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**	**Tammey Schutt**
	Mike Mundahl	**Craig Thomas**
	Amanda O'Brien	
Guests:	**Trevor Vannett**	**Paulette Jacobsen**
	Kim Riepl	**Susan Dingle**

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 <u>at 12:15 P.M.</u>