contribute to the Transit Board and help shape a transportation system that truly serves the Bismarck-Mandan community while being effective and fiscally responsible.

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

- City of Mandan Board of City Commissioners (2020 – 2024)
 - o Vice President of the Commission (2022 – 2024)

- North Dakota Library Coordinating Council (2019 – 2025)
 - o Appointed by Governor Burgum
 - o Vice Chair

- Sons of the American Legion – Detachment of North Dakota – State Adjutant (2021 – 2025)

- ND University System Retirement Oversight Committee (2024 – 2027)
 - o Appointed by the University System Chancellor

- Bismarck-Mandan Chamber of Commerce Board of Directors (2022-2024)

- City of Mandan Planning and Zoning Commission (2018 – 2022)

- City of Mandan Noxious Weed Control Board (2016 – 2019)
 - o Board Chair

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

I offer the Transit Board a diverse and robust set of skills, drawing from my extensive experience in public service and administration.

My background in municipal governance, particularly as a Mandan City Commissioner, has equipped me with the ability to navigate complex decision-making processes and prioritize the needs of the community

while maintaining fiscal responsibility.

I have strong team leadership skills, honed through years of guiding collaborative efforts to achieve shared goals, ensuring that diverse perspectives are heard and integrated into effective solutions.

My experience with legislative testimony has prepared me to advocate for the Transit Board's initiatives if necessary, clearly communicating the importance of transportation services to stakeholders and policymakers.

I also bring expertise in program management, development, and assessment, which includes designing, implementing, and evaluating programs to ensure they meet their objectives efficiently.

My understanding of program processes and system functions allows me to help streamline operations and improve service delivery as necessary, while my experience with performance metrics can help align measurable outcomes with strategic goals.

Additionally, my involvement in long-range planning, particularly in transportation and zoning, has given me a forward-thinking perspective that is critical for addressing the future needs of the Bismarck-Mandan region.

I have a proven track record in community relations, fostering strong connections with residents and stakeholders to build trust and support for initiatives, and my extensive experience on public boards and committees has prepared me to contribute effectively to the Transit Board's mission. With these skills, I am confident in my ability to help shape a transportation system that serves our community well into the future.

Please list two references and those individuals' contact information:

DeNae Kautzmann – [REDACTED]

Andrew Stromme – [REDACTED]



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

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

Bis-Man Transit Board Member Application

Name Susan Dingle

E-Mail

Cell Phone Home Phone

Address

City State Zip

Employer Retired

Please explain your interest for serving on the Transit Board:

For me, public transportation is essential to quality of life, safety, ability to get around and to participate in community life, education, cultural events, retail shopping, and connecting with people. Making public transportation affordable, accessible, and desirable for people with disabilities, people who do not drive, and simply people living in the community are part of being a going concern as a medium-sized city or metro area, as Bismarck-Mandan is. Our B-M T system needs to achieve stable and growing income to meet current and future needs. Ideally, B-M T can overcome its deficit, add at least 4 more hours a day of fixed-route service (e.g., go to 6 a.m.-10 p.m hours), and add more routes. Paratransit needs more vehicles out at busy times, which means more vehicles and drivers.

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

Upcoming openings were mentioned at the last Bis-Man transit Board meeting in February, and the emailed press release from Mike Mundahl.

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

I have been attending the Bis-Man Transit Advisory Board meetings for nearly 10 years

and know they are on the 4th Thursday of the month, usually, and begin at 11:30 a.m.; late mornings through the afternoons are generally good. Conflicts would be with DCIL board meetings (3rd Thursdays at 1 p.m.), MPO Bike-Ped Subcommittee meetings on some Wednesdays at 2 p.m., and OLLI committee meetings, usually beginning at 11 or 11:30 a.m. on Fridays.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

Please explain any previous experience with transportation services:

I am a public transportation advocate and go to B-M Transit board meetings, MPO TAC meetings, a number of City Development transportation-study public input meetings, and many Bismarck City Commission meetings. I also am a rider on the fixed route service, using the Blue, Black, Red, and Orange routes the most (depending on what I'm doing, it could be a few times a month or a few times a week). I have signed up with Paratransit but so far have not used it. As well, I occasionally use taxis. I used to use Taxi 9000 and lately use BTS for some things, such as going to do bulk grocery buys and getting to medical appointments in early morning or when it's icy. I was one of the signature-gatherers on the half-cent sales tax increase petition in Bismarck to help give more local support to public transportation and estimate I gathered 330+ signatures.

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

CTIC (Community Transportation Input Committee) a subcommittee of the B-MT Advisory Board and before it CTAG (Citizens Transportation Advocacy Group), Toastmasters District 78, Area 42 Director
Dakota Center for Independent Living Advisory Board
Metropolitan Planning Organization Bike-Ped Subcommittee
OLLI (Osher Lifelong Learning Institute) at BSC Curriculum Committee and Outreach Committee

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

Familiarity with the Bismarck-Mandan public transportation system (more on the Bismarck side than on the Mandan side, however); public advocacy; ability to speak to city commission and legislative hearings groups; writing and library and online research.

Please list two references and those individuals' contact information:

Kirk Dewey, _____
Gregory Carlson _____

For Board Use Only

Date elected to Transit Board _____ Term _____

Updated 3.2.21 MM



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

From: admin@townsquareinteractive.com
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Application Form
Date: Monday, March 3, 2025 11:44:21 AM

Name

Julie Horntvedt

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

North Dakota State Council on Developmental Disabilities

Please explain your interest for serving on the Transit Board:

I would love to represent on the board for our board and for people with disabilities that we work with. We always have transportation in our goals and would love to collaborate and learn more.

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

email list serv.

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

I am available during business hours.

Please explain any previous experience with transportation services:

we have worked with private and local transportation services and with bisman transit to provide trainings for folks to use the systems.

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

I serve on the Olmstead Commission as well as the North Dakota Disability Advocacy Consortium.

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

I have creativity skills, experience working with people with disabilities and their families, skills writing grants, administering grants, and knowledge of the needs of North Dakotans with disabilities.

Please list two references and those individuals' contact information:

Roxane Romanick [REDACTED]
Tammy DeSautel [REDACTED]

From: admin@townsquareinteractive.com
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Application Form
Date: Saturday, March 8, 2025 9:29:42 PM

Name

Glenn Lauinger

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

Retired

Please explain your interest for serving on the Transit Board:

I am a long-time board member. I believe I have experience and knowledge that is valuable to the organization.

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 retired. I am readily available.

Please explain any previous experience with transportation services:

I have been a member of the Bis-Man Transit board for over 25 years.

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

Dakota Center for Independent Living, Inc.

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

I am a retired CPA. I believe I bring accounting and financial management skills. I have worked with a number of non-profit organizations that provide services to the elderly and disabled. Having worked a brief period of time as the interim director, I believe I can help with Executive Director/Transit Board communications and coordination.

Please list two references and those individuals' contact information:

Perrie Schafer
Environmental Services Ltd

[REDACTED]

Chance Gaylord
GLG Accounting & Tax, Inc.



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

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 Gans



From: admin@townsquareinteractive.com
To: [Info](#); [Deidre Hughes](#)
Subject: New submission from Application Form
Date: Friday, March 14, 2025 10:48:20 AM

Name

Lane Hoffer

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]

Employer

Abused Adult Resource Center (AARC)

Please explain your interest for serving on the Transit Board:

I would like to better service the underprivileged & voiceless population within the Bismarck / Mandan community. I feel my experience within the DD (Developmental Disability) & homeless community would provide me with the knowledge & understanding to better assist that population.

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

Social Media (Facebook)

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

I am available during most times & can be contacted most anytime.

Please explain any previous experience with transportation services:

As stated earlier, I worked at HIT for 14 years & ENABLE for 1 year. I also worked at MSA United Way for almost 2 years and currently work at the Abused Adult Resource Center (AARC) the majority of clients also utilize public transportation. The bulk of my experience is with ParaTransit while I worked in the DD field (HIT & ENABLE). While working as a manager at HIT I used to bring clients & attend Transit Board meetings.

I have recently been exposed to the CAT bus & routes through my work as shelter manager for United Way's homeless shelter. I volunteer for Bismarck Memory Cafe who serve people with dementia / Alzheimer's that cannot drive & mostly utilize Paratransit service. I am also currently serving on Bismarck's Citizen Academy which has talked about Bis/Man Transit funding & relationship with the City of Bismarck.

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

While I worked at HIT INC I served in HIT's safety committee. I am also currently serving on The Dreamcenter's event committee. I haven't served on any boards though.

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

I have vast knowledge of the Paratransit system & some knowledge of the CAT bus system. I have been exposed to both and understand how to better serve those communities.

While working for both HIT & ENABLE I drove company vehicles (some with lifts) I was required to know how to safely operate the vehicles & van lifts.

I have also done training on how to properly the Paratransit lifts & Paratransit / CAT training with Mike Mundahl

Please list two references and those individuals' contact information:

Denise Fetting - Loftness - [REDACTED]

Shannon Lennie - [REDACTED]