



Bis-Man Transit Board Meeting

November 20, 2025, 11:30 AM

<https://us02web.zoom.us/j/83722485761>

Call in: +1 312 626 6799; Meeting ID: 837 2248 5761

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/10/23 Regular Meeting
 - b. Attachment B – 2025/10/28 Executive Committee Meeting
 - c. Attachment C – 2025/11/17 Finance Committee Meeting
 - d. Attachment D – 2025/11/17 CTIC Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment

New Business

1. 2026 Jefferson Lines Lease Approval
 - a. Attachment G
2. 2025 Remaining Expenses Recommendation
 - a. Attachment H
3. Public Comment Policy Update Approval
 - a. Attachment I
4. FY27 5310 Grant Application Approval
 - a. Attachment J
5. FY27 5339 Grant Application Approval
 - b. Attachment K
6. FY27 State Aid Application Approval



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b. Attachment L

7. 2026 Budget Approval

c. Attachment M

8. City of Mandan Sales Tax Application

a. Attachment N

9. 2026 Stuff the Bus Recommendation

a. Attachment O

10. Administrative Committee Update

Executive Director Report – Attachment P

1. Transit Development Plan Update

2. Service Change Plan

Operations Report – Attachment Q

Other Business

Adjourn

- **The next Board Meeting will be held on December 18, 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

October 21, 2025, 11:30 PM

Via Zoom & In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Helen Baumgartner

Royce Schultze

Karel Sovak

Julie Horntvedt

Commissioner Connelly

Not Attending:

Lacey Long, Vice President

Glenn Lauinger

Steve Heydt

Commissioner Rohr

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen

Kim Riepl



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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/8/28 Regular Meeting
 - b. Attachment B – 2025/10/14 Finance Committee Meeting
 - c. Attachment C – 2025/10/20 Finance Committee Meeting
 - d. Attachment D – 2025/9/22 CTIC Meeting
2. Financial Report
 - a. August – Attachment E
 - b. September – Attachment F
3. Ride Stats
 - a. August - Attachment G
 - b. September – Attachment H

Public Comment: Trevor emailed the following public comment relating to the agenda: “I support the pay increase for the drivers and I would recommend that they make sure to include stakeholders and the CT in the Transit development plan also I would like to recommend the board That they expedient the service change process for the service changes. I have not heard any objection for expanding service hours on Sundays until 10 o'clock for the fixed route so I would recommend the board go through the process of expanding hours. People are looking forward to the Sunday hour changes and I would recommend a call with the Transportation steering committee recommended as we put a lot of time and effort in to this and we should all work together jointly because the sales taxes have given us this unique opportunity to have the revenue to expand and make sure we have public transportation for the community. Thank you”

Old Business

1. No Show Policy Correction Recommendation - Attachment I

Deidre explained that the last time the No Show Policy was approved was in May 2024. There is currently contradicting language in the policy that needs correction. CTIC recommends approval of the correction listed in the attachment of the agenda. DeNae moved to approve the correction to the No Show Policy. Karel seconded the motion. Motion carried unanimously.



New Business

1. Transit Development Plan Scope of Work - Kim Riepl, MPO Executive Director - Attachment J

Deidre explained that the Scope of Work has been presented to the Board in the past. Paulette from the MPO presented the revised Scope of Work and commented that it will be submitted by November 17th. The changes made from the attachment included in the packet are as follows:

- Page 1 – Removing that Bis-Man Transit is asking for the plan
- Deleting any references to DBE
- Page 11 – Updating the map with better defined boundaries of city limits
- Page 12 – Defining Steering Committee & Special request by Bis-Man Transit to be deleted
- Page 13 – After letter “B” replacing “Recommend” with “Evaluate” in the sentence; Add a letter “G” under item three to state “How transit service can provide the expanded transportation options and enhance productivity as a compliment to restore passenger rail.”; Add item three under Policy Guidelines and Federal Requirements to read “Address capital and operational needs to inform fiscally constraint and long-term phases in the next Metropolitan Transportation Plan.”

Paulette explained that the budget for the TDP is \$180k and \$99k will be expended in the year 2026 and \$81k will be expended in 2027, in accordance with the timeline in the Scope of Work. Deidre commented that the last TDP was focused on financial components and the structure of the organization. This TDP will be more service oriented. DeNae moved to approve the TDP RFP presented by the MPO as amended. Karel seconded the motion. Motion carried.

2. 1900s Paratransit Bus Replacements - Attachment K

Deidre discussed that the 2019 paratransit fleet is nearing useful life in both years and miles and need to be replaced. NDDOT reallocated statewide funds to fund these buses with a 5339 grant. Staff recommends approval to purchase the buses with a price per bus not to exceed \$179,060. DeNae commented that the Finance Committee recommends approval of the bus replacements. DeNae so moved the Finance Committee recommendation. Karel seconded the motion. Motion carried unanimously.

3. Driver Pay Recommendation - Attachment L

Deidre explained that the pay rate for drivers isn't competitive for our market to hire and retain drivers. Deidre and Glenn have been working with WeDriveU to increase the hourly rate for fixed route drivers to \$26 per hour and paratransit drivers to \$22 per hour. A contract amendment with WeDriveU would increase the revenue hour rate to \$79.88 from \$75.89. This increase will be tracked and reported to make sure that those dollars are going directly to driver's pay. If there is overpayment, WeDriveU is required



to pay back those funds within 30 days of the end of the calendar year. DeNae commented that the Finance Committee deems the pay increase as fair. DeNae asked Deidre if she was looking for approval of staff's recommendation or approval of the contract amendment. Deidre answered the contract amendment. DeNae moved to approve the contract amendment effective November 1st to WeDriveU. Julie seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment M

Deidre summarized the Executive Director Report provided in the packet. DeNae asked Deidre if the City of Bismarck has an application process for requesting sales tax funds. Deidre answered no and that she would present an amount at a City Commission meeting. DeNae asked if there was a policy on how many times we can request funds in a calendar year. Deidre answered no. Commissioner Connelly confirmed this.

Operations Report – Attachment N

Craig summarized the Operations Report provided in the packet. Craig thanked Deidre and the board for approving the hour pay rate for drivers. He is excited to inform the current drivers of this and incoming new hires.

Other Business: N/A

DeNae moved to adjourn the meeting.

Meeting adjourned at 12:05 P.M.



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B

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

Bis-Man Transit Executive Committee Meeting Minutes

October 28, 2025, 2:00 P.M.
Via Zoom

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Staff:

Deidre Hughes

Taylor Kitzan



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

Deidre explained that WeDriveU submitted changes to Bis-Man Transit's amendment to the contract regarding driver pay. The amendment allows WeDriveU 30 days to review any overpayments that Bis-Man Transit submits and also changes the settled upon overpayment due date from the end of the calendar year to payment being made within 30 days.

Lacey moved to accept the changes to the amendment. Karel seconded the motion. Motion carried unanimously.

Lynn asked whether there was any other business. There was none.

Meeting adjourned at 2:05 P.M.



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C

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Bis-Man Transit Finance Committee Meeting Minutes

November 17, 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 1:00 P.M.

The meeting was called to order. The 2026 lease with Jefferson Lines was reviewed. The lease rental will increase by 3%, resulting in a \$896.54 increase. This will account for any additional property tax. The finance committee recommends that the board accept the staff's recommendation for the increase.

The 5307-grant has been exhausted, rather than applying last quarter's expenses to the new 2026 5307-grant, staff recommends that we use cash reserves for the last quarter. The expenses are approximately \$1,748,636.80. The finance committee recommends that the board use cash reserves to cover the last quarter of 2025.

The 5310 grant application was reviewed for enhanced service hours and the mobility manager. Glenn questioned whether we should apply for this grant and that we may be extending fixed route service hours and that would include paratransit hours. Deidre explained that any service changes to the fixed route probably will not start until the second quarter of 2026. The only part of the application that will not be affected would be the after-hours and early morning rides. We are unable to apply the money to other projects; therefore, if it's not used, the money would be turned back to the state. The finance committee recommends that the board approve submitting the 5310-grant application.

The 5339 grant application was reviewed. This grant is for the purchase of two new fixed-route buses and a bathroom machine cleaner. We have two buses that exceed useful life in age and miles. It takes 18 months to build a bus and have it delivered. We are being proactive in applying for this grant due to the length of time it takes to get new buses. The finance committee recommends to the board that the 5339-grant application be submitted.

The State Aid application has never been required in the past. It is now required. There is no amount that we apply for, as it is a calculation, and we are notified by the DOT what we will receive. The finance committee recommends that the board submit the state aid application.

The finance committee reviewed the City of Mandan sales tax application request for \$107,923.08. This amount will cover the deficit. It was determined that Mandan's share is approximately 14.5% of the total deficit. The deficit was initially estimated at \$1 million; however, due to effective financial management by Bis-Man Transit, the projected amount is \$741,000. We will not know what the true deficit is until the final audit. The finance committee recommends that the board approve submitting the City of Mandan sales tax application.

The 2026 budget was reviewed. Glenn questioned why the West River lease was not included for an increase. Deidre explained that they are on a different schedule than Jefferson Lines. This budget is typical from the preceding years. The most significant change in the budget regards marketing with TV and radio ads. That was increased due to the fact that we will need to explain service changes to the fixed route. Glenn pointed out that the board packet with regard to the budget, net loss is different than what is in the city of Mandan sales tax application. Deidre indicated that she will correct it. Glenn asked why the net loss for November is so much lower than December. It was explained that that is because we received a 5307 grant reimbursement in November but will not receive it in December. The finance committee recommends that the board accept the 2026 budget.



Deidre discussed the stuff the bus program scheduled for December 8th through the 12th with the recipient being Bismarck Emergency Food Pantry. This year, we hope to partner with the MPO, the city of Bismarck, Acme Tools, and Tri-Energy. The finance committee recommends that the board approve the Stuff the Bus event.

Deidre and Taylor left the meeting at approximately 1:35 PM. The finance committee discussed the executive director's raise based on the administrative committee's review. The administrative committee recommended an increase in the range of 3.5% to 4.75%. The committee agreed to a 4.75% increase for the executive director based on her performance as well as a cap of 4.75% for the other two staff members based on their personnel review. The 2026 budget included a 5% increase; therefore, it will not have to be amended.

Meeting adjourned at 1:45 P.M.



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Community Transportation Input Committee Meeting Minutes November 17, 2025, 2:00 PM

Attending:	Julie Horntvedt	Glenn Lauinger
	Lane Hoffer	Nathan Mickelson
	Alissa Patterson	Jeannie Pedersen
	Randee Sailer	Trevor Vannett
Staff:	Deidre Hughes	Mike Mundahl

Meeting was called to order at 2:02 P.M.

Regular Agenda

1. Welcome and Introductions:

2. Ridership Update:

Deidre provided a ridership update. Through the end of October 2025, 195,093 trips have been provided, resulting in approximately a 17% increase from the prior year to date for fixed route and approximately a 5% increase for paratransit. Fixed route is at 116,396 rides year to date, with approximately 451 daily boardings. Paratransit is at 78,697 rides year to date, with approximately 267 daily boardings. The Black route is the best-performing, and the Green route saw an approximately 8% increase in October of the previous year. UMary had 179 trips in October, down from last year. UTTC had 138 trips in October, an increase from last year.

3. Transit Development Plan Update

Deidre said that previously, she had discussed that the Transit Development Plan would kick off in 2026 to spend more time focusing on service changes. The Policy Board voted to delay the plan by at least 3 months. Deidre said the Policy Board would like to see



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service changes put in place before it would support investing in a Transit Development Plan.

4. Stuff the Bus:

Deidre said she would propose collecting for the emergency food pantry at the Stuff the Bus event this year. If approved by the Bis-Man Transit Board of Directors, collections would be taken between December 8th and December 12th. Donation boxes would be on board fixed-route buses and at the Bis-Man Transit facility. In the past, the Metropolitan Planning Organization has had a collection box at its office. We would also reach out to any other businesses that would be interested in collecting as well. On Friday, December 12th, a CAT bus would be parked in front of the Bis-Man Transit facility for people to drop off donations.

5. Service Change Plan:

Deidre said she wanted to complete the driver pay analysis before moving on with a service change plan. The driver pay analysis has been addressed, so the process will begin with the service change plan. The Transportation Steering Committee proposed expanding the fixed route by four additional hours of service, to run from 6:00 AM to 10:00 PM. The Sunday service would be extended to run from 7:30 AM to 6:00 PM and opened to the general public, allowing rides to be scheduled at least one day in advance. Deidre said her goal is to implement any changes by April 1st; however, there are several steps yet before changes can be made, and the date could change.

6. Other Business:

No other business.

Meeting adjourned at 2:20 P.M.



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October 2025

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	12,186	116,396	13,348	99,557	-8.71%	16.91%
PARATRANSIT	8,267	78,697	8,388	75,011	-1.44%	4.91%
Total	20,453	195,093	21,736	174,568	-5.90%	11.76%
FR AVG. DAILY BOARDINGS	451.33333					
DR AVG. DAILY BOARDINGS	266.67742					
Pass./Hour Pass./Hour Pass./Hour						
	Month	YTD	Month	YTD	PY YTD	PY YTD
REVENUE HOURS						
FIXED ROUTE	1,916.75	18,217.06	6.36	6.39	5.45	18,281.1
PARATRANSIT	3,015.14	30,124.48	2.74	2.61	2.71	27,649.9
Total	4,931.89	48,341.54	4.15	4.04	3.8	45,931.0
Pass./Mile Pass./Mile						
	Month	YTD	Month	YTD	PY YTD	PY YTD
REVENUE MILES						
FIXED ROUTE	30,474	289,781	0.40	0.40	290,777	
PARATRANSIT	42,329	415,837	0.20	0.19	381,264	
Total	72,802.83	705,617.81	0.60	0.59	672,041	
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	82.79%	82.68%	82.10%	86.00%	0.84%	-3.86%
PARATRANSIT	92.98%	94.26%	93.14%	93.08%	-0.17%	1.26%
RIDERSHIP PER ROUTE						
	Month	YTD	PY Month			% INC/DEC 0.33585471
BLACK	2493	23378	2989			-16.6%
BLUE	1716	17310	1687			1.7%
GREEN	2810	22517	2592			8.4%
RED	1397	12289	1744			-19.9%
ORANGE	2347	26413	2447			-4.1%
PURPLE	1423	14489	1889			-24.7%
RIDERSHIP BY DESTINATION						
	Month	YTD	PY Month			
(Included in 'Ridership U-Mary	179	2459	470			-61.9%
Per Route' Numbers) UTTC	138	510	79			74.7%
Bismarck Library	784	6661	731			7.3%
Mandan Walmart	106	921	120			-11.7%
Mandan Family Fare	389	4425	702			-44.6%
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	1	1	6	3		
PARATRANSIT	2	2	17	12		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	3		8			
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	2	18				
PARATRANSIT	3	11				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	3				
PARATRANSIT	0	13				
Office Staff	0	3				



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November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 2026 Jefferson Lines Lease Agreement

RECOMMENDATION: Staff recommends that the twelve-month lease extension for Jefferson Lines be approved at the rate of \$2,565.11 per month and \$30,781.31 annually.

BACKGROUND: Bis-Man Transit has historically offered Jefferson Lines twelve-month lease agreements with standard rate increases between 3% and 5%. The 2025 lease total is \$29,884.80.

DISCUSSION: As of 2025, the Bis-Man Transit property tax has been passed on to Jefferson Lines. This will continue for 2026.

FINANCIAL IMPACT: The lease amount for Jefferson Lines for the contract term of January 1, 2026 – December 31, 2026, is \$30,781.31, an increase of \$896.54 (3%) annually.



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LEASE AGREEMENT

This lease agreement is made and entered into effect the 1st day of January, 2026

By and between Bis-Man Transit Board, referred to in this document as “LANDLORD.” And Jefferson Lines, referred to in this document as “TENANT.”

WITNESSETH

In consideration of the payment of rental as provided in this document and the covenants and agreement set forth in this document, the LANDLORD does demise and lease to the TENANT, and the TENANT does take and lease from the LANDLORD, a part of the premise situated within the City of Bismarck, County of Burleigh, State of North Dakota, more particularly described as follows:

A portion of the Bismarck-Mandan Intermodal Ground Transportation Facility consisting of 1960sq. ft. of office space and 10 parking spaces on the furthest southwest portion of the south parking area located at:

3750 E. Rosser Ave.
Bismarck, ND. 58501
In Miriam Industrial Park 3RD, Block 001

Referred to in this document as demised premises, premises, or the leased premises, together with all rights, privileges, easements, appurtenances and immunities belonging to or in any way pertaining to the said building upon the demised premises, subject to the following terms and conditions:

ARTICLE 1

TERM

1.01 To have and to hold the same for a term commencing on January 1, 2026, and ending on December 31, 2026.

ARTICLE II

USE OF LEASED PREMISES

2.01 The TENANT shall use the leased premises solely for the purpose of office, and storage space together with transit facilities and other transit operations generally associated therewith.

2.02 No change in the business use of the leased premises by the TENANT shall be made or permitted without the express written consent of the LANDLORD.

2.03 TENANT will not permit the demised to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous; it being understood and agreed that the use of the premises in the proper and ordinary conduct of the TENANTS business for the purposes set forth in this article shall not in any event be considered in violation of the paragraph.

ARTICLE III

RENT

3.01 TENANT agrees to pay LANDLORD a minimum rent for said leased premises, a total sum of \$30,781.31, payable at the rate of \$2,565.11 per month for January through December 2026.

3.02 The monthly minimum rent shall be paid in advance of the first day of each month for in the lease term in lawful money of the United States to such other party or parties as LANDLORD may hereafter designate.

ARTICLE IV

UTILITIES

4.01 LANDLORD shall pay for utilities including electricity, water, and natural gas in the facility. Telephone services shall be paid by the individual TENANT.

ARTICLE V

REPAIRS AND COVENANT AGAINST WASTE

5.01 TENANT will, at its own expense, during the term of this lease or any extension thereof, keep the parts or portions of the demised premises furnished by the TENANT, in good order and repair, and keep them free from waste or nuisance of any kind. LANDLORD will, during the term of this lease or any extension thereof, keep the parking areas, hallways, parts, and portions furnished by the LANDLORD, and other common areas of the demised premises in good order and repair, and keep them free from waste or nuisance of any kind.

5.02 TENANT shall conserve heat, air conditioning, water, and electricity and shall use due care in the use of the leased premises, and of the public areas in the building, and without qualifying the foregoing, shall not neglect or misuse water fixtures, electric lights and heating and air conditioning.

ARTICLE VI

RIGHT TO ENTER

6.01 LANDLORD, its agents and representatives may at any time and all reasonable times during the day and night enter to view and inspect the leased premises, or to clean and maintain the same, or to make repairs, or to make such improvements or changes in the leased premises or the building as LANDLORD may deem proper, upon giving reasonable notice to TENANT. The right of entry reserved in the immediately preceding sentence shall not be deemed to impose any greater obligation on LANDLORD to clean, maintain, repair or change the leased premises than is specifically provided in this lease. The LANDLORD, its agents or representatives may at any time in case of emergency enter the leased premises and do such acts as LANDLORD may deem proper in order to protect the leased premises, the building or any occupants of the building.

ARTICLE VII

ALTERATIONS

7.01 TENANT will not make any improvements, alterations of or additions to the leased premises without the written approval of LANDLORD, and all improvements, alterations, additions or changes which may be made by either of the parties hereto upon the leased premises, except movable furnishings and equipment, shall be property of LANDLORD, and shall remain upon and be surrendered with the leased premises, as part thereof, at the termination of the lease or any extension thereof. In connection with any alterations, TENANT shall furnish LANDLORD with assurances, including such bonds as LANDLORD deems necessary, that the contemplated alterations, additions, improvements or changes will be completed according to plan and will be paid for. TENANT will not permit any mechanics, laborers, or materialmen's liens to attach to the leased premises or the building for any labor material furnished to, or for the account of TENANT, or claimed to have been so furnished in connection with any work performed or claimed to have performed in, on or about the leased premises.

ARTICLE VIII

SIGNS

8.01 TENANT shall permit no signs to be placed outside the leased premises without LANDLORD approval, but shall have the right to letter the entrance to the leased premises, providing the size, style, text and color are first approved in writing by LANDLORD.

ARTICLE IX

RULES AND REGULATIONS

9.01 TENANT shall use the leased premises and the public areas in the building in accordance with such rules and regulations as may from time to time be made by LANDLORD for the general safety, comfort and convenience of the owners, occupants and tenant of the building, and shall cause TENANT'S customers, employees and invitees to abide by such rules and regulations.

ARTICLE X

ASSIGNMENT OF LEASE

10.01 TENANT shall not assign or sublet the whole or any part of this lease or the leased premises without the consent of the LANDLORD, but if such consent to assignment is given in writing by the LANDLORD, the TENANT shall be released from all performances of this lease for all TENANT obligations arising from and after the date of such agreement. Neither this lease nor any interest therein, nor any estate thereby created, shall pass to any trustee in bankruptcy, or any assignee for the benefit of creditors, or operation of law.

ARTICLE XI

FIRE OR OTHER CASUALTY

11.01 LANDLORD in the event of a partial or total destruction of the premises during the term hereof from any cause, LANDLORD shall with reasonable diligence repair the same, provided, however that in the event LANDLORD in its sole and absolute discretion determines it to be impractical to repair the premises, it may terminate this lease. In the event LANDLORD shall elect to repair the premises, this lease shall not terminate, but TENANT shall be entitled to a reduction to be calculated in the proportion that the tenantable portion of the leased premises bears to the entire leased premises. LANDLORD shall not be responsible to TENANT for

damage to, or destruction of any furniture, equipment or improvements of TENANTS, or other changes made by TENANT in, on or about the leased premises.

ARTICLE XII

INDEMNITY

12.01 LANDLORD shall not be liable to TENANT or TENANT'S employees, agents, or visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the demised premises, caused by the negligence or misconduct of TENANT, its agents, servants, or employees, or of any other person entering upon the premises under express or implied invitation of TENANT, or caused by the failure of TENANT'S obligation to keep clean, repair, and maintain the space and the TENANT agrees to indemnify and defend LANDLORD and hold it harmless from any and all loss, expense, attorney's fees or claims accruing out of such damage or injury.

12.02 Any injury to person or damage to property caused by the negligence of LANDLORD or by the failure of LANDLORD to repair and maintain, shall be the liability of LANDLORD and not of TENANT, and the LANDLORD agrees to indemnify and defend TENANT and hold it harmless from any and all loss, expense, attorney's fees or claims arising out of such damage.

ARTICLE XIII

INSURANCE

13.01 Without limiting TENANT'S liability hereunder, TENANT agrees, at its own cost and expense, to carry public liability insurance protecting LANDLORD and TENANT in the amount of One Million Dollars (\$1,000,000.00) for personal injuries sustained in any one accident, and Five Hundred Thousand Dollars (\$500,000.00) for property damage. All policies of insurance shall name both LANDLORD and TENANT as insures thereunder and shall protect the interest of LANDLORD for incidents that are caused by or contributed by the TENANT. Certificates of said insurance providing for not less the fifteen (15) days' notice to LANDLORD prior to cancellation thereof shall be furnished to LANDLORD prior to TENANT taking possession of the demised premises.

ARTICLE XIV

WAIVER OF SUBROGATION

14.01 Notwithstanding anything in the Lease to the contrary, if the building is damaged or destroyed by fire, or an extended coverage risk, TENANT, its agents, employees, representatives and invitees are hereby released from any liability by reason thereof to the extent of insurance proceeds realized by LANDLORD as a result of such damage or destruction. In no event shall any such release be applicable if so to do would work in contravention of any requirement in an applicable policy of insurance to the effect that if the insured waives subrogation, coverage is or may be void.

ARTICLE XV

EMINENT DOMAIN

15.01 If the entire building is taken by eminent domain, this lease shall be automatically terminates as of the date of taking. If a portion of the building is taken by eminent domain, LANDLORD shall have the right to terminate this lease by giving written notice thereof to TENANT within ninety (90) days after the date of taking. If a portion of the leased premises is taken by eminent domain and this lease is not thereby terminated, LANDLORD shall, at its expense restore the leased premises by TENANT, to as near the condition which existed immediately prior to the date of taking as reasonably possible, and rent shall abate during such period of time as the portion of the leased premises bears to the entire lease premises. All damages awarded for a taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to, and be the property of, LANDLORD, whether such damages shall be awarded as compensation for diminution in value to the leaseholder estate hereby created or to the fee of the leased premises provided, however that LANDLORD shall not be entitled to any award made to TENANT for loss of business, fair value of, and cost of removal of stock fixtures. The term "eminent domain" shall include the exercises of any similar governmental power and any purchase or other acquisition in lieu of condemnation.

ARTICLE XVI

HOLD OVER

16.01 Should TENANT, or any of its successors in interest hold over the leased premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as a tenancy from month to month

only. All obligations and duties imposed by this lease upon the LANDLORD and TENANT shall remain the same during any such period of occupancy.

ARTICLE XVII

DEFAULT OF TENANT

17.01 The following events shall be deemed to be events of default by TENANT under lease:

- (1) TENANT shall fail to pay any installment of the rent hereby reserved and such failure shall continue for a period of ten (10) days after written demand therefore shall have been made by LANDLORD.
- (2) TENANT shall fail to comply with any terms, provisions, or covenant of the lease, other than the payment of rent, and shall not cure such failure within three (3) days after written notice thereof to TENANT.
- (3) TENANT shall desert or vacate any substantial portion of the premises. Assignment or subletting by TENANT shall not be considered as an act of default.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided, or any other remedies provided by law, nor shall pursuit of any remedy herein constitute a forfeiture or waiver of any rent due to LANDLORD hereunder, or any damage occurring to LANDLORD by reason of the violation or breach of any of the terms, provisions and covenants herein contained. The waiver by LANDLORD of any violation or breach of any of the terms, provisions, or covenants a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained which may occur subsequent thereto. Forbearance by LANDLORD to enforce one or more of the remedies herein provided upon an event of default shall not be deemed to constitute a waiver of such default.

ARTICLE XVIII

SUBORDINATION

18.01 TENANT accepts this lease subject and subordinate to my mortgage or mortgages now a lien upon the demised premises. This lease shall also be subject and subordinate to the lien of any other mortgage which may at any time hereafter be or become a lien on demised premises. TENANT shall at all times hereafter, on demand, execute any instruments, releases or

other documents that may be required by any mortgages for the purpose of subletting and subordinating this lease to the lien of any such mortgages.

ARTICLE XIX

WAIVER OF COVENANTS

19.01 Failure of LANDLORD to insist, in any one or more instances, upon strict performance of any term, covenant, or condition of this lease, or to exercise any option herein contained shall be construed as a waiver, or a relinquishment for the future, of such term, covenant, condition or option, but same shall continue and remain in full force and effect. The receipt by LANDLORD of rents with knowledge of breach in any of the terms, covenants or conditions of this lease to be kept of performed TENANT shall not be deemed a waiver of such breach, and LANDLORD shall not be deemed to have waived any provision of this lease unless expressed in writing and signed by LANDLORD.

ARTICLE XX

RENTAL PAYMENT AND NOTICE

20.01 Each provision of this instrument or any of the applicable governmental laws, ordinances, regulations and other requirements with reference to the sending, mailing or delivery or any notice or the making of any payment by LANDLORD to TENANT or with reference to the sending, mailing or delivery of any notice to the making of payment by TENANT to LANDLORD shall be deemed to be complied with when and if the following steps are taken:

A. All rent and other payments required to be made by TENANT to LANDLORD hereunder shall be payable to LANDLORD in Bismarck, North Dakota, at the address set forth in Article 3, or at such other address as LANDLORD may specify from time to time by written notice delivered in accordance herewith.

B. All payments required to be made by LANDLORD to TENANT hereunder shall be payable to TENANT at the address set forth below, or at such other address within the continental United States as TENANT may specify from time to time by written notice delivered in accordance herewith.

C. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when deposited in the United States Mail, postage prepaid, Registered or Certified Mail, Return Receipt Requested, addressed to the parties hereto at the respective

address set out opposite their names below, or such other address as they have theretofore specified by written notice delivered in accordance herewith.

LANDLORD: Bis-Man Transit Board

3750 E. Rosser Ave.

Bismarck, ND 58501

TENANT: Jefferson Partners L.P.

DBA Jefferson Lines

2100 East 26th St

Minneapolis, MN 55404

ARTICLE XXI

TENANT TO SURRENDER PREMISES

21.01 Upon the expiration or the termination of the term of this lease, TENANT shall, at all expense:

- 1) Remove TENANT'S goods and effects and those of all persons claiming under TENANT;
- 2) Quit and deliver up the leased premises to LANDLORD, peaceably and quietly, in as good order and condition as the same were in on the date the term of this lease commenced or were thereafter placed in by LANDLORD and/or TENANT, reasonable wear and tear excepted.

ARTICLE XXII

HEATING AND AIR CONDITIONING

22.01 LANDLORD will furnish reasonable heat and air conditioning in main office areas during usual business hours and during usual and appropriate seasons.

ARTICLE XXIII

SHOWING PREMISES

23.01 LANDLORD shall have the right to show the leased premises for leasing at all reasonable times during the last six (6) months of this lease, or any extension thereof.

ARTICLE XXIV

MISCELLANEOUS

24.01 There are no understandings or agreements not incorporated in this lease except as may be provided in a written addendum signed and accepted by both parties. This is a North Dakota contract and shall be construed according to the laws of North Dakota. The captions in this lease are for convenience only and are not part of this lease. The covenants and agreement hereof shall as fully and completely bind the heirs, executors, administrators, legal representatives, successors and assigns of the parties hereto as if they had been specifically mentioned in each of said covenants and agreements. If any provision in this lease should for

any reason by adjudged invalid or illegal, that provision shall be deemed omitted therefrom and shall not invalidate any other provision of this lease and remainder hereof shall remain in full force and effect.

24.02 The agency contract extension is dependent on the acceptance of the lease agreement. If the TENANT chooses not to extend the agency contract, the TENANT can continue to execute a lease agreement with the LANDLORD; however, if the TENANT chooses to terminate the lease agreement, the TENANT will not be able to execute the agency contract extension.

Date: _____

LANDLORD:

BIS-MAN TRANSIT BOARD

BY: _____

ITS _____

ATTEST: _____

TENANT:

JEFFERSON LINES

BY: _____

ITS _____



H

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

November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 2025 Remaining Expenses

RECOMMENDATION: Staff recommends using cash reserves to cover the remaining 2025 expenses for September, October, November, and December.

BACKGROUND: Operating and Capital Cost of the Operating Contract funds have been exhausted for the FY2025 5307 Grant as of September.

DISCUSSION: This recommendation aligns with previous years' 5307 grants.

FINANCIAL IMPACT: See table below.

Month	Estimate Expenses
September 2025	\$304,973.50
October 2025	\$445,440.72
November 2025	\$495,047.46
December 2025	\$503,175.12
TOTAL	\$1,748,636.80



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Public Comment Policy Update

RECOMMENDATION: Commissioner Connelly recommended aligning the Bis-Man Transit Public Comment Policy with the Bismarck City Commission Public Comment Policy.

BACKGROUND: The current Public Comment Policy was put in place in 2018.

DISCUSSION: Proposed revisions to the policy include the following items:

- Increasing the public comment period from 15 minutes to 30 minutes
- Increase comment time from three minutes to five minutes.

FINANCIAL IMPACT: No financial impact



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Public Comment Policy

PURPOSE:

This policy outlines the process for public comment during Bis-Man Transit Board meetings.

POLICY:

To ensure the opportunity for public engagement at the regular meetings of the Bis-Man Transit Board.

PROCEDURES:

A public comment period will be made available for up to **30** minutes at the beginning of each meeting.

- Comments must be related to a regular agenda item that is not already part of a public hearing unless prior arrangements are made.
- Comments must be limited to **five** minutes or less.
- The Board will listen to comments, but is not obligated to respond or to answer questions during this time.





J

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

November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2027 - 5310 Grant Approval

RECOMMENDATION: Staff recommends approval of the grant application for submittal to the City of Bismarck and the State of North Dakota.

BACKGROUND: Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to improve mobility for older adults and persons with disabilities throughout the country. Under 49 U.S.C. 5310, funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas.

DISCUSSION: If awarded, the grant funds will cover expenses from July 1, 2026, to June 30, 2027, which is the state fiscal year.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit would be required to provide a 20% local match for the mobility manager's salary and a 50% local match for the after-hours, early morning, Sunday, and holiday demand response service.

Project	Total	Federal	Local
Mobility Manager Salary	\$39,600	\$31,680	\$7,920
After Hours Demand Response Service	\$190,000	\$95,000	\$95,000
Sunday Demand Response Service	\$182,000	\$91,000	\$91,000
Early Morning Demand Response Service	\$91,000	\$45,500	\$45,500
Holiday Demand Response Services	\$20,000	\$10,000	\$10,000
(4) Cutaway Bus Replacements	\$719,040	\$611,184	\$107,856
TOTALS	\$1,241,640	\$884,364	\$357,276



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

**FY2027 - Section 5310 – Enhanced Mobility of Seniors &
Individuals with Disabilities
July 1, 2026 – June 30, 2027**

Agency Name	Bis-Man Transit Board	
Agency Contact	Deidre Hughes	
Unique Entity ID #	83-441-0987	Sam.gov expiration date: July 29, 2026

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds of \$5,000 or more must be maintained and recorded in BlackCat Inventory.
- Assets purchased with Federal Funds must track maintenance performed through a state-approved Maintenance Program such as BlackCat.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of

performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:

- The number of 5310 one-way trips;
 - The number of 5310 vehicles you have in service; and
 - 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
 - If you receive \$1,000,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
 - Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
 - Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
 - Prior to contracting, your agency must have completed FY 2026 FTA Certifications and Assurances uploaded in BlackCat.
 - Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
 - All applications are due **December 31, 2025, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
 - The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, jamsayler@nd.gov, rsonetti@nd.gov, or sming@nd.gov.

General Information

1. Provide a detailed description of the transportation services your agency currently provides for seniors and individuals with disabilities, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand response riders to our fixed route service and gaining new fixed route ridership through continued outreach and community partnership efforts. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. – 7:00 p.m. on Saturday. All ten vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to utilize our demand response services or those over 65 can ride free. Reduced fares for students K-College, Veterans, and those on Medicare are \$.75 for a one-way trip, \$3.00 for a 1-day pass, and \$24.00 for a 30-day pass.

In 2024, 121,538 unlinked passenger trips were provided on fixed route, an increase of 21,002 trips from the previous calendar year. Fixed route ridership has continued to increase for 2025, with 116,396 trips from January through October.

Bis-Man Transit is in the preliminary stages of increasing fixed-route service hours by four additional hours, Monday through Saturday. It is also proposed that the paratransit/demand response service on Sunday be increased from 7:30 a.m. – 2:30 p.m. to 7:30 a.m. – 6:00 p.m. and opened to the general public.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within $\frac{3}{4}$ mile of any fixed route. A one-way fare is \$3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2024, 90,207 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Services are provided in both Burleigh and Morton counties.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.

- ☒ Yes List section and page number(s):
☐ No (Applicant must provide an explanation)

Page 74 of the current Transit Development Plan also describes the possibility of eliminating this evening service if enough funds cannot be obtained to keep the system running under its current design. The plan also details the number of riders that would be impacted if the service is eliminated.

The mobility manager's duties are required for the processing of paratransit eligibility as well as rider training for both paratransit and fixed-route passengers. This item was not indicated as a project within the Transit Development Plan but can be found within the Coordinated Public Transit – Human Services Transportation Plan 2022 on page 28.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

3. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

- ☒ Increase
☐ Decrease

Description of change: We saw a 17% year-over-year increase in fixed-route service. Increased community outreach, training opportunities, and advertising are attributed to this increase. There was a slight year-over-year increase in paratransit ridership (3%). For several years, staff have worked to transition paratransit riders to the fixed-route service as it is a more cost-effective solution.

4. List all existing public transportation providers operating in your service area.

West River Transit

Souris Basin Transit

Standing Rock Public Transit

5. Are you the lead transit provider in your area? If not, describe the relationship of your program(s) to other transportation providers.

☒ Yes

☐ No

6. Please describe the need for transit service in your area for seniors and individuals with disabilities. Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

In Bismarck/Mandan, we have a large elderly and disabled population that requires public transportation to take them to medical appointments, employment, recreation, and other destinations. The need for these trips extends into the early morning and evening hours, Sundays, and holidays. Previously, there were more taxi provider options, but since the last application period, the leading provider has stopped providing services.

From 7:00 PM to 12:00 AM Monday through Saturday, we transport approximately 5,500 passengers annually, demonstrating that evening-hour rides are needed in the community.

From 7:30 AM to 2:30 PM on Sundays, we transport approximately 3,800 passengers annually.

From 5:30 AM to 6:30 AM, Monday through Friday, and 5:30 AM to 7:30 AM Saturday, we transport approximately 2,800 passengers annually.

Bis-Man Transit offers holiday demand response transportation for six holidays, which the fixed-route bus does not operate yearly. On average, 380 trips are completed during these six holidays.

7. Provide a description of how you market the transportation program and to whom in the box below.

Public transportation is promoted within the community using social media, the company website, participation in public school and college orientation days and community fairs, as well as various business partnerships. In recent years, Bis-Man Transit has begun running television campaigns annually to increase awareness. Fixed route bus maps have been placed throughout Bismarck and Mandan to encourage potential riders to try the CAT Bus service. Bis-Man Transit frequently uses press releases to increase interest in transit-related activities and generate free media coverage. With limited taxi service within the service area and unreliable rideshare service, the need for transportation solutions has grown.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2025 & 2024.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2025 - Ridership and Fleet Information	SFY2024 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	231,621	195,000
Number of Annual Revenue Hours	57,329.45	51,821.12
Number of Annual Revenue Miles	831,805.27	774,479.46
Number of Vehicles in Fleet	31	29

8. What is the purpose of the three most requested trips for your Seniors and Disabled Individuals? (e.g. medical, shopping, employment, education, social, etc.)

1. Employment

2. Medical

3. Social Services

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded with this application. Coordinated Plans must be updated every 5 years and should be reviewed annually.



9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Since submitting your plan describe any additional efforts made to coordinate service.

The Coordinated Public Human Services Transportation Plan was approved on October 28, 2021, and has been uploaded into BlackCat. Several items from the previous plan were retained in the current plan. This includes continuing to transition paratransit riders to fixed route, improving partnerships, and increasing marketing efforts.

The Bis-Man Transit staff has continued to focus on outreach. Since the last grant request, staff have continued to present to several local clubs, community groups, and local schools to encourage public transit use and awareness. Professionally produced "how-to" videos have also been used to reach broader audiences.

One need identified in the Coordinated Public Human Service Transportation Plan was to shift trips from

demand-response paratransit to the fixed-route CAT Bus. The balance between both modes of ridership indicates that these efforts have succeeded. It has been noted that annual fixed-route ridership has surpassed paratransit/demand response ridership.

To achieve sustainable funding, measures were initiated and approved by both the cities of Mandan and Bismarck to implement a 2/10th-of-a-cent sales tax for public transportation. This was a key action item from the Coordinated Public Transit Human Service Transportation Plan.

The Bis-Man Transit Coordinated Public Transit Human Services Transportation Plan will be updated in 2026 to remain compliant.

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

Bis-Man Transit continues to focus on coordination with education institutions, local hospitals, social service agencies, group homes, and retirement communities. Staff attended all local higher education orientation events in the fall of 2025 to educate students on public transit options.

Bis-Man Transit became a member of the Missouri Valley Homeless Coalition in 2022 to better understand what public transit can do to lessen the transportation burden for other non-profit organizations in the community.

Additionally, Bis-Man Transit has coordinated with the North Dakota Department of Veteran Affairs to offer trips that can be charged to the agency for qualified veterans. Staff also coordinated with the Burleigh County Veteran Service Office to educate them on this program.

In 2025, Bis-Man Transit also began accepting Blue Cross Blue Shield Medicaid Expansion to help cover medical transportation costs for those in need.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

☒ Yes

☐ No

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

The mobility manager project request can be found on page 28 of the Coordinated Public Transit – Human Services Transportation Plan 2022.

After-hours and Sunday service are discussed on page 14.

Local Match & Total Funding Request

In the table below, list requested projects priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

Local match listed here cannot be already targeted as match for a FY2027 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat.

***Add more rows and change project type as needed.**

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	Mobility Manager	\$31,680	\$7,920	Local Mill Levy
2	After Hours	\$95,000	\$95,000	Local Mill Levy
3	Early Morning	\$45,500	\$45,500	Local Mill Levy
4	Sunday	\$91,000	\$91,000	Local Mill Levy
5	Holiday	\$10,000	\$10,000	Local Mill Levy
6	1905 Replacement	\$152,796	\$26,964	Local Mill Levy
7	1906 Replacement	\$152,796	\$26,964	Local Mill Levy
8	1907 Replacement	\$152,796	\$26,964	Local Mill Levy
9	1908 Replacement	\$152,796	\$26,964	Local Mill Levy
	Total	\$884,364.00	\$357,276.00	

SECTION 5310 APPLICATION CHECKLIST AND SIGNATURE PAGE

Applicants must submit the following (check box when complete):	
X	Completed 5310 Application;
x	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2026 State Aid Contract or award letter, mill levy, city funds, etc.;
x	Update vehicle/equipment/facility information, mileage, condition, maintenance, etc. in BlackCat Inventory;

X	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
X	Upload your annual registration from the System for Award Management (SAM.gov) to the application forms;
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
X	Upload the Mobility Manager job description and past years achievements in the application forms;
X	Upload your Coordinated Human Services Plan in the application forms;
X	Upload your 3-5 Year Plan in the application forms;
X	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Procurement Plan, Maintenance Plan, and TAM Plan;
	Upload Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable).
X	Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are \$500,000 per person and \$2,000,000 per occurrence.

I hereby certify that as a person authorized to sign

Bis-Man Transit Board _____

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

Section 5310

MOBILITY MANAGER POSITION PROJECT REQUEST

Mobility Manager Position Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project.

The project will help cover the expense of employing a marketing and mobility specialist to focus communication efforts on the transportation options available to the community, training potential riders and agencies on the various services available and processing the eligibility paperwork that is required for paratransit services.

2. Have you attached a current job description including goals and past years achievements to the application?

☒ Yes

☐ No

3. Total cost of this project.

Total Cost (include federal and local amounts): \$39,600

Federal Funds Requested: \$31,680

Local Match Amount: \$7,920

Section 5310 OPERATING PROJECT REQUEST

Operating Project Request – After Hours

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the cost of maintaining nighttime demand response services for elderly and disabled passengers. After-hours complementary demand response service occurs from 7:00 PM to 12:00 AM, Monday through Saturday. During the non-ADA after hours service, approximately 5,500 passengers are transported annually. Few affordable transportation alternatives exist for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for many during the nighttime hours.

2. Total cost of this project.

Total Cost (include federal and local amounts): \$190,000
Federal Funds Requested: \$95,000
Local Match Amount: \$95,000
Source(s) of Local Match: Local Mill Levy

Operating Project Request – Early Morning

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the cost of maintaining early-morning services for elderly and disabled passengers. Early morning complementary demand response service occurs from 5:30 AM to 6:30 AM, Monday through Friday, and from 5:30 AM to 7:30 AM, Saturday. Many of our early morning trips are to medical appointments and employment. Annually, we provide approximately 2,800 early-morning trips for elderly and disabled riders.

2. Total cost of this project.

Total Cost (include federal and local amounts): \$91,000
Federal Funds Requested: \$45,500
Local Match Amount: \$45,500
Source(s) of Local Match: Local Mill Levy

Operating Project Request - Sunday

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the expense of Sunday services for those passengers who are elderly and disabled. The Sunday complementary demand response service takes place from 7:30 AM to 2:30 PM. Annually, we complete 3,800 Sunday demand response trips. With limited alternative transportation options, Bis-Man Transit is the only option for individuals, especially on Sundays. It is anticipated that Sunday service hours will be expanded in early 2026.

2. Total cost of this project.

Total Cost (include federal and local amounts): \$182,000

Federal Funds Requested: \$91,000

Local Match Amount: \$91,000

Source(s) of Local Match: Local Mill Levy

Operating Project Request - Holiday

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the expense of maintaining Holiday service for those passengers who are elderly and disabled. Holiday complementary demand response service is provided for six holidays each year. Service is provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We provide approximately 380 holiday trips to elderly and disabled riders annually.

2. Total cost of this project.

Total Cost (include federal and local amounts): \$20,000

Federal Funds Requested: \$10,000

Local Match Amount: \$10,000

Source(s) of Local Match: Local Mill Levy

Section 5310 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300

Year: 2026

Make/Model: Ford E-450

Seating Capacity: 14+4 wheelchair positions

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Gas

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☐ Yes ☒ No

At the time of grant award, this vehicle will have exceeded useful life in age and miles.

5. Which vehicle in your fleet are you replacing? **1905**

a. Vehicle Information Number (VIN): 1FDFE4FSXKDC12195

b. Vehicle Year: 2019

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 188,648

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid 300

Order Date: August 2026

Vehicle Delivery Date: June 2027

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$179,760

Federal Funds Requested Amount: \$152,796

Local Match Amount: Local Mill Levy

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$131,816 - \$152,237	12 – 24
ADA Transit Vehicle – Rear and Side Lift NDDOT Term Contract No. 301	Base price - \$82,694 – \$104,412	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$74,487	6 – 9
Hometown View Bus NDDOT Term Contract No. 389	Base Price - \$156,850 - \$210,080	8 – 12
Hometown Trolley Villager NDDOT Term Contract No. 388	Base Price - \$170,956 - \$219,522	6 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12

Section 5310 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300

Year: 2026

Make/Model: Ford E-450

Seating Capacity: 14+4 wheelchair positions

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Gas

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☒ Yes ☐ No

At the time of grant award, this vehicle will have exceeded useful life in age and miles.

5. Which vehicle in your fleet are you replacing? **1906**

a. Vehicle Information Number (VIN): 1FDFE4FS1KDC12196

b. Vehicle Year: 2019

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 217,394

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid 300

Order Date: August 2026

Vehicle Delivery Date: June 2027

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$179,760

Federal Funds Requested Amount: \$152,796

Local Match Amount: Local Mill Levy

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
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Hometown Trolley Villager NDDOT Term Contract No. 388	Base Price - \$170,956 - \$219,522	6 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12

Section 5310 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300

Year: 2026

Make/Model: Ford E-450

Seating Capacity: 14+4 wheelchair positions

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Gas

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☒ Yes ☐ No

At the time of grant award, this vehicle will have exceeded useful life in age and miles.

5. Which vehicle in your fleet are you replacing? **1907**

a. Vehicle Information Number (VIN): 1FDFE4FS5KDC12198

b. Vehicle Year: 2019

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 217,080

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid 300

Order Date: August 2026

Vehicle Delivery Date: June 2027

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$179,760

Federal Funds Requested Amount: \$152,796

Local Match Amount: Local Mill Levy

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
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Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12

Section 5310 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300

Year: 2026

Make/Model: Ford E-450

Seating Capacity: 14+4 wheelchair positions

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Gas

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☒ Yes ☐ No

At the time of grant award, this vehicle will have exceeded useful life in age and miles.

5. Which vehicle in your fleet are you replacing? **1908**

a. Vehicle Information Number (VIN): 1FDFE4FS1KDC12201

b. Vehicle Year: 2019

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 219,874

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid 300

Order Date: August 2026

Vehicle Delivery Date: June 2027

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$179,760

Federal Funds Requested Amount: \$152,796

Local Match Amount: Local Mill Levy

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
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Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12



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

November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY27 5339 Grant Application Recommendation

RECOMMENDATION: Staff recommends approving the FY26 5339 grant application for submittal to the City of Bismarck and the State of North Dakota.

BACKGROUND: The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes Federal resources available to States and designated recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities.

DISCUSSION: With these applications, Bis-Man Transit requests funding to purchase two new fixed-route buses and a bathroom machine cleaner.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit must provide a 15% local match for the ADA vehicle projects and 20% for other capital projects.

Project	Total	Federal	Local
29' Replacement Fixed-Route Bus	\$712,800	\$605,880	\$106,920
29' Replacement Fixed-Route Bus Supplement	\$712,800	\$605,880	\$106,920
Bathroom Machine Cleaner	\$6,000	\$4,800	\$1,200
TOTAL	\$1,431,600	\$1,216,560	\$215,040



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

**FY2027 - Section 5339 Bus & Bus Facilities Program
July 1, 2026 – June 30, 2027**

Agency Name	Bis-Man Transit Board	
Agency Contact	Deidre Hughes	Phone: 701.258.6817
Unique Entity ID #	83-441-0987	Sam.gov expiration date: July 29, 2026

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in [FTA Circular 9300.1B](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf), located on the FTA website at https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf.

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match.**
- Assets purchased with Federal Funds of \$5,000 or more must track maintenance performed through a state-approved Maintenance Program such as BlackCat.
- Assets must be recorded in BlackCat Inventory.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$1,000,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.

- Prior to contracting, your agency must have completed FY 2026 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be Active in the System of Award Management (SAM.gov).
- All applications are due **December 31, 2025 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, sming@nd.gov, jamsayler@nd.gov or ryasonetti@nd.gov.

GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand response riders to our fixed route service and gaining new fixed route ridership through continued outreach and community partnership efforts. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. – 7:00 p.m. on Saturday. All ten vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to utilize our demand response services or those over 65 can ride free. Reduced fares for students K-College, Veterans, and those on Medicare are \$.75 for a one-way trip, \$3.00 for a 1-day pass, and \$24.00 for a 30-day pass.

In 2024, 121,538 unlinked passenger trips were provided on fixed route, an increase of 21,002 trips from the previous calendar year. Fixed route ridership has continued to increase for 2025, with 116,396 trips from January through October.

Bis-Man Transit is in the preliminary stages of increasing fixed-route service hours by four additional hours, Monday through Saturday. It is also proposed that the paratransit/demand response service on Sunday be increased from 7:30 a.m. – 2:30 p.m. to 7:30 a.m. – 6:00 p.m.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within ¾ mile of any fixed route. A one-way fare is \$3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2024, 90,207 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Services are provided in both Burleigh and Morton counties.

2. Provide a detailed explanation of each project and how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

Adhering to our fleet replacement schedule is necessary to limit the time buses are out of service due to major breakdowns. Operating buses past useful life often results in an increase in spending as well as bus downtime.

Bis-Man Transit is also requesting funding for facility cleaning equipment to maintain the cleanliness of the transit facility.

3. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

- ☒ Increase
☐ Decrease

Description of change: We saw a 17% year-over-year increase in fixed-route service. Increased community outreach, training opportunities, and advertising are attributed to this increase. There was a slight year-over-year increase in paratransit ridership (3%). For several years, staff have worked to transition paratransit riders to the fixed-route service as it is a more cost-effective solution.

4. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

Page 26 of the latest transit development plan details Bis-Man Transit's fleet replacement schedule.

Local Match & Total Funding Request

In the table below, list requested projects by priority and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each vehicle project.

Local match listed here cannot be already targeted as match for a FY2027 5310 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached, or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat (add additional lines as needed).

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	29' Replacement Fixed-Route Bus	\$605,880	\$106,920	Local Milly Levy
2	29' Replacement Fixed-Route Bus	\$605,880	\$106,920	Local Milly Levy
3	Facility cleaning machine	\$4,800	\$1,200	Local Mill Levy
	Total	\$1,216,560	\$215,040	

Section 5339 Application Checklist and Signature Page	
Applicants must submit the following (check when complete):	
x	Completed 5339 Application;
x	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2026 State Aid Contract or award letter, mill levy, city funds, etc.;
x	Update vehicle/facility/equipment_information, mileage, condition, maintenance, etc. in BlackCat Inventory;
	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority or board president since the last application);
x	Upload your annual registration from the System for Award Management (SAM.gov) to the application forms;
	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
x	Update Transit Board Members information in BlackCat;
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
x	Upload your 3-5 Year Plan in the application forms;
x	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Drug & Alcohol Plan, Maintenance Plan, Cost Allocation Plan (if applicable), Cognizant Agency

	Letter (if applicable), Procurement Plan, and TAM Plan.
x	Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are \$500,000 per person and \$2,000,000 per occurrence.

I hereby certify that as a person authorized to sign as:

Bis-Man Transit Board

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

Section 5339 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: Purchasing vehicle off alternate state bid (State of Washington) – Summer 2026
Year: 2027

Make/Model: Gillig Low Floor

Seating Capacity: 23

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Diesel

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

Adhering to our fleet replacement schedule is necessary to limit the time buses are out of service due to major breakdowns. Operating buses past their useful life often results in increased costs and bus downtime.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☒ Yes ☐ No

Miles: ☒ Yes ☐ No

5. Which vehicle in your fleet are you replacing? **1001**

a. Vehicle Information Number (VIN): 15GGE271XA1091969

b. Vehicle Year: 2010

c. Make/Model: Gilig Low Floor

d. Current Mileage: 523,502

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Poor

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):
Purchasing vehicle off alternate state bid (State of Washington) – Summer 2026

Order Date: August 2026

Vehicle Delivery Date: February 2028

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$712,800

Federal Funds Requested Amount: \$605,880

Local Match Amount: \$108,920

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the most recent Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$131,816 - \$152,237	12 – 24
ADA Transit Vehicle – Rear and Side Lift NDDOT Term Contract No. 301	Base price - \$82,694 – \$104,412	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$74,487	6 – 9
Hometown View Bus NDDOT Term Contract No. 389	Base Price - \$156,850 - \$210,080	8 – 12
Hometown Trolley Villager NDDOT Term Contract No. 388	Base Price - \$170,956 - \$219,522	6 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12

Section 5339 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: Purchasing vehicle off alternate state bid (State of Washington) – Summer 2026
Year: 2027

Make/Model: Gillig Low Floor

Seating Capacity: 23

Lift/Ramp: ☒ Yes ☐ No

Gas/Diesel/Other: Diesel

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

Adhering to our fleet replacement schedule is necessary to limit the time buses are out of service due to major breakdowns. Operating buses past their useful life often results in increased costs and bus downtime.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No

Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☐ Yes ☒ No

Due to the extended lead time for Gillig fixed-route bus orders, at the time of replacement delivery the vehicle will have exceeded useful life in terms of age and miles. The lead time is estimated to be 18-24 months.

5. Which vehicle in your fleet are you replacing? **1501**

a. Vehicle Information Number (VIN): 15GGB2716F1183080

b. Vehicle Year: 2015

c. Make/Model: Gilig Low Floor

d. Current Mileage: 398,183

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the <u>need</u> for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).
7. Provide an estimated timeline for the purchase of this vehicle(s). <u>See sample timeline below, add or remove lines as needed.</u>
Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): Purchasing vehicle off alternate state bid (State of Washington) – Summer 2026
Order Date: August 2026
Vehicle Delivery Date: February 2028
8. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): \$712,800 Federal Funds Requested Amount: \$605,880 Local Match Amount: \$108,920
9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan <u>must</u> be uploaded into the application documents.
The fleet replacement schedule can be found on page 26 of the most recent Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$131,816 - \$152,237	12 – 24
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Section 5339

EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in Black. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.

1. Describe your proposed project(s) in detail.

Description: Facility cleaning machine

Quantity: 1

Purpose: Cleaning and maintain transit facility bathrooms and kitchens.

2. How does this project(s) enhance your transportation program?

Extends useful life of transit facility through regular upkeep.

3. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Review your procurement thresholds to determine if required, describe below, and provide documentation.

☒ Yes

☐ No (Applicant must provide an explanation)

4. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources. All technology projects are required to have this form completed. Questions on completing the ITS form, contact Sharijad Hasan, NDSU, 701-231-8085, or md.s.hasan@ndsu.edu

☐ Yes

☒ No (Applicant must provide an explanation) Project does not pertain to ITS.

5. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

☐ Yes

☒ No (Applicant must provide an explanation) Project does not pertain to ITS.

6. Provide an estimated timeline for the purchase of this equipment. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): Quotes

RFP/IFB/Quotes Issue Date: July 2026

Contract Award Date: September 2026

Order Date: October 2026

Deliver/Installation/Project Completion Date: November 2026

7. Total project cost?

Total Cost (include federal and local amounts): \$6,000

Federal Funds Requested Amount:\$4,800

Local Match Amount: \$1,200

8. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.

This project is not detailed in the 3-5 Year Plan.



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

November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2027 – State Aid Approval

RECOMMENDATION: Staff recommends approval of the State Aid application for submission to the State of North Dakota.

BACKGROUND: State revenues received from the collection of motor fuels taxes (23 cents per gallon as of November 2024) and motor vehicle registration fees are deposited into the highway tax distribution fund. The Department of Transportation receives 61.3 percent of the funds available for distribution from the highway tax distribution fund, which are deposited in the highway fund. Cities and counties receive 34.5 percent, townships receive 2.7 percent, and the department also receives 1.5 percent of the funds for deposit in the public transportation fund which is granted to transportation providers to establish and maintain public transportation, especially for the elderly and handicapped.

https://ndlegis.gov/sites/default/files/fiscal/docs/bb2024_p11dot.pdf

DISCUSSION: As of 2024, the North Dakota Department of Transportation requires an application to be completed by transit agencies to be eligible for State Aid funding.

FINANCIAL IMPACT: We will not know the FY27 State Aid totals until the award is made next spring.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

SFY2027 – State Aid for Public Transit

Agency Name	Bis-Man Transit Board	
Agency Contact	Deidre Hughes	Phone: 701.258.6817
Unique Entity ID#	83-441-0987	Sam.gov expiration date: July 29, 2026

This form must be completed if you are requesting **State Aid** funding. You must also request the State Aid Project in BlackCat and estimate a dollar amount based on your FY 2026 awarded funds.

- All applications are due **December 31, 2025, 12:00pm CDT.**
- The NDDOT transit staff are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, jamsayler@nd.gov, ryasonetti@nd.gov, or sming@nd.gov.

General Information

1. What type of services does your agency provide? (days and hours of service, fare structure, total vehicles your agency has in service, type of service provided, counties and communities in your service area).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand response riders to our fixed route service and gaining new fixed route ridership through continued outreach and community partnership efforts. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. to 7:00 p.m. Monday through Friday and 7:30 a.m. to 7:00 p.m. on Saturday. All 10 vehicles in the fixed-route fleet are ADA accessible, with service provided to Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to use our demand response services or those over 65 are free. Reduced fares for students K-College, Veterans, and those on Medicare are \$.75 for a one-way trip, \$3.00 for a 1-day pass, and \$24.00 for a 30-day pass.

In 2024, 121,538 unlinked passenger trips were provided on fixed route, an increase of 21,002 trips from the previous calendar year. Fixed route ridership has continued to increase for 2025, with 116,396 trips from January through October.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within $\frac{3}{4}$ mile of any fixed route. A one-way fare is \$3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2024, 90,207 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Services are provided in both Burleigh and Morton counties.

2. Detail how public transit has benefited your community in the past year.

Bis-Man Transit has partnered with many organizations, clubs, employers and educational institutions to reach more individuals needing transportation services. We have increased our outreach efforts and travel training frequency to improve individuals' independence.

Free ride days were provided throughout the year, including Election Day, to help promote community involvement for our current and new riders. Additionally, Bis-Man Transit celebrated 20 years of fixed-route service in May and provided two "free-ride" weekends as another promotional tool.

3. Describe any changes made to your service in the past year.

No service revisions were made in the past year.

4. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

Demand Response ☒ Increase ☐ Decrease

Fixed Route Service (with Para Transit) ☒ Increase ☐ Decrease

Provide an explanation for the change: We saw a 17% year-over-year increase in fixed-route service. Increased community outreach efforts, training opportunities, and advertising can be attributed to this increase. There was a slight year-over-year decline in paratransit ridership (3%). For several years, staff have worked to transition paratransit riders to the fixed-route service as it is a more cost-effective solution.

5. What are your plans for increasing services, expanding service area(s) and increasing ridership?

Bis-Man Transit is in the preliminary stages of increasing fixed-route service hours by four additional hours, Monday through Saturday. It is also proposed that the paratransit/demand response service on Sunday be increased from 7:30 a.m. – 2:30 p.m. to 7:30 a.m. – 6:00 p.m., and the general public will be able to use the door-to-door service.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2025 & SFY2024.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2025 - Ridership and Fleet Information	SFY2024 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	231,621	195,000
Number of Annual Revenue Hours	57,329.45	51,821.12
Number of Annual Revenue Miles	831,805.27	774,479.46
Number of Vehicles in Fleet	31	29

6. What is the purpose of the three most commonly requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Employment

2. Medical

3. Social Services

Funding Request Justification

7. Provide a detailed explanation of how and why state funding is important to your agency and how it will improve or provide for future service to citizens in your communities/counties.

Bis-Man Transit uses state funding for local match on federal grant projects and to cover expenses not funded by federal grants.

3-5 Year Plan/Transportation Development Plan (TDP)

8. Are requested funds detailed in your 3-5 Year agency plan/TDP (List section and page number(s))? Your agencies current 3-5 Year Plan/TDP must be uploaded in the application documents.

☒ Yes List section and page number(s): State aid is referenced on page 17 of the Transit Development Plan

☐ No (Applicant must provide an explanation)

Training and Travel

9. List the training the Director attended in the past year that was funded by State Aid. Include dates and conference/training name, including any DOT meetings.

Total amount to date reimbursed for training travel in FY2026:

11. Provide a list of the conferences and meetings the Director or transit staff plan to attend for FY2027- July 1, 2026 – June 30, 2027. Include an estimated cost per conference or meeting.

Total estimated State Aid to be used for travel for FY2027:

Application Checklist and Signature Page

This checklist is included for your review and completion prior to submitting your application to ensure your submission includes all required documents. Please upload the required documents to your agency's account in BlackCat and check what has been completed below.

State Aid Applicants must submit the following (check when complete):

	Completed State Aid Application;
	Update vehicle/equipment/facility information, mileage, condition, maintenance, etc. in BlackCat Inventory; and
	Update Transit Board Members information in BlackCat.
	Upload your agencies 3–5 year plan OR Transportation Development Plan(TDP) to the application documents.
	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Drug & Alcohol Plan, Maintenance Plans, and Procurement Plan.

I hereby certify that as a person authorized to sign for

____Bis-Man Transit Board_____
Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Sufficient managerial and fiscal resources exist to implement and manage the funds as outlined in this application; and
2. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
3. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

City of Mandan

Public Transportation Grant Program Policies

Policy Guidelines

1. Program Objectives

- Provide consistent and reliable transportation services, including but not limited to those that cater to elderly, disabled, and disadvantaged individuals.
- Promote equity and accessibility in public transportation.

2. Lead Department and Grant Review Process

- **Lead Department:** City of Mandan Administration Department, with support from Finance.
- **Administrator:** Jim Neubauer.
- **Grant Review Team:** Comprised of City staff from Administration, Planning, Finance, Business Development + Communications, and other designees of the City Commission Portfolio Holder.

3. Eligibility Criteria

- Applicants must be a registered nonprofit, for-profit, or government entity.
- Must provide services primarily to elderly, disabled, or disadvantaged populations.
- Both existing and new service providers are eligible to apply.

4. Application Process

- The City prefers to receive applications during its annual budget process. However, applications are accepted on a rolling basis.
- Completed applications must be submitted at least **30 days prior** to a City Commission meeting for consideration.
- Incomplete applications will be returned for revision and may delay processing.

5. Evaluation Criteria

Applications will be reviewed based on:

- Alignment with program objectives and goals.
- Clear and compelling evidence of need for the proposed service.
- Demonstrated efficiency and cost-effectiveness in the planned use of funds.
- Well-defined and measurable metrics for evaluating program success.
- Financial stability and sustainability of the applicant organization.
- Efforts to leverage additional funding sources to maximize impact.
- Initiatives to enhance the service's appeal, accessibility, or utility.
- Availability of funds, recommendations, and goals the City has adopted in relevant planning documents.
- Professional opinions of the grantee selection team.

6. City Review and Approval Process

- Applications are reviewed by City staff to ensure completeness and eligibility.
- Recommendations are made based on the evaluation criteria outlined above.
- Final approval of funding requests will be determined by the Board of City Commissioners during a public meeting.
- Applicants will be notified of the Commission's decision within **10 business days** of the meeting.

7. Funding Amount and Disbursement

- Applicants may request up to **\$500,000.00 annually**.
- Funds may be disbursed as:
 - Monthly installments
 - Quarterly installments
- The City of Mandan will not allocate more funds annually than the amount collected through the sales tax.

8. Application Requirements

Applicants must submit the following:

- Completed Grant Application Form.
- Detailed budget breakdown for the requested funds.
- Organization's approved annual budget for the funding year.
- Supporting documentation, including metrics for success and evidence of need.
- Narrative that provides a background of the grantee organization and how funds will be used.
- Additional materials, if requested, to aid in evaluation.
- Annual financial statements will be required, and the City reserves the right to review business plans for startup providers.

9. Reporting Requirements

Grantees must submit annual progress reports, including:

- Detailed account of funds expended.
- Metrics for success achieved (e.g., ridership, service area).
- Description of challenges encountered and adjustments made.
- Reports must be submitted by **December 31 of each year.**

10. Audit and Compliance

- The City reserves the right to audit grantees to ensure appropriate use of funds.
- Non-compliance with program guidelines may result in:
 - ☐ Termination of funding.
 - ☐ Required repayment of disbursed funds.

11. Renewal and Reapplication

- Grants are valid for **one year.**
- Grantees must reapply annually and provide evidence of:
 - ☐ Continued need.
 - ☐ Success in achieving program objectives.

12. Contact Information

For questions about the application or policy guidelines, contact:

- **Name:** Jim Neubauer
 - **Title:** City Administrator
 - **Email:** jneubauer@cityofmandan.com
 - **Phone:** 701-667-3210
-

City of Mandan

Public Transportation Grant Application Form

1. Organization Information

- **Organization Name:** Bis-Man Transit Board
 - **Mailing Address:** 3750 East Rosser Avenue, Bismarck, ND 58501
 - **Contact Name:** Deidre Hughes
 - **Title:** Executive Director
 - **Phone Number:** 701-258-6817
 - **Email Address:** dhughes@bismantransit.com
 - **Organization Type:**
 - ☒ Existing Service Provider
 - ☐ New Service Provider
 - **Nonprofit Status:**
 - ☒ Nonprofit
 - ☐ For-profit
 - **Previous Grantee:**
 - ☐ Previously received funds
 - ☒ Not previously received funds
-

2. Service Description

- **Organization's Mission:** Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.
- **Alignment with Transportation Needs:** Providing ongoing public transportation options for the general public as well as elderly and disabled populations.
- **Target Population:** Bis-Man Transit provides public transportation service to the elderly, individuals with disabilities, and the general public. The total service area population served by Bis-Man Transit is 102,085.
- **Service Area & Hours:**
 - Fixed-Route (CAT Bus)
 - Monday to Friday: 6:30 AM to 7:00 PM
 - Saturday: 7:30 AM to 7:00 PM
 - Paratransit/Demand Response
 - Monday to Saturday: 5:30 AM to Midnight
 - Sunday: 7:30 AM to 2:30 PM
 - Service Area

- Bismarck
- Mandan
- Lincoln
- ¾ of a mile from every fixed-route

3. Use of Funds

- **Requested Funding Amount:** \$110,664.21
- **Intended Use:**
 - ☐ Vehicle purchase/lease
 - ☐ Operating expenses
 - ☐ Driver wages/training
 - ☐ Accessibility enhancements
 - ☒ Other: Provide financial support to address the 2025 operating shortfall for Bis-Man Transit, ensuring uninterrupted public transportation services for the community.
- **Detailed Fund Use:**
 - The “Bis-Man Transit 2025 Deficit” spreadsheet details how the requested amount was determined.
- **Annual Budget:** Attachment #1

4. Metrics for Success

- **How success will be measured:**
 - ☒ Number of rides
 - ☐ Reduction in wait times
 - ☐ Expanded service area
 - ☒ Increased ridership
 - ☒ Satisfaction surveys
 - ☒ Other: Trip duration and missed trips for paratransit/demand response
- **Anticipated Outcomes:** Bis-Man Transit seeks funding to address the projected 2025 budget shortfall, ensuring the continuity of transit services while positioning the system for future growth. Funding will enable us to explore strategic expansion opportunities throughout 2026, with plans to enhance both fixed-route and paratransit services beginning in the second quarter of the year.

5. Disbursement Plan

- **Preferred Disbursement Method:**

- ☐ Monthly
 - ☒ Quarterly
-

6. Certification

- **Signature:**
 - **Title:** Executive Director, Bis-Man Transit Board
 - **Date:** November 20, 2025
-

7. Attachments Checklist

- ☐ Budget Breakdown
- ☐ Approved Annual Budget
- ☐ Grant Narrative
- ☐ Additional Supporting Documentation (if applicable)



City of Mandan Public Transportation Grant Application

Organization Overview

The Bis-Man Transit Board operates fixed-route and paratransit/demand-response services, providing an average of 750 daily trips and facilitating 211,745 annual trips (2024 statistics). Our mission is to deliver valued public transportation, linking people, jobs, and communities.

As of October 31, 2025, Bis-Man Transit has provided 116,396 fixed-route trips, a 16.91% increase over the prior year-to-date ridership. 78,697 paratransit/demand-response trips, 4.91% more than the prior-year-to-date, have been provided.

Statement of Need

At the beginning of 2025, our agency projected an operating deficit of \$955,516.40 driven by:

Rising Costs: Fuel, vehicle repairs, increased contractor expenses, and higher staff pay necessary for retention have all impacted the Bis-Man Transit budget.

Revenue Shortfalls: While expenses continue to rise due to industry-wide inflation, Bis-Man Transit is not receiving a proportionate increase in revenues through local, state, and federal funding. The 2025 5307 standard operating grant for Bis-Man Transit increased by just 2.3%. This grant is awarded to urbanized areas with populations of 50,000 or more and is based on legislative formulas. Unfortunately, the projected annual operating expenses increased by 8.87% from 2024 to 2025.

Service Demands: The growing needs of the community necessitate sustained or expanded service levels, particularly for low-income individuals, seniors, and individuals with disabilities, despite financial constraints. Recently, one of the area's major taxi providers discontinued services. This has caused an even greater need for public transportation in our community.

Without additional funding, we risk service cuts, which would disproportionately harm the elderly, disabled, and disadvantaged populations.

It is important to note that Bis-Man Transit has worked hard to reduce this deficit, and as of November 20, 2025, the projected 2025 deficit is \$214,286 less than anticipated.

Purpose of Funding Request

We seek to:

- Cover operating expenses, including the operating contract with WeDriveU, fuel, insurance, utilities, and marketing.
- Maintain current service levels for both fixed-route and paratransit/demand response services.

Budget Justification



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

- City of Mandan Request: \$110,664.21. This amount was determined based on each community's projected annual sales tax funding.
 - Projected Mandan sales tax funds allocated to public transit - \$750,000 (14.56% of total)
 - Projected Bismarck sales tax funds allocated to public transit - \$4,400,258 (85.44% of total)
- Bis-Man Transit's total 2025 deficit is \$741,229.92.

Conclusion

Bis-Man Transit is a lifeline for the Mandan and Bismarck communities, connecting people to jobs, healthcare, shopping, and recreational activities. The \$741,229.92 deficit threatens our ability to deliver this needed service. We respectfully request \$110,664.21 to sustain vital public transit services.

Attachment

- Bis-Man Transit 2024 Profit and Loss
- Bis-Man Transit 2024 Audit
- Bis-Man Transit 2025 Budget
- Bis-Man Transit 2025 Profit and Loss *through October 2025
- Ridership data by mode and community
- Letters of support



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

BIS-MAN TRANSIT BOARD
BISMARCK, NORTH DAKOTA
AUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Bis-Man Transit Board
Bismarck, North Dakota

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Bis-Man Transit Board (a nonprofit organization), which comprise the statements of financial position as of December 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Bis-Man Transit Board as of December 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bis-Man Transit Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bis-Man Transit Board's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bis-Man Transit Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bis-Man Transit Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 24, 2025 on our consideration of the Bis-Man Transit Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bis-Man Transit Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bis-Man Transit Board's internal control over financial reporting and compliance.



**BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA**

March 24, 2025

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

Bis-Man Transit Board (the Board) is a nonprofit organization incorporated on April 28, 1987 under the provisions of the North Dakota Nonprofit Corporation Act. The primary purpose of the Board is to identify, promote, coordinate, and establish transportation services for the elderly and handicapped individuals in the Bismarck and Mandan area as they relate to employment, medical, and recreational issues by utilizing federal, state, county and local funding sources. The Board also provides fixed route public transportation to the Bismarck-Mandan communities.

The Board's three main programs are as follows:

1. Transit Board Provides daily transportation services to the elderly and disabled individuals in the Bismarck and Mandan communities through an on-demand system. Provides daily transportation services to all individuals in the Bismarck and Mandan communities through a fixed-route system.
2. Bus Depot Operates the Jefferson Line Bus Depot, which services the Bismarck, Mandan, and surrounding communities.
3. Facility Operation of the transit facility constructed in Bismarck which provides a central location for the operations of the Transit Board, the Bus Depot, and several other transportation providers and services for the Bismarck-Mandan communities.

Basis of Accounting

The Board's financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. The significant accounting policies are described below to enhance the usefulness of the financial statements to readers.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board Accounting Standards Codification (ASC), which requires the Board to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

The Board reports gifts of cash and other assets as support with restrictions if they are received with donor stipulations that limit the use of the donated assets, unless the restriction expires in the fiscal year in which it is received. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash and all highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long term purposes.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Certificates of Deposit

Certificates of deposit are considered current assets if the maturity date is within one year of the financial statement date. They are considered noncurrent assets if the maturity date is greater than one year from the financial statement date. All certificates of deposit are valued at cost plus any accrued interest.

Contribution Receivable

The Board recorded a contribution receivable for donated building use at net realizable value. The contribution receivable expected to be donated by the City of Bismarck in future years was initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statements of activities. As of December 31, 2024 and 2023, no allowance was considered necessary.

Receivables and Credit Policies

Accounts receivable consist primarily of noninterest-bearing amounts due for transportation services. Medicaid receivable consists of transportation services for medical appointments to be reimbursed by the North Dakota State Medicaid program. Grants receivable consist of grant reimbursement requests outstanding at year-end. Other receivables consist primarily of amounts due from local, state, or federal taxes and grants. Trade receivables are recorded at the invoice amount, less an allowance for credit losses, which represents the amount expected to be collected as of the statement of financial position date.

The allowance for credit losses is based on management's expectation of the credit losses expected to arise over the life of the asset as of the statement of financial position date, and is updated to reflect any changes in credit risk as of each subsequent reporting date. The Board estimates its allowance for credit losses starting with an evaluation of historical credit loss write-offs, applied to an analysis of outstanding aged receivables, and updated for current economic conditions, and reasonable and supportable forecasted economic conditions. Management's estimate of the allowance for credit losses were \$2,283 and \$2,359 as of December 31, 2024 and 2023, respectively.

Receivables are written off as a reduction in the allowance for credit losses when deemed uncollectible. Recoveries of accounts previously written off (if any) will be recognized in income in the year of recovery.

Prepaid Expenses

Prepaid expenses consist primarily of prepaid insurance and license expenses.

Property and Equipment

In accordance with the directives from the Federal Transportation Agency, capital assets purchased by the Board are donated to the City of Bismarck. The Board is responsible for the

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

maintenance, operation, and disposal of the property and equipment. The Board records the contributed use of the property and equipment at fair value at the date of donation. The Board donated capital assets totaling \$1,100,918 and \$627,770 as of December 31, 2024 and 2023, respectively.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor imposed restrictions and may be expended for any purpose in performing the primary objectives of the Board. These net assets may be used at the discretion of the Board's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Board or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds must be maintained in perpetuity.

Advertising Costs

Advertising costs are expensed as incurred.

Income Tax Exemption

Bis-Man Transit Board is organized as a nonprofit corporation and has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Section 501(c)(3), qualify for the charitable contribution deduction under Sections 170(b)(1)(A)(vi) and (viii), and has been determined not to be a private foundation under Sections 509(a)(1) and (3), respectively. The entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the entity is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purposes. The Board has determined that the entity is not subject to unrelated business income tax and therefore is not required to file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

The Board believes that the entity has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. The Board would recognize future accrued interest and penalties related to unrecognized tax benefits and liabilities in income tax expense if such interest and penalties are incurred.

With few exceptions, the Board is no longer subject to U.S. federal, state and local or non-U.S. income tax examinations by tax authorities for years before 2021.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Board to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Functional Expenses

The costs of providing various programs and supporting services activities have been summarized on a functional basis in the statements of functional expenses and present the natural classification detail of expenses by function. The expenses are generally attributable to a functional category with no significant allocations between program service activities and supporting service activities occurring.

Financial Instruments and Credit Risk

The Board manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by the Board to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. Balances in excess of FDIC limits as of December 31, 2024 and 2023 were \$6,307,941 and \$5,506,324, respectively. To date, the Board has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and grants receivable is considered to be limited due to high historical collection rates and because of substantial portions of the outstanding amounts are due from governmental agencies and foundations supportive of the Board's mission. Investments are made by diversified investment managers whose performance is monitored by management and the Finance Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, management and the Finance Committee believe that the investment policies and guidelines are prudent for the long-term welfare of the organization.

Concentrations

For the years ended December 31, 2024 and 2023, approximately 57% and 40%, respectively, of the Board's revenues are received from federal support and grants, while 35% and 25%, respectively, of the Board's revenues are received from local government support and grants.

NOTE 2 – LIQUIDITY AND AVAILABILITY

The Board manages their exposure to liquidity risk by regularly monitoring the liquidity required to meet operating needs and other contractual commitments. The Board prepares annual budgets to manage liquidity and to determine general expenditures over the next 12 months and anticipate collection revenue sufficient to cover general expenditures during that period.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

NOTE 6 – RISK MANAGEMENT

The Board participates in the North Dakota Fire and Tornado Fund under the City of Bismarck policy. The annual premium provides replacement cost coverage for the Bis-Man Transit building, business personal property and outdoor property per location. The Fire and Tornado Fund is reinsured by a third-party insurance carrier for losses in excess of one million dollars per occurrence during a twelve-month period.

The Board pays an annual premium to a third-party insurer for Alliance of Nonprofits for Insurance (ANI) coverage of general insurance, personal injury insurance, equipment and auto insurance. The coverage by ANI is limited to losses of \$1,000,000 per occurrence for general liability and \$1,000,000 per occurrence for errors and omissions. The equipment and auto coverage have a combined single limit of \$3,000,000 and a deductible of \$1,000.

NOTE 7 – FEDERAL GRANT RISK

The Board participates in federal programs, which are governed by various rules and regulations of the grantor agency. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agency; therefore, to the extent that the Board has not complied with rules and regulations governing the grants, refunds of any money received may be required. In the opinion of the Board, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

NOTE 8 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the remaining value of the donated building lease from the City of Bismarck. Net assets released from restrictions totaled \$285,715 in 2024 and \$285,714 in 2023, and represents the current year in-kind lease expense.

NOTE 9 - CONTRIBUTED NONFINANCIAL ASSETS

The Board entered into a lease agreement with the City of Bismarck for equipment and buildings for which the rental payments stated in the agreement are \$1 per year. This is much less than the amount that would be charged for similar equipment and space that is rented under similar terms. Using publicly available commercial real estate rental listings, the Board estimated the contributed rental payment amount and recorded a contribution receivable in the accompanying statements of financial position, and the related rent expense is recorded straight line over the life of the lease in the accompanying statements of activities. The value of the equipment is recorded using annual depreciation for such pieces of equipment which is deemed to approximate fair value rent. The expense is recorded in the accompanying statements of activities.

**BIS-MAN TRANSIT BOARD
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures in the schedule of expenditures of federal awards (the schedule) are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

NOTE 2 – INDIRECT COST RATE

Bis-Man Transit Board does not draw for indirect administrative expenses and has not elected to use the 10% de minimis cost rate.

NOTE 3 – BASIS OF PRESENTATION

The accompanying schedule includes the federal award activity of the Bis-Man Transit Board under programs of the federal government for the year ended December 31, 2024. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Bis-Man Transit Board, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Bis-Man Transit Board.

NOTE 4 – PASS THROUGH IDENTIFYING NUMBERS

Bis-Man Transit Board received money passed through multiple grantor agencies. There were three awards identified with the grants above that do not identify a pass-through identifying number.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Bis-Man Transit Board, Inc.
Bismarck, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bis-Man Transit Board (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 24, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Bis-Man Transit Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bis-Man Transit Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bis-Man Transit Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bis-Man Transit Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on

compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA**

March 24, 2025

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
Bis-Man Transit Board, Inc.
Bismarck, North Dakota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Bis-Man Transit Board's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Bis-Man Transit Board's major federal programs for the year ended December 31, 2024. Bis-Man Transit Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Bis-Man Transit Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Bis-Man Transit Board and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Bis-Man Transit Board's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Bis-Man Transit Board's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Bis-Man Transit Board's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Bis-Man Transit Board's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Bis-Man Transit Board's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Bis-Man Transit Board's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Bis-Man Transit Board's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our

audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA

March 24, 2025

BIS-MAN TRANSIT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Section I – Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	<u>Unmodified</u>		
Internal control over financial reporting:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified?	<u> </u> yes	<u> x </u> none reported	
Noncompliance material to financial statements noted?	<u> </u> yes	<u> x </u> no	

Federal Awards

Internal control over major programs:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified?	<u> </u> yes	<u> x </u> none reported	
Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u> </u> yes	<u> x </u> no	

<u>Identification of major federal program(s):</u>	<u>AL Number</u>
Federal Transit Cluster	
Federal Transit – Formula Grants (Urbanized Area Formula Program)	20.507
Federal Transit – Bus and Bus Facilities Formula Program	20.526

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$750,000</u>
Auditee qualified as a low-risk auditee?	<u> x </u> yes <u> </u> no

Section II – Financial Statement Findings and Questioned Costs

No items to be reported under this section.

Section III – Federal Award Findings and Questioned Costs

No items to be reported under this section.

BIS-MAN TRANSIT BOARD
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2024

Section II – Financial Statement Findings and Questioned Costs

No items to be reported under this section.

Section III – Federal Award Findings and Questioned Costs

No items to be reported under this section.

Ridership by Community

2024 Total Ridership

County	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Bismarck	13075	13945	13831	13701	14139	13108	13078	15943	15492	18183	15959	15337	175,791
Mandan	2795	2926	3032	2961	2882	2743	2998	3231	2952	3553	2960	2921	35,954
Total	15870	16871	16863	16662	17021	15851	16076	19174	18444	21736	18919	18258	211,745

2025 Total Ridership

County	January	February	March	April	May	June	July	August	September	October	TOTAL
Bismarck	16886	15415	17195	18169	17534	16076	15485	15606	15737	17386	165,489
Mandan	3159	2920	2953	2944	2943	2820	2966	3083	2749	3067	29,604
Total	20045	18335	20148	21113	20477	18896	18451	18689	18486	20453	195,093



May 15, 2025

Dear Mayor and City of Mandan Commissioners,

As you consider the applications for funding from the Public Transportation Grant Program, the Bismarck Mandan Chamber EDC would like to encourage you to strongly consider the request from Bis-Man Transit.

As you are aware, they've been providing services to Bismarck and Mandan for quite some time and their overall funding operating budget has been in flux causing concerns for what they can offer. The City of Bismarck is working through a Transportation Steering Committee to determine how to utilize sales tax dollars to assist with the budget of Bis-Man Transit as there is a demonstrated need for vulnerable populations as well as low socio-economic riders and others to get to work. The need is smaller in Mandan, but the need is there.

As the Chamber EDC works to engage with all levels of workforce, we want to see transportation opportunities made available for employees on both sides of the river. We also desire transportation opportunities for the elderly who are no longer able to drive to appointments and certainly the disabled population are in need of Bis-Man Transit transportation.

Bis-Man Transit has the ability to provide consistent and reliable transportation services including but not limited to those that cater to elderly, disabled, and disadvantaged individuals in your community. Please give their application for funding serious consideration.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brenda Nagel". The signature is fluid and cursive, with a large initial "B" and "N".

Brenda Nagel
President & CEO



May 19, 2025

Deidre Hughes
Executive Director, Bis-Man Transit
3750 E Rosser Ave
Bismarck, ND 58501

Ms. Hughes,

AARP is a non-profit, non-partisan membership organization with approximately 83,000 members in North Dakota. Our mission is to empower people to choose how they live as they age.

Transportation greatly impacts older adults' ability to choose how they live as they age. It is an important issue for individuals 50+ in North Dakota as evidenced by our 2020 Vital Voices Survey of older adults. As you can see in the chart below 79% of respondents said "Getting to the places you need to go independently" is extremely or very important to older North Dakotans.

Whether by choice or necessity, public transportation is a critical service for many people, including older adults. Older adults outlive their ability to drive by 7-10 years. According to AARP Public Policy Institute's analysis of the 2017 National Household Travel Survey, fully 18 percent of older adults 65 and older do not drive, and 35 percent of women over 75 don't drive at all.

For decades our nation's transportation policy has favored personal vehicles over other ways of getting around our communities. This has reduced transit options for those without access to a personal vehicle, such as some older adults, people with disabilities, and people with low incomes. Yet, transit service in many areas of the country is lacking because of insufficient funding to maintain or expand service, land use patterns that make it hard for transit to efficiently operate, and policies that prioritize the personal automobile over public transit options. In fact, 45 percent of Americans have no access to public transportation. A growing number of communities are continuing efforts to expand transit service and improve on-demand service to provide better transportation options.

Specialized transportation services, such as door-to-door paratransit and escorts to physician's offices, are critically important for many older adults yet these too are not always readily

available. Transit reduces isolation particularly for seniors and people with disabilities, by providing access to grocery stores, medical services, jobs, and schools. Imagine what your life would be like if you were totally dependent on others for your transportation, economic constraints restricted your ability to pay for taxis or rideshare trips, and you lived in a community where there were no taxis and only rideshare trips available.

As you know, last year the City of Mandan approved a slight increase in the sales tax to fund public transit services to enhance public transit funding. This was proceeded by efforts to secure supplemental funding from the Mandan City Commission, which we supported, from the general fund. AARP supports the goals of ensuring uninterrupted service and improving transportation access for all, particularly for those who depend on public transit as a lifeline.

We understand that Bis-Man Transit is preparing a funding request to the City of Mandan to cover the Mandan portion (between 14-21%) of its projected 2025 operating deficit. The goals of this proposal align with AARP's transportation and livable communities' principles as we acknowledge that maintaining existing service levels is an important step toward ensuring that residents can access work, medical appointments, social activities, and essential services.

AARP has previously collaborated with Bis-Man Transit as a recipient of the AARP Community Challenge grants for instructional videos demonstrating transit ridership, volunteer participation on the Transit Advisory Committee, and sharing information related to the ballot measure on transit funding, among others. AARP appreciates the opportunity to stay engaged in efforts that promote independence and mobility for older adults.

We welcome the chance to be a resource and partner as you pursue this and future opportunities to support public transit in Mandan.

Thank you for your time and attention.

A handwritten signature in blue ink, appearing to read "Josh Askvig". The signature is stylized with a large "J" and "A".

Josh Askvig
State Director
AARP North Dakota



November 20, 2025

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Stuff the Bus Event

RECOMMENDATION: Staff recommends approval of collecting donations for the annual Stuff the Bus event for the Bismarck Emergency Food Pantry from December 8th through the 12th.

BACKGROUND: Bis-Man Transit has hosted the Stuff the Bus event since 2018, collecting donations for various local charities in December.

DISCUSSION: Items to be collected include the following:

Cereal	Jelly
Oatmeal	Peanut butter
Pancake Mix	Salad Dressing
Rice	Vegetable Oil
Pasta	Dried Fruit
Hamburger Helper	Nuts
Ramen	Granola Bars
Soup	Beef Jerky
Beef Stew	Coffee
Chili	Tea
Canned Fruits and Vegetables	Juice
Beans (canned or dried)	Crackers
Canned Chicken and Tuna	Muffin Mix
Pasta Sauce	Shelf-stable Milk

The collection will occur at the Transit Facility and onboard each CAT bus. If WeDriveU can staff donation collection at a grocery store, we will consider placing a Bis-Man Transit bus at a remote location for 3-5 hours to encourage donations.

FINANCIAL IMPACT: No financial impact



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November 20, 2025

Executive Director Report

1. Transit Development Plan Update

- a. The Bismarck-Mandan Policy Board voted to suspend the Transit Development Plan for a minimum of three months.

2. Service Change Plan

- a. Now that the WeDriveU driver pay analysis is in place, we will begin working on service changes for fixed-route and Sunday paratransit services. The goal is to implement service changes by quarter two of 2026. This will allow time for recruiting, contract operations, public meetings, and marketing. The proposed service changes include four additional fixed-route hours of service each day (6:00 am to 10:00 pm) and expanding Sunday service from 7:30 am to 2:30 pm to 6:00 pm. Sunday demand response services are proposed to be opened to the general public.



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November 2025

Staffing

We have 4 paratransit candidates in the onboarding process, with one being a rehire. Our current Fixed Route service is fully staffed. The Maintenance Technician position has been filled.

Construction update

Purple and Black Routes continue to detour with the ongoing construction.

Other News

Our Halloween potluck was a big success! Employees enjoyed participating in the Halloween costume contest that was won by a paratransit driver dressed as Wednesday Addams, a character that is known from the Adams Family. We're excited for the upcoming holiday season and the chance to celebrate together with more fun events and our annual potlucks.