



## **Bis-Man Transit Board Meeting**

August 28, 2025, 11:30 AM

<https://us02web.zoom.us/j/89107728379>

Call in: +1 312 626 6799; Meeting ID: 891 0772 8379

### **Welcome & Introductions**

### **Approval of Agenda**

### **Consent Agenda**

1. Previous Month's Minutes
  - a. Attachment A – 2025/7/24 Regular Meeting
  - b. Attachment B – 2025/8/25 Finance Committee Meeting
2. Financial Report
  - a. Attachment C
3. Ride Stats
  - a. Attachment D

### **Public Comment**

### **New Business**

1. 1800s Cutaway Bus Decommission Recommendation
  - a. Attachment E
2. Driver Pay Analysis Discussion

### **Executive Director Report - Attachment F**

1. Orange Route Update
2. Grant Update
3. Sales Tax Update

### **Operations Report - Attachment G**

### **Other Business**

### **Adjourn**

- The next Board Meeting will be held on September 25, 2025, at 11:30 am.



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Bismarck, ND 58501



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A

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

## Bis-Man Transit Board Meeting

July 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**

**Helen Baumgartner**

**Glenn Lauinger**

**Karel Sovak**

**Commissioner Rohr**

**Commissioner Connelly**

### Not Attending:

**Julie Horntvedt**

**Royce Schultze**

**Steve Heydt**

### Staff:

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Craig Thomas**

**Tom Reisenauer**

### Guests:

**Trevor Vannett**

**Susan Dingle**

**Kim Riepl**

**Paulette Jacobsen**



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

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

**Consent Agenda:** Glenn moved to approve the consent agenda. Karel seconded the motion. Motion carried.

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

**Public Comment:** Trevor commented that he is very pleased with how Transit is running. He encourages the Board to be conscious of the resource of sales tax funding. He commented that a local transportation service is no longer running, so suggested to expand service and implement micro transit with sales tax funding.

**Old Business**

1. Sales Tax Update: Deidre was able to meet with both City Mayors and discussed the percentages to come from each community from sales tax monies. The City of Mandan percentage is 14.5% based on ridership. This percentage is also in line with the mill levy funding percentage. Jim Neubauer said that one sales tax application can be submitted per calendar year. Deidre is working with Craig and the operations team on a pay analysis. Drivers are underpaid compared to other job openings in the industry. Deidre will submit the application for calendar year 2025 after that analysis is complete.

DeNae commented that the Finance Committee discussed the payroll analysis, and recommends the analysis and a contract amendment to reflect it as long as the funds go to driver wages directly.

2. CD Investment Recommendation: Staff recommends renewing a current 6-month CD that matures on August 3<sup>rd</sup> to a 12-month CD at 4.00% APY with Starion Bank. DeNae commented that the Finance Committee discussed renewing the CD as presented and



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moved to approve the recommendation. Glenn seconded the motion. Motion carried unanimously.

## New Business

1. Power Scrubber Purchase Recommendation: Deidre discussed that quotes were received for the purchase of a new power scrubber. Staff recommends to award the bid to Tennant at \$26,233.50, with an 80/20 grant split. Local match is \$5,247.00. DeNae commented that the Finance Committee recommends approval of staff recommendation of the power scrubber. DeNae moved to approve the recommendation as presented. Karel seconded the motion. Motion carried unanimously.
2. Construction/On-Time Performance Discussion: Deidre explained that on-time performance is being negatively affected by road construction, at no fault of the drivers. Staff recommends waiving on-time performance liquidated damages for the month of July. Finance Committee recommends waiving liquidated damages for the months of July and August, with a review of September if construction is still ongoing. Karel recommends to waive liquidated damages for the entire 3<sup>rd</sup> quarter. DeNae moved to waive the on-time performance liquidated damages for the entire 3<sup>rd</sup> quarter. Karel seconded the motion. Motion carried unanimously.

## Executive Director Report

1. Advertising Revenue Update: As of July 31<sup>st</sup>, we are at \$62,674.94. Mike has been retaining current contracts and starting some new contracts. New benches are being purchased as funding allows, to replace worn benches and decrease the cost of maintenance. Benches that are not being used will have an internal advertisement promoting riding the CAT bus.
2. Ridership Update: 19,014 fixed route and paratransit ridership through the end of June. Fixed route ridership has increased by 32% and paratransit has a 5% increase. There has been 2,104 bikes and 1,032 mobility aids being transported on the fixed route so far this year.
3. Follow-Up Project Update: Deidre discussed the following projects:
  - Fat-tire bike racks have been installed – these are two racks; three racks would cover headlights on our Gillig buses.
  - Flex bus was delivered on July 22<sup>nd</sup> and operations is working to get that road-ready. The flex bus does not require a CDL driver to operate.
  - Drone photos will be taken after the exterior building sign project is complete.



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## Operations Report:

Craig explained that currently there are 2 paratransit drivers on medical leave and drivers utilizing their PTO. However he has a training class beginning on August 4th for two additional paratransit drivers. The Fixed Route trainee is due to take his CDL Road Test this coming Monday. This month construction has ramped up and it has negatively impacted on-time performance in regards to arriving at timing points late. The drivers have done a good job at communicating with each other to make sure passengers make their connecting buses. Unfortunately, a route was shut down one day this month due to scheduling and staffing issues. While it is never ideal to shut down a route, the Red Route did not run. It was predetermined that if this situation were to arise, the Red Route would be the route that would be shut down mostly due to its lower ridership. There is one paratransit driver that is cross trained that could cover the Red Route should this happen again in the future. Those cross trained would get a CAT shift differential in pay when driving the Red Route. The last time we shut down a route was January 4, 2024. With the arrival of the Flex Bus, Passio will be sending their crew to install the Passio software. They will also address some other issues on other buses. The monthly Safety Meeting was held on Monday, where staff received a presentation from the Bismarck Fire Department on fire extinguishers, a meal was provided by the Safety Committee, and prizes were given.

Deidre explained that one of the issues with Passio on the other buses is with announcements and a technician is required on-site to fix the issue.

**Other Business:** N/A

**Adjourn:** Karel moved to adjourn the meeting. Lacey seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:05 P.M.**



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## Bis-Man Transit Finance Committee Meeting Minutes

August 25, 2025, 1:00 P.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 12:55 P.M.

Committee discussed decommissioning and selling buses 1801, 1802, 1803, and 1804. All four buses have been replaced. Deidre shared that the Mayor contacted her on August 15th suggesting a bus be donated to a specific non-profit. Deidre stated this raised concerns on her part, and she addressed them with the City Attorney, but has not heard back. DeNae stated that under our agreement with the City, the buses are City property. Therefore, we are not able to donate a bus since we don't own it. Finance recommends to the Board that it accept the staff's recommendation to decommission and sell the buses as outlined.

The Committee discussed the timeline in requesting sales tax money from Mandan. Deidre stated the City of Bismarck has not developed an application form yet. The Committee discussed wages for CAT and paratransit drivers as compared to Harlow's drivers. Finance recommends to the Board that Deidre negotiate an amendment to the WeDriveU contract as it relates to revenue hours for driver services, that any increase must go to salary and fringe benefits of drivers in order to attract and retain drivers, that the increase for drivers be documented, that salary determination is within WeDriveU's purview, and that the annual increase percentage be decreased given this additional increase.

Meeting adjourned at 1:40 P.M.



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# July 2025

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
<b>RIDERSHIP</b>						
FIXED ROUTE	10,462	82,700	8,788	63,476	19.05%	30.29%
PARATRANSIT	7,989	54,765	7,288	51,738	9.62%	5.85%
Total	18,451	137,465	16,076	115,214	14.77%	19.31%
FR AVG. DAILY BOARDINGS	402.38					
DR AVG. DAILY BOARDINGS	257.71					
			Pass./Hour	Pass./Hour	Pass./Hour	
<b>REVENUE HOURS</b>						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,836.00	12,688.51	5.70	6.52	4.98	-0.46%
PARATRANSIT	3,015.49	21,279.91	2.65	2.57	2.78	14.16%
Total	4,851.49	33,968.42	3.80	4.05	3.7	
			Pass./Mile	Pass./Mile		
<b>REVENUE MILES</b>						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	29,117	201,875	0.36	0.41	203,108	-0.61%
PARATRANSIT	41,541	292,863	0.19	0.19	260,379	12.48%
Total	70,657.97	494,738.12	0.55	0.60	463,488	6.74%
<b>ON TIME PERFORMANCE</b>						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	77.80%	83.29%	86.07%	88.00%	-9.61%	-5.35%
PARATRANSIT	94.57%	94.44%	92.83%	92.74%	1.87%	1.83%
<b>RIDERSHIP PER ROUTE</b>						
ROUTE	Month	YTD	PY Month			% INC/DEC 0.55448851
BLACK	2070	16603	2154			-3.9%
BLUE	1630	12118	761			114.2%
GREEN	1912	15559	1498			27.6%
RED	1131	8525	1086			4.1%
ORANGE	2412	19743	1735			39.0%
PURPLE	1307	10152	1554			-15.9%
<b>RIDERSHIP BY DESTINATION</b>						
	Month	YTD	PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	89	2042	148		-39.9%
	UTTC	5	276	23		-78.3%
	Bismarck Library	620	4598	527		17.6%
	Mandan Walmart	69	638	118		-41.5%
	Mandan Family Fare	390	3250	546		-28.6%
<b>ACCIDENTS</b>						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	5	2		
PARATRANSIT	2	2	12	8		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	1		3			
<b>COMPLAINTS</b>						
	Month	YTD				
FIXED ROUTE	1	16				
PARATRANSIT	0	5				
Office Staff	0	0				
<b>COMPLIMENTS</b>						
	Month	YTD				
FIXED ROUTE	1	3				
PARATRANSIT	1	8				
Office Staff	1	2				





E

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

August 28, 2025

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

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** Decommission Bus 1801, 1802, 1803, and 1804

**BACKGROUND:** Buses 1801, 1802, 1803, and 1804 have exceeded their useful life in age and miles. Replacements for these vehicles have been received and prepared for use.

Description	VIN Number	Mileage	Acquisition Date	Cost	Funding Source	Appraised Value
#1801 2018 Ford Econoline	1FDFE4FS8JDC01484	220,247	5/11/2018	\$74,184	FY17 5310 ND-2017-006	\$ 4,750.00
#1802 2018 Ford Econoline	1FDFE4FS1JDC01486	201,232	5/11/2018	\$74,184	FY17 5310 ND-2017-006	\$ 4,945.00
#1803 2018 Ford Econoline	1FDFE4FS7JDC04201	234,565	5/21/2018	\$74,184	ND-04-004-00	\$ 4,650.00
#1804 2018 Ford Econoline	1FDFE4FS1JDC04209	223,359	5/21/2018	\$74,184	ND-04-004-00	\$ 4,895.00

**FINANCIAL IMPACT:** Funds received from the private sale of the vehicles will be retained by the City of Bismarck for use on future capital purchases. If more than \$10,000 is received for a single vehicle purchase, a portion will be returned to the Federal Transit Administration.

*The distribution of the local and federal shares starts with the sales proceeds of the item sold for fair market value. Of that amount, the recipient retains \$10,000. Of the remaining amount of the sales proceeds, the recipient retains the amount calculated by its percentage of participation in the cost of the original purchase.*

All vehicles will be sold at public auction via GovDeals.com.

**RECOMMENDATION:** Staff recommends that the request to decommission and sell fleet 1801, 1802, 1803, and 1804 is approved by the Board.



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August 27, 2025

## Executive Director Report

### 1. Orange Route Update

- a. The pilot route change for the Orange Route to travel south of CHI Hospital on Broadway Avenue was very successful. We received positive feedback from riders and drivers. This will become a permanent route change as of September 2<sup>nd</sup>.
- b. There was a request from a DCIL employee to explore options to travel past the office again. Craig and I are discussing options to try out in the coming months.

### 2. Grant Update

- a. At this time, we are still waiting on the FTA to finalize our FY2025 5307 grant so we can draw down on these funds. Due to this delay, reimbursements for January through June have not been submitted. Once we can draw down, we expect to receive \$1,689,445 to replenish our cash reserves, which have been used to get us through the grant delay.

### 3. Sales Tax Update

- a. Requests for funding from Bismarck and Mandan will depend on how conversations go with WeDriveU on driver pay increases. At this time, the City of Bismarck does not have a formal request process.



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Good afternoon,

**Operations**

We continue to focus on staffing. Our current driver staff consists of 9 CAT Drivers, 25 paratransit drivers, and 2 trainees. Our goal is to have 39 drivers to be fully staffed. We meet weekly with our corporate recruiter to work on reaching this goal. Road Supervisors and Management fill the gaps to prevent service interruption.

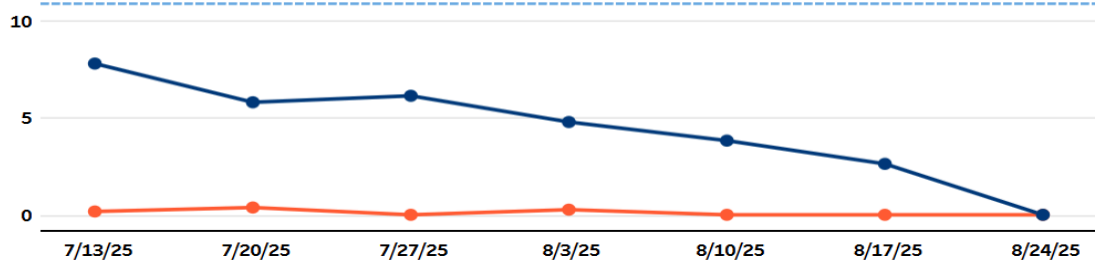
**Safety**

As a company we continue to focus on eliminating speeding. At our location, the Safety Committee has really made it a priority to focus on this with drivers through monitoring and coaching. Our location was given a target of 10.9 minutes per 10k miles. Over the last 6 weeks, the Bismarck location has reduced speeding events by 34% to 2.6 minutes per 10k miles. This is something that we will continue to focus on. I've attached charts for your reference.

### Speeding Violations Trending: Past 6 Weeks

--- Target      ● 10mph+ Violations      ● 15mph+ Violations

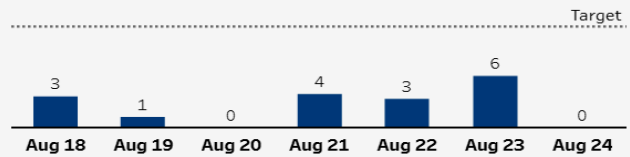
Select a location below to view their violations and unique target



### PAST 7 DAYS SNAPSHOT

2.637

Minutes Speeding per 10k Miles



### Speeding Ranking by Location: Past 7 Days

Select a location to view filter dashboard

Location Name	Target	Min per 10k Mi	vs. Target
Bismarck, ND - Bis-Man Transit	10.9	2.64	▼8

### Minutes Speeding and Minutes Speeding (per 10k mi)

