



Bis-Man Transit Board Meeting

June 25, 2020, 11:30AM
3750 E Rosser Ave, Bismarck, ND

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – May Regular Meeting
 - b. Attachment B – Finance Committee Meeting (6.3.2020; 6.17.2020)
 - c. Attachment C – Special Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. Audit Approval
 - a. Attachment F
5. Security Camera Bid Recommendation Approval
 - a. Attachment G
6. Building Caulking Bid Recommendation Approval
 - a. Attachment H
7. Sweeper Repair Recommendation Approval
 - a. Attachment I
8. Service Vehicle Purchase Recommendation Approval
 - a. Attachment J
9. Flextime Policy Recommendation Approval
 - a. Attachment K

Public Comment

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Unfinished Business

1. Routematch
2. Facility Re-opening
3. New Route Task Force Update
4. Public Transportation Working Group Update

New Business (Regular Agenda)

1. Ecolane App/Mobile Portal
2. Check Signer

Executive Director Report

1. Employee Update
2. DOT Face Masks
3. Advertising Update
4. Administrative Leave
 - a. Attachment L

Operations Report

Finance Committee Update

Advertising Committee Update

Administrative Committee Update

Other Business

Adjourn

- ☐ **The next Board Meeting will be held July 23, 2020 at 11:30am.**

A



Bis-Man Transit

Board Meeting Minutes

May 28, 2020, 11:30 AM

Via Zoom

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Lynn Wolf	Lacey Long
	Royce Schultze	Shauna Laber
	Glenn Lauinger	Nancy Guy
	Karel Sovak	
Not Attending:	Dennis Rohr	Sec. /Tres. DeNae Kautzmann
Staff:	Deidre Hughes	Craig Thomas
	Tom Reisenauer	Danae Drake
Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	

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Meeting was called to order at 11:30 AM.

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

Consent Agenda: Glenn requested to pull the audit approval from the Consent Agenda due to incompleteness. The audit approval will be an item addressed in the June meeting. Karel requested the previous month's meeting minutes to include all present board members. Shauna instructed Deidre to make the corrections to the attendees of previous month's minutes.

Public Comment: Helen Baumgartner wanted clarification of her assignment of route adjustments from the last meeting corresponded to the Agenda item of "Public Transportation Working Group Discussion." Shauna clarified that the Agenda item corresponded with the partnership with the City of Bismarck, but wanted to bring up the New Route Task force in Other Business. Helen will ask to speak at that time. Shauna approved that request.

Unfinished Business

- 1. Advertising update:** Deidre informed the Board that there is still the need for an advertising committee. She discussed working with the printers that are approved vendors for special pricing on "Advertise Here" options for the buses.
- 2. Executive Director Discussion:** The Administrative Committee met and recommends the Board offer Deidre Hughes the position of Executive Director effective July 1st. Glenn moved to approve the recommendation. Lacey seconded the motion. Karel discussed the updated salary and benefits recommendations from the Finance Committee for the position. Glenn moved to approve the updated salary and benefits. Steve seconded the motion. Motion carried unanimously.
- 3. Fare suspension:** Glenn asked for the consideration of the Board to extend the fare suspension to July 1st due to safety concerns and fairness to riders. Lynn moved to extend fare suspension to June 30, 2020. Royce seconded the motion. Motion carried unanimously.

New Business (Regular Agenda)

1. **Green Route Shuttle:** Deidre discussed a short term fix for passengers who need to come to the facility to attend meetings or retrieve items from the lost and found. Riders would let the bus driver know upon boarding and the driver would contact dispatch to send a van to come get them at the South Walmart shelter. The rider would be dropped off at a shelter on that route once business is completed at the facility. Lynn moved to allow a temporary shuttle on the Green Route to deliver riders to the transit facility and return them to the shelter. Karel seconded the motion. Motion carried unanimously.
2. **Public Transportation Working Group Discussion:** Steve discussed the Board creating a strategic plan for positions held at Bismarck Transit and separation of duties. Commissioner Guy commented on how it was a good idea to keep open communication with the City as far as carrying out accounting functions as well as an outside firm. Karel moved to continue with the working group. Lacey seconded the motion. Motion carried unanimously.
3. **Crisis Management Task Force Disband or Continue:** Steve suggested that the Task Force consist of in-house administration and operation's employees. The Task Force will continue to meet internally if there are any concerns or action items. Steve moved the suggestion of the internal Crisis Management Task Force. Karel seconded the motion. Motion carried unanimously.

Executive Director Report

1. **Employee Update:** Glenn discussed Taylor Kitman being hired for the Entry Level Accountant position starting June 1st.
2. **Conflict of Interest Form:** All Board Members have been completed with the exception of Kim, Shauna, and DeNae.
3. **Jefferson Line Riders:** Glenn discussed Jefferson Line riders and Deidre commented on having a meeting with Randy Ziegler from the Bismarck Police Department. Randy suggested that if late shift employees feel uncomfortable leaving the building that they can exit through a different door or call the local police.
4. **Facility Safety Protocols:** Glenn discussed that West River confirmed having their own safety protocols when entering the building. This was emailed to Glenn and Deidre.
5. **Routematch Update:** Glenn discussed having a meeting with Seth Thompson of the Vogel Law Firm about the Routematch contract. Seth will call Routematch about "Go-Live" date in contract. Lynn asked why Routematch has the authority to set the "Go-Live" date. Glenn stated that it's

in the contract that service is renewed every year on “Go-Live” date, but that date is not listed in the actual contract. Shauna asked Glenn to let the Board know when the attorney responds.

- 6. Facility Repairs/Upgrades:** Glenn discussed caulking the exterior of the building. There are two bids in for this project. Glenn also discussed security camera upgrades. There are three bids for this project. Not listed on the agenda was the hoist repair. Glenn discussed that the bid came back and that the City and finance committee approved funding from the CARES Act. Karel moved to approve the hoist repair. Steve seconded the motion. Motion carried unanimously.

Operations Report: Craig discussed that employees of National Express are using proper PPE and continue to disinfect the buses nightly and throughout the day. All furloughed employees have now been brought back to work and ridership is projected to rise in the near future.

Other Business: Shauna presented the topic of New Route Task Force. Helen commented on being assigned to taking action to get the routes changed. Shauna discussed holding a meeting and requesting the public to attend to form a New Route Task Force starting in July. Lynn commented that he would like to thank Glenn on preparation of the report for the meeting.

Karel moved to adjourn at 12:52 P.M. Lynn seconded the motion. Motion carried unanimously.



Bis-Man Transit Finance Committee Meeting Minutes

June 3, 2020, 10:30 AM

Via Zoom

Attending: Sec./Tres. DeNae Kautzmann Shauna Laber

 Glenn Lauinger

Staff: Deidre Hughes

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

- 1. Rewrite of Marketing and Mobility Position:** The administrative committee rewrote the job description for the marketing and mobility position, changed the title, and increased the pay range. The job description is more in line with the duties plus added the advertising sales component, the position does not manage so the title is specialist, and the salary was increased to be competitive. Glenn moved to approve the marketing mobility specialist position with the \$45,000-\$60,000 salary range as recommended by the administrative committee. Shauna seconded. Roll call vote, all members voted yes.
- 2. Sweeper Repair:** The sweeper needs to be repaired. It is used to sweep the garage and parking lot. A new one will cost \$16,000. The repair cost is \$6,230 which includes new batteries. This is a sole source bid. Glenn will review contract with National Express to determine if first \$2,000 of repair is paid by them. Tom Reisenauer came into the meeting to discuss options. The sweeper is 10 years old but it is not used as frequently as the scrubber. He recommends fixing it because it is in good condition. Shauna moved to repair the sweeper under the sole source bid of \$6,230.38. Glenn seconded. Roll call vote, all members voted yes.

3. **COVID-19 Leave Policy:** Glenn shared the policy adopted by Royce for 80 hours of COVID-19 leave. The fiscal impact would be \$7,000 if approved. Under the CARES Act administrative leave for COVID-19 illness is an allowable expense. Rather than limiting it to two weeks we could allow more time off to recover and be able to use CARES funding. Glenn will research it more and develop a policy for Board consideration.
4. **Dakota Transportation Association Membership:** Deidre requested that we reconsider membership in the Dakota Transportation Association. It is a valuable resource, will aid her in networking, it provides training for staff and drivers. Craig has participated in it and indicated National Express would send their drivers to the Safety course. West River belongs and encourages membership. The cost is nominal, \$300. Shauna moved to restore funding in budget and join Dakota Transportation Association for \$300 this year with a report back as to value provided. Glenn seconded. Roll call vote, all members voted yes.
5. **Stakeholder Meeting:** Glenn provided update on meeting with stakeholders. Don Wald is helping us set up a meeting for Friday. Results of that meeting will be sent to the Board over the weekend.

Meeting adjourned at 11:11 A.M.



June 17, 2020, 3:00 P.M.

Attending: Sec. /Tres. DeNae Kautzmann Shauna Laber
Glenn Lauinger

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

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time and more work. We have been short buses for 5 months and it may be another 2-3 months. In the meantime the 1996 Chevy service truck was in an accident. A claim was submitted to insurance and the vehicle was totaled. The insurance amount paid is \$5,000. The city will not allow vehicles with salvage titles to be used. Therefore, we need a quick fix until our 5339 grant request is approved. Staff located a 2012 Silverado truck for \$8,700 which is \$3,700 above the insurance paid. This is not a service vehicle but would assist in many other ways as a stopgap, for example shelter repairs. Shauna moved that we recommend to the Board the purchase of a utility truck. Glenn seconded. Roll call vote, all members voted yes.

4. **Flextime for Employees:** Committee discussed Flextime for employees. It is a benefit with no cost. Deidre will implement.
5. **Routematch Contract:** Attorney has not responded on Routematch question regarding termination of agreement. Deidre was directed to contact attorney indicating we need response by next Wed noon as the Board is meeting on Thursday.
6. **Vehicle Mileage Policy:** Committee discussed violation of mileage policy by previous Executive Director. Forms are now in place to record mileage when staff use personal vehicles for Transit business. Past meetings, use of google mileage, business purpose may be submitted for past two years with payment from match funds such as advertising to be approved by the Board.

Meeting adjourned at 4:45 P.M.

C



Bis-Man Transit Special Board Meeting Minutes

June 8, 2020, 3:00 P.M.

Via Zoom

Attending:	President/Steve Heydt	Vice President/Kim Stevenson
	Sec. /Tres. DeNae Kautzmann	Lynn Wolf
	Lacey Long	Royce Schultze
	Shauna Laber	Glenn Lauinger
	Commissioner Nancy Guy	Karel Sovak

Not Attending:	Commissioner Dennis Rohr
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Staff:	Deidre Hughes	Craig Thomas
	Tom Reisenauer	Danae Drake
	Taylor Kitzan	

Guests:	Steve Saunders	Helen Baumgartner
	Trevor Vannett	Anton Sattler

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

Public Comment: No Public Comments.

- 1. Social Distancing on Paratransit:** Glenn recommended relaxing social distancing for riders that are coming from the same origin or traveling to the same destination. Glenn explained who he and Deidre had contacted for feedback on this topic. Contacts included: Jannelle Combs, City Attorney; Renae Moch, ND Public Health Representative; Renae Tunison, FTA Region 8 Community Planner; Morgan Hecht, Regions VII and VII Regional Civil Rights Officer; Anton Sattler, Environmental Health Administrator; and local directors of HIT Inc., Pride, Enable, and West Central Human Services.

Lynn questioned how this recommendation aligns with the FTA Safety Advisory Guidelines SA20-1. Glenn answered that FTA doesn't have specific guidance on a state-by-state basis and suggested using appropriate judgment for North Dakota, not using guidelines created for more restrictive states.

DeNae asked if there was a bus only filled with HIT passengers. Craig answered that riders are picked up from different locations and dropped off at the same location, but are all HIT passengers. Glenn commented that routes wouldn't be comingled with other riders going to different destinations.

Royce asked if those going to the same destination would be using social distancing guidelines at all. Glenn answered no and explained that guidelines are not in place at the destination the riders are going to, so there is no additional risk. DeNae asked if passengers will be seated at least six feet away from the driver. Glenn answered yes. Lynn moved to approve riders with like origins and travelling destinations to be able to sit together on the buses. Lacey seconded the motion. Motion carried unanimously.

Deidre assigned to send out email correspondence with a read receipt to all Stakeholders and Directors of Programs.

Other Business: No Other Business.

Meeting adjourned at 3:21 P.M.



May 2020

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
TEMPORARY	129	572	0	0		
FIXED ROUTE	2,159	23,088	9,765	44,302	-77.89%	-47.88%
PARATRANSIT	3,604	29,502	9,638	46,784	-62.61%	-36.94%
Total	5,892	53,162	19,403	91,086	-69.63%	-41.64%
FR AVG. DAILY BOARDINGS	119.94					
DR AVG. DAILY BOARDINGS	116.26					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,173.66	5,938.33	1.84	3.89	5.13	-31.20%
PARATRANSIT	1,779.99	12,221.59	2.02	2.41	2.84	-25.84%
Total	2,953.65	18,159.92	1.99	2.93	3.6	25,110.5
			Pass./Mile	Pass./Mile		
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	19,034	99,737	0.11	0.23	141,983	-29.75%
PARATRANSIT	22,818.01	156,284.95	0.16	0.19	222,216	-29.67%
Total	41,852.01	256,021.95	0.27	0.42	364,199	-29.70%
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	84.77%	83.62%	80.63%	81.48%	5.13%	2.63%
PARATRANSIT	99.00%	98.80%	97.00%	95.00%	2.06%	4.00%
RIDERSHIP PER ROUTE						% INC/DEC OVR PYM
ROUTE	Month	YTD		PY Month		
BLACK	399	4173		1842		-78.3%
BLUE	399	4020		2095		-81.0%
GREEN	223	3112		1115		-80.0%
RED	462	3873		2160		-78.6%
BROWN	298	3071		1015		-70.6%
PURPLE	378	2680		1538		-75.4%
U-Mary	1	673		130		-99.2%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	1	0		
PARATRANSIT	0	0	3	3		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS	Month	YTD		TEMP REV HRS		
FIXED ROUTE	0	9		89.8		
PARATRANSIT	1	13				
COMPLIMENTS	Month	YTD		TEMP REV MILES		
FIXED ROUTE	0	0		1059.9		
PARATRANSIT	0	10				
Office Staff	0	3				

F



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Glenn Lauinger

SUBJECT: Audit Approval

RECOMMENDATION: Staff, along with the Finance Committee, are seeking approval of the 2019 Audit completed by Brady Martz.

BACKGROUND: The Finance Committee met to discuss the specifics of the audit as well as the corrective action plan for the findings.

DISCUSSION: Glenn Lauinger devised a corrective action plan for each of the three findings. The staff and the Finance Committee agree with the steps that will be taken to ensure that similar problems do not occur moving forward.

FINANCIAL IMPACT: None.



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Bis-Man Transit Staff

SUBJECT: Facility Security Camera Replacement and Upgrades

BACKGROUND: The Bis-Man Transit Facility currently has seven analog security cameras and one damaged digital camera. Additionally, the Pelco security camera server is running outdated software. There is also a need for two additional cameras in the Paratransit garage where there are blind spots.

DISCUSSION: Staff solicited quotes for the repair and upgrades to the security camera system. Quotes were received from Electronic Communications and New Vision Security Systems. An incomplete quote was received from Great Plain Security Systems. The scope of work for the project was posted on bismantransit.com.

Security Camera Repair & Replacement	
	TOTAL
Electronic Communications	\$ 21,780
New Vision Security Systems	\$ 21,156.56
Great Plains Security Systems	\$4955*
*missing cost of wiring, install, and 3 Cameras	

The quote from Electronic Communications does not include the 2 additional Paratransit garage cameras.

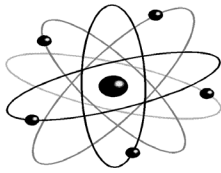
New Vision offers a one-year warranty on installation. All equipment comes with a 5-year warranty. The quote includes the cost of training for staff. Footage retention with the proposed system is 6 to 7 weeks. This can be lengthened with the use of motion sensing and compression.

FINANCIAL IMPACT: The total project cost is \$21,156.56. Funding for this project will come from the CARES Act 1% Security Fund.

RECOMMENDATION: Staff and the Finance Committee recommend New Vision Security Systems is chosen for the facility security camera replacement and update at a cost of \$21,156.56.

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ELECTRONIC COMMUNICATIONS

212 West Main Box 687
Bismarck, ND 58501
(701) 258-7698
(800) 932-8911

May 18, 2020

BisMan Transit
3750 E Rosser Ave
Bismarck, ND

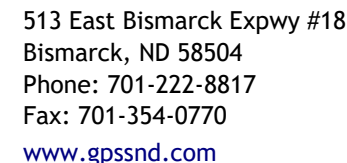
Attn: Tom Reisenauer

<u>Replace 7 Analog Outdoor Cameras</u>		<u>Extended</u>
7 - Pelco IME229-1ES Outdoor Dome Camera	\$ 633.00	\$ 4,431.00
7 - Pelco WMVE-SR Wall Mount	\$ 40.00	\$ 280.00
7 - Pelco IMEPM-E Pendant Adapter	\$ 72.00	\$ 504.00
7 - Pelco DS-SW-CAM	\$ 110.00	\$ 770.00
1 - Conduit, Wire, and Misc. Material		\$ 350.00
1 - Lift Rental		\$ 250.00
1 - Installation		<u>\$ 2,400.00</u>
	Total	\$ 8,985.00

<u>Replace SW Parking Camera</u>		<u>Extended</u>
1 - Pelco IME229-1ES Outdoor Dome Camera	\$ 633.00	\$ 633.00
1 - Pelco WMVE-SR Wall Mount	\$ 40.00	\$ 40.00
1 - Pelco IMEPM-E Pendant Adapter	\$ 72.00	\$ 72.00
1 - Installation		<u>\$ 170.00</u>
	Total	\$ 915.00

<u>Replace old Digital Sentry Server with VideoXpert</u>		<u>Extended</u>
1 - Pelco VXP-P2-0-X-D VideoXpert Pro Power 2 Server		\$ 4,654.00
6 - 12TB NAS Hard Drives	\$338.00	\$ 2,028.00
38 - Pelco VXP-1C License for 1 Camera	\$84.00	\$ 3,192.00
38 - Pelco VXP-SUP-3Y (3-year Software Upgrade Plan)	\$37.00	\$ 1,406.00
1 - Installation and configuration		<u>\$ 600.00</u>
	Total	\$11,880.00

This system is configured to run 38 cameras at 15fps for 30 days of storage.



W.O. # :

W.O. Date :

Customer Name:	Bis-man Transit
Customer Account #:	
Department:	

JOB	BILL TO	SHIP TO (if different)
Upgrade 7 Cameras to HDCVI 4Megapixel. Upgrade Recorder to Pentaplex 64 Channel Recorder with 30+ days of storage.	Bis-man Transit 3750 E Rosser Ave Bismarck, ND 58501	

[illegible]

SUBTOTAL	\$4,955.00
DISCOUNT	
OTHER	\$-
TOTAL	\$4,955.00

1. Total payment due 15 days after completion of work.
2. Total price includes installation.
3. Burglary Systems require a 24 month Monitoring Agreement.
4. Camera systems do not require a monitoring agreement.

Land line phone \$20/month
Cellular \$30/month (requires Internet Module)
Cellular \$40/month (requires Cell Module)

Make checks payable to
GREAT PLAINS SECURITY SYSTEMS

**See Page 2 for
Terms & Conditions**

I agree that all work has been performed to my satisfaction.

Completed Date:

Signature: _____

Date: _____

Thank You For Your Business!

DEFINITION

Great Plains Security Systems, Inc. is the "Company" and the "State" is the person or business who ordered the work or materials described in the Work Order Agreement.

GUARANTEE

The installation includes a guarantee to repair or replace at the Company's option defects in materials and workmanship for a period of one year from the date the installation is completed. The Company shall repair or replace defective materials or workmanship without additional charge only for a period of 12 months after install.

CONDITIONS

1. This is a lump sum quotation for all items and quantities listed; and separate unit prices and material quantities, if given, are only estimates of necessary materials.
2. The amount of any present or futures sales, revenue excise, or other tax applicable to the goods and/or services covered by this quotation, or the sale or use thereof, shall be added to the price quoted and shall be paid by the Customer.
3. It is understood and agreed by the parties hereto that the Company is not an insurer and that insurance, if any, covering personal injury and property loss or damage on the State's premise shall be obtained by the State; that the Company is being paid for the installation and maintenance of a system designed to reduce certain risks of loss and that the amount being charged by the Company are not sufficient to guarantee that no loss will occur; and that the Company is not assuming responsibility for any losses which may occur.
4. The Company does not make any representation or warranty, including any implied warranty of merchantability or fitness, that the system or service supplied may be compromised, or that the system or services will in all cases provide the protection for which it is intended.
5. The Company assumes no liability for the interruptions of any service due to strikes, riots, floods, fires or acts of God, or any cause beyond the control of the Company, and the Company will not be required to supply service to the State during any interruption of service due to any such cause.
6. The Customer agrees that the State is responsible to bring the attention of the Company any rules, regulations, standards or codes with which the System must comply, and the State is responsible to pay for any assessments, taxes, fees, fines, or other charges required by any regulatory agency of governmental body to allow installation or registration of the System.
7. The State agrees that the State is responsible to pay the Company for any additions, changes or corrections in the System, after execution of this Work Order Agreement, which may be requested by any regulatory agency or any governmental body.
8. The State agrees that the State is responsible to pay any assessments, taxes, fees, fines, or other charges imposed by any regulatory agency or governmental body for excessive alarms or unnecessary response to alarms caused by the Customer; except in cases where the charges imposed are the direct result of a failure of warranted equipment, then the Company is responsible for the charges.



We have prepared a quote for you

Video Surveillance Upgrade

PREPARED FOR

Bis-Man Transit



www.newvisionnd.com

Thursday, May 28, 2020

Bis-Man Transit
Deidre Hughes
3750 E Rosser Ave
Bismarck, ND 58501
dhughes@bismantransit.com

Dear Deidre,

Attached is your proposal request from NewVision Security. Please sign your proposal. We look forward to doing business with you.

Tyler
Technology Advisor
NewVision Security Systems

Executive Summary

 Cameron Fleck

Owner

Executive Summary

Businesses lose billions of dollars each year to theft and vandalism. NewVision Security has helping North Dakota business owners to add security and accountability for more than 25 years. Doing business in North Dakota has proven to be a benefit for NewVision as large manufacturers have been willing to bet on growth in this market. NewVision Security has been able to secure major product lines with exclusivity in North Dakota and South Dakota for many of great products.

NewVision Security is actively engaged in the business of selling, installing, and maintaining security systems including video surveillance systems and access control systems for businesses and individuals. The business will receive both large sporadic revenues from complex installations and recurring streams of revenue from ongoing service and upgrades to previously installed systems. NewVision Security serves nearly every industry with special emphasis on the following verticals:

- Schools and Higher Education
- Banks and Credit Unions
- Healthcare Facilities
- State and Government buildings
- Oil and Gas
- Utility and Power Plant
- Storage Units
- Farm and Ranch
- Casinos
- Residential

Each business, industry, and property have their own unique set of security requirements ranging from a simple IP camera system all the way up to a fully integrated security system with controlled access and lockdown capabilities banks and schools. From a small mom and pop shop all the way up to the School Districts and power plants, NewVision Security goes through that process to make sure that they are designing the right system based on the needs and budget of each business.

Team

Cameron Fleck leads a team of four plus technicians, four in sales and other support staff to continued growth. NewVision Security specializes in quality installation and then getting the right components and parts installed the right way. It's a differentiator for the company since it requires boots on the ground from the very beginning. NewVision Security has the manpower to get it installed quickly and to provide ongoing support to keep the system up to date.

Service and Support




NewVision builds a system, they are monitoring the health of the system much like an I.T. company monitoring your computers at your office. With service contracts in place they are actively testing and monitoring systems to prevent unscheduled downtime.

The Future


There are regulations for companies whether you're a banker or in oil and gas. All the systems that New Vision puts in help automate so that those regulations are being met. Many new regulations around power plants and substations are becoming mandatory in 2020. Companies are required to have cameras and keycard access to track everybody through their banks, schools, and other facilities. Based on regulations and funding, these organizations are required to be compliant with security standards. NewVision Security helps these business owners to meet the regulations that are being passed down from Washington DC.



Hardware

Description		Price	Qty	Ext. Price
Hanwha Techwin Dual-purpose Wisenet WAVE Network Video Recorder - Network Video Recorder - HDMI		\$3,934.63	1	\$3,934.63
Mini-tower form factor Wisenet WAVE Network Video Recorder with 4 Professional licenses, Wisenet WAVE pre-installed, 8TB raw, 170 Mbps recording B/W, (2) 3.5" HDD, Intel Core i3, 8GB RAM, 256 GB SSD OS Drive, Windows 10 Pro, (2) DisplayPort output, (1) DisplayPort to HDMI adapter included, Dual GbE NICs, Keyboard and mouse included				
WAVE, 24x IP camera license		\$2,715.43	1	\$2,715.43
WAVE, 24x IP camera license				
WAVE, 8x IP camera license		\$905.14	1	\$905.14
WAVE Professional License. Enables eight (8) IP stream recording, includes life-time SW upgrade. No annual & maintenance cost required.				
WAVE, 4x IP camera license		\$452.57	1	\$452.57
WAVE Professional License. Enables four (4) IP stream recording, includes life-time SW upgrade. No annual & maintenance cost required.				
WAVE, 1x IP camera license		\$113.14	1	\$113.14
WAVE Professional License. Enables one (1) IP stream recording, includes life-time SW upgrade. No annual & maintenance cost required.				
16 Port POE Switch with 2 Gigabit RJ45 Ports Economy		\$399.23	1	\$399.23
Evolution 5 Megapixel Network Camera - Motion JPEG, H.264 - 2144 x 1944 - CMOS - Surface Mount, Ceiling Mount, Wall Mount, Pendant Mount, Pole Mount		\$699.99	2	\$1,399.98
Hanwha Techwin WiseNet Q 5 Megapixel Network Camera - Dome - 65.62 ft Night Vision - H.265, H.264, MJPEG - 2592 x 1944 - CMOS - Ceiling Mount, Wall Mount		\$353.14	8	\$2,825.12
Hanwha Techwin WiseNet Q 5 Megapixel Network Camera - Dome - 65.62 ft Night Vision - H.265, H.264, MJPEG - 2592 x 1944 - CMOS - Ceiling Mount, Wall Mount				

Hardware

Description		Price	Qty	Ext. Price
Hanwha Techwin Wall Mount for Network Camera - White Cap adaptor for the (QND-8080R/6082R, QNV-8010R/20R/30R, QNV-6012R/22R/32R), white color		\$23.31	8	\$186.48
Hanwha Techwin Wall Mount for Network Camera - White Wall Mount Accessory (white), Compatible with white hanging caps		\$54.17	8	\$433.36
Genesis Cat.6 Network Cable - 3.28 ft Category 6 Network Cable for Network Device - First End: 1 x RJ-45 Male Network - Second End: 1 x RJ-45 Male Network - White Genesis Cat.6 Network Cable - 3.28 ft Category 6 Network Cable for Network Device - First End: 1 x RJ-45 Male Network - Second End: 1 x RJ-45 Male Network - White		\$0.20	2000	\$400.00
Conduit, Zip Ties, Screws, Etc Miscellaneous		\$300.00	1	\$300.00
Subtotal:				\$14,065.08

Services

Product Details		Ext. Price
Installation		\$5,890.00
2-Day Scissor Lift Use		\$400.00
Subtotal:		\$6,290.00

Disclaimer

***Anything used outside of this scope of work is subject to T&M.

***EC to provide and route all cabling and conduit



www.newvisionnd.com

Video Surveillance Upgrade

Prepared by:

NewVision Security Systems

Tyler

7012228888

tyler@newvisionnd.com

Prepared for:

Bis-Man Transit

3750 E Rosser Ave

Bismarck, ND 58501

Deidre Hughes

(701) 258-6817

dhughes@bismantransit.com

Quote Information:

Quote #: 000203

Version: 1

Delivery Date: 05/28/2020

Expiration Date: 06/24/2020

Quote Summary

Description	Amount
Hardware	\$14,065.08
Services	\$6,290.00
Subtotal:	\$20,355.08
Estimated Tax:	\$801.48
Total:	\$21,156.56

Terms and Conditions

Balance due in full upon signing. At NewVision Security's discretion, client may withhold a retainage of 10% of proposal amount until all work is satisfactorily completed by NewVision Security.

By accepting this proposal you are agreeing to all terms and conditions and disclaimers listed on the proposal provided.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

NewVision Security Systems

Bis-Man Transit

Signature: _____

Name: Tyler Scherr

Title: Technology Advisor

Date: 05/28/2020

Signature: _____

Name: Deidre Hughes

Date: _____



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Bis-Man Transit Staff

SUBJECT: Building Caulking

BACKGROUND: The Bis-Man Transit Facility is in need of building caulking repair and replacement. The building sealant was noted as “In Need of Repair” during a building inspection completed by the City of Bismarck on September 9, 2017.

DISCUSSION: Staff solicited quotes for the repair and replacement of the building caulking. Quotes were received from Dakota Caulking and Leier Caulking Inc. An onsite visit was schedule with Midwest Caulking that was not completed. The scope of work was posted on bismantransit.com.

Michael Mart and Dave Renner, of the City of Bismarck Engineering Department, completed an onsite visit in which they deemed the proposed caulking replacement and repair sufficient.

Building Caulking Repair & Replacement

	<i>TOTAL</i>
Leier Caulking Inc.	\$ 51,200.00
Dakota Caulking	\$ 27,570.00

FINANCIAL IMPACT: The total project cost is \$27,570. Funding for this project will come from the CARES Act.

RECOMMENDATION: Staff and the Finance Committee recommend Dakota Caulking is chosen for the building caulking repair and replacement at a cost of \$27,570.00.

DAKOTA CAULKING, INC.

Advanced Weatherproofing Systems



~ Proposal ~

~ P.O. Box 993 ~ 810 First Street Southeast ~ Mandan, North Dakota 58554 ~
~ 701.663.8815 ~ fax 701.663.8838 ~ www.DakotaCaulking.com ~

To: Attn: Tom Reisenauer Office: 258.6817
Bis-Man Transit
3750 East Rosser Avenue Fax: 258-6752
Bismarck, ND 58501 E-mail: cat.bisman@midconetwork.com

Project Name: **Recaulk Misc. Failed Areas of Sealant
Grind and Caulk Misc. Random Cracks**
Project Location: 3750 East Rosser
Bismarck, ND 58501

Please consider my bid on the above referenced project as discussed and shown on the photos included.

Work to include the following:

- Recaulk all failed sealant at windows.
- Recaulk failed sealant at control joints.
- Grind out cracks in concrete block greater than 1/16" and caulk.
- Cut out failed sealant at rusty overhead door frames. Treat rust and Recaulk.
- Caulk Misc. penetrations and holes in Concrete Block.
- Recaulk failed areas of sealant at sidewalk to building as shown.

Twenty-Seven Thousand Five Hundred Seventy Dollars-----***\$27,570.00***

Payment to be made as follows:

30 day billing on the 25th of the month, full payment upon completion of project

Proposal valid for 30 days

5/18/2020

Date

Randy C. Manzelowsky
Randy C. Manzelowsky

Sign, Date and Return for Acceptance

Date

Authorized Signature

Leier Caulking Inc.

42300 141st Ave SE
Braddock, ND 58524
701-222-1965 office

Estimate

Date	Estimat...
5/20/2020	5348

Name / Address
Bis-Man Transit Tom Reisenouer 3750 E. Rosser Ave Bismarck, ND 58501

Other
258-6817

Description	
REMOVE CAULKING ONLY - North side meeting brick DO NOT REPLACE CAULKING - trapping water Caulk all flashing joints - roof (siltape) to prevent leaking behind block remove / replace caulking on brick joints & jagged cracks - color match ALL doors/windows/penetrations/vents North side - caulk building joint by door # 16 remove/ replace caulking - perimeter of building remove / replace caulking on main entrance & post bus stop posts / sidewalk where needed windows plus flashing on top all door stoops overhead doors & flashing	
Please sign and return if you would like the work done.	Total \$51,200.00

We hereby propose to furnish labor & materials - complete in accordance with the above specifications, for the sum listed. Payment is due in full when job is complete. (1.5% interest will accrue after 30 days of billing).

NOTE: This proposal may be withdrawn by Leier Caulking, Inc. if not accepted within 30 days.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Leier Caulking, Inc. is authorized to do the work.

Date:

E-mail
leiercaulking@gmail.com



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Bis-Man Transit Staff

SUBJECT: Facility Sweeper

BACKGROUND: Bis-Man Transit currently owns a parking lot sweeper that has not been usable for approximately a year. This equipment is used to clean the parking lot as well as the CAT and Paratransit garages.

DISCUSSION: A sole-source repair quote was received from Steins, Inc when the equipment was no longer functioning properly for \$4,970.70. Due to the extended time frame for repair, the 4 onboard batteries now need to be replaced at a cost of \$1,259.68.

The maintenance team has been sweeping the parking lot and garages by hand and with the use of the Bobcat. Repairing the sweeper would lessen the number of man hours needed for facility maintenance and cleaning.

A replacement sweeper would cost approximately \$16,000. Total cost of repair through Steins, Inc. is \$6,230.38.

FINANCIAL IMPACT: The total repair cost is \$6,230.38. \$2,000 of the repair will be billed to National Express per the operations contract. Funding for this project will come from the CARES Act.

RECOMMENDATION: Staff and the Finance Committee recommend Steins, Inc. repair the sweeper at the cost of \$6,230.38.

Stein's, INC.

3001 17th Street South
Moorhead, MN 56560
Phone: 218-233-2727
Or 800-234-2729
Fax: 218-233-7586

STEIN'S, INC.
2903 Broadway Ave E
Bismarck, ND 58501
701-258-6640
701-258-6642

Quotation

Page 1 of 1

NATIONAL EXPRESS TRANSIT

2601 NAVISTAR DR

LISLE IL 60532-3661

Date 1-Jun-2020 Valid Until

Salesman 07 Quote 858679

Terms Net 30

Merch Total	\$6,230.38
Taxable Sales	\$0.00
Tax	\$0.00
	\$0.00
Ship/Handling	\$0.00
Ppd Deposit	\$0.00
Total	\$6,230.38

Description	Item Code	Quantity	Price	Amount
146755800 WHEEL CPL		2	314.50	\$629.00
SOLID RUBBER				
1459776000 KEY		2	5.85	\$11.70
1459330000 HOOK, CATCH		1	52.50	\$52.50
1463228000 REDUCTION GEAR		1	3,794.20	\$3,794.20
1467697000 BEARING KIT		2	23.10	\$46.20
1466140000 BROOM SIDE		2	64.05	\$128.10
BATTERY CABLES	SHOPSUPPLIES	1	45.00	\$45.00
BATTERY 310AH 6V (#902S)	06655	4	314.92	\$1,259.68
LABOR, MAINT. AGREEMENT - N.D. (4HRS)	LMaint	1	264.00	\$264.00

WORK ORDER
300 SWEEPER

Stein's, INC.

3001 17th Street South
Moorhead, MN 56580
Phone: 218-233-2727
Or 800-234-2729
Fax: 218-233-7586

STEIN'S, INC.
2903 Broadway Ave E
Bismarck, ND 58501
701-258-6640
701-258-6642

Quotation

Page 1 of 1

NATIONAL EXPRESS TRANSIT
2601 NAVISTAR DR

LISLE IL 60532-3661

Date 1-Jun-2020 Valid Until

Salesman 07 Quote 858676
Terms Net 30

Merch Total	\$4,970.70
Taxable Sales	\$0.00
Tax	\$0.00
	\$0.00
Ship/Handling	\$0.00
Ppd Deposit	\$0.00
Total	\$4,970.70

Description	Item Code	Quantity	Price	Amount
146755800 WHEEL CPL SOLID RUBBER		2	314.50	\$629.00
1459776000 KEY		2	5.85	\$11.70
1459330000 HOOK, CATCH		1	52.50	\$52.50
1463228000 REDUCTION GEAR		1	3,794.20	\$3,794.20
1467697000 BEARING KIT		2	23.10	\$46.20
1466140000 BROOM SIDE		2	64.05	\$128.10
BATTERY CABLES	SHOPSUPPLIES	1	45.00	\$45.00
LABOR, MAINT. AGREEMENT - N.D. (4HRS)	LMAINT	1	264.00	\$264.00

J



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Bis-Man Transit Staff

SUBJECT: Service Vehicle Purchase

BACKGROUND: The 1996 Chevrolet service truck was recently totaled due to an accident. As the City of Bismarck does not allow salvage titles on any city owned vehicles, the truck is scheduled to be handed over to the insurance company in exchange for the “Total Loss” value of \$5,018.85.


DISCUSSION: At this time, Bis-Man Transit does not possess another vehicle that can be used as a replacement. Per the instruction of Glenn Lauinger, the maintenance team found a replacement truck at Kupper Chevrolet. This vehicle would not be a permanent solution for the needed service truck request through the FY2018 5339 grant. The vehicle is necessary for park bench repair, snow removal, shelter cleaning and transporting of parts. The truck was inspected and test driven by the maintenance team and deemed mechanically sound.



FINANCIAL IMPACT: The total vehicle cost from Kupper Chevrolet for the 2012 Chevrolet Silverado 1500 LT, 178,422 miles is \$8,700. The funds received from the insurance claim in the amount of \$5,018.85 will be used to offset the cost of the replacement vehicle. The difference of \$3,681.15 and the estimated taxes totaling \$435 will come from Bis-Man Transit cash reserves.

RECOMMENDATION: Staff and the Finance Committee recommend the 2012 Chevrolet Silverado 1500 LT is purchased as the replacement service truck at the cost of \$8,700.

Pre-Owned 2012 Chevrolet Silverado 1500 LT

VIN: 3GCPKSE7XCG160428 Stock: X2311-1

Exterior: Summit White
 8 Cylinder Engine

 Four Wheel Drive
 15 CITY / 21 HWY

Interior: EBONY, PREMIUM CLOTH SEAT TRIM
 Mileage: 178,422



Best Price \$8,700

Kupper Chevrolet

1500 2nd St Ne
 Mandan, ND 58554
 (701) 450-1203

leads@kupperautomotive.com

Vehicle Details:

- Wheels, 4 - 17" x 7.5" (43.2 cm x 19.1 cm) 6-lug chrome-styled steel includes chrome center caps (spare wheel will not cosmetically match the other 4 wheels) (Upgradeable to (P46) 4 - 17" x 7.5" (43.2 cm x 19.1 cm) 6-lug aluminum wheels, (N87) 4 - 18" x 8" (45.7 cm x 20.3 cm) aluminum wheels or (S80) 4 - 20" x 8.5" (50.8 cm x 21.6 cm) chrome clad aluminum wheels. Not available with (Z71) Off-Road Suspension Package.)
- Tires, P265/70R17 all-season, blackwall includes a blackwall spare tire (Requires 4WD models. Not available with (Z71) Off-Road Suspension Package or (WEA) Z71 Enhanced Package.)
- Wheel, 17" (43.2 cm) steel spare (spare wheel will not cosmetically match the other 4 wheels)
- Spare tire lock keyed cylinder lock that utilizes same key as ignition and door
- Tire carrier, outside spare, winch-type mounted under frame at rear
- Bumper, rear chrome, step-style with pad
- Air dam, Black
- Moldings, bodyside, body-colored (Moldings are deleted if any SEO paint is ordered.)
- Headlamps, dual halogen composite with automatic exterior lamp control and flash-to-pass feature
- Mirrors, outside heated power-adjustable, Black, manual-folding (Upgradeable to (DPN) outside vertical camper mirrors.)
- Wipers, front intermittent wet-arm with pulse washers
- Door handles, Black
- Pickup box, Fleetside
- Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual reclining center fold-down armrest with storage, lockable storage compartment in seat cushion (includes auxiliary power outlet), adjustable outboard head restraints and storage pockets on Extended and Crew Cab models
- Seat trim, Premium Cloth
- Seat, rear 60/40 folding bench (folds up), 3-passenger, folding (includes child seat top tether anchor) (Requires Extended or Crew Cab Models.)
- Steering column, Tilt-Wheel, adjustable with brake/transmission shift interlock
- Instrumentation, analog with speedometer, odometer, fuel level, engine temperature, and tachometer (Includes voltmeter and oil pressure indicators.)
- Bumper, front chrome (Includes chrome bumper bar and end caps with painted silver lower section.)
- Grille, chrome surround
- Lamps, dual cargo area lamps
- Glass, Solar-Ray deep-tinted (all windows except light-tinted glass on windshield and driver- and front passenger-side glass) (With Regular Cab models, includes rear window. With Extended Cab models, includes rear and rear quarter windows. With Crew Cab models or (C49) rear-window defogger, includes light-tinted rear window.)
- Seat adjuster, manual lumbar control on the driver-side
- Floor covering, color-keyed carpeting with rubberized vinyl floor mats (Extended and Crew Cab models also include rear floor mats) (May be substituted with (BG9) Black rubberized vinyl floor covering.)
- Steering wheel, leather-wrapped with theft-deterrent locking feature
- Driver Information Center with odometer, trip odometer and message center (monitors numerous systems depending on vehicle equipment level including low fuel, turn signal "on", transmission temperature and oil change notification) (Driver Information Center controls are operated through the trip odometer button unless (UK3) steering wheel mounted audio controls is ordered. On 1LT, 1SF and 1LZ, includes 8-point compass and outside temperature.)

- Warning tones headlamp on, key-in-ignition, driver and passenger buckle up reminder and turn signal on
- Door locks, power includes Remote Keyless Entry
- Cruise control, electronic with set and resume speed, located on steering wheel
- Power outlets, 2 auxiliary instrument panel-mounted with covers, 12-volt
- Assist handle, front passenger (Also includes rear assist handles in the headliner on Extended and Crew Cab Models.)
- Audio system, AM/FM stereo with MP3 compatible CD player seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), speed-compensated volume and TheftLock
- Engine, Vortec 4.8L Variable Valve Timing V8 SFI FlexFuel capable of running on unleaded or up to 85% ethanol (302 hp [225.2 kW] @ 5600 rpm, 305 lb-ft torque [411.8 N-m] @ 4600 rpm), iron block (Standard on all models except C*10953 Models. Not available on C*10953 models.)
- Suspension Package, Handling/Trailer, heavy-duty includes 46 mm piston monotube shocks and 36mm front stabilizer bar (Includes 36mm front stabilizer bar when (NHT) Max Trailer Pack is ordered.)
- Transfer case, electronic Autotrac with rotary dial controls (Requires 4WD models.)
- Alternator, 145 amps
- Frame, fully-boxed, hydroformed front section
- Air conditioning, single-zone manual front climate control
- Windows, power with driver Express-Down
- Remote vehicle starter prep package includes Remote Keyless Entry with 2 transmitters, panic button and content theft alarm (To enable remote start capability, new key fobs and vehicle reprogramming are required. Please see dealer for details. Remote Keyless Entry does not lock/unlock tailgate.)
- Cup holders, front (Also includes rear cupholders on Extended and Crew Cab models.)
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger, sliding with clip and illuminated vanity mirror on driver and passenger-side, Opal Gray-colored
- Coat hooks, rear driver and passenger side
- Lighting, interior with dome and reading lights, illuminated entry feature and backlit instrument panel switches
- Audio system feature, speaker system (Includes 4 speakers on Regular Cab and 6 speakers on Extended and Crew Cab Models.)
- SiriusXM Satellite Radio is standard on nearly all 2012 GM models. Enjoy a 3-month trial to the 'XM Select' package, with over 170 channels including commercial-free music, all your favorite sports, exclusive talk and entertainment. And now add premium channels to your trial at no-cost. Welcome to the world of satellite radio. (Not available with (UE0) OnStar, delete. Requires a subscription sold separately by SiriusXM after the trial period. If you decide to continue your service at the end of your subscription, service will automatically renew and bill, at the rates in effect at the time of renewal, until you call SiriusXM at 1-866-635-2349 to cancel. See our Customer Agreement for complete terms at www.siriusxm.com. Available only to those at least 18 and older in the 48 contiguous USA and D.C.)
- Transmission, 4-speed automatic, electronically controlled with overdrive and tow/haul mode (On Crew Cab models, requires (L20) Vortec 4.8L V8 SFI Flex-Fuel engine. Not available on C*10953 models.)
- Rear axle, 3.42 ratio (Refer to Engine/Axle chart for availability.) (With (LC9) Vortec 5.3L V8 Engine, Requires (K5L) heavy-duty cooling package)
- GVWR, 7000 lbs. (3175 kg) (Requires CC10753 models and (L9H) Vortec 6.2L V8 SFI engine and (NHT) Max Trailer Pack or CK10753, CK10953, or CK10543 models. Standard on CK10753, CK10953, or CK10543 models.)
- Four wheel drive
- Battery, heavy-duty 600 cold-cranking amps, maintenance-free with rundown protection and retained accessory power
- Recovery hooks, front, Black (Standard on 4WD models. Not available with (WEA) Z71 Appearance Package.)
- Suspension, front independent, coil over shock

- Suspension, rear 2-stage multi-leaf springs, semi-elliptic
- Exhaust, aluminized stainless-steel muffler and tailpipe
- Daytime Running Lamps, with automatic exterior lamp control
- Air bags, head curtain side-impact, front outboard seating positions with rollover sensor (Head curtain side air bags are designed to help reduce the risk of head and neck injuries to front and rear seat outboard occupants on the near side of certain side-impact collisions. Always use safety belts and the correct child restraints for your child's age and size, even in vehicles equipped with air bags. Children are safer when properly secured in a rear seat in the appropriate infant, child or booster seat. See the Owner's Manual and child safety seat instructions for more safety information.)
- OnStar, 6 months of Directions and Connections plan Includes Automatic Crash Response, Emergency Services, Crisis Assist, Stolen Vehicle Assistance including Stolen Vehicle Slowdown and Remote Ignition Block, Remote Door Unlock (requires power locks), Turn-by-Turn Navigation with Destination Download (requires navigation radio) and OnStar eNav (where available), OnStar Vehicle Diagnostics, Roadside Assistance, Remote Horn and Lights, and Hands Free Calling. (Visit onstar.com for details and system limitations.)
- Steering, power, rack-and-pinion
- Brakes, 4-wheel antilock, front disc/rear drum
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Air bags, frontal, driver and right-front passenger with Passenger Sensing System (Always use safety belts and the correct child restraints for your child's age and size. Even in vehicles equipped with air bags and the Passenger Sensing System, children are safer when properly secured in a rear seat in the appropriate infant, child or booster seat. Never place a rear-facing infant restraint in the front seat of any vehicle equipped with an active frontal air bag. See the Owner's Manual and child safety seat instructions for more safety information.)
- Air bags, seat-mounted side-impact, driver and right-front passenger for thorax and pelvic protection (Head curtain side air bags are designed to help reduce the risk of head and neck injuries to front and rear seat outboard occupants on the near side of certain side-impact collisions. Always use safety belts and the correct child restraints for your child's age and size, even in vehicles equipped with air bags. Children are safer when properly secured in a rear seat in the appropriate infant, child or booster seat. See the Owner's Manual and child safety seat instructions for more safety information.)
- Automatic Crash Response (Deleted when (UE0) OnStar delete is ordered.)
- Stolen Vehicle Assistance (Deleted when (UE0) OnStar delete is ordered.)
- OnStar Turn-by-Turn Navigation (Deleted when (UE0) OnStar delete is ordered.)
- Door locks, rear child security (Crew Cab models only.)
- Tire Pressure Monitor System (does not apply to spare tire)

While every reasonable effort is made to ensure the accuracy of this data, we are not responsible for any errors or omissions contained on this page.
Please verify any information in question with a dealership sales representative prior to purchase.

K



June 25, 2020

TO: Bis-Man Transit Board of Directors

FROM: Bis-Man Transit Staff

SUBJECT: Flextime Policy

BACKGROUND: Bis-Man Transit staff is currently in office from 8:00AM to 5:00PM, Monday thru Friday.

DISCUSSION: Flextime policies increase employee productivity and decrease absenteeism. By allowing staff to work four 9 hour shifts and one 4-hour shift (Friday), job satisfaction will increase and turn over may decrease. In an effort to provide additional benefits to Bis-Man Transit Staff, the flextime policy is a low risk, high reward solution.

The flextime policy will have no impact on National Express staff scheduling.

The policy can be suspended or cancelled at any time by the Executive Director, based on the business's needs.

FINANCIAL IMPACT: None.

RECOMMENDATION: Staff recommends approval of the Flextime Policy for employees of the Administrative Team.



Flextime Policy

The operating days and hours of Bis-Man Transit are Monday through Friday, 8:00 a.m. to 5:00 p.m.

The flextime policy at Bis-Man Transit allows employees to work extra time Monday through Thursday in order to leave at 12:00 p.m. on Friday. The time of arrival and departure may not differ from the standard operating hours by more than two hours, except for the Friday early departure. For example, a typical flextime arrangement is Monday through Thursday arriving at 7:30 a.m. and departing at 5:30 p.m. and on Friday arriving at 8:00 and departing at 12:00 pm.

The Executive Director approves flextime on a case-by-case basis. A flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule when needed to perform their job duties. Nonexempt employees may be asked to work overtime, regardless of a flextime schedule.



FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave at the employee's regular rate of pay** where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave at two-thirds the employee's regular rate of pay** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave at two-thirds the employee's regular rate of pay** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. ^[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

^[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

^[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

► DURATION OF LEAVE

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► CALCULATION OF PAY [3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

► RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

dol.gov/agencies/whd

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.