

**101<sup>st</sup> Meeting of the  
Metro Area Transit Coordinating Board  
October 9, 2024 – 8:00 AM**

Fargo Commission Chambers  
<https://pexip.me/meet/28901319> PIN: 5263

## **Meeting Agenda**

**1. Call to Order and Introductions**

- a. Board Appreciation Breakfast Served
- b. Board Recognition and special thanks to Chair Kevin Hanson – Julie Bommelman & Lori Van Beek

**2. Action Items:**

- a. Approval of March 20, 2024 meeting minutes

**3. Informational Items:**

- a. Status update on implementation of the Transit Reorganizational Study - Julie Bommelman & Lori Van Beek
- b. Upcoming Federal Drug and Alcohol Audit - Julie Bommelman
- c. 2024 Operations Report (January – September) – Cole Swingen & Lori Van Beek

**4. Other Business**

**100<sup>th</sup> Meeting of the  
Metro Area Transit Coordinating Board  
March 20, 2024 – 8:00 AM**

Fargo Commission Chambers with Virtual Option

**Meeting Minutes****Members Present:**

Kevin Hanson, Chair  
Denise Kolpack, Fargo City Commission  
Ryan Nelson, Moorhead City Council  
Deb White, Moorhead City Council  
Amber Borah, Dilworth City Council  
John Strand, Fargo City Commission  
~~Scott Eason~~ Suzie Lundsten, M | State  
Cindy Girdner, Valley Senior Services

**Members Absent:**

Paul Grindelund, Valley Senior Services  
Brit Stevens, NDSU  
Jean Hollaar, MSUM  
Brad Olson, West Fargo City Commission  
Sarah Orr, Concordia College

**Others Present:**

Julie Bommelman, City of Fargo  
Adam Altenburg, FM Metro COG  
Chelsea Levorsen, FM Metro COG  
Matthew Pinotti, First Transit  
Jordan Smith, City of Moorhead  
Lori Van Beek, City of Moorhead  
Luke Grittner, City of Fargo  
Taaren Haak, City of Moorhead  
Shaun Crowell, City of Fargo  
Cole Swingen, City of Fargo  
Ben Griffith, FM Metro GOC  
Anonymous

**1. Call to Order and Introductions**

A quorum was present and the 100<sup>th</sup> Metro Area Transit Coordinating Board meeting began at 8:00 AM.

**2. Action Items:****2a. Approval of Feb. 7, 2024 Meeting Minutes**

The February 7, 2024 meeting minutes were unanimously approved.

## 2b. Moorhead Title VI Plan Update

Lori Van Beek & Shaun Crowell presented Moorhead's Title VI Program Update.

Every three years, Federal grant recipients are required to submit a Title VI Program. Moorhead's plan will expire May 31, 2024. The Title VI Program includes:

- Any notices to the public of protections against discrimination afforded by Title VI, as well as a list of their locations.
- A Title VI discrimination complaint form and instructions to the public on how to complete it
- A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission
- A public participation plan including outreach to minority and limited English proficiency populations within the service area (may also include other traditionally underserved constituencies, such as people with disabilities and low-income populations)
- The recipient's plan for assisting persons with limited English proficiency
- The recipient's service standards and service policies
- Any additional relevant information that demonstrates adherence to Title VI regulations

Council woman White asked if we are doing any direct consultations with organizations of our community that may have better expertise with working with folks who have language proficiency or other 'blind spots' in our community? Mr. Crowell has done outreach to organizations in town, including sending free bus passes. He recently has contacted Global Refuge.

The recommended action of a request for Moorhead City Council's approval of the 2024 Title VI Program and submission to the FTA was motioned by Commissioner Strand and seconded by Commissioner Kolpack.

## 2c. Route & Service Changes: Temporary Service Reduction Status

Lori Van Beek & Cole Swingen

From 2021-2024, MATBUS has had to enact various reductions in service to provide consistent, reliable service to the Metro. Since Covid 19, MATBUS saw a decrease from 1.8 million rides in 2019 to 1.2 rides in 2023. MATBUS staff have made the decision to make a portion of the previously enacted service changes permanent. A public hearing will be held to gather public input and seek Fargo Commission and Moorhead City Council approval to permanently adopt these changes.

Ridership, community growth, and demand trends will continue to be evaluated in the future and some services may be reinstated or expanded.

Permanent changes:

- End service Monday - Friday at 10:15 PM (previously 11:15 PM)
- End Saturday service at 8:15 PM
- Reduce Route 15-to-30-minute service from 6:15 am to 9:45 am. Route 15 will increase to 15-minute service during peak ridership times, 10 AM to 6 PM
- Eliminate Route 32W and Route 36 (requested from NDSU)
- Reduce Route 33-to-10-minute service all day

- Reduce Route 13 from 30-minute service to 60-minute service on Saturday
- Reinstate in the Future:
- Restore 15-minute service on Route 11 and Route 14
  - Resume Saturday service on Route 16
  - Restore 15-minute service on Route 2 during MSUM academic year (Mon-Fri. 2:30 – 6:30 PM)

The request for MATBUS staff to hold a public hearing to permanently adopt the proposed service changes was motioned by Commissioner Kolpack and seconded by Council Woman White. The motion passed.

Van Beek added that the upcoming TDP Study will ask the public for their opinion on what services they would like to see.

Council Woman White asked if we have looked at data to see if there are areas that see a higher ridership, specifically that third shift? If so, could we consider keeping select routes open until 11:15? Mr. Swingen added that ridership is low, around 1.5-2%, after 10:15 PM, however, it is something they could consider.

Chair Hanson asked for an update on the driver shortages Mr. Swingen said an additional vehicle has been added to route 15 and Saturday service to route 6 and 9 will be returning. TransDev has received a lot more applications due to the increased wages.

### 3. Informational Items

#### 3a. Transit Reorganizational Study Update

Julie Bommelman & Lori Van Beek presented an update on the Transit Reorganizational Study by KLJ.

- Federal Funding Appointments FY2024:
  - 5307 (operating & Capital)
    - City of Fargo \$2,880,204
    - City of Moorhead \$736,089
  - 5310 (capital)
    - City of Fargo \$265,286
  - 5339 amounts not yet available
- Governance structure of MAT Coordinating Board/Transit Technical Advisory Committee:
  - Structure to become more technical/administrative while keeping one elected official connected from both Fargo and Moorhead
  - Report directly to Fargo City Commission and Moorhead City Council and include one voting member from each
  - Meet monthly and assist with day-to-day decisions and recommendations
  - Serve as citizen advisory committee and hold all necessary public hearings/meetings
  - Current proposed members:

- Fargo City Commissioner, Fargo Transit Director, Fargo Finance Director, Moorhead City Council, Moorhead Finance Director, Moorhead Transit Manager or Assistant City Administrator, West Fargo City Administrator, Dilworth City Administrator, Metro COG Director, NDSU
- Proposed Cost Allocations, Sharing Methodology, and Revenue Sharing
- Next Steps: Commission and City Council meetings, legal review, Joint Capital Improvements Plan, finalize and adopt cost/revenue plan, 2025 budget development, joint powers agreement, and final presentation by KLJ

Council Woman White requested that side-by-side comparison of cost/revenue be presented at MATBUS Moorhead City Council presentation.

### **3b. Education on FTA Regulatory Requirements**

Lori Van Beek & Shawn Crowell will present MATBUS education on select topics at each MAT Coordinating Board meeting. This meeting will cover Paratransit Eligibility and Charter Services.

#### **3b.i Paratransit Eligibility**

- What is Paratransit?
- What is ADA?
- MAT Paratransit is a shared ride service
- Application Process
- Qualifications for paratransit service
- Visitor pass
- Eligibility
  - Three categories
- Eligibility appeals process

Commissioner Kolpack asked what the process for determining the most efficient routes?

Mr. Crowell said that the routes are based on scheduling software. Ms. Van Beek added that a new software will be implemented in June.

Chair Hanson asked what capacity does 200 rides per day set MATBUS at? Mr. Crowell added that during the winter that number can reach 250-300. There are generally 9 day-time vehicles and 2 evening vehicles. Additional vehicles are added during peak rider times.

#### **3b.ii Charter Services**

- Federal Regulations

Commissioner White asked how LinkFM events are selected, if FM Pride would be considered, and if so, what the process would be. Ms. Van Beek said that federal funds cannot be used, but a state-funded bus could be used. A list of all LinkFM is submitted to the State as part of funding budget. MATBUS is currently below budget for LinkFM, so there is the potential to add FM Pride.

### 3c. Ridership for January & February 2024

Lori Vav Beek & Cole Swingen presented the 2023/2024 January-February ridership changes by route:

Ridership data for Fargo & Universities as follows:

- Route 11 +10.82%
- Route 13 +21.79%
- Route 14 +4.63%
- Route 15 +10.96%
- Route 16 -21.81%
- Route 17 +.99%
- Route 18 -10.42%
- Route 20 -8.34%
- Route 24 +16.71%
- Link FM +400%
- Industrial Park On-Demand -59.53%
- Paratransit +6.05%
- Route 31 +2.62%
- Route 32 +13.99%
- Route 33 +24.53%
- Route 34 -6.21%
- NDSU on-Demand -2.15%
- NDSU +12.26%
- MSUM +1.10%
- Concordia -12.75%
- M|State +25.75%
- NDSCS +37.21%

Ridership data for Moorhead as follows:

- Route 1 +8.56%
- Route 2 -2.13%
- Route 3 +23.84%
- Route 4 +9.02%
- Route 5 -18.70%
- Route 6 +1.51%
- Route 9 +17.30%
- Mhd. Senior Ride +1.06%

### 4. Other Business

Hearing no other business, the meeting was adjourned by Chair Hanson at 9:09 AM.



# MATBUS Informational Items

10/09/2024

***(701) 232-7500***

***matbus.com***

***650 23rd St N. Fargo, ND 58102***



# Recognition of the MAT Coordinating Board

*Thank you for 20 years!*

Special Thanks to Board Chair Kevin Hanson

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**2004:** MAT Board created. Tasked with overseeing the development of a joint maintenance and storage facility and the transition to an independent unified transit entity.

**2007:** Cities occupy the new Metro Transit Garage and utilize one contracted operator.

**2008:** Metro Senior Ride on-demand service expands into Moorhead and Dilworth

**2009:** MATBUS provides emergency transportation during historic flooding.

**2010:** MATBUS name and logo introduced.

**2013:** Fargo's first purchase of diesel-electric hybrid 40-foot buses. Live bus tracking, automatic announcement and mobile app introduced.

**2014:** MATBUS expands service into Dilworth.

**2015:** LinkFM downtown circulator route begins operation.

**2016:** Google Maps transit trip planning implemented.

**2017:** Major service expansion in West Fargo and in Moorhead on Saturdays and evenings.

**2018-2019:** On-demand (TapRide) zone service started on NDSU campus (evening) and in Fargo Industrial Park.





# Recognition of the MAT Coordinating Board

*Thank you for 20 years!*

Special Thanks to Board Chair Kevin Hanson

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## **2020:**

- COVID-19 pandemic – federal funds provided to transit agencies to prevent, prepare for and respond. Results in fare-free service, temporary driver protective barriers, face masks and added cleaning protocols.
- Major renovation of the Ground Transportation Center and inclusion of Jefferson Lines.

## **2021:**

- COVID-19 protocols continue with installation of permanent driver barriers and an air filtration system.
- Transit Authority Study completed in preparation for 2020 census data and its effects on transit.

**2022:** New technology and Connect program introduces mobile ticketing, best fare, new customized app and wireless data download.

**2021-2023:** Historic economic changes with low unemployment and driver shortages, substantial increases in operating costs such as driver wages and bus parts, and delays in bus manufacturing.

**2024:** Transit Reorganization Study completed, approved and implementation began.

**SPECIAL THANK YOU GIFT PRESENTED TO  
KEVIN HANSON**



# Transit Reorganization Study

Interim Joint Powers Agreement

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The [MATBUS Transit Reorganization Study](#) completed by KLJ, Inc. was approved by the Moorhead City Council and Fargo City Commission in July 2024, including authorizing staff to:

- implement the study recommendations,
- transition Moorhead transit employees to the City of Fargo, and
- draft changes to the Joint Powers Agreement for future Council/Commission consideration.

**An Interim Joint Powers Agreement was approved in August 2024 to:**

- establish a reconstituted Metro Area Transit Coordinating Board,
- implement the organizational structure and operational practices recommended by the study, and
- continue until a new Joint Powers Agreement between Fargo and Moorhead and Cost Allocation Plan are finalized.



# Transit Reorganization Study

Interim Joint Powers Agreement



## MAT COORDINATING BOARD/ TRANSIT TECHNICAL ADVISORY COMMITTEE

- Fargo City Commission (2)
- Fargo Transit Director
- Fargo Finance Director
- Moorhead City Council (2)
- Moorhead Finance Director
- Moorhead Administrative Designate
- West Fargo Administrative Designate
- Dilworth Administrative Designate
- Metro COG Director
- NDSU



# Transit Reorganization Study

Interim Joint Powers Agreement

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## Primary Functions of the new Board/Committee

- Development of new JPA;
- Oversee transition to 2025 organizational structure / staffing plan;
- Ensure implementation of budget principles for 2025/2026;
- Continue ongoing coordination with the City of Dilworth, City of West Fargo, NDSU, Moorhead Area Colleges and other partners through the organizational transition;
- Coordination with MnDOT, NDDOT and Metro COG on state and Federal programming decisions and approval of the Cost Allocation Plan; and
- Guidance and input on the pending Transit Development Plan (TDP) update.

## Other Duties of the Committee

Review and recommend U-Pass contracts, NDSU and West Fargo service agreements, driver services contract, general contracts and agreements, marketing/outreach, capital planning and facility development, system operations and service planning, mobility management, emergency preparedness and vehicle leasing.



# Transit Reorganization Study

Interim Joint Powers Agreement

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## Staffing and Support Resources

- Transition Moorhead staff to Fargo employment in December 2024.
- Hire a Senior Accountant to replace the retiring Moorhead Transit Manager to manage state and federal grants applications, reports, and budgets for the MATBUS Public Transit System. This includes Moorhead compensating Fargo for expenses for securing and employing the Senior Accountant for the duration of 2024 for training under the Moorhead Transit Manager. Beginning in CY2025, MATBUS staffing costs will be shared across all participating entities.

## Technical and Support Staff

Fargo will provide technical reports and guidance to the Board and coordinate with the Metropolitan Council of Government.

## Funding

Fargo, as designated recipient for Federal transit grant funds, will coordinate allocation of funds in an equitable and cooperative manner between participating entities.



# Ridership

January – September Fargo Ridership by Route

Period	Route 11	Route 13	Route 14	Route 15	Route 16	Route 17
2023	26,750	51,896	63,905	164,526	20,484	23,886
2024	29,532	63,160	70,992	185,780	16,263	23,448
Change	10.4%	21.7%	11.09%	12.92%	-20.61%	-1.83%

Period	Route 18	Route 20	Route 24	LinkFM	Ind. Park On-Demand	Paratransit
2023	31,930	20,842	15,788	3,823	2,841	42,155
2024	30,284	20,335	17,032	3,800	2,283	45,231
Change	-5.16%	-2.43%	7.88%	-0.6%	-19.64%	7.3%

Period	Route 31	Route 32	Route 33	Route 34	NDSU On-Demand
2023	9,970	47,528	97,077	29,371	2,445
2024	13,071	40,943	107,702	26,103	2,700
Change	31.1%	-13.85%	10.94%	-11.13%	10.43%



# Ridership

January - September Moorhead Ridership by Route

Period	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 9
2023	54,093	58,964	37,853	82,345	35,105	6,653	4,308
2024	51,056	56,418	39,992	89,700	34,831	7,878	4,412
Change	-5.61%	-4.32%	5.65%	8.93%	-0.78%	18.41%	2.41%

Period	Moorhead Total
January-September 2019	359,781
January-September 2023	281,232
January-September 2024	286,187
2023-2024 Change	1.76%

Period	Fargo Total
January-September 2019	939,584
January-September 2023	605,865
January-September 2024	646,545
2023-2024 Change	6.71%



# Ridership

January – September College Ridership

Period	NDSU	MSUM	Concordia	M State	NDSCS
2023	222,717	13,596	9,793	9,745	225
2024	231,422	17,289	7,732	10,927	295
Change	3.91%	27.16%	-21.05%	12.13%	31.11%





# Ridership

January – August Metro Senior Ride (Moorhead/Dilworth)

## METRO SENIOR RIDE 2024 MOORHEAD & DILWORTH, MINNESOTA

Month	MOORHEAD SENIORS			DILWORTH SENIORS			TOTAL PASSENGERS		
	2024	2023	% Change	2024	2023	% Change	2024	2023	% Change
January	636	638	-0.31%	61	85	-28.24%	697	723	-3.60%
February	601	528	13.83%	35	68	-48.53%	636	596	6.71%
March	620	672	-7.74%	55	81	-32.10%	675	753	-10.36%
April	702	532	31.95%	38	79	-51.90%	740	611	21.11%
May	664	730	-9.04%	60	80	-25.00%	724	810	-10.62%
June	579	674	-14.09%	44	81	-45.68%	623	755	-17.48%
July	584	576	1.39%	61	90	-32.22%	645	666	-3.15%
August	588	660	-10.91%	60	67	-10.45%	648	727	-10.87%
<b>TOTAL</b>	<b>4,974</b>	<b>5,010</b>	<b>-0.72%</b>	<b>414</b>	<b>631</b>	<b>-34.39%</b>	<b>5,388</b>	<b>5,641</b>	<b>-4.49%</b>

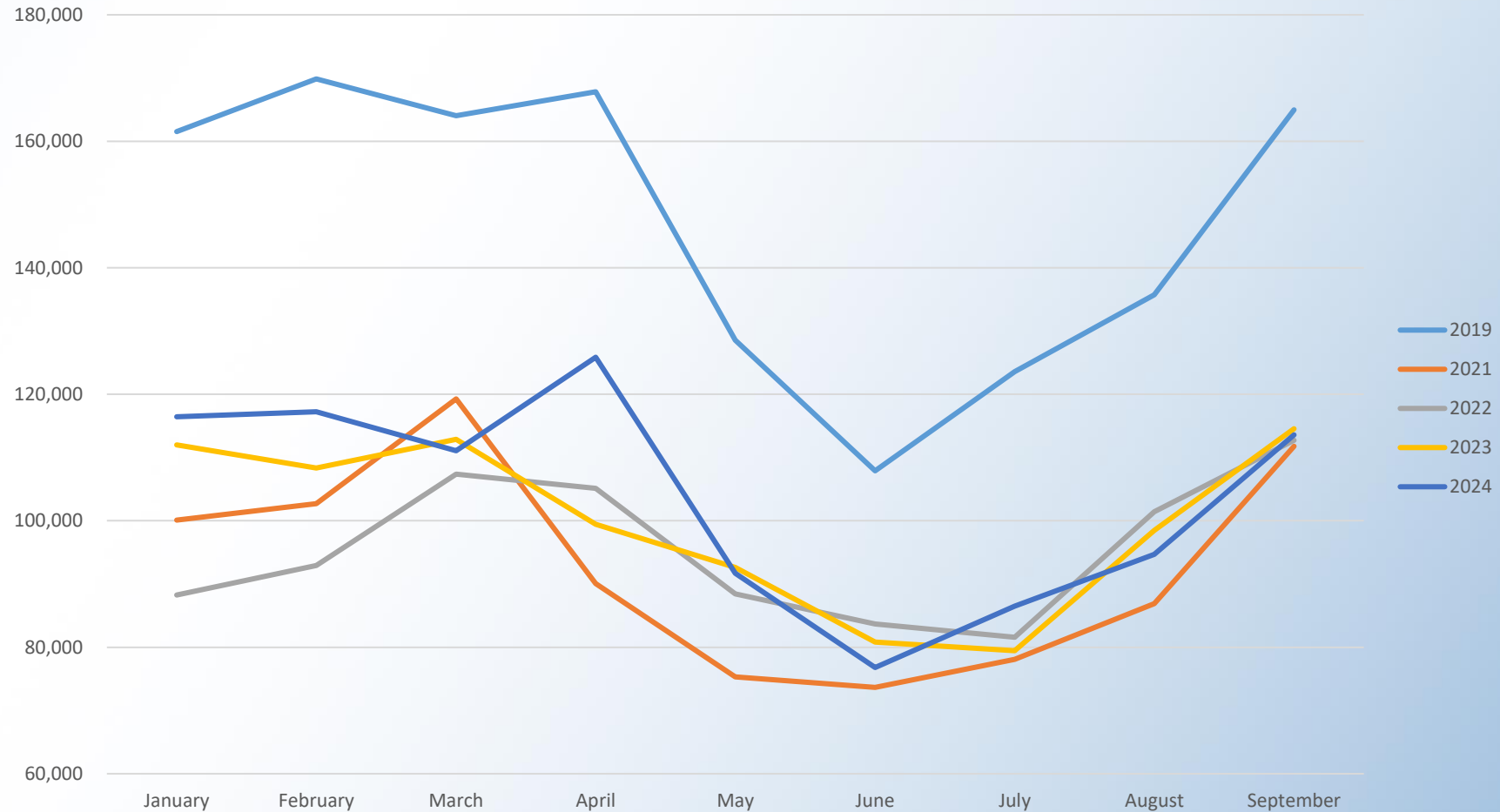
TOTAL PASSENGERS								
	2017	2018	2019	2020	2021	2022	2023	2024
TOTAL	10,907	10,454	10,172	5,695	6,681	7,932	8,351	5,388
% Change	1.32%	-4.15%	-2.70%	-44.01%	17.31%	18.72%	5.28%	
		Post-COVID Recovery		56%	66%	78%	82%	



# Ridership Comparison

2019 - 2024 (Excluding 2020)

2018 - 2023 Ridership Comparison





# Ground Transportation Center Statistics

January - September

Safety/Security Events	34 Total
* Physical Violence Against Security Officer	
* Public Intoxication	
* Verbal Threats	
* Public Indecency	
* Fighting on Property	
* Detox Called	
* Vandalism	

Call Volumes	Total
Paratransit	20,807
Fixed Route	14,783