



Bis-Man Transit Board Meeting

September 24, 2026, 11:30 AM

<https://us02web.zoom.us/j/88977061181>

Call in: +1 312 626 6799; Meeting ID: 889 7706 1181

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/7/23 July Meeting
 - b. Attachment B – 2026/8/4 Executive Committee Meeting
 - c. Attachment C – 2026/9/21 CTIC Meeting
 - d. Attachment D – 2026/9/21 Finance Committee Meeting
2. Financial Report
 - a. July - Attachment E
 - b. August – Attachment F
3. Ride Stats
 - a. July - Attachment G
 - b. August – Attachment H

Public Comment

New Business

1. Transit Development Plan Update – *Bolton & Menk*
2. 2025 Audit Acceptance
 - a. Attachment I
3. Printing Contract Acceptance
 - a. Attachment J
4. Coordinated Human Services Transportation Plan Acceptance
 - a. Attachment K
5. City of Bismarck Brokerage Contract Recommendation
 - a. Attachment L

Executive Director Report – Attachment M



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1. Ridership Update

2. Public Outreach

Operations Report – Attachment N

Other Business

Adjourn

- The next Board Meeting will be held on **October 22, 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

July 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

Helen Baumgartner

Commissioner Belohlavek

Commission Connelly

Not Attending:

Julie Horntvedt

Steve Heydt

Royce Schultze

Staff:

Deidre Hughes

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Tammey Schutt

Guests:

Trevor Vannett

Paulette Jacobsen

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

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

Deidre stated Bis-Man Transit has received three replacement buses and is expected to receive the other one by mid-August. Once they are inspected and ready for service, 1901-1904 will be removed from service. If approved, the vehicles will be sold through public auction. Funds received from the private sale of the Ford E-450 will be retained by Bis-Man Transit unless the sale exceeds \$10,000, with the exception of bus 1903, which was purchased using private funds (Otto Bremer Grant). Glenn asked if the money received from selling the Otto Bremer Bus was restricted. Deidre stated that there are no restrictions. DeNae moved to approve the request to decommission and sell buses 1901, 1902, 1903, and 1904. Karel seconded the motion. Motion was carried unanimously.

2. CD Discussion
 - a. Attachment H

Deidre stated that Bis-Man Transit currently has \$1,062,839.48 invested in a 12-month CD at 4% interest with Starion Financial. It reaches maturity on August 3, 2026. A decision needs to be made to either reinvest that amount or put it into our Money Market Savings account. After the Board packet was sent out, we received approval from Starion Financial for a 6-month CD at a 4% rate. This would earn us about \$21,000 in interest for that time. So, around February, we can re-evaluate whether we want to continue investing or use those funds for other capital purchases or operational costs. DeNae moved to approve reinvesting the CD for 6 months at the 4% rate with Starion Financial. Glenn seconded the motion. Motion was carried unanimously.



3. Employee Insurance Recommendation

a. Attachment I

Deidre stated all policies for our employee benefits renew on September 1, 2026. Staff reviews are performed annually to ensure the appropriate policies are followed. Quotes were gathered for the Sanford Simplicity health insurance plan. 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. Staff also discussed other options, such as UnitedHealthcare and Medica, and were told that the policies would be significantly more expensive. The dental policy quote has also been provided. The vision policy is under a two-year contract and will be reviewed next summer. Glenn stated that we are covering 100% of the cost of the employees' insurance. Even though the cost of the insurance went up. It will have no financial effect on the staff. There will be no withholding from their payroll. DeNae moved to approve the employee benefits. Karel seconded the motion. Motion was carried unanimously.

Executive Director Report – Attachment J

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

Operations Report – Attachment K

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

DeNae moved to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 11:50 A.M.

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



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B

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Bis-Man Transit Board of Directors – Executive Meeting

August 4, 2026, 10:00 AM

Via Zoom

3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Staff:

Deidre Hughes

Meeting called to order at 10:04 A.M.

1. Exterior Facility Painting

The agenda item related to the exterior painting project. Staff solicited bids from eight painting companies; ads were placed on our website and in the Bismarck Tribune. We only received one quote. The cost was \$12,000 less than the last time we bid for exterior painting in 2024, but we were unable to go forward with the project due to funding. Tedd Lipp Drywall submitted a quote for \$34,240.00.

Funding is available through 2025 5307 grant money. This company has been in business since 2007 with no issues reported. They asked very knowledgeable questions when performing a walk-through. Only the blue and tan of the building will be painted.

DeNae moved to accept the bid quote from Tedd Lipp Drywall. Karel seconded. Motion carried.

Meeting adjourned at 10:09 am.



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C

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Community Transportation Input Committee Meeting Minutes September 21, 2026, 3:00 PM

Attending:	Glenn Lauinger	Ken Koch
	Nate Mickelson	Alissa Patterson
	Jeannie Pedersen	Randee Sailer
	Kandy Swenning	Trevor Vannett
Staff:	Deidre Hughes	Mike Mundahl
	Amanda O'Brien	Craig Thomas

Meeting was called to order at 3:00 P.M.

Regular Agenda

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

2. **Ridership Update**

Deidre provided a ridership update. For July, 2026, there were 14,698 CAT trips provided. Of those, 1,588 were after 7:00PM, 698 were before 7:00AM. There were 22 Sunday demand response trips. For August, 2026, there were 15,602 CAT trips provided. Of those, 1,518 were after 7:00PM, 893 were before 7:00AM. There were 23 Sunday demand response trips. Since April, 2026, there have been 3,319 trips provided before 7:00AM, 7,130 trips provided after 7:00PM.

3. **Transit Development Plan Open House**

Deidre said the Transit Development Plan kicked off in July. The upcoming open house will be the first meeting open to the general public to participate and provide comments. The Transit Development Plan open house is September 30th, 2026, from 5:30PM – 7:00PM at the Dream Center in Bismarck. Deidre said the consultants have



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completed their service assessment and are now moving into exploring routes, flag-down vs. stop system, accommodations on route, etc.

4. **Coordinated Human Services Transportation Plan**

Deidre said the Coordinated Human Services Transportation Plan is an update from the 2021 plan. Several changes were approved with the plan 5 years ago, with the biggest changes related to goals and strategies. Previously, the plan goals focused largely on financials. The focus now is on expanding and sustaining mobility options and funding, improving operational efficiencies and coordination with human service agencies, expanding services, improving information accessibility on the website, and increasing local school partnerships. Deidre said there was a lack of responses from human service agencies. Of the 104 human service agencies contacted, only 7 responded. There were 31 survey responses received from the general public. Deidre went over the survey responses and answered questions about items in the plan.

5. **Other Business**

No other business.

Meeting adjourned at 3:39 P.M.



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Bis-Man Transit Finance Committee Meeting Minutes

September 21, 2026, 1:30 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf

Glenn Lauinger

Staff: Deidre Hughes

Tammy Schutt

Meeting was called to order at 1:30 pm.

The 2025 Audit report was reviewed. There were no findings. Finance Committee recommends the Board accept the Audit.

The current printing contract expires the end of September. The Committee requested bids for a new contract. Only one bid was received. The current printing shop, United Printing, submitted a bid with a minimal increase. Finance Committee recommends the Board accept the United Printing bid.

The City brokerage contract term is up. There is an option to renew the contract for a period of five years. This is the last renewal option. Deidre indicated that in the past, we have sent the City a letter of intent to renew. The new end date for the contract would be December 31, 2031. Finance Committee recommends the Board send a letter of intent to renew the contract for five years. At this point, we have not heard from the City regarding any amendments to the contract.

Lynn moved to adjourn the meeting. Glenn seconded the motion. The meeting adjourned at 1:37 pm.

Meeting adjourned at 3:07 P.M.



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July 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	14,698	104,099	10,462	82,700	40.49%	25.88%
PARATRANSIT	8,241	55,905	7,989	54,765	3.15%	2.08%
DEMAND RESPONSE	24	72				
Total	22,963	160,076	18,451	137,465	24.45%	16.45%
FR AVG. DAILY BOARDINGS						
	565.31					
DR AVG. DAILY BOARDINGS						
	265.84					
DEM RESP AVG. DAILY BOARDINGS						
	5					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	2,471.75	15,033.83	5.95	6.92	6.52	18.48%
PARATRANSIT	3,504.99	22,959.52	2.35	2.43	2.57	7.89%
DEMAND RESPONSE	30.23	112.26	0.79	0.64	NA	
Total	6,006.97	38,105.61	3.82	4.20	4.0	33,968.4
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	39,730	239,686	0.37	0.43	201,875	18.73%
PARATRANSIT	45,637	299,990	0.18	0.19	292,863	2.43%
DEMAND RESPONSE	199	670	0.12	0.11		
Total	85,565.54	540,346.50	0.27	0.30	494,738	9.22%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	79.40%	81.42%	77.80%	83.00%	2.06%	-1.90%
PARATRANSIT	98.47%	97.19%	94.57%	94.44%	4.12%	2.91%
RIDERSHIP PER ROUTE						
	Month	YTD	PY Month			% INC/DEC #VALUE!
BLACK	2940	19846	2070			42.0%
BLUE	2241	17484	1630			37.5%
GREEN	2502	19036	1912			30.9%
RED	1693	9831	1131			49.7%
ORANGE	3671	26481	2412			52.2%
PURPLE	1651	11421	1307			26.3%
RIDERSHIP BY DESTINATION						
	Month	YTD	PY Month			
(Included in 'Ridership	U-Mary	435	1885	89		388.8%
Per Route' Numbers)	UTTC	6	254	5		20.0%
	Bismarck Library	411	5682	620		-33.7%
	Mandan Walmart	88	608	69		27.5%
	Mandan Family Fare	435	3068	390		11.5%
	CHI St Alexius	139	2008	N/A		
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	5	3		
PARATRANSIT	2	1	9	8		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		4			
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	2	5				
PARATRANSIT	0	2				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	2	16				
Office Staff	0	0				

August 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	15,602	119,701	10,877	93,577	43.44%	27.92%
PARATRANSIT	8,091	63,996	7,812	62,577	3.57%	2.27%
DEMAND RESPONSE	23	95				
Total	23,716	183,792	18,689	156,154	26.90%	17.70%
FR AVG. DAILY BOARDINGS	600.08					
DR AVG. DAILY BOARDINGS	261.00					
DEM RESP AVG. DAILY BOARDINGS	5					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	2,465.50	17,499.33	6.33	6.84	6.44	20.45%
PARATRANSIT	3,416.58	26,376.10	2.37	2.43	2.58	8.72%
DEMAND RESPONSE	36.40	148.66	0.63	0.64	NA	
Total	5,918.48	44,024.09	4.01	4.17	4.0	38,789.7
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	39,633	279,319	0.39	0.43	231,143	20.84%
PARATRANSIT	44,598	344,589	0.18	0.19	333,588	3.30%
DEMAND RESPONSE	173	843	0.13	0.11		
Total	84,404.05	624,750.55	0.28	0.29	564,731	10.63%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	79.49%	81.18%	79.76%	83.00%	-0.34%	-2.19%
PARATRANSIT	98.07%	97.30%	96.04%	94.64%	2.11%	2.81%
RIDERSHIP PER ROUTE						
	Month	YTD	PY Month			% INC/DEC #VALUE!
BLACK	3195	23041	2063			54.9%
BLUE	2095	19579	1865			12.3%
GREEN	2647	21683	1961			35.0%
RED	1731	11562	1116			55.1%
ORANGE	4116	30597	2219			85.5%
PURPLE	1818	13239	1653			10.0%
RIDERSHIP BY DESTINATION						
	Month	YTD	PY Month			
(Included in 'Ridership	U-Mary	428	2313	148		189.2%
Per Route' Numbers)	UTTC	42	296	16		162.5%
	Bismarck Library	791	6473	609		29.9%
	Mandan Walmart	69	677	97		-28.9%
	Mandan Family Fare	398	3466	463		-14.0%
	CHI St Alexius	232	2240	N/A		
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	5	3		
PARATRANSIT	2	2	11	10		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		4			
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	3	8				
PARATRANSIT	0	2				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	1	1				
PARATRANSIT	1	17				
Office Staff	0	0				



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September 24, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 2025 Audit Approval

RECOMMENDATION: Staff is seeking approval of the 2025 Audit completed by Brady Martz.

BACKGROUND: Brady Martz performed the 2025 Audit this summer. The audit found no findings, and Bis-Man Transit was deemed low risk.

FINANCIAL IMPACT: None.



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September 24, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Printing Services

RECOMMENDATION: Staff recommends the Bis-Man Transit Board approve United Printing as the printing vendor for all rider guides, paratransit punch cards, and flat maps. This contract will begin October 1, 2026, and end September 30, 2027, with two additional one-year options.

BACKGROUND: Bis-Man Transit issued an Invitation for Bid for printing services on August 3, 2026, with bids due September 4, 2026. The last bid process for printing services was completed in 2023. One bid was received. (United Printing). United Printing provided quotes for the upcoming contract period and two additional one-year options.

FINANCIAL IMPACT: The price breakdown for each bidder is pictured below.

October 01, 2026 - September 30, 2027

	Minimum (Per Order)	Maximum (Per Order)	Quantity Tiers (Per Order)				
CAT Route Map & Rider Guide	2,500	20,000	2,500	2,500	5,000	7,500	10,000
				\$2,307.00	\$3,641.00	\$4,984.00	\$6,318.00
CAT Flat Mat 26.5"x 20.5" (Weather & Fade Resistant)	1	60	1	1	5	10	30
				\$60.00	\$107.00	\$157.00	\$370.00
Paratransit Punch Cards	1,000	30,000	1,000	1,000	2,000	5,000	10,000
				\$168.00	\$207.00	\$325.00	\$537.00



October 01, 2027 - September 30, 2028

	Minimum (Per Order)	Maximum (Per Order)	Quantity Tiers (Per Order)				
CAT Route Map & Rider Guide	2,500	20,000	2,500	2,500	5,000	7,500	10,000
				\$2,422.00	\$3,823.00	\$5,233.00	\$6,634.00
CAT Flat Mat 26.5"x 20.5" (Weather & Fade Resistant)	1	60	1	1	5	10	30
				\$63.00	\$112.00	\$167.00	\$389.00
Paratransit Punch Cards	1,000	30,000	1,000	1,000	2,000	5,000	10,000
				\$176.00	\$217.00	\$341.00	\$564.00

October 01, 2028 - September 30, 2029

	Minimum (Per Order)	Maximum (Per Order)	Quantity Tiers (Per Order)				
CAT Route Map & Rider Guide	2,500	20,000	2,500	2,500	5,000	7,500	10,000
				\$2,543.00	\$4,014.00	\$5,495.00	\$6,966.00
CAT Flat Mat 26.5"x 20.5" (Weather & Fade Resistant)	1	60	1	1	5	10	30
				\$66.00	\$118.00	\$175.00	\$408.00
Paratransit Punch Cards	1,000	30,000	1,000	1,000	2,000	5,000	10,000
				\$185.00	\$228.00	\$358.00	\$592.00



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September 24, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 2026 Coordinated Public Transit – Human Services Transportation Plan Approval

BACKGROUND: In 2022, the Bis-Man Transit Board approved the Coordinated Public Transit – Human Services Transportation Plan. In order to continue receiving federal funding, this plan must be updated every five years.

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

DISCUSSION: A series of public comment meetings were held to gather input for the 2026 Plan. The final public hearing was held September 24, 2026. Surveys were distributed to human service agencies and the general public. The plan update includes the feedback received. Funding sources and additional statistics have been included in the proposed plan.

FINANCIAL IMPACT: None.

RECOMMENDATION: Staff recommends approval of the 2026 Coordinated Public Transit – Human Services Transportation Plan.



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September 24, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: City of Bismarck Brokerage Contract Recommendation

BACKGROUND: The original contract for public transportation services between the City of Bismarck and Bis-Man Transit was signed April 18, 2017, and expired on December 31, 2021. There is a clause in the contract providing an option to extend the contract twice, for five (5) years each. The first option ends December 31, 2026.

DISCUSSION: If the Bis-Man Transit Board of Directors wishes to exercise the final option, the request will be moved along to the Bismarck City Commission for final acceptance.

FINANCIAL IMPACT: None.

RECOMMENDATION: Staff recommends submitting a letter of intent to continue providing the City of Bismarck with fixed-route and ADA-regulated complementary paratransit services by exercising the final five (5) year option, effective January 1, 2027, and ending December 31, 2031.



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M

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September 24, 2026

Executive Director Report

1) Ridership Update

- a. For the month of July, 14,698 CAT bus trips were completed. Of this total, 1,588 were completed after 7:00 PM and 698 before 7:00 AM. We provided 22 Sunday demand response service trips for the general public in July. In August, 15,602 CAT bus trips were completed. Of this total, 1,518 were completed after 7:00 pm and 893 were completed before 7:00 AM. We provided 23 Sunday demand response service trips for the general public in August.
 - i. 2026 early morning CAT service provided 3,319 trips
 - ii. 2026 evening CAT service provided 7,130 trips

2) Public Outreach Update

- MAY
 - 5.16.26 - Touch-a-Truck
 - 5.27.26 - CAT Travel Training (classroom) - through Better Together ND
- JUNE
 - 6.2.26 - CAT Travel Training (on the bus) - through Better Together ND
- JULY
 - 7.8.26 - General Bis-Man Transit speech for Retired Men's Group (Amvets)
 - 7.28.26 & 7.30.26 - Public Comment Meetings (Coordinated Human Service Public Transportation Plan)
- SEPTEMBER
 - 9.10.26 - UMary Community Fair
 - 9.16.26 - BSC Community Resource Fair
 - 9.23.26 - UTTC Career Fair



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September 2026 Operations Report

Service Performance & Operations

- Paratransit services and Sunday on-demand services are operating smoothly and performing well. The On-Time Performance through September 15th was 97.22%
- On-demand services have experienced a slight increase in overall demand and usage.
- Extended Fixed Route services continue to operate smoothly.

Staffing & Workforce

- **Fixed Route:** Open positions are currently available for Fixed route and we are actively recruiting to fill these positions. There have been no service interruptions due to staffing.
- **Paratransit:** Paratransit operations remain fully staffed.
- **Maintenance:** We have hired a third Maintenance Technician that will start with us on Monday, September 28th.

Employee Engagement & Team News

- Last month, employees were treated to a "Taco Bar" appreciation lunch. Drivers visited the office during their lunch breaks to enjoy mealtime together and catch up with colleagues. The event saw a fantastic turnout, and a fun, enjoyable time was had by all.