



Bis-Man Transit Board Meeting

January 22, 2026, 11:30 AM

<https://us02web.zoom.us/j/82726479470>

Call in: +1 312 626 6799; Meeting ID: 827 2647 9470

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/12/18 Regular Meeting
 - b. Attachment B – 2026/1/19 CTIC Meeting
 - c. Attachment C – 2026/1/19 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

New Business

1. Public Comment/Hearing Comments
 - a. Attachment F
2. Service Change Recommendation
3. WeDriveU Contract Amendment Discussion
 - a. Attachment G
4. Accountant Position

Executive Director Report – Attachment H

1. 2025 Summary



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Operations Report – Attachment I

Other Business

Adjourn

- **The next Board Meeting will be held on February 26, 2026, 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

December 18, 2025, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Royce Schultze

Helen Baumgartner

Steve Heydt

Glenn Lauinger

Julie Horntvedt

Karel Sovak

Commissioner Connolly

Commissioner Rohr

Not Attending:

DeNae Kautzmann, Secretary/Treasurer

Staff:

Deidre Hughes

Taylor Kitzen

Mike Mundahl

Craig Thomas

Tom Reisenauer

Amanda O'Brien

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen



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

Approval of Agenda: Julie moved to approve the agenda. Steve seconded the motion. Motion carried unanimously.

Consent Agenda: Steve moved to approve the Consent Agenda. Royce seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2025/11/20 Regular Meeting
 - b. Attachment B – 2025/12/4 Executive Committee Meeting
 - c. Attachment C – 2025/12/15 Finance Committee Meeting
 - d. Attachment D – 2025/12/15 CTIC Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment: N/A

New Business

1. Policy and Procedure Update Recommendation – *Rider Suspensions*
 - a. Attachment G

Deidre explained that there was an incident on December 3rd where a fixed route driver was assaulted by a rider. Authorities were called and was removed from the bus. The current policy is only a 7-day suspension. Deidre and the operations team doesn't feel this is a sufficient amount of time for suspension. The proposed policy change is for "service to be immediately be suspended for a minimum of 30 days with the option to increase the duration based on the severity of the offense, or until an appeal hearing is held, for riders who engage in violent, seriously disruptive, or illegal conduct." Helen moved to approve the new rider suspension policy as written. Glenn seconded the motion. Motion carried unanimously. Royce asked if there is a permanent ban depending on the severity of the situation. Deidre answered that the FTA frowns upon permanent bans, but as an agency, we are able to take the incident to our Region 8 contact and they are able to approve a ban if necessary. Lynn asked Deidre to elaborate on CTIC's comments on the changed policy. Members of CTIC feel the change helps other riders feel more comfortable while riding the bus and recommend the change.

2. Transfer Point Snow Removal: Deidre discussed that during high snow accumulation events, shelters specifically at Front Avenue transfer points have been blocked by snow, resulting in ramps not being able to be used on fixed route buses as well as dangerous ridges for riders to board the bus. Steve Selway from City of Bismarck said that removal of



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snow after it's plowed could take two to three days. Deidre informed the Board that in instances that there is a large snow event, a contractor is able to come and remove the snow immediately to help keep our riders safe while getting on and off the bus. This would result in an increased budget amendment to pay the contractor. Lynn asked if the City of Bismarck could move the snow to a different area around the Event Center. Commissioner Connelly answered that he will speak with the City of Bismarck about moving the snow to a different area.

3. Free Ride Day Recommendation – January 13, 2026

a. Attachment H

Deidre discussed that staff recommends a Free Ride Day on January 13, 2026 to increase participation in public comment meeting in both Bismarck and Mandan. Glenn commented that the Finance Committee recommends to approve the Free Ride Day on January 13, 2026 and so moved. Steve seconded the motion. Steve asked Deidre if free fares are offered on fixed route, if it has to also be offered on paratransit. Deidre answered that it's an FTA requirement that if free rides are offered on one mode of transportation, it has to be offered on the other. Steve asked if when free rides were offered for a week, if the response was favorable. Deidre answered that when free ride days were offered on a Friday and Saturday during the 20th CAT Anniversary, that was the highest ridership weekend since before the pandemic. Glenn mentioned that a free ride week should be done when the weather is warmer for more ridership. Deidre commented that if service changes are made on CAT, that she would like to offer free ride week in April when those go into effect. Motion carried unanimously.

4. 2025 Write Off Recommendation

a. Attachment I

Deidre discussed that staff recommends approval of writing off Medicaid chargeback accounts in the amount of \$80.98. Glenn approved to write off the Medicaid chargeback accounts in the amount of \$80.98. Steve seconded the motion. Glenn complimented staff on their work on keeping the write off balance low and a for-profit entity would be happy with a write off amount that low. Steve recommended to the President that the Finance Committee look into a policy where the Executive Director can write off an amount of \$250 or less without Board approval. Lynn answered that he will have the Finance Committee look into it. Motion carried unanimously.

Executive Director Report – Attachment J

Deidre summarized her report that was included in the board packet.

Operations Report – Attachment K

Craig summarized his report that was included in the board packet.



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Other Business: Deidre wanted to thank everyone who donated to the Stuff the Bus event. There were over 715 items donated to the Bismarck Emergency Food Pantry.

Glenn commented that he was able to attend the City of Mandan City Commission meeting and thanked Commissioner Rohr and Commissioner Connelly for their support of public transportation in our communities. Lynn seconded Glenn's gratitude to the commissioners. Commissioner Rohr wanted to give Andrew recognition for the work he completed while employed at City of Mandan.

Meeting adjourned at 12:06 P.M.



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B

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Community Transportation Input Committee Meeting Minutes January 19, 2026, 2:00 PM

Attending: Helen Baumgartner Glenn Lauinger
 Glenn Lauinger Susan Dingle
 Alissa Patterson Jeannie Pedersen
 Randee Sailer Trevor Vannett
 Kandy Swenning

Staff: Deidre Hughes Craig Thomas
 Amanda O'Brien

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

Regular Agenda

1. **Welcome and Introductions:** Deidre stated all meeting attendees.
2. **Public Comment Discussion Summary:**
Deidre provided a summary of the public comments that were received on January 13th. Deidre stated that the majority of the comments received supported operating the CAT bus for an additional 4 hours, demand response for an additional 3.5 hours on Sundays, and opening this service to the general public. Trevor stated his support for continuing to push to have the Transit Development Plan this year. Alissa questioned if the public would be able to ride paratransit. Deidre responded that it would be only on Sundays. Deidre also stated that it is her suggestion that the general public and paratransit riders remain separated to help with tracking. Jeannie questioned if the Sunday general public riders would be picked up at their home. Deidre responded that the service would be curb to curb for general public riders.

3. 2025 Highlights:

Deidre summarized the 2025 highlights for Bis-Man Transit, including participation in the Transportation Steering Committee and the State Legislature for SB 2254. Deidre discussed grant awards and capital purchases for the year. Deidre also discussed the total ridership for 2025.

4. Other Business:

Glenn discussed concerns about language barriers with some of the CAT bus drivers and riders. Craig stated that he would work with his corporate team to determine what options they have to assist drivers with strong accents in communicating. Deidre said she would work with Craig to develop a solution, but it would likely be an ongoing effort.

Alissa asked how the free ride day went. Deidre responded that there wasn't a major influx in ridership, but we did receive several media requests from the promotion.

Meeting adjourned at 2:27 P.M.



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C

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Bis-Man Transit Finance Committee Meeting Minutes

January 19, 2026, 3:00 P.M.
Via Zoom

Attending:

Lynn Wolf

Glenn Lauinger

Staff:

Deidre Hughes



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Meeting was called to order at 3:05 P.M.

Deidre explained that one of the CD's is maturing on February 24th. She has requested the current CD rates from Starion Bank. Glenn suggested tabling the discussion until next month, when we have more information. Deidre was instructed to follow up with the Finance Committee on the stipulations of the auto-renewal time frame.

Deidre summarized the comments received from the public comment meetings. Lynn questioned whether there was any discussion on holiday hours and the status of the Transit Development Plan. Glenn asked if the Transportation Steering Committee's recommendation included anything about holiday hours. Deidre responded that it did not. Glenn requested that we solicit comments at the public hearing on opening up the paratransit holiday service to the general public, similar to the proposed Sunday service.

Deidre explained that if the proposed service changes are approved, we will remain within the approved 2026 budget. The operations and fuel costs for four additional hours of CAT bus service each day and the additional Sunday demand response service would cost approximately \$850,000.0

Deidre discussed the status of contract negotiations with WeDriveU. She is currently working with their corporate team on rate revisions if the service changes are approved. Glenn stated that he hopes to amend the contract with WeDriveU to opt in for the three optional years of service. Glenn feels this would help with recruiting, as it would promote job security for the drivers. Deidre has requested contract amendment language from WeDriveU's legal team for this and the rate revisions. Approval of the amendments will likely need to take place in a Special Meeting, depending on the Bismarck City Commission's decision on the service change.

Discussion was held on the possibility of a quorum at the public hearing meeting on Thursday. Deidre stated that she would post that there may be a possible quorum.

Meeting adjourned at 3:57 P.M.



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December 2025

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	10,876	138,073	10,560	121,538	2.99%	13.60%
PARATRANSIT	7,414	92,760	7,698	90,207	-3.69%	2.83%
Total	18,290	230,833	18,258	211,745	0.18%	9.01%
FR AVG. DAILY BOARDINGS	435.04					
DR AVG. DAILY BOARDINGS	247.13					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,744.00	21,585.98	6.24	6.40	5.58	21,791.6
PARATRANSIT	3,044.88	35,671.65	2.43	2.60	2.71	33,315.5
Total	4,788.88	57,257.63	3.82	4.03	3.8	55,107.1
			Pass./Mile	Pass./Mile		
						% INC/DEC
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	27,749	343,370	0.39	0.40	346,255	
PARATRANSIT	38,811	489,458	0.19	0.19	459,183	
Total	66,559.68	832,828.05	0.58	0.59	805,437	
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	83.09%	82.79%	82.61%	85.69%	0.58%	-3.38%
PARATRANSIT	95.88%	94.23%	89.00%	92.90%	7.73%	1.43%
RIDERSHIP PER ROUTE						% INC/DEC 0.25449572
ROUTE	Month	YTD	PY Month			
BLACK	2091	27760	2248			-7.0%
BLUE	1806	20699	1479			22.1%
GREEN	2127	26978	1909			11.4%
RED	1076	14521	1109			-3.0%
ORANGE	2568	31129	2435			5.5%
PURPLE	1208	16986	1380			-12.5%
RIDERSHIP BY DESTINATION	Month	YTD	PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	70	2626	288		-75.7%
	UTTC	79	679	36		119.4%
	Bismarck Library	739	8101	535		38.1%
	Mandan Walmart	71	1068	117		-39.3%
	Mandan Family Fare	378	5136	416		-9.1%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	7	3		
PARATRANSIT	1	0	19	13		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	1		9			
COMPLAINTS	Month	YTD				
FIXED ROUTE	0	18				
PARATRANSIT	1	12				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	3				
PARATRANSIT	1	15				
Office Staff	0	3				



F

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Public Comment Meeting Notes

10:00 AM

- Interested in adding a second route to Mandan
- Questions on if paratransit and the general public should be integrated on Sundays
- Questioning if fixed-route would operate Sundays
- How many drivers are needed for the proposed CAT hourly expansion
- Removal of the Airport from the Green Route
- Price for Sunday rides - general public vs paratransit riders - \$3 each way all rides
- Once Sunday service would be opened to general public, would be “demand response” rather than “paratransit”

3:30PM

- Question on status of funding for increased service
- Question on status of fleet to handle additional service
- Question on paratransit service area, requesting a map be put online
- Adding additional service areas that are not currently close to fixed routes
- Price for Sunday rides - general public vs paratransit riders - \$3 each way all rides
- Question on whether general public would need to certify for Sunday service
- Question on whether recent Orange route changes are permanent (DCIL area)
- Question on how many blocks away from a fixed route is practical, and how are routes determined
- Question on availability of app to view fixed routes
- Public transportation is a bargain, and people have to expect to walk some distance to access a fixed route
- Question on rumors that Purple route would permanently bypass McKenzie Dr
- Issue of the delay when waiting for next bus at BSC transfer point
- If considering micro-transit, it is an adjunct to fixed routes, not a replacement
- The Bis-Man transit system is now one of the best in the country, kudos to what has gone on to develop community
- Extending fixed route service until at least 9PM would be a huge help for Global Neighbors students accessing the Adult Learning Center
- Extending fixed route service hours would benefit businesses
- Question on whether there are any systems in place to help fund bus passes
- Question on where bus tickets can be purchased
- Question on how many drivers will need to be added to extend service, and whether there is still a shortage of drivers
- Kaela Surface: With extended service hours, she would be able to work on Sundays. Difficult to find job that will not require her to work on Sundays.



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January 22, 2026

Executive Director Report

1. 2025 Summary

- Participated in the City-driven “Transportation Steering Committee” initiative, resulting in a recommendation to the Bismarck City Commission to allocate \$1.1 million to cover the projected 2025 Bis-Man Transit deficit and an additional \$1.1 million for future service changes.
- Participated and testified at the State Legislature in favor of Senate Bill 2254 for urban agencies to receive additional operational funding. This resulted in \$384,123.04 in funds for the state fiscal year 2026 and 2027.
- Celebrated the fifth year of a clean audit (FY2024).
- Awarded \$1,615,554 in competitive federal grant funds for operations and capital purchases.
- Transitioned fixed-route fleet to wide-tire bike racks.
- Purchased and put four new buses in service in compliance with the Bis-Man Transit Fleet Replacement schedule. This included the Flex bus, which can serve both fixed-route and paratransit service.
- Met with Mandan and Bismarck Mayors to develop a plan for sales tax funding. This meeting resulted in a decision on how future funding requests should be split between the two cities.
- Submitted orders for two replacement fixed-route buses and four replacement paratransit buses. All buses will be paid for through grants with 85% federal funds.
- Focused on Community Transportation Input Committee recruitment, resulting in three new members.
- Implemented permanent Orange Route revision to travel past CHI Hospital in response to public input.
- Purchased a grant-funded power scrubber to maintain the facility.
- Successfully completed driver pay analysis and WeDriveU contract negotiations, resulting in driver pay increases of \$4.00 an hour.
- Exceeded 2025 advertising sales goal of \$95,000.
- 230,833 total trips provided. 138,073 CAT trips and 92,760 Paratransit trips. 13.6% CAT ridership increase over 2024 and 2.83% Paratransit ridership increase over 2024.



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January 2026

Staffing

Operations is pleased to report we are currently fully staffed with our paratransit operators. Despite this strong position, we are planning to onboard a couple more operators to create a buffer. We are excited about meeting good prospects at the upcoming Capital City Career Fair next month.

Some of our existing drivers plan to cross-train in anticipation of the new service hours. This initiative will ensure operational flexibility and continued quality service for all our routes.

Other News

We are actively planning our annual chili cook-off, which will take place in February. We look forward to this popular event, which fosters team spirit and provides a fun break from daily operations. More details will be announced soon.