



## 1<sup>st</sup> Meeting of the Transit Coordination Committee

November 19, 2024 | 8:30 – 9:30 am

Location: Metro COG Conference Room/Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 272 856 165 448

Passcode: ECoP2w

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|---------|--|
| 8:30 am | <ol style="list-style-type: none"><li>1. Call to Order and Introductions<ol style="list-style-type: none"><li>a. Introduction to the New Transit Coordination Committee – Lori Van Beek &amp; Julie Bommelman (<b>Attachment 1</b>)</li><li>b. Elect Board Chair – Lori Van Beek &amp; Julie Bommelman</li></ol></li></ol>   |
| 8:45 am | <ol style="list-style-type: none"><li>2. Action Items<ol style="list-style-type: none"><li>a. Assignment of Moorhead Expense and Revenue Contracts to Fargo – Lori Van Beek</li><li>b. Request for MATBUS Appointment to Metro COG Policy Board – Julie Bommelman &amp; Ben Griffith</li></ol></li></ol>   |
| 9:00 am | <ol style="list-style-type: none"><li>3. Informational Items<ol style="list-style-type: none"><li>a. Review Interim Joint Powers Agreement – Lori Van Beek (<b>Attachment 2</b>)</li><li>b. Transit Cost Allocation Plan Introduction/Updates – Cole Swingen</li><li>c. 2025 Organization Staffing Update – Julie Bommelman</li><li>d. 2026 Driver Discussion/Staffing – Julie Bommelman</li><li>e. Transit Development Plan Introduction – Cole Swingen</li></ol></li></ol> |
| 9:25 am | <ol style="list-style-type: none"><li>4. Other business</li></ol>  |

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## **INTERIM JOINT POWERS AGREEMENT**

This Interim Joint Powers Agreement (the “Interim Agreement”), made by and between the city of Fargo, a North Dakota municipal corporation, and the city of Moorhead, a Minnesota municipal corporation, is for the purpose of establishing a reconstituted Metro Area Transit Board to develop and oversee implementation of an organizational structure and operational practices to recognize and comply with the recent Large Urban designation (Large UZA) for the regional public transit system by the Federal Transit Authority.

### **RECITALS**

1. The parties hereto agree and understand that this Interim Agreement will be replaced when a new Joint Powers Agreement between Fargo and Moorhead, which includes purchase of service and system cost and review allocation methodology between the participating entities, is approved and adopted.
2. Fargo and Moorhead have adopted and approved the commissioned Transit Reorganization Study and are committed to its implementation, including addressing staffing alignments as recommended.
3. Pursuant to Chapter 54-40.3, N.D.C.C., and Minnesota Statutes § 471.59 (joint exercise of powers), the above-named governmental units have the legal authority to enter into an agreement, through action of their respective governing bodies, to jointly or cooperatively exercise any power common to the contracting powers or any similar powers, including those which are the same except for territorial limits within which they may be exercised.
4. The parties desire to enter into this Interim Agreement whereby a reconstituted transit board will coordinate transit system services for the Fargo- Moorhead area as described herein.
5. The parties believe that this Interim Agreement governing the duties and expectations of the parties is in the best interests of their respective governmental units.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties do hereby agree as follows:

1. Reconstituted Metro Area Transit (MAT) Board Membership

The parties hereby agree that the MAT Board previously established by an agreement dated December, 2007 and confirmed by Agreement dated December 6, 2011, shall be reconstituted to consist of the following member entities:

The MAT Board (the “Board”) shall consist of members appointed by the following governing bodies or institutional entities who are recognized as having a financial stake in the operation of MAT:

- A. Two (2) Fargo City Commission Members;
- B. Fargo Transit Director;
- C. Fargo Finance Director;
- D. Two (2) Moorhead City Council Members;
- E. Moorhead Finance Director;
- F. Moorhead Administrative Designee;
- G. West Fargo Administrative Designee;
- H. Dilworth Administrative Designee;
- I. Fargo-Moorhead Metropolitan Council of Governments Director; and
- J. NDSU Designee.

Chair, one (1) appointed from within the membership and such person shall serve two-year term.

A quorum will be reached by seven (7) members of the Board being present at a scheduled meeting. Board items requiring action need a simple majority to pass.

## 2. Term of Agreement

This Interim Agreement and the provisions stated herein shall continue until such time as it is replaced with a new Joint Powers Agreement between Fargo and Moorhead and a Cost Allocation Plan with cost and revenue sharing for purchase of service between member entities are finalized.

## 3. Primary Functions of the Board

The Board primary objectives which support its overall goal to provide a coordinated public transit system within the FM Metropolitan Area are as follows:

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

## 4. Other Duties of the Board

The Board will oversee the following items:

- a. Budgets: The Board shall review and recommend transit budgets for participating jurisdictions and parties.
- b. Fares: The Board shall consider public comments regarding any changes to fares and pricing annually and make recommendations to participating jurisdictions.

- c. U-Pass: The Board shall review and recommend annual U-Pass contracts with participating institutions of higher learning for access fees for unlimited rides for students on the MATBUS System.
  - d. NDSU: The Board shall review and recommend the transit service agreement with NDSU prior to approval by the Fargo City Commission.
  - e. West Fargo: The Board shall review and recommend the West Fargo service agreement prior to approval by the Fargo and West Fargo City Commission.
  - f. Drivers Services Contract: The Board shall review and recommend the drivers services contract prior to jurisdictional actions.
  - g. General contracts and agreements: The Board shall review and recommend various agreements as determined necessary.
  - h. Marketing/Outreach: The Board shall review the annual marketing and outreach plan/budget prior to implementation.
  - i. Capital Planning and Facility Development: The Board shall annually review and comment on capital and facility plans.
  - j. System Operations and Service Planning: The Board shall review and comment on system operations and facility plans as they are developed.
  - k. Mobility Management: The Board shall review and comment annually on Mobility Management efforts.
  - l. Emergency Preparedness: The Board shall review and comment on Emergency Preparedness Plans for the metro area to include equitable usage of the MATBUS fleet in participating jurisdictions.
  - m. Vehicle Leasing: The Board shall oversee the transition to leasing Moorhead's fixed route fleet to Fargo, for full integration into the MATBUS system, ensuring insurance coverage is compliant with State of Minnesota requirements.
5. Staffing and Support Resources
- a. Staffing Transition. As part of the adopted reorganization study, there has been determined a need for staffing changes and resource reallocation. Fargo agrees that Fargo shall employ such staff as necessary to transition the services provided by existing Moorhead employees, and that all existing staff assigned to the MAT system by each party shall support the Board as necessary to assist it in carrying out the purposes and powers of this Interim Agreement. Fargo agrees to present employment offers to current Moorhead employed transit staff for the positions of Marketing Manager and Office Associate III. Fargo agrees these duties are essential to the operations of the Transit Department and if Moorhead staff decline employment offers, the duties of these positions will be fulfilled through normal hiring practices. The Reorganization Study provides for the employment of a dedicated Senior Accountant to Transit and recognizes the 2024 retirement of the current Moorhead Transit Manager. Moorhead agrees to compensate Fargo for the entirety of the expense of securing and employing a Senior Accountant for the duration of 2024, pending approval of the State of Minnesota, with the understanding that the Moorhead Transit Manager will use this orientation period to train the Senior Accountant on State of Minnesota and Federal grant applications and reports



and Moorhead financial budgets and reports for the purposes of transitioning grant management from the Moorhead Transit Director to the Senior Accountant. In 2025, the cost for the Senior Accountant shall be allocated in accordance with the agreed upon cost share agreement.

- b. Technical and Support Staff. The City of Fargo transit staff will provide technical reports and guidance to the Board. Metro COG through its Uniform Planning Work Program (UPWP) will coordinate the proceedings of the Board. Fargo Staff agrees to provide information to Metro COG in a timely fashion to support the function of the Board.

6. Funding.

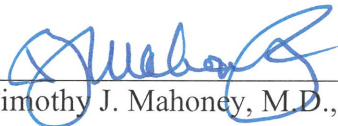
The Federal Transit Authority shall provide funding to the city of Fargo as the Designated Recipient. As the Designated Recipient, Fargo shall provide funding to participating entities. This requires a coordinated decision-making process to verify funds are shared in an equitable manner. The participating entities will continue to use an existing locally developed coordination process based on decades of cooperative Federal aid programming for public transit.

7. Existing Joint Powers Agreement

The existing JPA terms shall remain in effect to the extent that this Interim Agreement does not supersede or replace the terms.

CITY OF FARGO  
a North Dakota municipal corporation

DATE: 9/3/24

By   
Timothy J. Mahoney, M.D., Mayor

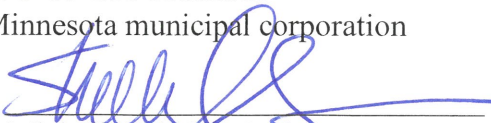
ATTEST:



Steven Sprague, City Auditor

CITY OF MOORHEAD  
a Minnesota municipal corporation

DATE: 9/11/24

By   
Michelle (Shelly) Carlson, Mayor

By   
Dan Mahli, City Manager

## 2025 COST ALLOCATION PLAN

With Federal Fiscal Year (FFY) 2024, the Fargo-Moorhead Metropolitan Area became a Large Urban Area (UZA) with over 200,000 population. In preparation for this change, the Cities of Fargo and Moorhead conducted a Transit Reorganization Study in June 2023, which was completed and presented in June 2024 to the Fargo City Commission and Moorhead City Council.

The Study outlines a new board governance structure, proposed staff organizational charts for 2025 and 2026, and a cost and revenue sharing model. Under the new model, the City of Fargo, as designated recipient of Federal Transit Funding starting with FFY2024, will operate public transit services and facilities for participating jurisdictions in the UZA. For CY2025, both the City of Fargo and the City of Moorhead will remain Federal Transit grantees until such time as Moorhead's older grant funds are expended and a decision is made moving into future years.

Benefitting parties will purchase transit service from Fargo and Fargo will allocate transit costs and revenues based on this Cost Allocation Plan. The Study implementation next steps, including the new Cost Allocation Plan, will be incorporated into an updated Master Joint Powers Agreement between the City of Moorhead and City of Fargo, which is scheduled to be completed and adopted by December 31, 2024.

The 2025 Cost Allocation Plan is detailed below. A corresponding Excel Spreadsheet is available which applies the cost sharing data, the General Ledger accounts and applicable percentages.

### **BENEFITTING PARTIES / PARTICIPATING JURISDICTIONS:**

This 2025 Cost Allocation Plan was developed to split transit costs and revenue between benefiting parties within the MATBUS service area. Benefitting parties are currently defined as:

- City of Fargo
- City of Moorhead (including the City of Dilworth)
- City of West Fargo
- North Dakota State University (NDSU)

### **COST CENTERS:**

Costs were divided into 10 "Cost Centers" to apply the appropriate allocation methodology and to assist with federal reports. These Cost Centers and related financial accounts are established in the Fargo 2025 Budget and General Ledger.

The Cost Centers are currently defined as:

- Administration

- Fixed Route Operations
- Paratransit Operations
- Microtransit Operations
- Mobility Management
- Planning
- Building Operations
- Building Preventive Maintenance
- Vehicle Operations
- Vehicle Preventive Maintenance

**COST ALLOCATION METHODOLOGY:**

The methodology used for sharing system costs and revenues was developed to ensure a fair and equitable allocation to all benefitting parties and the services provided to those parties. Allocation is established on four principles:

- Revenue Hours of the Total System
- Revenue Hours of the Fixed Route System
- Revenue Miles of the Total System
- Paratransit Ridership of the Paratransit System

**Cost Center**

Administration  
 Fixed Route Operations  
 Paratransit Operations  
 Microtransit Operations  
 Mobility Management  
 Planning  
 Facility Operations  
 Facility Preventive Maintenance  
 Vehicle Operations  
 Vehicle Preventive Maintenance

**Cost Sharing Basis**

Revenue hours of the entire system  
 Revenue hours of the fixed route system  
 Ridership of the Paratransit system  
 Revenue hours of the Microtransit system  
 Revenue hours of the entire system  
 Revenue hours of the entire system  
 Revenue hours of the entire system  
 Revenue hours of the entire system  
 Revenue miles of the entire system  
 Maintenance costs from the FASTER work order system for the previous year provides a percentage split between services, applied to costs then allocated by revenue miles

**Administration Cost Center:**

Administrative costs include direct transit staff wages and benefits, travel and training, membership dues, office supplies, office equipment repair, telephone, printing, postage, liability insurance, radio systems, and related office expenses. Staff included in the Administration Cost Center by title are: Transit Director, Assistant Transit Director of Operations, Operations Supervisor, Office Associate IIIs, Marketing Manager, Marketing Interns, 50% of the Planner, Senior Accountant, and Dispatchers.



**Fixed Route Operations Cost Center:**

Fixed Route is bus service provided along a prescribed route according to a fixed schedule. Costs include driver services, security services, farebox cards, marketing, shelter maintenance and repair (cleaning, snow removal, and relocation), fixed route software maintenance, fixed Route vehicle and general liability insurance, cellular phone service for the fixed route fleet, diesel fuel for the fixed route fleet and other fixed-route related expenses. There are no staff wages assigned to this cost center.

**Paratransit Operations Cost Center:**

Paratransit is an ADA-complementary service that transports passengers from pick-up point to drop-off point within the jurisdictional boundaries of Fargo and West Fargo, North Dakota, and Moorhead and Dilworth, Minnesota. Costs are directly related to the provision of Paratransit Service, including driver services, marketing, Paratransit software maintenance, Paratransit vehicle and general liability insurance, cellular phone service for the Paratransit fleet and gasoline for the Paratransit fleet. There are no staff wages assigned to this cost center. Since Paratransit service travels to the door of the destination anywhere in the participating jurisdictions, costs are allocated to the jurisdiction where the passenger lives based on ridership, no matter where they travel.

**Microtransit Operations Cost Center:**

Microtransit on-demand services transport passengers from pick-up point to drop-off point within designated service areas or zones, including a location or transfer point to connect to the MATBUS Fixed Route System. Microtransit costs are directly related to the provision of service, including driver services, Microtransit software maintenance, Microtransit vehicle and general liability insurance, cellular phone service and gasoline for the Microtransit. There are no staff wages assigned to this cost center.

**Mobility Management Cost Center:**

Mobility Management focuses on meeting individual customer needs through a wide range of transportation options and service providers. It also focuses on coordinating these services and providers to achieve a more efficient transportation service delivery system. Mobility Management benefits all transit services through travel training programs and works with federal and state grantors to ensure service is compliant with regulations. Mobility Management costs include direct wages and benefits of the Mobility Manager, cellular phone service, marketing, travel and training, membership dues, publications, postage and general supplies.

**Planning Cost Center:**

Transit Planning is the process of looking at current and future transportation needs, prioritizing projects, matching projects with available funds, creating goals, objectives and strategies to support a vision and ensuring that projects are included in planning documents. It also includes route planning, statistical data collecting and review, and system performance. Planning benefits all types of services. Costs include 50% of the wages and benefits for the Planner and outside consultant services for planning studies.

**Facility Operations Cost Center:**



Facility operations costs are associated with two facilities listed below. Costs include property insurance, utilities, garbage pickup and other repairs. There are no staff wages assigned to this cost center. No costs are charged to participating parties for rental space or use of these federally-funded facilities.

- Ground Transportation Center located at 502 N.P. Avenue in Fargo (owned 100% by Fargo)
- Metro Transit Garage located at 650 23<sup>rd</sup> Street North in Fargo (owned 1/3 Moorhead and 2/3 Fargo)

**Facility Preventive Maintenance Cost Center:**

Facility preventive maintenance costs are associated with two facilities listed below. Costs include wages and benefits for the Maintenance Technician III, custodial services, snow clearing and hauling, building repairs, grounds and other maintenance service contracts, janitorial and general supplies. This does not include capital costs for major facility improvements.

- Ground Transportation Center located at 502 N.P. Avenue in Fargo (owned 100% by Fargo)
- Metro Transit Garage located at 650 23<sup>rd</sup> Street North in Fargo (owned 1/3 Moorhead and 2/3 Fargo)

**Vehicle Operations Cost Center:**

Vehicle operations costs are related to the vehicles in revenue service and support vehicles and equipment. Costs include fuels (except diesel for fixed route), propane, computer services for maintenance software, lease of equipment, general supplies, and reference materials. There are no staff wages assigned to this cost center.

**Vehicle Preventive Maintenance Cost Center:**

Vehicle preventive maintenance costs include wages and benefits for vehicle maintenance staff, general equipment repair, bus parts, outside mechanic services, vehicle repair supplies, small tools and uniforms/clothing. Staff included by title are: Assistant Director of Fleet and Facilities, Parts Manager, Parts Associate, Technician IIIs, Technician IIs, Technician Intern, Fleet Services Leader, and Fleet Services Attendants.

**REVENUE ALLOCATION METHODOLOGY:**

The methodology used for sharing system revenues is similar to allocation of costs and is applied based on similar principles. Shared revenues include cash fares, presold passes and coupon books, U-Pass fees from colleges and universities, advertising on vehicles and benches, replacement card fees and concessions/vending. These revenues are shared based on ridership, excluding NDSU.

Contra expenses for refunds, reimbursement, insurance proceeds, and rebates, are allocated with the same formula used to allocate the original costs. For example, parts returned for a refund, would be

applied using the Vehicle Preventive Maintenance cost sharing as this is where the parts were originally expended.

<u>Revenue Source</u>	<u>Revenue Sharing Basis</u>
Fixed Route: Cash Fares, Pass Revenue, U-Pass Fees, Farebox Card Fees	Ridership of the Fixed Route System (excluding NDSU as no fares are collected for campus routes)
Paratransit: Cash Fares, Coupon Book Sales, Other Fees	Ridership of the Paratransit System
Concessions/Vending	Ridership of the Fixed Route System (excluding NDSU)
Advertising (Vehicles & Benches)	Ridership of the Fixed Route System (excluding NDSU)
Contra Expenses (Refund & Reimbursements)	Applied the same as the original expenditure that is being refunded or reimbursed
Fixed Route Contractor Fines	Applied the same as the driver services paid to the contractor (Revenue hours of the Fixed Route System – excluding NDSU)
Paratransit Contractor Fines	Applied the same as the driver services paid to the contractor (Ridership of the Paratransit System)
Fixed Route Insurance Proceeds	Applied the same as the original vehicle repair that is being reimbursed
Paratransit Insurance Proceeds	Applied the same as the original vehicle repair that is being reimbursed

**State and Federal grant funds:** Grant funds are allocated to the benefitting entity based on the formulas used by the Grantor to determine the revenue received.

<u>Revenue Source</u>	<u>Revenue Sharing Basis</u>
North Dakota State Aid	Ridership to Disabled and Senior Citizens for the Entire System
Minnesota Operating Grants	Percentage of expenses paid by the State less FTA 5307 Funds per the MnDOT contract
North Dakota FTA 5307	Applied to Fargo and West Fargo based on NDDOT calculation on population, population density and revenue miles and incentives
Minnesota FTA 5307	Applied per MnDOT contract requirements to the maximum available
Minnesota FTA CARES & ARPA	Applied as needed to supplement and contain local match





















# 2026 Proposed Organizational Chart

- Direct Report
- - - Gives Work Direction
- Existing Position
- New Position From Contracted Staff
- New Position

