

**71<sup>st</sup> Meeting of the  
Metro Area Transit Coordinating Board  
January 15, 2018  
Fargo Commission Chambers**

**Members Present:**

Brian Arett, Valley Senior Services  
Jim Aasness, Dilworth City Council  
Melissa Fabian, Moorhead City Council  
Steve Fox, MSUM (alternate for Brenda Amenson-Hill)  
Brit Stevens, NDSU  
Teresa Stolfus, M|State  
Sara Watson Curry, Moorhead City Council  
Larry Weil, City of West Fargo (alternate for Mark Simmons)

**Members Absent:**

Brenda Amenson-Hill, MSUM  
Paul Grindeland, Valley Senior Services  
Tony Gehrig, Fargo City Commission  
Tony Grindberg, Fargo City Commission  
Kevin Hanson, Chair  
Mark Simmons, West Fargo City Commission  
Samantha Westrate, Concordia College

**Others Present:**

Lori Van Beek, City of Moorhead  
Julie Bommelman, City of Fargo  
Michael Maddox, Metro COG  
Matthew Peterson, City of Fargo  
Jen Piekarski, City of Moorhead

**1. Call to Order and Introductions**

Mr. Weil was chosen to chair the 71st meeting of the Metro Area Transit Coordinating Board. Introductions were made, and a quorum was present.

**2. Action Items**

- a. Review and Action on August 2, 2017 Meeting Minutes**
- b. Review and Action on September 20, 2017 Meeting Minutes**
- c. Review and Action on November 15, 2017 Meeting Minutes**

Mr. Maddox noted that there had not been a quorum at the last two meetings, and that the last three meeting minutes will need to be approved. Mr. Arett made a motion to approve all three meeting minutes as presented. Mr. Aasness seconded that motion. The motion was carried unanimously.

**d. Update to MATBUS Procurement Policy**

Ms. Piekarski, city of Moorhead accountant, presented the updated MATBUS Procurement Policy. Mr. Aasness made a motion to approve the updated MATBUS Procurement Policy; Ms. Watson Curry seconded the motion. The motion was carried unanimously.

**e. Moorhead 2018 Title VI 3-year plan**

Ms. Van Beek presented the 2018 Title VI Plan. The MATBUS Title VI report is updated every three years. Ms. Fabian made a motion to approve the Moorhead 2018 Title VI Three-Year Plan; Mr. Arett seconded the motion. The motion was carried unanimously.

**f. Fargo Draft 2018 FTA 5307 Program of Projects**

Ms. Bommelman presented the draft Program of Projects for the FTA 5307. This is labeled as "draft" as it is still subject to FTA/DOT approval.

Mr. Arett made the motion to approve the Fargo Draft 2018 FTA 5307 Program of Projects; Mr. Aasness seconded the motion. The motion was carried unanimously.

**3. Informational Items**

**a. FTA Triennial Compliance Review**

Ms. Van Beek presented the FTA Triennial Compliance Review. The FTA conducts a compliance review every three years. They will be on-site July 24-27, 2018. The review assesses management practices and program administration.

**b. 2017 Achievement Report**

Ms. Van Beek presented the 2017 Achievement Report. The report included updates on Equipment, Fares, Marketing, Route & Service Changes, Shelters & Facilities, Studies, and Personnel & Training.

**c. 2018 Marketing Plan**

Taaren Haak and Sage Thornbrugh, Transit Planners of Moorhead and Fargo, presented the 2018 MATBUS Marketing Plan. The following promotions will be marketed throughout 2018: Moorhead Service Expansion, Back to School – Spring Semester, 90-Day Youth Pass, Winter Promotions, iGoEco Challenge, Get Your Can on the Bus, Street Fair, Back to School – Fall Semester, Try MATBUS Week, and Quarter Days. The current marketing trade agreements are with Radio FM Media, MSUM Athletics, Fargo-Moorhead RedHawks, and Fargo Force Hockey, as well as a number of LinkFM Partnership Events and Community Partnership Events.

**d. Operations & Ridership Reports**

Mr. Peterson presented Operations and Ridership Reports.

**4. Other Business**

Mr. Maddox reminded the board that the MAT Board will now be meeting every other month, on the third Wednesday of each month.

Mr. Arett asked about a cost-analysis to merge the Senior Ride Services with the Paratransit Services.

Ms. Van Beek stated that they are considering running a study for this cost-analysis, and have approached Metro COG for funding. Mr. Arett followed up asking if a third-party could run the study, as Metro COG does not have adequate staffing at this time.

Ms. Fabian asked for an update on the Shelter/Crosswalk for the Bright Skies Apartment Complex. Ms. Van Beek said that there are currently three routes that pass the location, and stops will be implemented and a potential shelter, as well as a crosswalk.

Ms. Fabian made a motion to adjourn the meeting, with a second from Mr. Aasness. The motion was carried unanimously.