



Bis-Man Transit Board Meeting

July 24, 2025, 11:30 AM

<https://us02web.zoom.us/j/87265571695>

Call in: +1 312 626 6799; Meeting ID: 872 6557 1695

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/6/26 Regular Meeting
 - b. Attachment B – 2025/7/21 CTIC Meeting
 - c. Attachment C – 2025/7/22 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. Auditor Contract Acceptance
 - a. Attachment F

Public Comment

Old Business

1. Sales Tax Update
2. CD Investment Recommendation
 - a. Attachment G

New Business

1. Power Scrubber Purchase Recommendation
 - a. Attachment H
2. Construction/On-Time Performance Discussion

Executive Director Report



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1. Advertising Revenue Update
2. Ridership Update
3. Follow-Up Project Update

Operations Report

Other Business

Adjourn

- The next Board Meeting will be held on August 28, 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

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



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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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B

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Community Transportation Input Committee Meeting Minutes July 22, 2025, 2:00 PM

Attending:	Helen Baumgartner	Glenn Lauinger
	Susan Dingle	Lane Hoffer
	Jeannie Pedersen	Randee Sailer
	Trevor Vannett	
Staff:	Deidre Hughes	Amanda O'Brien
	Craig Thomas	

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

Regular Agenda

1. Welcome and Introductions:

2. Committee Structure/Board Discussion Update:

Deidre stated discussions were had at the May Board meeting to have staggered three year term limits for CTIC members. The Board also discussed that nothing would change regarding the role of the committee, but clarified the type of discussions CTIC will have at the meetings and the frequency of meetings. The consensus was that the CTIC meetings would remain as a standing committee. The Board was happy with the committee as a whole, but would like to have more tasks that CTIC can work on.

3. Recruitment

Deidre said per the roles of the committee document, CTIC can have up to 10 members of the public, and up to 3 Board members. Currently, there are seven members. Deidre said it would be good for the committee to define which interest groups they want to reach. Deidre said two applications had not been presented to the committee until the committee structure was determined. One interest group Deidre could task herself with



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recruiting is students. Ideas for different interest groups were discussed. Deidre said the applicant associated with Ministry on the Margins might be a good applicant to consider. Deidre summarized the list of interest groups to try to target as a fixed route rider from the University of Mary, and someone associated with CHI-St Alexius.

4. **Ridership Update:**

Deidre said the new fat tire bike racks have been installed on all CAT buses the previous week.

Deidre said 119,014 total trips have been completed for the first half of the year. There were 72,238 fixed-route trips, up 32% from last year. 46,776 paratransit trips, an increase of over 5% from last year. 2,104 bicycles and 1,032 mobility aids have been transported so far this year. Deidre also brought up on-time performance, and said road construction affects on-time performance. It will be discussed at the next Board meeting.

5. **Rider Input:**

Deidre said Bis-Man Transit is always open to accepting comments and feedback, however it might be difficult for some to navigate through the website to get to the online form. A rider input form will be created and posted on all CAT and paratransit buses. This will allow riders to provide input by scanning a code with their phone or using a paper copy of the form. Drivers will also be allowed to provide feedback that riders provide to them. If there is a need for a general public rider input needed, that could be provided in the future as well.

6. **Other business:**

Randee commented that she liked the new bike racks.

Trevor asked how the meeting went with the Bismarck and Mandan mayors recently. Deidre had met with both mayors about a week prior, along other city officials. Discussions were held on how to proceed with Bis-Man Transit's funding request, and both mayors agreed on a percentage. After discussion with the MPO, work will begin on the Transit Development Plan next year, which is one year early.



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Trevor moved to adjourn. Second by Jeannie.

Meeting adjourned at 2:44 P.M.



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C

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

Bis-Man Transit Finance Committee Meeting Minutes

July 22, 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 10:00 A.M.

The Auditor contract was put out for bid. Brady Martz and Eide Bailey submitted bids. Brady Martz was the lowest. They are our current auditor and Deidre said staff is happy with their work. The Finance Committee agrees that the item should be on the Consent Agenda.

Deidre met with both city Mayors, Jim Neubauer and the Bismarck Assistant City Administrator regarding the sales tax. They discussed the allocation of expenses between the cities for the deficit reduction. It was decided that Mandan's percentage is 14.5%. This is in line with what is available with the mill levy too. This information will make it easier for staff in writing an application for sales tax dollars. Deidre made clear that the city transportation committee can only make recommendations. Federal regulations must be followed in service changes including public hearing. Jim Neubauer clarified that an agency may only make one application a year for sales tax dollars. Glenn indicated that we need to look at drivers pay and supplement it along with the deficit reduction. We have in the past amended contracts with service provider in order to keep up with inflation and to aid in recruitment and retention. Deidre indicated that she is doing a pay analysis of current employees and hours. She does not want to address service changes until wages are addressed.

One of our CD's matures in August. We can get 4% for 12 months at Starion. We will be getting a large draw in September because reimbursement requests have not been timely. Staff is comfortable investing \$1 million in a CD for 12 months. Finance Committee recommends that the Board reinvest the \$1 million.

Quotes were received on the power scrubber. This is an 80/20 split expense. The quote is \$26,233.50 from Tennant Co. Steins is local and while its bid was higher, they would be able to service the new power scrubber. Our share of the cost is \$5,246.70.

Finance Committee recommends to the Board that the quote from Tennant Co be accepted.

Due to the street construction in Bismarck, on I-94, and on Memorial Highway, Deidre requested that we consider waiving liquidated damages for on-time performance failure for July. Finance Committee recommends that the Board waive liquidated damages for on-time performance failure for July and August and that we review it again in September.

Meeting adjourned at 10:25 A.M.



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June 2025

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	11,400	72,238	9,083	54,688	25.51%	32.09%
PARATRANSIT	7,496	46,776	6,768	44,450	10.76%	5.23%
Total	18,896	119,014	15,851	99,138	19.21%	20.05%
FR AVG. DAILY BOARDINGS	456.00					
DR AVG. DAILY BOARDINGS	249.87					
Pass./Hour Pass./Hour Pass./Hour						
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,774.42	10,852.51	6.42	6.66	5.02	-0.44%
PARATRANSIT	3,211.32	18,264.42	2.33	2.56	2.78	14.20%
Total	4,985.74	29,116.93	3.79	4.09	3.7	26,894.6
Pass./Mile Pass./Mile						
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	29,218	172,758	0.39	0.42	173,776	-0.59%
PARATRANSIT	42,097	251,322	0.18	0.19	223,936	12.23%
Total	71,315.16	424,080.15	0.57	0.60	397,712	6.63%
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	83.80%	84.20%	87.32%	88.00%	-4.03%	-4.32%
PARATRANSIT	98.36%	94.42%	92.18%	92.72%	6.70%	1.83%
RIDERSHIP PER ROUTE	Month	YTD	PY Month			% INC/DEC 0.57372802
ROUTE						
BLACK	2269	14533	2243			1.2%
BLUE	1528	10488	832			83.7%
GREEN	2179	13647	1549			40.7%
RED	1271	7394	1150			10.5%
ORANGE	2650	17331	1770			49.7%
PURPLE	1503	8845	1539			-2.3%
RIDERSHIP BY DESTINATION	Month	YTD	PY Month			
(Included in 'Ridership	U-Mary	150	1953	200		-25.0%
Per Route' Numbers)	UTTC	18	271	54		-66.7%
	Bismarck Library	613	3978	385		59.2%
	Mandan Walmart	64	569	116		-44.8%
	Mandan Family Fare	487	2860	507		-3.9%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	1	1	5	2		
PARATRANSIT	3	2	10	6		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	1		2			
COMPLAINTS	Month	YTD				
FIXED ROUTE	4	15				
PARATRANSIT	1	5				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	2				
PARATRANSIT	0	7				
Office Staff	0	1				



F

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July 24, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 25-002 IFB for Audit Services

DISCUSSION: 25-002 IFB for audit and tax services was created on June 6, 2025, for fiscal years ending December 31, 2025, 2026, and 2027. The IFB was sent to contacts from previous years IFB's for audit and tax services, as well as posted on our website. The deadline to receive sealed bids was July 7, 2025, at 2:00 P.M. We received responses from BradyMartz and Eide Bailly.

FINANCIAL IMPACT:

BIDDER NAME:		BradyMartz		
ITEM	BRIEF DESCRIPTION	FIRM ANSWERS		
		2025	2026	2027
1	Fee to perform the audit	\$ 20,000	\$ 21,300	\$ 22,500
2	Fee to perform single audit	\$ 5,000	\$ 5,200	\$ 2,300
3	Fee to perform Form 990	\$ 2,500	\$ 2,600	\$ 2,700
4	Fee to perform Data Collection Form	\$ 500	\$ 600	\$ 700
	Total	\$ 28,000	\$ 29,700	\$ 28,200

3 Year Total \$ 85,900

RECOMMENDATION: Staff recommends approval for BradyMartz to perform audit and tax services for fiscal years ending December 31, 2025, 2026, and 2027.



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G

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July 24, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: CD Renewal Recommendation

BACKGROUND: On February 2nd, 2025, Bis-Man Transit renewed a 6-month Certificate of Deposit in the amount of \$1,040,649.41 at a rate of 4.30% with Starion Bank. The interest earned on this Certificate of Deposit is approximately \$22,138.47.

DISCUSSION: After rate shopping with different local banks and credit unions, Starion Bank is able to offer the best rate of 4.00% APY on a 12-Month Certificate of Deposit.

FINANCIAL IMPACT: The chart below shows a projection of July 2025 to July 2026 general income and expenses, which shows the amount of Cash Reserves Bis-Man Transit is to have on-hand for operations.

Cash Reserves as of 7/16/25	\$ 2,267,912.00
Plus Revenue	\$ 5,716,960.00
Minus PROJECTED Expenses	\$ (6,682,360.00)
Difference in Cash Reserves	\$ 1,302,512.00

Rolling over this Certificate of Deposit with the current balance of \$1,062,787.88 at a 12-month term with the rate of 4.00% APY will generate Bis-Man Transit \$21,047.33 in investment income.

RECOMMENDATION: Staff recommends rolling over the 6-month Certificate of Deposit in the amount of \$1,062,787.88 to a 12-month Certificate of Deposit at the new rate of 4.00% APY.



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July 24, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Power Scrubber Purchase Recommendation

BACKGROUND: The Bis-Man Transit Board was awarded 5339 Grant funding at the end of 2024 to replace the facility power scrubber. The power scrubber is used maintain the facility by cleaning the shop and garage floors. Grant funding was awarded at 80% of this project.

DISCUSSION: Staff sought quotes for the purchase of a Tennant T12 Battery Ride-On Floor Scrubber with an expected useful life of seven years. Three quotes were received, and two other online companies were used for price comparison. Due to the price point, vendors must be registered on SAM.GOV and adhere to all federal and state requirements. Of the five quotes, Tennant Co provided the lowest bid. It is important to note that due to the price exceeding \$5,000, Bis-Man Transit may use the City of Bismarck tax exemption code for this project.

Vendor	Scrubber Cost	Freight	Total
Bruco, Inc	\$ 37,689.93	\$ 500.00	\$ 38,189.93
Grainger	\$ 29,780.18	\$ 687.22	\$ 30,467.40
Steins Inc	\$ 27,983.00	\$ -	\$ 27,983.00
Southeastern Equipment and Supply	\$ 31,477.30	\$ -	\$ 31,477.30
Tennant Co	\$ 26,233.50	\$ -	\$ 26,233.50

RECOMMENDATION: Staff and the finance committee recommend purchasing the Tennant T12 Battery Ride-On Floor Scrubber from Tennant Co for \$26,233.50 at the 80/20 split. The federal portion of the purchase is \$20,986.80. The local portion of this purchase is \$5,246.70.



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