



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

Bis-Man Transit Board Meeting

April 24, 2025, 11:30 AM

Via Zoom & 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

Andrew Stromme

Commissioner Rohr

Not Attending:

Steve Heydt

Commissioner Connelly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Susan Dingle

Trevor Vannett

Paulette Jacobsen

Joseph Camisa

Lane Hoffer



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Welcome & Introductions

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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2024/3/27 Regular Meeting
 - b. Attachment B – 2024/4/22 Finance 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 Discussion: Deidre discussed that she attended the latest Sales Tax Steering Committee Meeting and shared a CAT Extra Service Analysis. The analysis is how to provide additional services, not to close the funding gap. Consensus of CTIC members at the latest meeting is to run CAT hours later in the evening. Deidre commented that there was a motion made at the Steering Committee to set aside one million dollars of the sales tax monies to fund the Bis-Man Transit \$955,000.00 deficit gap that is projected for 2025. Lynn asked if that recommendation now has to go to the City Commission to vote on. Deidre answered yes. Glenn commented that, if given the funding, the first three line items of the extra service analysis could be done in 2025 or 2026. The additional items would need additional fleet, so could be done in 2027 or 2028. Glenn also commented that additional hours on Sunday for paratransit could also be done in 2025 with additional funding, but would need to know the demand. Commissioner Rohr asked Deidre if there was an additional fleet if a bus goes down. Deidre answered yes there is a spare fleet ratio that is adhered to. DeNae asked if the City of Bismarck will act the same as the City of Mandan in regards to holding back a percentage of sales tax funds allocated to public transportation and depositing interest earned on those funds to the General Fund. Deidre will follow-up.

Deidre explained that Andrew revised the Mandan sales tax application per recommended from March's Board Meeting. This application will be presented to the Mandan City



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Commission on May 6th. Once the application is made available, Deidre will fill out the application and present IT to the Board at the May 22nd Board Meeting, and if approved by the Board, she will present it to the Mandan City Commission on June 3rd. Deidre asked the Board how they would like to allocate the deficit to each community. For example, 20% of the deficit should be applied for from the City of Mandan to coincide with ridership. Other options would be using a different percentage or going by population.

New Business

1. **Cash Reserve Policy Approval:** Deidre explained that a Cash Reserve Policy was recommended by the City of Bismarck Finance Director. This policy is important to have as we receive sales tax contributions. The six month target is recommended to be \$3 million and 12 month target to be \$6 million. Deidre expressed that it's important to have around \$5 million in reserves for 12 months of operating expenses. Glenn commented that Transit also needs cash reserves due to government shutdowns. Grant reimbursements would not be able to be reimbursed during that time. DeNae moved to approve the Cash Reserve Policy. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report

1. **Grant Update:** Deidre discussed that the partial 5307 apportionment is \$958,577.00. Staff is waiting to draw down on the grant until the full apportionment is released from the FTA. Staff will wait until the full apportionment is out to calculate the capital cost of operating. Fiscal year 2026 5310 and 5339 grants were approved by the NDDOT. These funds will be used for the mobility manager and after hours services, shop equipment, and cutaway replacements.

Operations Report: Craig updated the Board that there has been an overall increase in ridership during April 2025. Notably, the Orange Route continues to experience a significant increase in ridership. Month to date, the Orange Route has over 2,300 boardings. Across all routes, there have been over 10,000 boardings with 6 days of service remaining in April. Operations staff has worked with Passio to correct some issues that were negatively affecting on-time Performance on the fixed route. Operations staff has also created an initiative to increase on-time performance. There are four new paratransit drivers that have completed their training and are on the road. There are currently two open CDL positions. Administrative Professional's Day was celebrated this past Wednesday, and lunch was provided to the staff.

Glenn asked Craig if the highway construction is affecting on-time performance for CAT and if there is a contingency plan if memorial highway is shutdown. Craig answered that for now, CAT buses are able to get through on memorial highway and a plan WILL be made if the road shuts down due to construction. Glenn commented on monitoring issues due to CAT on-time performance. Craig responded that CAT drivers focus on the timing points of being early. It's better to be late than to be early, because if the bus is running late the passenger will still be waiting for the bus.



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Other Business: DeNae asked Deidre if the Board needed to vote on the percentage of the deficit for the communities. Deidre answered she will have the application ready with options for the Board to vote on at the May Board Meeting.

Lacey moved to adjourn the Regular Board Meeting. Andrew seconded the motion. Motion carried unanimously. Meeting adjourned at 12:13 P.M.



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