



## Bis-Man Transit Board Meeting

June 26, 2025, 11:30 AM

<https://us02web.zoom.us/j/81170151777>

Call in: +1 312 626 6799; Meeting ID: 811 7015 1777

### Welcome & Introductions

### Approval of Agenda

### Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2025/5/22 Regular Meeting
  - b. Attachment B – 2025/6/20 Finance Committee Meeting
2. Financial Report
  - a. Attachment C
3. Ride Stats
  - a. Attachment D

### Public Comment

### Old Business

1. Sales Tax Update
2. CTIC Discussion
  - a. Attachment E

### New Business

1. Employee Benefit Recommendation
  - a. Attachment F

### Executive Director Report

1. Bus Update
2. Project Update

### Operations Report

### Other Business



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## Adjourn

- The next Board Meeting will be held on July 24, 2025, 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**

May 22, 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**

**Julie Horntvedt**

**Steve Heydt**

**Commissioner Rohr**

### **Not Attending:**

**Commissioner Connelly**

### **Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Craig Thomas**

**Amanda O'Brien**

**Tom Reisenauer**

### **Guests:**

**Susan Dingle**

**Trevor Vannett**

**Paulette Jacobsen**

**Lane Hoffer**



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

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

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

1. Previous Month's Minutes
  - a. Attachment A – 2025/4/24 Regular Meeting
  - b. Attachment B – 2025/5/16 Finance Committee Meeting
  - c. Attachment C – 2025/5/19 CTIC Meeting
2. Financial Report
  - a. Attachment D
3. Ride Stats
  - a. Attachment E

**Public Comment:** Susan Dingle commented that she would encourage the Board to speak to the Mandan City Commission on strategizing the use of the Sales Tax funds for covering local expenses for Bis-Man Transit. She also commented that she hopes the Commission will be on board with an additional route in Mandan as well as additional hours.

**Old Business**

1. Sales Tax Update: Deidre updated the Board that the Bismarck City Commission approved up to \$1.1 million dollars to cover the Bis-Man Transit deficit. The Mayor and City Commissioners will look at what percentage will come from the City of Bismarck and City of Mandan. Deidre will not submit the application for Mandan Sales Tax funding until the City of Bismarck comes back with the percentages. There are also a few questions out to the City Administrator of Mandan about the application that are yet to be answered. The Steering Committee also met the same day as the Bismarck City Commission and the committee recommends up to \$1.1 million to expand services including opening Sunday service to the public, adding 3 ½ more hours of Sunday service, and for additional hours for fixed route service. This recommendation will be presented at the next Bismarck City Commission meeting. Deidre updated the Board that there is \$3.5 million in cash reserves and \$3.2 million in CD's to operate current service until we receive the sales tax funds.

Glenn asked Deidre what the anticipated total amount of Sales Tax Funding is for the City of Bismarck. Deidre answered that for 2026 it is projected to be \$4.4 million. Glenn explained that up to \$2.2 million is committed to Bis-Man Transit, so there is an additional



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\$2.2 million to be available to other agencies or for us to apply for additional funding, if needed.

Commissioner Rohr commented that he will set up a meeting with Jim Neubauer to discuss the specifics of what Transit needs to know about the City of Mandan Sales Tax application and will meet with Deidre after. DeNae asked Deidre when she originally sent Jim an email with questions. Deidre answered that she sent the email on May 13<sup>th</sup>. DeNae asked Commissioner Rohr to set up a meeting with Jim ASAP.

Helen asked if the Fire and Police Departments are being treated the same as public transportation for funds being held back. Lynn answered that the City Administrator will be able to answer that along with the questions Transit has submitted.

### New Business

1. Fixed-Route Bus Purchases Recommendation: Deidre discussed the revision to the recommendation and that staff is looking for approval to purchase two fixed route buses to replace buses that have exceeded useful life. There is a purchase amount with Gillig to not exceed \$660,000 per unit and will be purchased from two different grants. Total local funding will be \$198,000. The lead time for the buses is 18-20 months. DeNae stated that the Finance Committee recommends approval of the two fixed route buses and moved to approve. Glenn seconded the motion. Motion carried unanimously.
2. Updated Safety Targets: Deidre explained that the previous year's Safety Targets were approved last December, but the correct schedule is for the targets to be approved every year in May, to be effective in July. This year's safety targets have not changed much from 2024 safety targets. The goal is to have ten or less safety events on the fixed route service and five or less safety events on the paratransit service. That is one safety event per one hundred thousand vehicle revenue miles, or one of ten thousand miles of fixed route and one out of thirty-five thousand paratransit for system reliability. This aligns with what other agencies are doing and what NDDOT recommends. DeNae moved to approve the updated Safety Targets. Karel seconded the motion. Motion carried unanimously.
3. CTIC Recommendation: Deidre discussed that CTIC met Monday of this week and recommends approval of adding Alissa Patterson and Lane Hoffer to the committee. Deidre discussed that the committee made a revision to the membership portion of the CTIC guidelines. This includes how many applicants are able to join CTIC and what terms they are to serve on the committee. DeNae asked Deidre if the Board has any input on appointing new members to CTIC, as that's not how it's written in the guidelines. Deidre recommended that CTIC makes a recommendation to the Board for acceptance. Deidre will change the verbiage in the CTIC guidelines. Helen commented that she agrees with the recommendation that CTIC members be approved by both CTIC and the Board.



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Glenn moved to approve the recommendation of Alissa Patterson and Lane Hoffer as new members of CTIC. Karel seconded the motion. Motion passed with dissenting vote due to policy guidelines not being followed. Julie volunteered to serve on the Committee as a Board Member.

### Executive Director Report

1. Fixed-Route Update: Fixed Route ridership in April exceeded 13,000 trips and that's an average of 400 boarding per day. There are drivers calling in saying they are nearing capacity on some routes. Deidre explained that she and Craig are trying to get the Orange Route closer to CHI St Alexius hospital. CTIC's recommendation is to cut out a section on Bowen Avenue and near DCIL going eastbound as a pilot beginning on June 9<sup>th</sup> and running through September 1<sup>st</sup>. This is a minor change and would not have to be approved the Board.
2. Outreach: Deidre explained that there has been a lot of media exposure with the Sales Tax funding. Mike has attended United Tribes Technical College Career Fair, Touch a Truck, and YMCA Wellness Fair. Deidre was on the Bismarck Mayor's podcast that can be found on Community Access. Deidre and Mike will be meeting with Heather May with Burleigh County Public Health to see where Transit can help fill in gaps. Community Conversation was May 8<sup>th</sup> and it was a two-hour conversation on public transportation and how it's needed and safety is a concern. Mike will be meeting with Edgewood to do a paratransit presentation on June 9<sup>th</sup>.

**Operations Report:** Craig updated the Board that Operations is on the right track to break the record of 113 days without a preventable accident. They are currently on day 104. WeDriveU created a humanitarian initiative called "WeDriveU Cares." The Operations staff nominated the Missouri Valley Homeless Coalition to be a \$1,000 reward recipient and was chosen by corporate. This will be presented at the June Board Meeting.

**Other Business:** No other business.

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

**Meeting adjourned at 12:10 P.M.**



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B

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## Bis-Man Transit Finance Committee Meeting Minutes

June 20, 2025, 10:00 A.M.

Via Zoom

**Attending:**

DeNae Kautzmann, Chair

Lynn Wolf

Glenn Lauinger

**Staff:**

Deidre Hughes

Taylor Kitzan



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Meeting was called to order at 9:55 A.M.

Deidre gave a Mandan sales tax update. She met with Commissioner Rohr. Jim Neubauer is still working on answers to our questions. Interest on sales tax money for police and fire will also go into the general fund per Greg Welch, city finance director. The Mayors of Bismarck and Mandan are meeting in July to discuss how to split funding for the deficit.

The May 27th Bismarck City Commission accepted Transportation Steering Committee recommendations to enhance transit services. Will commit to funding at \$1.1 million. Chair Kautzmann indicated that was the tail wagging the dog. The Transit Board decides the enhancements with input from CTIC, then takes it to a public hearing, then to the City Commission. Also, committing funding without policies or an application process in place is inherently wrong and places Transit in a bad position. No transit service should be treated differently from other applicants. Discussion was held on purpose of CTIC and city Transportation Steering Committee. It appears efforts are duplicated. What exactly is the city's committee mission? Is it to recommend enhanced services or to recommend policies, an application process for sales tax money and review said applications.

Discussion was held on the composition of CTIC. Deidre indicated that Board action in appointing two individuals at the May meeting was void as it didn't follow the bylaws. Subsequently, Lynn and Helen appointed per the bylaws. The committee recommends to the Board that CTIC policy be written addressing staggered three-year terms and that Lynn and Helen reappoint individuals with a specific term to CTIC. Also, roles and goals should be outlined. Term limits were discussed but members thought unnecessary at this time.

Staff health insurance was discussed. Deidre requested quotes from multiple providers. We are limited to providers who insure small groups. Sanford and Blue Cross Blue Shield were similar in coverage but Sanford ran a little higher. Staff recommends staying with Blue Cross. However, the cost is 15% higher and Deidre and Mike would have to pay out of pocket for part of the premium. The Board had capped insurance premium at \$1,500. Chair Kautzmann had emailed before the meeting that the State and the City of Bismarck pay insurance at 100% whether single or family. The City of Mandan pays single at 100% but only pays family 100% after employment of five years. Chair Kautzmann asked if Committee members were comfortable raising the cap to \$1,800. Lynn and Glenn agreed with both mentioning that we have excellent staff with no turnover. Deidre thought we may be over budget in the insurance line item. She recommended we move money from the city administration line item to health insurance line item. Finance recommends to the Board that the cap be raised to \$1,800 and acceptance of staff recommendation regarding budget line items.

Meeting adjourned at 10:40 A.M.



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# May 2025

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
<b>RIDERSHIP</b>						
FIXED ROUTE	12,637	60,838	9,399	45,605	34.45%	33.40%
PARATRANSIT	7,840	39,280	7,622	37,682	2.86%	4.24%
Total	20,477	100,118	17,021	83,287	20.30%	20.21%
FR AVG. DAILY BOARDINGS	486.04					
DR AVG. DAILY BOARDINGS	252.90					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
<b>REVENUE HOURS</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>
FIXED ROUTE	1,840.92	9,078.09	6.86	6.70	4.99	9,131.6
PARATRANSIT	3,294.32	15,053.10	2.38	2.61	2.80	13,456.6
Total	5,135.24	24,131.19	3.99	4.15	3.7	22,588.2
			Pass./Mile	Pass./Mile		
						% INC/DEC
<b>REVENUE MILES</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>PY YTD</b>	<b>PY YTD</b>
FIXED ROUTE	29,111	143,540	0.43	0.42	145,605	-1.42%
PARATRANSIT	43,886	209,225	0.18	0.19	189,027	10.69%
Total	72,996.87	352,764.99	0.61	0.61	334,632	5.42%
<b>ON TIME PERFORMANCE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>	<b>PY YTD</b>	<b>% INC/DEC OVR PYM</b>	<b>% INC/DEC OVR PYTD</b>
FIXED ROUTE	81.89%	84.28%	88.86%	89.00%	-7.84%	-5.30%
PARATRANSIT	97.78%	93.63%	93.79%	92.83%	4.25%	0.86%
<b>RIDERSHIP PER ROUTE</b>						<b>% INC/DEC 0.57851227</b>
<b>ROUTE</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>			
BLACK	2758	12264	2027			36.1%
BLUE	1687	8960	1055			59.9%
GREEN	2369	11468	1741			36.1%
RED	1415	6123	1236			14.5%
ORANGE	2945	14681	1949			51.1%
PURPLE	1463	7342	1391			5.2%
<b>RIDERSHIP BY DESTINATION</b>	<b>Month</b>	<b>YTD</b>	<b>PY Month</b>			
(Included in 'Ridership Per Route' Numbers)	U-Mary	181	1803	232		-22.0%
	UTTC	21	253	68		-69.1%
	Bismarck Library	637	3365	434		46.8%
	Mandan Walmart	73	505	96		-24.0%
	Mandan Family Fare	434	2373	481		-9.8%
<b>ACCIDENTS</b>	<b>Month</b>	<b>Month at Fault</b>	<b>YTD</b>	<b>YTD at Fault</b>		
FIXED ROUTE	0	0	4	1		
PARATRANSIT	0	0	7	4		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		1			
<b>COMPLAINTS</b>	<b>Month</b>	<b>YTD</b>				
FIXED ROUTE	2	11				
PARATRANSIT	0	4				
Office Staff	0	0				
<b>COMPLIMENTS</b>	<b>Month</b>	<b>YTD</b>				
FIXED ROUTE	1	2				
PARATRANSIT	2	7				
Office Staff	1	1				



E

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

June 26, 2025

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

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Community Transportation Input Committee Discussion

**BACKGROUND:** The Community Transportation Input Committee was established in April 2021, following the Board's vote on assigned duties and responsibilities. Since then, the Committee has met periodically to discuss Board agenda items related to their assigned duties.

**FTA C 4710.1**

**8.9 Ongoing Public Participation  
Requirement**

"Ongoing requirement. The entity shall create an ongoing mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities. This includes, but is not limited to, the development of the initial plan, any request for an undue financial burden waiver, and each annual submission" (§ 37.137(c)). Discussion A transit agency must have ways to obtain feedback from the disability community on its paratransit service. Examples of ongoing participation mechanisms include citizen or rider committees and holding periodic meetings and workshops. This input is very important when transit agencies are considering modifications to complementary paratransit service policies, particularly when such modifications result in reductions in service. In addition, when considering fare increases or major reductions in service, there are § 5307 requirements for public comment on fare and service changes. The law requires transit agencies receiving § 5307 urbanized area formula grants to certify that they have "a locally developed process to solicit and consider public comment before raising a fare or implementing a major reduction of public transportation service" (49 U.S.C. § 5307(d)(1)(I)). A major reduction in fixed route service must also include consideration of the impact on complementary paratransit service.

**DISCUSSION:**

- Reviewing Roles and Goals of the Committee (document included)
- Discussing member terms procedure
- Committee member criteria (CTAG interest group document included)



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## Community Transportation Input Committee

**Objective:** The Community Transportation Input Committee's objective is to review Bis-Man Transit Board agenda items and any other tasks that may be assigned to them that pertain to the community and provide the Board of Directors with feedback.

**Goal:** Committee members will work to build public confidence in Bis-Man Transit through transparency, open communication, and collaboration with staff and the Board of Directors.

- Provide a platform for conversations on Board Agenda items between Board Members and community members
- Address issues that directly affect public transportation users and advocate for the system
- Address assigned items to study as directed by the Board

**Process and Suggested Steps:**

- Convene as needed
- Make recommendations to the full Board of Directors as applicable
- Members may be assigned responsibilities and accountabilities on specific tasks
- Brainstorm opportunities, using members' subject expertise, and planning project data

**Membership:** The Community Transportation Input Committee should be comprised of three Board members and up to 10 individuals from the public with a vested interest in public transportation. The number of members of the public can be altered as deemed necessary by the President of the Board of Directors.

Applications for the public positions will be accepted at any time until the 10 public positions are filled. These applications will be reviewed, and action will be taken on them as deemed appropriate by the Chairperson and the President of the Board of Directors. Once the 10 public positions are filled, re-appointment and appointment of new members will occur at the May Bis-Man Transit Board meeting.

**Timeframe:** The Community Transportation Input Committee should begin work in April 2021, following the Board of Directors' vote on assigned duties and responsibilities. Members of the public will hold their position for three years. Board Members will hold their position until the following Annual Board Meeting, which takes place in April. At that time, the President of the Board of Directors will appoint a chairperson with the advice and consent of the Board of Directors. Such chairperson shall be selected from among the Board membership.

Committee members shall be appointed by the chairperson of this committee in consultation with the President of the Board of Directors.

**Completion:** The Community Transportation Input Committee will act as a standing committee, indefinitely. The Board of Directors may dissolve the committee at any time.





Interest	Number of Members
Bismarck resident*	1
Mandan resident *	1
U-Mary Representative *	1
BSC Representative*	1
United Tribes Representative*	1
Bismarck Public Schools Representative *	1
Mandan Public Schools*	1
The Downtowners Association *	1
Mandan Progress*	1
BMDA or Chamber of Commerce	1
Member Representing the Senior Population	1
Senior Rider	1
Paratransit Rider	1
Member Representing Disabled Population	1
Frequent Fixed Route Rider	1
Student Rider	1
Member Representing Active Transportation Interests	1
Member Representing Low Income Housing and/or Homeless Interests	1
Member Representing the Healthcare Field	1

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F

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

June 26, 2025

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

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Employee Insurance Recommendation

**BACKGROUND:** Bis-Man Transit currently offers health insurance to all employees paid by the company up to \$1,500 per month, per employee. Employer-sponsored dental and vision coverage is also provided for all employees.

**DISCUSSION:** All policies renew on September 1, 2025. Per correspondence with the Blue Cross and Blue Shield of North Dakota Account Manager, "Our goal is to make sure your benefit package is meeting all the needs and expectations for both your company and employees. The health plan that your group is on, **BlueCare Gold 80 1000**, experienced a **15.7%** increase this year. Some of the main causes that are driving the premium increases across the board are use of high-cost tests and treatments, increased reimbursement costs for medical services, and rising utilization of specialty prescriptions. I'm reaching out to schedule a meeting to review your materials together." This substantial increase has resulted in employees once again having to pay out of pocket for the monthly premium.

After discussions with Missouri Valley Insurance, another health insurance option that is somewhat similar is the Sanford Simplicity 1500 plan. With this plan, the co-insurance amount was decreased to 30% and the deductible would increase to \$1500 for individuals. The monthly rate for this plan is \$3,847.58.

**FINANCIAL IMPACT:** The health, vision, and dental policies are all within the 2025 budget.

BlueCare Gold 80-1000		
	Cost per Person	Cost per Family
Deidre	\$585.36	\$1,525.68
Spouse	\$573.87	\$25.68 - Employee Monthly Out of Pocket
Child	\$366.45	
Taylor	\$566.68	\$566.68
Mike	\$817.21	\$1,752.26
Spouse	\$935.05	\$ 252.26 - Employee Monthly Out of Pocket
<b>Monthly Cost</b>	<b>Paid to BCBS</b>	<b>Employer Covered Cost</b>
1/1/25-8/31/25	\$3,237.27	\$3,237.27
9/1/25-12/31/25	\$3,844.62	\$3,566.68
<b>Total</b>	<b>\$41,276.64</b>	<b>\$40,164.88</b>



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Insurance Policy	Actual	Budgeted
Avesis Vision	\$ 756.12	\$ 768.72
EMI Dental	\$ 3,083.52	\$ 3,092.46
BCBS Gold 80/\$1000	\$ 40,164.88	\$ 41,955.02

**RECOMMENDATION:** Staff and the Finance Committee recommend approval of the BlueCare Gold 80 1000 Plan from Blue Cross and Blue Shield, as well as the Avesis Vision and EMI Dental Plans. It is also recommended that the employer covered portion of the health insurance premium be increased to \$1,800 from \$1,500 per employee. This falls within the approved 2025 budget amount of \$42,000.

BlueCare Gold 80-1000		
	Cost per Person	Cost per Family
<b>Deidre</b>	\$585.36	\$1,525.68
<i>Spouse</i>	\$573.87	\$25.68 - Employee Monthly Out of Pocket
<i>Child</i>	\$366.45	
<b>Taylor</b>	\$566.68	\$566.68
<b>Mike</b>	\$817.21	\$1,752.26
<i>Spouse</i>	\$935.05	\$ 252.26 - Employee Monthly Out of Pocket
<b>Monthly Cost</b>	<b>Proposed employer covered amount</b>	
1/1/25-8/31/25	\$3,237.27	
9/1/25-12/31/25	\$3,844.62	
<b>Total</b>	<b>\$41,276.64</b>	

