



Bis-Man Transit Board Meeting

February 25, 2021, 11:30AM

<https://us02web.zoom.us/j/83902995400>

Call In: +1 312 626 6799; Meeting ID: 839 0299 5400

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – January Regular Meeting
 - b. Attachment B – February Finance Committee Meeting
 - c. Attachment C – February CTIC Planning Meeting
 - d. Attachment D – February CTIC Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F
4. Cutaway Flex Purchase
 - a. Attachment G
5. Fixed Route Seat Purchase
 - a. Attachment H
6. Disposal of Routematch Tablets
 - a. Attachment I

Public Comment

Standing Committee Update

1. CTIC Update
 - a. Attachment J (Member Acceptance)



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Unfinished Business

1. July 4th Paratransit Hours
 - a. Attachment K
2. No Show Policy Clarification
 - a. Attachment L

New Business (Regular Agenda)

1. Retention Policy
 - a. Attachment M
2. FY21 5307 Grant Discussion
 - a. Attachment N
3. Mask Mandate Policy
 - a. Attachment O

Executive Director Report

1. Board Member Applications
2. Fixed Route Update
3. Funding Update
4. Staff Project Update

Operations Report

Other Business

Adjourn

□ The next Board Meeting will be held March 25, 2021 at 11:30am.



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C

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CTIC Meeting Minutes

February 5, 2021, 1:00 P.M.

Via Zoom

Attending:

Shauna Laber

Glenn Lauinger

Helen Baumgartner

Not Attending:

Lynn Wolf

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl



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Meeting was called to order at 1:03 P.M.

Shauna discussed how many members there should be on the committee. Generally, it's an odd number of people. Shauna suggested there be three Board members and six or ten members of the community. Helen asked how many previous CTAG members had shown interest in being a member of CTIC. Deidre answered there currently are five former CTAG members that would like to be members of CTIC and also recommended there be 13 members total. Board members agreed to 13 members total.

Deidre asked if there should be an application process to become a member of CTIC. Helen commented that she liked to know the background of the members, so would like to continue to have an application process. Mike will make an application catered to this committee and post it on the website.

Deidre discussed what the final name of the committee should be. Board members discussed if it should be "Citizen Transportation Input Committee" or "Community Transportation Input Committee." Board members agreed on "Community Transportation Input Committee."

Deidre recommended the Committee have a known objective and gave an example of "The function of the 'Community Transportation Input Committee' is to act as a sounding board for public opinion on transit issues." Shauna recommended narrowing the scope of the objective and making it clear to members what they're committing to. Glenn stated that his vision for the "Community Transportation Input Committee" was for it to mirror the concept of the Finance Committee where items are discussed and then brought to the Board members at the monthly Regular Board Meeting for final decisions. Helen agreed with Glenn's vision. Deidre will cater the objective to this process.

Deidre discussed that there may be months that there are no agenda items for the "Community Transportation Input Committee" to meet and discuss. Board members agreed to only have Committee meetings if there are Board agenda items to be discussed. Shauna suggested that a quorum in this Committee contain at least two Board members to attend each meeting. Helen commented that the community members should be part of the quorum. Shauna suggested a full quorum for the Committee to be at least two Board members and three community members. Board members agreed on this quorum amount.

Deidre will send a Doodle poll to Committee members each month to plan the best date and time for meetings. This will increase attendance by catering to Committee member's schedules. Shauna suggested having the first "Community Transportation Input Committee" meeting in February before the Regular Board Meeting to discuss 4th of July Holiday Hours as well as the goals and objectives of the "Community Transportation Input Committee" versus CTAG. Deidre will schedule the first "Community Transportation Input Committee" meeting for February.

Meeting adjourned at 1:49 P.M.



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Community Transportation Input Committee Meeting Minutes

February 16, 2021, 9:00PAM
Via Zoom Conference Call
3750 E Rosser Avenue, Bismarck

Attending:	Chair/Helen Baumgartner	Shauna Labor
	Glenn Lauinger	Susan Dingle
	Trevor Vannett	
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	
Guests:	Randee Sailer	

Meeting called to order at 9:05 A.M.

Introduction: Glenn provided an introduction of CTIC to the group. Shauna welcomed everyone and expressed her thanks to those that were present. Helen explained that CTIC would be covering topics on the upcoming board agenda. Deidre said there would not be a set time each month for the CTIC meetings, but that they would be scheduled approximately one week prior to the Board meeting, and would send out a poll to members to determine the time for each meeting.

Agenda: Helen discussed that there were two applications from individuals wanting to serve on the committee. The applications are from Randee Sailer and Vincent McCloud. Randee Sailer provided an introduction of herself. Susan moved to approve the two applicants. Glenn seconded the motion. The motion carried unanimously. There was additional discussion on the number of people the committee should consist of. There are currently eight members. Helen said



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ten members would be a good place to begin to get some good input. All others agreed that ten members was a good number to begin with. Deidre advised the minutes for the CTIC would be available on the website once approved, so if someone wanted to read through them and get a feeling of what is discussed at the meetings, they would be available.

July 4th Paratransit Hours: Helen discussed that Fourth of July this year falls on a Sunday. Normal Sunday operating hours are generally 7:30am – 2:30pm. Deidre explained that normal July 4th holiday hours are 10:30am – 10:30pm, and with the holiday falling on Sunday this year, there is an issue of not having drivers that are on the schedule. She said she wants to give operations enough time to figure out how to staff accordingly if we go with holiday hours. Trevor said he feels strongly that it should be left alone because a lot of people go the rodeo. Deidre said one benefit of keeping it 7:30am – 2:30pm, would be individuals could participate in the parade, with the parade being over already if the service starts at 10:30am. Danae and Deidre provided some ridership statistics, saying in 2020 on July 4th, there were 59 riders, with 36 riders after 2:30pm, and 11 riders after 6pm. In 2019 on July 4th, there were 74 riders, with 33 riders after 2:30pm, and 13 riders after 6pm. Trevor said that DCIL sometimes has groups that enjoy going to the rodeo. There was discussion about setting a precedent for future holidays that fall on a Sunday. Helen said Deidre had looked ahead to 2027, with Christmas falling on a Sunday in 2022, New Years Day falling on a Sunday in 2023, and July 4th falling on a Sunday in 2027. Helen questioned whether what was voted on would be for every holiday in the future, or would it be voted on for each holiday. Glenn made a recommendation that the vote is done on a holiday by holiday basis. Trevor made a recommendation that the motion could be worded as major holidays. Trevor moved to go with normal holiday hours for the three holidays that fall on Sunday for the next six years. Glenn seconded the motion for discussion purposes.

In additional discussion, Glenn asked Danae if it would be a major issue for National Express. Danae said they would have to at least double the drivers (currently there are about 3 drivers that are out during typical Sunday paratransit operation). She said they would need at least 6 or 7 drivers, and would be doubling revenue hours and revenue miles. Danae said there would not be volunteers to drive on July 4th. Craig said it also potentially creates other staffing issues throughout the rest of the week. Craig said he has not experienced people wanting to volunteer on holidays, and that employees like to enjoy the festivities as well. Craig said he echoed what Deidre said, keeping it 7:30am – 2:30pm would allow people to enjoy the parade, and that he has heard from people saying they couldn't enjoy the parade.

Helen called a vote on the motion. There were two aye votes, and two no votes. Shauna said the split vote could be taken to the Board for consideration, and asked Deidre to have those that aren't in attendance weigh in prior to the Board meeting. Helen agreed it would be good to get input from more individuals. Deidre said she would send an email asking others if they feel there would be more riders participating in the parade, or more riders participating in the rodeo.



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Deidre thanked everyone for participating.

Meeting adjourned at 9:53 A.M.



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January 2021

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	3,878	3,878	7,946	7,946	-51.20%	-51.20%
PARATRANSIT	6,066	6,066	9,025	9,025	-32.79%	-32.79%
Total	9,944	9,944	16,971	16,971	-41.41%	-41.41%
FR AVG. DAILY BOARDINGS	155.12					
DR AVG. DAILY BOARDINGS	195.68					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,742.50	1,742.50	2.23	2.23	4.42	-3.09%
PARATRANSIT	2,226.74	2,226.74	2.72	2.72	2.73	-32.54%
Total	3,969.24	3,969.24	2.51	2.51	3.3	
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	29,535	29,535	0.13	0.13	30,199	-2.20%
PARATRANSIT	29,690.35	29,690.35	0.20	0.20	44,050	-32.60%
Total	59,225.35	59,225.35	0.34	0.34	74,249	-20.23%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE			80.38%	8038.00%		
PARATRANSIT	94.00%	94.00%	98.00%	98.00%	-4.08%	-4.08%
RIDERSHIP PER ROUTE						
ROUTE	Month	YTD		PY Month		% INC/DEC OVR PYM
BLACK	757	757		1591		-52.4%
BLUE	696	696		1480		-53.0%
GREEN	473	473		1139		-58.5%
RED	650	650		1409		-53.9%
BROWN	677	677		1273		-46.8%
PURPLE	625	625		1054		-40.7%
U-Mary	63	63		274		-77.0%
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	0	0		
PARATRANSIT	0	0	0	0		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	2	2				
PARATRANSIT	3	3				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	2	2				
Office Staff	0	0				



G

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February 25, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Flex Cutaway Bus Purchase

RECOMMENDATION: Staff is recommending approval of the purchase of one cutaway bus to replace a paratransit bus that has exceeded useful life of 5 years or 150,000 miles.

BACKGROUND: Bis-Man Transit received 5339 funding to purchase one 30 fixed route bus. These funds were reallocated to pay for fixed route engine/transmission repairs, purchase of a service truck, and purchase of a cutaway equipped with fixed route equipment.

DISCUSSION: The purchase would replace one cutaway bus, fleet number 53. The vehicle would be equipped with all technology and equipment to operate on the fixed route as well. Additional items are notated in the chart on the following page.

Bus 53 – 2012 Chevy 4500 Express (258,817 miles) VIN #1GB6G5BG7C1184014

FINACIAL IMPACT: The purchase price of the bus will be \$94,632.00 from Harlows. The federal portion of this purchase at the 80% split is \$75,705.60. The local portion of this purchase is \$18,926.40. This purchase was budgeted within the approved 2021 Budget.



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Cutaway Flex Bus Harlow Cost Break Down (STATE BID)

Feature	Cost
Base Price	\$ 81,574.00
Stop Request	\$ 860.00
Farebox Pre-Wire	\$ 260.00
(4) Seat Belt Extender	\$ 148.00
Bike Rack	\$ 2,335.00
Driver's Seat Belt Extender	\$ 55.00
(2) Spare Keys	\$ 75.00
Destination Signs	\$ 5,600.00
REI Storage Upgrade (security cameras)	\$ 650.00
Wireless Antenna (download security camera footage)	\$ 425.00
Upgrade Driver's Seat	\$ 2,650.00
	\$ 94,632.00
Federal	\$ 75,705.60
Local	\$ 18,926.40



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H

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February 25, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Fixed Route Driver Seat Purchase

RECOMMENDATION: Staff recommends approval of the bid received from Gillig to purchase 5 new fixed route driver seats.

BACKGROUND: Throughout the rehabilitation of several of the fixed route buses, it was indicated that the seats needed replacement for safety reasons and general wear and tear.

DISCUSSION: Bis-Man Transit received three quotes. United Safety, North Central Bus and Equipment, Inc, and Gillig. The quote from North Central Bus and Equipment, Inc did not include all necessary parts. Staff is working with NDDOT and the FTA to determine if this purchase can be funded by the reallocated 5339 bus rehabilitation grant. Purchase of the replacements would be dependent on the approval of NDDOT and FTA.

FINANCIAL IMPACT: See below.

Fixed Route Bus Seat Replacement			
Vendor	Federal	Local	Total
Gillig	\$ 9,617.88	\$ 2,404.47	\$ 12,022.35
United Safety	\$ 11,512.00	\$ 2,878.00	\$ 14,390.00
North Central	Quote not valid		



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I

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February 25, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Request for Decommission and Disposal of Routematch Equipment

RECOMMENDATION: Staff recommends approval of the request to decommission all Routematch software and equipment.

BACKGROUND: Routematch provided automatic vehicle location and GPS services for the Bis-Man Transit CAT buses until October of 2020. The Board has since approved the purchase and installation of new software and equipment with a different vendor.

DISCUSSION: As Bis-Man Transit is no longer utilizing Routematch as a vendor, equipment and software is no longer in use. Bis-Man Transit intends on disposing of all related equipment and selling any items of value, if approved.



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J



Community Transportation Input Committee (CTIC)

Completing this form indicates your interest in being considered for appointment to the Bis-Man Transit Community Transportation Input Committee (CTIC).

Name Vincent McCloud

Street Address [REDACTED]

Home Phone [REDACTED]

Email Address [REDACTED]

Are You a Current Bis-Man Transit / CAT Bus Rider? No If Yes, for how long? _____

Occupation Consumer Finance Counselor

(If retired, please indicate so and include your former occupation)

Present Employer Native Inc.

Business Address 2403 E. Thayer Ave Bismarck, ND 58501

Business Phone 701-595-5181 ext. 3

Preferred Mailing Address: Home _____ Business X (Check only one)

STATISTICAL INFORMATION:

Age Group: 18-34 _____ 35-65 X Over 65 _____

Gender Male Race Native American Community Bismarck

**Bis-Man Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations or to file a complaint, please contact us at 701-258-6817.

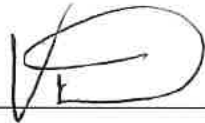
Explain why you are interested in serving on the Bis-Man Transit Community Transportation Input Committee and how you feel you can contribute to the organization:

~~Access~~

Nature Inc. is part of the Homeless Coalition and an Access Point.

Volunteer Experience and Other Community Involvement:

*Your Signature



*Date

2/15/21

Please return this form to:

Mail:

Bis-Man Transit
3750 E. Rosser Ave.
Bismarck, ND 58501

Email:

info@bismantransit.com

For questions, please call 701-258-6817.

Bis-Man Transit

Citizen Transportation Advocacy Group Application

Completing this form indicates your interest in being considered for appointment to the Bis-Man Transit Citizen Transportation Advocacy Group (CTAG).

Name Randee Sailer
Street Address [REDACTED] City [REDACTED]
Home Phone [REDACTED] Cell Phone [REDACTED]
Email Address [REDACTED]

Are You a Current Bis-Man Transit Rider? Yes If Yes, for how long? 13 years

Occupation Soc/rec assistance
(If retired, please indicate so and include your former occupation)

Present Employer Dakota center for independent Living

Business Address 3111 E Broadway Ave, Bismarck ND 58501

Business Phone 701-222-3636

Preferred Mailing Address: Home ☒ Business ☐ (Check only one)

STATISTICAL INFORMATION:

Age Group: 18-34 ☐ 35-65 ☒ Over 65 ☐

Gender Female Race white Community Bismarck

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Explain why you are interested in serving on the Bis-Man Transit Community Transportation Advisory Committee and how you feel you can contribute to the organization:

I've been taking the CAT & transit since End of 2007. 95%
of my rides are on CAT, which I take almost daily. Through DCIL & on my
own time I've peermentor others on how to use CAT.

Name Randee Sailer

Qualifications for appointment:

Regular rider on CAT

Volunteer Experience and Other Community Involvement:

peer mentor for CAT, help^a wheelchair person with errands,
donate blood, & hair for wigs,

*Your Signature Randee Sailer

*Date 1/27/21

Please return this form to:

Mail

Email: info@bismantransit.com

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For questions, please call 701-258-6817



K

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February 25, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: July 4th Paratransit Hours

BACKGROUND: At the January board meeting there was discussion on how to proceed with July 4, 2021 for paratransit service, which lands on a Sunday. Normal Sunday hours of operation for paratransit are 7:30AM to 2:30PM. Holiday hours for 2019 and 2020 were approved with July 4th operation from 10:30AM to 10:30PM. During these years, holiday's have not landed on Sundays.

DISCUSSION: Staffing is a concern for the operations team as 2:30PM to 10:30PM on Sunday is not within their normal operating schedule. Additionally, there would be an increase in revenue hours if 10:30AM to 10:30PM accepted. In the past, Bis-Man Transit has received request from riders wishing to attend the Mandan Parade. They are not able to do so with the 10:30AM to 10:30PM schedule. If standards hours of operation are accepted, this would be possible.

If extended hours of operation are accepted, riders wishing to attend the Mandan Rodeo would be able to do so.

The Finance Committee is in favor of setting the standard that holiday's landing on Sunday will operate with the standard hours of 7:30AM to 2:30PM.

FINANCIAL IMPACT: Please see the table below for the approximate financial impact.

July 4th Cost				
	Revenue Hours	Driver Estimate	Operation Contract Cost	Total Expense
7:30AM to 2:30 PM	7	6	\$ 58.01	\$ 2,494.43
10:30AM to 10:30PM	12	6	\$ 58.01	\$ 4,176.72
			Additional Cost*	\$ 1,682.29

*Estimated



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L

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February 25, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: No Show Policy Clarification

RECOMMENDATION: Staff recommends approval of the No Show Policy with changes.

BACKGROUND: The current No Show Policy only applies to Subscription Riders, which makes up approximately 20% of our riders. A “No Show” is defined as an unnotified missed trip which adversely effects the efficiency and effectiveness of service. No shows significantly add to the cost of operating ADA complementary paratransit service.

This policy was discussed at the January Board Meeting. Revisions to the presented policy have been made to clarify the appeal process.

DISCUSSION: As the policy presented at the January Board Meeting was unclear on the proper appeals policy, staff has made revisions. The penalty for No Shows has not been revised. The policy will go into effect March 1, 2021.



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Bis-Man Transit No-Show Policy

In order to be considered “a no show”, each of the following conditions has occurred:

- The customer has a scheduled paratransit trip.
- The ADA vehicle arrives at the scheduled pick-up point within the scheduled thirty (30) minute pick-up window.
- The driver waits at least five (5) full minutes beyond the start of the scheduled pick-up window, and the customer fails to board the vehicle.

Late cancellations will be counted as a no-show for the purposes of this policy.

A late cancellation occurs when the customer (or customer's representative) fails to call dispatch thirty (30) minutes or more prior to the scheduled pick-up time to cancel his/her ride.

If the customer has more than one ride scheduled, having a no-show does not automatically cancel the rest of the rides for the day. It is still the customer's responsibility to call and cancel the remaining rides for the day. If the rides are not cancelled, and the customer does not ride, the result would be additional no-shows.

Bis-Man Transit will track scheduled trips, no-shows, and late cancellations by customer. Bis-Man Transit will identify customers who have three (3) or more no-shows/late cancellations within any thirty (30) day period.

On the day the rider violates the no-show/late cancellation policy, the following progressive action will be taken:

- First occurrence — A warning letter will be issued advising the rider that he/she has violated Bis-man Transit's no-show/late cancellation policy.
- Second occurrence — Customer will receive a seven (7) day* suspension.
- Third occurrence — Customer will receive a fourteen (14) day* suspension.
- Fourth occurrence — Customer will receive a twenty-one (21) day* suspension.

Appealing a Warning or Suspension

Customers are given the opportunity to appeal a suspension of service with Bis-Man Transit. If any citizen using the Bis-Man Transit system has a concern or disagreement, they are asked to submit their issue in writing. All written appeals will be investigated and a response issued within five (5) working days.

If the individual is not satisfied with the response received from the Administrative office, they have the right to appeal the decision to the Bis-Man Transit Board of Directors at their next scheduled meeting. After the Board of Directors has reviewed the situation, they will provide a written response within ten (10) working days.

No-shows are EXCUSED when the trip is missed for the following reasons:

- The customer has a family emergency
- Mobility aid failure
- Appointment cancelled/delayed for reasons not the customers fault
- Adverse weather: Snow storm, extreme heat or extreme cold
- Staffing error: The transit coordinator did not make all the cancellations the client requested; or customer just found out the ride was scheduled for the wrong day, time, or location; or the customer was not informed that his/her pick-up time was changed, and was not ready.



No-shows or cancels are NOT EXCUSED when the trip is missed for the following reasons:

- Customer didn't want to travel today
- Customer changed their mind about using appointment
- Customer didn't know or forgot that he/she had a ride scheduled or was supposed to call to cancel
- Customer got another ride
- Customer told someone else he/she was not planning to travel (driver, facility, etc.)
- Someone else scheduled the ride for him/her
- Customer does not want to ride with specific driver or passenger, or on a specific vehicle



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RECORD RETENTION AND DESTRUCTION POLICY

Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained; and to ensure that records that are no longer needed or are of no value to Bis-Man Transit are discarded at the proper time. This Policy is also for the purpose of aiding employees of Bis-Man Transit in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This Policy represents Bis-Man Transit's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Bis-Man Transit and the retention and disposal of electronic documents. The Executive Director (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule periodically to ensure that the policy is following local, state and federal laws and includes the appropriate document and record categories for Bis-Man Transit; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal in Event of Litigation or Claims

In the event Bis-Man Transit is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Bis-Man Transit or the commencement of any litigation against or concerning Bis-Man Transit, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of the Board of Directors, determines otherwise. The

Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of Bis-Man Transit's operation, including both original documents and reproductions. It also applies to the electronic documents described above. This Policy was approved by the Board of Directors of Bis-Man Transit on **TBD**.

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Investment Records	7 years after sale of investment

B. PUBLIC TRANSPORTATION SYSTEMS AND AUTHORITIES

Record Type	Retention Period
Agency Logs (Sheets)	5 years
Applications for Awards	1 year
Applications for Discount Passes	3 years after service is terminated or denied
Applications for Transit Service	3 years after service is terminated or denied
Call in Logs (Sheets)	5 years
Customer (Rider) Alerts	1 year
Customer (Rider) Identification Records	1 year
Departure Records	1 year
Disadvantaged Business Enterprise (DBE) Records	a. 5 years after company is removed from certified list b. Remaining DBE program records, including FTA reports – 5 years from date record was created
Dispatch Records	5 years
Lost and Found Records	1 year
National Transit Database (NTD) Report	5 years
Operator Bid Records	1 year
Operator Accident/Incident Reports	3 years after Separation

Operator Observation Records	3 years after Separation
Operator Shift Inspection Records	5 years
Operator Scheduling and Assignment Records	3 years after Separation
Paratransit Manifests	5 years
Radio Dispatch Recordings and Logs	90 Days
Research & Publications	Permanent (1 copy only)
Rider Complaints and Requests for Agency Action	3 years
Ridership Reports	5 years
Route History Records	1 year after route is changed or no longer in service
Route Maintenance Records	1 year
Route Requests	3 years after resolution
Service Change Records	a. Retain records with historical value permanently b. 3 years after records were created or project ends, whichever occurs last
Service Performance Records	a. Retain records with historical value permanently b. 3 years after records were created or project ends, whichever occurs last
Service Planning and Development Records	a. Retain records with historical value permanently

b. 3 years after records were created or project ends,
whichever occurs last

Shelter Records

Permanent

Ticket Consignment Records

1 year

Trip Requests

5 years

Transit (Bus) Schedules

1 year after route is changed or no longer in service

Transportation System Operations Reports

5 years

Transportation System Statistical Records

a. Retain records with historical value permanently
b. 5 years after records were created or project ends,
whichever is longer

Vehicle Breakdown Records

1 year

Vehicle Usage Logs (Sheets)

1 year

C. CONTRACTS

Record Type

Retention Period

Contracts and Related Correspondence
(including any proposal that resulted in the
contract and all other supportive documentation)

7 years after expiration or termination

D. CORPORATE RECORDS

Record Type

Retention Period

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Permanent

Licenses and Permits

Permanent

E. CORRESPONDENCE AND INTERNAL MEMORANDA

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

I. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:

- Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no follow-up.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

- II. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

F. ELECTRONIC DOCUMENTS

- I. Electronic Mail: Not all email needs to be retained, depending on the subject matter.
 - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
 - Staff will not store or transfer Bis-Man Transit-related e-mail on non-work-related computers except as necessary or appropriate for Bis-Man Transit purposes.
 - Staff will take care not to send confidential/proprietary Bis-Man Transit information to outside sources.
 - Any e-mail staff deems vital to the performance of their job should be copied to the company server, and printed and stored in the employee's workspace.
- II. Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
 - PDF documents – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.
 - Text/formatted files - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

III. Web Page Files: Internet Cookies

Bis-Man Transit does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

Each day Bis-Man Transit will run a cloud-based backup copy of all electronic files (including email) on the Bis-Man Transit server, as specified in the Bis-Man Transit's Disaster Recovery Plan. This backup is a safeguard to retrieve lost information within a one-year retrieval period should document on the network experience problems. The backup copy is considered a safeguard for the record retention system of Bis-Man Transit, but is not considered an official repository of Bis-Man Transit records. All monthly and yearly backups are stored on cloud-based server according to Bis-Man Transit's Disaster Recovery Plan.

In certain cases, a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

G. GRANT RECORDS

Record Type

Retention Period

Original grant proposal

7 years after completion of grant period

Grant agreement and subsequent modifications, if applicable

7 years after completion of grant period

All requested IRS/grantee correspondence
Including determination letters and
“no change” in exempt status letters

7 years after completion of grant period

Final grantee reports, both financial
and narrative

7 years after completion of grant period

All evidence of returned grant funds

7 years after completion of grant period

All pertinent formal correspondence
including opinion letters of counsel

7 years after completion of grant period

Report assessment forms

7 years after completion of grant period

Documentation relating to grantee evidence
of invoices and matching or challenge grants
that would support grantee compliance with
the grant agreement

7 years after completion of grant period

Pre-grant inquiry forms and other

documentation for expenditure responsibility grants

7 years after completion of grant period

Grantee work product produced with the grant funds

7 years after completion of grant period

H. INSURANCE RECORDS

Record Type

Retention Period

Annual Loss Summaries

10 years

Audits and Adjustments

3 years after final adjustment

Certificates Issued to Bis-Man Transit

Permanent

Claims Files (including correspondence, Medical records, injury documentation, etc.)

Permanent

Group Insurance Plans - Active Employees

Until Plan is amended or terminated

Group Insurance Plans – Retirees

Permanent or until 6 years after death of last eligible participant

Inspections

3 years

Insurance Policies (including expired policies)

Permanent

Journal Entry Support Data

7 years

Loss Runs

10 years

Releases and Settlements

25 years

I. LEGAL FILES AND PAPERS

Record Type

Retention Period

Civil Rights Compliance – Title 6
(Records relating to the agency’s efforts to comply with federal, state, and local statute governing employee (including contractors and volunteers), student, and the general public’s civil rights. May include surveys, reports, notifications, communications, meetings, agreements, training materials, etc.)

6 years

Legal Memoranda and Opinions
(including all subject matter files)

7 years after close of matter

Litigation Files

1 year after expiration of appeals or time for filing appeals

Court Orders

Permanent

Requests for Departure from Records
Retention Plan

10 years

J. MISCELLANEOUS

Record Type

Retention Period

Material of Historical Value (including pictures, publications)

Permanent

Policy and Procedures Manuals – Original

Current version with revision history

Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent
Triennial Review Audits – Reports and Findings	6 years

K. PAYROLL DOCUMENTS

Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	7 years after termination
W-2 and W-4 Forms	7 years after termination
Garnishments, Assignments, Attachments	7 years after termination
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

L. PERSONNEL RECORDS

Record Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years

EEO- 1 /EEO-2 - Employer Information Reports

2 years after superseded or filing, whichever is longer

Employee Earnings Records

7 years after separation

Employee Handbooks

1 copy kept permanently

Employee Medical Records

6 years after separation

Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)

6 years after separation

Employment Contracts – Individual

7 years after separation

Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings

3 years from date of hiring decision

Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)

2-4 years (4 years if file contains any correspondence which might be construed as an offer)

Job Descriptions

3 years after superseded

Personnel Count Records

3 years

Forms I-9

3 years after hiring, or 1 year after separation if later

M. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

N. TAX RECORDS

General Principle: Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years

Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

O. CONTRIBUTION RECORDS

Record Type	Retention Period
Records of Contributions	Permanent
Bis-Man Transit's or other documents evidencing terms of gifts	Permanent

P. PROCUREMENT RECORDS

Record Type	Retention Period
Unsuccessful Bids and Proposals	4 years



FY 2020 Grant (Oct 2018 to September 2019)		Total Expenses	Federal Match	Local Match
Dec 2018 in Jan 2019	Operating/Admin	\$32,829.71	\$16,415.00	\$16,414.71
	PM	\$1,388.90	\$1,111.00	\$277.90
	CCOC	\$262,181.83	\$209,745.00	\$52,436.83
	Security - Draws in 2018 and 2019	\$0.00	\$0.00	\$0.00
		\$296,400.44	\$227,271.00	\$69,129.44
Jan-19	Operating/Admin	\$38,587.50	\$19,294.00	\$19,293.50
	PM	\$849.00	\$679.00	\$170.00
	CCOC	\$0.00	\$0.00	\$0.00
	Security - Draws 2019	\$0.00	\$0.00	\$0.00
		\$39,436.50	\$19,973.00	\$19,463.50
Feb-19	Operating/Admin	\$0.00	\$0.00	\$0.00
	PM	\$5,127.79	\$4,102.00	\$1,025.79
	CCOC	\$242,248.24	\$193,799.00	\$48,449.24
	Security - Draws 2019	\$0.00	\$0.00	\$0.00
		\$247,376.03	\$197,901.00	\$49,475.03
Mar-19	Operating/Admin	\$37,393.95	\$18,697.00	\$18,696.95
	PM	(\$8,912.28)	(\$7,130.00)	(\$1,782.28)
	CCOC	\$259,288.43	\$207,431.00	\$51,857.43
	Security -draw in 2019	\$0.00	\$0.00	\$0.00
		\$287,770.10	\$218,998.00	\$68,772.10
Apr-19	Operating/Admin	\$190,648.32	\$95,324.00	\$95,324.32
	PM	\$5,736.11	\$4,589.00	\$1,147.11
	CCOC	\$265,859.81	\$212,688.00	\$53,171.81
	Security -draw in 2019			
		\$462,244.24	\$312,601.00	\$149,643.24
May-19	Operating/Admin	\$217,475.42	\$108,738.00	\$108,737.42
	PM	\$12,224.56	\$9,780.00	\$2,444.56
	CCOC	\$170,421.25	\$136,337.00	\$34,084.25
	Security -draw in 2019			
		\$400,121.23	\$254,855.00	\$145,266.23
Jun-19	Operating/Admin	\$167,104.00	\$83,552.00	\$83,552.00
	PM	\$2,635.09	\$2,108.00	\$527.09
	CCOC	\$0.00	\$0.00	\$0.00
	Security -draw in 2019			
		\$169,739.09	\$85,660.00	\$84,079.09

Totals 2020 Expenditure

	Total Expense	Federal	Local Match
Operating/Admin	\$684,038.90	\$342,020.00	\$342,018.90
PM-building and Facility	\$19,049.17	\$15,239.00	\$3,810.17
CCOC	\$1,199,999.56	\$960,000.00	\$239,999.56
Security	\$0.00	\$0.00	\$0.00
Total 2020 Grant	\$1,903,087.63	\$1,317,259.00	\$585,828.63

check	\$1,903,087.63	\$1,317,259.00	\$585,828.63
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2020 Grant Award			
	Total Expense	Federal	Local Match
Operating/Admin	\$684,040.00	\$342,020	\$342,020.00
PM-building and Facility	\$19,048.75	\$15,239	\$3,809.75
CCOC	\$1,200,000.00	\$960,000	\$240,000.00
Security	\$16,632.50	\$13,306	\$3,326.50
Total 2020 Grant	\$1,919,721.25	\$1,330,565	\$589,156.25

Left to Drawdown

\$0
\$0
\$0
\$13,306

Approximate Reimbursement Amounts				
		Federal	Local	Total Expense
Jul-19	CCOC, PM, & Security (80/20)	\$58,970	\$14,742.45	\$73,712.24
	Operations (50/50)	\$139,423	\$139,423	\$278,846.70
Aug-19	CCOC, PM, & Security (80/20)	\$145,936	\$36,483.89	\$182,419.44
	Operations (50/50)	\$141,727	\$141,727.24	\$283,454.47
Sep-19	CCOC, PM, & Security (80/20)	\$59,219	\$14,804.79	\$74,023.93
	Operations (50/50)	\$118,097	\$118,096.69	\$236,193.37
		\$545,275.07	\$347,181.71	\$1,128,650.15

Approximate Reimbursement Amounts				
		Federal	Local	Total Expense
Oct-19	CCOC, PM, & Security (80/20)	\$85,209	\$21,302.26	\$106,511.29
	Operations (50/50)	\$132,593	\$132,593.39	\$265,186.78
Nov-19	CCOC, PM, & Security (80/20)	\$58,174	\$14,543.56	\$72,717.80
	Operations (50/50)	\$132,545	\$132,545.23	\$265,090.45
Dec-19	CCOC, PM, & Security (80/20)	\$50,856	\$12,714.02	\$63,570.11
	Operations (50/50)	\$108,295	\$108,294.89	\$216,589.78
Jan-20	CCOC, PM, & Security (80/20)	\$66,344	\$16,585.88	\$82,929.40
	Operations (50/50)	\$142,893	\$142,893.27	\$285,786.54
		\$459,377.98	\$313,698.46	\$1,358,382.15

FY2021 5307 Award			
	Federal	Local	Total Expense
Security	\$12,660	\$3,165.00	\$15,825.00
CCOC	\$1,088,000	\$272,000.00	\$1,360,000.00
Operating	\$155,316	\$155,316.00	\$310,632.00
PM	\$10,000.00	\$2,500.00	\$12,500.00
	\$1,265,976.00	\$432,981.00	\$1,698,957.00



February 25, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Federal Requirement for Persons to Wear Masks While on Public Transportation

On January 21, 2021 the President of the United States signed Executive Order 13998 Promoting COVID-19 Safety in Domestic and International Travel. In this order he directed the Secretary of Transportation to require masks be worn in compliance with CDC guidelines in or on all forms of public transportation. In accordance with this order the CDC has issued the requirement that persons wear masks while on conveyances and at transportation hubs. Bis-Man Transit and its passengers must comply with this executive order and the associated CDC order.

As per the CDC order Bis-Man Transit will be instituting the following requirements until further notice:

- (1) All persons boarding any Bis-Man Transit buses must wear masks over their mouth and nose and continue to do so during the entire duration of the trip
- (2) Federal law requires wearing a mask on the bus and failure to comply constitutes a violation of Federal law. Monetary penalties may apply for violations under Federal law.
- (3) Monitoring of persons onboard the bus for anyone who is not wearing a mask and seeking compliance from such persons
- (4) Masks will be made available on the buses for persons that may need one.
- (5) Masks will also be required while at the transfer locations.
- (6) Any persons refusing to comply with this mask order will be denied service until such a time that the passenger or the parent/guardian of a minor passenger contacts the Bis-Man Transit Administrative Office.

In addition, the requirement to wear a mask shall not apply under the following circumstances:

- (1) While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication
- (2) A child under the age of 2 years
- (3) A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act
- (4) A person for whom wearing a mask would create a risk to workplace health, safety or job duty as determined by the relevant workplace safety guidelines or federal regulations.



Operators will use best efforts to ensure that any person utilizing public transportation wears a mask when boarding, disembarking, and for the duration of travel. Best efforts include:

- (1) Boarding only those persons who wear masks;
- (2) Instructing persons that Federal law requires wearing a mask onboard, at transfer hubs, and within the Transit facility and failure to comply constitutes a violation of Federal Law;
- (3) Monitoring persons onboard for anyone who is not wearing a mask and seek compliance from such persons;
- (4) At the earliest opportunity, disembarking any person who refuses to comply; and
- (5) Providing persons with prominent and adequate notice to facilitate awareness and compliance of the requirement of the mask order to wear a mask

Refusal to wear an approved mask will result in service denial.



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