



Bis-Man Transit Board Meeting

May 28, 2026, 11:30 AM

<https://us02web.zoom.us/j/81576474257>

Call in: +1 312 626 6799; Meeting ID: 815 7647 4257

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/4/23 Regular Meeting
 - b. Attachment B – 2026/5/26 CTIC Meeting
 - c. Attachment C – 2026/5/7 Finance Committee Meeting
 - d. Attachment D – 2026/5/26 Finance Committee Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment

Old Business

1. Bus Voucher Recommendation
 - a. Attachment G

New Business

1. Safety Target Update Recommendation
 - a. Attachment H
2. Bus Camera Upgrade Recommendation
 - a. Attachment I
3. SFY27 5339 Mid-Year Grant Recommendation
 - a. Attachment J
4. Free Ride Day Recommendation
 - a. Attachment K

Executive Director Report – Attachment L

1. Ridership Update

2. Outreach Update

Operations Report – Attachment M

Other Business

Adjourn

- **The next Board Meeting will be held on June 25, 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

April 23, 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

Royce Schultze

Commissioner Rohr

Not Attending:

Julie Horntvedt

Staff:

Deidre Hughes

Tammy Schutt

Mike Mundahl

Craig Thomas

Amanda O'Brien

Guests:

Trevor Vannett

Paulette Jacobsen

Kim Riepl

Candy, CHW



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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2026/3/26 Regular Meeting
 - b. Attachment B – 2026/4/20 CTIC Meeting
 - c. Attachment C – 2026/4/14 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment: Trevor thanked the board for the service changes and said the added hours are appreciated.

New Business:

1. Policy and Procedure Update Approval
 - a. Attachment F

Deidre stated with the increased ridership, we are experiencing challenges tracking CAT bus riders because many remain on the bus for extended periods. This has triggered staff to review the Policy and Procedure handbook. Through this review, the staff has included “no joyriding” within the updated policy. Other changes to the Policy were:

- Updates to service hours
- Will Call Clarification
- Removal of subscription service option
- Clarification of pick-up window
- Personal Care Attendant clarification
- Failure to follow the package limit suspension
- Spelling and grammar issues throughout

DeNae moved to approve the Policy and Procedures updates. Royce seconded the motion. Motion carried unanimously.



2. Employee Handbook Update Approval

a. Attachment G

Deidre stated the proposed changes include the following revisions:

- Clarification of employee health insurance
- Supplemental insurance
- Removal of holiday pay restrictions
- Removal of “Personnel Policy Manual” language – Bis-Man Transit does not have this policy
- Removal of “Galaxy Tablet” language
- Spelling and grammatical corrections throughout

DeNae moved to approve the Employee Handbook revisions. Karel seconded the motion. Motion carried unanimously.

3. Civil Rights Policy Update Approval

a. Attachment H

Deidre stated the proposed plan includes the ADA Policy Statement, ADA Complaint Procedures, Reasonable Modification Request Procedures, and the Title VI program. Updates to the plan include the following:

- Addition of translation services
- Added page numbers
- Demographic updates (text and maps)

Karel moved to approve the acceptance of the proposed plan update with the updated maps. Lacey seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment I

Deidre summarized her report, which was included in the board packet.

Operations Report – Attachment J

Craig summarized his report, which was included in the board packet.

Other Business:

Helen asked if there was a way to put on the application any road construction detours for Mandan. Deidre stated that the website does include detour updates. Bismarck gives notice of construction projects, but Mandan doesn't. Lynn recommended that Craig contact the Mandan City Engineer regarding the construction detour notices and to look into putting this information on the app. He will bring an update to the next meeting.

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

Meeting adjourned at 11:56 A.M.



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B

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Community Transportation Input Committee Meeting Minutes May 26, 2026, 2:00 PM

Attending:	Helen Baumgartner	Glenn Lauinger
	Susan Dingle	Lane Hoffer
	Alissa Patterson	Jeannie Pedersen
	Randee Sailer	Trevor Vannett
Staff:	Deidre Hughes	Craig Thomas
	Mike Mundahl	

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

Regular Agenda

1. **Welcome and Introductions:** Deidre stated all meeting attendees.
2. **Voucher Discussion Update**

Deidre said the Board had previously tabled the voucher discussion until it could be determined how Bis-Man Transit could help facilitate the program. Since then, Deidre and the finance committee met with Mayor Schmitz to discuss the program. Through those discussions, a plan was developed that would call for the City of Bismarck to use \$5,000 of sales tax money to purchase a bulk order of bus passes from Bis-Man Transit. The City of Bismarck will be responsible for developing an application process and telling Bis-Man Transit which agencies are approved to participate. Deidre will present the plan to the Board. If the Board supports the plan, Deidre will return to the Bismarck City Commission to move the program forward.

Trevor asked Glenn if the plan was workable. Glenn said it was, and that the City of Bismarck would use sales tax funding to purchase the tickets from Bis-Man Transit.

3. **Free Ride Day – June 9th**

Deidre said she would propose a free-ride day for election day, June 9th, 2026 at the Board meeting. If approved, rides would be free for all hours and to all locations that day.

4. **Ridership Update**

Deidre provided a ridership update for CAT. April was the first month with the new service hours. In April, 15,394 CAT trips were provided, which is an 18.37% increase over April 2025. From 7 PM – 10 PM, 1,182 trips were provided. From 6 AM – 7 AM, 492 trips were provided. There were 10 Sunday demand response trips in April, with 4 no-shows.

5. **Other Business**

Deidre said the Purple route, being the only route in Mandan, is a pain point for many people there, and ridership is not increasing on the Purple route as much as on the other routes. Deidre said that would likely be one of the things addressed through the upcoming Transit Development Plan.

Meeting adjourned at 2:20 P.M.



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C

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Bis-Man Transit Finance Committee Meeting Minutes

May 7, 2026, 10:30 A.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf

Glenn Lauinger

Staff: Deidre Hughes

Guests: Mayor Mike Schmitz

Meeting was called to order at 10:30 A.M.

Deidre discussed that the purpose of the meeting is to discuss how to move forward with the proposed voucher program for fixed-route bus passes. DeNae stated the finance committee was concerned about the fiduciary duty being delegated to Bis-Man Transit. If passes are distributed by Bis-Man Transit, there is no way to guarantee how the various entities will use the passes. Mayor Schmitz questioned whether the City of Bismarck could purchase the passes and have Bis-Man Transit act as the pass-through to distribute them to the various entities. Deidre responded that this would be possible, but the finance committee requested that the approved agencies be determined by the City, so the responsibility doesn't fall to staff or the Board. This was similar to how the program was run through the Homeless Coalition. DeNae agreed that she was comfortable with this recommendation, as long as the approved agencies are determined by the City and are responsible for reporting to the City Commission. Mayor Schmitz asked if Deidre would be willing to present the request to the City Commission. Deidre agreed following Board approval at the May Board Meeting. Glenn questioned whether the passes would only be available to fixed-route riders. Deidre stated that because the passes are being purchased, there may be confusion about paratransit qualifications, which could complicate the program. The Mayor stated that he preferred it be exclusive to fixed-route bus passes.

Meeting adjourned at 10:45 P.M.



D

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

Bis-Man Transit Finance Committee Meeting Minutes

May 26, 2026, 3:30 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf
Glenn Lauinger

Staff: Deidre Hughes

Meeting was called to order at 3:30 P.M.

Discussion was held on the bus camera upgrade due to increased hours of service and time-sensitive events, which have led to the need for live feeds. 80% of most of the cost will be covered by FY25 and FY 26 5307 grant funding. The total cost of the project, including parts, installation, and annual support, is \$48,629.81. Our share is \$12,177.15. Lynn inquired as to whether or not we have signage on the buses notifying passengers that we have security cameras on the buses. Deidre responded that we do have signage. Glenn pointed out that the project is not entirely covered with 80% federal funding. Deidre indicated that we did not have sufficient funds in 5307 to cover the entire cost, so part of the cost is being paid for by transit at 100%. The finance committee recommends that the Board approve upgrading the security cameras on the buses.

Deidre informed the finance committee that NDDOT received approximately \$12-\$13 million to be disbursed mid-year for FY27 5339 capital-only grants. Deidre is requesting funding for two paratransit cutaway buses to replace van 1912, which is past its useful life in terms of age and mileage, and one to add to our fleet. Van 1912 is a rear lift van, which is difficult to use, and operations is not opposed to replacing it. The cost is \$359,520, with the federal grant paying \$305,592. Deidre believes the current bus build costs will remain the same or only slightly higher. The local match is \$53,928. Glenn asked if the local match was coming from our reserves. Deidre confirmed that it would be paid from our reserves. The finance committee recommends that the board approve submitting the grant application.

The last order of business regards free rides on election day. For the past several years, we have offered free rides on election day. DeNae questioned whether we offer the rides all day or only during polling hours, which would be 7 to 7. Deidre responded that in the past, we offered the free ride all day with no limit on the trip purpose. Deidre indicated that we could offer the free ride from 7 to 7; however, it will be challenging to publicize that, and Lynn pointed out that voters who arrive a few minutes before 7 pm are not done voting until after 7 o'clock. Lynn stated that it is good to offer the community a free ride because it encourages citizens to get out and vote. The finance committee recommends that the Board approve free rides on election day, June 9, with no limit on trip purpose.

Meeting adjourned at 3:40 P.M.

F

April 2026 MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	15,394	57,095	13,005	48,201	18.37%	18.45%	
PARATRANSIT	8,026	31,810	8,108	31,440	-1.01%	1.18%	
DEMAND RESPONSE	10	10					
Total	23,420	88,905	21,113	79,641	10.93%	11.63%	
FR AVG. DAILY BOARDINGS	592.08						
DR AVG. DAILY BOARDINGS	258.90						
DEM RESP AVG. DAILY BOARDINGS	2.50						
			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	7,730.50	8.36	7.39	6.66	7,237.2	6.82%
PARATRANSIT	3,808.56	12,631.71	2.11	2.52	2.67	11,758.8	7.42%
DEMAND RESPONSE	19.37	19.37	0.52	0.52		NA	
Total	5,649.06	20,362.21	4.15	4.37	4.2	18,996.0	
			Pass./Mile	Pass./Mile			% INC/DEC OVR PYTD
REVENUE MILES							
	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	37,347	123,008	0.41	0.46	114,429		7.50%
PARATRANSIT	42,824	166,531	0.19	0.19	165,339		0.72%
DEMAND RESPONSE	121	121	0.08	0.08			
Total	80,171.15	289,538.36	0.60	0.66	279,768		3.49%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	78.01%	83.47%	87.43%	85.00%	-10.77%	-1.80%	
PARATRANSIT	97.78%	96.22%	95.30%	92.59%	2.60%	3.92%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month			% INC/DEC #VALUE!	
BLACK	2585	10599		2663		-2.9%	
BLUE	2690	9535		1926		39.7%	
GREEN	2814	11056		2631		7.0%	
RED	1390	5026		1433		-3.0%	
ORANGE	4146	14481		2956		40.3%	
PURPLE	1769	6398		1396		26.7%	
RIDERSHIP BY DESTINATION							
	Month	YTD	PY Month			% INC/DEC	
(Included in 'Ridership Per Route' Numbers)	U-Mary	273	787		470	-41.9%	
	UTTC	64	216		72	-11.1%	
	Bismarck Library	908	3502		706	28.6%	
	Mandan Walmart	67	335		84	-20.2%	
	Mandan Family Fare	383	1654		398	-3.8%	
	CHI St Alexius	263	1450		N/A		
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	1	1	2	2			
PARATRANSIT	1	1	5	5			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		1				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	2	3					
PARATRANSIT	1	2					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	3	11					
Office Staff	0	0					



G

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May 28, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Bus Voucher Recommendation

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. The City Commission requested that a voucher program be facilitated by Bis-Man Transit.

The Board discussed this at the March Board meeting. The topic was tabled until the May Board meeting.

DISCUSSION: The finance committee met with Mayor Schmitz on May 7th to discuss the Board's concerns with facilitating the program. The following items were discussed.

- Bis-Man Transit will request that the \$5,000 of the sales tax funding be used by the City of Bismarck to purchase fixed-route bus passes.
- The City/City Commission will determine which agencies are approved to apply for the passes.
- Agencies receiving the passes are responsible for tracking and reporting requested data to the City.
- Bis-Man Transit will act as the facilitator of distributing the pre-purchased passes, but will not be responsible for determining the approved agencies, trip purposes, ticket limits, etc.

RECOMMENDATION: Staff and the finance committee recommend that a request be submitted to the Bismarck City Commission to proceed with the program for \$5,000 with the criteria that was discussed with the Mayor on May 7th.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



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H

May 28, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Recommendation to approve safety plan targets for July 1, 2026 to June 30, 2027

RECOMMENDATION: Staff recommends that the Bis-Man Transit Board of Directors approve the Safety Plan targets for July 1, 2026, to June 30, 2027, as presented.

BACKGROUND: The FTA requires that all transit agencies review safety targets within their safety plans annually. The Board of Directors approved the full safety plan in November 2020. All content remains the same for this reporting period. Staff used Bis-Man Transit statistics to develop realistic goals for our system based on 2025 performance data, under NDDOT guidance.

Proposed targets are pictured below.

7.3 Targets

Measuring safety performance metrics includes targets or goals we strive to accomplish. Based on the previous operating year statistics, the following lists are the targets set for Bis-Man Transit.

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	3 or less	0.9	4 or less	1	6,000
ADA/ Paratransit	0	0	3 or less	0.7	4 or less	1	30,000



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Previous Year's Targets:

7.3 Targets

Measuring safety performance metrics includes targets or goals we strive to accomplish. Based on the previous operating year statistics, the following lists are the targets set for Bis-Man Transit.

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	3 or less	0.9	10 or less	1	10,000
ADA/ Paratransit	0	0	3 or less	0.7	5 or less	1	35,000





May 28, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Bus Camera Upgrade Recommendation

BACKGROUND: Currently, all Bis-Man Transit buses are equipped with REI on-board bus cameras. This allows staff to view security footage by manually downloading it after the vehicle returns to the Bis-Man Transit facility.

DISCUSSION: Due to increased hours of service, staff sought more efficient ways to view bus camera footage, especially for time-sensitive incidents. After discussing the current system limitations with the REI representative, it was determined that we could upgrade the system with a few minor alterations. Staff requested quotes on materials and installation. REI and Electronic Communications Inc. provided quotes for the proposed work.

FINANCIAL IMPACT:

REI Response

Quantity	Description	Unit Price	Extended Price
33	Communication Module	\$460.00	\$15,180.00
33	Antenna 2x, 5G/ LTC WiFi GPS Receiver	\$255.00	\$8,415.00
		Freight	\$497.00
		TOTAL:	\$24,092.00

REI recommended that we work with a third-party vendor to install the equipment. Electronic Communications Inc. provided the following pricing.

Quantity	Description	Unit Price	Extended Price
33	Communication Module Install	\$300.00	\$9,900.00
33	Antenna 2x, 5G/ LTC WiFi GPS Receiver	\$75.00	\$2,475.00
		TOTAL:	\$12,375.00



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Bis-Man Transit currently pays an annual fee to REI to support the bus camera servers. The fee is \$9,400. With the increased functionality, the annual fee will increase to \$12,162.81 (\$368.57 per unit). FY25 and FY26 5307 security funding will cover 80% of the total project purchase.

Grant #	Federal Available	Total Available	Proposed for Conversion Project
FY25 5307	\$14,076	\$17,595	\$17,595
FY26 5307	\$22,376.66	\$27,970.83	\$27,970.83
TOTAL:	\$36,452.66	\$45,595.83	\$45,595.83

Vendor & Expense	Federal	Local	Total
REI Parts	\$19,273.60	\$4,818.40	\$24,092
ECI Install	\$9,900	\$2,475	\$12,375
REI Annual Support	\$7,279.06	\$4,883.75	\$12,162.81
TOTALS:	\$36,452.66	\$12,177.15	\$48,629.81

RECOMMENDATION: Staff recommends approving the proposed purchases to update the existing on-board bus camera system to enable live-view footage.



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May 28, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY27 5339 Grant Application Recommendation

RECOMMENDATION: Staff recommends approving the FY27 5339 Mid-Year grant application for submittal to the City of Bismarck and the State of North Dakota.

BACKGROUND: The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes Federal resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no-emission vehicles or facilities.

The North Dakota Department of Transportation announced a mid-year grant, a capital-only grant opportunity.

DISCUSSION: With this application, Bis-Man Transit requests funding to purchase two paratransit cutaway buses. One bus will replace Van 1912, which has reached the end of its useful life based on age and mileage. The other will be a fleet expansion, if approved.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit must provide a 15% local match for the ADA vehicle projects.

Project	Total	Federal	Local
Ford E-450 Cutaway Bus	\$179,760	\$152,796	\$26,964
Ford E-450 Cutaway Bus	\$179,760	\$152,796	\$26,964
TOTAL	\$359,520	\$305,592	\$53,928



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**FY2027 - Section 5339 Bus & Bus Facilities Program
 MID-YEAR Application**

Agency Name	Bis-Man Transit Board	
Agency Contact	Deidre Hughes	
Unique Entity ID #	83-441-0987	Sam.gov expiration date: July 29, 2026

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in <https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-10/C9040.1H-Circular-11-01-2024.pdf>

- All applications are due **June 30, 2026, 5:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, sming@nd.gov, jamsayler@nd.gov or ryasonetti@nd.gov .

GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan, and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand response riders to our fixed route service and gaining new fixed route ridership through continued outreach and community partnership efforts. The most recent route redesign went into effect on February 1, 2021. It is anticipated that the current routes will be reviewed in the Transit Development plan set to kick off in the summer of 2026.

Effective April 1, 2026, fixed route service is provided on six routes from 6:00 a.m. - 10:00 p.m. Monday through Friday and 7:00 a.m. to 10:00 p.m. on Saturday. All 10 vehicles in the fixed-route fleet are ADA accessible and serve Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to use our demand response services or those over 65 are free. Reduced fares for students K-College, Veterans, and those on Medicare are \$.75 for a one-way trip, \$3.00 for a 1-day pass, and \$24.00 for a 30-day pass.

In 2025, 138,073 unlinked passenger trips were provided on fixed routes, an increase of 16,535 trips from the previous calendar year.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 19 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within ¾ mile of any fixed route. A one-way fare is \$3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 6:00 pm on Sunday. In 2025, 92,760 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year. As of April 1, 2026, the general public can use demand response services on Sundays, subject to the same scheduling regulations.

Services are provided in both Burleigh and Morton counties.

2. Provide a detailed explanation of each project and how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

Adhering to our fleet replacement schedule is necessary to limit the time buses are out of service due to major breakdowns. Operating buses past their useful life often increases spending and bus downtime.

With the recent service and potential for upcoming service increase, Bis-Man Transit is seeking one replacement ADA van that has exceeded useful life and one additional bus to accommodate the growing service.

3. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

- Increase
 Decrease

Description of change: Bis-Man Transit experienced a 12% increase in fixed-route ridership from 2024 to 2025 and a 3% increase in paratransit ridership during the same period.

4. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

Page 26 of the latest transit development plan details Bis-Man Transit's fleet replacement schedule.

Section 5339 Application Checklist and Signature Page

Applicants must submit the following (check when complete):

x	Completed 5339 Application;
x	Upload your completed Project Request Form(s);
x	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2026 State Aid Contract or award letter, mill levy, city funds, etc.;
x	Update vehicle/facility/equipment_information, mileage, condition, maintenance, etc. in BlackCat Inventory;
	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);

I hereby certify that as a person authorized to sign as:

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

Section 5339 - VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300

Year: 2027

Make/Model: Ford E-450

Seating Capacity: 14+4 wheelchair positions

Lift/Ramp: Yes No

Gas/Diesel/Other: Gas

Location of new vehicle: 3750 East Rosser Avenue, Bismarck, North Dakota

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

3. What type of vehicle are you requesting?

Replacement Vehicle Yes No

Expansion Vehicle Yes No (if **Yes**, move to question 6)

4. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: Yes No

Miles: Yes No

5. Which vehicle in your fleet are you replacing? **1912**

a. Vehicle Information Number (VIN): 1FBVU4XM3KKA53538

b. Vehicle Year: 2019

c. Make/Model: Ford Transit

d. Current Mileage: 135,684

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid Number, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State bid 300

RFP/IFB/Quotes Issue Date (Complete if NOT using the State Bid):

Contract Award Date (Complete if NOT using the State Bid):

Order Date: Anticipated Winter 2026

Vehicle Delivery Date: Fall 2027

8. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$179,760

Federal Funds Requested Amount:\$152,796

Local Match Amount: Local Mill Levy

9. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

The fleet replacement schedule can be found on page 26 of the Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$131,816 - \$152,237	12 – 24
ADA Transit Vehicle – Rear and Side Lift NDDOT Term Contract No. 301	Base price - \$82,694 – \$104,412	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$74,487	6 – 9
Hometown View Bus NDDOT Term Contract No. 389	Base Price - \$156,850 - \$210,080	8 – 12
Hometown Trolley Villager NDDOT Term Contract No. 388	Base Price - \$170,956 - \$219,522	6 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386	Base Price - \$125,000 - \$168,000	6 – 12

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Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: Yes No

Miles: Yes No

5. Which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor):

6. If requesting an expansion vehicle, be specific list the need for the additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).

Bis-Man Transit is seeking funding to purchase an additional cutaway bus to accommodate increased ridership resulting from recent service changes and a potential service increases from upcoming Transit Development Plan recommendations. As of April 1st, Bis-Man Transit has increased Sunday demand response by three and a half hours and opened the service up to the general public.

7. Provide an estimated timeline for the purchase of this vehicle(s). **See sample timeline below, add or remove lines as needed.**

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

May 28, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Free Ride Day Recommendation

BACKGROUND: Typically, Bis-Man Transit offers free rides for local elections.

DISCUSSION: The last free ride day offered by Bis-Man Transit was on January 13, 2026, for public comment meetings to discuss the recent service changes

RECOMMENDATION: Bis-Man Transit staff recommends approval to offer free rides for both fixed-route and paratransit riders on June 9, 2026, with no limitation on trip purpose.



3750 E Rosser Avenue,
Bismarck, ND 58501



701.258.6817



info@bismantransit.com



www.bismantransit.com



May 28, 2026

Executive Director Report

1) Ridership Update

- a. 15,394 CAT Bus trips were completed in April. Of that total, 1,182 were completed from 7:00 PM to 10:00 PM. 492 trips were completed from 6:00 AM to 7:00 AM. This is a 18.37% increase from last April.

2) Outreach Update

- a. We have been involved in several outreach events in 2026.
 - i. 1.29.26 - Paratransit presentation to group at Touchmark
 - ii. 4.8.26 - NDHHS Symposium on Adults, Aging, and Disabilities
 - iii. 4.15.26 – United Tribes Technical College Spring Career Fair
 - iv. 4.16.26 - CAT Training - Global Neighbors - Group of 12 individuals
 - v. 4.20.26 - Autism Acceptance Event - Organized by Arc
 - vi. 5.16.26 - Touch-a-Truck – Distributed over 800 bags.



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May 2026

Road Construction

We have reached out to the City of Mandan regarding upcoming and ongoing road construction projects and the potential impacts these projects may have on current bus routes and service operations. At this time no response or updated information has been received. To help keep passengers informed of any route adjustments resulting from construction activity, notifications will be sent out through the Passio app. Riders will receive alerts regarding:

- Temporary route changes
- Delays caused by construction
- Detour information and service updates.

Evening Service Update

The new evening service has continued to operate successfully. Service has been running smoothly with consistent staffing and reliable route coverage.