



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

Bis-Man Transit Board Meeting

February 26, 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	Helen Baumgartner
	Julie Horntvedt	Royce Schultze
	Commissioner Rohr	
Not Attending:	DeNae Kautzmann, Secretary/Treasurer	
	Karel Sovak	Steve Heydt
Staff:	Deidre Hughes	Tammey Schutt
	Mike Mundahl	Craig Thomas
	Tom Reisenauer	Amanda O'Brien
Guests:	Trevor Vannett	Susan Dingle

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

Approval of Agenda: Glenn moved to approve the agenda. Helen seconded the motion. Motion carried unanimously.

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

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: N/A

Old Business

1. 12 Month CD Investment Discussion
 - a. Attachment F

Deidre stated we currently have (2) CDs invested with Starion Bank. One of those CD's matured on February 24th. There is a 10-day grace period to take action on that CD. She explained that she reviewed the projected expenses through August 2026 and expressed concerns about the Money Market Savings account balance. With the current service changes and upcoming capital purchases, it is anticipated that the Money Market Savings account will be nearly depleted prior to the August 3, 2026, CD maturity. She recommended not to re-invest the \$2,251,532.47 in the CD at this time. Rather we place it in a Money Market Savings account which is currently at 2.65% for interest, then evaluate to invest more once the August CD matures. Glenn stated the Finance Committee recommended that we invest the CD money in the Money Market Savings account per staff recommendation. Glenn made a motion to not re-invest the CD and place all funds into the Money Market savings account through August and then reevaluate that investment in August. Julie seconded the motion. Motion carried unanimously.



2. WeDriveU Contract Amendment Approval
 - a. Attachment G

Deidre stated that, as she mentioned at the January Board meeting, we were in contract negotiations with WeDriveU regarding the additional service hours that we anticipated with the service changes that are set to take effect in April. With those negotiations, we looked at exercising the (3) optional years that we have with WeDriveU's contract. The main point is that we would receive a rate reduction from the \$79.88 we are currently paying for revenue hours to \$77.35, effective April 1, 2026, through March 31, 2027. We would then exercise the (3) remaining options, which would be November 1, 2026 - October 31, 2029. A point of discussion would be that we must reach a minimum of 15,110 hours of service per quarter. It was discussed at the Finance Committee meeting, and it was clarified with WeDriveU. That amount is about 90% of the annual rate increase we are anticipating. If we fall below 15,110 hours per quarter, we would jump back up to that higher rate. We would need to achieve 100% of the budgeted hours for (2) quarters in a row to be dropped back to the lower rate. Glenn made a motion to approve the contract amendment. Helen seconded the motion. Motion carried unanimously.

New Business

1. Special Property Assessment
 - a. Attachment H

Deidre discussed that the City Commission has proposed establishing a special assessment district for street improvements at our location. Our share of the overall cost would range from \$54,200 to \$75,300 plus the cost of concrete repairs to our driveway (if necessary). We looked at the contract to see if Bis-Man Transit is responsible for this, as it is a city-owned building. Within the contract classification, we are responsible for taxes and any special assessments. The expense will be added to the 2028 property tax bill with a seven-year term.

2. Accountant Introduction – Deidre introduced Tammy Schutt as the new Accountant.



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3. Insurance Policy Discussion

Deidre discussed the insurance policy concerns. 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. In the next month, we will no longer be able to have \$1,000 accident deductibles. As an industry-wide change due to the increased cost of repairs and vehicles themselves. We will be quoted at a deductible of \$5,000. The exact price will be presented in March. Deidre will consult with other transit agencies to see which providers they use.

4. Alexander Dennis Fire Suppression Recommendation

a. Attachment I

Deidre discussed the Alexander Dennis Fire Suppression recommendation. Fire suppression must be performed every 5 years on this bus model. Two Alexander Dennis buses were placed into service in May of 2019. One company in the United States can perform the required maintenance; it is based out of Maine. The cost to perform the required five-year maintenance on both buses is \$10,800.00. She recommends approval of the project to perform the required five-year maintenance on the Fogmaker 6.5L Automotive Suppression Systems equipped on the Alexander Dennis buses. Glenn made a motion to approve the 5-year maintenance for the Alexander Dennis buses. Royce seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment J

Deidre summarized her report that was included in the board packet. Deidre provided additional updates on a \$2,500 donation from Starion Bank and the Transit Development Plan. Deidre also discussed a request to present at the State Capitol before the Transportation Subcommittee on March 19th. Deidre explained the possibility of facilitating a voucher program from nonprofit agencies in the community. She will update more as the program progresses.

Operations Report – Attachment K

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

Other Business:

Meeting adjourned at 12:10 P.M.

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



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