



Bis-Man Transit Board Meeting

May 27, 2021, 11:30AM

<https://us02web.zoom.us/j/87001526762>

Call in: +1 312 626 6799; Meeting ID: 870 0152 6762

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – April Regular Meeting
 - b. Attachment B – May Finance Committee Meeting
 - c. Attachment C – May CTIC Meeting
 - d. Attachment D – May Executive Session Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F
4. City of Lincoln 2021 Recommendation
 - a. Attachment G
5. Section 125 Plan
 - a. Attachment H
6. Payment System Enhancement
 - a. Attachment I
7. Fixed Route Bus Purchase Approval
 - a. Attachment J

Public Comment

Standing Committee Update

Unfinished Business



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

New Business

1. Service Truck Purchase Approval
 - a. Attachment K
2. 2020 Audit Acceptance
 - a. Attachment L

Executive Director Report

1. Otto Bremer Grant
2. Community Outreach Update
3. 5310 Compliance Review Update
4. Operational Successes
5. Title VI Training
6. Central Hub Update

Operations Report

Other Business

Adjourn

- **The next Board Meeting will be held June 24, 2021 at 11:30am.**



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



A

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

Bis-Man Transit Regular Board Meeting Minutes

April 22, 2021, 11:30 A.M.

Via Zoom

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

Not Attending:	Lacey Long	Helen Baumgartner
----------------	------------	-------------------

Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	Tom Reisenauer

Guests:	Trevor Vannett	Susan Dingle
	Rachel Drewlow	



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismansmart.com



701.258.6817



www.bismansmart.com



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

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

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

Public Comment: N/A

Standing Committee Update: N/A

Unfinished Business:

1. Strategic Plan Check-In Discussion: Deidre discussed the Strategic Plan document that was sent to Board Members for review. This is the quarterly check-in. Deidre commented that \$8k should be \$80k for advertising revenue goal. Steve expressed Goal #5 being more technology-based for a Transit Hub versus it being manned by an employee in order to save money on the budget.

New Business:

1. National Dump the Pump Day (June 17, 2021): Deidre explained that Transit has given free fares on National Dump the Pump Day in the past. Steve asked Deidre if there was an increase from month-to-month to compare ridership from a regular day to Dump the Pump Day. Deidre answered that she would have to look up those numbers. Deidre asked for approval to participate in National Dump the Pump Day by providing free rides on June 17, 2021. Karel moved to approve participating in National Dump the Pump Day by providing free rides on June 17, 2021. Royce seconded the motion. Motion carried unanimously.

2. American Rescue Plan (ARP) Funding: Deidre explained that Transit will be receiving approximately \$1.3 million dollars from this grant with no local match. These funds are to be used for operations and payroll only and she will update the Board as more information is given by the FTA.

3. Board of Directors Self Evaluation Results: Deidre thanked Mike for working on this project. Deidre asked Board Members to review the results and to look at further discussion as a Board. Shauna asked Karel for guidance on how to proceed. Karel suggested for the Board to get together another time or call an Executive session and talk about successes or deficiencies from the Board Evaluation Results. Lynn suggested meeting as soon as





possible and for Board members to come prepared with questions or comments to discuss.

Executive Director Report:

1. CAT Marketing Projects: Deidre explained the CAT marketing projects that will be worked on by staff this Spring and early Summer. There are a couple fun videos about CAT on the Facebook page. Deidre informed the Board that there will be CAT instructional videos and sessions for the public.

2. Touch A Truck Event: Touch the Truck will be held on Saturday, May 15th. Transit will have a CAT bus at this event as well as staff visiting with the public on public transportation.

3. 5310 Compliance Review: Deidre explained that 43rd Avenue from 19th Street to 26th Street is only a maximum vehicle weight capacity of 20,000 pounds. Our fixed route buses are around 30,000 to 40,000 pounds. The Red Route will now detour heading south on 19th Street and east on Century Avenue towards Dan's Supermarket East. There will be construction starting soon on 43rd Avenue to allow for higher weighted vehicles to travel. Red Route will resume as normal upon completion of construction.

Royce asked about the instructional videos for CAT and if there would be the same type of videos for paratransit as well. Deidre answered that videos were planned just for CAT, but it is something that Transit can do for paratransit in the future. Steve asked if Transit would be able to give kids free ride tickets at the Touch A Truck event. Deidre answered, yes, that there will be passes at the event to giveaway to interested riders.

Operations Report: Danae explained that ridership so far in April is 4,621. This is a 70% decrease from 2019, but a 39% increase from 2020. Operations main focus is staffing. Previous drivers are coming back from leave and a few are currently being trained. The bus engine for 1501 will be installed within the next few weeks. Glenn asked if the fixed route reporting was correct for on-time performance. Deidre answered that a technician will be out to the facility next week to fix the reporting issues.

Other Business: Deidre presented a certificate to DeNae Kautzmann on behalf of the Board of Directors for 20 years of service. DeNae thanked the Board and expressed her surprise that it's been 20 years. Deidre also presented Glenn with a 25 years of service plaque as well as an appreciation for stepping into the interim director role in 2020. Shauna also announced that the Board Room will now be named the "Lauinger Room" in honor of Glenn's selfless service to Transit.

DeNae moved to adjourn Regular Board Meeting. Lynn seconded the motion. Motion carried unanimously. Meeting adjourned at 12:08 P.M.





B

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

Bis-Man Transit Finance Committee Meeting Minutes

May 21, 2021, 8:00 A.M.

Via Zoom

Attending:

Shauna Laber

Glenn Lauinger

Chair DeNae Kautzmann

Staff:

Deidre Hughes

Taylor Kitzan



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



Meeting called to order at 8:00 A.M.

Considered providing staff with Section 125 plan limited to health insurance payment. There is a \$150 one-time fee. Can manage it in house. This is benefit to employees and a cost savings for Bis-Man Transit. We can add other benefits in the future such as daycare. Committee recommends Board approval and placement on consent agenda.

Considered updating payment system. Right now, we have to input numbers on credit card which costs money and we can't take the card in the lobby but have to input the information from employee offices. The update will result in faster processing and will save about \$600 in cost. The cost to install is minimal. Committee recommends Board approval and placement on consent agenda.

Considered purchase of service utility truck with an equipment. There are two separate purchases under the grant because the generator is a separate line item and cannot be included in equipment. This is a one-ton pick-up. It is a heavy-duty vehicle which gives us more service years and mileage. What are weights of generator and compressor? More information will be provided at the Board meeting. Glenn suggested National Express provide a recommendation as to whether to keep or sell the Silverado pickup that was used temporarily as a service vehicle. We have never functioned as a fully service vehicle since we don't have a compressor or generator. We need another bid for the equipment and are waiting for a response from Nelson Auto. Committee recommends approval of service utility truck purchase with additional info provided on the equipment and the current service vehicle at the Board meeting.

Deidre reported that the final audit hasn't been received yet. Expected today or Monday. In reviewing the draft, she and Glenn did not see any findings.

Otto Bremer grant of \$81,600 for a paratransit bus was awarded. Glenn raised title question since grant award was made to Bis-Man Transit. Deidre will work with the city and/or state and feds to resolve the question.

Meeting adjourned at 8:40 A.M.





D

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

Bis-Man Transit Executive Committee Meeting Minutes

May 10, 2021, 11:00 A.M.

Via Zoom

Attending:	President/Shaina Laber	Vice President/Lynn Wolf
	Glenn Lauinger	Karel Sovak
	Steve Heydt	Lacey Long
	Commissioner Guy	

Not Attending:	Sec. /Tres. DeNae Kautzmann	Helen Baumgartner
	Royce Schultze	

Staff:	Deidre Hughes	Taylor Kitzan
--------	---------------	---------------



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



Meeting was called to order at 11:02 A.M.

Board Self Evaluation Discussion:

Question #3 – “The Board guides staff on how to implement the Board’s strategies and goals effectively based on your organization policies.” Commissioner Guy suggested that keeping the Strategic Plan in mind while guiding meetings would help to keep goals on the forefront of everyone’s minds. For example, when Deidre is giving her Advertising Update during the monthly Regular Board Meeting, tie back how Transit is doing meeting the advertising goal from the Strategic Plan.

Question #8 – “The Board has a clear distinction between the role of the Board and the Executive Director.” Lynn explained that it’s important to pay attention to an organization, but not to be involved in daily operations. Shauna asked Lynn for specifics on if he thought the Board was too involved in daily operations. Lynn responded that he thinks the Board is doing well by relaying operation items at monthly Regular Board Meetings. Steve commented that it is the Board’s duty to seek to understand the Executive Director rather than tell the Executive Director what to do. Glenn also commented that it’s the Board’s responsibility to provide oversight to make sure items are being completed. Deidre discussed that it’s important for herself and staff to have a clear direction of how the Board as a whole wants operations and day-to-day tasks to be handled. When there are conflicting ideas or opinions, it is challenging for the Executive Director and staff to respond accordingly.

Question #13 – “The process for evaluating the Executive Director needs improvement.” Steve explained that previously there was never an evaluation for the Executive Director position and once one was in place it was an evolution of trying to perfect it. Steve suggested to continue that evolution and come up with a review that’s more consistent. Karel summarized the answers given for this question and suggested that the Board needs to be more involved in the Executive Director evaluation process.

Question #19 – “Rate how familiar you are with the organization’s bylaws and governing policies.” Karel commented that the Board should be familiar with the bylaws, but some are more familiar than others. Steve suggested that at each Board Meeting go over one by-law that impacts an agenda item. Shauna and Karel agreed with this suggestion. Deidre commented that every time that a policy is updated that she will send an electronic copy to the Board so they are able to keep their binders up-to-date.

Question #20 – “You frequently encourage other Board members to express their opinions and build on the ideas of fellow Board directors.”; Question #21 – “Other Board Members encourage





you to express your opinions and ideas”; & Question #27 – “I frequently share information about relevant issues with your fellow Board members.”

Karel asked the Board where to improve upon this and that he is comfortable expressing his opinion. There was discussion that everyone expresses their opinions differently and that is to be respected. The Board came to an agreement that this survey should be reviewed annually before sending out to make sure that the questions are relevant and if members have any more input.

Meeting adjourned at 12:00 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

April 2021

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	4,087	17,071	COVID	20,929		-18.43%
PARATRANSIT	6,825	26,580	2,673	26,341	155.33%	0.91%
Total	10,912	43,651	2,673	47,270	308.23%	-7.66%
FR AVG. DAILY BOARDINGS	157.19					
DR AVG. DAILY BOARDINGS	227.50					
			Pass./Hour	Pass./Hour	Pass./Hour	
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,848.00	7,214.50	2.21	2.37	4.39	4,764.7
PARATRANSIT	2,180.69	9,003.58	3.13	2.95	2.52	10,441.6
Total	4,028.69	16,218.08	2.71	2.69	3.1	15,206.3
			Pass./Mile	Pass./Mile		
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	29,558	117,488	0.14	0.15	80,703	
PARATRANSIT	31,440.80	123,551.16	0.22	0.22	133,467	
Total	60,998.60	241,038.96	0.36	0.36	214,170	
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE			No Service	83.00%		-33.73%
PARATRANSIT	94.00%	94.00%	100.00%	99.00%	-6.00%	-5.05%
RIDERSHIP PER ROUTE						
ROUTE	Month	YTD	PY Month			% INC/DEC OVR PYM
BLACK	895	3611	No Service			
BLUE	569	2583	No Service			
GREEN	738	2730	No Service			
RED	208	1649	No Service			
ORANGE	607	1830				
PURPLE	1070	3991	No Service			
U-Mary	74	362	No Service			
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	2	2	2	2		
PARATRANSIT	1	1	4	3		
SERVICE VEHICLE	0	0	0	0		
COMPLAINTS	Month	YTD				
FIXED ROUTE	2	10				
PARATRANSIT	4	13				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	0				
PARATRANSIT	0	2				
Office Staff	0	0				



G

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

May 27, 2021

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Recommendation to absorb \$5,000 of City of Lincoln contract rate for 2021 with CARES funding.

RECOMMENDATION: Staff and the Finance Committee recommends Bis-Man Transit absorb \$5,000 of the City of Lincoln contract fee for 2021 with CARES funding.

BACKGROUND: Per the contract with the City of Lincoln, two \$10,000 payments are due to Bis-Man Transit annually. Mayor Wise, of Lincoln, has requested this number be reviewed for the final 2021 payment. After discussion with the finance committee, it was recommended that \$5,000 of the second payment be absorbed by Bis-Man Transit with CARES funding. CARES funding requires no local match. This is similar to the three-month cost reduction for the Jefferson Lines rental agreement in 2020, due to COVID-19.

Staff will work with the City of Lincoln for the 2022 contract and present it at the June Board Meeting.

FINANCIAL IMPACT: \$5,000 of CARES funding will be reallocated to cover the portion of the remaining City of Lincoln contract expense due July 31, 2021. This would result in a final payment of \$5,000 from the City of Lincoln for 2021, as we have already received \$10,000.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



H

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

May 27, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Recommendation to Adopt Section 125 Plan

RECOMMENDATION: Staff recommends that Bis-Man Transit adopts the Section 125 Plan created by Azurance Group in conjunction with Blue Cross and Blue Shield of North Dakota.

BACKGROUND: Bis-Man Transit does not currently have a Section 125 Plan in place. The purpose of this plan is to allow staff who exceed the \$1,000 monthly health care premium cap pre-tax payment options.

“A Section 125 plan is part of the IRS code that enables and allows employees to take taxable benefits, such as a cash salary, and convert them into nontaxable benefits. These benefits may be deducted from an employee's paycheck before taxes are paid.

On the employer side, Section 125 plans offer lots of tax-saving benefits. For each participant in the plan, employers save on the Federal Insurance Contributions Act (FICA) tax, the Federal Unemployment Tax Act (FUTA) tax, the State Unemployment Tax Act (SUTA) tax, and workers' compensation insurance premiums. Combined with the other tax savings, the Section 125 plan usually funds itself, as the cost to open the plan is low.”

If the Board chooses to proceed with the Section 125 Plan, it would be effective as of September 1, 2021 with the Blue Cross and Blue Shield health insurance policy renewal.

FINANCIAL IMPACT: One-time set-up and implementation fee of \$150. In the event the plan needs to be updated, Bis-Man Transit is able to update it in-house, without paying an additional fee.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



FURTHERSM

Formerly SelectAccount®

Smart, simple
health care
spending

Seamlessly connecting money, health and life everyday

At Further, our goal is simple: make health care easier and help people spend every day wisely. Our deep bench strength in finance, customer service and health care has helped to make us one of the country's top spending account administrators.

Beyond competitive rates and low fees, we deliver an intuitive, worry-free experience that helps people live the healthy lives they want, today and for decades to come.

About Further:

- We work with more than 28,000 employers who provide Further health spending accounts to their employees.
- We currently have more than \$1.3 billion in assets under management.
- Further has customers in all 50 states and serves members through numerous health plans.
- Our team assists through the entire implementation, enrollment and account management process. Your Further team consists of:
 - Sales Executive
 - Account Executive
 - Client Operations Manager
 - Award-winning customer service team

Why choose Further? Because you'll get:



Seamless implementation: Our customers get up and running fast with a knowledgeable account team and top-notch customer service.



No hidden fees: We keep it simple. We'll never charge any traditional, hidden banking fees.



White-glove, concierge customer service: Our customers consistently rate their overall satisfaction with our service at 96 percent.



Almost 30 years of experience: Since 1989, we've been focused solely on medical account administration, serving clients and individuals in all market segments across the country.



Market-leading interest rates: We offer one of the most competitive interest rates in the industry.



Best-in-class investment options: Our investment options give account holders access to more than 30 highly-rated mutual funds once their balances reach \$1,000.



Full suite of products: We offer HSAs, FSAs, HRAs, and VEBAs for all market segments. Many products feature a \$0 or limited annual employer fee.



Products to meet any spending account need

Further offers a complete line of spending accounts and consumer tools, such as calculators and telemedicine, that connect money, health and life everyday:

Health savings accounts (HSA)	<ul style="list-style-type: none">• Triple tax-advantage• Multiple HSA options
Flexible spending accounts (FSA)	<ul style="list-style-type: none">• Medical FSA• Dependent Care FSA• Transportation Reimbursement Arrangement FSA• Limited FSA
Health reimbursement arrangements (HRA)	<ul style="list-style-type: none">• Three types:<ul style="list-style-type: none">○ Employer pays first○ Shared payments○ Employee pays first
Voluntary employee beneficiary association accounts (VEBA)	<ul style="list-style-type: none">• For active employees• Post-employment• Limited options available

Further fees and pricing: FSA

	Monthly participant fees
FSA	\$3.25/month
DCAP	\$3.25/month

	Annual employer fees	
FSA	Includes medical, DCAP and Premium Only Plan (POP)	\$400/year
Non-discrimination testing	Optional	\$250/test
POP	Stand-alone product not combined with any others	\$150/year
TRA	Stand-alone or when paired with an FSA	\$400/year

Contingencies and Assumptions

We base rates on the information provided and the products requested within this proposal. In addition:

1. Consulting fees, commission, or service fees are not paid by Further and are not included in this proposal.
2. An electronic Service Agreement and Plan Document will be provided by Further.
3. Any services requested but not included in this proposal will need to be reviewed by Further to determine if the service is able to be provided, and if there is an additional fee.
4. You are responsible for assuring these programs are offered in compliance with any state or Federal regulations.
5. Further reserves the right to add or delete products and the available options at its discretion. It also reserves the right to modify interest rates at its discretion.

Disclosure: Further is committed to working with its clients and incorporates the applicable provisions into the Service Agreement. This ensures any potential conflicts with the agreement are identified and addressed. When a conflict does exist, the Service Agreement is the ruling document

Support



Broker line

888-460-4013

Monday through Friday
8 a.m. to 5 p.m. CST



Sales line

855-363-2583

Monday through Friday
8 a.m. to 5 p.m. CST



Visit us online at **helloofurther.com**



May 27, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Recommendation of Updated Payment System

RECOMMENDATION: Staff recommends that Bis-Man Transit update the current merchant services system.

BACKGROUND: Bis-Man Transit currently utilizes a merchant payment service facilitated by Starion Bank and Clover. The original contract was signed January 25, 2016.

We do not currently have a physical card processor on site and we cannot accept credit card payments through the Bis-Man Transit website. Upon review of the current contract we discovered additional features that we qualify for that would lessen the merchant processing fee and provide a more user-friendly payment method for riders.

FINANCIAL IMPACT: The physical card processor is a one-time purchase of \$650. The one-time set-up and implementation fees are \$248. Estimated annual savings based on previous card processing figures is \$569.63. See attachment for detailed cost breakdown.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

Online Payment Portal

Set-Up:

- Account set-up and implementation
 - \$248 one-time
- Quick Books Plugin
 - Included
- Custom Payment Portal
 - Included

Software:

- Gateway Security and Software
 - \$19.95 per month

ACH Transaction:

- All ACH Transactions - \$0.25 + 0.25%

Merchant Processing:

- Proposed Rate
 - Visa, Mastercard, Discover Credit and Debit
 - Interchange Plus 0.35% + \$0.10
 - Amex Credit and Debit
 - Interchange Plus 0.55% + \$0.10
- Current Rate
 - Visa, Mastercard, Discover Credit
 - Interchange Plus 0.68% + \$0.05
 - Visa, Mastercard, Discover Debit
 - Interchange Plus 0.58% + \$0.05
 - Amex Credit and Debit
 - Interchange Plus 0.55% + \$0.05



Steven Magdaleno
Senior Business Consultant
Mobile: 847-562-6905
steven.magdaleno@fiserv.com

STARION BANK
MERCHANT SERVICES
PROPOSAL FOR BIS-MAN TRANIST



Merchant Processing Comparison:

- Annual Savings Estimated: **\$569.63**

	December		
Rate or Fee	Current	Proposed	Cost Savings
Processing Cost	\$119.72	\$67.38	\$52.35
Monthly Fee	\$31.90	\$19.90	\$12.00
Monthly Savings			\$64.35

	January		
Rate or Fee	Current	Proposed	Cost Savings
Processing Cost	\$54.90	\$30.77	\$24.13
Monthly Fee	\$31.90	\$19.90	\$12.00
Monthly Savings			\$36.13

	February		
Rate or Fee	Current	Proposed	Cost Savings
Processing Cost	\$72.77	\$42.83	\$29.93
Monthly Fee	\$31.90	\$19.90	\$12.00
Monthly Savings			\$41.93

i *Does not include the monthly non-negotiable interchange and assessment charges from card networks.

**Figures based on estimated annual volume of \$150,256.00 on approximately 472 transactions, with averages of \$12,521.33 per month on 39 transactions.



Steven Magdaleno
Senior Business Consultant
Mobile: 847-562-6905
steven.magdaleno@fiserv.com

In-Person Payment Terminal

Hardware:

- Clover Flex
 - Purchase - \$650 one-time purchase price
 - Lease - \$25 per month (48-month agreement)



Software:

- Clover Security and Software
 - \$9.95 per month

Set-Up:

- Account set-up and implementation
 - ~~\$149~~ waived

Merchant Processing:

- Proposed Rate
 - Visa, Mastercard, Discover Credit and Debit
 - Interchange Plus 0.35%
 - Amex Credit and Debit
 - Interchange Plus 0.55%
- Current Rate
 - Visa, Mastercard, Discover Credit
 - Interchange Plus 0.68%
 - Visa, Mastercard, Discover Debit
 - Interchange Plus 0.58%
 - Amex Credit and Debit
 - Interchange Plus 0.55%



Steven Magdaleno
Senior Business Consultant
Mobile: 847-562-6905
steven.magdaleno@fiserv.com

STARION BANK
MERCHANT SERVICES
PROPOSAL FOR BIS-MAN TRANIST



Steven Magdaleno
Senior Business Consultant
Mobile: 847-562-6905
steven.magdaleno@fiserv.com



May 27, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Gillig Fixed Route Bus Purchase

RECOMMENDATION: It is recommended that the Bis-Man Transit Board approve the purchase of two (2) 30-foot heavy duty fixed-route buses to replace two buses that have exceeded their useful life of 10 years or 350,000 miles.

BACKGROUND: Bis-Man Transit applied for FY21 5339 discretionary grant funding to replace buses 601 and 602. Bus 601 was decommissioned and disposed of due to a total loss incident in 2020. Bus 602, a 2006 Low Floor Gillig, has exceeded useful life in both age and mileage. At this time, bus 602 is out of service due to engine issues and maintenance is running diagnostic tests to determine the cost of repair.

DISCUSSION: The purchase would be made using FY21 Section 5339 funds awarded for the replacement of 2 fixed route buses. The buses would be purchased off of the State of Virginia's RFP for diesel buses. This will cut down on procurement time, as the buses could be ordered immediately following the Board of Directors and City of Bismarck Commission approval. The factory lead time for each of these vehicles is estimated at 12-14 months.

FINANCIAL IMPACT: The purchase price of the buses will be \$468,824.00 per bus. The grand total for the procurement is \$937,684.08. The federal portion will be \$797,000 with a local match of \$140,647.201.

29' Gillig Low Floor Purchase			
	Federal - 85%	Local - 15%	Total
Bus 601 Replacement	\$ 398,500.40	\$ 70,323.60	\$ 468,824.00
Bus 602 Replacement	\$ 398,500.40	\$ 70,323.60	\$ 468,824.00
PROJECT TOTAL	\$ 797,000.80	\$ 140,647.20	\$ 937,648.00





May 19, 2021

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

Dear Mrs. Hughes,

Thank you for your interest to purchase (2) 29-foot Diesel buses using options off the state of Virginia RFP #E194-193.

Attached you will find the price variance that would pertain to your next orders. Gillig is pleased to quote the following:

Two (2)	29'	LOW FLOOR DIESEL BUSES	\$468,824.00 Each
---------	-----	------------------------	-------------------

This price is valid for thirty days and is FOB Bismarck, ND. Price excludes any taxes, bank transaction fees of any kind, and license fees. The production of these buses is scheduled to start 12-14 months after receipt of the purchase order.

We thank you for this opportunity and appreciate your interest in Gillig and our products. Should you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, reading "Jenna Van Harpen".

Jenna Van Harpen
Regional Sales Manager
Gillig LLC

cc: Javier Hernandez Jr.
cc: Bill Fay



451 DISCOVERY DRIVE | LIVERMORE, CALIFORNIA 94551 | 800.735.1500

PRICE VARIANCE
5/19/2021
BISMARCK, ND OFF THE STATE OF VIRGINIA CONTRACT
(2) 29' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	STATE OF VIRGINIA	BISMARCK, ND	VARIANCE
BRT STYLING PACKAGE	NOT INCLUDED	NOT REQUIRED	-
ENGINE	CUMMINS ISL, 280 HP	CUMMINS L9, 280 HP	-
2021 EPA MANDATED EMISSIONS	NOT INCLUDED	REQUIRED	2,900.00
AUXILIARY ENGINE OIL FILTER	NOT INCLUDED	SPINNER II	1,010.00
COOLANT FILTER	STD FLEETGUARD	STD FLEETGUARD	-
ENGINE FUEL FILTER	STD FLEETGUARD	STD FLEETGUARD	-
STARTER	DELCO MT-42	DELCO MT-42	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER RBX00-2277	DONALDSON INFORMER RBX00-2277	-
ENGINE BLOCK HEATER	NOT INCLUDED	NOT REQUIRED	-
RADIATOR	MODINE E-FAN (ELECTRIC)	MODINE E-FAN (ELECTRIC)	-
E-COAT RAD/CAC	NOT INCLUDED	REQUIRED	904.00
RADIATOR TANK GUARD	NOT INCLUDED	REQUIRED	278.00
ALTERNATOR	NIEHOFF C803 (500 AMP)	NIEHOFF C803 (500 AMP)	-
ENGINE OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
TRANSMISSION	VOITH D864.6	ALLISON B400R	3,923.00
FUELSENSE SOFTWARE	NOT INCLUDED	2.0 MAX	551.00
RETARDER LAMP	NOT INCLUDED	NOT REQUIRED	-
TRANS OIL EXTRACTOR PORT	NOT INCLUDED	NOT REQUIRED	-
MAGNETIC DRAIN PLUGS	NOT INCLUDED	NOT REQUIRED	-
BRAKES	DRUM	DISC	3,477.00
AXLE HUB SEALS	GREASE SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
HUBODOMETER	NOT INCLUDED	NOT REQUIRED	-
AUTO TRACTION CONTROL	NOT INCLUDED	REQUIRED	116.00
WHEELS	(6) POWDER COATED ACCURIDE STEEL	(8) POWDER COATED ACCURIDE STEEL	250.00
TIRES	CUSTOMER FURNISHED	GILLIG SUPPLIED 275/70R22.5, GOODYEAR RSA	4,448.00
ELECTRIC STEERING ASSIST	NOT INCLUDED	NOT REQUIRED	-
VIP TEXTURED STEERING WHEEL	NOT INCLUDED	NOT REQUIRED	-
SPLIT FUEL TANK	NOT INCLUDED	REQUIRED	1,377.00
FUEL FILL	EMCO WHEATON, POSH-LOCK FLIP CAP	GRAVITY FILL	(296.00)
FUEL GAUGE	NOT INCLUDED	REQUIRED	186.00
REAR RUN BOX OIL & TEMP GAUGES	ELECTRICAL	MECHANICAL W/ HVAC HOUR METER	192.00
REAR HAND THROTTLE	NOT INCLUDED	REQUIRED	156.00
S.W.A.T. SWITCHES	NOT INCLUDED	NOT REQUIRED	-
ELECTRICAL TOW CONNECTION	NOT INCLUDED	COLE HERSEE	183.00
BATTERIES	(4) GROUP 31	(4) GROUP 31	-
BATTERY JUMP START CONNECTORS	NOT INCLUDED	NOT REQUIRED	-
ENGINE SKID PROTECTION	NOT INCLUDED	W/EXTENDED TOW EYES & 2" X 2" WEAR PLATES	408.00
A-POST SKID PLATES	NOT INCLUDED	REQUIRED (CURBSIDE ONLY)	72.00
WHEELCHAIR RAMP	LIFT-U, LU-18	LIFT-U, LU-18	-
HVAC MOTORS (TK)	EBM BRUSHLESS	TK14 W/ PERMANENT MAGNET MOTORS	(2,477.00)
HVAC COMPRESSOR (TK)	X426	X426	-
REFRIGERANT	134A	134A	-
REFRIGERANT PRESSURE DISPLAY	INCLUDED	NOT REQUIRED	(310.00)
DRIVERS FAN	NOT INCLUDED	2 REQUIRED	194.00
DRIVERS HEATER MOTORS	BRUSHLESS	BRUSHLESS	-
AUXILIARY COOLANT HEATER	NOT INCLUDED	SPHEROS 230	2,696.00
FRONT STEP HEATER	NOT INCLUDED	REQUIRED	351.00
EXIT DOOR HEATER	NOT INCLUDED	NOT REQUIRED	-
UNDERSEAT HEATER	NOT INCLUDED	REQUIRED	380.00
REAR DOOR	34" SWING OPEN	NOT REQUIRED	(1,410.00)
REAR DOOR CONTROLS	FULL DRIVER CONTROL	NOT REQUIRED	-
VAPOR ELECTRONIC DOORS	NOT INCLUDED	NOT REQUIRED	-

PRICE VARIANCE
5/19/2021
BISMARCK, ND OFF THE STATE OF VIRGINIA CONTRACT
(2) 29' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	STATE OF VIRGINIA	BISMARCK, ND	VARIANCE
CURB SIDE WHEELWELL STORAGE BOX	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR FRONT DOOR VALVE	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
INTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
SCHEDULE RACKS	NOT INCLUDED	INNOCOM 3.75"X7"X1.5"	54.00
PASSENGER INFORMATION STATION	NOT INCLUDED	OBIC 19/21 4P 2L	280.00
DRIVERS SEAT	USSC 9100ALX	USSC9100 ALX	
DRIVERS SEAT HEADREST	INCLUDED	REQUIRED	-
DRIVERS SEAT SHOULDER BELT	NOT INCLUDED	3-POINT ORANGEL BELT	244.00
DRIVERS SEAT CUSHION ALARM	NOT INCLUDED	REQUIRED	173.00
DRIVERS SEAT BELT ALARM	NOT INCLUDED	NOT REQUIRED	-
DRIVERS BARRIER	FLAT MELAMINE	FLAT MELAMINE	-
DRIVERS PROTECTIVE BARRIER	NOT INCLUDED	GILLIG PLEXIGLASS PARTITION (NON EXTENDED)	893.00
PASSENGER SEATS	USSC GEMINI W/ VPRO-II W/C RESTRAINTS	USSC CITI SEAT W/ VPRO-II W/C RESTRAINTS	4,005.00
RAISED REAR SEAT RISERS	NOT INCLUDED	REQUIRED	2,645.00
PASSENGER SIGNALS	TOUCH TAPES	PULL CORDS	(746.00)
REAR DOOR STOP REQUEST	NOT INCLUDED	NOT REQUIRED	-
DASH MOUNTED STOP REQUEST LAMP	NOT INCLUDED	REQUIRED	38.00
VERTICAL STANCHIONS	YELLOW POWDER COATED	STAINLESS STEEL	-
OVERHEAD NYLON GRAB STRAPS	NOT INCLUDED	4 REQUIRED	84.00
PASSENGER WINDOWS	FULL FIXED, W/STANDARD FRAMES	FULL FIXED, W/STANDARD FRAMES	
STANCHIONS ON FRONT WHEEL WELLS	NOT INCLUDED	NOT REQUIRED	-
HEADLAMPS	(4) HALOGEN (LOW BEAMS & HIGH BEAMS)	(2) LED (LOW BEAMS) & (2) HALOGEN (HIGH BEAMS)	631.00
YIELD SIGN	NOT INCLUDED	NOT REQUIRED	-
INTERIOR LIGHTS	LED I/O CONTROLS	LED I/O CONTROLS	-
PLEASURE RADIO & ANTENNA	NOT INCLUDED	REQUIRED	412.00
2-WAY RADIO & ANTENNA	NOT INCLUDED	ANTENNA AND PREWIRE	250.00
DRIVERS AM /FM SPEAKER	INCLUDED	REQUIRED	-
HAND MICROPHONE	INCLUDED	REQUIRED	-
BOOM MICROPHONE	NOT INCLUDED	SOUNDVIEW SVA505F	100.00
ITS SYSTEM / PA SYSTEM	STD REI PA SYSTEM	STD REI PA SYSTEM	-
HEATED DESTINATION SIGN GLASS	INCLUDED	REQUIRED	-
DEST SIGNS (FRONT & CURBSIDE)	HANOVER AMBER LED	HANOVER, WHITE LED	1,069.00
REAR RUN SIGN	NOT INCLUDED	HANOVER, WHITE LED	1,063.00
DEST SIGNS (STREET SIDE)	NOT INCLUDED	NOT REQUIRED	-
DASH MTD FRONT RUN SIGN	NOT INCLUDED	NOT REQUIRED	-
FAREBOX	PRE-WIRE	GFI 41" ODYSSEY	15,875.00
FAREBOX GUARD	NOT INCLUDED	REQUIRED	203.00
CEILING MTD FAREBOX LAMP	INCLUDED	REQUIRED	-
TRANSFER CUTTER	NOT INCLUDED	NOT REQUIRED	
MANUAL PASSENGER COUNTER	NOT INCLUDED	NOT REQUIRED	-
MODESTY PANEL FRONT OF REAR DOOR	NOT INCLUDED	NOT REQUIRED	
FULL COMPOSTIE FLOORING	NOT INCLUDED	NOT REQUIRED	-
FLOORING MATERIAL	RCA RUBBER	ALTRO	529.00
ROOF HATCHES	(1) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	344.00
EXTERIOR MIRRORS	10X11, 1-PC, W/MANUAL STREET, REMOTE CURBSIDE, NON-HEATED	10X13, 2-PC, CONVEX, REMOTE (BOTH SIDES), HEATED	294.00
FIRE SUPPRESSION SYSTEM	AMEREX V-25	AMEREX V-25	
AUX STOP LTS 4" ROUND ON HAVC DOOR	NOT INCLUDED	REQUIRED	109.00
VIDEO SURVEILLANCE SYSTEM	NOT INCLUDED	REI HD5 12-CH (8) - CAMERA SYSTEM	5,677.00
17" AWARENESS MONITOR	NOT INCLUDED	REQUIRED (BUDGETARY)	5,301.00
BIKE RACK	NOT INCLUDED	SPORTSWORKS DL2 BLACK POWDER COATED	1,106.00

PRICE VARIANCE
5/19/2021
BISMARCK, ND OFF THE STATE OF VIRGINIA CONTRACT
(2) 29' LOW FLOOR DIESEL BUSES, SN: TBD

ITEM	STATE OF VIRGINIA	BISMARCK, ND	VARIANCE
BIKE RACK MIRROR	NOT INCLUDED	NOT REQUIRED	-
BIKE RACK DEPLOYED LAMP	NOT INCLUDED	NOT REQUIRED	-
DRIVERS DASH GAUGES	(2) INCLUDED	(3) REQUIRED	54.00
CUP HOLDER	NOT INCLUDED	NOT REQUIRED	-
SSTL TRASH CAN HOLDER	NOT INCLUDED	NOT REQUIRED	-
ADJUSTABLE PEDALS	NOT INCLUDED	NOT REQUIRED	-
MEDICAL AID KIT	INCLUDED	REQUIRED	-
BLOODBORN PATHOGEN KIT	INCLUDED	REQUIRED	-
EXTERIOR PAINT	(1) COLOR	(2) COLOR	1,020.00
CLEARCOAT EXTERIOR	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR GRAPHICS	NOT INCLUDED	NOT REQUIRED	-
ROOF NUMBERS	NOT INCLUDED	NOT REQUIRED	-
WARRANTY - STRUCTURAL INTEGRITY	144 MONTHS / 500,000 MILES	84 MONTHS / 350,000 MILES	(256.00)
SPARES	NOT INCLUDED	NOT REQUIRED	-
TRAINING	NOT INCLUDED	(2) 24 HOUR CLASSES 10,000 / 2 BUSES = \$5,000.00	5,000.00

TOTAL BISMARCK, ND VARIANCES	66,010.00
STATE OF VIRGINIA 29' LOW FLOOR BASE UNIT PRICE (JUN '20)	400,602.00
DELIVERY	(2,430.00)
BISMARCK, ND 29' LOW FLOOR BASE BUS PRICE	464,182.00
SPARE/TOOLING BUDGET (1%)	4,642.00
BISMARCK, ND 29' LOW FLOOR CURRENT PRICE (5/19/2021)	468,824.00

OPTIONS TO BE CONSIDERED NOT INCLUDED IN ABOVE PRICING

OBIC 19/21 4P 1T	280.00
OBIC 19/21 4PW 2L	280.00
OBIC 19/21 4PW 1T	280.00

CONFIDENTIAL

This pricing information is intended only for the personal and confidential use of the recipient(s) to whom it was originally sent. If you are not an intended recipient of this information or an agent responsible for delivering it to an intended recipient, you are hereby notified that you have received this information in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited.



K

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

May 27, 2021

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: Service Truck Purchase

RECOMMENDATION: It is recommended that the Bis-Man Transit Board approve the purchase of a 2022 Ford F350 service truck, as well as equipment and installation of the following items: service body, liftgates, portable compressor, and portable generator.

BACKGROUND: Bis-Man Transit requested reallocation of our FY20 5339 funds to purchase a new service truck. The previous service truck was totaled due to an incident. A replacement vehicle was purchased in 2020 as a temporary solution with local funds and insurance reimbursement.

DISCUSSION: The purchase would be made using FY20 Section 5339 reallocated funds awarded for the service truck and the necessary equipment and installation. The vehicle will be purchased off the State of North Dakota Bid. This will cut down on procurement time, as the service truck could be ordered immediately following the Board of Directors and City of Bismarck Commission approval.

At this time, we are waiting on pricing for the equipment and installation from one additional vendor. The quote we have received through Advanced Fleet Services is \$18,812.92, which will be the highest acceptable price.

FINANCIAL IMPACT: The purchase price of the service truck will be \$28,807. The federal portion will be \$23,045.60 with a local match of \$5,764.40.

The maximum cost for the equipment and installation is \$18,812.98. Due to the structure of this grant the total allowable expense for the vehicle, service body, liftgate, compressor, and shop supplies is \$44,253.00. The total actual cost for these items is \$45,624.98. The total actual federal portion is \$35,402.00 with local at \$10,222.98.

The total allowable expense for the generator is \$5,300. The total actual cost for the generator is \$2,279.99 with the federal portion at \$1,823.99 and local at \$456.00.

The total financial impact for this project is \$47,904.97 with the federal portion of \$37,225.99 and local match of \$10,678.98.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

Service Truck Purchase			
	Federal	Local	Total
Ford F350	\$ 23,045.60	\$ 5,761.40	\$ 28,807.00
Necessary Equipment (included in grant award)*			
	Federal	Local	Total
Service Body	\$ 8,879.20	\$ 2,219.80	\$ 11,099.00
Liftgate	\$ 2,239.20	\$ 559.80	\$ 2,799.00
Portable Generator	\$ 1,596.00	\$ 399.00	\$ 1,995.00
Portable Compressor	\$ 2,279.99	\$ 570.00	\$ 2,849.99
Shop Supplies for Install	\$ 55.99	\$ 14.00	\$ 69.99
	\$ 15,050.38	\$ 3,762.60	\$ 18,812.98
*Total cost may be lower depending on the pending quotes not yet received. This is the maxium cost.			
Allowed 5339 Grant Expenses			
	Federal	Local	Total
Vehicle & Equipment*	\$ 35,402.00	\$ 8,851.00	\$ 44,253.00
Generator	\$ 4,240.00	\$ 1,060.00	\$ 5,300.00
*All equipment excluding the generator			
Proposed Total Cost			
	Federal	Local	Total
Vehicle & Equipment	\$ 35,402.00	\$ 10,222.98	\$ 45,624.98
Generator	\$ 1,823.99	\$ 456.00	\$ 2,279.99
ACTUAL TOTALS	\$ 37,225.99	\$ 10,678.98	\$ 47,904.97





FLEET DEPARTMENT
2228 COLLEGE WAY, PO Box 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8865
TOLL FREE: 800-477-3013 EXT. 8865
mlarson@nelsonfleet.com

VEHICLE QUOTE NUMBER SSP12-10

Sold To: Bis-Man Transit
Attn: Tom Risenhauer
Address: 3750 E Rosser Avenue
Bismarck ND 58501

Date: 5/7/2021
Phone: 701-258-6817
FAX:
Salesperson: Melissa Larson
0

Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
SSP12-10	2022	Ford F350	4WD Reg Cab 60"CA Color: TBD/Cloth	New	

Price of Vehicle: *Per ND Spec: SSP12-10* \$28,807.00

Options & Extras: \$0.00

Delivery Included

\$28,807.00

Trade - In:

Total Cash Price: **\$28,807.00**

Terms: Net 30 days

Your Purchase Order #

Project # IFB 110.7-20-115

Thanks for your business!

Ship To / Lessee / End User: Bis-Man Transit
Attn: Tom Risenhauer

Address: 3750 E Rosser Avenue
Bismarck ND 58501

FAX:
Phone: 701-258-6817
email: tom.reisenhauer@nationalexpresstransit.com

Signed: _____

Printed Name: _____

Date: _____



Complete Automotive & Truck Repair
Driveline Repair
1202 Burlington Dr.
Bismarck, ND 58504
Phone: (701) 250-5114

Estimate #0018401

5/10/2021
4:08 pm

2022 FORD F350 SUPER DUTY PICKU

BIS/MAN TRANSIT
3750 E. ROSSER AVENUE
BISMARCK, ND 58501-
Home:(701) -
Work:(701) 258-6817 Ext: TOM

VIN :
Mileage :
Trans :
License :
Unit : 60"CA
Unit # CAB/CHASSIS, DRW

Your Service Writer Today Is: DUSTIN STECKLER Center: TRUCK EQUIPMENT

Service Requests:

Install Knapheide Steel Service Body, Install
Maxon Steel Lift Gate, Install Northstar/Honda
Compressor, Install Honda 3000 Generator on a
2022 Ford F-350, DRW, 60"CA Pickup

Category Summary	Parts	Labor	Job Total
TRUCK EQUIPMENT	\$16,842.99	\$1,900.00	\$18,742.99

Technician	Service Description	Parts	Labor	Job Total
TDD	Install Service Body - Ford	9999.00	1100.00	11099.00
N	<u>Part Number</u> 6108D54F40-2 <u>Part Description</u> KNAPHEIDE SERVICE BODY, STEEL-FLIPS	<u>Part Price Each</u> 9999.00 <u>Quantity</u> 1	<u>Extended</u> 9999.00	
TDD	Install Maxon Liftgate	2199.00	600.00	2799.00
N	<u>Part Number</u> 297270-82 <u>Part Description</u> MAXON STEEL LIFT GATE	<u>Part Price Each</u> 2199.00 <u>Quantity</u> 1	<u>Extended</u> 2199.00	
TDD	Install Honda Generator	1945.00	50.00	1995.00
N	<u>Part Number</u> EB3000 <u>Part Description</u> HONDA GENERATOR	<u>Part Price Each</u> 1945.00 <u>Quantity</u> 1	<u>Extended</u> 1945.00	
	Install Northstar/Honda Compressor	2699.99	150.00	2849.99
N	<u>Part Number</u> GX390 <u>Part Description</u> NORTHSTAR W/HONDA COMPRESSOR	<u>Part Price Each</u> 2699.99 <u>Quantity</u> 1	<u>Extended</u> 2699.99	

Repair Order Notes

*Payment due upon receipt of invoice.

*All accounts 30 days past due are subject to interest charges of 1.5%/month

*Parts limited warranties are subject to the manufacturers policy. All labor repairs are backed by a 12 month or 12,000 mi limited warranty. Labor warranty applies only to faulty workmanship relating to the original repair

*Advanced Fleet Services does not assume responsibility for any personal items left in vehicle or equipment

*Any component of this vehicle may be subject to failure before next inspection.

TOTAL PARTS	\$16,842.99
TOTAL LABOR	\$1,900.00
SUBLET	\$0.00
SHOP SUPPLY	\$69.99
SUBTOTAL	\$18,812.98
OTHER FEES	\$0.00
SALES TAX	\$1,183.91
ESTIMATE TOTAL	\$19,996.89

Customer Signature: _____ Date: _____



This Is Not An Invoice. Do Not Pay From This Document.