



Bis-Man Transit Board Meeting

March 25, 2021, 11:30AM

<https://us02web.zoom.us/j/kHwpTJ0vN>

Call in: +1 312 626 6799; Meeting ID: 831 5098 1108

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – February Regular Meeting
 - b. Attachment B – Executive Committee Meeting Minutes
 - c. Attachment C – March Administrative Committee Meeting Minutes
 - d. Attachment D – March Finance Committee Meeting Minutes
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F
4. Urban Grant Award Acceptance
 - a. Attachment G
5. CTIC Duties and Responsibilities Acceptance
 - a. Attachment H
6. Executive Committee Nomination of National Express for Humanitarian Award
 - a. Attachment I

Public Comment

New Business

1. Downtowners Update – Kate Herzog - *Chief Operating Officer for Downtowners Bismarck*
2. Bus 1501 Engine
 - a. Attachment J

Standing Committee Update



3750 E Rosser Avenue,
Bismarck, ND 58501



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Unfinished Business

1. Retention Policy
 - a. Attachment K

Executive Director Report

1. Premium Service Options
 - a. Attachment L
2. Ridership Discussion
3. Advertising Update
4. Red Route Detour
5. Board Member Self-Evaluation

Operations Report

Other Business

Adjourn

□ **The next Board Meeting will be held April 22, 2021 at 11:30am and includes the Annual Meeting.**



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A

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

Bis-Man Transit Regular Board Meeting Minutes

February 25, 2021, 11:30 A.M.

Via Zoom

Attending:	President/Shaina Laber	Vice President/Lynn Wolf
	Sec. /Tres. DeNae Kautzmann	Glenn Lauinger
	Lacey Long	Helen Baumgartner
	Karel Sovak	Royce Schultze
	Steve Heydt	Commissioner Guy

Not Attending:	Commissioner Rohr
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Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Trevor Vannett	Vincent McCloud
	Rachel Drewlow	



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Meeting was called to order at 11:30 A.M.

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

Consent Agenda: DeNae moved to approve the Consent Agenda. Lynn Seconded. Motion carried unanimously.

Public Comment: N/A

Standing Committee Update

- 1. CTIC Update:** DeNae advised the Board that CTIC is governed by The Board of Directors bylaws. Board has to vote upon the duties, responsibilities, and composition of all committees. Until the Board resolves these issues, the committee should not meet. Shauna asked Deidre to put these items together. Deidre responded that she has most of the work already complete, and will send to the Board next week. DeNae stated that under the bylaws committee members are to be members of the Board and riders. DeNae asked if riders from rural communities are able to join the committee. Shauna explained that it was stated in the first meeting that any riders that are interested in being on the committee would be able to apply. DeNae suggested that if the committee will be using an application process to use an expiration date to be fair to the limit of committee members. Helen will contact applicants who were previously approved.

Unfinished Business:

- 1. July 4th Paratransit Holiday Hours:** Deidre discussed the feedback from riders on keeping holiday hours or Sunday hours for Sunday, July 4th, 2021. Riders recommend keeping holiday hours on the 4th. Deidre explained that if holiday hours remained in effect that there would be an additional \$1,700 charged from National Express for the additional hours of service. DeNae reported that the Finance committee reviewed the issue and recommends that Sunday hours apply for any holiday that falls on a Sunday. DeNae moved to accept the Finance committee recommendation that if holidays land on a Sunday that operations are on normal Sunday hours. Karel seconded the motion. Helen asked if the motion only included Sunday, July 4, 2021 or if it included all holidays on Sundays moving forward. DeNae clarified that the recommendation is for all holidays on Sundays. Discussion of different factors that play into this decision were discussed such as religious holidays and staffing. Roll call vote taken. Motion carried.





- 2. No Show Policy Clarification:** Deidre informed the Board that the no show policy motion from last month was confusing with various amendments that were made and it was difficult to write the minutes. New verbiage to the policy now states "Appeals are able to go to the Board of Directors" DeNae also explained that there was confusion about appeals going to the City Commission and that appeals are to go to the Board of Directors. DeNae moved to approve the No Show Policy. Lynn seconded. Motion carried unanimously.

New Business (Regular Agenda)

- 1. Retention Policy:** Deidre explained that there is no policy in place for older documents and electronics to be disposed of. Taylor created the policy and it was brought to the Finance Committee with a recommendation for legal review. Finance recommended that the Bismarck city attorney, Jannelle Combs, review the policy. DeNae explained that Finance recommended the policy go to Jannelle for review so it would be in line with the City of Bismarck's retention policy and that the Executive Committee could review the legal response in the interim. Lynn asked if the FTA had a skeleton policy that could be used as a guide. Deidre explained that the FTA does not have one that's specific enough for Transit's documents. Shauna asked Karel if the Administration Committee could review before the next Board Meeting. Karel agreed.
- 2. FY21 5307 Grant Discussion:** Deidre explained that the 5307 grant has not been drawn down on since CARES Act grant was approved in February 2020. Expenses from July 2019 to January 2020 would have to be used with the FY21 grant and would leave little to no funds for drawing down once CARES Act funding is exhausted. DeNae reported that the Finance Committee's recommendation is to absorb the July 2019 to January 2020 expenses totaling approximately \$1.5 million with local match funds so Transit is able to start to draw down on the 5307 grant in the same fiscal year as the grant itself. DeNae moved to approve the Finance Committee recommendation to absorb the second half of 2019 expenses. Karel seconded the motion. Motion carried unanimously.
- 3. Mask Mandate Policy:** Deidre explained that TSA & FTA required each transit agency adopt their own mask mandate policy to comply with federal requirements. The policy for Bis-Man Transit is that all riders, drivers, and employees are required to wear a mask on all transit vehicles as well as inside the transit facility. Lynn moved to adopt the mask mandate policy. Karel seconded the motion. Motion carried unanimously.

Executive Director Report



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1. **Board Member Applications:** Deidre discussed that the board members who are up for re-election at the Annual Meeting in April are Royce, Lynn, & Karel. Applications have been received.
2. **Fixed Route Update:** Deidre informed the Board that fixed route ridership month to date is averaging 193 CAT Trips daily and 4,066 so far in February. January 2020 average was 155 trips daily. Tracking software and Automatic Voice Annunciators in the buses are working and have received good feedback from riders. Transit is still trying to integrate with Google Maps.
3. **Funding Update:** Deidre discussed that at the City Commission meeting it was approved for the 5339 grant be re-allocated for flex cutaway bus, new service vehicle, and rehab of fixed route buses.
4. **Staff Project Update:** Deidre discussed that staff projects include: Triennial interviews, NTD data submission, Audit in March, Building Cleanup with Retention Policy, and revision of Appeal & Complaint process. More projects include a new credit card processing company, website redesign, partnership with NDSU School of Nursing to utilize fixed route to and from Bismarck State College, three to five-year budget, rebrand, advertising, and fixed route how to videos. Deidre was named to the Mayor's Committee for People with Disabilities. The committee will meet quarterly beginning in May.

Operations Report: Monday, March 1st, 2020 Larry Allen will celebrate his 30-year work anniversary with no recorded accidents. Operations will celebrate next week.

Other Business: Shauna will be unable to chair the March Regular Board Meeting. Lynn has accepted to chair this meeting as vice president. Shauna asked that the Board members reserve more time for the April Meeting as it may go longer than normal since we have the annual meeting and a regular board meeting.

Karel discussed that the Administration Committee met and approved \$1,500 of the \$2,000 set for continuing education in Deidre's Executive Director contract be spent on an MBA program reimbursement. The other \$500 is to be used on professional development. DeNae stated that the proposal is not in line with the Board of Director [bylaws] personnel policies and it will have to be revisited at the next meeting. Shauna requested that Deidre send Karel the [bylaws] personnel policy to be reviewed and if changes would have to be made per the Administration Committee recommendations.

DeNae suggested that Deidre create a certificate for Larry Allen for his 30 years of exemplary service. DeNae informed the Board that the Finance Committee met with National Express on a Micro transit presentation and that more information will be provided in the future.





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Steve moved that Larry Allen be presented with a plaque and certificate for his years of service. DeNae seconded. Motion carried unanimously.

Meeting adjourned at 12:34 P.M.



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B

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Bis-Man Transit Executive Committee Meeting Minutes

March 8, 2021, 4:00 P.M.

Via Zoom

Attending: President/Shaua Laber DeNae Kautzmann
 Karel Sovak

Not Attending: Lynn Wolf

Staff: Deidre Hughes Taylor Kitzan



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Meeting was called to order at 4:00 PM

Discussion of Humanitarian Nomination: DeNae informed the committee of the Humanitarian Award Nomination listed in the Bismarck Tribune. The Humanitarian Award is awarded to a person, business, or non-profit in the Bismarck/Mandan community that has exhibited leadership in the area of human rights and diversity. DeNae recommended applying National Express for nomination, on behalf of Bis-Man Transit. Karel moved to approve the submission of the Humanitarian Award nomination for National Express, on behalf of Bis-Man Transit. DeNae seconded the motion. Motion carried unanimously.

Meeting adjourned at 4:10 PM



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C

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

Bis-Man Transit Administration Committee Meeting Minutes

March 19, 2021, 3:00 P.M.

Via Zoom

Attending:

Karel Sovak

Royce Schulz

Steve Heydt

Not Attending:

N/A



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Meeting was called to order at 3:00 PM

Review of Retention Policy: The administration committee commended the work completed by staff on this, and have only one recommendation: Under F. Electronic Documents, first bullet, rather than “Staff will strive to keep” ... we would like it to read “Staff should keep all but” ... We feel the document must include verbiage like should, will, etc. to keep it in the more definitive tense. Otherwise, we would move to adopt the retention policy as written.

Continuing Education Discussion: On the matter of continuing education, while we know this is being tabled and understand the concerns of some, it is of the opinion of the administrative committee that we feel any continuing education is beneficial to Transit and should be included in any reimbursement. We are basing it on this policy:

POLICY

A) Employees may pursue education and development opportunities deemed necessary for the execution of day-to-day job-related duties as well as long-term development purposes to promote/grow Bis-Man Transit.

It may be argued that this only references a pursuit of the opportunities, and not financing of the opportunities; however, when the Board sought to make sure continuing education was a part of the development of our executive director, there was no specificity placed on that allowance. We commend Deidre for her willingness to obtain additional skills that will benefit Transit into the future. It would be our recommendation to provide up to \$1,500 of the \$2,000 allotted for continuing education to apply to tuition reimbursement, with the understanding that Transit related conferences should take precedence over other types of continuing education and this may result in Deidre (or the Executive Director) to have to spend dollars out of their own pocket to attend such education in the future.

Meeting adjourned at 3:45 PM



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D

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Bis-Man Transit Finance Committee Meeting Minutes

March 22, 2021, 4:00 P.M.

Via Zoom

Attending: Shauna Laber Glenn Lauinger

Chair DeNae Kautzmann

Not Attending: Lynn Wolf (Invited Guest)

Staff: Deidre Hughes Taylor Kitzan



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Meeting was called to order at 4:02 P.M.

The Board agenda contains one action item for Finance. Bids were received for a new engine for bus 1501. Staff recommended awarding the bid to the low bidder, Nelson International. Finance members agreed and will join in the recommendation.

Premium service was briefly discussed and is a way to increase revenue. Rather than wait for late paratransit night pickups, the bus could operate as a taxi giving rides and can charge a higher fee. It may also increase revenue hours and miles which could in turn result in STIC funding.

Shauna moved to adjourn. Glenn seconded the motion. Motion carried by voice vote.

Meeting adjourned at 4:19 P.M.



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F

February 2021

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	4,618	8,496	7,810	15,756	-40.87%	-46.08%
PARATRANSIT	6,194	12,260	8,535	17,560	-27.43%	-30.18%
Total	10,812	20,756	16,345	33,316	-33.85%	-37.70%
FR AVG. DAILY BOARDINGS	192.42					
DR AVG. DAILY BOARDINGS	221.21					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,704.00	3,446.50	2.71	2.47	4.47	3,521.2
PARATRANSIT	2,151.85	4,378.59	2.88	2.80	2.73	6,439.9
Total	3,855.85	7,825.09	2.80	2.65	3.3	9,961.0
			Pass./Mile	Pass./Mile		
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	27,685	57,220	0.17	0.15	53,452	
PARATRANSIT	29,371.26	59,061.61	0.21	0.21	86,148	
Total	57,056.26	116,281.61	0.38	0.36	139,600	
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE			85.28%	82.83%		
PARATRANSIT	92.00%	93.00%	98.00%	98.00%	-6.12%	-5.10%
RIDERSHIP PER ROUTE						
ROUTE	Month	YTD		PY Month		% INC/DEC OVR PYM
BLACK	1012	1769		1501		-32.6%
BLUE	705	1401		1488		-52.6%
GREEN	772	1245		1274		-39.4%
RED	358	1008		1498		-76.1%
ORANGE	645	1322				
PURPLE	1126	1751		959		17.4%
U-Mary	25	88		280		-91.1%
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	0	0		
PARATRANSIT	3	2	3	2		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	2	4				
PARATRANSIT	4	7				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	0	2				
Office Staff	0	0				



March 8, 2021

Deidre Hughes
Executive Director
Bis-Man Transit
3750 E Rosser Ave
Bismarck, ND 58501

URBAN GRANT PROGRAM PROJECT SELECTION

I am pleased to announce that your bus shelter enhancements project in Bismarck and Mandan has been selected for funding from the fiscal year 2023 Urban Grant Program (UGP).

The North Dakota Department of Transportation (NDDOT) will be the lead review agency on the project, which consists of solar lighting and additional seating as outlined in your approved application.

The project will be funded with 80.93 percent federal funds, up to a maximum amount of \$11,200 for eligible items. Bis-Man Transit will be responsible for the remaining 19.07 percent of the project match and all remaining costs to complete the project.

Congratulations on being the recipient of this grant for your project!

Please notify Stacey Hanson, NDDOT Assistant Local Government Engineer, by April 15, 2021, at 701-328-4469 or smhanson@nd.gov whether Bis-Man Transit would like to accept these funds.

William T. Panos
Director

38/smh/sbs

c: Rachel Drewlow, Bismarck-Mandan MPO
Larry Gangl, Bismarck District Engineer
Becky Hanson, NDDOT Transit Program Manager



Community Transportation Input Committee

Objective: The Community Transportation Input Committee's objective is to review Bis-Man Transit Board agenda items and any other tasks that may be assigned to them that pertain to the community and provide the Board of Directors with feedback.

Goal: Committee members will work to build public confidence in Bis-Man Transit through transparency, open communication, and collaboration with staff and the Board of Directors.

- Provide a platform for conversations on Board Agenda items between Board Members and community members
- Address issues that directly affect public transportation users and advocates for the system
- Address assigned items to study as directed by the Board

Process and Suggested Steps:

- Convene as needed
- Make recommendations to the full Board of Directors as applicable
- Members may be assigned responsibilities and accountabilities on specific tasks
- Brainstorm opportunities, using members' subject expertise, and planning project data

Membership: The Community Transportation Input Committee should be comprised of three Board members and up to 10 individuals from the public with a vested interest in public transportation. The number of members of the public can be altered as deemed necessary by the President of the Board of Directors.

Applications for the public positions will be accepted through the end of March. These applications will be reviewed and action will be taken on them in April of each year by the chairperson and the President of the Board of Directors. If a member of the committee chooses to step down from their position within their term, applications will then be accepted for the open position. The chairperson and the President of the Board of Directors will review and appoint the new member.

Timeframe: The Community Transportation Input Committee should begin work April of 2021, following the Board of Directors vote on assigned duties and responsibilities. Members of the public will hold their position for three years. Board Members will hold their position until the following Annual Board Meeting, which takes place in April. At that time, the President of the Board of Directors will appoint a chairperson with the advice and consent of the Board of Directors. Such chairperson shall be selected from among the Board membership.

Committee members shall be appointed by the chairperson of this committee in consultation with the President of the Board of Directors.

Completion: The Community Transportation Input Committee will act as a standing committee, indefinitely. The Board of Directors may dissolve the committee at any time.



From: [DeNae Kautzmann](#)
To: [Shauna Laber](#); [Deidre Hughes](#); [Lynn Wolf](#); [Karel Sovak](#)
Subject: Fwd: Online Form Submittal: Humanitarian Award Nomination Form
Date: Thursday, March 11, 2021 12:17:41 PM

Sent from my iPad

Begin forwarded message:

From: noreply@civicplus.com
Date: March 11, 2021 at 11:11:16 AM CST
To: pdemand3@bis.midco.net
Subject: Online Form Submittal: Humanitarian Award Nomination Form

Humanitarian Award Nomination Form

Human Relations Committee
Humanitarian Award Nomination Form

The Bismarck Human Relations Committee is seeking an individual, business or non-profit organization that has exhibited leadership in the area of human rights. We want to recognize people that educate, identify, protect and promote personal dignity with a focus on eliminating discriminatory barriers that would prevent people from reaching their full human potential.

Nomination Type	Business / Nonprofit Organization Nomination
-----------------	--

Name of Nominee / Name of Organization:	National Express Transit
--	--------------------------

Occupation (Individual Nomination Only):	<i>Field not completed.</i>
---	-----------------------------

CEO/Executive Director (Business/Nonprofit Nomination Only):	Craig Thomas
---	--------------

Nominee Address:	3750 E Rosser Ave
------------------	-------------------

City	Bismarck
------	----------

State	ND
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Zip	58501
Nominee Phone Number:	701-258-6817
Nominee Email Address:	Craig.Thomas@nationalexpresstransit.com
Please tell us about your chosen nominee.	National Express provides fixed route and Paratransit bus service in our community. Hiring practices demonstrate a variety of demographics including age, gender, and ethnicity. Senior management on down to drivers and service representatives inculcate a culture of acceptance. During the pandemic National Express worked with Bis-Man Transit staff to ensure service was provided safely and timely while following governmental mandates. This resulted in essential workers being able to get to jobs and the community being able to get to medical appointments. The drivers genuinely care about their passengers. Since taking over the service contract there have been less complaints. Customer feedback includes drivers being personable, kind, helpful and watchful. Appreciation is expressed for assisting the elderly and disabled. Its not above the General Manager to drive bus if short staffed.
Additional documentation:	<i>Field not completed.</i>
(Section Break)	
Name of Individual Making the Nomination:	DeNae Kautzmann, Secy-Treas Bis-Man Transit
Phone Number:	701-663-3223
Email Address:	Pdemand3@bis.midco.net
(Section Break)	
Printed Nominations Can Also Be Mailed To:	
<i>City of Bismarck</i>	
<i>Administration Department</i>	
<i>221 N. 5th Street</i>	
<i>Bismarck, ND 58501</i>	



J

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

March 25, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Purchase of a new engine for bus 1501

RECOMMENDATION: Staff recommends approval of this request for to purchase a new engine for bus 1501.

BACKGROUND: Bus 1501 is a 2015 Gillig, fixed route bus. This vehicle has 249,791 miles on it and there is internal damage to the engine that requires a replacement. The useful life for a bus this size (35 feet), per FTA standards, is 12 years or 500,000.

DISCUSSION: Quotes were sought from three vendors. Of the three, Nelson International had the lowest bid of \$29,915.10. The preventative maintenance performed on this bus has been included for reference. If the purchase is approved by the Board, the request will then go to the Bismarck City Commission for approval.

FINANCIAL IMPACT: National Express is responsible for the first \$2,000. The remainder will be paid using 5307 funds at 80/20 split with the local match being \$5,264.

Vendor	Federal	Local	Total	Total Minus NE Bill Back
Nelson International	\$ 21,056.00	\$ 5,264.00	\$ 28,320.00	\$ 26,320.00
Cummins	\$ 21,795.83	\$ 5,448.96	\$ 29,244.79	\$ 27,244.79
Wallwork	\$ 21,566.42	\$ 5,391.61	\$ 28,958.03	\$ 26,958.03



3750 E Rosser Avenue,
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Nelson International

1716 Revere Dr, Bismarck, ND 58501
(800) 666-7604 | (701) 223-7676
www.nelsonleasing.com



BILL TO
NATIONAL EXPRESS TRANSIT T79 - 23856
2601 NAVISTAR DRIVE
LISLE, IL
60532
P: (701) 258-6817

DELIVER TO
NATIONAL EXPRESS TRANSIT T79 - 23856
3750 E ROSSER
BISMARCK ND 58501
P: (701) 258-6817



FLEET CHARGE AUTH #

ESTIMATE: E103009009

DATE SHIPPED	SHIP VIA	DATE INVOICE	SALESPERSON	UNIT ID	VIN	TERMS	CUSTOMER REFERENCE
2/27/2021	WILL CALL		PAUL,G			FC	

QTY SHP	QTY B/O	ITEM	DESCRIPTION	BIN	UNIT PRICE	EXTD PRICE
1		103C/DR7785RX	ENG ISL 8.9 13 U 280@2200	SO	28,320.00	28,320.00
1		103C/DR7785RX-CORE	(DR7072D) ENG ISL 8.9 13 U 280	SO	5,180.75	5,180.75
-1		103C/DR7785RX-CORE	(DR7072D) ENG ISL 8.9 13 U 280	SO	5,180.75	-5,180.75
		C	FREIGHT CHARGE IS NOT INCLUDED IN			
			THIS ESTIMATE			

Willmar, MN Fargo, ND Bismarck, ND Dickinson, ND East Grand Forks, MN

Disclaimer of Warranties: Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Buyer shall not be entitled to recover from the selling dealer any consequential damages, damages to property, damages for loss of use, loss of time, loss of profit, or income, or any other incidental damages.
Terms: Net Cash All accounts are due and payable by the 10th of the month following purchase, accounts not paid by next billing date (25th of each month) will be charged a finance charge of 1.33% per month (18% per annum). All cash payments are due at the time of purchase.
Cores: Cores must be returned within 30 days.

Returns: All claims and returned goods must be accompanied by this invoice. No returns on electrical or special order parts. No returns after 30 days. 15% restock charge on all returned parts. Credit will be allowed at invoice price less handling charges. Clerical errors subject to correction.
Attorney Fees: If this invoice is not paid as provided herein and is thereafter referred for collection to any attorney, the buyer agrees to pay as additional expense reasonable attorneys' fees incurred in collecting said amount due together with court costs incurred.

SUB-TOTAL	\$ 28,320.00
TAX	\$ 1,595.10
SHIPPING	\$ 0.00
TOTAL	\$ 29,915.10

Please Remit Payment to:
Nelson International
PO Box 993
Willmar, MN 56201

SIGNATURE X _____





**Sales and
Service**

ReCon Engine / Block Quotation

Date: March 1, 2021
Quoted By: Maximino Montoya **Phone:** 1-800-CUMMINS
Email: CumminsReConEnginesNA@cummins.com
Requested By: **Location:**

Contact: Maichael Daniels **BMS Acct #:** 69133
Company: BIS-MAN TRANSIT
Address: Bismark, ND

Phone: 701-258-6817
Email: Michael.Daniels@nationalexpresstransit.com

Project:
ESN: 73786649 ☐ ReCon Engine **Description:** ISL9

Application: Bus/Transit
Make / Model: ☒ Not Supplied **CPL:** 3665 ☐ Warranty Replacement

ReCon Engine Part Number: DR7785RX ☐ No part # available
Price*^: \$29,244.79 Grooming Required Core: \$5,625.00 Max. Value ☐ RER Core Surrender Required
Availability`: Distribution Center - Indianapolis
Choose an item. @ days est. Lead Time
Shipping: ☒ Branch Tote (No Charge): 1 @ 7-10 days est. Lead Time
Shipped Direct: Actual Freight @ 7-10 days est. Lead Time

Recommended Add/Changes:

- Change the DAMPER,VIBRATION to DA 9293
- Change the COVER,HAND HOLE to OB 9414

ReCon Engine Base Warranty

2 years / 100,000 miles

ReCon Engine Extended Warranty (typically several options available, listed below is the longest term):

Years / Choose an item.: \$ Consult your Cummins representatives for other options.

Long Block

Part Number: DR7070RX ☐ No part # available

Price*^: \$16,384.30 Grooming Required Core: \$2,500.00 Max. Value

Availability`: Distribution Center - Indianapolis

Choose an item. @ days est. Lead Time

Shipping: ☒ Branch Tote (No Charge): 1 @ 7-10 days est. Lead Time

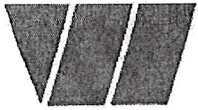
Shipped Direct: Actual Freight @ 7-10 days est. Lead Time

Recommended Add/Changes:

- Change the DAMPER,VIBRATION to DA 9293
- Change the COVER,HAND HOLE to OB 9414

ReCon Long Block Base Warranty

1 year / 50,000 miles



Wallwork
TRUCK CENTER

www.wallworktrucks.com

Wallwork Truck Center

4020 Miriam Ave.
Bismarck, ND 58501

(701) 224-1026

PARTS QUOTE

Quote: 33036

Date / Time: 3/1/2021 1:42:22PM

Customer: 11228

Branch: Bismarck

Quote Total: \$ 36,522.35

Page 1 of 1

Bill To: National Express
Transit Corporation
2601 Navistar Dr
Lisle, IL 60532

Ship To: National Express
2601 Navistar Dr
Lisle, IL 60532
Office Phone: 800-950-0485
Email:
NECAPinvoicecapture@concursolutions.com

Office: 800-950-0485 Shop: 701-258-6817 Fax: 18003180933 Email: NECAPinvoicecapture@concursolutions.com

Customer P/O:

Inside Slsm: cwangen

Part / Misc	Description / Ref Number	U/M	Quantity	List	Price	Extended Price
DR7785RX	ENG ISL 8.9 13 U 280@2200	Each	1	35,422.67	28,958.03	28,958.03
CLASSYN-C	DR7072D ISL ENG CORE	Each	1	5,175.00	5,175.00	5,175.00

Total Parts:	\$28,958.03
Total Core Charges:	\$5,175.00
Total Core Returns:	\$0.00
Quote Subtotal:	\$34,133.03
Total Tax:	\$2,389.32
Quote Total:	\$36,522.35

Remit To:

Wallwork Truck Center Bismarck
P.O. Box 1819
Fargo, ND 58107-1819

Customer has received, inspected the listed parts, and agrees to pay the total amount due. The finance charge for late payment is 1.5% per month, 18% annually. No returns will be accepted for credit without invoice or after 60 days from date of purchase. Special order parts, if returnable, will be subject to restock fee and return freight charges. Customized items, electrical parts, or merchandise not in its original condition and packaging are not eligible for return. Any warranties on the product(s) sold are those of the manufacturer.



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~~ **The Bis-Man Transit Board of Directors are 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 This should be struck as it is referencing bid schedules for operators, not a practice used by operations.

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 **should 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 not send** confidential/proprietary Bis-Man Transit information to outside sources.
 - **Any e-mail that is vital to the performance of staff's 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
Request for Proposal (RFP)/ Invitation for Bid (IFB)	5 years
Award Letters and Supporting Documents	5 years
Unsuccessful Bids and Proposals	5 years



Premium Charges for On Demand Service

[FTA Circular 4710.1 - Americans With Disabilities Act Guidance \(dot.gov\)](#)

8.7 Exceeding Minimum Requirements (Premium Service) Requirement

“Public entities may provide complementary paratransit service to ADA paratransit eligible individuals exceeding that provided for in this section. However, only the cost of service provided for in this section may be considered in a public entity’s request for an undue financial burden waiver under §§ 37.151–37.155 of [Part 37]” (§ 37.131(g)

Discussion

The following are examples of services that can be viewed as a form of premium service:

- Same-day trips
- “Will-call” trips
- Trips beyond the defined service area
- Trips before or after the established service hours

Because premium services are optional under § 37.131(g) and otherwise do not fall under the complementary paratransit requirements, transit agencies may charge higher fares for premium service trips.

For example, agencies may charge higher fares for trips requested on the same day of service. The exact fare for this extra service is a local decision. In addition, transit agencies have the option to limit premium service to certain types of trips, where such a distinction would not be allowed for standard complementary paratransit service.

For example:

- An agency provides out-of-area service, but only for trips associated with appointments to regional medical centers.
- An agency’s regular service hours on weekdays begin at 5 a.m., but its complementary paratransit service makes earlier pickups for riders going to dialysis treatment.

It is important to ensure that providing premium service does not lead to lower service quality for riders using the regular complementary paratransit service. For example, providing trips beyond the minimum service area is inadvisable if doing so might limit the service quality for trips within the 3/4-mile service area. FTA recommends that transit agencies obtain public input when developing premium services, particularly when imposing premium fares.



"Premium Charges" for Paratransit Services

["Premium Charges" for Paratransit Services | FTA \(dot.gov\)](#)

Is a transit operator permitted to establish "premium charges" for complementary paratransit services that exceed the minimum requirements established by the Department of Transportation's ADA regulations?

In general, any paratransit services that a transit operator provides above and beyond its regulatory obligations, including service to individuals who do not fall under one of the three categories of eligibility established under the ADA, are not subject to the service criteria for ADA complementary paratransit (i.e., service area, response time, fares, trip purpose, hours and days, and capacity constraints). Transit operators may therefore elect to establish "premium charges" for such services.

Under the ADA, paratransit functions as a "safety net" for people with disabilities who are unable to make use of the fixed-route – e.g. "mainstream" – transit system (bus or rail). It is not intended to be a comprehensive system of transportation that meets all of the travel needs of persons with disabilities. As such, the level of service is required to be comparable to the fixed-route system, and service is required only for individuals whose disability – permanent or temporary – prevents them from using the fixed-route system. The eligibility requirements are incorporated into §37.123 of the Department's regulations, and the service criteria are established by §37.131.

Section 37.131 establishes the minimum requirements for complementary paratransit provided under the ADA; transit operators are free to provide any level of additional service that they or their communities find necessary. This could include providing paratransit service to individuals who do not meet the eligibility criteria, operating paratransit service beyond the fixed-route service area, providing service when the fixed-route system is not running, or by exceeding the basic next-day service requirement. In such cases, the operator would not be bound by the service criteria for ADA complementary paratransit, including the requirement that limits the fare to no more than twice the fare for a comparable trip on the fixed-route system.

While "premium charges" would therefore be permitted for such services, transit operators who wish to do so are strongly advised to thoroughly review Subpart F of the Department's ADA implementing regulations before making any changes to the operations, eligibility, or fare structure of their existing ADA complementary paratransit systems. Not only must transit operators ensure that any proposed changes are consistent with the basic ADA requirements, but they must also meet the applicable public participation requirements.

With regard to public participation, §37.137(c) requires a paratransit operator to create an "ongoing mechanism" for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities. While this provision does not require a transit operator to conduct a public hearing for minor adjustments to its ADA paratransit service, the use



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of some form of public participation process in the establishment of "premium services" is strongly advised.

A public hearing is required, however, for changes to the paratransit reservations system. Under §37.131(b)(4), any changes to the reservation system must comply with the public participation requirements in §§37.137(b) and (c) of the Department's ADA implementing regulations.* These require that public participation include: outreach, consultation with individuals with disabilities, opportunity for public comment, a public hearing and the creation of a mechanism for continued participation of persons with disabilities in the development and assessment of services to persons with disabilities.

Transit operators are also advised that they must still meet the basic ADA paratransit service criteria, and should avoid any practice by which eligible riders are "steered" into a service category to which "premium charges" are applied. Furthermore, transit operators should not look to "premium services" as a means of relieving demand for ADA complementary paratransit services by eligible riders.

*Note: §37.131(b)(4) of the Department's ADA regulations, as amended, contains a typographical error; reference to §37.131(b) and (c) should read "37.137 (b) and (c)."

Last updated: Thursday, February 27, 2020



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