



Bis-Man Transit Board Meeting

February 26, 2026, 11:30 AM

<https://us02web.zoom.us/j/85139947748>

Call in: +1 312 626 6799; Meeting ID: 851 3994 7748

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/1/22 Regular Meeting
 - b. Attachment B – 2026/2/23 CTIC Meeting
 - c. Attachment C – 2026/2/23 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

Old Business

1. 12 Month CD Investment Discussion
 - a. Attachment F
2. WeDriveU Contract Amendment Approval
 - a. Attachment G

New Business

1. Special Property Assessment
 - a. Attachment H
2. Accountant Introduction
3. Insurance Policy Discussion
4. Alexander Dennis Fire Suppression Recommendation
 - a. Attachment I

Executive Director Report – Attachment J

1. Service Change Update
2. Bus Delivery
3. Board Elections

Operations Report – Attachment K

Other Business

Adjourn

- **The next Board Meeting will be held on March 26, 2026, at 11:30 am.**



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Bismarck, ND 58501



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A

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

Bis-Man Transit Board Meeting

January 22, 2026, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Glenn Lauinger

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Steve Heydt

Commissioner Connelly

Not Attending:

Royce Schultze

Helen Baumgartner

Julie Horntvedt

Staff:

Deidre Hughes

Craig Thomas

Tom Reisenauer

Amanda O'Brien

Guests:

Trevor Vannett

Susan Dingle

Zachary Wieand

Paulette Jacobsen

Kim Riepl



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Meeting called to order at 11:31 A.M.

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

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

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: Trevor Vannett stated that he supported the service change proposal and the opening of the Holiday demand response service to the general public. Trevor commented that he looks forward to getting the Transit Development Plan Started

New Business

1. Public Comment/Hearing Comments
 - a. Attachment G

Deidre summarized the comments that were received through the public comment process, as included in the Board Packet. Deidre also discussed the comments received at the public hearing held before the Board meeting. There was a discussion about including general public riders in the Holiday demand response service. Participants were in favor. It was asked that the Holiday service hours also be revisited in the future.

2. Service Change Recommendation

Deidre summarized the proposed service changes for Board approval.

- Fixed-Route CAT Bus: Increase operating hours by 4 additional hours daily, Monday through Saturday.
 - Proposed hours – Monday to Friday: 6:00 AM to 10:00 PM; Saturday 7:00 AM to 10:00 PM
- Sunday Paratransit/Demand Response: Extend current Sunday hours
 - Proposed hours – 7:30 AM to 6:00 PM



- **Public Access:** Transition Sunday demand response and holiday services from restricted eligibility to being fully open to the general public, though operated as two separate services for a trial period. The general public will follow the same scheduling procedures currently in place, and the cost of each trip will remain \$3.00.

DeNae questioned the cost per trip for the general public holiday service. Deidre confirmed that it will also remain \$3.00.

DeNae moved to approve the staff recommendation. Steve seconded the motion. Motion carried unanimously.

3. WeDriveU Contract Amendment Discussion

a. Attachment H

Deidre stated that she has been working with WeDriveU on a contract amendment with the new service hours. There is no action at this time, but it will come before the Board for approval once the City Commission acts on the service change recommendation.

4. Accountant Position

Deidre discussed that the open accountant position was in the process of being filled but there were concerns by the applicant, who was offered the job, regarding the out of pocket cost of the health insurance policy.

DeNae moved to fully cover employee and family health insurance costs by removing the current board-approved \$1,800 cap. Glenn seconded the motion. Steve expressed concerns about covering the full cost of healthcare premiums due to rising healthcare costs. Motion carried unanimously.

Executive Director Report – Attachment I

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

Operations Report – Attachment J

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

Other Business: Commissioner Connelly stated that he attended the potluck in December and appreciated our service.

Meeting adjourned at 12:07 P.M.



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B

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Community Transportation Input Committee Meeting Minutes February 23, 2026, 2:00 PM

Attending:	Julie Horntvedt	Glenn Lauinger
	Lane Hoffer	Nate Mickelson
	Alissa Patterson	Jeannie Pedersen
	Randee Sailer	Kandy Swenning
	Trevor Vannett	
Staff:	Deidre Hughes	Mike Mundahl
	Tammy Schutt	Craig Thomas

Meeting was called to order at 2:03 P.M.

Regular Agenda

1. **Welcome and Introductions:** Deidre stated all meeting attendees.

2. **Service Change Update:**

Deidre stated that the service changes were approved by the Bismarck City Commission at the February 10th, 2026, City Commission meeting. Changes will take effect April 1st, 2026. CAT bus hours will be expanded to Monday through Friday from 6:00 AM – 10:00 PM, and Saturday from 7:00 AM – 10:00 PM. Sunday paratransit hours will be extended from 7:30 AM to 6:00 PM. Sunday and holiday service will also be open to the general public, operating the same hours as paratransit and following the same protocols used for scheduling paratransit rides. Deidre stated that staff would be working on marketing the service changes and job openings.

Trevor asked how drivers are reacting to the service changes. Deidre said feedback from the drivers has been positive, and drivers were excited for the changes.

3. Bus Delivery:

Deidre said a new paratransit cutaway vehicle was delivered earlier this month. The vehicle replaces a van that was removed from service due to an accident in June 2024. Deidre said it illustrates how long it takes to get a replacement bus. The vehicle was put into service late last week.

4. Upcoming Elections:

Deidre stated CTIC elections would be held in May, following the Board of Directors' annual meeting. Elections are for a three-year term. Susan, Nate, and Kandy are up for re-election. Deidre also said there are 2 openings on the committee. Trevor recommended an individual associated with Sanford and another associated with the University of Mary. Deidre said she would work to obtain contact information for the recommended individuals and would send a follow-up email with the CTIC membership application. CTIC openings will be promoted after the April Board elections.

5. Other Business:

Nate said he would be at the Bismarck City Commission meeting tomorrow to pitch an idea to the Commission to fund a pilot program at Ministry on the Margins to provide bus passes to individuals who need them. He stated he had been working with Commissioner Connelly and believed funding could come from the half-cent sales tax dedicated to public transportation. The pilot program would track what was being done with the bus passes and ultimately the outcome of using the passes.

Meeting adjourned at 2:22 P.M.



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C

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Bis-Man Transit Finance Committee Meeting Minutes

February 23, 2026, 3:30 P.M.
Via Zoom

Attending: Lynn Wolf Glenn Lauinger

Not Attending: DeNae Kautzmann, Chair

Staff: Deidre Hughes Tamme Schutt

Meeting was called to order at 3:32 P.M.

Deidre explained that one of the CD's is maturing on February 24th. She reviewed the projected expenses through August 2026 and expressed concerns about the Money Market Savings account balance. Glenn recommends that the board place all funds from the CD in the Money Market savings account and re-asses investment when the August CD matures. Lynn agreed with Glenn's recommendation.

Deidre discussed the WeDriveU Contract Amendment Approval. She explained in the Amendment, Section 4.4 (Reinstatement of Reduced Rate) needs clarification on language. If she doesn't receive this clarification by Thursday, she won't present it to the Board. Lynn recommends presenting the amendment to the Board for approval if clarification is received.

Deidre discussed that the City of Bismarck has proposed the establishment of a special assessment district for street improvements for 3750 E Rosser Ave. Construction would take place primarily in 2026, with some work extending into 2027. The expense would be added to the 2028 property tax bill. Our share of the overall cost would range from \$54,200 to \$75,300. Glenn suggested making a one-time request to the City of Bismarck for a deficit reduction to cover this cost. Deidre stated this would not fall within the parameters of the sales tax, and funding would need to be sought elsewhere to cover the expense.

Deidre discussed the insurance policy. The current umbrella policy provider is no longer writing coverage in North Dakota. Deidre anticipates increases of up to 40% over the budgeted amount. Deidre has been in contact with Ryan House at Starion Bank and was informed that the North Dakota Insurance Reserve Fund will not provide a quote at this time. Exact pricing will be presented in March. Deidre will consult with other transit agencies to see which providers they use.

Deidre discussed the Alexander Dennis Fire Suppression Recommendation. Fire suppression must be performed every 5 years on this bus model. The two Alexander Dennis buses were placed into service in May of 2019. One company in the United States can perform the required maintenance, based in Maine. The cost for both buses to receive the required maintenance is \$10,800.00. Glenn and Lynn recommend approving the repairs.

Meeting adjourned at 4:07 P.M.



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January 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	13,083	13,083	11,938	11,938	9.59%	9.59%	
PARATRANSIT	7,881	7,881	8,107	8,107	-2.79%	-2.79%	
Total	20,964	20,964	20,045	20,045	4.58%	4.58%	
FR AVG. DAILY BOARDINGS	503.19231						
DR AVG. DAILY BOARDINGS	254.22581						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,840.50	1,840.50	7.11	7.11	6.46	1,848.0	-0.41%
PARATRANSIT	3,286.77	3,286.77	2.40	2.40	2.71	2,995.5	9.72%
Total	5,127.27	5,127.27	4.09	4.09	4.1	4,843.5	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	29,267	29,267	0.45	0.45	29,219		0.16%
PARATRANSIT	41,887	41,887	0.19	0.19	41,959		-0.17%
Total	71,153.58	71,153.58	0.64	0.64	71,178		-0.03%
% INC/DEC % INC/DEC							
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM		OVR PYTD
FIXED ROUTE	85.58%	85.58%	84.74%	84.74%	0.99%		0.99%
PARATRANSIT	96.67%	96.67%	92.02%	92.02%	5.05%		5.05%
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD		PY Month			% INC/DEC 0.11388191
BLACK	2606	2606		2340			11.4%
BLUE	2186	2186		1764			23.9%
GREEN	2583	2583		2003			29.0%
RED	1237	1237		1127			9.8%
ORANGE	3045	3045		3131			-2.7%
PURPLE	1426	1426		1573			-9.3%
RIDERSHIP BY DESTINATION							
	Month	YTD		PY Month			
<i>(Included in 'Ridership Per Route' Numbers)</i> U-Mary	189	189		341			-44.6%
UTTC	51	51		50			2.0%
Bismarck Library	764	764		589			29.7%
Mandan Walmart	84	84		132			-36.4%
Mandan Family Fare	397	397		549			-27.7%
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	0	0	0	0			
PARATRANSIT	2	2	2	2			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		0				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	1	1					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	3	3					
Office Staff	0	0					



SECOND AMENDMENT TO TRANSIT SERVICE AGREEMENT

BETWEEN BIS-MAN TRANSIT AND WEDRIVEU, INC.

This Amendment No. Two (“**Amendment**”) is entered into as of April 1, 2026 (“**Effective Date**”), by and between **Bis-Man Transit**, a division of the City of Bismarck and the City of Mandan, North Dakota (“**Client**”), and **WeDriveU, Inc.**, a California corporation (“**Contractor**”). Client and Contractor are collectively referred to herein as the “Parties.”

RECITALS

WHEREAS, the Parties entered into that certain **Transit Service Agreement dated June 23, 2023**, as previously amended (the “**Agreement**”), pursuant to which Contractor provides transit operations and driver staffing services for client;

WHEREAS, Section 10 of the Agreement provides for an initial term and up to three (3) option years exercisable by Client;

WHEREAS, Client desires to (i) expand the scope of services effective **April 1, 2026**, and (ii) exercise **all three (3) remaining option years** in a single amendment; and

WHEREAS, Contractor has agreed to provide expanded services at a reduced hourly rate based on increased service volume, subject to a minimum quarterly hours commitment.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Amendment to Scope of Services

Effective **April 1, 2026**, the scope of Services under Section 6 in the Agreement is hereby expanded to include the additional routes, service hours, vehicles, and operational requirements as mutually agreed by the Parties.

The revised service scope shall be reflected in an updated **Exhibit A (Pricing and Service Summary)** attached hereto and incorporated by reference.

2. Amendment to Compensation

Effective **April 1, 2026**, Contractor shall provide Services at the **reduced hourly rate** set forth in **Exhibit A** (the “**Reduced Rate**”), which reflects the increased volume of anticipated service hours.

The Reduced Rate shall apply for consecutive twelve-month periods beginning on April 1 of each year and concluding on March 31 of the following calendar year, with the exception of year six, which will begin April 1, 2028, and end October 31, 2029

3. Exercise of Option Years

Client hereby **exercises all three (3) remaining option years** under the Agreement.

Accordingly, the Term of the Agreement is extended as follows:

- **Option Year 1:** November 1, 2026 – October 31, 2027
- **Option Year 2:** November 1, 2027 – October 31, 2028
- **Option Year 3:** November 1, 2028 – October 31, 2029

All terms and conditions of the Agreement shall remain in effect during the extended term unless expressly modified herein.

4. Minimum Quarterly Hours Commitment; Rate Adjustment

4.1 Minimum Hours Requirement.

In consideration of the Reduced Rate, Client agrees to schedule and utilize a minimum of **15,110 revenue hours per calendar quarter** (the “Minimum Quarterly Hours”).

4.2 Quarterly Review.

Contractor shall review actual revenue hours delivered at the conclusion of each calendar quarter.

4.3 Rate Reversion.

Beginning April 1, 2026, the Parties shall review actual revenue hours on a quarterly basis. If, during any two (2) consecutive calendar quarters, the average actual revenue hours fall below the Minimum Quarterly Hours (excluding reductions caused by Contractor’s failure to perform), Contractor may provide written notice to Client of such shortfall.

If Client does not meet the Minimum Quarterly Hours during the immediately following quarter after receipt of such notice, the Reduced Rate shall terminate, and Contractor may revert to the prior hourly rate in effect immediately before April 1, 2026 (the “Standard Rate”), effective as of the first day of the next calendar quarter.

4.4 Reinstatement of Reduced Rate.

If, following a reversion to the Standard Rate, Client achieves average revenue hours equal to or greater than 16,790 Hours for two (2) consecutive calendar quarters, the Reduced Rate shall be reinstated effective as of the first day of the next calendar quarter, without the need for further amendment, unless otherwise agreed in writing by the Parties..

5. No Other Changes

Except as expressly modified by this Amendment, all other terms and conditions of the Agreement and first amendment remain unchanged and in full force and effect.

6. Counterparts

This Amendment may be executed in counterparts, including electronic counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the Effective Date first written above.

CLIENT:
Bis-Man Transit
By:
Name:
Title:

CONTRACTOR:
WeDrive U, Inc.
By:
Name:
Title:

Exhibit A (Pricing and Service Summary)

Insert bid amounts below to include 4 amounts: (1) Cost per revenue hour for fixed route services, (2) Cost per revenue hour for demand response services, (3) Cost per hour for Jefferson Lines Bus Depot, and (4) Total estimated annual amount to be billed to Bis-Man Transit Board for total services, excluding special arrangements.

Annual Cost	Projected Revenue Hours*	Per Revenue Hour Fixed Route	Per Revenue Hour Demand Response	Per Hour Cost Jefferson Lines Bus Depot	Total Annual Cost (Total \$)
Year 1 (Base term)	55,000	\$72.10	\$72.10	\$23.51	\$3,965,720
Year 2 (Base term)	57,000	\$73.26	\$73.26	\$24.22	\$4,175,798
Year 3 (Base term)	67,157**	\$77.35	\$77.35	\$24.94	\$5,194,396
Year 4 (Option 1)	67,157	\$80.11	\$80.11	\$25.69	\$5,379,808
Year 5 (Option 2)	67,157	\$83.33	\$83.33	\$26.46	\$5,596,150
Year 6 (Option 3)	67,157	\$86.51	\$86.51	\$27.25	\$5,809,678

*Service changes are subject to cost renegotiation

**Year 3 projected revenue hours are based on new service levels effective April 1, 2026 annualized over the full year

Note 1:

Passio: if the BMTB chooses not to implement Passio, our annual cost will be reduced by approximately \$30,000 per year.

Note 2:

Operator Wages: The Parties acknowledge that the wage increases implemented pursuant to the prior amendment, effective as of **November 1, 2025**, remain in effect and are not modified by this Amendment.

The wage structure set forth below reflects the wages that shall apply under this Amendment. The wages for operators, shop personnel, and all other staff shall be effective as of the commencement of the new contract term and shall continue in accordance with the year-over-year increases reflected in the table below.

Contractor further confirms that the enhanced recruitment and retention plan implemented in connection with the Prior Wage Adjustment remains in place and ongoing. For clarity, this Amendment does not introduce any additional or separate wage increases beyond those reflected in the wage structure set forth below.

Service	Year 1	Year 2	Year 3 (rev'd)	Year 4 (rev'd)	Year 5 (rev'd)	Year 6 (rev'd)
Paratransit	\$17.51	\$18.04	\$22.00	\$22.66	\$23.34	\$24.04
Fixed Route	\$22.00	\$22.83	\$26.00	\$26.98	\$27.99	\$29.04

H

Project Information Handout – Street Improvement District SI 594



Property Address: 3750 E ROSSER AVE

THE WHAT?

The Board of City Commissioners has proposed the establishment of a special assessment district for street improvements. This project consists of resurfacing and/or full depth rehabilitation of the pavement section. Resurfacing includes milling the existing pavement and overlaying a new wearing course. Full-depth rehabilitation includes pavement reclaiming, subgrade stabilization and asphalt placement. All project areas would include a seal coat.



THE WHERE?

The project areas are shown on the reverse of this letter. For more detailed maps of the work being performed, visit our website at <https://www.bismarcknd.gov/2087/Special-Assessment-District-Information>, scan the QR code on the reverse side of this page, or visit the City/County building at 221 N 5th Street.

SPECIAL ASSESSMENT DETAILS

Your share of the overall assessed cost for 3750 E ROSSER AVE would range from **\$54,200** to **\$75,300**, plus the cost of concrete repairs to your driveway (if necessary). The first installment would appear on your 2027 Burleigh County Real Estate Tax Statement and would be due in February 2028 with a seven-year term. If your total assessment cost is \$500 or less, you will have a one-year term. There are no penalties for early or complete payment.

THE WHY?

Our local streets require continual investment to maintain a reliable roadway network. By programming these investments at a critical time in the pavement's lifecycle, the City is able to cost-effectively maintain our community's transportation system.

The protest period for this project will expire on February 23, 2026. Written protests must be received in the City Engineering office before 5:00 pm on February 23, 2026. The Engineering office is located on the 2nd floor of the City/County Building at 221 N 5th Street. Written protest should include your name, the property address, district number and unit (SI 594, Unit 10), your signature and a brief statement that you protest the district. Protest will follow state statutes set by North Dakota Century Code.

THE WHEN?

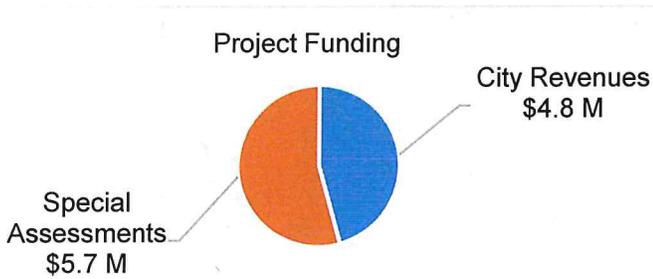
The construction would take place primarily in 2026 with some items (seal coat in particular) extending into 2027.

QUESTIONS?

This handout also includes some of our most frequently asked questions. If you have other questions on the project, feel free to reach out to the City Engineering Department at **701.355.1505** or engineering@bismarcknd.gov. Additional information regarding the project can also be found on our website <https://www.bismarcknd.gov/2087/Special-Assessment-District-Information>

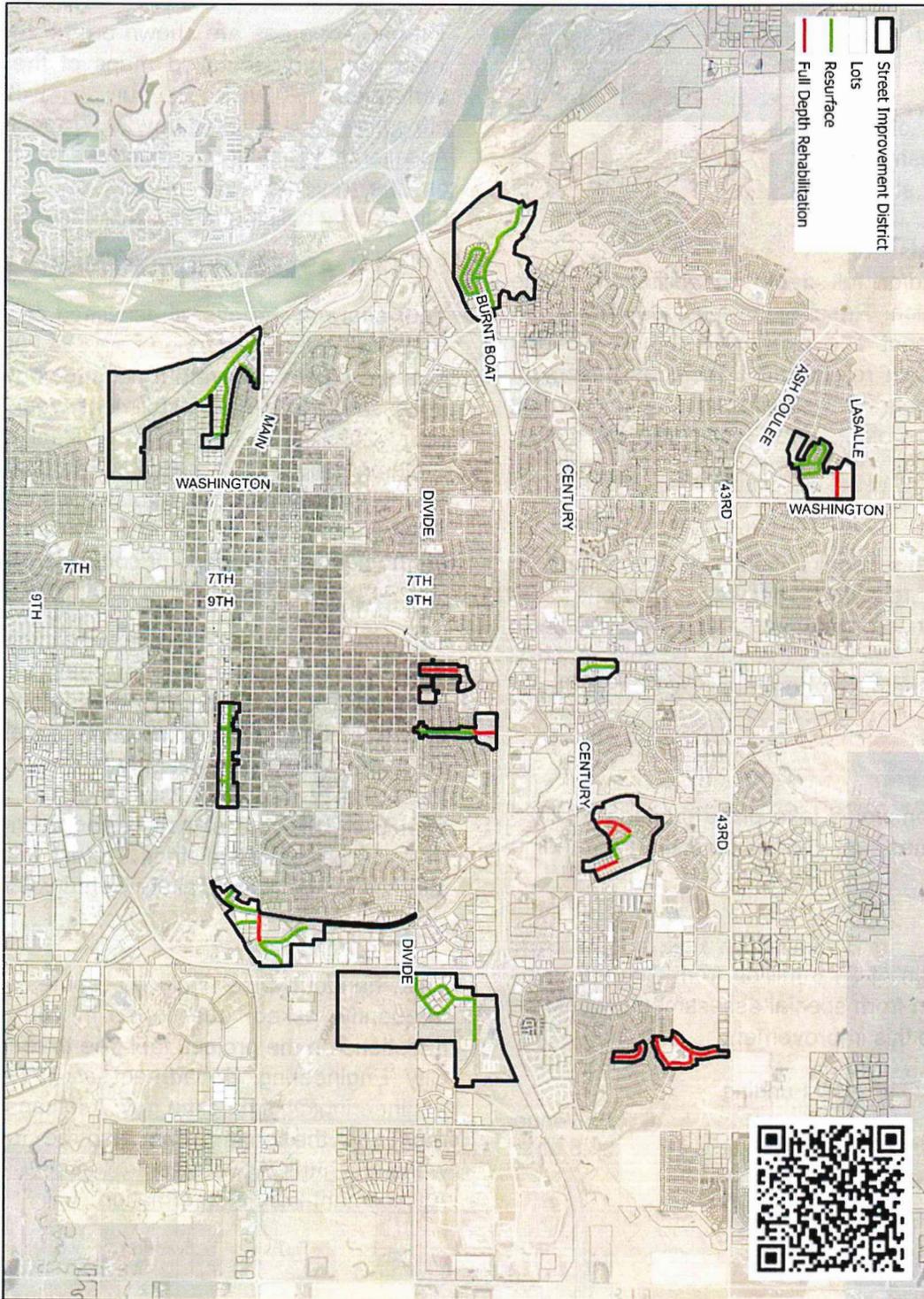
THE WHO?

The combination of \$4.8 million from City revenues and \$5.7 million from special assessments would be used to finance this improvement.



Prepared for: BISMARCK, CITY OF
% BIS MAN TRANSIT BOARD
3750 E ROSSER AVE
BISMARCK ND 58501-3380

Proposed Benefiting Areas



SI 594 Area Map

To review the Engineering Report or for more detailed maps, see <https://www.bismarcknd.gov/2087/Special-Assessment-District-Information> or scan the QR code.

Frequently Asked Questions – Street Maintenance Projects

Why are you fixing my street?

The City of Bismarck's Engineering Department evaluates the roadway network and programs improvements that will either improve the conditions or increase the longevity of the roadway.

How will this project improve my streets?

As with any utility, continued maintenance is needed to maintain a reliable system or network. Over time, the top layer of asphalt becomes weakened and susceptible to excessive cracking, rutting and eventually the formation of potholes. If the cracks and potholes are not repaired, moisture can enter the subgrade and accelerate the deterioration of the pavement.

In addition to maintaining or reconstructing the asphalt pavement, staff evaluates the curb, gutters, and driveways for excessive cracking and for settlement that could hold or pond water. Using visual evaluations, survey profiles, and ADA (Americans with Disabilities Act) specifications, staff determine which concrete items need to be replaced in order to maintain positive drainage within the street in order to protect the subgrade from saturation.

Are there other improvements planned with this project?

Some units in this street improvement district may have some areas where the water main may need to be replaced and sanitary sewer may need to be repaired. Any planned utility work requiring the need to open cut the pavement would occur prior to the street improvements. All costs related to the City's water main replacement or sanitary sewer maintenance are paid by Public Works and are not special assessed.

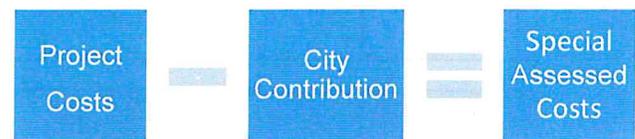
I would like to have concrete work on my driveway done. Can I have it completed as part of this project?

Concrete work, such as driveway approach widening and repair which are in the right of way, can be completed as part of this project. All costs associated with this work will be assessed directly to your property and will increase your total assessed cost. To include this work with the project, we will need to schedule the work with the contractor early so please contact the engineering department to discuss what additional work you would like to include with the project as early as possible.

How is my special assessment determined? Are property owners paying for all the costs of the project?

Street maintenance projects are funded through the combination of City revenues (sales tax and other sources) along with special assessments to the benefiting properties. Benefiting properties can include residential, commercial, and government-owned properties within a special assessment district.

The total special assessment for the project is based on the total project costs less the City contribution.



The special assessment assigned to each individual parcel follows the City of Bismarck's Special Assessment policy.

Residential properties of similar size have a comparable benefit to other residential properties in the district and would receive an equivalent assessment. For commercial properties, the allocation is based on parcel square footage.

My property is adjacent to more than one street. How is my special assessment determined?

If all adjacent streets to a property are scheduled for improvement under the current project, this property is considered fully benefited from the improvement. If only a portion of the adjacent streets is scheduled for improvement, a proportion of the improved streets compared to the total adjacent streets is used to determine the special assessment. For example, a residential property adjacent to two streets with only one improved, is assessed half of a typical assessment on this project with the other half reserved for a future project. For commercial properties, the proportion of the street frontage in the district to the overall street frontage of that property is applied to the square footage of the property included in the district. The remaining square footage would be included in another district. An example of this concept is shown on an exhibit below with some properties receiving a full assessment while others are a half assessment.

Frequently Asked Questions – Street Maintenance Projects

I'm a resident and I live on a very busy street, why am I paying for the maintenance for this street when everyone in the City benefits from the improvement?

For residential properties located on a collector or arterial street where the street is wider, the pavement depth is thicker and the maintenance activities may be more frequent to handle the additional traffic, the City funds the cost of the extra width and depth of the pavement. This contribution is in addition to the subsidy provided by the City. By

making these adjustments, any residential property located on a collector or arterial street would receive a comparable special assessment to a residential property located on a local residential street. This concept is illustrated in the exhibit below, the hatched areas are 100% paid by the City and the shaded areas are subsidized with City revenues initially with the remainder of the costs special assessed.



LEGEND

-  COSTS PAID 100% BY THE CITY
-  COSTS ASSESSED AFTER RECEIVING SUBSIDY BY THE CITY





February 26, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Alexander Dennis Fire Suppression Recommendation

RECOMMENDATION: Staff recommends approval of the project to perform the required five-year maintenance on the Fogmaker 6.5L Automatic Suppression Systems equipped on the Alexander Dennis buses.

BACKGROUND: Two Alexander Dennis buses were placed into service in May of 2019.

FINANCIAL IMPACT: One company in the United States can perform the required maintenance, American Logger Fire Suppression, based in Bangor, Maine. The cost for both buses to receive the required maintenance is \$10,800.00.



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Bismarck, ND 58501



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J

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

February 26, 2026

Executive Director Report

1) Service Change Update

- a. On February 10th, the Bismarck City Commission voted to approve the proposed service changes to be implemented on April 1st. There was a positive response from all Commissioners
 - i. CAT Bus Service - Monday to Friday: 6:00 AM to 10:00 PM; Saturday 7:00 AM to 10:00 PM
 - ii. Paratransit Sunday Service - 7:30 AM to 6:00 PM
 - iii. General public riders will be able to utilize the demand response service on Sundays and Holidays.
- b. Updated Rider Guides will be printed in the next few weeks. We are meeting with KXNews to promote the service changes and employment opportunities.

2) Bus Delivery

- a. One replacement cutaway bus (Fleet Number 2601) was delivered on February 2nd. This bus replaces van 1911, which was totaled due to an accident in June of 2024. The bus was put into service on February 20th.

3) Board Elections

- a. Board elections will be held during the April 23rd annual meeting. Board members up for re-election are Lacey Long, DeNae Kautzmann, and Steve Heydt. Members seeking re-election may apply online at <https://form.jotform.com/260494164137054>. The printed application can be found at <https://bismantransit.com/files/2021/03/BlankBoardMemberApplication-3.2021.pdf>.



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February 2026

Personnel & Recruitment Update

On February 10th, we attended the 2026 Capitol City Job Fair at the Bismarck Civic Center, where Amanda and I spoke with several job seekers. As a direct result of the event, one CDL driver has been hired.

We have conducted several interviews since the last board meeting. In addition to the CDL hire from the job fair, two additional CDL drivers have been hired. They will join one paratransit driver we have in ELDT (Entry-Level Driver Training) to obtain their passenger endorsement. This will increase our total CDL driver count to 16. Our Driver Staffing Plan is to have 19 CDL drivers, to cover 84 weekly shifts.

Furthermore, three additional paratransit operators have been hired. These operators will also be cross-trained on Fixed Route operations to provide coverage for evening CAT routes. We are continuing to actively recruit CDL drivers to meet ongoing operational needs.

Upcoming Events

The organization will host its 2nd annual Chili Cook-off on Friday, February 27th.