



## Bis-Man Transit Board Meeting

March 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**

**DeNae Kautzmann, Secretary/Treasurer**

**Karel Sovak**

**Steve Heydt**

**Helen Baumgartner**

**Julie Horntvedt**

**Royce Schultze**

**Commissioner Rohr**

**Staff:**

**Deidre Hughes**

**Tammey Schutt**

**Mike Mundahl**

**Craig Thomas**

**Tom Reisenauer**

**Amanda O'Brien**

**Guests:**

**Trevor Vannett**

**Susan Dingle**

**Paulette Jacobsen**

**Kim Riepl**

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

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

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

1. Previous Month's Minutes
  - a. Attachment A – 2026/2/26 Regular Meeting
  - b. Attachment B – 2026/3/23 CTIC Meeting
  - c. Attachment C – 2026/3/25 Finance Committee Meeting
2. Financial Report
  - a. Attachment D
3. Ride Stats
  - a. Attachment E

**Public Comment: N/A**

## **Old Business**

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

Deidre presented the insurance quote. This insurance quote came in a little below what was budgeted for although it did not contain property insurance. The premium will be \$174,670.50. This does not include the property insurance, which was received and is \$2,829.67. It 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. DeNae stated the finance committee recommends that the board approve the insurance proposal and so moved. Glen seconded the motion. Motion carried unanimously. DeNae so moved to approve the property insurance for \$2,829.67. Glen seconded the motion. Steve inquired as to the coverage specifically. Deidre highlighted items included in coverage. Motion carried unanimously.

## **New Business**

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

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. She explained that it could run similarly to the homeless coalition project we had run with the Consensus Council. DeNae stated that the Finance Committee did discuss this. The issue 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 additional work for the staff and the board because we would have to approve any agency that applies to participate in the program. She stated it was recommended by Finance that this item be tabled until the May meeting until we have researched these issues with the federal field office and dive deeper into how to administer this program. DeNae moved to table the bus voucher discussion until May. Glen seconded the motion. Motion carried unanimously.

#### **Executive Director Report – Attachment H**

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

#### **Operations Report – Attachment I**

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

#### **Other Business:**

Adjourn Steve moved to adjourn the meeting. Karel seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:06 P.M.**



3750 E Rosser Avenue,  
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com