



Bis-Man Transit Board Meeting

June 25, 2026, 11:30 AM

<https://us02web.zoom.us/j/81382915767>

Call in: +1 312 626 6799; Meeting ID: 813 8291 5767

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/5/28 May Meeting
 - b. Attachment B – 2026/6/22 CTIC Meeting
 - c. Attachment C – 2026/6/22 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment

New Business

1. 1502 Transmission Purchase Recommendation
 - a. Attachment F
2. Transit Development Plan Board Involvement Discussion

Executive Director Report – Attachment G

1. Bus Voucher Follow-up
2. Coordinated Human Services Transportation Plan Update
3. Free Ride Day Update
4. Ridership Update
5. CAT Bus Accident June 17, 2026

Operations Report – Attachment H



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Bismarck, ND 58501



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Other Business

Adjourn

- **The next Board Meeting will be held on July 23, 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

May 28, 2026, 11:30 AM

Via Zoom & In-person at

3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Julie Horntvedt

Karel Sovak

Helen Baumgartner

Commissioner Connelly

Commissioner Rohr

Not Attending:

Lacey Long, Vice President

Steve Heydt

Royce Schultze

Staff:

Deidre Hughes

Tammy Schutt

Mike Mundahl

Craig Thomas

Amanda O'Brien

Guests:

Trevor Vannett


Paulette Jacobsen

Kim Riepl

Susan Dingle

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

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

Consent Agenda: Karel moved to approve the Consent Agenda. Glenn seconded the motion. Motion carried unanimously.

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: Trevor thanked the board for the service changes.

Old Business

1. Bus Voucher Recommendation
 - a. Attachment G

Deidre stated 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.

Staff and the finance committee recommend submitting a request to the Bismarck City Commission to proceed with the program for \$5,000, using the criteria discussed with the Mayor on May 7th.

Karel moved to approve the bus voucher recommendation. Glenn seconded the motion. Motion carried unanimously.



New Business

1. Safety Target Update Recommendation
Attachment H

Deidre stated that the FTA requires all transit agencies to review safety targets in their safety plans annually. Our deadline for review and acceptance is the end of June. We are presenting our updated safety targets for July 1, 2026, to June 30, 2027. She used our road call and accident statistics to develop these targets. There were minimal changes to the proposed targets.

Karel moved to approve the safety plan targets. DeNae seconded the motion. Motion carried unanimously.

2. Bus Camera Upgrade Recommendation
 - a. Attachment I

Deidre indicated that 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. Due to increased service hours, staff have sought more efficient ways to view bus camera footage, especially during 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 quoted \$24,092 for material that is needed to upgrade that feature. Electronic Communications Inc. quoted \$12,375 for the installation of the equipment.

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). Total project cost \$48,629.81. Of that, \$12,177.15 would come from local funding, and the remaining \$36,452.66 would come from federal funding. Glenn pointed out that the project is not entirely covered with 80% federal funding. Deidre indicated that we didn't have sufficient funds in 5307, so we will have to use a local match. We would use all the available funding before falling back on the local funding.

DeNae moved to approve the upgrade of the security cameras on the buses. Karel seconded the motion. Motion carried unanimously.

3. SFY27 5339 Mid-Year Grant Recommendation
 - a. Attachment J

Deidre stated that NDDOT received approximately \$12 million to disperse mid-year for FY27 5339 capital-only grants. She is requesting funding for two paratransit cutaway buses to replace van 1912, which is past its useful life, and one to add to our fleet. Van 1912 is a rear-lift van that is difficult to use, and operations are 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.

Karel moved to approve the submission of the grant application. Glenn seconded the motion. Motion carried unanimously.



4. Free Ride Day Recommendation
a. Attachment K

Deidre stated the last free ride day offered was in January. For the past several years, we have offered free rides on election day. We propose offering free rides on June 9, 2026, for both fixed-route and paratransit riders, with no limitation on trip purpose. DeNae moved to approve to offer free rides on June 9, 2026, for both fixed-route and paratransit riders with no limitation on trip purpose. Karel seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment L

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

Operations Report – Attachment M

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

Glenn asked about the \$1,000 biweekly check written by Amanda O'Brien for the cleaning service. He asked if she receives a W2 and 1099. Craig confirmed she does. Glenn is concerned that she is an employee of WeDriveU and not a subcontractor for cleaning. If she is injured while cleaning, then there would be a substantial liability. DeNae suggested to Craig that they add cleaning to her job duties and compensate her for it.

DeNae moved to suspend Amanda's facility cleaning until he has answers from Corporate. Glenn seconded the motion. Discussion: Karel stated that this is not a matter for the Board to involve itself in. We have made our points very clear, and we leave it up to them to remedy this situation as quickly as possible. DeNae stated that she disagrees; we are writing a \$1,000 check, as Glenn pointed out, which puts us at risk. Commissioner Connelly questioned if she would continue to be paid while the cleaning service is suspended. DeNae questioned if there was a contract. Craig stated there is no contract at this time. Motion failed. Craig stated that he will speak with his Regional Vice President and get back to Deidre.

Other Business:

Commissioner Connelly reported that he has been working with BSC regarding the snow removal from bus shelters in their location. DeNae indicated we would assume liability if a volunteer slipped on ice and was injured, for example.

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

Meeting adjourned at 12:15 P.M.



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B

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

Community Transportation Input Committee Meeting Minutes June 22, 2026, 2:00 PM

Attending:	Helen Baumgartner	Julie Horntvedt
	Glenn Lauinger	Lane Hoffer
	Jeannie Pedersen	Randee Sailer
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 Bismarck City Commission met on June 9th and approved Bis-Man Transit's request to use \$5,000 in sales tax to develop a CAT bus voucher program. The Commission decided that the program's process and criteria would be established by the Community Development Advisory Committee. Deidre has been working with the Director of the Community Development department on specifics. The advisory committee will be meeting in July to work on the program. Lane asked how agencies would apply for the tickets. Deidre said the advisory committee would be developing the application, what the criteria is, how frequently they would be accepting applications, how many vouchers an agency could request, and what tracking information they would want to see. Deidre said she would be assisting as needed, but is not part of the committee. Helen asked about the starting date. Deidre said she had urged the Community Development Director that it would be ideal if the program were rolled out by late fall.

3. Free Ride Day Ridership – June 9th

Deidre provided an update on ridership for Free Ride Day on June 9th, 2026. 612 CAT rides were provided, and 331 paratransit rides were provided.

4. Ridership Update

Deidre provided a ridership update for CAT. In May, 16,545 CAT trips were provided. From 7 PM – 10 PM, 1,382 trips were provided. From 6 AM – 7 AM, 584 trips were provided. Deidre said it is the highest ridership since at least 2015. Glenn asked why Red route ridership was much less than that of other routes. Deidre said the Red route used to be a 2-hour route, and when the second route was pulled from Mandan, the Red route became a 1-hour route. She said the Red route is also less residential and more business, which could be part of the reason. Deidre said that it would be looked at as part of the Transit Development Plan.

5. Coordinated Human Services Transportation Plan

Deidre said the Coordinated Human Services Transportation Plan must be updated every 5 years by Bis-Man Transit to maintain eligibility for Section 5310 grants. The last time the plan was completed was in 2021, with a start date of 2022. Surveys will be provided to riders through on-bus signage, and provider surveys will be provided to approximately 90 service providers. Through the process, three public comment meetings will be held on July 28th at the Morton Mandan Public Library from 10:30 AM to 11:30 AM, at Bis-Man Transit from 2:00 PM to 3:00 PM, and on July 30th at the Bismarck Veterans Memorial Library from 4:30 PM to 5:30 PM. The finalized plan will be presented to the Bis-Man Transit Board on August 27th.

6. Other Business

Deidre said the consultants for the Transit Development Plan asked if 1 or 2 CTIC members would be willing to sit on the steering committee. Lane said he would be interested.

Lane thanked Mike for doing some travel training with him & a client.

Meeting adjourned at 2:16 P.M.



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C

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

Bis-Man Transit Finance Committee Meeting Minutes

June 22, 2026, 3:00 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf
Glenn Lauinger

Staff: Deidre Hughes
Tammey Schutt

Meeting was called to order at 2:56 P.M.

Deidre shared that we received two bids for bus 1502 transmission. The low bid was submitted by Interstate Power at \$15,718.86. Our share is \$2,743.78. WeDriveU will pay \$2,000 per our contract. Glenn asked if we had had other business with Interstate Power, and Deidre confirmed that we had worked with them before. Lynn moved to recommend that the Board approve awarding the service contract to Interstate Power. Glenn seconded and motion passed.

Deidre gave an update on the bus vouchers. The City Commission approved the purchase of \$5,000 of sales tax money, which will be used for CAT bus vouchers. The Community Advisory Committee will administer the program. The chair of the committee is Daniel Nairn, who is the City Planning Director. Deidre has spoken to the chair and given him the program framework, as discussed with the board and the city commission. The next meeting of the committee is July 22 at 1 PM at Bismarck City Hall.

Deidre provided an update on the facility's cleaning. It is currently being contracted out. WeDriveU is trying to hire an employee to handle cleaning in-house.

Lynn moved to adjourn. Glenn seconded the motion.

Meeting adjourned at 3:07 P.M.



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May 2026 MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	16,545	73,640	12,637	60,838	30.93%	21.04%	
PARATRANSIT	7,843	39,653	7,840	39,280	0.04%	0.95%	
DEMAND RESPONSE	24	34					
Total	24,388	113,293	20,477	100,118	19.10%	13.16%	
FR AVG. DAILY BOARDINGS	661.80						
DR AVG. DAILY BOARDINGS	253.00						
DEM RESP AVG. DAILY BOARDINGS	5						
			Pass./Hour	Pass./Hour	Pass./Hour		
REVENUE HOURS							
	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	2,366.00	10,096.50	6.99	7.29	6.70	9,078.1	11.22%
PARATRANSIT	3,403.99	16,035.70	2.30	2.47	2.61	15,053.1	6.53%
DEMAND RESPONSE	43.05	62.42	0.56	0.54		NA	
Total	5,769.99	26,132.20	4.23	4.34	4.1	24,131.2	
			Pass./Mile	Pass./Mile			% INC/DEC OVR PYTD
REVENUE MILES							
	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	37,612	160,620	0.44	0.46	143,540		11.90%
PARATRANSIT	43,829	210,360	0.18	0.19	209,225		0.54%
DEMAND RESPONSE	242	363	0.10	0.09			
Total	81,441.55	370,979.91	0.62	0.65	352,765		5.16%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	77.18%	82.21%	81.89%	84.00%	-5.75%	-2.13%	
PARATRANSIT	98.41%	96.66%	97.78%	93.63%	0.64%	3.24%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month			% INC/DEC #VALUE!	
BLACK	3165	13764		2758		14.8%	
BLUE	2835	12370		1687		68.0%	
GREEN	2957	14013		2369		24.8%	
RED	1559	6585		1415		10.2%	
ORANGE	4320	18801		2945		46.7%	
PURPLE	1709	8107		1463		16.8%	
RIDERSHIP BY DESTINATION							
	Month	YTD	PY Month			% INC/DEC	
(Included in 'Ridership Per Route' Numbers)	U-Mary	407	1194	181		124.9%	
	UTTC	23	239	21		9.5%	
	Bismarck Library	987	4489	637		54.9%	
	Mandan Walmart	108	443	73		47.9%	
	Mandan Family Fare	507	2161	434		16.8%	
	CHI St Alexius	224	1674	N/A			
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	1	0	3	2			
PARATRANSIT	0	0	5	5			
SERVICE VEHICLE	0	0	0	0			
SENT TO INSURANCE	0		1				
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	0	3					
PARATRANSIT	0	2					
Office Staff	0	0					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	0	0					
PARATRANSIT	2	13					
Office Staff	0	0					



F

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

June 24, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Replacement of 1502 Transmission

RECOMMENDATION: Staff recommends approval of this request to purchase and replace the transmission and associated parts for bus 1502.

BACKGROUND: Bus 1502 is a 2015 Gillig, fixed-route bus. This vehicle has 436,550 miles on it. The useful life for a bus this size (35 feet), per FTA standards, is 12 years or 500,000.

DISCUSSION: Quotes were sought from three vendors. Of the three, Interstate Power Systems had the lowest bid of \$29,915.10. Halow's failed to provide a quote.

FINANCIAL IMPACT: WeDriveU is responsible for the first \$2,000. The remainder will be paid using 5307 funds at an 80/20 split, with the local match being \$2,743.78.

Vendor	Federal	Local	Total	Total Minus Bill Back
Harlow's				
Interstate Power Systems	\$10,975.08	\$2,743.78	\$15,718.86	\$13,718.86
Wallwork	\$14,867.12	\$3,716.79	\$20,583.91	\$18,583.91



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June 25, 2026

Executive Director Report

1) Bus Voucher Follow-Up

- a. The Bismarck City Commission met on June 9th and approved the request from Bis-Man Transit to utilize \$5,000 in sales tax funds to develop a CAT Bus pass voucher program. The Community Development Advisory Committee has been tasked with developing the program requirements.

2) Coordinated Human Services Transportation Plan

- a. Every five years, Bis-Man Transit must update its Coordinated Human Services Transportation Plan to remain eligible for Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant funding. A survey for human service providers and riders has been developed and will be distributed. Public comment meetings will be held at the Mandan Morton Public Library on July 28th from 10:30 AM to 11:30 AM and at the Bis-Man Transit Facility from 2:00 PM to 3:00 PM. An additional meeting is scheduled for July 30th from 4:30 PM to 5:30 PM at the Bismarck Veterans Memorial Public Library. The finalized plan will be presented to the Board for approval at the August 27th Board Meeting.

3) Free Ride Day Update

- a. Bis-Man Transit offered free rides on June 9th. 612 trips were completed on the CAT Bus, and 331 were completed on paratransit.

4) Ridership Update

- a. For the month of May, 16,545 CAT bus trips were completed. Of this total, 1,382 were completed after 7:00 PM and 584 before 7:00 AM.

5) CAT Bus Accident June 17, 2026

- a. Bus 1910 was involved in a not-at-fault accident on June 17th. This accident resulted in one passenger injury and significant damage to the bus. The bus is a 2019 Alexander Dennis Enviro 200. Staff is working with insurance to determine the cost of repair and how long the bus will be out of service.





June 2026

News

This month, we celebrated June birthdays and work anniversaries. CSR [Linda Brosious](#) celebrated 2 years with us and Vehicle Cleaning Associate, Charles Matam celebrated his 1 year anniversary. Wednesday June 17th, we had our first cookout of the year. Rainy conditions forced us to the garage, but we were still able to have food, fun and fellowship.

Road Supervisor, Crystal Herbert has been selected to WeDriveU's Aspiring Leaders Program. The Aspiring Leaders Program is designed to help high potential employees prepare for future leadership opportunities through live virtual learning sessions, self-paced WeDriveUniversity coursework, mentorship, peer collaboration, and applied leadership practice.

Facility Cleaning

Going forward, facility cleaning will be contracted out and paid through WeDriveU's Accounts Payable.