



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

Bis-Man Transit Board Meeting

June 26, 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
Glenn Lauinger Karel Sovak
Helen Baumgartner Julie Horntvedt
Steve Heydt

Not Attending: DeNae Kautzmann, Secretary/Treasurer
Royce Schultze

Staff: Deidre Hughes Taylor Kitzen
Mike Mundahl Craig Thomas
Amanda O'Brien Tom Reisenauer

Guests: Trevor Vannett Paulette Jacobsen
Susan Dingle

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

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

Consent Agenda: Lacey moved to approve the Consent Agenda. Julie seconded the Consent Agenda. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2025/5/22 Regular Meeting
 - b. Attachment B – 2025/6/23 Finance Committee Meeting
2. Financial Report
 - a. Attachment C
3. Ride Stats
 - a. Attachment D

Public Comment: Trevor Vannett commented that on the roles and responsibilities for CTIC, that everyone needs to work together with sales tax funds and routes. Susan Dingle commented that she wanted to remind everyone that the members of CTIC and other board members, were the ones to collect signatures for the sales tax funds. These members were hoping to fund the deficit and expand public transportation service, not private companies that are operating illegally.

Old Business

1. Sales Tax Update: Deidre answered Helen's question about if public transportation funds that are unused, if the interest will be deposited into the general fund. Jim Neubauer did confirm that this will be the process. Deidre relayed that the mayors of each cities will be meeting soon to determine the percentages of the deficit for each city to cover. Once this is determined, Deidre will apply for the sales tax funds in Mandan. The City of Bismarck does not have an application yet, and we will have to wait to apply for funds until then.

Glenn commented that he wants to know if Transit is able to make multiple requests for funds from the City of Mandan. This will determine how much will go to the deficit and how much will go to expanding services. Deidre will follow-up on this question once the mayors have their meeting.

2. CTIC Discussion: Deidre explained that CTIC, was formerly CTAG. The FTA circular requires that there be members of the community to meet regularly to discuss transit-related items and give input. Deidre commented that there was concern about duplicating efforts with the City of Bismarck's Sales Tax Committee and CTIC. Deidre reviewed the goals of CTIC and asked the Board if the goals still align with the vision of the committee. Discussion was had about how often the committee meets and member term limits. Glenn suggested that Lynn



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and Helen set staggered term limits for CTIC members and whether they need to be reappointed beforehand. Deidre mentioned that CTAG previously had a member criterion to be able to have a strong demographic to the committee and commented that it should be discussed for CTIC when agreeing on terms and goals.

New Business

1. Employee Benefit Recommendation: Deidre discussed that employee health insurance plan renews in September 2025 and will experience a 15.7% increase. Quotes were given from Blue Cross Blue Shield and Sanford. Sanford has a similar plan, but the premium is higher. Mike and Deidre will experience higher out of pocket costs with either plan. The Finance Committee recommends to keep the current Blue Cross Blue Shield health insurance plan and increase the employer-paid portion of the health insurance premium to \$1,800 per month. Glenn moved to approve the recommendation to keep the current Blue Cross Blue Shield health insurance plan and increase the employer-paid portion of the health insurance premium to \$1,800 per month. Steve seconded the motion. Motion carried unanimously.

Executive Director Report

1. Bus Update: Deidre explained that we have received three new cutaways that were ordered in November. We are still waiting for the fourth cutaway and that will be used at the flex bus. This should be delivered within the next few weeks. The decommission request for the 1800 cutaways will be made in July or August. The two Gillig fixed route bus orders have been submitted and have a 18-20-month lead time.
2. Project Update: Deidre discussed the following:
 - Orange Route detour that is causing a delay in the route due to the repairs being made on Rosser Avenue and Channel Drive.
 - The Orange Route pilot that will pass CHI St. Alexius hospital will start once that detour has ended. The exterior signs have been replaced.
 - Fat tire bike racks have been received and maintenance will work on installing those to the fixed route buses.
 - The Audit RFP is open until July 7th and have had interest from two different accounting firms so far.
 - There will be a large red route detour on Skyline Boulevard that will have to detour around North Walmart.
 - NDDOT state fiscal year ends on June 30th and reimbursement requests have to be submitted by July 9th.
 - The 2025 5307 grant is still being set up to be drawn on. We have not received 5307 funding since the beginning of the year.



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Operations Report: Craig explained that currently there are two driver positions and one admin staff position open. At this time, there are 24 paratransit drivers and 11 fixed route drivers, with 1 fixed route trainee. Paratransit has completed 6,550 trips with an on-time performance of 98.72% month to date. Only 51 of those trips had a duration greater than 60 minutes. Fixed Route on-time performance has decreased since the construction season is now in full swing. Fixed Route is at 83.8% on-time performance month to date. Drivers broke the operations previous record of 113 days without a preventable accident and to celebrate, the Safety Committee hosted a cook-out for staff.

Other Business: Karel made an amendment to the May Meeting Minutes to reflect the second to the approval of the agenda from Karel to Julie. Julie moved to approve the amendment. Lacey seconded the motion. Motion carried unanimously.

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

Meeting adjourned at 12:16 P.M.



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