



# Bis-Man Transit Board Meeting

January 27, 2022, 11:30AM

<https://us02web.zoom.us/j/89091099035>

Call in: +1 312 626 6799; Meeting ID: 890 9109 9035

## Welcome & Introductions

## Approval of Agenda

## Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – December Regular Meeting
  - b. Attachment B – November Regular Meeting
  - c. Attachment C – January Finance Committee Meeting
  - d. Attachment D – January Administrative Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F
4. Gillig Fixed Route Bus Purchase Approval
  - a. Attachment G
5. Administrative Committee Recommendation Approval
  - a. *Per Attached Minutes*

## Public Comment

## Unfinished Business

1. 2022 Christmas Hours – Paratransit
  - a. Attachment H

## New Business

1. Advertising Plan Update/Read and Ride Discussion
  - a. Attachment I
2. City of Bismarck Mutual Aid Agreement Discussion
  - a. Attachment J
3. Operations Contract RFP Planning



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## Executive Director Report

1. 2022 Projects/Planning

## Operations Report

## Other Business

## Adjourn

- **The next Board Meeting will be held February 24, 2022 at 11:30am.**



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A

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# Bis-Man Transit Regular Board Meeting Minutes

December 16, 2021, 11:30 A.M.

Via Zoom

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

Not Attending: Steve Heydt

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

Guests	Rachel Drewlow	Susan Dingle
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Meeting was called to order at 11:30 A.M.

**Approval of Agenda:** Helen moved to add Holiday Paratransit Hours under Other Business. Karel moved to approve the Agenda as amended. Lacey seconded the motion. Motion carried unanimously.

**Consent Agenda:** Helen requested to remove Attachment A – November Regular Meeting. Glenn moved to approve the Consent Agenda as amended. Helen seconded the motion. Motion carried unanimously.

Shauna asked Helen what item of Attachment A she would like to discuss with the Board. Helen answered that the last sentence of the first item under New Business, she was not clear of what Karel's motion was. Helen recommended that the sentence should read "Karel answered that his motion was CTIC and the Administrative Team's agreed upon recommendation." Karel commented that his motion was clear in the section of the minutes as presented. Helen answered that it is unclearly stated below in the minutes when she asked for clarification. Shauna suggested to amend the minutes to reflect the motion under the clarification Helen asked for. DeNae commented that the motion covers what Helen's clarification concern is. DeNae explained that the Administrative Team can only operate within the policies that have already been set by the Board and there was a policy already adopted in February 2021 voted on by the Board for Holiday Hours falling on a Sunday. CTIC can make recommendations, but the Administrative Team has to work within the policies already set by the Board. Shauna asked Karel if he would like to amend his motion in the previous minutes. Karel asked Helen what the difference between what CTIC recommended and what would be stated in the minutes. Helen answered that there were two recommendations presented at the meeting that included the Finance Committee of 7:30 AM to 2:30 PM on Christmas Day and CTIC of 7:30 AM to 7:30 PM, and that the minutes reflect that the clarification from Karel was CTIC's recommendation. DeNae commented that the CTIC recommendation is against the policy that was set in February 2021 and recommended re-listening to that portion of the meeting and correct the minutes accordingly. Deidre played that portion of the meeting recording for the Board. Karel confirmed that the clarification was for CTIC to work with the Administrative team on their recommendation as well as future recommendations going forward. Helen answered that she was clear with the motion, but was understanding it to be CTIC's recommendation of a 12-hour day and didn't think that was the intent of the motion. Deidre commented that the minutes will be corrected and will be presented again at the January meeting so that they are in line with the recording.

Shauna moved the Holiday Paratransit Hours item up from Other Business to be discussed. There were no objections from the Board. DeNae restated that the motion passed in February 2021 was that if a holiday landed on a Sunday, that Operations would run normal Sunday hours, no matter what the holiday is. DeNae explained that the reason behind that motion was that the



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contract with National Express does not specifically address holidays, only the hours and National Express as the Operations team determines how they will provide that service for the holidays. That latitude is especially important given the pandemic and the resulting staff shortage. DeNae commented that she did not understand why when a policy is put in place why it keeps getting brought up in discussion to change it. Karel agreed with DeNae's comment and that he is now confused about the Christmas Day 2022 hours. Deidre commented that following the motion and discussion of the Holiday Hours in February 2021, it was requested by a Board member to revisit Christmas Day 2022 hours as it is a more family-oriented holiday, so she was following-up with what she was tasked with regardless if it was already in a policy. DeNae asked if the request was done at the February 2021 meeting and if so, one Board member can't solely give direction that is different than a policy that the Board had just adopted. Deidre confirmed that the request was given during the February 2021 Board Meeting and that she would have to listen to the recording again. Shauna confirmed that she was the one to give the request due to discussion that was had at the meeting. Karel explained that Holiday hours should be a pass through to the Board, but ultimately decided by the Administrative team by working with Operations and CTIC's recommendations. Helen commented that CTIC was created for a reason and she was unsure of the input they had for the policy set in place in February 2021, but if we are going to have CTIC that we need to use their recommendations. Shauna commented to DeNae that she did not want to dictate what National Express was able to operate, due to staffing and other factors, as long as they are able to operate in the 45-hour annual holiday limit within the contract. Shauna also commented that it would give all teams the compromise and flexibility to decide those hours every year. DeNae agreed that the holiday hours should not have to be brought annually to the Board, but the Administrative and Operations team, along with CTIC need to follow the policies that are set by the Board. The current policy is that all Holidays that fall on a Sunday are normal Sunday hours. DeNae moved to table the Holiday Paratransit Hours discussion to the January Board Meeting. Lynn seconded the motion. Motion carried unanimously.

**Public Comment:** Susan Dingle gave an intent from the CTIC members that the feeling among CTIC as she understands it is that CTIC understands the concern about staffing, hours, and policies; however, paratransit is a service to provide rides to its riders. Susan explained that the concern about Sunday/Christmas holiday hours is that people aren't getting together earlier in the morning from 7:30 AM to 2:30 PM, that it's typical that they are also getting together later in the day. Susan commented that negotiating what Helen has said about adjusting hours from 9 AM to 4 PM when more people are getting together would be nice.

#### **Committee Update:**

1. **Administrative Committee Update:** Karel explained that the Administrative Committee was not able to meet, but that Shauna and DeNae were able to gather information about Grand Forks and Minot's job titles and salaries for the recommendation of 2022 salary.





Shauna questioned if there would be audit issues with paying backpay to Deidre in 2022 for 2021. Glenn answered there would be no audit issues as long as Deidre agrees to backpay being paid in 2022. Glenn asked Deidre if the Bonus would be paid in 2021. Deidre confirmed that it's been taken care of in 2021.

**Unfinished Business:** N/A

**New Business:**

- 1. Roundtable 2022 Goals:** Shauna thanked all the Board members that were able to participate in the Roundtable Meeting and asked Deidre if there needed to be a motion to accept the goals as presented. Deidre answered that she would like a motion to accept the goals and that Goal #5 needed to be discussed based on the budget. DeNae moved to accept the 2022 Roundtable Goals. Lacey seconded the motion. Motion carried unanimously. Lynn asked if Goal #5 would have to be discussed before voting on all of the goals. Shauna answered that Goal #5 would have to be voted on and then a discussion should take place on how to fund it. DeNae discussed that the cost for Transit's portion of the Transit Development Plan is upward of \$35,000 and that the Finance Committee recommends to span the total amount over two years (2022 and 2023 budgets) and to amend the 2022 budget by \$15,000 to fund the Transit Development Plan. DeNae moved to accept the Finance Committee Recommendation to span the total TDP amount over two years and to amend the 2022 Budget by \$15,000. Lynn seconded the motion. Glenn asked that if Rachel was available, to confirm that the MPO has 80% of the funding for the total amount of the TDP. Rachel discussed that the total study budget is \$175,000 and confirmed that the MPO will be able to provide the federal match. Motion carried unanimously.
- 2. Staff Recognized Holiday Hours:** Deidre explained that Federal Reserve and City of Bismarck recognize Good Friday instead of Veteran's Day as a paid holiday. Staff recommends following this paid holiday schedule beginning in 2022. DeNae commented that Finance Committee also recommends that this holiday change be made whereby Good Friday is added to the holiday policy and Veteran's Day is deleted. Karel moved to approve the Holiday Policy change. Glenn seconded the motion. Motion carried unanimously.
- 3. Executive Director Purchasing Limits:** Deidre discussed that the current purchasing limit that's in place to bring a purchase to the Board is \$5,000. Deidre asked that the amount be increased in \$10,000. The reasoning behind this change is that repairs are rarely under \$5,000 and that the change is in line with the micro purchasing limits set by the FTA and the Procurement Structure that is reported to the city. This limit is only for purchases made within the budget, any budget amendments will still have to be brought before the





Board. DeNae commented that the Finance Committee also discussed and recommended this change. DeNae moved to accept the Finance Committee recommendation to increase the purchasing limit from \$5,000 to \$10,000 and to amend policies 3.2 and 3.3 to address that change. Glenn seconded the motion. Karel asked if all amounts in Policy 3.3 should be increased from \$5,000 to \$10,000. Deidre answered that this change is specific to purchasing limits only, not to disposal limits. Karel asked for clarification that Policy 3.3(a) and 3.3(b) would be the only items changed within the policy. Deidre confirmed yes and that that Policy 3.3(c) would not be included in this change. DeNae amended the motion to reflect that the change is for Policy 3.3(a), 3.3(b), 3.2(a), and 3.2(c). Glenn seconded the amended motion. Motion carried unanimously.

4. **Grant Application Process:** Deidre asked the Board that in the event that she finds a grant with no local match required and is funded 100%, that the Executive Committee has the authority to give approval to submit that application. The reason being that these grant applications are time-sensitive. DeNae commented that the Finance Committee also recommended that the Board delegate to the Executive Committee the power to approve the submission of time sensitive grants. DeNae moved to accept the Finance Committee recommendation. Lynn seconded the motion. Karel asked DeNae that she did not mention the no local match in her motion and wanted clarification. DeNae answered that the grant application should come to the Executive Committee regardless of the match amount. Karel raised his concern that this issue was discussed at the Roundtable. Karel explained that if there is a grant application that came up today that Deidre would have to get everyone back together from the Executive Committee and that would not be needed if there was no match. DeNae commented that the Board needs to have knowledge of the funding being sought and that it is easier to gather the Executive Committee for a meeting to approve applications than to hold a Special Meeting. Motion carried unanimously.
5. **Accounts Receivable End of Year Write-offs:** Staff recommended that \$580 to be written off the books due to Medicaid denials that have not been paid, as well as a return of payment to riders in the amount of \$222 from overpayments. Lynn moved to approve the recommendation. Royce seconded the motion. Motion carried unanimously.

#### Executive Director Report:

1. **Year End Review:** Deidre discussed all of the accomplishments Transit and Operations staff have achieved in 2021. Glenn asked Royce, Helen, & Susan if they liked Transloc over Routematch. Royce answered that he liked using the live tracking from Transloc. Helen said that she liked Transloc and only have had a couple issues and that it is an improvement from Routematch.



**Operations Report:** Danae explained the goals of Operations for 2022. This includes: Focusing on recruitment, maintaining employee retention, and opportunities for in-house training for CDL's. Danae discussed that since September 2018, preventable accidents have decreased by 50%. The goal for 2022 is to decrease 2021 total preventable accident's numbers by 25%.

**Other Business:** N/A

Meeting adjourned at 12:37 P.M.



**B**

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# Bis-Man Transit Regular Board Meeting Minutes

November 29, 2021, 11:30 A.M.

Via Zoom

Attending:            President/Shauga Laber            Vice President/Lynn Wolf  
                                 Lacey Long                            Royce Schultze  
                                 Glenn Lauinger                       Steve Heydt  
                                 Helen Baumgartner                 Karel Sovak  
                                 Commissioner Guy

Not Attending:        Sec. /Tres. DeNae Kautzmann

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

Guests                 Rachel Drewlow                       Trevor Vannett  
                                 Susan Dingle



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

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

**Consent Agenda:** Lacey moved to approve the consent agenda. Karel seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

**Unfinished Business:** N/A

**New Business:**

- 2022 Holiday Hours:** Deidre discussed that in 2022 Christmas Day lands on a Sunday. CTIC recommends that Christmas Day 2022 hours be extended to 7:30 AM to 7:30 PM. Deidre went over the other holiday's hours from Attachment G. Finance Committee recommends Christmas Day 2022 hours and all holiday hours moving forward that land on a Sunday be normal Sunday business hours of 7:30 AM to 2:30 PM. Karel mentioned that this was discussed before and it was left to Executive Committee to use their discretion to accommodate the hours on days like Christmas Day 2022. Deidre noted in previous discussion these decisions would be made by transit's Administrative team moving forward, but the Board felt that Christmas Day should be brought up later to be discussed by all board members. Lynn asked the Finance Committee about their recommendation and that CTIC recommendation falls under allotted 45 hours of holiday service. Karel moved to accept the recommendation of Transit's administrative team on the 2022 Holiday Hours and also to allow Transit's administration team to allow such changes with CTIC's recommendations in future similar situations. Steve seconded the motion. Motion carried unanimously. Shauna answered Lynn's question by stating that there are staffing issues with National Express that hinders longer operating hours on Sundays. Helen asked if Karel could clarify his motion as she was unsure of which recommendation was being voted on. Karel answered that his motion was for CTIC to work with the Administrative team on their recommendation.

Glenn asked the Board to clarify if it was agreed upon operating 45 hours or *up to* 45 hours of holiday hours per calendar year. Deidre commented there were no minutes on file on this and that she would also like clarification. Glenn moved that the Board approve *up to* 45 hours of holiday hours per calendar year. Steve seconded the motion. Motion carried unanimously.





2. **COVID Cleaning – National Express Amendment:** Deidre discussed that in 2020 there was an amendment in the National Express contract for cleaning of the buses and facility. This amendment was specific to be reimbursed by CARES Act funding. CARES Act funding has been exhausted as of March 31, 2021. Staff is recommending approval of the Second Amendment to the COVID cleaning to be reimbursed by any federal funding effective April 1, 2021. Karel moved to approve the COVID Cleaning Second Amendment. Lynn seconded the motion. Motion carried unanimously.
3. **DBE Program Update – Pending City of Bismarck Attorney Review:** DBE Program was last updated in 2012 and is completed by Transit, MPO, & City of Bismarck. Current program flagged as a finding in Triennial Review. Deidre, Rachel Drewlow, and Cheri Giesen worked on the updated Program document. Karel asked if there is a document to track the changes between the plans. Deidre answered that she can provide the old plan document, if requested. Karel requested a tracking of changes between documents be provided moving forward. Lynn recommended that employee names be removed from the document as they can change. Deidre replied that it is an FTA requirement to have the names included. Karel moved to accept the DBE Program Update pending City of Bismarck Attorney Review. Glenn seconded the motion. Motion carried unanimously.
4. **FY2022 Budget Discussion:** Deidre discussed the projected income and expenses for 2022. ARP Funding for approximately \$1.3 million was originally planned to be reimbursed in October to December 2021; however, this would show a significant surplus for 2021, but a deficit in 2022. The Finance Committee recommends using the ARP funding to reimburse January to March 2022 expenses. Karel moved to approve the FY22 Budget. Lynn seconded the motion. Motion carried unanimously.
5. **Administrative Committee – Executive Director Review:** Karel discussed that the Administrative Committee recommends \$9,100 Executive Director Bonus for Deidre in 2021. Karel moved to approve the Administration Committee's \$9,100 Executive Director Bonus recommendation for Deidre in 2021. Glenn seconded the motion. Motion carried unanimously.

#### Executive Director Report:

1. **State Capital Paratransit Drop-offs:** South Entrance is the only drop-off location, but pick up can happen at any entrance.
2. **Community Charity Event Update:** Blood Drive on Friday, December 10<sup>th</sup> from 1pm to 4 pm and goal of 21 donors to be signed up before the event. Toys for Tots donation bins are located at the MPO and at the Transit facility.





3. **Ridership Update:** 6,000 in CAT ridership. Over 2,000 more rides than January 2021. Para 1,700 rides up from 2020. Not up to 2018 and 2019 ridership numbers, but hoping to see that increase moving into 2022.
4. **Advertising Update:** Did not meet \$80,000 goal for 2021, but have \$62,000 projected so far for 2022. Staff is confident to meet \$80,000 advertising goal in 2022.

**Operations Report:** Danae discussed that management's main goal this month is to boost spirit and morale. The employee of the month for November is Amanda O'Brien, receptionist. She has fantastic customer service and is always helpful and friendly to customers. A big shout-out to her for the amazing work that she does for National Express. Upcoming events and activities for operation's employees this month: Signing up volunteers from National Express for the charity blood drive that Bis-Man Transit is hosting, Stuff the Bus for Toys for Tots, Christmas Potluck for all employees to share food and good company with one another, and an all-employee Secret Santa.

Glenn congratulated Operations for the 25% increase in ridership with 95% On-Time Performance.

**Other Business:** Shauna reminded the Board that the Board Roundtable Discussion is on Saturday, December 11<sup>th</sup> at 8 AM either at the Transit facility or online via Zoom.

Meeting adjourned at 12:34 P.M.



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# Bis-Man Transit Finance Committee Meeting Minutes

January 24, 2021, 9:30 A.M.

Via Zoom

Attending: Glenn Lauinger Chair DeNae Kautzmann

Shauna Laber

Staff: Deidre Hughes Taylor Kitzan



Meeting was called to order at 9:30 A.M.

Finance discussed 2022 Christmas paratransit hours. The committee is split as to whether to change the holiday/Sunday hours policy. Information provided by Deidre on the average number of rides and timing was very informative and helpful. Deidre indicated that Operations said that Sundays required 4 drivers whereas if the hours are changed it would require 8 drivers. Given the numbers Glenn questioned if 8 drivers is accurate. DeNae asked for a percentage of riders affected by the policy and also asked for Christmas Eve ridership numbers. It was brought up that the contract would have to be amended if we decide to change the holiday policy because we no longer allow operations to decide when and where the 45 maximum hours will be used on holidays.

Deidre presented the advertising plan changes. The updates include a non-refundable deposit of one-month cost on a full wrap year contract, elimination of front window wrap for unobstructed driver view; contract change to include invoice timing, change to the hold harmless clause, and late payment charge of 5%; and list of approved printers and installers. Mann Signs is added as an installer. Finance suggested that language be included that this list is subject to change per administrative decision. The Ride and Read wrap was only to be for one year. Cost to remove is \$1200-\$2400. Potential income for a new wrap is \$8,400. Glenn suggested that Feil Orthodontics and Starion Bank be contacted to see if they want to continue to sponsor it.

The City of Bismarck Mutual Aid Agreement was discussed. Concern was expressed that there is no end date. It is currently being updated. Costs in current document are inaccurate. Rather than list costs since this agreement is not reviewed annually, that the costs be per Bis-Man Transit's operations agreement. If the City prefers to have a fixed dollar amount, then Finance recommends that the agreement be amended annually to reflect the current cost.

Deidre indicated that the operations RFP is coming up. She requested a Committee be formed to assist in drafting the RFP and to provide oversight. The Finance Committee agreed to oversee this project rather than setting up a new committee.

Deidre received a new quote from Gillig on a new bus for which we made a grant application. The price is higher than originally requested and we can no longer use the State of Virginia's contract and have to use the State of Washington. She requested that the Board delegate to the Executive Committee the authority to purchase the bus after she finishes negotiating with Gillig so that she can take it to the Bismarck City Commission the first part of February. The Finance committee recommends that the Board approve the expenditure of not more than \$490,000 to purchase a new Gillig fixed route bus.

Glenn asked for an update on the Administrative Committee. Deidre indicated that the committee has not met. This is preventing the close out of 2021 due to back pay and other issues. Shauna stated that she would reach out to Karel the chairmen of the committee.

Meeting adjourned at 10:25 A.M.



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# Bis-Man Transit Administrative Committee Meeting Minutes

Via Zoom

Attending: Karel Sovak Steve Heydt  
Royce Schultze

The Administrative Committee met to discuss the Executive Director base salary. The committee addressed the need to set the new salary somewhere in between the current salary and a portion of the bonus. Deidre Hughes started May 2020 with the potential to earn up to a \$10,000 performance-based bonus. The Administrative Committee recommends the Executive Director to be awarded a 3% salary increase for COLA. On top of said COLA, an additional 5% increase is recommended with no potential for bonus. It is also recommended that backpay be awarded to Deidre, dating back to November 1, 2021. This is in-line with Deidre's original offer letter. Future pay increases will follow the calendar year.

The Administrative Committee also recommends that the bonus compensation system is eliminated effective January 1, 2022.



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# December 2021

## MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
<b>RIDERSHIP</b>							
FIXED ROUTE	5,058	56,744	4,178	55,445	21.06%	2.34%	
PARATRANSIT	7,402	86,203	6,243	71,635	18.56%	20.34%	
Total	12,460	142,947	10,421	127,080	19.57%	12.49%	
FR AVG. DAILY BOARDINGS	202.32						
DR AVG. DAILY BOARDINGS	246.73						
			Pass./Hour	Pass./Hour	Pass./Hour		
<b>REVENUE HOURS</b>							
	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,782.00	21,706.50	2.84	2.61	3.01	18,400.2	17.97%
PARATRANSIT	2,664.12	28,950.46	2.78	2.98	2.49	28,714.6	0.82%
Total	4,446.12	50,656.96	2.80	2.82	2.7	47,114.8	
			Pass./Mile	Pass./Mile			
<b>REVENUE MILES</b>							
	Month	YTD	Month	YTD	PY YTD		% INC/DEC OVR PYTD
FIXED ROUTE	28,503	351,049	0.18	0.16	307,701		14.09%
PARATRANSIT	35,365.20	392,998.47	0.21	0.22	378,456		3.84%
Total	63,867.90	744,047.47	0.39	0.38	686,157		8.44%
<b>ON TIME PERFORMANCE</b>							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	89.00%						
PARATRANSIT	96.00%	95.00%	94.00%	97.20%	2.13%	-2.26%	
<b>RIDERSHIP PER ROUTE</b>							
ROUTE	Month	YTD	PY Month		% INC/DEC 0.35165126		
BLACK	1032	11745	779		32.5%		
BLUE	647	8133	698		-7.3%		
GREEN	804	9742	442		81.9%		
RED	706	5938	759		-7.0%		
ORANGE	760	7704					
PURPLE	1109	12805	761		45.7%		
U-Mary	120	1201	45		166.7%		
<b>ACCIDENTS</b>							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	1	0	4	3			
PARATRANSIT	1	1	13	9			
SERVICE VEHICLE	0	0	0	0			
<b>COMPLAINTS</b>							
	Month	YTD					
FIXED ROUTE	2	23					
PARATRANSIT	3	35					
Office Staff	1	3					
<b>COMPLIMENTS</b>							
	Month	YTD					
FIXED ROUTE	0	1					
PARATRANSIT	0	7					
Office Staff	0	3					



G

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

January 27, 2022

**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 one (1) 30-foot heavy duty fixed-route bus to replace one bus that has exceeded its useful life of 10 years or 350,000 miles.

**BACKGROUND:** Bis-Man Transit applied for FY22 5339(b) grant funding to replace bus 401. Bus 401 was put into service in 2004 and has 688,005 miles as of December 31, 2021.

**DISCUSSION:** The purchase would be made using FY22 Section 5339(b) funds awarded for the replacement of 1 fixed route bus. The bus would be purchased off of the State of Washington's RFP for diesel buses. This will cut down on procurement time, as the bus 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, unless Gillig is able to manufacture the vehicle at the same time as the two buses Bis-Man Transit currently has on order.

**FINANCIAL IMPACT:** The purchase price of the bus is estimated to be \$490,000. Staff is currently working with Gillig to finalize pricing. The federal portion will be \$398,515.73 with a local match of \$91,484.27.



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# H

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## Christmas Hours Supporting Information

**Per Craig** - We work 4 drivers on Sundays. 8 on Christmas. 4 in the morning and 4 in the evening. We split the day so drivers can plan their holiday.

### National Express Contract Language

Service Days and Hours. The fixed route transit service will operate Monday-Friday with reduced service on Saturdays. Service hours start as early as 6:30 a.m. and ending as late as 7:00 p.m. Paratransit service will operate Monday through Saturday from 5:30 a.m. until 12:00 a.m. (midnight). Paratransit service will operate on Sundays from 7:30 a.m. until 2:30 p.m. The fixed route transit service will not operate on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Reduced paratransit service will be provided on holidays not to exceed 45 hours per calendar year. The BIS-MAN TRANSIT Board may designate additional non-service dates at its discretion. Special event services shall be provided in accordance with direction from the BIS-MAN TRANSIT Board. The BIS-MAN TRANSIT Board reserves the right to alter the service schedule, days, and times as needed and as available funding allows.

### Trips outside of normal Sunday service hours (7:30AM – 2:00PM).

Year	Total Ridership	Ridership outside of Sunday Hours	Revenue Hours	Revenue Cost	Revenue Miles
2018 (Tuesday)	71	29	35	\$1,921.15 (\$54.89)	454
2019 (Wednesday)	45	17	32	\$1,798.40 (\$56.20)	362
2020 (Friday)	32	15	19	\$1,102.16 (\$58.01)	185
2021 (Saturday)	39	14	26	\$1,508.26 (\$58.01)	213

### December 2021 Sunday Service Ridership (7:30AM – 2:00PM).

Date	Ridership	Revenue Hours	Revenue Cost @ \$58.01	Revenue Miles
12/5/2021	45	23.06	\$1,337.71	307.20
12/12/2021	43	26.93	\$1,562.21	318.30
12/19/2021	48	27.56	\$1,598.76	346.50
12/26/2021	40	26.28	\$1,524.50	281.90



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



info@bismantransit.com



www.bismantransit.com

Since December 1, 2021, 569 paratransit riders have used the service. We have 728 certified riders as of 1/24/2022. This does not account for any riders that are in the certification/recertification process.

Of the 39 completed trips on December 25, 2021, 21 unique riders used the system. We had 5 no shows on this day.

### Christmas Eve Trip Count (Completed Trips) – 5:30AM to 12:00AM

2021 (Friday)	122
2020 (Thursday)	144
2019 (Tuesday)	190
2018 (Monday)	127



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[info@bisantransit.com](mailto:info@bisantransit.com)



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January 27, 2022

**TO:** Bis-Man Transit Board of Directors

**FROM:** Bis-Man Transit Staff

**SUBJECT:** 2022 Advertising Plan/Contract Update

**BACKGROUND:** The Bis-Man Transit Advertising Plan was developed in 2020 to outline available advertising services, pricing, restrictions and approved printers/installers.

**DISCUSSION:** Minor changes to the advertising plan include a required deposit for CAT bus wraps, excluded wrap areas, and the addition of a late fee for unpaid invoices. Changes to the plan have been highlighted within the document.

**FINANCIAL IMPACT:** There is no financial impact to updating the plan.

**RECOMMENDATION:** Staff recommends approval of the Advertising Plan and contract as presented.



3750 E Rosser Avenue,  
Bismarck, ND 58501



701.258.6817



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www.bismantransit.com



# ADVERTISING WITH BIS-MAN TRANSIT



- Bis-Man Transit has effective, rolling advertisements that can be seen all over the Bismarck, Mandan and Lincoln area.
- Each day our 9 fixed route buses are rotated on 6 different bus routes.
- Bis-Man Transit paratransit buses traveled 392,998 miles in 2021.
- 56,744 CAT rides were provided in 2021.
- 86,203 Paratransit rides were provided in 2021.
- The CAT buses spent 21,706 hours on the road in 2021.
- Bis-Man Transit paratransit buses spent 28,950 hours on the road in 2021.
- Advertising with Bis-Man Transit offers a way to spread your message in an innovative, exciting way. From full bus wraps to stationary bus benches and shelters, we offer an affordable way for your company to advertise.



# ADVERTISING GUIDELINES

Bis-Man Transit buses are not public forums or designated public forums. The buses are property of Bis-Man Transit and Bis-Man Transit reserves all rights to control access to the buses for any purpose. Bis-Man Transit will allow, on a case by case basis, certain displays of messages for the purpose of providing information to passengers that Bis-Man Transit considers appropriate in its sole business judgment as proprietor of the bus system. Because passengers on Bis-Man Transit are “captive” during transport, and many passengers have no alternative mode of transportation, Bis-Man Transit desires to protect its passengers from information that might be considered offensive or controversial. Additionally, passengers may conclude that information displayed in buses constitutes an official message by Bis-Man Transit and therefore bring discredit or disrepute on Bis-Man Transit and its officials.

As owner of this “private” space within buses, Bis-Man Transit, on a limited, temporary and exclusive basis is willing to consider proposals from the following categories for display on Bis-Man Transit buses:

- Public service announcements by governmental agencies and not-for-profit community organizations
- Messages announcing food products and restaurants
- Messages announcing retail goods and services
- Messages announcing financial and insurance services
- Messages announcing healthcare organizations
- Messages announcing educational institutions
- Messages announcing television and radio companies and programs
- Messages announcing movies
- Messages announcing events occurring within the Burleigh-Morton County area
- All commercial advertising must be truthful. False, deceptive or misleading commercial advertising is not permitted.
- All advertising must comply with all applicable laws and regulations.
- Advertising containing copy and/or art which is legally obscene or sexually explicit is not permitted. Copy and/or art which portray violent acts or other graphic violence, including the depiction of bodies, body parts, and fetuses which are in states of mutilation, dismemberment, disfigurement, and/or decomposition is not permitted.
- Advertisements advocating or proposing transactions which would constitute unlawful discrimination, or which would be illegal for any other reason, are not permitted. Advertisements which are directed to inciting or producing imminent lawless or discriminatory action and which are likely to incite or produce such actions are not permitted.



- Advertisements containing profanity, defamatory or inflammatory statements directed at any individual or group, including but not limited to statements referencing a person's or people's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital or parental status, or military discharge status are not permitted.
- Illustrations or references which encourage persons to refrain from using safety precautions are not permitted.
- Advertisements for tobacco and/or alcoholic beverage products that promote smoking is not permitted.
- Advertising supporting or opposing a candidate, issue or cause is prohibited.
- No implied or declared endorsement of any product or service by Bis-Man Transit is permitted.
- Bis-Man Transit will not allow advertising which casts public transportation in a negative light, is otherwise contrary to Bis-Man Transit's mission statement, or which might result in public criticism of transportation advertising.
- Advertising promoting contests should ensure the contest is being conducted with fairness to all entrants and complies with all applicable laws and regulations.
- Commercial advertising offering premiums or gifts must not misstate their value.
- Advertisements promoting contests must comply with all applicable laws and regulations. The contest sponsor must indemnify Bis-Man Transit from any claim or legal action against Bis-Man Transit involving any contest advertisement placed in the Bis-Man Transit system.
- Prior to installation, final artwork and copy must be submitted to Bis-Man Transit for approval, based on these guidelines. Bis-Man Transit assumes no liability for ad errors or content.
- Bis-Man Transit reserves the right to reject or remove any advertising which it deems not to be in full compliance with these guidelines. The Bis-Man Transit Board of Directors or their designee shall make the final determination as to whether such advertising meets the guidelines.





# ADVERTISING OPTIONS

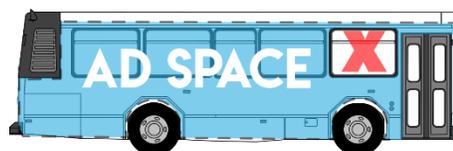
Due to the demand for CAT Bus advertisements, a non-refundable deposit equal to 1 month of advertising will be required prior to design and install to reserve the bus. The deposit will be applied to the total invoice amount upon contract acceptance.

**Example:** Full CAT wrap deposit with 1-year commitment = \$700



## FULL WRAP

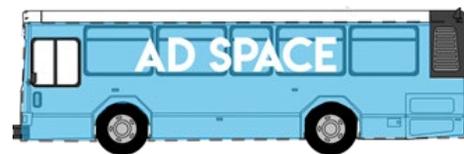
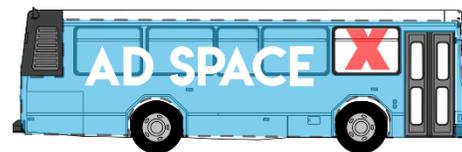
Wrap covers entire bus, except lights, vents, grating, windows indicated with red "x", and other functional elements. Wrap may not cover the top "wing" where applicable. Wrap may not cover the front of Bis-Man Transit vehicles or any Bis-Man Transit logos. Windows will be covered with perforated wrap material for visibility.



\* Vents may not be covered.

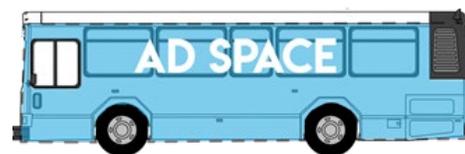
## TWO SIDES

Wrap covers entire space on both sides of the same bus, except lights, vents, grating, windows indicated with red “x”, and other functional elements. Wrap may not cover the top “wing” where applicable. Windows will be covered with perforated wrap material for visibility.



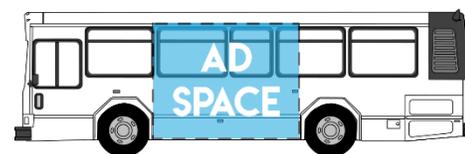
## ONE SIDE

Wrap covers entire space on one side of a bus, except lights, vents, grating and other functional elements. Wrap may not cover the top “wing” where applicable. Windows will be covered with perforated wrap material for visibility.



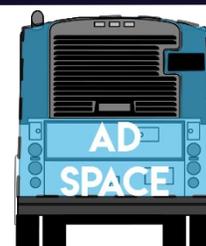
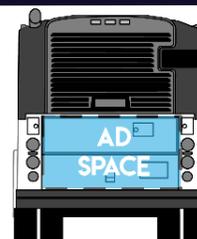
## KING KONG

Wrap is on one side of the bus, between the wheel wells and extending from the bottom of the bus to the top. Windows will be covered with perforated wrap material for visibility.



## REAR WRAP

Wrap space is available on the rear of the bus. Active space may vary among different models, as some bus styles have elements that cannot accommodate wrap material.



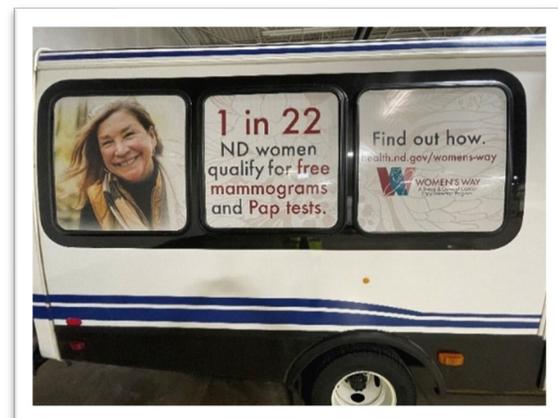
*\* Vents may not be covered.*



Bis-Man Transit Monthly Rates - CAT Bus		Agreement Length		
Type of Wrap	Description	1-3 Months	4-11 Months	12+ Months
Full	Entire bus (excluding front)	\$ 1,000.00	\$ 850.00	\$ 700.00
Two Sides	Both sides of the same bus	\$ 750.00	\$ 638.00	\$ 525.00
One Side	One side	\$ 500.00	\$ 425.00	\$ 350.00
King Kong	One side, between the wheel wells	\$ 330.00	\$ 281.00	\$ 231.00
Rear	Back Only	\$ 220.00	\$ 187.00	\$ 154.00

Bis-Man Transit Monthly Rates - Paratransit		Agreement Length		
Type of Wrap	Description	1-3 Months	4-11 Months	12+ Months
Full	Entire bus (excluding front)	\$ 800.00	\$ 680.00	\$ 560.00
Two Sides	Both sides of the same bus	\$ 650.00	\$ 552.50	\$ 455.00
One Side	One side	\$ 450.00	\$ 382.50	\$ 315.00
Window Wrap	Windows on one side	\$ 250.00	\$ 212.50	\$ 175.00
Rear	Back Only	\$ 100.00	\$ 85.00	\$ 70.00
Full Van	Ford Sprinter Van (2 in fleet)	\$ 500.00	\$ 425.00	\$ 350.00
One Side Van	Ford Sprinter Van (2 in fleet)	\$ 300.00	\$ 255.00	\$ 210.00

*Cost of production and installation not included in the monthly cost.*



## INTERIOR ADVERTISEMENTS

An interior ad reaches potential customers inside of the fixed route buses.

Bis-Man Transit Monthly Rates - Interior		Monthly Rate
Type of Ad	Size	1 Month
Bus Handle	5"W x 2.75"H - Price per handle	\$ 2.50
Ceiling Ad	Half - 45"W x 65"H	\$ 100.00
Ceiling Ad	Full - 45"W x 130"H	\$ 175.00
Top Rail Ad	11" H x 40" (Max)	\$ 50.00

*Cost of production and installation not included in the month cost.*



Top rail advertisements can be up to 40" wide (minimum of 17"). Advertisements must be 11" high.

The advertisers are responsible for the design and printing of top rail advertisements. These must be laminated. Bis-Man Transit staff will install advertisements free of charge.

Full-color advertisements (two-sided) that are located inside passenger bus handles.

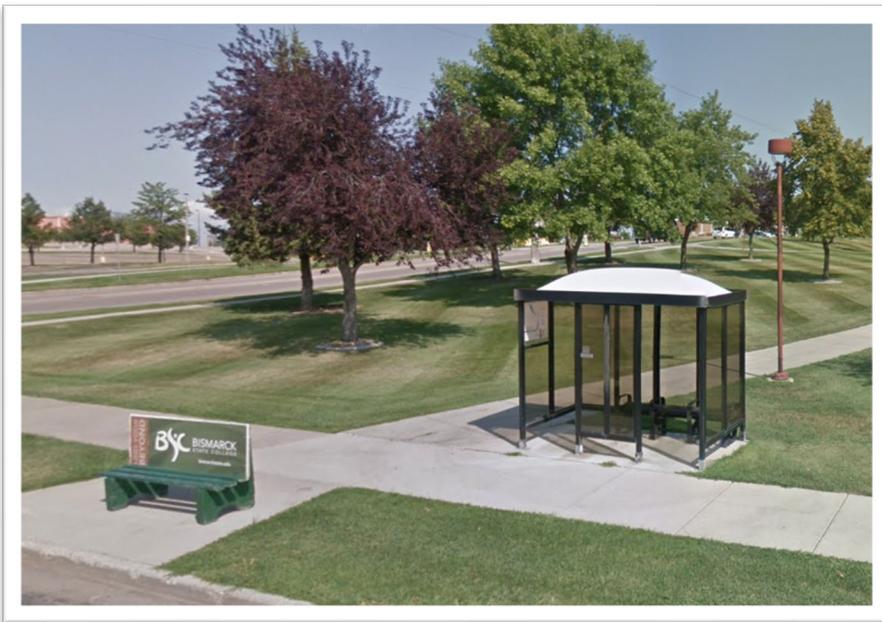
The advertiser is responsible for the design and printing of the advertisements. Bis-Man Transit staff will install the advertisements free of charge.





## ALTERNATE ADVERTISING

Punch cards are used for payment for many of our paratransit clients throughout the Bismarck, Mandan and Lincoln area. Advertising space is available on the back of all paratransit cards (3.5" x 2"). This artwork must be one color and provided by the advertiser.



Bus benches and shelters offer an excellent advertising opportunity year-round with extended agreement options.

Bis-Man Transit Monthly Rates – Alternate		Monthly Rate		
Type of Ad	Description	1 Month	4-11 Months	12+ Months
Paratransit Tickets	3.5" x 2" ad on back of paratransit ticket	\$100 for 500 tickets		
Bus Bench	28 Total benches throughout Bismarck/Mandan	\$100 per bench		
Bus Shelter - Full	Front, 2 Sides, Back	\$ 300.00	\$ 255.00	\$ 210.00
Bus Shelter – Side	54"W x 69" H - 13 Shelters in Bismarck/Mandan	\$ 200.00	\$ 170.00	\$ 140.00
Bus Shelter - Front	34"W x 69" H	\$ 130.00	\$ 110.50	\$ 91.00

**Total benches and shelters subject to change.**

*Cost of production and installation not included.*



# HOW TO ADVERTISE WITH BIS-MAN TRANSIT

- Review the Bis-Man Transit Advertising Guidelines to be sure your business, product or services is an acceptable announcement.
- Review the Bis-Man Transit Advertising available sizes and cost and pick the right advertisement for your goals.
- Decide the length of commitment you would like to make based on your goals, budget and the impact you would like to make with your message.
- Connect with Deidre Hughes, Executive Director for Bis-Man Transit, for an in-person meeting or phone call to discuss your options and answer any questions.
- Review the Bis-Man Transit Advertising Terms and Conditions.
- Work with Bis-Man Transit staff to sign your contract.
- Once your contract is signed, choose an approved printer/installer.
- Please remember that pricing, outlined in this guide, *does not* include charges incurred for the printing and installation of your advertisement. **Approved printers/installers are solely responsible for setting their own price.**
- Communicate and coordinate with your chosen printer/installer on your artwork – make sure they understand the size of your advertisement, the materials that they should be using, as well as the start date of your contract.
- Notify Bis-Man Transit of when your artwork will be finished and when your printer/installer would like to install your advertisement.
- Watch your message roll all around town!
- Bis-Man Transit staff will conduct follow up with you during your contract and will also reach out with first right of renewal near the end of your contract term.



# ADVERTISING TERMS AND CONDITIONS

- Prior advertisers will be contacted to see if they are interested in renewing their advertisements if another party has expressed an interest in the same space. Past advertisers have the right of first refusal of the advertising space. When long term contracts are expiring, contract renewal will be offered to the current contract holder before being made available to other parties. Long term contracts are those of twelve (12) months or longer. Right of first refusal applies to all available Bis-Man Transit's advertising spaces.
- The advertiser agrees to provide cards or posters for said advertising to Bis-Man Transit at least five (5) days before the contract date begins. The text and illustration cards and/or posters and the paper and/or display materials used shall be subject to Bis-Man Transit Advertising Guidelines and Bis-Man Transit's decision for acceptability shall be made final. Bis-Man Transit is not responsible for an advertiser or printer/installer's failure to provide materials in a timely manner.
- Loss of service due to failure of the advertiser or printer to furnish cards or posters as provided above for installation on the stated commencement date shall be the advertiser's loss. The advertiser's failure to timely furnish cards or posters for all contracted vehicle spaces shall constitute a partial breach of contract and entitle Bis-Man Transit to offer the unused space to other parties.
- Should the advertiser's cards or posters be damaged, defaced, or spoiled by reason of storm, flood, strikes, ordinary wear and tear, or any other cause, replacement cards or posters shall be furnished by the advertisers upon Bis-Man Transit's request, without liability or expense on the part of Bis-Man Transit.
- Advertiser shall indemnify and save harmless Bis-Man Transit against any liability to which Bis-Man Transit may be subjected by reason of the advertising material displayed under this contract, including but not limited to liability for infringements of trademarks, trade names, copyrights, invasion of privacy rights, defamation, illegal competition of trade practices, as well as including all costs and attorney's fees incurred in defending such action.
- Loss of service due to strike, lockout, fire, flood, riot or other causes beyond the control of Bis-Man Transit shall not constitute breach of this agreement, but in such event, the advertiser shall be entitled to a pro rata credit for such loss or, at the option of Bis-Man Transit, additional service or an extension of the term of service equivalent to the service lost.
- In the event that Bis-Man Transit or its representatives shall at any time disapprove of any advertisement, Bis-Man Transit will have the right to remove the advertisement. Bis-Man Transit accepts this contract subject to all Federal, State, and Municipal laws and regulations with respect to the advertising matter to be displayed. In the event such advertising becomes illegal, Bis-Man Transit reserves the right to terminate same, and the advertiser shall receive a pro rata credit from the date of removal of the advertisement.
- Bis-Man Transit reserves the right to cancel this contract any time upon default by the agency and/or advertiser in the payment of bills, or other breach, or in the event of any materials violation on the part of the agency and/or advertiser of any of the conditions herein named and upon such cancellation, all advertising done hereunder, including short term rates or other chargers under this contract, and unpaid shall become immediately due and payable. No waiver of any term or condition of Bis-Man Transit advertising service or agreement, including acceptance of late payment, shall be construed as a waiver of any other term or condition including timeliness of payment. In the event of any such breach or breaches, Bis-Man Transit shall be discharged from any obligation to continue to display the advertiser's copy; and, in the event of suit for collection of unpaid accounts, all costs of suit, including reasonable attorney's fees, may be added to the monies owed.



# SAMPLE CONTRACT



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

This Transit Advertising Agreement, herein called "Agreement," is made by and between Bis-Man Transit and \_\_\_\_\_, herein called "Advertiser." In consideration of the fee paid by Advertiser, and the covenants, promises and agreements of Advertiser and Bis-Man Transit hereinafter provided, Bis-Man Transit hereby assigns to Advertiser:

Product Type - Description/Fleet Number

THIS AGREEMENT IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

**Section 1. Limitations on Use**

This agreement applies only to the approved advertisements listed above.

**Section 2. Period of Use**

This agreement shall be for a period of 12 months beginning on \_\_\_\_\_, 2022 and ending on \_\_\_\_\_, 2023 or upon a 30-day written termination notice from Bis-Man Transit or a 10-day written termination notice from the Advertiser. For installations completed from the 1<sup>st</sup> through the 15<sup>th</sup> of the month, the Advertising contract will begin the 1<sup>st</sup> day of that month. For installations completed from the 16<sup>th</sup> through the end of the month, the Advertising contract will begin the 1<sup>st</sup> day of the following month.

**Section 3. Payments & Fees**

Advertiser is fully responsible for the cost of sign production and installation determined by an approved printer/installer. Advertiser will be invoiced a total amount of \$\_\_\_\_\_, or \$\_\_\_\_\_ per month for the advertisement listed above.

One-Time Payment of \$\_\_\_\_\_  Monthly Payments of \$\_\_\_\_\_

Invoices will be billed to Advertiser in accordance with the contract start date listed in Section 2. Invoice payment is due by the 15<sup>th</sup> day of the month. *Please be advised that there will be a 5% interest charge per month on late invoices.* Upon expiration or termination of the contract, it is the Advertiser's responsibility to schedule and pay for advertisement removal with an approved vendor within 7 days of contract expiration or termination.

**Section 4. Liability**

Bis-Man Transit is not responsible for any damages caused as a result of transit advertising. The Advertiser is solely responsible for any legal liability arising out of or relating to the Advertisement, and/or such violations as infringement or misappropriation of any copyright, patent, trademark, trade secret, unfair competition, defamation, invasion of privacy or rights of celebrity, violation of any anti-discrimination law or regulation, or any other right of any person or entity. Advertiser agrees to indemnify Bis-Man Transit and to hold Bis-Man Transit harmless from any and all liability, loss, damages, claims, or causes of action, including reasonable legal fees and expenses that may be incurred by Bis-Man Transit, arising out of or related to Advertiser's breach of any of the foregoing representations and warranties. The Advertiser agrees to hold harmless Bis-Man Transit for any damages and/or personal injury claims arising from the Advertiser's participation in transit advertising. In the event the Bis-Man Transit asset containing the purchased advertisement is out of service for more than 2 weeks, the advertiser will not be charged during that time.

**Section 5. Governing Law**

It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of North Dakota.

\_\_\_\_\_  
Bis-Man Transit Representative                      Date                      Advertiser                      Date

3750 E Rosser Avenue,  
Bismarck, ND 58501                      701.258.6817  
info@bismantransit.com                      www.bismantransit.com



# APPROVED PRINTERS & INSTALLERS

## BISMARCK SIGN COMPANY

1926 Frontier Drive

Bismarck, ND 58504

**701.751.7777**

## MANN SIGNS INC.

1507 Continental Avenue

Bismarck, ND 58504

**701.355.1112**

## SIGN PRO

3900 Memorial Highway

Mandan, ND 58554

**701.663.9765**

*Approved printers and installers are subject to change based on administrative decision.*



# HOW TO CONTACT BIS-MAN TRANSIT

## **BIS-MAN TRANSIT**

3750 East Rosser Avenue  
Bismarck, ND 58501

**(P) 701.258.6817**

**(F) 701.258.6752**

**[info@bismantransit.com](mailto:info@bismantransit.com)**

**[www.bismantransit.com](http://www.bismantransit.com)**



## CONTRACT REVIEW FORM

### DEPARTMENT

Contract between the City of Bismarck and BisMan Transit

Purpose of Contract: Mutual Aid Agreement - updating

Contract Amount: \$ 0.00

Contract Period: \_\_\_\_\_ thru \_\_\_\_\_

Funding Source: \_\_\_\_\_

Project Number: (If needed, send copy to Fiscal Services) \_\_\_\_\_

Comments: Updating the mutual aid agreement for purposes of providing transportation assistance during emergency situations. See attachments.

After Mayor's Signature, route to: Gary Stockert Date: Oct 7, 2015

Department Head Signature:  Date: 10/9/15

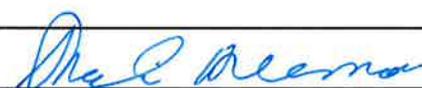
### **CITY ATTORNEY**

Comments: form approved

City Attorney Signature: Jane Frasse assistant city attorney Date: 10-9-15

### **FINANCE**

Comments: ok

Director of Finance Signature:  Date: 10-12-15

### **ADMINISTRATION**

City Administrator Signature:  Date: 10/12/15

### **ATTENTION:**

Attach a signature flag at each place you want the Mayor to sign.  
Please send copy of completed contracts to Administration.

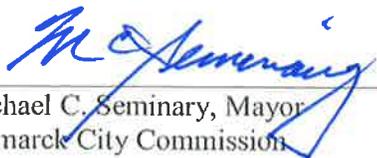
**Print Form**

## Mutual Aid Agreement

This agreement is by and between the City Of Bismarck and Bis-Man Transit System anticipating a demand for mutual aid and cooperation in the use of their personnel and equipment (resources) during times of emergency; Now, therefore, the City of Bismarck hereby agrees that its public safety resources will render mutual aid to Bis-Man Transit System and Bis-Man Transit System hereby agrees that it will render mutual aid resources to the City of Bismarck in an emergency situation under the following conditions:

1. The public safety official or other approved designee of an assisting entity shall have the authority in an emergency to determine whether personnel and/or equipment shall be sent beyond the area of responsibility of the assisting entity. It is the intention of this agreement to vest in each party the sole right to determine when its needs will permit it to respond to a call by the other entity. It is further agreed that any entity failing to respond shall not be liable for damage to the requesting entity.
2. The Incident Command System must be used. All qualifications and certifications of responding individuals shall be recognized. The Incident Commander may request mutual aid by any expeditious means and is responsible for all resources assigned to or responding to an incident. The individual in charge of an assisting entity shall notify the Incident Commander upon arrival and shall retain the ability to withdraw personnel or resources upon notification to the Incident Commander. An assisting entity withdrawing from an emergency response operation is not liable for damage to the requesting entity.
3. Each entity entering this agreement shall continue to provide the same salaries and benefits to their employees who are assigned to render assistance to another entity in performance of this agreement as that employee would receive if on-duty within their area of responsibility. The City of Bismarck shall provide reimbursement to Bis-Man Transit System for expenses incurred over and above normal day-to-day operations while providing emergency/disaster related assistance to the City of Bismarck. Additional expenses (beyond day-to-day normal operations) likely to be incurred by Bis-Man Transit include salary (overtime) expenses and additional fuel costs. However, costs of repairs and maintenance of equipment shared, used, or expended while rendering assistance under this agreement will be borne by the entity owning the equipment unless emergency grant funds or other assistance become available. Personnel of an assisting entity who sustain injury or death in the course of their employment are entitled to all applicable benefits normally available to personnel while performing duties for their entity.

4. Either party to this agreement may at any time withdraw from further participation in the agreement by giving 30 days prior written notice of termination to the other party. This agreement is independent of any written agreements with other entities. Terms in this agreement are defined as provided in Chapter 37-17.1 of the North Dakota Century Code.
5. In witness, thereof, the parties sign and execute this agreement this 13<sup>th</sup> day of October, 2015.

  
\_\_\_\_\_  
Michael C. Seminary, Mayor  
Bismarck City Commission

  
\_\_\_\_\_  
Roy Rickert, Executive Director  
Bis-Man Transit

Attest:  
  
\_\_\_\_\_  
W.C. Wocken  
City Administrator

**Bis-Man Transit**  
**On Scene Sheltering & Transportation Resource Support**  
*Buses / Vans / CAT / Para Transit*

**Daytime**

Bis-Man Transit (per Mutual Aid Agreement)

- Contact: 258-6817 (Roy Rickert) If not available call 223-9000
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: 15 minutes

Note: Estimated cost = \$25 per hour to cover salary/benefits of drivers

**Evenings and Weekends**

Bis-Man Transit (per Mutual Aid Agreement)

- Contact: 223-9000
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: up to an hour – usually less than 30 minutes

Note: Estimated cost = \$25 per hour to cover salary/benefits of drivers

**Transportation and On-Scene Shelter Capability  
(seated)**

**Bis/Man Transit**

Vans = 5 to 15 passengers each

Para Transit w/Lift = 16 passengers each (9 non-ambulatory)

Large Buses w/Lift = 35 passengers each (9 to 12 non-ambulatory)

Fastest response times are during hours of operation when vehicles can be re-routed to emergency situation.

Para Transits operate from 24 hours a day seven days a week however; the number of buses available at any given time may vary.

CAT Buses operate from 0600 to 1900 M-F and 0645 to 1900 on Saturdays and do not run on Sundays

**Bis-Man Transit**  
**On Scene Sheltering & Transportation Resource Support**  
*Buses / Vans / CAT / Para Transit*

**Daytime**

Bis-Man Transit (per Mutual Aid Agreement)

- *Contact:* 258-6817 (Dispatch). If not available call (Deidre Hughes) 701.516.0193 (cell); or General Manager (Craig Thomas) 701.390.0392
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: 15 minutes

Note: Estimated cost = \$59.45 per hour to cover salary/benefits of drivers and dispatchers (\$59.45 new contracted rate with National Express as of 11/2022. Working with Gary Stockert to determine if this can amount can reference the Operations Contract to avoid updating the rate each year.)

**Evenings and Weekends**

Bis-Man Transit (per Mutual Aid Agreement)

- *Contact:* 258-6817 (Dispatch) If not available call (Deidre Hughes) 701.516.0193 (cell); or General Manager (Craig Thomas) 701.390.0392
- Identify needs (how many to transport or shelter and time frame)
- Approximate response time: up to an hour – usually less than 30 minutes

Note: Estimated cost = \$59.45 per hour to cover salary/benefits of drivers and dispatchers

**Transportation and On-Scene Shelter Capability**  
**(seated)**

**Bis/Man Transit**

- (2) Vans = 5 to 10 passengers (2 non-ambulatory)
- (19) Para Transit w/Lift = 14 passengers each (4 non-ambulatory)
- (9) Large Buses w/Lift = 35 passengers each (9 to 12 non-ambulatory)

Fastest response times are during hours of operation when vehicles can be re-routed to emergency situation.

*Para Transit Hours of Operation:* Monday - Saturday from 5:30am to 12:00pm; Sunday from 7:30am to 2:00pm

The number of buses available at any given time may vary.

*CAT Bus Hours of Operation:* 6:30am to 7:00pm (depending on the route); M-F and 7:30am to 7:00pm (depending on the route) on Saturdays. Do not run on Sundays