



Bis-Man Transit Board Meeting

March 26, 2026, 11:30 AM

<https://us02web.zoom.us/j/84994215298>

Call in: +1 312 626 6799; Meeting ID: 849 9421 5298

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/2/26 Regular Meeting
 - b. Attachment B – 2026/3/23 CTIC Meeting
 - c. Attachment C – 2026/3/23 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

Old Business

1. 2026-2027 Insurance Policy Renewal
 - a. Attachment F

New Business

1. CAT Bus Pass Voucher Program Discussion
 - a. Attachment G

Executive Director Report – Attachment H

1. Orange Route Update
2. North Dakota Legislature Finance Transportation Subcommittee Update
3. Mandan Sales Tax Application Update

Operations Report – Attachment I

Other Business

Adjourn

- **The next Board Meeting will be held on April 23, 2026, at 11:30 am. The annual meeting will also be held this day. In-person attendance is appreciated.**



3750 E Rosser Avenue,
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

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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B

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

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

Attending: Glenn Lauinger Jeannie Pedersen
 Kandy Swenning Susan Dingle
 Randee Sailer

Staff: Deidre Hughes Mike Mundahl
 Tammy Schutt

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

Regular Agenda

1. **Welcome and Introductions:** Deidre stated all meeting attendees.
2. **CAT Bus Pass Voucher Program Discussion**

Deidre stated that at the February 24th Bismarck City Commission meeting, Ministry on the Margins submitted a request to utilize a portion of the public transit sales tax funding to purchase CAT bus passes. It was the City Commission's wish that a voucher program be facilitated by Bis-Man Transit. Staff met with Mayor Schmitz on March 5th to discuss a voucher system for CAT bus passes. Mayor Schmitz feels the program should be facilitated by Bis-Man Transit, with Board approval of the agencies. These items were also discussed. 1. Agencies apply to the Bis-Man Transit Board to qualify for bus passes. The agencies are responsible for tracking who tickets are given to, trip purpose, etc. Bis-Man Transit is not responsible if an approved agency fails to track this information or provides inaccurate information. 2. Run the bus pass voucher program as a pilot program. This allows us to discontinue if we have issues with facilitating the program. 3. Bis-Man Transit Board submits a request to the Bismarck City Commission to provide \$10,000 to fund the program. 4. Limit requests to one day and one-way CAT bus passes to help with tracking. Glenn questioned the program's administration.

4. **Service Change Update**

Deidre stated that we have commercials produced with KX and press releases will be going out shortly. The new Rider Guides have been delivered, and we will start distributing them next week. We are set for a full-service roll-out on April 1st.

5. **Orange Route Update**

Deidre stated we have seen significant ridership increases on the Orange Route since we started traveling past the CHI Hospital.

CHI Hospital Boardings

Jul-25	51
Aug-25	120
Sep-25	79
Oct-25	127
Nov-25	136
Dec-25	186
Jan-26	363
Feb-26	423

Meeting adjourned at 2:27 P.M.



C

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

Bis-Man Transit Finance Committee Meeting Minutes

March 23, 2026, 2:30 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf
Glenn Lauinger

Staff: Deidre Hughes Tammey Schutt

Meeting was called to order at 2:30 P.M.

Deidre presented the insurance quote. The insurance quote came in a little below what we budgeted for although it did not contain the property insurance, so once we receive a quote for that, we will be a little over the budget and will need to do a budget amendment. Deidre pointed out that the deductible increased from \$1000 to \$2000. There were questions about vehicle rentals because we would not be renting one, and removing that may yield a savings, as would removing the terrorism coverage. The finance committee recommends that the board accept the insurance proposal.

Deidre met with the mayor of Bismarck concerning a request from the Ministry on the Margins for bus tickets. The Mayor would like us to facilitate it. It would require us to develop an application for agencies to apply to the board to be approved into a program for the disbursement of CAT tickets. Deidre explained that it could be run similarly to the homeless coalition project we had run with the Consensus Council. The issue, however, is that the income would be reported to the FTA as fare income and not sales tax income. The sales tax money would be given to Bis-Man Transit to fund this program, but it would be reported as fare income, which is very confusing and may not be permissible under federal regulations. It is recommended by Finance that this item be tabled until the May meeting so that we can discuss the matter with the federal field office and dive a little bit deeper into how other agencies are accomplishing similar projects. When we worked with the homeless coalition, they provided the money that they obtained through grants and donations. The homeless coalition paid us for the tickets and then we issued the tickets to them. It was a much different process than what the Mayor is envisioning, which would also require a lot of staff time as well as board time.

Deidre updated the committee regarding the timeline for the 2026 sales tax application in Mandan. The city had wanted us to apply in May. However, that is not an ideal time for us due to changes in the demand response service. We do not know how that will affect us, so it is difficult to submit a request in May. Commissioner Rohr assisted us in getting the May request timeline changed to the end of the year. Glenn indicated that when we submit our application for sales tax, we request sales tax funds to fund additional services. The committee agreed, and that is how Deidre will structure our request, which would be brought before the board for approval when the request is made to the two cities.



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Deidre also updated the committee regarding the accident lawsuit that the King Law Firm is handling. She has provided information to Mr. King regarding the accident. The case is Angelo Campbell vs Bis-Man Transit, case # 08-2026-CV-00414.

There have been more safety issues on our buses. Riders are picking fights with other passengers and with the driver, as well as dealing with intoxicated passengers. Deidre would like to upgrade our cameras to include a live feed. She's meeting with the camera sales representative next week and will get quotes regarding adding a live feed. Deidre is also meeting with the Bismarck chief of police to discuss assistance during the added service hours when we have issues with riders.

Meeting adjourned at 3:19 P.M.



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February 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	13,628	26,711	11,065	23,003	23.16%	16.12%	
PARATRANSIT	7,459	15,340	7,270	15,377	2.60%	-0.24%	
Total	21,087	42,051	18,335	38,380	15.01%	9.56%	
FR AVG. DAILY BOARDINGS	567.83						
DR AVG. DAILY BOARDINGS	266.39						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,701.17	3,541.67	8.01	7.54	6.48	3,548.7	-0.20%
PARATRANSIT	2,840.68	6,127.45	2.63	2.50	2.67	5,753.6	6.50%
Total	4,541.85	9,669.12	4.64	4.35	4.1	9,302.3	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	27,049	56,316	0.50	0.47	56,115		0.36%
PARATRANSIT	38,139	80,026	0.20	0.19	80,426		-0.50%
Total	65,187.94	136,341.52	0.70	0.67	136,541		-0.15%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	84.76%	85.17%	82.41%	84.00%	2.85%	1.39%	
PARATRANSIT	95.58%	96.13%	92.00%	92.01%	3.89%	4.48%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
BLACK	2553	5159		2047		24.7%	
BLUE	2177	4363		1640		32.7%	
GREEN	2674	5257		2079		28.6%	
RED	1095	2332		957		14.4%	
ORANGE	3662	6707		2898		26.4%	
PURPLE	1467	2893		1444		1.6%	
RIDERSHIP BY DESTINATION							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
(Included in 'Ridership Per Route' Numbers) U-Mary	99	288		355		-72.1%	
UTTC	53	104		56		-5.4%	
Bismarck Library	920	1684		601		53.1%	
Mandan Walmart	89	173		95		-6.3%	
Mandan Family Fare	421	818		533		-21.0%	
CHI St Alexius	423	786		N/A			
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	1	1	1	1			
PARATRANSIT	2	2	4	4			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	1		1				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	0	1					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	2	5					
Office Staff	0	0					

F



Insurance Proposal prepared for:

Bis-Man Transit



Policy Term:

April 1, 2026 – April 1, 2027

The following summary of coverages is to be used only as an overview of each policy written and in no way should it be used, nor is it intended to be used, as a substitute for the original policy provisions. It has been prepared as a guideline for your reference only



Account Service Team

Eddie Thomas

Account Producer

M: 205-400-0366

Eddie.Thomas@Insurica.com

Nicole Prewitt

Account Executive

M: 214-882-2119

Nicole.Prewitt@Insurica.com

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Premium Summary

COVERAGE	DIRECT/ AGENCY BILL	EXPIRING EXPOSURE	EXPIRING PREMIUM	RENEWAL EXPOSURE	RENEWAL PREMIUM
General Liability	D		\$17,678		\$17,678
SAM Coverage	D		\$9,105		\$7,980
Liquor Liability	D		Included		Included
Business Auto Liability	D	34 Power Units	\$32,706	34 Power Units	\$40,260
Business Auto Phys.	D	34 Power Units	\$24,971	34 Power Units	\$28,738
D&O Liability	D		\$6,405		\$1,885
Umbrella			\$2,449		\$2,817
Excess Liability			\$63,059.56		\$76,312.50
TOTAL			\$156,373.56		\$175,670.50

Subjectivities:

- Verification that background checks are performed for any employees and/or volunteers who have close contact, regular contact with “high risk” clients (i.e. youth, the elderly, developmentally disabled of any age) in an unsupervised or “one-on-one” situation.

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General Liability Chart

General Liability	2026-2027
Carrier	Alliance of Non-Profits, AIX
LIMITS	
General Aggregate	\$3,000,000
Products/Completed Ops Agg	\$3,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Rented Premises	\$500,000
Medical Expenses	\$20,000
Liquor- Occ/Agg	\$1M/\$1M
PREMIUM	
General Liability Total Premium	\$17,678
*Improper Sexual Conduct	*\$7,980
	\$25,658

Terms & Conditions & Endorsements:

- Fiscal Sponsor Limitation
- AI - Designated Person or Organization
- Fundraiser and Event Endorsement
- Employee Personal Auto Reimbursement
- Firearms Sublimit Endorsement
- Additional Insured Endorsement- Various
- Waiver of Subrogation
- Property Damage to Personal Property in the Care, Custody or Control of the Insured
- Primary and Non-Contributory Endorsement for Public Entities
- Mental Anguish Endorsement
- Nonprofits OWN Enhancement Endorsement
- Volunteer Medical Payments
- Notable Exclusions:

Professional Services

Asbestos

Mold, Fungus

Nuclear, Chemical and Biological Hazard

Trampoline Bounce House

Lead Liability

Cyber Incident

Communicable Disease

Discrimination

Fireworks

Blood Testing

Improper Sexual Conduct & Physical Abuse – GL

Employee Related Practices

Health or Cosmetic Services

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Business Automobile Liability Chart

Business Automobile	2026-2027
Carrier- Liability	Alliance of Non-Profits, AIX
Carrier – Phys. Damage	North American Elite, A+XV
SYMBOLS & LIMITS	
Liability (CSL)	1; \$1M
Hired/Non-Owned Liability	8; \$1M
Uninsured Motorist	2; \$1M
Underinsured Motorist	2; \$1M
DEDUCTIBLES	
Comprehensive	\$2,000
Collision	\$2,000
RATING	
Vehicle Count	35
PREMIUM	
Liability	\$40,260
Physical Damage	\$28,738
Bus. Auto. Total Premium	\$68,998

Terms & Conditions & Endorsements:

- Rental Reimbursement – 30 days at \$50 a day
- UM Waiver of Collision Deductible – Included
- Business Auto Coverage Schedule
- Business Auto Coverage form
- Waiver of Subrogation
- Employee Hired Autos
- Fellow Employee Coverage
- Auto Medical Payments
- Drive Other Car Coverage- Broadened Coverage for Named Individuals
- Employees as Insureds
- Social Service Agencies – Volunteers as Insureds
- Notable Exclusions:
 - Communicable Disease
 - Punitive Damages

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Directors & Officers Chart

Directors & Officers	2026-2027
Carrier	Alliance of Non-Profits, AIX
Limit of Liability	\$1,000,000 Each Wrongful Act
Limit of Liability	\$2,000,000 Annual Aggregate
Deductible	\$5,000
Premium	\$1,885

Terms & Conditions & Endorsement:

- Member Criteria
- Fiscal Sponsor Limitation
- Communicable Disease – Exclusion
- Anti-Stacking Condition
- Cyber Incident – Exclusion
- Punitive and Exemplary Damages
- Nonprofit Organization Directors and Officers Liability Policy
- Prior Wrongful Acts with Retro Date
- Chemical and Biological Hazard Exclusion
- Nuclear Energy Liability Exclusion Endorsement (Broad Form)
- ISC and Sexual Harassment Amendment
- Mold, Fungus Exclusion
- Blood Testing Exclusion
- Non-Imputation
- Cap on Losses from Certified Acts of Terrorism
- Disclosure Of Premium For Certified Acts of Terrorism

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Umbrella Liability Chart

Umbrella Liability	2026-2027
Carrier	Alliance of Non-Profits, AIX
Limit of Liability	\$1,000,000
Premium	\$2,817

Terms & Conditions & Endorsement:

- Workers Compensation - Exclusion
- Nuclear Energy - Exclusion
- Nuclear, Chemical and Biological Hazard - Exclusion
- Medical Payments - Exclusion
- Employers' Liability – Exclusion
- Communicable Disease – Exclusion
- Cyber Privacy Event, Cyber Security Event, Data-Related Liability, Interruption or Failure - Exclusion

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Excess Liability Chart

Umbrella Liability	2026-2027
Carrier	General Star Indemnity Company
Limit of Liability	\$2,000,000
Premium	\$76,312.50

Terms & Conditions & Endorsement:

- Limitation-Named Insured; Additional Insured included under controlling underlying policy
- Nuclear Energy - Exclusion
- Cross Suits – Exclusion
- Bisphenol A - Exclusion
- Silica – Exclusion
- Total Pollution - Exclusion
- Total Asbestos - Exclusion
- Lead - Exclusion
- Employment Related Practices - Exclusion
- Uninsured or Underinsured Motorists Coverage - Exclusion
- Sexual Misconduct - Exclusion
- Hired and/or Nonowned - Exclusion
- Professional Liability - Exclusion
- Care, Custody or Control - Exclusion
- Communicable Disease – Exclusion
- Cyber Privacy Event, Cyber Security Event, Data-Related Liability, Interruption or Failure - Exclusion

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Coverages	Description	This Proposal
Accidental Death & Dismemberment	Bodily injury or loss of life	
Accounts receivable	Uncollectible or delayed debts	
Automobile	Liability and physical damage to vehicles	X
Crime	Theft	
Cyber Liability	Hacking and loss of information	
Directors & Officers Liability	Wrongful acts	X
Employment Practices Liability	Discrimination, harassment	
Excess/Umbrella Liability	Large and catastrophic liability events	X
Fiduciary Liability	Wrongful acts in mgmt. of ERISA plans	
Flood	Damage from rising water	
General Liability	Bodily injury and property damage to third parties	X
Liquor Liability	Bodily injury and property damage due to alcohol	X
Environmental	Pollution	
Professional Liability	Errors and omissions	
Property	Loss/damage to physical assets	X
Special Events	Bodily injury, property damage and assets	
Surety	Bonds	
Trade credit	Protection for payment fulfillment	
Workers' Compensation	Injury to employees in course of employment	

Please let us know if you wish to discuss additional risks and coverage options.

Insured Acknowledgement

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G

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

March 26, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: CAT Bus Pass Voucher Program Discussion

BACKGROUND: At the February 24th Bismarck City Commission meeting, Ministry on the Margins submitted a request to utilize a portion of the public transit sales tax funding to purchase CAT bus passes. It was the City Commission's wish that a voucher program be facilitated by Bis-Man Transit.

DISCUSSION: Staff met with Mayor Schmitz on March 5th to discuss a voucher system for CAT bus passes. Mayor Schmitz feels the program should be facilitated by Bis-Man Transit, with Board approval from the agencies. The following items were also discussed.

- Agencies apply to the Bis-Man Transit Board to qualify for bus passes
 - Agencies are responsible for tracking who tickets are given to, trip purpose, etc. Bis-Man Transit is not responsible if an approved agency fails to track this information or provides inaccurate information.
- Run the bus pass voucher program as a pilot program.
 - This allows us to discontinue if we have issues with facilitating the program.
- Bis-Man Transit Board submit a request to the Bismarck City Commission to provide \$10,000 to fund the program.
- Limit requests to one day and one way CAT bus passes to help with tracking.



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BIS-MAN TRANSIT CAT BUS PASS AGENCY APPLICATION

Applicant Information

Organization Legal Name:	
Employer Identification Number (EIN):	
Address:	
Authorized Representative Name:	
Title:	
Email Address:	
Phone:	
Primary Agency Program Contact:	
Title:	
Email Address:	
Phone:	

Type of Organization (Check all that apply)

- Hold current 5301(c)(3) Tax Status
- Community Service Organization
- Public Social Service Agency
- Government Agency
- Other (specify): _____

Population Served: (Check all that apply)

- Low-Income Households
- People with disabilities
- Elderly
- Other (specify): _____



Certification

By signing this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. If approved, all distributed passes must be tracked in the "Pass Tracker" spreadsheet provided by the Bis-Man Transit Board. Failure to provide complete and accurate tracking of pass usage will result in termination of the agency's program eligibility.

Signature of Authorized Representative

Title

The Bis-Man Transit Board and the City of Bismarck reserve the right to terminate agency eligibility at any time.



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CAT Pass Voucher Program

Authorization for CAT Bus Pass Request

Agency: _____

Contact Name: _____

Address: _____

Fax: _____

Phone: _____

Bis-Man Transit
 3750 East Rosser Ave
 Bismarck, ND 5851
 701.258.6817
 info@bismantransit.com

1. CAT Bus Fares

Fare Type	1 Way	1 Day
Regular Fare	\$ 1.50	\$ 6.00
Reduced Fare	\$ 0.75	\$ 3.00

2. Service Authorization

Please fill out the form below with the requested CAT pass type, quantity, and total dollar amount.

*Authorized agencies can request up to \$500 in CAT passes per request. Agencies are encouraged to utilize CAT passes within 3 months. **ALL PASSES DISTRIBUTED BY THE REQUESTING AGENCY MUST BE TRACKED IN THE PROVIDED SPREADSHEET. FAILURE TO DO SO MAY RESULT IN AGENCY SUSPENSION FROM THE PROGRAM.***

Description of Fare (e.g., 1-Day Regular)	Quantity (2)	Rate (\$6.00)	Dollar Amount (\$12.00)
AUTHORIZED AGENCY SIGNATURE & DATE			TOTAL:

Please check one: Pick up passes at Transit Facility Mail Passes to the address listed above

Students K-12 and higher education, Medicare card holders, and Veterans qualify for reduced fare with appropriate ID. Riders 65+ and certified Paratransit riders qualify for free CAT rides with a government-issued ID or Paratransit card.

For travel training and trip planning, please get in touch with the Bis-Man Transit Administrative Office at 701.258.6817 or info@bismantransit.com. "How to videos" can be found at bismantransit.com.



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

March 26, 2026

Executive Director Report

1) Orange Route Update

- a. We have seen significant ridership increases to the Orange Route since we started traveling past the CHI Hospital.

CHI Hospital Boardings

Jul-25	51
Aug-25	120
Sep-25	79
Oct-25	127
Nov-25	136
Dec-25	186
Jan-26	363
Feb-26	423

2) North Dakota Legislature Finance Transportation Subcommittee Update

- a. Deidre provided a presentation to the North Dakota Legislature Subcommittee on the fixed route bus system, per Senator Burckhard of District 5. Deidre, along with all other fixed-route agencies in the state, was asked to provide information on each fixed-route service's schedules, funding, expenses, and operational challenges. Legislators have requested additional information to determine whether state funding is available for fixed-route service providers.

3) Mandan Sales Tax Application Update

- a. Commissioner Rohr followed up with Mandan City Administrator, and Bis-Man Transit will be able to submit its Mandan Sales Tax application later in the year than originally anticipated. This will allow us to have a better estimate of the overall cost of the April 1st service changes.



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March 2026

Personnel & Recruitment Update

A third Maintenance Technician started on March 2nd, providing full maintenance support for the extended service. There is still one opening for a vehicle cleaner.

The goal for the upcoming fixed route service is to have 19 CDL drivers. We currently have 17 drivers, with one in the onboarding process.

Fixed Route Scheduling Plan

The Fixed Route schedule will utilize 14, 8-hour shifts to cover the service. This includes: 6 morning shifts, 6 evening shifts, and 2 split Lunch Relief shifts. Road Supervisors will cover any potential gaps in service.

For upcoming paratransit service changes on Sundays, additional staff will be planned to cover rides scheduled by the public the night before.

Other News

Transit Employee Appreciation Day was celebrated last week. Staff were provided a meal, and Deidre and her staff provided snacks for the drivers.