



Bis-Man Transit Board Meeting

July 23, 2026, 11:30 PM

<https://us02web.zoom.us/j/88653780460>

Call in: +1 312 626 6799; Meeting ID: 886 5378 0460

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/6/25 June Meeting
 - b. Attachment B – 2026/7/2 Executive Committee Meeting
 - c. Attachment C – 2026/7/20 CTIC Meeting
 - d. Attachment D – 2026/7/20 Finance Committee Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment

New Business

1. 1901-1904 Bus Decommission Recommendation
 - a. Attachment G
2. CD Discussion
 - a. Attachment H
3. Employee Benefit Renewal Recommendation
 - a. Attachment I

Executive Director Report – Attachment J

1. Ridership Update
2. Coordinated Human Services Transportation Plan Survey

Operations Report – Attachment J

Other Business

Adjourn

- The next Board Meeting will be held on August 27, 2026, at 11:30 am.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



A

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

Bis-Man Transit Board Meeting

June 25, 2026, 1:00 PM

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

Not Attending:

Julie Horntvedt

Commission Connelly

Commissioner Rohr

Staff:

Deidre Hughes

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Paulette Jacobsen

Kim Riepl

Susan Dingle

Meeting called to order at 1:00 P.M.

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

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

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

Deidre stated that there were issues with the transmission on bus 1502. This bus 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. Quotes were sought from three vendors. Of the three, Interstate Power Systems had the lowest bid of \$15,718.86. WeDriveU is responsible for the first \$2,000. Harlow's failed to provide a quote in time. The remainder will be paid using 5307 funds at an 80/20 split, with the local match being \$2,743.78. DeNae moved to approve this request to purchase and replace the transmission and associated parts for bus 1502. Karel seconded the motion. Motion was carried unanimously.

2. Transit Development Plan Board Involvement Discussion

Deidre stated she met with Bolton & Menk and the MPO last week. One item discussed was the structure of this study's steering committee. They are requesting some Board involvement, if the Board wishes. Two to three Board members that are willing to serve on the Steering Committee to help guide the study. There will be four meetings throughout the process. They will take place in August, October, February, and May. The October meeting will double as a planning workshop, which will be open to the public. They will also have five touch points with the Board. She is looking to see if there are a couple of Board members who would be willing to participate on that Steering Committee, and she can share contact information with the



consultants. Lynn asked the Board members whether anyone would like to volunteer for this. Lynn and Glenn stated they would participate. Helen stated she would volunteer if no one else stepped up. Since Helen volunteered to serve Glenn withdrew from participating. Deidre will send an email to the Board asking for any other volunteers.

Executive Director Report – Attachment G

1. Bus Voucher Recommendation Deidre

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 with the chair and provided him with 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.

2. Coordinated Human Services Transportation Plan Update

Deidre stated that 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

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

4. Ridership Update

Deidra stated that in 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.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

5. CAT Bus Accident June 17, 2026

Deidre updated the Board that 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 repairs and

how long the bus will be out of service. Steve asked Deidre if she knew what type of insurance the individual who caused the accident had. Steve asked whether they have adequate insurance to pay out a significant portion to cover the bus? Deidre stated that we submitted the claim to our insurance first. They will have to go to subrogation with the other individual's insurance. He has Allstate Property Insurance, and we are not sure of the specifics. Glenn asked if there were sufficient buses available and if it had affected our service. Deidre stated that we have been using paratransit buses because other buses are out of service. We have been using the flex bus every day, along with one other para bus.

Operations Report – Attachment H

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

Other Business:

Lynn thanked Commissioner Rohr for his 16 years of service to the Transit Board as a Representative for the City of Mandan.

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

Meeting adjourned at 1:25 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



B

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

Bis-Man Transit Board of Directors – Executive Meeting

July 2, 2026, 10:00 AM

Via Zoom & In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Karel Sovak

Staff:

Deidre Hughes

Tammey Schutt



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

Meeting called to order at 10:03 A.M.

1. Replacement of 2202 Transmission

Deidre stated that there were issues with the transmission on bus 2202. This bus is a 2022 Gillig, fixed-route bus. This vehicle has 175,007 miles on it. The useful life for a bus this size (30 feet), per FTA standards, is 12 years or 500,000. Quotes were sought from three vendors. Of the three, Interstate Power Systems had the lowest bid of \$14,878.18. Harlow's provided a quote, but it was incomplete (it only included the cost of transmission, not fluid, tubing, cooler lines, drive line, etc.) 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 \$2,575.66. Karel moved to approve this request to purchase and replace the transmission and associated parts for bus 2202. Lacey seconded the motion. Motion was carried unanimously.

Meeting adjourned at 10:09 A.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



C

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

Community Transportation Input Committee Meeting Minutes July 20, 2026, 2:00 PM

Attending:	Helen Baumgartner	Glenn Lauinger
	Lane Hoffer	Alissa Patterson
	Jeannie Pedersen	Randee Sailer
Staff:	Deidre Hughes	Mike Mundahl

Meeting was called to order at 2:06 P.M.

Regular Agenda

1. **Welcome and Introductions:** Deidre stated all meeting attendees.

2. **Ridership Update**

Deidre provided a ridership update for June. 15,761 CAT trips were provided, with 1,460 completed after 7:00 PM, and 652 completed before 7:00 AM. In the first quarter of the new service hours, 1,728 early morning CAT trips were provided, and 4,024 evening CAT trips were provided. There were 48 Sunday demand response trips. 185 paratransit trips were provided during the extended hours.

3. **Coordinated Human Services Transportation Plan**

Deidre reminded the committee that the survey was open and posted on our website for providers and the general public. Public comment meetings for the Coordinated Human Services Transportation Plan will be held next week in Bismarck and Mandan.

4. **Other Business**

Lane asked about the voucher program. Deidre provided an update on the process, and said the goal was to have the application process open by the winter.

Lane asked about the Transit Development Plan. Deidre provided an update and said the first steering committee meeting would be held next month.

Meeting adjourned at 2:16 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



D

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

Bis-Man Transit Finance Committee Meeting Minutes

July 20, 2026, 3:00 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf

Glenn Lauinger

Staff: Deidre Hughes

Tammey Schutt

Discussion led by Deidre regarding buses 1901-1904 being beyond their useful life in terms of years and miles. It is recommended that the buses be decommissioned and sold. We have two replacement buses currently and will receive two more by tomorrow. Sales proceeds were discussed, including the procedure if a bus sells for more than \$10,000. If staff recommendation is accepted, the matter will be taken to the City for approval. Lynn moved to recommend to the Board that buses 1901-1904 be decommissioned and sold. Glenn seconded the motion. Roll call vote: Lynn-yes, Glenn-yes, DeNae-yes. Motion carried.

The CD at Starion Bank for \$1,062,839.49 matures on August 3, 2026. If we do not reinvest, we will have \$3.5 million projected in cash reserves by the end of February 2027. This does not take into consideration any sales tax monies we may request from Bismarck and Mandan. Due to the transit development plan that may cause service changes, as well as the service changes we recently made, Deidre is hesitant to reinvest for more than six months. The six-month rate at Starion is 3.65%. Deidre did not compare rates with other banks; however, she was aware of the fact that Railway Credit Union had been offering 4%. DeNae affirmed that if this is the case for 6-month CD's and it is published on their website. DeNae asked if Starion matched rates. Deidre will contact Starion to see if they will match the 4%. The committee consensus is to reinvest for 6 months, with Deidre reporting to the Board as to the rate Starion will offer.

Employee health and dental benefits are up for renewal, September 1, 2026. The Blue Cross and Blue Shield health plan was compared to Sanford Simplicity, but there were no cost savings and the deductible and coinsurance were higher. Other health plans were significantly higher. The dental plan had a slight increase. The health plan increase is 8.6%. Glenn asked if we were within budget. Deidre indicated that we were outside the budget because a former employee had a single plan. We are approximately \$20,000 over budget. However, overall, we are still within our operating budget. Glenn moved to recommend that the board approve the staff recommendation regarding employee benefits. Lynn seconded the motion. Roll call vote: DeNae-yes, Lynn-yes, Glenn-yes. Motion carried.

Glenn inquired as to whether or not we are receiving our federal reimbursement. Deidre indicated that we are requesting federal reimbursement but have not received the federal funding as of yet, and that is why we are showing a deficit.

Deidre noted that there will be a change to the materials in the packet's profit and loss. A revision will be sent out, as will a revision to the CD memorandum reflecting the finance committee discussion.

Lynn moved to adjourn. Glenn seconded the motion.

Meeting adjourned at 3:07 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

June 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	15,761	89,401	11,400	72,238	38.25%	23.76%
PARATRANSIT	8,011	47,664	7,496	46,776	6.87%	1.90%
DEMAND RESPONSE	14	48				
Total	23,786	137,113	18,896	119,014	25.88%	15.21%
FR AVG. DAILY BOARDINGS	606.19					
DR AVG. DAILY BOARDINGS	267.03					
DEM RESP AVG. DAILY BOARDINGS	4					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	2,465.58	12,562.08	6.39	7.12	6.66	15.75%
PARATRANSIT	3,418.83	19,454.53	2.34	2.45	2.56	6.52%
DEMAND RESPONSE	19.61	82.03	0.71	0.59	NA	
Total	5,904.02	32,098.64	4.03	4.27	4.1	29,116.9
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	39,336	199,956	0.40	0.45	172,758	15.74%
PARATRANSIT	43,994	254,354	0.18	0.19	251,322	1.21%
DEMAND RESPONSE	109	471	0.13	0.10		
Total	83,438.33	454,780.96	0.29	0.30	424,080	7.24%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	79.44%	81.75%	83.80%	84.00%	-5.20%	-2.68%
PARATRANSIT	98.56%	96.98%	98.36%	94.42%	0.20%	2.71%
RIDERSHIP PER ROUTE						
	Month	YTD	PY Month			% INC/DEC #VALUE!
BLACK	3142	16906		2269		38.5%
BLUE	2873	15243		1528		88.0%
GREEN	2521	16534		2179		15.7%
RED	1553	8138		1271		22.2%
ORANGE	4009	22810		2650		51.3%
PURPLE	1663	9770		1503		10.6%
RIDERSHIP BY DESTINATION						
	Month	YTD	PY Month			
(Included in 'Ridership	U-Mary	256	1450	150		70.7%
Per Route' Numbers)	UTTC	9	248	18		-50.0%
	Bismarck Library	782	5271	613		27.6%
	Mandan Walmart	77	520	64		20.3%
	Mandan Family Fare	472	2633	487		-3.1%
	CHI St Alexius	195	1869	N/A		
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	2	1	5	3		
PARATRANSIT	2	2	7	7		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	3		4			
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	0	3				
PARATRANSIT	0	2				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	1	14				
Office Staff	0	0				



G

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

July 23, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Decommission and Dispose of Bus 1901-1904

BACKGROUND: Bis-Man Transit is seeking approval to decommission and sell Bus 1901, 1902, 1903, and 1904 as they have exceeded their useful life in both years and miles.

Fleet Information	VIN #	Mileage	Acquisition Date
#1901 2019 Chevy 4500 Express	1FDFE4FS5KDC02285	222,480	10/25/2018
#1902 2019 Chevy 4500 Express	1FDFE4FSXKDC00998	254,524	10/25/2018
#1903 2019 Chevy 4500 Express	1FDFE4FS6KDC07382	247,529	2/25/2019
#1904 2019 Chevy 4500 Express	1FDFE4FS5KDC07387	205,298	2/25/2019

Bis-Man Transit has received two replacement buses and is expected to receive the other two by the end of the month. Once they are inspected and ready for service, 1901-1904 will be removed from service.

DISCUSSION: If approved, the vehicle will be sold through public auction.

FINANCIAL IMPACT: Funds received from the private sale of the Chevy 4500 Express will be retained by Bis-Man Transit unless the sale exceeds \$10,000, with the exception of bus 1904, which was purchased using private funds (Otto Bremer Grant).

RECOMMENDATION: Staff recommends approval of the request to decommission and sell buses 1901, 1902, 1903, and 1904.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



H

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

July 23, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: CD Investment Discussion

BACKGROUND: Bis-Man Transit currently has \$1,062,839.48 invested in a 12-month CD with a 4% interest rate. This CD reaches maturity on August 3, 2026

DISCUSSION: Current CD and Money Market Savings account rates are listed below

- 6 months - 3.65%
- 12 months - 3.80%
- 18 months - 3.50%
- Money Market – 2.65%

If the Board chooses not to reinvest the current CD, \$3,500,000 is projected to remain in cash reserves by February 2027. This does not take into consideration any sales tax funds that Mandan or Bismarck may distribute to Bis-Man Transit.

RECOMMENDATION: Staff and the Finance Committee recommend investing the full \$1,062,839.48 for 6 months. Staff has requested Starion Financial match the 4% 6-month CD Special at Railway Credit Union.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



July 23, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Employee Insurance Recommendation

BACKGROUND: Bis-Man Transit currently offers health insurance to all employees paid by the company. Employer-sponsored dental and vision coverage is also provided for all employees.

DISCUSSION: All policies renew on September 1, 2026. Staff reviews are performed annually to ensure the appropriate policies are followed. The dental policy quote has also been provided. The vision policy is under two-year contracts and will be reviewed next summer. Quotes were gathered for the Sanford Simplicity health insurance plan. There were no cost savings for a comparable plan. Staff also discussed other options, such as UnitedHealthcare and Medica, and were told that the policies would be significantly more expensive.

FINANCIAL IMPACT:

BlueCare Gold 80-1000	
Deidre	\$ 626.45
Spouse	\$ 618.30
Child	\$ 397.56
Mike	\$ 928.15
Spouse	\$ 1,060.15
Tammey	\$ 1,324.14
Spouse	\$ 1,559.04
Monthly Cost	\$6,513.79
1/1/27-8/31/27	\$ 52,110.32
9/1/26-12/31/26	\$ 26,055.16
Total	\$ 78,165.48
2026 Health Insurance Total	\$ 65,300.83

	Avesis	EMI Dental
1/1/27-8/31/27	\$ 548.96	\$ 2,650.40
9/1/26-12/31/26	\$ 274.48	\$ 1,325.20
Total	\$ 823.44	\$ 3,975.60



RECOMMENDATION: Staff recommends approval of the BlueCare Gold 80 1000 Plan from Blue Cross and Blue Shield, Avesis, and EMI Dental for employee insurance coverage.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



J

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

July 23, 2026

Executive Director Report

1) Ridership Update

- a. For the month of June, 15,761 CAT bus trips were completed. Of this total, 1,460 were completed after 7:00 PM and 652 before 7:00 AM. In the first quarter of the new service hours, we have provided 1728 early-morning and 4024 evening CAT trips. For the Sunday demand response service, we have provided 48 trips. With the additional Sunday demand response service hours, we have provided 185 trips for our certified paratransit users.

2) Coordinated Human Services Transportation Survey

- a. The provider and general public transportation survey is open and will remain open until July 31st. The provider survey can be found at <https://forms.gle/KtQnaTL7XBZNAgxx7>. The general public survey can be found at <https://forms.gle/s8icB2GsGq8MvBfH8>.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



July 2026

Service & Operations

Service operations have remained steady this month, with minimal construction disruption compared to previous years. Despite ongoing road construction projects, our team has proactively managed routes, ensuring service continuity with no significant impacts. We continue to utilize the Passio app to provide riders with real-time updates regarding any necessary detours or delays.

Staffing & Development

We are currently actively recruiting for a Maintenance Technician position to support our fleet operations. Additionally, we are proud to recognize the work anniversaries of two dedicated team members:

- Road Supervisor Kathy Lopez, who is celebrating 11 years with National Express and WeDriveU.
- Paratransit Operator Michael Mindt, who is celebrating 4 years of service.

Accident Update

We are continuing our coordination with the insurance provider regarding the June 17, 2026, accident involving bus 1910. Staff is working diligently to determine the repair costs and the expected timeline for returning the vehicle to service.