

**85th Meeting of the  
Metro Area Transit Coordinating Board  
February 3, 2021 – 8:00 am  
*Virtual Meeting*  
**Meeting Agenda****

1. Call to Order and Introductions

- a. Larry Seljevold, Moorhead City Council

2. Action Items:

- a. November 18 2020, Meeting Minutes
- b. Federal Grant Application for 2021 Capital (Moorhead) – Lori Van Beek
- c. Federal Grant Application for 2021 Capital (Fargo) – Julie Bommelman
- d. Award of LED Lighting Project for Metro Transit Garage – Jordan Smith
- e. Annual List of Free, Reduced, Promotional and Pilot Fares to Moorhead City Manager – Taaren Haak

3. Informational Items

- a. Ground Transportation Center Project Update – Julie Bommelman
- b. COVID-19 Update on Fares – Julie Bommelman & Lori Van Beek
- c. COVID-19 Update on Vehicle Improvements – Jordan Smith
- d. 2021 Fuel Bids – Jordan Smith
- e. 2020 Incidents Report – Matthew Peterson
- f. 2020 Achievements Report – Lori Van Beek & Matthew Peterson
- g. 2020 Annual Operations Report – Matthew Peterson & Lori Van Beek
- h. Interesting Transit Articles

4. Other Business

5. Adjournment

**NOTE: Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org> – Committees**

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**84<sup>th</sup> Meeting of the  
Metro Area Transit Coordinating Board  
November 18, 2020  
Virtual Meeting**

**Members Present:**

Jim Aasness, Dilworth City Council  
Brian Arett, Valley Senior Services  
Kevin Hanson, Chair  
Steve Lindaas, Moorhead City Council  
Jackie Maahs, Concordia College  
Brad Olson, West Fargo City Commission  
Brit Stevens, NDSU  
Sara Watson Curry, Moorhead City Council  
Annie Wood, MSUM

**Members Absent:**

Tony Grindberg, Fargo City Commission  
Paul Grindeland, Valley Senior Services  
Teresa Stolfus, M|State  
John Strand, Fargo City Commission

**Others Present:**

Lisa Bode, City of Moorhead  
Julie Bommelman, City of Fargo  
Paul Buharin, First Transit  
Shaun Crowell, City of Fargo  
Maury Gibboney, First Transit  
Taaren Haak, City of Moorhead  
Michael Maddox, FM Metro COG  
Jordan Smith, City of Moorhead  
Lori Van Beek, City of Moorhead  
Voni Vegar, MnDOT

**1. Call to Order and Introductions**

**a. Ed Pearl, General Manager of First Transit**

Chair Hanson called the meeting to order and acknowledged that it was Ms. Watson Curry's last MAT Coordinating Board meeting. Ms. Van Beek announced Mr. Pearl as the new General Manager of First Transit. A quorum was present.

**2. Action Items**

**a. September 9, 2020 Meeting Minutes**

A motion to approve the minutes was made by Mr. Arett and seconded by Mr. Olson. Additionally, it was asked if changes can be made to include Mr. Arett as present at the previous meeting and to correct the date in action item 2.a. from 2019 to 2020. The motion was voted on and unanimously approved.

**b. Draft Public Transit Agency Safety Plan (PTASP)**

Mr. Smith presented an overview of the draft Public Transit Agency Safety Plan. The plan involves the City of Fargo, the City of Moorhead as well as the contractor, and is overseen by a safety committee made up of eleven (11) members with regular meetings among bus operators and all MATBUS staff. The overall goal of the PTASP is to foster a “safety culture” in the organization. Steps to be taken for risk management include hazard identification, non-punitive reporting, safety risk assessment, prioritization, assurance and risk mitigation. The performance of the safety plan will be measured by the number of injuries, fatalities, safety events, system reliability and safety culture, which includes training hours for staff, results of employee surveys and the participation of staff in hazard reporting. Specific target numbers will be outlined in the plan itself. The FTA has outlined that the data and information collected with regards to the PTASP be used to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety.

Mr. Hanson asked if the plan needed to be reviewed on a federal level. Mr. Smith confirmed that the plan was sent to the FTA and feedback was provided, including elements to be added and corrections to the plan. Revisions were then made based upon this feedback. However, it was noted that there is no formal approval process from the federal level and it is left up to local jurisdictions to approve. The FTA will then review MATBUS’ effective implementation of the plan tri-annually.

A motion to approve the proposed safety plan and recommend advancement to the Fargo City Commission and Moorhead City Council for approval was put forward by Ms. Watson Curry and seconded by Mr. Lindaas. The motion was voted on and unanimously approved.

**c. Amendment to 2020-2021 Joint Powers Agreement for Metro Senior Ride**

Ms. Van Beek prefaced the amendment to the 2020-2021 Joint Powers Agreement for Metro Senior Ride by explaining that the City of Moorhead Transit Department has been using CARES Act grant funds to match State grant funds. This is being used instead of the local match that normally comes from farebox revenue. The amendment would remove the need for a local match and allow this revenue source to be substituted with federal funding for the City of Moorhead.

**d. Amendment to 2020-2021 Transit Services Agreement with Dilworth**

Ms. Van Beek clarified that the Amendment to 2020-2021 Transit Services Agreement with Dilworth was effectively identical to that of the amendment in 2.c. but applied to the City of Dilworth.

A motion to approve both the amendment to the 2020-2021 Joint Powers Agreement for Metro Senior Ride (2.c.) and the amendment to the 2020-2021 Transit Services Agreement with Dilworth (2.d.) was put forward by Mr. Arett and seconded by Mr. Lindaas. The motion was voted on and unanimously approved.

**3. Informational Items**

**a. Update on RFP for Driver Services**

Ms. Bommelman presented an update on the RFP for Driver Services. Three (3) companies submitted proposals including First Transit, National Express and Hallcon. The evaluation team interviewed all companies and requested revised proposals from each. The evaluation team gave out points to each company which were summarized and averaged. The most points were

awarded to First Transit. Ms. Bommelman then shared a table which highlighted First Transit's revised estimated transit operational services cost proposal for a two-year period.

The Fargo City Commission and Moorhead City Council then approved awarding the contract to First Transit. This was done under the condition that the terms of the contract are still to be negotiated by staff and legal counsel and brought back to the elected official of both cities for approval. Some of the key areas that the evaluation team identified to negotiate included (1) The cities taking over incentives/awards as pass-through bonuses, clearly defining these bonuses but requiring First Transit first ask for the cities approval before giving incentives like hiring bonuses based on market needs (2) Lowering the training wage to \$15 per hour (3) Including the new version of DriveCam with the collision-avoidance feature with the cities possibly taking over DriveCam licenses in the future (4) Ensuring training hours are spelled out on what the breakdown of training will be.

Ms. Bommelman then outlined some of the incentives and safety programs such as new operator sign-on bonuses, the employee referral bonus program, a safety bonus and other incentive bonuses for full-time employees. First Transit's management fee includes two additional staff including a classroom instructor and a road supervisor. Negotiations are nearing completion with the City of Fargo and the City of Moorhead having separate contracts. These new contracts will be for January, 2021 through to December 31, 2022 with the option to extend the contracts for three (3) one-year periods.

#### **b. Update on Transit Development Plan**

Mr. Maddox provided an update on the MATBUS Transit Development Plan, which Metro COG has been working on with consultants from SRF and AECOM. The SRC met and discussed some of the initial results from public engagement efforts. Public outreach for the TDP will continue, including an upcoming virtual public meeting and a planned information kiosk. There was also an initial round of engagement with stakeholders with future plans to reach out directly to specific entities such as Senior Ride and Valley Senior Services.

The next phase in the process would be to conduct an analysis of bus stops, stop spacing, amenities at each location and route planning. Route planning would not only look at specific bus routes but include overall system discussions such as assessing the efficacy of TapRide services as a feeder for the fixed route system and changes to bus frequency.

#### **c. Operations Report**

Ms. Van Beek went through a presentation of the year-to-date, Jan-Oct 2020 Operations Report. Due to COVID-19, ridership began to fall sharply in March and hit its lowest point in April. Since then ridership has steadily increased. Paratransit ridership is still down considerably. When compared to 2019, revenue hours in 2020 have only seen a slight decrease as MATBUS has tried to continue running at normal service levels. Social media traffic has been down this year, however calls to MATBUS are currently exceeding 2019 levels as people ask questions about service and whether there are plans to continue fare-free rides. Metro Senior Ride and NDSU ridership is also down significantly this year.

#### **4. Other Business**

Hearing no other business, Mr. Hanson adjourned the meeting at 8:41 AM.



# Memorandum



**To:** MAT Coordinating Board  
**From:** Lori Van Beek, Moorhead Transit Manager  
**Date:** January 26, 2021  
**Re:** *2021 FTA Capital Grant Application (Moorhead)*

In August 2019, Moorhead Transit submitted capital projects for 2020-2023 to the State of Minnesota for consideration of Federal and State grant funds.

MnDOT has selected two 2021 projects for pass-through Federal Surface Transportation Block Group Program-Urban (STBGP-U) funding -- replace two 2015 Paratransit buses. These buses have reached their maximum life of five years or 150,000 miles. MnDOT will provide 5% of the local share funds to match the Federal grant and requires a 10% match from Moorhead. The Federal funds will be transferred from MnDOT to Moorhead and can be applied for with our Section 5307 grant.

Moorhead receives an annual apportionment of Section 5307 funds that can be used for operating, planning and capital projects. The funds can be carried forward five years to prepare for larger projects. Two projects are included for 2021 draft grant application: Replacement of the 2010 New Flyer Large Bus and replacement of the passenger shelter located at Churches United for the Homeless.

A public hearing is required prior to submission of a grant application to the Federal Transit Administration (FTA). Therefore, a public hearing has been scheduled for Monday, February 8, 2021, for the following capital grant projects:

Section 5307 Federal Apportionment for FY2018				\$484,650	
Surface Transportation Block Group Program-Urban (STBGP-U) FY2021				\$161,500	
<b>TOTAL FEDERAL</b>				<b>\$646,150</b>	
	Grant Source	Local Share		Federal Share	Project Totals
		State	City		
<b>PROGRAM OF PROJECTS DESCRIPTIONS</b>					
I. CAPITAL PROJECTS					
A. 15% Local / 85% Federal Funding					
	1. Replace 35-Foot Large Bus	5307	\$ - \$ 81,150	\$459,850	\$ 541,000
B. 20% Local / 80% Federal Funding					
	1. Replace Shelter	5307	\$ - \$ 6,200	\$ 24,800	\$ 31,000
C. 15% Local / 85% Federal Funding					
	1. Replace Two <30-Foot Paratransit Buses	STBGP-U	\$ 9,500 \$ 19,000	\$161,500	\$ 190,000
<b>Program of Project Totals</b>					
		<b>\$ 9,500</b>	<b>\$ 106,350</b>	<b>\$646,150</b>	<b>\$ 762,000</b>

Attached is a copy of the draft FTA grant application. All of the projects are included in the five-year plan and local share match is included in the 2021 Mass Transit Budget.

**Recommended Motion:** Recommend to the Moorhead City Council:

1. Approval of FTA Section 5307 and STBGP-U capital grant application for the above listed projects and related budget adjustment.
2. Authorization to enter into a grant agreement with MnDOT for 5% local share funding of two Paratransit vehicle.

## Application

<b>Federal Award Identification Number (FAIN)</b>	1159-2020-5
<b>Temporary Application Number</b>	1159-2020-5
<b>Application Name</b>	2021 Capital Project - 5307 and STBGP funds
<b>Application Status</b>	In-Progress
<b>Application Budget Number</b>	0

<b>Period of Performance Start Date</b>	N/A	
<b>Original Period of Performance End Date</b>	N/A	
<b>Current Period of Performance End Date</b>	N/A	Revision #: N/A

### Part 1: Recipient Information

**Name: MOORHEAD, CITY OF**

Recipient ID	Recipient OST Type	Recipient Alias	Recipient DUNS
1159	City	CITY OF MOORHEAD	085357507

Location Type	Address	City	State	Zip
Headquarters	500 CENTER AVENUE	MOORHEAD	MN	565600000
Physical Address	500 CENTER AVENUE	MOORHEAD	MN	56560
Mailing Address	500 CENTER AVENUE	MOORHEAD	MN	56561

### Union Information

<b>Union Name</b>	<b>Teamsters Local 120</b>
Address 1	1114 Main Avenue, Suite A
Address 2	P.O. Box 2785
City	Fargo
State	North Dakota

Zipcode	58105
Contact Name	Tom Erickson
Telephone	7013654070
Fax	7013654071
E-mail	terickson@teamsterslocal120.org
Website	https://www.teamsterslocal120.org/

## Part 2: Application Information

### Title: 2021 Capital Project - 5307 and STBGP funds

FAIN	Application Status	Application Type	Date Created	Last Updated Date	From TEAM?
1159-2020-5	In-Progress	Grant	9/3/2020	9/3/2020	No

#### Application Executive Summary

The City of Moorhead applies for Section 5307 FY 2018 funds in the amount of \$ 465,650 towards the purchase of one replacement 35-foot bus and replacement of passenger shelter with related improvements. The City of Moorhead applies for STBGP FY 2021 funds in the amount of \$161,500 towards the purchase of two replacement less than 30-foot buses.

Project 1. Two less than 30-foot buses will be purchased using \$161,500 of STBGP funds allocated to Moorhead. The total project cost is \$190,000 with a federal ratio of 85/15. These buses will meet the Clean Air Act Standards and the Americans with Disabilities Act requirements.

Project 2. One 35-foot replacement bus will be purchased using FY 2018 Section 5307 funds allocated to Moorhead of \$440,850. This vehicle was purchased with 100% ARRA funds and was totaled in an accident in June 2020. Insurance proceeds of \$19,000 will be applied to the cost of the replacement vehicle. The total project cost is \$541,000 and has a federal ratio of 85/15. Purchase of security equipment under the 1% safety and security requirement will be made through the Automatic Vehicle Location System for the new 35-foot bus being purchased.

Project 3. Replacement of shelter using FY 2018 Section 5307 funds of \$24,800 allocated to Moorhead with a total project cost of \$31,000 and a federal ratio of 80/20.

#### Frequency of Milestone Progress Reports (MPR)

No Selection Made

#### Frequency of Federal Financial Reports (FFR)

No Selection Made

#### Does this application include funds for research and/or development activities?

This award does not include research and development activities.

#### Pre-Award Authority

This award is using Pre-Award Authority.

**Does this application include suballocation funds?**

Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

**Will this Grant be using Lapsing Funds?**

No Selection Made

**Will indirect costs be applied to this application?**

This award does not include an indirect cost rate.

*Indirect Rate Details: N/A*

**Requires E.O. 12372 Review**

No, this application does not require E.O. 12372 Review.

**Delinquent Federal Debt**

No, my organization does not have delinquent federal debt.

**Application Point of Contact Information**

First Name	Last Name	Title	E-mail Address	Phone
Lori	Van Beek	Transit Manager	ivanbeek@matbus.com	7014766686

**Application Budget Control Totals**

Funding Source	Section of Statute	CFDA Number	Amount
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$161,500
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$465,650
Local			\$106,350
Local/In-Kind			\$0
State			\$9,500
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$19,000
<b>Total Eligible Cost</b>			<b>\$743,000</b>

**Application Budget**

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1159-2020-5-P1	111-00 (111-) BUS - ROLLING STOCK	\$161,500.00	\$28,500.00	\$190,000.00	2
1159-2020-5-P1	BUY 11.12.04 REPLACEMENT <30 FT BUS	\$161,500.00	\$28,500.00	\$190,000.00	2
1159-2020-5-P2	111-00 (111-) BUS - ROLLING STOCK	\$440,850.00	\$81,150.00	\$522,000.00	1
1159-2020-5-P2	BUY 11.12.02 REPLACEMENT 35-FT BUS	\$440,850.00	\$81,150.00	\$522,000.00	1
1159-2020-5-P3	113-00 (113-) BUS - STATION/STOPS/TERMINALS	\$24,800.00	\$6,200.00	\$31,000.00	1
1159-2020-5-P3	ACQUIRE - BUS 11.32.10 PASSENGER SHELTERS	\$24,800.00	\$6,200.00	\$31,000.00	1

## Discretionary Allocations

This application does not contain discretionary allocations.

## Part 3: Project Information

### Project Title: 2021 Capital Project - Paratransit buses STBGP Funds

Project Number	Temporary Project Number	Date Created	Start Date	End Date
1159-2020-5-P1	1159-2020-5-P1	9/3/2020	3/1/2021	11/30/2021

#### Project Description

The City of Moorhead applies for FY 2021 STBGP funds in the amount of \$161,500 for replacement of two less than 30-foot buses.

#### Project Benefits

We will purchase two less than 30-foot accessible buses with an expected useful life of 5 years or 150,000 miles. This grant line item applies \$161,500 in STBGP funds allocated to Moorhead. The total project cost is \$190,000 with a federal ratio of 85/15. This bus will meet the Clean Air Act standards and the Americans with Disabilities Act requirements. The fleet status section of TrAMS has been updated to reflect this fleet replacement, maintaining a Paratransit spare ratio of 33.3% (4 spares/12 peak)

**Additional Information**

None provided.

**Location Description**

This project will be utilized in the Fargo, ND - Moorhead, MN UZA. The Cities of Fargo, ND and Moorhead, MN have joint powers agreements for transit operations in the metro area and provide approximately 2 million rides per year to residents and visitors of the transit system.

**Project Location (Urbanized Areas)**

UZA Code	Area Name
270000	Minnesota
270001	Minnesota
272040	Fargo, ND-MN

**Congressional District Information**

State	District	Representative
Minnesota	7	Collin C Peterson

**Program Plan Information****STIP/TIP**

Date: Not Provided

Description: MetroCOG 2021-2024 TIP page 58

**UPWP**

Date: N/A

Description: N/A

**Long Range Plan**

Date: N/A

Description: N/A

**Project Control Totals**

Funding Source	Section of Statute	CFDA Number	Amount
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$161,500
Local			\$19,000
Local/In-Kind			\$0
State			\$9,500

State/In-Kind				\$0
Other Federal				\$0
Transportation Development Credit				\$0
Adjustment				\$0
<b>Total Eligible Cost</b>				<b>\$190,000</b>

## Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1159-2020-5-P1	111-00 (111-) BUS - ROLLING STOCK	\$161,500.00	\$28,500.00	\$190,000.00	2
1159-2020-5-P1	BUY 11.12.04 REPLACEMENT <30 FT BUS	\$161,500.00	\$28,500.00	\$190,000.00	2

## Project Budget Activity Line Items

### Budget Activity Line Item: 11.12.04 - BUY REPLACEMENT <30 FT BUS

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS - ROLLING STOCK (111-00)	11.12.04	BUY REPLACEMENT	BUY REPLACEMENTS - CAPITAL BUS	2

#### Extended Budget Description

Replace two 2015 Ford Goshen buses (unit 1231 & unit 1232) which will have reached their maximum life of five years or 150,000 miles. We will purchase less than 30-foot replacement Paratransit accessible buses with an expected useful life of 5 years or 150,000 miles. This bus will meet the Clean Air Act standards and the Americans with Disabilities Act requirements. The fleet status section of TrAMS has been updated to reflect this fleet replacement, maintaining a Paratransit spare ratio of 33.3% (4 spares/12 peak).

Each bus will be funded with STBGP grant of \$80,500 (80,500 x 2 = 161,500). A Federal ratio of 85/15 will apply to the total project cost of \$190,000.

#### Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Propulsion	Fuel Type	Vehicle Condition	Vehicle Size (ft.)
N/A	N/A	N/A	



Funding Source	Section of Statute	CFDA Number	Amount
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$161,500
Local			\$19,000
Local/In-Kind			\$0
State			\$9,500
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$190,000</b>

Milestone Name	Est. Completion Date	Description
RFP/IFB Issue Date	3/1/2021	
Contract Award Date	3/22/2021	The City Council will consider awarding the purchase at their meeting of 3/22/2021.
Initial Delivery Date	9/30/2021	Delivery is approximately 6 months following award.
Final Delivery Date	10/30/2021	Two vehicles are being replaced anticipating that both will be received at approximately the same time.
Contract Completion Date	11/30/2021	Acceptance and final payment are estimated to be one month after final delivery.

## Project Environmental Findings

### Finding: Class II(c) - Categorical Exclusions (C-List)

#### Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

#### Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

## **Project Title: Capital Purchase Large bus**

<b>Project Number</b>	<b>Temporary Project Number</b>	<b>Date Created</b>	<b>Start Date</b>	<b>End Date</b>
1159-2020-5-P2	1159-2020-5-P2	1/8/2021	2/15/2021	3/31/2022

### **Project Description**

Replace 2010 35-foot New Flyer bus (Unit #1020) which was totaled in an accident in June 2020 before the end of its useful life. This bus was purchased with 100% ARRA funds with net insurance proceeds of \$19,000 applied to purchase of replacement.

We will purchase one 35-foot low-floor accessible bus with an expected useful life of 12 years or 500,000 miles. This grant line item applies \$440,850 in FTA Section 5307 funds allocated to Moorhead with return of ARRA grant funds of \$19,000. The total project cost of \$541,000 with a federal ratio of 85/15.

### **Project Benefits**

The replacement vehicle will be more reliable and have better fuel economy. The 35-foot bus also has a new self-securement system for wheelchairs that makes loading faster and easier and provides independence for the passenger.

### **Additional Information**

*None provided.*

### **Location Description**

This project will be utilized in the Fargo, ND-Moorhead, MN UZA. The Cities of Fargo, ND and Moorhead, MN have joint powers agreements for transit operations in the metro area and provide approximately 2 million rides per year to residents and visitors of the transit system.

## **Project Location (Urbanized Areas)**

There are no urbanized areas selected for this project.

## **Congressional District Information**

There are no congressional districts selected for this project.

## **Program Plan Information**

### **STIP/TIP**

Date: N/A

Description: N/A

### **UPWP**

Date: N/A

Description: N/A

## Long Range Plan

Date: N/A

Description: N/A

## Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$440,850
Local			\$81,150
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$19,000
<b>Total Eligible Cost</b>			<b>\$522,000</b>

## Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1159-2020-5-P2	111-00 (111- ) BUS - ROLLING STOCK	\$440,850.00	\$81,150.00	\$522,000.00	1
1159-2020-5-P2	11.12.02 BUY REPLACEMENT 35-FT BUS	\$440,850.00	\$81,150.00	\$522,000.00	1

## Project Budget Activity Line Items

Budget Activity Line Item: 11.12.02 - BUY REPLACEMENT 35-FT BUS				
Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS - ROLLING STOCK (111-00)	11.12.02	BUY REPLACEMENT 35-FT BUS	BUY REPLACEMENTS - CAPITAL BUS	1

### Extended Budget Description

Replace 2010 35-foot New Flyer bus (unit #1020) which was totaled in an accident in June 2020 before the end of its useful life. This bus was purchased with ARRA funds at 100%. We received an insurance settlement of \$19,000 for this bus to be used towards the purchase price of this vehicle.

This grant line item applies \$440,850 in FY 2018 FTA Section 5307 funds allocated to Moorhead together with the return of grant funds of \$19,000. The local match is \$81,150 for a total project cost of \$541,000.

**Will 3rd Party contractors be used to fulfill this activity line item?**

Yes, 3rd Party Contractors will be used for this line item.

Propulsion	Fuel Type	Vehicle Condition	Vehicle Size (ft.)
N/A	N/A	N/A	

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$440,850
Local			\$81,150
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$19,000
<b>Total Eligible Cost</b>			<b>\$522,000</b>

Milestone Name	Est. Completion Date	Description
RFP/IFB Issue Date	2/15/2021	RFP issued
Contract Award Date	2/22/2021	
Initial Delivery Date	2/15/2022	
Contract Completion Date	3/31/2022	

## Project Environmental Findings

**Finding: Class II(c) - Categorical Exclusions (C-List)**

**Class Level Description**

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

**Categorical Exclusion Description**

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

<b>Project Title: Capital Project - Bus Shelter</b>
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Project Number	Temporary Project Number	Date Created	Start Date	End Date
1159-2020-5-P3	1159-2020-5-P3	1/8/2021	1/13/2021	7/31/2021

**Project Description**

We will be relocating/renovating an existing passenger shelter, including ADA accessible pathways. This grant line applies \$24,800 of FTA Section 5307 funds allocated to Moorhead. A federal ratio of 80/20 will apply. The total project cost is \$31,000. The useful life of bus shelters is 20 years.

**Project Benefits**

This will replace an existing shelter that has exceeded its useful life.

**Additional Information**

*None provided.*

**Location Description**

This project will be utilized in the Fargo, ND - Moorhead, MN UZA. The Cities of Fargo, ND and Moorhead, MN have joint powers agreements for transit operations in the metro area and provide approximately 2 million rides per year to residents and visitors of the transit system.

**Project Location (Urbanized Areas)**

There are no urbanized areas selected for this project.

**Congressional District Information**

State	District	Representative
Minnesota	7	Collin C Peterson

**Program Plan Information**

**STIP/TIP**

Date: N/A  
 Description: N/A

**UPWP**

Date: N/A  
 Description: N/A

**Long Range Plan**

Date: N/A  
 Description: N/A

**Project Control Totals**

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$24,800
Local			\$6,200
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$31,000</b>

**Project Budget**

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1159-2020-5-P3	113-00 (113- ) BUS - STATION/STOPS/TERMINALS	\$24,800.00	\$6,200.00	\$31,000.00	1
1159-2020-5-P3	11.32.10 ACQUIRE - BUS PASSENGER SHELTERS	\$24,800.00	\$6,200.00	\$31,000.00	1

**Project Budget Activity Line Items**

Budget Activity Line Item: 11.32.10 - ACQUIRE - BUS PASSENGER SHELTERS
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Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS - STATION/STOPS/TERMINALS (113-00)	11.32.10	ACQUIRE - BUS PASSENGER SHELTERS	ACQUISITION - BUS STATIONS/TERMINALS	1

**Extended Budget Description**

We will be relocating/renovating an existing passenger shelter, including ADA accessible pathways. This grant line item applies \$24,800 of FTA Section 5307 funds allocated to Moorhead. A federal ratio of 80/20 will apply. The total project cost is \$31,000.

The useful life of bus shelters is 20 years.

**Will 3rd Party contractors be used to fulfill this activity line item?**

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$24,800
Local			\$6,200
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$31,000</b>

Milestone Name	Est. Completion Date	Description
Shelter Purchase	1/13/2021	Request shelter quotes from vendors
Shelter Purchase - Award Contract	1/22/2021	Award contract for shelter purchase
Shelter Install	2/24/2021	Request quotes for installation of shelter and/or concrete
Shelter install - Contract Award	3/22/2021	Award project for installation of shelter and/or concrete
Shelter purchase - Initial Delivery	6/4/2021	Delivery of shelter
Shelter install - completion	6/30/2021	Completion of installation of shelter and/or concrete.
Shelter purchase - Contract completion	7/4/2021	Payment of shelter purchase invoice
Shelter install - contract completion	7/31/2021	Payment of invoice for installation contract.

## Project Environmental Findings

<b>Finding: Class II(c) - Categorical Exclusions (C-List)</b>
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### Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

### Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

## Part 4: Fleet Details

No fleet data exists for this application.

## Part 5: FTA Review Comments

There are no review comments to display at this time.

## Part 6: Agreement

**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT  
(FTA G-26, October 1, 2019)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:  
(1) "Federal Transit Administration Master Agreement," FTA MA(26), October 1, 2019,



<http://www.transit.dot.gov>,

(2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and

(3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA's AWARD DATE SET FORTH HEREIN.

## FTA AWARD

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

### Recipient Information

Recipient Name: MOORHEAD, CITY OF

Recipient ID: 1159

DUNS No: 085357507

### Application Information

Federal Award Identification Number: 1159-2020-5

Application Name: 2021 Capital Project - 5307 and STBGP funds

Application Start Date: N/A

Original Award End Date: N/A

Current Award End Date: N/A

Application Executive Summary: The City of Moorhead applies for Section 5307 FY 2018 funds in the amount of \$ 465,650 towards the purchase of one replacement 35-foot bus and replacement of passenger shelter with related improvements. The City of Moorhead applies for STBGP FY 2021 funds in the amount of \$161,500 towards the purchase of two replacement less than 30-foot buses.

Project 1. Two less than 30-foot buses will be purchased using \$161,500 of STBGP funds allocated to Moorhead. The total project cost is \$190,000 with a federal ratio of 85/15. These buses will meet the Clean Air Act Standards and the Americans with Disabilities Act requirements.

Project 2. One 35-foot replacement bus will be purchased using FY 2018 Section 5307 funds allocated to Moorhead of \$440,850. This vehicle was purchased with 100% ARRA funds and was totaled in an accident in June 2020. Insurance proceeds of \$19,000 will be applied to the cost of the replacement vehicle. The total project cost is \$541,000 and has a federal ratio of 85/15. Purchase of security equipment under the 1% safety and security requirement will be made through the Automatic Vehicle Location System for the new 35-foot bus being purchased.

Project 3. Replacement of shelter using FY 2018 Section 5307 funds of \$24,800 allocated to Moorhead with a total project cost of \$31,000 and a federal ratio of 80/20.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Pre-Award Authority: This award is using Pre-Award Authority.

**Application Budget**

Total Application Budget: \$743,000.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$627,150.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$115,850.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$627,150.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$115,850.00

**Application Budget Control Totals**

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$161,500
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$465,650
Local			\$106,350
Local/In-Kind			\$0
State			\$9,500
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$19,000
<b>Total Eligible Cost</b>			<b>\$743,000</b>

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

**U.S. Department of Labor Certification of Public Transportation Employee Protective**

**Arrangements:**

Original Certification Date:

**Special Conditions**

There are no special conditions.

**FINDINGS AND DETERMINATIONS**

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

**FTA AWARD OF THE GRANT AGREEMENT**

Awarded By:

FEDERAL TRANSIT ADMINISTRATION  
U.S. DEPARTMENT OF TRANSPORTATION  
Contact Info:  
Award Date:

**EXECUTION OF THE GRANT AGREEMENT**

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
  - (a) Statements,
  - (b) Representations,
  - (c) Warranties,
  - (d) Covenants, and
  - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

Executed By:

*MOORHEAD, CITY OF*

# Memorandum



**To:** MAT Coordinating Board

**From:** Julie Bommelman, Fargo Transit Director

**Date:** January 26, 2021

**Re:** **2021 FTA 5307 Grant Application (Fargo)**

Fargo receives an annual apportionment of federal Section 5307 funds that can be used for operating, planning and capital projects.

A public hearing is required prior to submission of a grant application to the Federal Transit Administration (FTA). Therefore, a public hearing has been scheduled for Monday, February 8, 2021, for the following grant projects:

<b>DESIGNATED RECIPIENT: City of Fargo, North Dakota</b>			
<b>APPLICANT: City of Fargo, North Dakota</b>			
FEDERAL APPORTIONMENT FOR FY2021			\$ 2,602,232
CARRYOVER FUNDS FROM PREVIOUS YEARS			\$0
FY2020 FUNDS AVAILABLE - NOT APPLIED FOR			\$0
TOTAL CARRYOVER FUNDS			\$0
TOTAL FEDERAL FUNDS AVAILABLE			\$2,602,232
TOTAL FEDERAL FUNDS REQUESTED FOR 2021 PROGRAM OF PROJECTS			\$2,602,232
	<b>LOCAL</b>	<b>FEDERAL</b>	<b>PROJECT</b>
<b>PROGRAM OF PROJECTS DESCRIPTIONS</b>	<b>SHARE</b>	<b>SHARE</b>	<b>TOTALS</b>
<b>I. CAPITAL PROJECTS</b>			
A. 20%/80% Funding			
1. Maintenance Cost Funded as Capital	209,002	836,010	1,045,012
2. 10% of ADA Costs Funded as Capital	52,045	260,223	312,268
<b>II. PLANNING ASSISTANCE</b>			
A. 20%/80% Funding			
1. Transit Planning	5,000	20,000	25,000
<b>III. OPERATING ASSISTANCE</b>			
A. Maximum Federal Funding			
1. Eligible net operating expenses of the Fargo Transit System for the period of January 1, 2021 through December 31, 2021 (50% Federal Funding Level)	1,472,988	1,472,988.0	2,945,976
2. 1% Security	13,011	13,011	26,022
<b>Section 5307 Program of Project Totals</b>	<b>\$1,752,046</b>	<b>\$2,602,232</b>	<b>\$4,354,278</b>

Attached is a copy of the draft FTA grant application. All of the projects are included in the five-year plan and local share match is included in the 2021 Mass Transit Budget.

**Recommended Motion:** Recommend to the Fargo City Commission approval of the FTA Section 5307 grant application for the above listed projects.

## Application

<b>Federal Award Identification Number (FAIN)</b>	1156-2021-1
<b>Temporary Application Number</b>	1156-2021-1
<b>Application Name</b>	FY2021 5307 Application
<b>Application Status</b>	In-Progress
<b>Application Budget Number</b>	0

<b>Period of Performance Start Date</b>	N/A
<b>Original Period of Performance End Date</b>	12/31/2021
<b>Current Period of Performance End Date</b>	N/A Revision #: N/A

### Part 1: Recipient Information

**Name: City Of Fargo**

Recipient ID	Recipient OST Type	Recipient Alias	Recipient DUNS
1156	City	Fargo, City of	070265871

Location Type	Address	City	State	Zip
Headquarters	200 3RD ST N	FARGO	ND	581024809
Physical Address	200 3RD ST N	FARGO	ND	58102
Mailing Address	225 4TH STREET NORTH	FARGO	ND	58107

### Union Information

<b>Union Name</b>	<b>TEAMSTERS</b>
Address 1	1114 Main Avenue
Address 2	Suite A
City	Fargo
State	ND
Zipcode	58103

Contact Name	Brian Nowak
Telephone	(701) 365-4070
Fax	
E-mail	bnowak@teamsterslocal120.org
Website	

## Part 2: Application Information

### Title: FY2021 5307 Application

FAIN	Application Status	Application Type	Date Created	Last Updated Date	From TEAM?
1156-2021-1	In-Progress	Grant	1/25/2021	1/25/2021	No

#### Application Executive Summary

##### Award Executive Summary

The City of Fargo, ND applies for the FFY2021 5307 Small Urban Formula funds in the amount of \$2,602,232 towards Operating, Paratransit, Preventative Maintenance and Planning.

This application includes federal funds distributed as follows:

\$1,474,013 Operating Assistance  
 \$260,223 ADA Paratransit Operating Assistance  
 \$836,010 Preventive Maintenance  
 \$20,000 Short Range Planning  
 \$11,987 Security

-----  
 \$2,602,232 Total FFY2021 5307 federal amount in this application  
 -----

Local match will be provided by the City of Fargo enterprise fund.

These activities are categorical exclusions.

The projects are in the current TIP, attached in TrAMS - the projects for this application are on page 40 of the current TIP.

The planning activity identified in this grant is identified in the attached UPWP.

The Program of Projects is uploaded under application documents.

#### Frequency of Milestone Progress Reports (MPR)

No Selection Made

#### Frequency of Federal Financial Reports (FFR)

No Selection Made

#### Does this application include funds for research and/or development activities?

This award does not include research and development activities.

#### Pre-Award Authority

This award is using Pre-Award Authority.

#### Does this application include suballocation funds?

Recipient organization is directly allocated these funds and is eligible to apply for and receive these funds directly.

**Will this Grant be using Lapsing Funds?**

No Selection Made

**Will indirect costs be applied to this application?**

This award does not include an indirect cost rate.

*Indirect Rate Details: N/A*

**Requires E.O. 12372 Review**

No, this application does not require E.O. 12372 Review.

**Delinquent Federal Debt**

No, my organization does not have delinquent federal debt.

**Application Point of Contact Information**

First Name	Last Name	Title	E-mail Address	Phone
Julia	Bommelman	Transit Director	jbommelman@cityoffargo.com	701-476-6737

**Application Budget Control Totals**

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,602,232
Local			\$1,752,046
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$4,354,278</b>

**Application Budget**

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1156-2021-1-P1	117-00 (117- ) OTHER CAPITAL ITEMS (BUS)	\$1,096,233.00	\$261,047.00	\$1,357,280.00	2
1156-2021-1-P1	11.7A.00 PREVENTIVE MAINTENANCE	\$836,010.00	\$209,002.00	\$1,045,012.00	1



1156-2021-1-P1	11.7C.00	NON FIXED ROUTE ADA PARATRANSIT SERVICE	\$260,223.00	\$52,045.00	\$312,268.00	1
1156-2021-1-P1	300-00 (300-)	OPERATING ASSISTANCE	\$1,472,988.00	\$1,472,988.00	\$2,945,976.00	1
1156-2021-1-P1	30.09.01	UP TO 50% FEDERAL SHARE	\$1,472,988.00	\$1,472,988.00	\$2,945,976.00	1
1156-2021-1-P1	442-00 (442-)	METROPOLITAN PLANNING	\$20,000.00	\$5,000.00	\$25,000.00	1
1156-2021-1-P1	44.24.00	SHORT RANGE TRANSIT PLANNING	\$20,000.00	\$5,000.00	\$25,000.00	1
1156-2021-1-P1	572-00 (572-)	SECURITY	\$13,011.00	\$13,011.00	\$26,022.00	1
1156-2021-1-P1	57.20.02	ADMINISTRATIVE EXPENSES	\$13,011.00	\$13,011.00	\$26,022.00	1

## Discretionary Allocations

This application does not contain discretionary allocations.

## Part 3: Project Information

### Project Title: Fargo FY2021 Operating, Paratransit, PM, and Planning

Project Number	Temporary Project Number	Date Created	Start Date	End Date
1156-2021-1-P1	1156-2021-1-P1	1/25/2021	1/1/2021	12/31/2021

#### Project Description

Project Description

The City of Fargo applies for FFY2021 5307 funds in the amount of \$2,602,232 federal/ \$1,752,046 local, towards fixed route operating assistance, paratransit operating assistance, preventive maintenance, and planning.

Operating assistance will be funded in the amount of \$1,474,013 federal/ \$1,474,013 local at 50/50 match rate for a total project amount of \$2,948,026. 1% of FY21 apportionment (\$26,022) for security is included in this grant application.

ADA paratransit operating assistance will be federally funded in the amount of \$260,223 federal/ \$52,045 local at 80/20 match rate for a total project amount of \$312,268.

Preventive Maintenance Net Project Cost will be funded in the amount of \$836,010 federal/ \$209,002 local at 80/20 match rate for a total project amount of \$1,045,012.

Short range planning will be federally funded at a cost-sharing ratio of 80/20 in the amount of \$20,000 federal and \$5,000 local for a total of \$25,000.

Local match will be provided by the City of Fargo enterprise fund.

These activities are categorical exclusions.

The project is in the current TIP, attached in TrAMS - the projects for this application are on page 40 of the current TIP.

The planning activity identified in this grant is identified in the attached UPWP.

**Project Benefits**

The project benefits the City of Fargo residents and visitors by assisting to provide access to public transportation for fixed route and ADA services in the community. The Fargo area continues to grow and establish itself as a regional destination for employers, university students/faculty/staff, a large medical center and shopping destination. The continued planning to support the growth of the local transit system is paramount to the continued sustainability of the area.

**Additional Information**

*None provided.*

**Location Description**

The City of Fargo ND is located on the eastern border of the state of North Dakota separated from Moorhead MN by the Red River. The Cities of Fargo and Moorhead have joint powers agreements for transit operations in the metro area and provide approximately 2M riders per year to residents and visitors on the transit system.

**Project Location (Urbanized Areas)**

UZA Code	Area Name
382040	Fargo, ND-MN

**Congressional District Information**

State	District	Representative
North Dakota	1	Kevin Cramer

**Program Plan Information**

**STIP/TIP**

Date: 3/5/2020

Description: The most current Transportation Improvement Plan (2020-2023) is attached, the Transit project related to this grant is located on page 40 of the TIP.

**UPWP**

Date: 12/6/2018

Description: The most current UPWP is attached.

## Long Range Plan

Date: 11/1/2019

Description: The most current long range transportation plan (Grow Metro 2045) is attached.

## Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,602,232
Local			\$1,752,046
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$4,354,278</b>

## Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1156-2021-1-P1 117-00 (117-)	OTHER CAPITAL ITEMS (BUS)	\$1,096,233.00	\$261,047.00	\$1,357,280.00	2
1156-2021-1-P1	11.7A.00 PREVENTIVE MAINTENANCE	\$836,010.00	\$209,002.00	\$1,045,012.00	1
1156-2021-1-P1	11.7C.00 NON FIXED ROUTE ADA PARATRANSIT SERVICE	\$260,223.00	\$52,045.00	\$312,268.00	1
1156-2021-1-P1 300-00 (300-)	OPERATING ASSISTANCE	\$1,472,988.00	\$1,472,988.00	\$2,945,976.00	1
1156-2021-1-P1	30.09.01 UP TO 50% FEDERAL SHARE	\$1,472,988.00	\$1,472,988.00	\$2,945,976.00	1
1156-2021-1-P1 442-00 (442-)	METROPOLITAN PLANNING	\$20,000.00	\$5,000.00	\$25,000.00	1

1156-2021-1-P1	44.24.00	SHORT RANGE TRANSIT PLANNING	\$20,000.00	\$5,000.00	\$25,000.00	1
1156-2021-1-P1	572-00 (572-)	SECURITY	\$13,011.00	\$13,011.00	\$26,022.00	1
1156-2021-1-P1	57.20.02	ADMINISTRATIVE EXPENSES	\$13,011.00	\$13,011.00	\$26,022.00	1

## Project Budget Activity Line Items

### Budget Activity Line Item: 57.20.02 - ADMINISTRATIVE EXPENSES

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
SECURITY (572-00)	57.20.02	ADMINISTRATIVE EXPENSES	SECURITY	1

#### Extended Budget Description

Security will be funded in the amount of \$26,022; federal share \$13,011 and local share \$13,011. Security includes administrative activities such as security planning and policy development plus hiring a security firm to provide security services in our facilities.

#### Will 3rd Party contractors be used to fulfill this activity line item?

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$13,011
Local			\$13,011
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$26,022</b>

Milestone Name	Est. Completion Date	Description
Security Start Date	1/1/2021	Security includes administrative activities such as security planning and policy development plus hiring a security firm to provide security services in our facilities. The start date for these activities is January 1, 2021.

Security End Date	12/31/2021	It is anticipated security activities will go to December 31, 2021.
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**Budget Activity Line Item: 11.7A.00 - PREVENTIVE MAINTENANCE**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7A.00	PREVENTIVE MAINTENANCE	OTHER CAPITAL ITEMS (BUS)	1

**Extended Budget Description**

Preventive maintenance will be federally funded at 80% federal/ 20% local with a total project cost is \$1,045,012; \$836,010 federal share and \$209,002 local share (80/20 match rate).

Preventive maintenance includes all activities, supplies and labor required to maintain the functions of vehicles in a state of good repair - maintenance of fareboxes, maintenance of security camera systems, lubricants, replacement parts (bus panels, bumpers, windshields, wipers, lugnuts, batteries, etc.), labor to perform repairs, maintenance of transmissions/engines. Preventive maintenance of facilities includes all the necessary supplies and materials plus labor to maintain the HVAC systems, electrical systems, safety systems such as the fire suppression system, building security cameras maintenance, bus wash repairs, vacuum system repairs. These lists are not meant to be all inclusive just examples of some of the items needed to maintain vehicles and facilities to the standards required.

Preventive maintenance is being used to fund and support bus and facility maintenance activities as defined in the National Transit Database Reporting Manual. Any capital equipment purchased with this ALI over \$5,000 will be included in the list of assets upon grant closeout and will include the manufacturer's recommendation for useful life. Preventive maintenance will be from 1/1/21 to 12/31/21.

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$836,010
Local			\$209,002
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$1,045,012</b>

Milestone Name	Est. Completion Date	Description
Preventive Maintenance Start Date	1/1/2021	The preventive maintenance activities start on January 1, 2021.

Preventive Maintenance End Date	12/31/2021	The anticipated completion of utilizing preventive maintenance is December 31, 2021.
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**Budget Activity Line Item: 11.7C.00 - NON FIXED ROUTE ADA PARATRANSIT SERVICE**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7C.00	NON FIXED ROUTE ADA PARATRANSIT SERVICE	OTHER CAPITAL ITEMS (BUS)	1

**Extended Budget Description**

ADA paratransit operating assistance will be federally funded in the amount of \$260,223 and locally funded in the amount of \$52,045 of the FY2021 5307 apportionment with 80/20 match rate. The operating assistance is from 1/1/21 to 12/31/21. Paratransit Operating expenses include such costs as fuel, driver salaries, and other expenses incurred in the operation of the City of Fargo's Paratransit services.

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$260,223
Local			\$52,045
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$312,268</b>

Milestone Name	Est. Completion Date	Description
ADA Paratransit Start Date	1/1/2021	ADA paratransit operating assistance consists of driver services, various supplies and software and starts January 1, 2021.
ADA Paratransit End Date	12/31/2021	It is anticipated the ADA paratransit operating assistance will be completed December 31, 2021.

**Budget Activity Line Item: 44.24.00 - SHORT RANGE TRANSIT PLANNING**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
METROPOLITAN PLANNING (442-00)	44.24.00	SHORT RANGE TRANSIT PLANNING	METROPOLITAN PLANNING	1

**Extended Budget Description**

Planning will be federally funded at a cost-sharing ratio of 80/20 in the amount of \$25,000 and includes activities for short range transportation plans with the local MPO and consultants as applicable to include UPWP/TIP, Transit Development Plan, route planning software. Planning activities will be from 1/1/21 to 12/31/21.

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$20,000
Local			\$5,000
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$25,000</b>

Milestone Name	Est. Completion Date	Description
Planning Start Date	1/1/2021	Planning includes activities for short range transportation plans with the local MPO and consultants as applicable. UPWP, TIP, route planning software. These activities start Jan 1, 2021.
Planning End Date	12/31/2021	Planning includes activities for short range transportation plans with the local MPO and consultants as applicable. UPWP, TIP, route planning software. These activities end December 31, 2021.

**Budget Activity Line Item: 30.09.01 - UP TO 50% FEDERAL SHARE**

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OPERATING ASSISTANCE (300-00)	30.09.01	UP TO 50% FEDERAL SHARE	OPERATING ASSISTANCE	1

**Extended Budget Description**

Operating assistance will be funded at a ratio of 50/50 in the total amount of \$2,945,976 (\$1,472,988 federal and \$1,472,988 local). This includes driver services, dispatching services, operations of facilities, and overall administration of transit services to the citizens and visitors to the City of Fargo metro area. Operating assistance will be from a time period of 1/1/2021 until 12/31/2021.

**Will 3rd Party contractors be used to fulfill this activity line item?**

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$1,472,988
Local			\$1,472,988
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$2,945,976</b>

Milestone Name	Est. Completion Date	Description
Operating Assistance Start Date	1/1/2021	Operating assistance, including driver services, dispatching services, operations of facilities, and overall administration of transit services to the citizens and visitors to the City of Fargo metro area, starts January 1, 2021.
Operating Assistance End Date	12/31/2021	It is anticipated operating assistance will be completely expended by December 31, 2021.

## Project Environmental Findings

### Finding: Class II(c) - Categorical Exclusions (C-List)

#### Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

#### Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
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OPERATING ASSISTANCE (300-00)	30.09.01	UP TO 50% FEDERAL SHARE	1	\$1,472,988.00	\$2,945,976.00
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<b>Finding: Class II(c) - Categorical Exclusions (C-List)</b>
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**Class Level Description**

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

**Categorical Exclusion Description**

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
METROPOLITAN PLANNING (442-00)	44.24.00	SHORT RANGE TRANSIT PLANNING	1	\$20,000.00	\$25,000.00

<b>Finding: Class II(c) - Categorical Exclusions (C-List)</b>
---

**Class Level Description**

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

**Categorical Exclusion Description**

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
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OTHER CAPITAL ITEMS (BUS) (117-00)	11.7C.00	NON FIXED ROUTE ADA PARATRANSIT SERVICE	1	\$260,223.00	\$312,268.00
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<b>Finding: Class II(c) - Categorical Exclusions (C-List)</b>
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**Class Level Description**

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

**Categorical Exclusion Description**

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
OTHER CAPITAL ITEMS (BUS) (117- 00)	11.7A.00	PREVENTIVE MAINTENANCE	1	\$836,010.00	\$1,045,012.00

<b>Finding: Class II(c) - Categorical Exclusions (C-List)</b>
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**Class Level Description**

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

**Categorical Exclusion Description**

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
SECURITY (572-00)	57.20.02	ADMINISTRATIVE EXPENSES	1	\$13,011.00	\$26,022.00

## Part 4: Fleet Details

No fleet data exists for this application.

## Part 5: FTA Review Comments

There are no review comments to display at this time.

## Part 6: Agreement

**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT  
(FTA G-27, October 1, 2020)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(27), October 1, 2020, <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA'S AWARD DATE SET FORTH HEREIN.

### **FTA AWARD**

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

#### **Recipient Information**

Recipient Name: City Of Fargo

Recipient ID: 1156

DUNS No: 070265871

## Application Information

Federal Award Identification Number: 1156-2021-1

Application Name: FY2021 5307 Application

Application Start Date: N/A

Original Award End Date: 12/31/2021

Current Award End Date: N/A

Application Executive Summary: Award Executive Summary

The City of Fargo, ND applies for the FFY2021 5307 Small Urban Formula funds in the amount of \$2,602,232 towards Operating, Paratransit, Preventative Maintenance and Planning.

This application includes federal funds distributed as follows:

\$1,474,013 Operating Assistance  
\$260,223 ADA Paratransit Operating Assistance  
\$836,010 Preventive Maintenance  
\$20,000 Short Range Planning  
\$11,987 Security

-----  
\$2,602,232 Total FFY2021 5307 federal amount in this application  
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Local match will be provided by the City of Fargo enterprise fund.

These activities are categorical exclusions.

The projects are in the current TIP, attached in TrAMS - the projects for this application are on page 40 of the current TIP.

The planning activity identified in this grant is identified in the attached UPWP.

The Program of Projects is uploaded under application documents.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is directly allocated these funds and is eligible to apply for and receive these funds directly.

Pre-Award Authority: This award is using Pre-Award Authority.

## Application Budget

Total Application Budget: \$4,354,278.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$2,602,232.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$1,752,046.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$2,602,232.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$1,752,046.00

### **Application Budget Control Totals**

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,602,232
Local			\$1,752,046
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$4,354,278</b>

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

### **U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:**

Original Certification Date:

### **Special Conditions**

There are no special conditions.

### **FINDINGS AND DETERMINATIONS**

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

### **FTA AWARD OF THE GRANT AGREEMENT**

Awarded By:

FEDERAL TRANSIT ADMINISTRATION  
U.S. DEPARTMENT OF TRANSPORTATION  
Contact Info:  
Award Date:

## EXECUTION OF THE GRANT AGREEMENT

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
  - (a) Statements,
  - (b) Representations,
  - (c) Warranties,
  - (d) Covenants, and
  - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

Executed By:

*City Of Fargo*

# Memorandum

**To:** MAT Coordinating Board  
**From:** Jordan Smith, Transit Fleet & Facilities Manager  
**Date:** February 3rd, 2021  
**Re:** *Metro Transit Garage Lighting Replacement Project*



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An advertisement for bids was issued by the Transit Department for the replacement of light fixtures at the Metro Transit Garage. This project replaces our current light fixtures with new LED fixtures that will reduce our energy costs by 25% or around \$12,000 per year. The project was funded by grants through NDDOT and MNDOT with a local investment of \$20,000.

Bids were opened on January 13<sup>th</sup> with the lowest bid coming from Superior Electric of Fargo, LLC. The bid from Superior Electric of Fargo, LLC met all the requirements and specifications of the AFB.

Attached is the bid tabulation.

**Recommended Action:** Recommend to the City of Fargo Commission and the City of Moorhead Council to award the Metro Transit Garage Lighting Project to Superior Electric of Fargo, LLC.





# Memorandum

**To:** MAT Coordinating Board

**From:** Taaren Haak, Moorhead Asst. Transit Planner and Marketing Specialist  
Lori Van Beek, Moorhead Transit Manager



**Date:** February 3, 2021

**RE:** *2021 MATBUS Free, Reduced, Promotional and Pilot Fares*

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MATBUS sponsors a variety of free rides and reduced fares for events throughout the year. Some are during MATBUS-organized promotions, and some are created on behalf of a local community event or organization. Attached is a list of MATBUS free, reduced, promotional and pilot fares expected for 2021, in date order.

Both Fargo and Moorhead Transit per the MATBUS Joint Powers Agreement honor promotional fares issued by either city.

- The City of Moorhead amended their fee ordinance in 2018 to incorporate a waiver of fees to implement incentive/demand pricing. Under this ordinance, the City Manager has the authority to approve promotional/marketing events for Moorhead MATBUS, intended to attract new ridership, including discounts or limited time free rides targeted to college students, holiday shoppers, persons living near new bus routes, or other potential customers. Previously, the Moorhead Transit Manager established promotional fares for Moorhead.
- The Fargo Transit Director continues to have the authority to approve promotional/marketing fares for City of Fargo Transit (MATBUS).

***Requested motion:*** The request is for the MAT Coordinating Board to recommend to the Moorhead City Manager approval of the 2021 Moorhead MATBUS listing of free, reduced, promotional or pilot fares.

## 2021 MATBUS Free, Reduced and Promotional Fares

FREE FARES		
Jan 1-March 31	COVID-19	system fare free with CARES funding since 3/23/20
April 19-24	Earth Week "Get Your 'Can' on the Bus"	Free ride with empty aluminum can
Summer	Booths at Family Community Events	Youth flyer on 90-day pass includes two free-ride coupons
June-August	Public Library Events	Youth K-12 ride free to/from metro public libraries with library card
Jun-21	Midwest Kid Fest	Youth K-12 ride MATBUS free when attending the festival
June	Plains Art Museum Buzz Lab (Youth Art Outreach Program)	Youth participating in the Buzz Lab receive free ride coupons to travel to the Museum
July 10 - Oct 30	Red River Market	Free ride coupons available online at MATBUS.com; Only valid for market days with one hour travel time on
July 15-17	Street Fair	Fare free on Saturday
August	Cuts for Kids (Free back-to-school hair cuts for K-12)	Youth ride free with event poster
August	Red Hawks Baseball Cards	Free ride coupon inside baseball card packs (1,000 given at the door and 500 sold in the shop)
September	Fargo Marathon	Fare-free day on MATBUS due to service disruptions
September	NDSU Homecoming Parade	Fare Free from 3-11:15 pm on MATBUS System
October	Try MATBUS Week	Fare free on Saturday
November	Homeless Veterans Stand Down	Free Rides to one-day event at VA Hospital with military ID
Nov-December	Salvation Army Bell Ringers	Free ride pass issued to bell ringing volunteers
As Applicable	Election Day	Fare-Free Day / Paratransit free to polling sites
Year-Round	K-12th Grade School Field Trips	Free rides on MATBUS when pre-arranged
Year-Round	MSUM Dragon Athletics	Free ride coupon on game ticket stub
Various Dates	LinkFM Events	Fare free service for specific community events
REDUCED FARES		
July 16-18	Street Fair	Reduced fares on Thursday & Friday, Fare free on Saturday
October	Try MATBUS Week	Half-fare Monday through Friday; Fare free Saturday
Nov 27-Dec 31	Quarter Days	Ride for 25 cents on Black Friday, Small Business Saturday and every Saturday in December
PROMOTIONAL & PILOT FARES		
Ongoing	Bike & Bus Pass in Coordination with Great Rides Bike Share	Multi-pass for MATBUS and bike share systems at a discounted rate.
Ongoing	Employer Purchased Downtown Pass	Discount rate of \$22.50 (savings of \$17.50) to business owners for 30-day downtown pass for their employees.

**NOTE: Advertising trades for exterior bus wraps exceed the \$10,000 threshold and are approved by Council Resolution.**

# Memorandum



**To:** MAT Coordinating Board

**From:** Julie Bommelman, Fargo Transit Director

**Date:** January 28, 2021

**Re:** *Overview of 2020-2021 Ground Transportation Center (GTC) Improvements*

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**Background:** On January 2, 2019 the City Commission received the MATBUS Transit Facility Study to evaluate short- and long-range needs for the City of Fargo's existing transit facility, the Ground Transportation Center (GTC). This report was directed by the Metropolitan Council of Governments (Metro COG) and prepared by KLJ Engineering (KLJ) to inform and guide future decision making regarding these facilities. Recommendations regarding deferred maintenance, better utilization of the existing GTC facility footprint/square footage, and modernizing building utilities were key themes from the Transit Facility Study. It was determined that approximately 70% of the building's square footage was underutilized, and that a better alignment of the building program could increase efficiency of this existing asset.

Following the receipt of the Facility Study in early 2019, on July 15, 2019 the City Commission received an update and proposed plan of action from Cassie McNames, P.E., and Project Manager for KLJ Engineering, regarding Ground Transportation Center (GTC) improvement projects for the Transit portion of the facility (above-grade).

Items discussed and approved by the City Commission on July 15, 2019 included:

- Approval of GTC Deck Concept C – A short- to mid-range configuration to meet the needs of MATBUS until such time a more extensive site reconfiguration, or replacement site and facility, can be considered.
- Approval of additional repair cost estimates to support the overall GTC remodel for the Transit portion of the facility.
- Acknowledgement of the City's continued commitment to maintain the GTC structure in a state of good repair through a deferred maintenance schedule, to be prepared by KLJ.

**Funding:** In July 2019 there were insufficient local funds to complete the proposed GTC project. This funding reality necessitated a thorough review of the work proposed in this area of the project, and alternatives were produced to meet available revenue estimates.

A modified project removed close to \$1M from the GTC project and was consistent with NDDOT/FTA grant revenues available and the City's local match that had been budgeted and approved by the City Commission. The Modified Project included the following elements:

- Preserved security and safety upgrades for staff and Transit riders/public.
- Removed the exterior modifications for consideration at a later date. This option reduced a bulk set of projects that could be completed later.

- Removed deck revisions from the proposed project that can be considered in 2021-2022 with other exterior work.
- Increased space utilization and efficiencies. Transit was in need of additional administration space, which was accomplished in the Modified Project.
- Accomplished critical safety, security, and efficiency objectives at the GTC while conforming to budgetary constraints (I.e. available capital funds).

The GTC above-grade renovation project was bid in late 2019 and awarded in early 2020. Costs came in as follows:

<b>Project Cost Summary: 3 Prime Contractors selected, Gast Construction, Rick Electric, Valley Services Mechanical</b>		
<b>Area of Work</b>	<b>Cost</b>	
General Construction (Gast)	\$1,314,340.00	
Mechanical Construction (Valley Services)	\$353,537.00	
Electrical Construction	\$165,500.00	
A/E Fees	\$302,211.24	
<b>Total Original Contract</b>	<b>\$2,135,588.24</b>	

As the project progressed, unforeseen issues were identified, such as asbestos mitigation throughout the entire facility flooring and inadequate cabling. However, the full project, including the additional costs, were successfully completed as follows:

- Operations were temporarily moved to 401 3<sup>rd</sup> Ave N (the old Fargo Public Health Building).
- Relocation of the fixed route dispatch center from the middle of the lobby area to the southeast corner of the GTC lobby allows better visibility for the dispatchers to control external bus movements and oversee the lobby area.
- The exterior bus stanchions have been removed and the existing canopy will be refurbished in 2021 to allow for more room on the deck for bus movements, fix the lighting issues which are causing glare/reflection situations at certain times of day and eliminate the issues with nesting birds.
- The bus deck has been reconfigured to allow buses to flow more easily and safely through the GTC, these changes will minimize any backing by buses.
- Repairs/replacement of the expansion joint surrounding the area.
- Removing the large conference room in the northeast corner of the GTC lobby and converting the space to the Jefferson offices.
- Changing main lobby north entrance – pocket doors have been installed vs the original swing doors, this enabled ease of entry to/from the GTC.
- Replacing the two (2) offices directly inside the lobby with one large conference room.
- Relocating the restrooms from the south side of the lobby to the east side of lobby, directly across from the GTC fixed route dispatch area.
- Construction of a ticketing area where fare media sales and customer interactions occur.
- All paratransit operations were moved from the Metro Transit Garage (MTG) to the GTC. One of the goals of relocation of paratransit is to cross train them with the fixed route dispatchers, who became City of Fargo employees December 28, 2020. With the blending of paratransit and fixed route dispatchers, we will increase the depth of knowledge and flexibility in customer service.
- Construction of an office area with four (4) offices, four (4) workstations for paratransit operations, and six (6) cubicles for Road Supervisors, Police/Security and expansion as needed.

- The Fargo Assistant Transit Director was moved to the GTC to oversee operations.

The net result of the construction is a larger lobby space, more lobby seating with the ability to access electrical and USB outlets, larger restrooms and much safer conditions. This initial interior portion of the project was substantially complete in early September 2020 and operations moved back to the GTC. With a variety of staff members moving to the GTC, much needed space was freed up at the Metro Transit Garage (MTG).

#### **Exterior of the GTC Renovation Project:**

The original project items we would like to have added back into this project are as follows: exterior furniture/planters/benches, replace roof (demo overhang, fascia rebuild, reroof), remaining deck revisions, replace canopies over deck area, upgrade exterior lighting to increase safety and mitigate window glare, repair/replace pedestrian deck areas to increase safety, any additional technology needs, painting and exterior signage.

KLJ, Inc. originally analyzed and estimated this work, however, these costs will need to be updated for this second phase of the project.

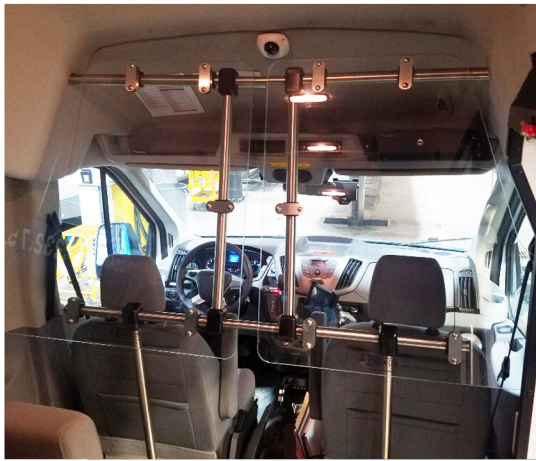
Remaining funding, combined with new funding, are summarized as follows: the funding in the CARES grant (\$1,798,024 – 100% federal funding), the remainder of a separate Federal Transit grant (\$116,703 – 80/20) and one NDDOT grant (\$350,000 – 80/20) will be utilized to cover portions of the renovation that were NOT covered by other funding sources for a grand total (federal and local) of \$2,264,726 (local share has been approved in the Transit budget). Please note a small portion of these funds have been utilized to finish a variety of unforeseen interior needs i.e. a PA system for dispatching and announcements, technology needs, and signage.

#### **Next Steps and Timeline:**

KLJ, Inc. will be moving into the design phase and bidding out the exterior of the GTC project as follows:

Contract Amendment Execution/Notice to Proceed	January 25, 2021
Kick-Off Meeting	Week of February 8, 2021
50% Design Meeting	Week of March 1, 2021
90% Design Meeting	Week of March 29, 2021
Final Construction Documents	Week of April 12, 2021
Advertise for Bid	April 14, 2021
Open Bids	May 12, 2021
Construction Administration	June – November 2021





# Memorandum

**To:** MAT Coordinating Board  
**From:** Jordan Smith, Transit Fleet & Facilities Manager  
**Date:** February 3rd, 2021  
**Re:** *2021 Fuel Procurement*



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The City of Fargo Transit Department and Public Works Department request fuel bids six months in advance to achieve the best price possible.

Fuel prices in 2020 were well within budget at an average price of \$2.00/gallon for a total cost of \$672,542 when \$885,046 was budgeted. Cost of fuel in 2020 was \$98,490 less than in 2019 which saw a spending of \$771,032.

Fuel for 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2021 was bid in July of 2020 and we awarded a contract to Hartland Fuel Products in the amount of \$1.65/gallon. On January 27, 2021, we accepted bids for 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2021. Fuel for 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2021 was awarded to Mansfield in the amount of \$2.01/gallon. Fuel for 2021 will average \$1.83/gallon and have a total cost of \$546,502. This cost is well within our \$755,046 budgeted amount for 2021.

## **2020 ACHIEVEMENTS**

### **EQUIPMENT**

Continued implementation of upgraded Genfare Fare Collection System. New features include mobile ticketing, best fare, new customized app, wireless download of data, Paratransit set up with old fareboxes, etc.

Requested quotes for replacement lights at Metro Transit Garage with LED, to be completed in 2021

Purchased Deisel Particulate Fuel Cleaning Equipment for Metro Transit Garage

Purchased Emitters and Green Light Priority System for Moorhead Traffic Signals, with implementation scheduled for May 2021

Purchased Plexiglas barriers for all fixed route vehicles. These will be replaced with Driver Protection Systems in 2021

Purchased Faster Web and began implimentation

### **FARES**

Due to COVID-19 Pandemic, implemented free fares on MATBUS and MAT Paratransit beginning March 23, 2020.

### **MARKETING**

Utilized advertising trade with WDAY for television commerical on COVID-19 safety measures

MATBUS featured in several publications by the Minnesota Public Transit Association - a video about Minnesota transit's importance during COVID-19; articles in the monthly newsletter about Stuff the Bus and retasking drivers to Meals on Wheels/grocery delivery

Purchased outdoor sandwich boards for use during LinkFM events, MATBUS event booths

### **ROUTE & SERVICE CHANGES**

Added grocery delivery service for seniors and Paratransit-eligible riders

Extra bus added to Route 4 during weekday peak ridership hours - 10:00am-7:00pm, May 8-June 25

Extra bus added to Route 15 on Saturdays - May 9-July 1

Route 15 reduced to 30-minute service on weekdays - October 26-November 16

### **SHELTERS & FACILITIES**

Renovated the interior of the Ground Transportation Center (GTC) to include increasing office space, expanding restrooms, replacing all flooring and lighting, relocating fixed route dispatch and create a customer care center which also includes relocating Paratransit to the GTC, creating space for Jefferson Lines, replace HVAC systems, perform a variety of bus deck repairs, replace fencing.

Moorhead purchased two new shelters in 2020 and awarded installation for spring 2021 (Clay County Courthouse and Hornbacher's Main/St. Joe's Church and School)

New and replacement locations were determined for the Fargo shelters that were purchased in 2019.

Procurement for installation will begin in 2021

### **STUDIES**

Completed Transit Authority Study through Metro COG with SRF and AECOM



Began Five-year Transit Development Plan through SRF and AECOM (2021-2025)

### **PERSONNEL & TRAINING**

Training in 2020 was completed virtually for the most part due to COVID-19 travel restrictions  
Fleet and Facilities Manager and Fargo Assistant Transit Director attended Construction Management course in Alaska

Fargo Planner attended the Introduction to Transit Operations Planning course in Las Vegas, NV

Mobility Manager served on Region 4 Regional Transportation Coordination Council

Moorhead Asst. Planner and Marketing Specialist began Transit Manager course through MnDOT

First Transit hired Ed Pearl as the new General Manager

### **OTHER**

Requests proposals for operational services and entered into 2-year contract with First Transit January 1, 2021-December 31, 2022; GTC dispatchers were removed from contract and brought in-house under the City of Fargo 12/28/2020.

Due to COVID-19, free grocery delivery was provided to MAT Paratransit passengers and senior citizens beginning on April 9, 2020

52 MATBUS policies were reviewed and updated

Driver and dispatcher uniforms were updated

The comprehensive safety plan required by the Federal Transit Administration (FTA) was developed.



# Operations Report

## 02 / 03 / 2021

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

***matbus.com***

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



# Ridership

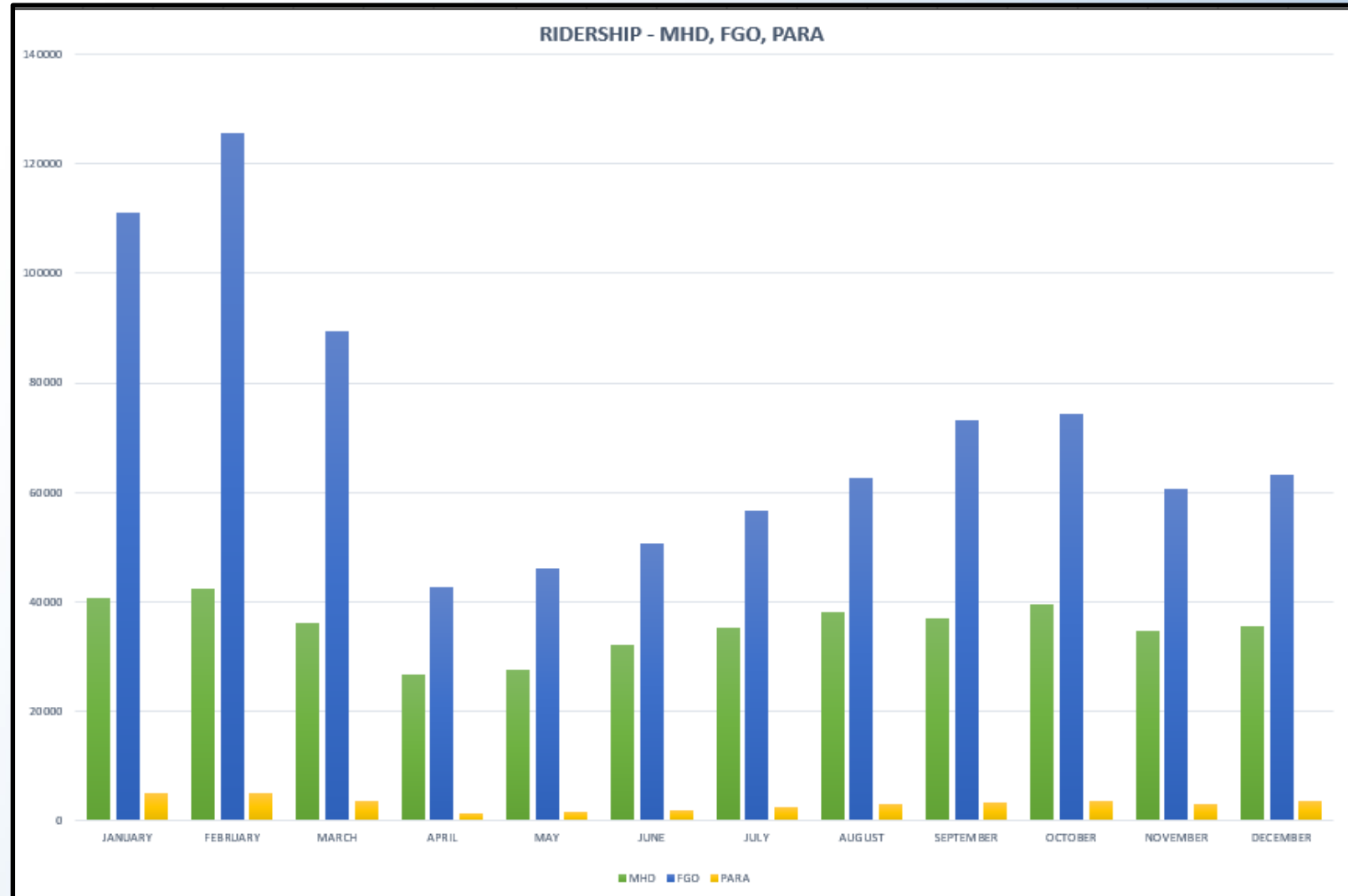
Year to Date - Moorhead, Fargo, and PARA

## Ridership by Service

- Moorhead – 32.28%
- Fargo – 64.90%
- Paratransit – 2.82%

## Trips by Service

- Moorhead – 425,747
- Fargo – 855,848
- Paratransit – 37,137
- Total – 1,318,732





# Ridership

Year to Date - Total

## Moorhead

19 – 481,049

20 – 425,747

Change (11.5%)

## Fargo

19 – 1,343,534

20 – 855,848

Change (36.3%)

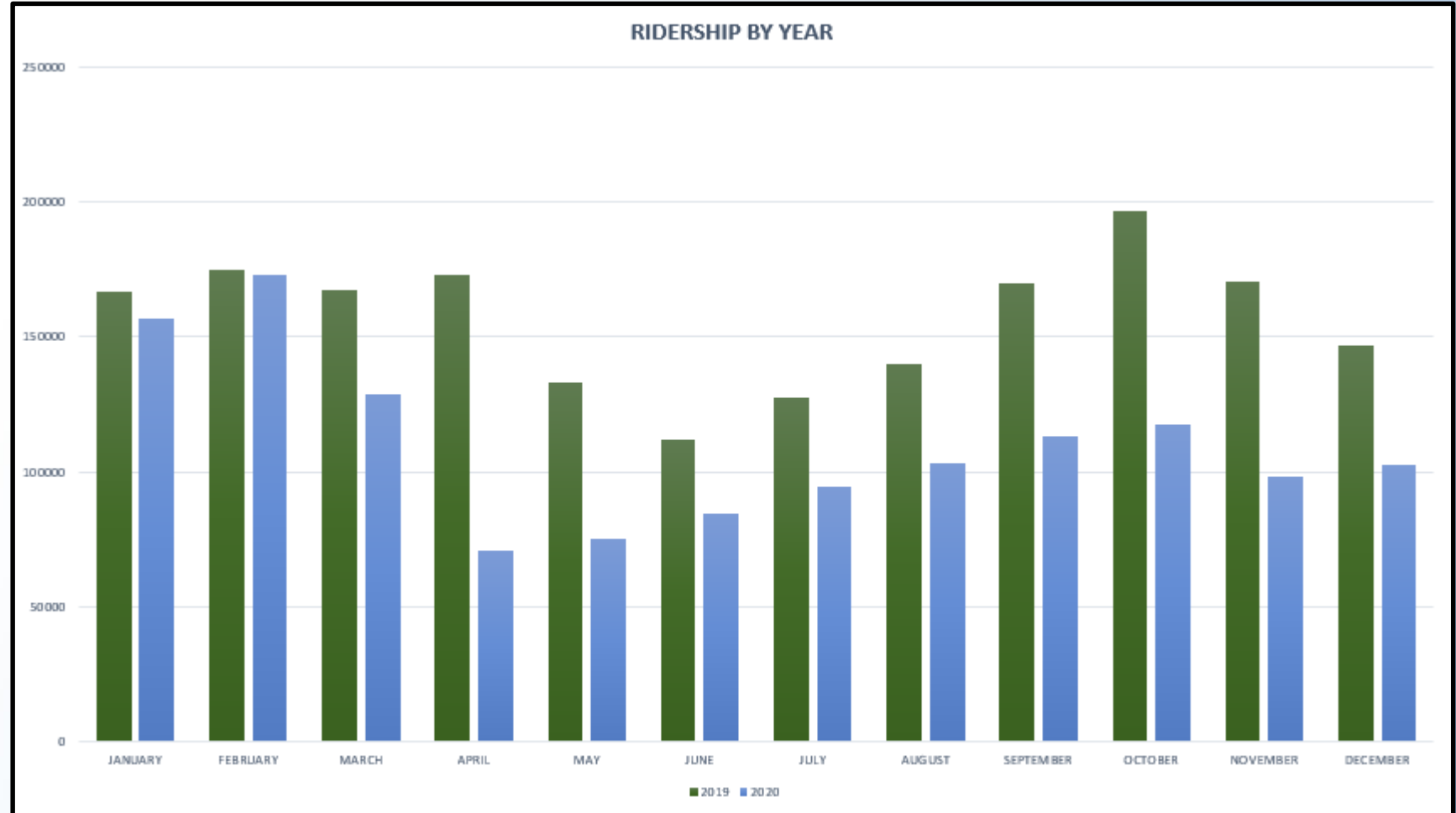
## Paratransit

19 – 52,665

20 – 37,137

Change (29.5%)

**Total Change (29.75%)**





# Ridership

## Annual Fargo by Route

Period	Route 11	Route 13	Route 13U	Route 14	Route 15	Route 16	Route 17
2019	74,592	120,856	39,970	148,180	321,702	37,213	40,524
2020	55,227	64,803	17,626	115,371	300,090	23,913	34,209
Change	(26.07%)	(46.38%)	(55.01%)	(22.15%)	(6.72%)	(35.75%)	(15.59%)

Period	Route 18	Route 20	Route 24	LinkFM	Route 25 (TapRide)	Paratransit
2019	49,730	38,047	26,369	29,959	1,975	53,350
2020	31,035	31,040	18,396	0	6,705	37,137
Change	(37.60%)	(18.42%)	(30.24%)	--	239%	(30.39%)

Period	Route 31	Route 32E	Route 32W	Route 33	Route 34	NDSU TapRide
2019	28,679	142,691		186,414	51,452	5,167
2020	10,465	53,917		69,518	21,298	2,122
Change	(63.51%)	(62.22%)		(62.71%)	(58.61%)	(59.04%)



# Ridership

## Annual Moorhead by Route

Period	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 9
2019	80,046	117,197	57,732	151,207	52,511	16,710	5,646
2020	61,976	91,236	60,435	138,038	54,076	15,244	4,742
Change	(22.58%)	(22.16%)	4%	(18.71%)	2.9%	(18.78%)	(16.12%)



# Ridership

Trips by Customer Type

Period	Adult	College	Elderly	Disabled	Youth	Child	Total
2019	590,220	702,031	119,235	332,010	41,013	40,060	1,824,569
2020	851,660	172,917	51,544	72,238	16,193	20,993	1,281,564
Change	44.29%	(75.37%)	(56.78%)	(78.35%)	(60.52%)	(47.60%)	(29.77%)



# Vehicle Revenue Hours (VRH)

By Year

## Moorhead

19 – 35,714

20 – 35,756

Change 0%

## Fargo

19 – 76,561

20 – 71,624

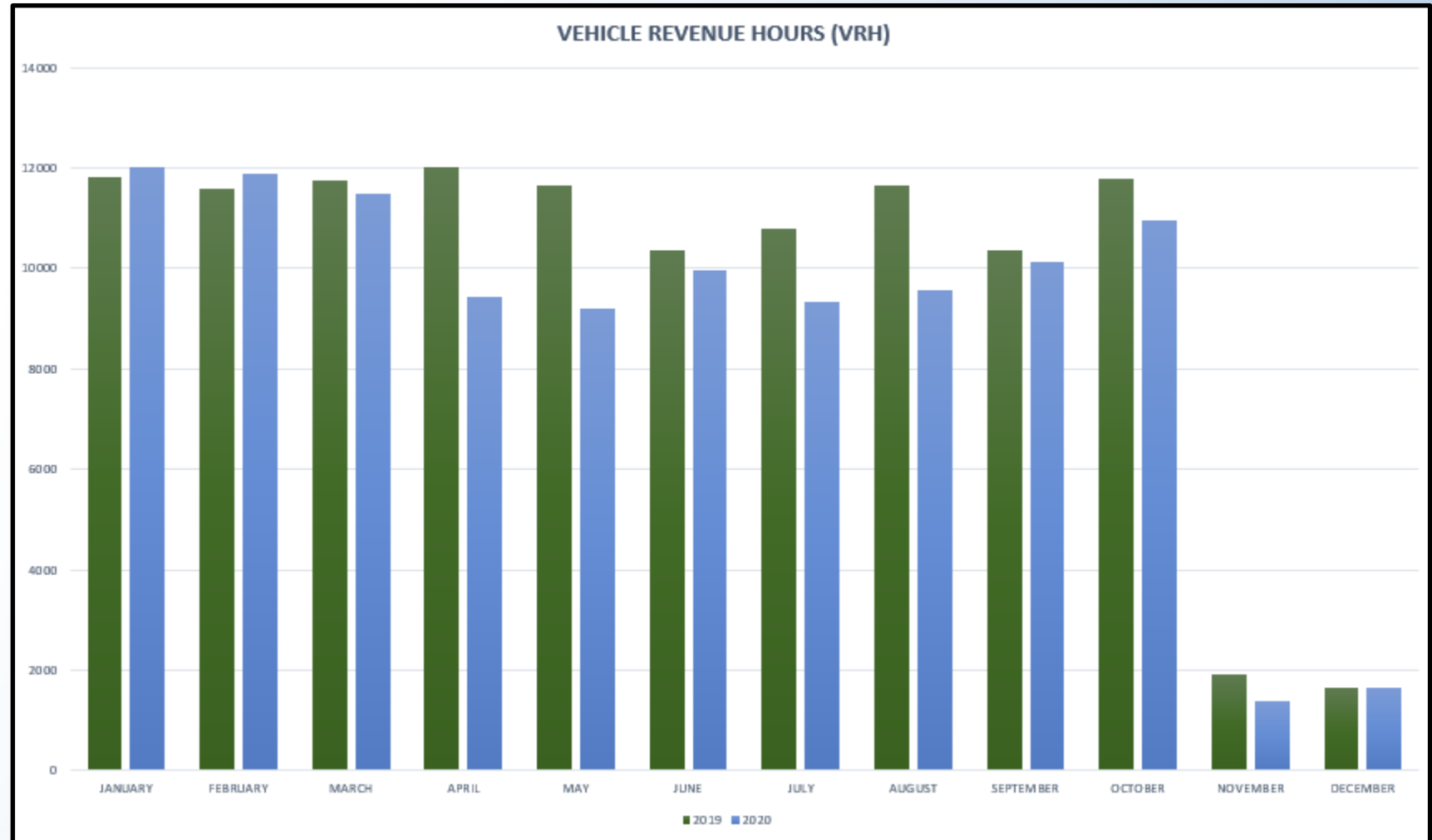
Change (6.65%)

## Paratransit

19 – 21,235

20 – 15,723

Change (25.96%)







# Rides per Hour (RpH)

Fixed Route

## Moorhead

19 – 12.91

20 – 11.53

Change (10.69%)

## Fargo

19 – 19.35

20 – 11.88

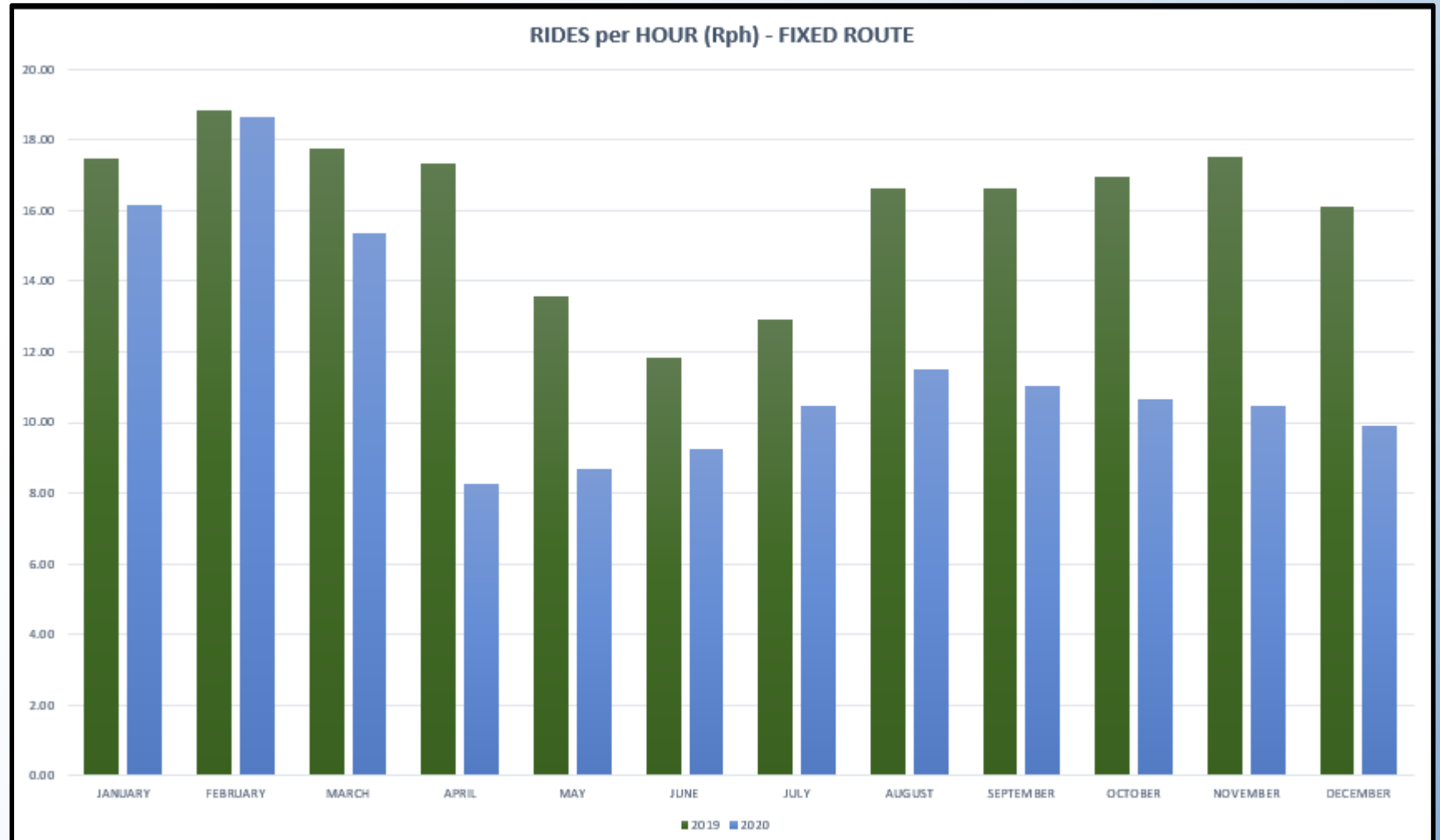
Change (38.61%)

## Total

19 – 16.13

20 – 11.70

Change (27.47%)





# Rides per Hour (RpH)

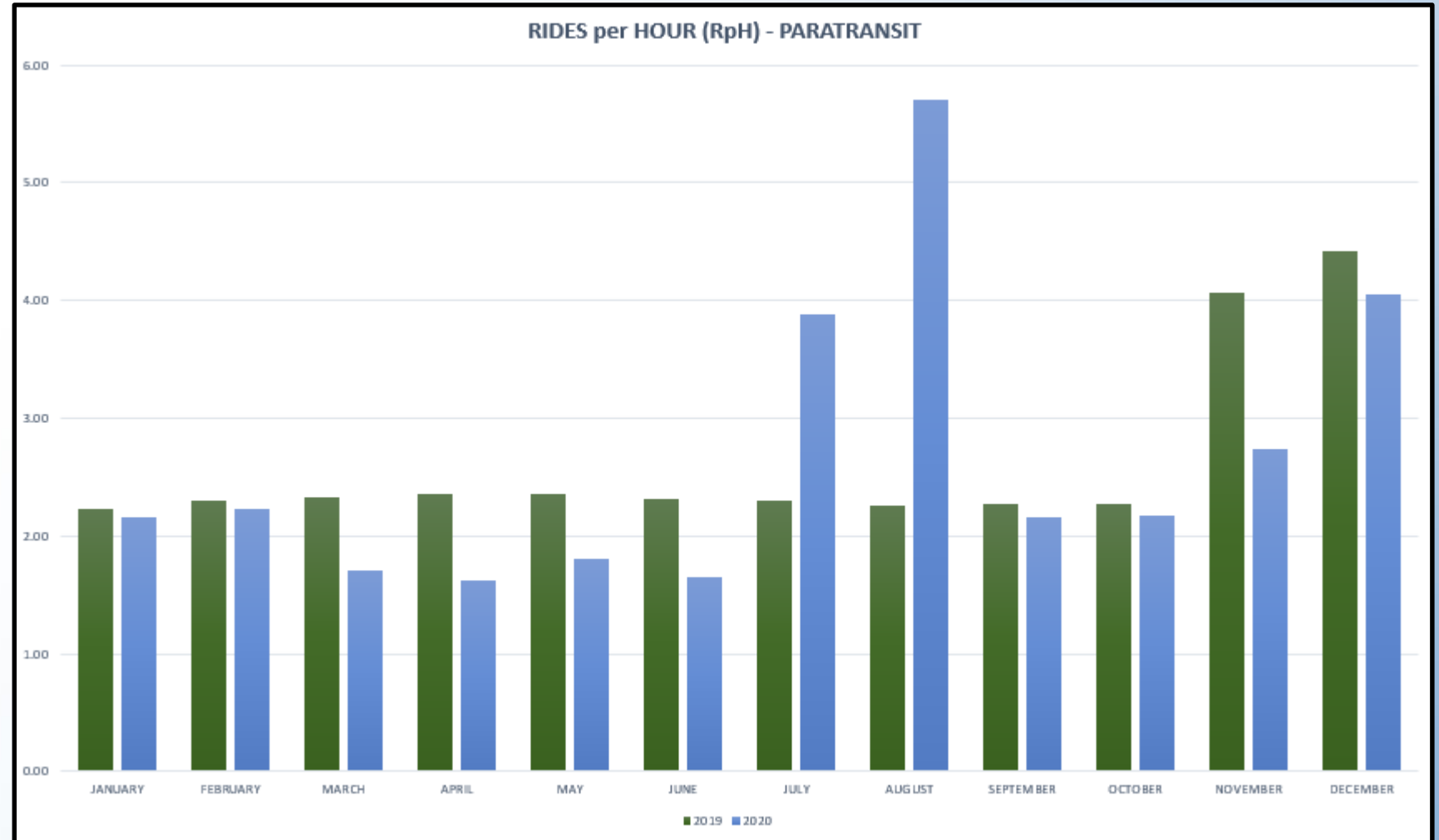
Paratransit

## Paratransit

19 – 2.21

20 – 2.66

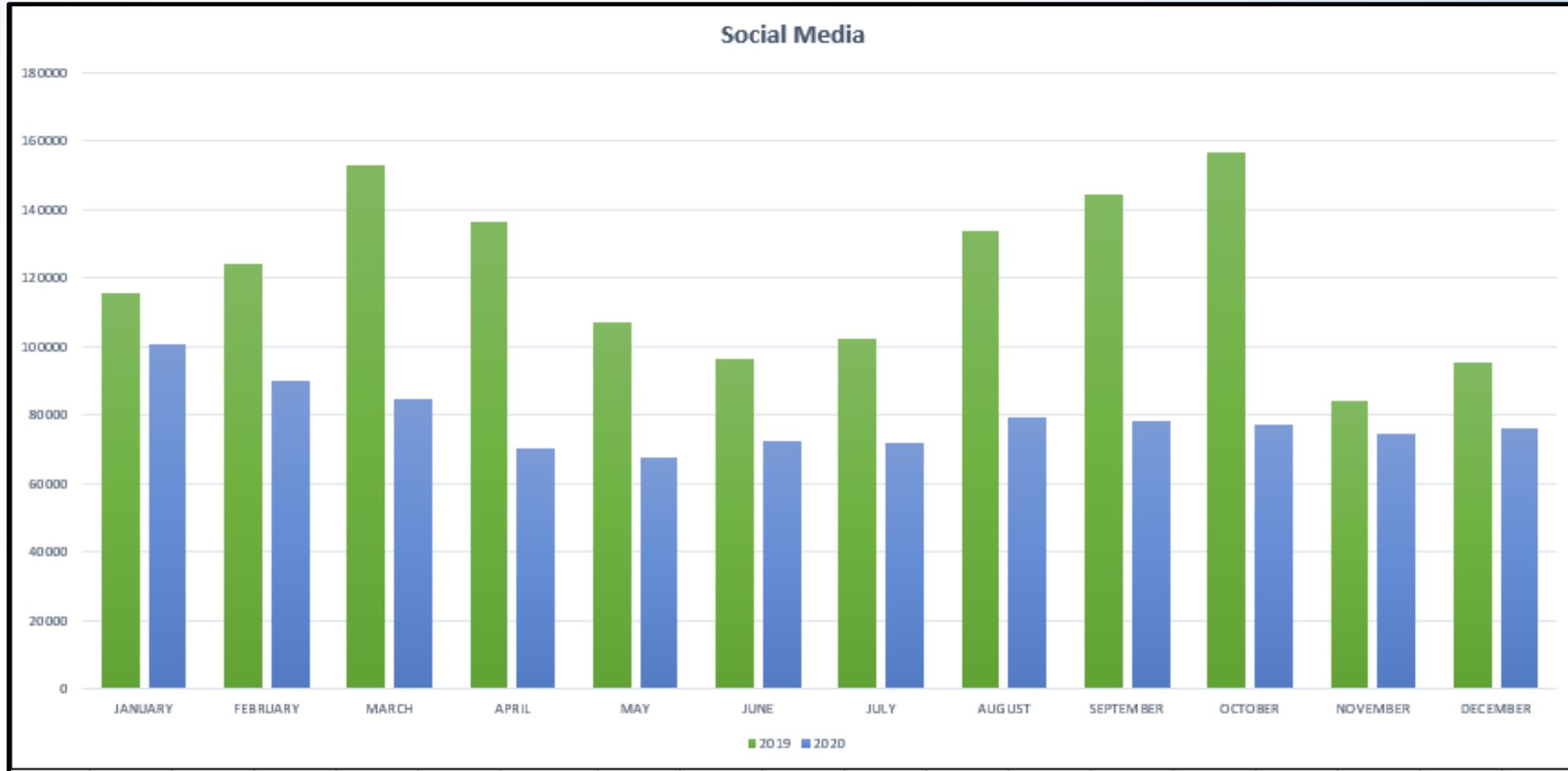
Change 0%





# Social Media

Website, Facebook, App, Twitter, YouTube, and Rider Alerts

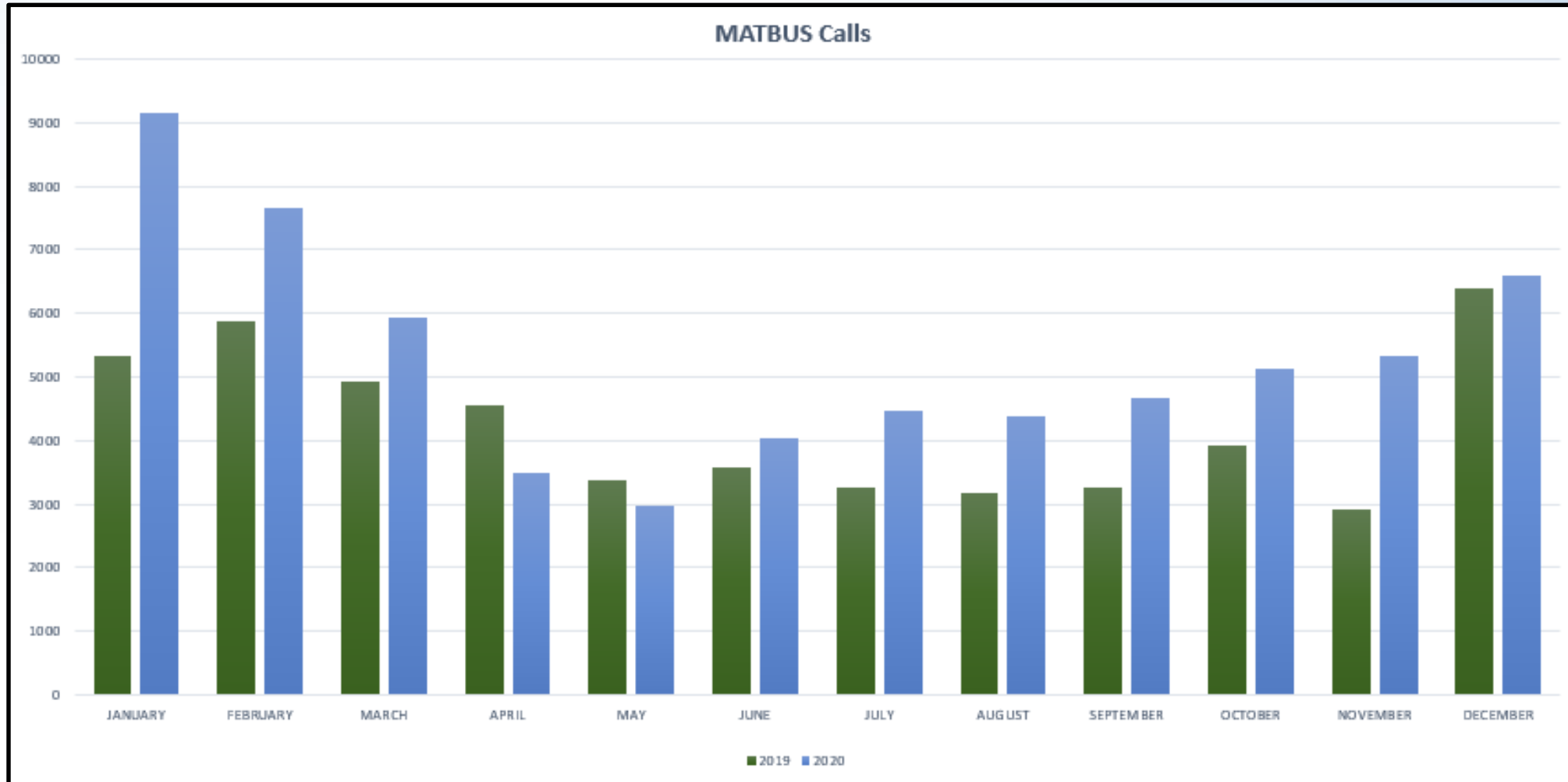


**Change (34.92%)**



# MATBUS Calls

By Year



Change – 26.21%



# 2020 Feedback Report

Complaints

## Top 6 Complaints

Tracking Detail	Substantiated	Unsubstantiated	Other	Unclassified	Total
Employee Behavior	20	44	3	3	70
Unsafe Driving	13	25	3		41
Policy Issue	13	33	11	2	59
Ahead of Schedule	7	9	3		19
Behind Schedule	17	14	3		34
Off Route	6	7	1		14

## Complaints Summary

Substantiated	Unsubstantiated	Other	Unclassified	Total
98	152	34	7	291
33.67%	52.23%	11.68%	.02%	100%



# 2020 Feedback Report

Incidents

## Top 6 Reported Incidents

Tracking Detail	Substantiated	Unsubstantiated	Other	UnClassified	Total
Fall / Injury	29	2	1		32
Policy Issue	13	0			13
Passenger Behavior	5	1	1	1	8
Emergency Services	22	3	1	1	27
Employee Behavior	1	1	1		3
Biohazard	2	1		1	4

## Incident Summary

Substantiated	Unsubstantiated	Other	UnClassified	Total
122	15	16	3	156
78.20%	9.61%	10.25%	1.92%	100%



# 2020 Feedback Report

Other Feedback Items, and Missed Trips

## Other Feedback Items

Compliments	Bus Stop Requests	Public Hearing	Event / Policy
54	7	1	7

## Missed Trips

City	Weather	Other	Driver Error	Mechanical	Dispatch Error
Fargo	17	43	19	11	7
Moorhead	12	75	15	40	3
Dilworth		2		3	
West Fargo		2	1		2
Total	29	122	35	54	12

\*252 Missed Trips for 2020 – Less than 1% of total trips for the year



# 2020 Feedback Report

Mechanical Log

## Problem / Description

City	Farebox Issue	Driver Issue	Losing Power	Dash Light	Other
Fargo	7		12	1	23
Moorhead	5		1	3	16
West Fargo			2		2
Dilworth			1	1	1
Total	12		16	5	42

\* Total of 66 mechanical issues in 2019 is less than 1% of 2020 trips

## System Failure Type

Major	Other	N/A
12	25	20
Failure of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.	Failure of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the	Bus was removed from revenue service and missed a trip, but NOT due to mechanical failure. Examples of N/A include: biohazard, repair was made on the street and bus continued in revenue service without missing a scheduled trip, bus was





# 2020 Feedback Report

Collision Log

## Collisions

Period	Preventable	Non-Preventable	Insignificant	Unreported	Document
2019	36	43	8	1	2
2020	21	21	7	0	3
Change	(15)	(22)	1	(1)	(1)

- ▶ 2020, significant reduction in collisions.
- ▶ Documented collisions are due to damage found for various reasons that do not reflect on the operator of the vehicle.

## COLLEGE RIDERSHIP ON MATBUS

### 2019-20

Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2019	August	1,067	1,773	4,198	18,807	170	26,015
	September	1,246	2,251	4,344	61,626	249	69,716
	October	1,143	1,696	4,349	73,246	116	80,550
	November	921	1,317	3,916	57,605	124	63,883
	December	732	1,136	2,951	45,845	107	50,771
2019 Total		5,109	8,173	19,758	257,129	766	290,935
2020	January	898	1,503	3,672	49,447	56	55,576
	February	978	1,532	4,194	62,540	84	69,328
	March	601	699	2,156	31,134	72	34,662
	April	4	4	15	285	11	319
	May	4	6	23	124	8	165
	June	25	23	28	406	334	816
	July	25	23	24	183	28	283
2020 Total		2,535	3,790	10,112	144,119	593	161,149
Grand Total 2019-20		7,644	11,963	29,870	401,248	1,359	452,084

### 2020-21

Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2020	August	31	24	60	5,207	32	5,354
	September	38	27	90	12,553	24	12,732
	October	28	25	131	11,850	13	12,047
	November	13	16	71	8,193	15	8,308
	December	17	11	47	5,603	10	5,688
2020 Total		127	103	399	43,406	94	44,129
2021	January	-	-	-	-	-	-
	February	-	-	-	-	-	-
	March	-	-	-	-	-	-
	April	-	-	-	-	-	-
	May	-	-	-	-	-	-
	June	-	-	-	-	-	-
	July	-	-	-	-	-	-
2021 Total		-	-	-	-	-	-
Grand Total 2020-21		127	103	399	43,406	94	44,129

### % CHANGE

Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2019-20	August	-97%	-99%	-99%	-72%	-81%	-79%
	September	-97%	-99%	-98%	-80%	-90%	-82%
	October	-98%	-99%	-97%	-84%	-89%	-85%
	November	-99%	-99%	-98%	-86%	-88%	-87%
	December	-98%	-99%	-98%	-88%	-91%	-89%
2019-20 Total		-98%	-99%	-98%	-83%	-88%	-85%
2020-21	January						
	February						
	March						
	April						
	May						
	June						
	July						
2020-21 Total		-100%	-100%	-100%	-100%	-100%	-100%
Grand Total		-98%	-99%	-99%	-89%	-93%	-90%

#### NOTES:

Includes NDSU Circulator Routes

March-December 2020, due to COVID-19, ridership by college ID was not recorded automatically.

# Pandemic has surprising impacts on public transit demand

18 November 2020



Credit: Pixabay/CC0 Public Domain

The COVID-19 pandemic had surprising effects on demand for public transit in American cities, new research suggests.

While demand for public [transit](#) dropped about 73% across the country after the pandemic hit, the reduction didn't impact all cities equally, according to the study, which analyzed activity data from a widely used public transit navigation app.

Large, [coastal cities](#)—like Seattle, San Francisco and Washington, D.C—saw demand fall further than cities in the Midwest and South. The reason had to do with the nature of jobs in different cities and who was actually using public transportation before the pandemic, said Luyu Liu, lead author of the study and doctoral student in geography at The Ohio State University.

"Many of the people who used public transit in large, coastal cities could work remotely from home after the pandemic," Liu said.

"But in cities in the Midwest and the deep South, most public transit users have jobs where they still had to come in to work during the pandemic and

didn't have any other choice."

Study co-author Harvey Miller, professor of geography at Ohio State, said what we have called "essential workers" during the pandemic are the core users of public transit in these cities often labeled as non-transit dependent.

"These are the [health care workers](#), people working service jobs, working in grocery stores, people who clean and maintain buildings," said Miller, who is also director of Ohio State's Center for Urban and Regional Analysis.

"It is a dramatic social equity story about who has to move during the pandemic."

The study was published today (Nov. 18, 2020) in the journal *PLOS ONE*.

Because of the difficulty of obtaining public transit ridership data on a national scale, the researchers took a different approach. They collected data on activity by users of the popular Transit mobile phone app, which provides real-time public transit data and trip planning.

The researchers used data on 113 county-level transit systems in 63 metro areas and 28 states across the United States. They examined data on app use from Feb. 15, right before widespread lockdowns were imposed because of the pandemic, up to May 17.

Overall, demand dropped about 73% after the pandemic started. But several factors were linked to which cities saw more or less decline in transit use.

The biggest factor was race. The larger the population of African Americans in a [city](#), the less decline in demand for public transit.

A large proportion of Black transit users were

women. According to a report from the Transit app, more than 70% of African-American riders during the early pandemic were women.

Occupation also played a large role. Demand dropped more in cities with a higher percentage of people with non-physical occupations.

"People who can work at home avoided public transit," Liu said. "But people who cannot work at home and rely on public transit continue to use it."

Many of the people with physical jobs who continued to use public transit were Hispanic, the study showed. That is consistent with statistics that show the Hispanic population had the lowest percentage (22%) of management, professional and related occupations compared with white (41%), African American (31%), and Asian people (54%) in 2018.

Communities with larger populations of people over the age of 45 continued to have higher demand for public transit.

Finally, cities that showed higher levels of Google searches for the word "coronavirus" early in the pandemic showed greater drops in transit use, suggesting more people in those cities were worried about COVID-19.

The study showed that the [pandemic](#) changed daily use levels of public transit.

With many of the management employees who work traditional 9-to-5 jobs no longer going to their offices, the "rush hours" weren't so crowded.

"In some cities, there wasn't even a morning or afternoon peak anymore—and weekdays and weekends started to resemble each other more in terms of demand," Miller said.

"Many of these essential workers don't have traditional 9-to-5 schedules. Their work needs to get done at all hours, seven days a week."

The reliance of low-income essential workers on public transit is likely even stronger than this research suggests, according to the researchers.

Because the data in this study came from use of the Transit app, it doesn't capture transit users who can't afford a smartphone or who don't use the app.

The researchers said the study revealed how important public transportation is in our cities, even those that aren't thought of as reliant on buses and subways.

"The people who are using public transit are those who need to come to work even when everything else is locked down. They have no choice. We need to build our [public transit](#) systems to serve these people," Miller said.

Added Liu: "Public transit shouldn't be treated as a business. It is part of our social welfare system that we need to support our essential workers."

**More information:** Luyu Liu et al. The impacts of COVID-19 pandemic on public transit demand in the United States, *PLOS ONE* (2020). [DOI: 10.1371/journal.pone.0242476](https://doi.org/10.1371/journal.pone.0242476)

Provided by The Ohio State University

APA citation: Pandemic has surprising impacts on public transit demand (2020, November 18) retrieved 19 November 2020 from <https://phys.org/news/2020-11-pandemic-impacts-transit-demand.html>

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**BLOGS**

# Post-Pandemic Priorities for the Transit Industry

Transit Dispatches • January 20, 2021 • by Chris McCarthy



**Transportation agencies should prioritize investment in bus improvements, such as BRT and route optimization, that are cheaper and faster to operationalize.**

*LTD*

There has been a lot written about the devastating and overnight impacts of COVID-19 on ridership in all forms of publicly-accessed transportation and none more than transit. The American Public Transportation Association (APTA) is requesting \$32 billion in immediate relief funding, and a bipartisan group of senators recently proposed a \$908 billion COVID-19 relief bill that includes \$15 billion for transit. But if transit agencies receive needed financial support, it will only allow them to remain on life support for a short period while they re-think their role in a post-pandemic world. Even with the rollout of a vaccine this year, the transit industry has been altered for the foreseeable future. ***What will that future be?***

Earlier this fall, I hosted an international roundtable entitled *Strategies for Adapting to Reduced Ridership in Public Transport* that brought transportation leaders from New York, London, Paris, and Amsterdam together to discuss new threats, innovative solutions, and hopes for the future. Insights from the roundtable participants highlighted similarities and differences between countries' challenges and potential strategies; and they all agreed that there will be a permanent impact on workplace norms and a lifestyle change is underway. Employees who have been working in fully remote environments are unlikely to return to a five-day weekly commute. And, population centers have shifted as a result of lockdowns, turmoil in cities, and increased difficulty with travel. With pre-pandemic ridership unlikely to return, transit agencies will need to accommodate for decreased usage and shifting patterns.

Given this, what should transit agencies prioritize? Here are some recommendations:

- **Bus and Rapid Transit should take priority over fixed infrastructure to provide more flexibility and serve the population most in need.** Transit is often viewed as serving three key purposes: 1) Provide critical transportation for the economically disadvantaged; 2) Reduce congestion from highways and; 3) Reduce emissions. The pandemic has organically reduced congestion and emissions, leaving transits needing to focus the majority of its resources on serving the economically disadvantaged. These last nine months have highlighted the societal differences of two economies — one that can work from home and one that must leave home daily and depends on public transportation for economic survival. Equity should play a major role in transit system redesign as these systems are key to providing access to opportunity. If you look at the use of rail versus the bus system in urban areas during the pandemic, it shows how important the bus system is for the economically disadvantaged. While bus ridership is down, it is not nearly as impacted as commuter rail, which moves workers from the suburbs to the cities. Transportation agencies should prioritize investment in bus improvements, such as bus rapid transit (BRT) and route optimization, that are cheaper and faster to operationalize. They also should be looking at how to better integrate Transportation Network Companies (TNCs) into first- and last-mile connections, such as integrating rideshare and/or scooters into a transit ticket, especially to reach the economically disadvantaged and people who cannot work from home. To their credit, many transit agencies recognized early on in the pandemic where their ridership was traveling, and they made rapid adjustments to ensure that they were routing to where essential workers live and work.

- **Creative, Data-Based Solutions.** To regain public trust and lure riders back, innovation driven by creativity and data are imperative to survival. Such solutions include equipping riders with more knowledge by providing train car capacity counts on rider apps and informing users of the last time their train or bus was cleaned. Even more creative solutions such as providing scheduled station times are currently kept on hold but remain in the arsenal for future use. Solutions driven by practical necessity, such as decreasing the frequency of trains, or increasing the number of train cars per trip allowing more space, were also a common theme of the *Strategies* roundtable.
  
- **Improving Public Perception.** Another commonality was the importance of rebuilding public perception of hygienic and safe trains and stations. Transit agencies have devoted significant resources to cleaning and improving air filtration to build confidence. In Paris, the transportation agency has taken it even one step further by performing their cleaning of trains and stations in public rail stations rather than maintenance depots so passengers can observe these actions firsthand, which gives them a deeper level of comfort that they are safe. Now is the time to accelerate the passenger experience with improved train punctuality; reliability of station functionality, e.g., ticket machines; and the use of smartphones and contactless payment devices to buy tickets.
  
- **Scenario/Futures Planning.** While a few people predicted the impact the pandemic would have on the transit industry, virtually no agency undertook “Alternative Futures” and “What if?” scenario planning to build alternative operating models in advance. Most strategic planning activities see the future as one-dimensional and near-term. Futures Planning explores a wider spectrum of futures at a greater distance, which allows for better planning and creates preferable futures. Futuring allows organizations to plan effectively, minimize disruption, and take the necessary steps to create a preferable future state for their business and their customers. This is especially important for organizations that require significant capital and rely on long term infrastructure investment. Types of questions to answer could include:
  1. What are the major emerging trends that will drive change?
  2. What strategic pivot points and scenarios do we need to monitor?
  3. What’s our preferable future state vision?
  4. What are the implications on our future relationships and services?
  5. How do we view our current versus future infrastructure?



6. How will we spend time and resources over the next three to five years? What are the major factors to drive future decisioning?

## Author



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Chris McCarthy is VP and Global Transportation Lead at North Highland Worldwide Consulting.

[View Bio](#)

# MASS TRANSIT



Joshua Song/Unsplash

## MANAGEMENT

# Five transit topics to watch in 2021

With 2020 in the rear view, we discuss what topics could have the most impact on the industry in 2021.

**Author** — [Mischa Wanek-Libman](#)

Jan 4th, 2021

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A new year brings new hope, renewed focus and a time to reassess what is and isn't working. While the challenges associated with the COVID-19 pandemic have not faded with the changing of the year, there is hope now that vaccine distribution has begun that an official end to the pandemic is approaching.

Here are five topics we will be watching closely over the next year.

# 1. Customer Experience Focus

As *Mass Transit* reported in its August issue, the [new rider experience](#) will be based on the perception of reduced risk. While several studies conducted during the past year support transit use as a low-risk activity during the pandemic, sharing that information with riders among various networks will require transparent communication.

Agencies around the country increased cleaning and sanitization efforts, as well as other safety practices, such as installing barriers between vehicle operators and riders and marking off seats within vehicles to support physical distancing of riders. Multiple agencies explained how their air filtration systems work and the continued adoption of app-based fare collection and trip planning helped make riding transit more contactless. Apps further enhanced many systems through the incorporation of [vehicle occupancy data](#) further removing the guess work from riders' journeys.

The American Public Transportation Association (APTA) launched its [Health & Safety Commitments Program](#) that offered agencies not only a standard to strive for but a set of communication and branding tools to help share their efforts with riders.

## 2. Mobility On-Demand and Micromobility

This is the most specific topic on the list, but there is good reason: In December 2020, we published [approximately 25 stories covering new on-demand transit options](#) from the launch of [L.A. Metro's Metro Micro](#) to a trio of Massachusetts-based services in [Farmington and Farmington Hills](#), [Salem](#) and the tri-town area of [Franklin, Foxboro and Norfolk](#).

These services usually include a private sector partner, which helps spread potential risk of a new launch while expanding service to areas that may not be possible under current financially constrained operating conditions. A recent example of this can be found in [Jersey City's on-demand bus network](#), which launched during the pandemic, but has delivered strong ridership numbers and is credited with benefiting low income and diverse populations.

As agencies explore ways to deliver improved service without the heavy impact to budgets, we expect to see more partnerships develop for on-demand services and other micromobility options.

## 3. Move Toward Sustainability

The past year was one full of milestones for zero-emission buses. These include Toronto Transit Commission becoming the [largest on the road electric bus fleet](#) in North America; the Port Authority of New York and New Jersey having the [largest electric bus fleet on the](#)

East Coast; Antelope Valley Transit Authority hitting the four-million-mile mark with its zero-emission fleet and the Orange County Transportation Authority (OCTA) debuting 10 new hydrogen fuel cell electric buses and, what it reports to be, the largest transit-operated hydrogen fueling station in the United States. On the charging front, Capital Metro in Austin, Texas, worked with several supply-side partners to be the first agency to demonstrate interoperability between chargers and buses from different manufacturers.

In Canada, the Canadian Urban Transit Research & Innovation Consortium (CUTRIC) established research groups on zero-emission buses and on smart, autonomous vehicles. CUTRIC also made an investment in a private firm to develop lower operation costs of bus charging systems.

The Canadian government has committed to procuring 5,000 zero-emission public transit and school buses and has earmarked C\$1.5 billion (US\$1.18 billion) in the Canada Infrastructure Bank's Growth Plan to help deliver on that commitment.

In the U.S., state initiatives such as those in California and New York are mandating or pushing the move toward low or zero-emission transit buses. Additionally, Massachusetts, Connecticut, Rhode Island and the District of Columbia have agreed to curb pollution from motor vehicles while investing in cleaner transportation options.

Pulling out to the federal level in the U.S., Jennifer Granholm, the incoming Biden-Harris Administration nominee for Secretary of Energy, served as governor of Michigan during the Great Recession and is credited with reenergizing the state's economy by focusing on clean energy. During a speech shortly after she was named as the Secretary of Energy nominee, Granholm called clean energy "one of the most promising economic growth sectors in the world."

Granholm has served as a board member of Proterra and it is not a stretch to expect to see her influence and dedication to non-fossil fuel energy sources expand to the transit market.

## 4. Supply Side Impact

APTA conducted a survey of its business members in September 2020 to determine the impact of the pandemic on the private sector that serves the transit industry. The results were unsettling in the number of respondents (one-third) that had furloughed employees due to lost business because of the pandemic. The survey occurred prior to additional emergency funding being secured at the end of 2020, but with 86 percent of respondents reporting a loss in transit business, the ramifications on the supply side may continue to be felt.

Conditions may be set up for a round of merger and acquisition activity – there are several contributing factors that could tip events one way or another and this is only a possibility, not a forgone conclusion.

The transit industry needs a strong and engaged private sector if it is to fully recover. As the previous topics in this article noted, strong partnerships will be needed to innovate, drive technology advancements and deliver on rider-focused initiatives.

## 5. Transit's Seat at the Table

Which table? It will depend on timing, location and situation.

APTA's Center for Transportation Excellence (CFTE), which tracks U.S. transit ballot measures, shows transit at a 90.38 percent win rate for 2020, which is the highest win rate of the past five years. In a recap of [November 2020's transit ballot initiatives](#), Josh Cohen, executive director of CFTE, noted the successful measures addressed issues beyond mobility and spoke to voters about “equity, cleaner air and water, economic growth and support for frontline and essential workers.”

In the U.S., a [one-year extension](#) of the Fixing America's Surface Transportation (FAST) Act expires in September. In addition, the incoming Biden-Harris Administration ran on a platform that included transportation-friendly and transit-friendly initiatives.

Infrastructure is expected to be a hot topic in D.C. yet again in 2021. However, everything takes a backseat to ending the COVID-19 pandemic and there may be another push for more emergency aid. Public transit was provided [\\$14 billion in emergency funding as part of the omnibus/COVID-19 relief bill](#) that was signed into law in late December. This is \$18 billion less than the \$32 billion the industry had been pushing to be included, but a bicameral group of officials who laid out an original framework for the relief portion of the bill designed it to carry businesses through the first quarter of 2021. President-elect Biden also indicated an openness to discuss additional emergency aid.

In Canada, a more permanent solution to fund public transportation is on the table as part of the government's “A Healthy Environment and a Healthy Economy” plan. The plan commits to provide “permanent public transit funding, in partnership with the provinces and territories.” The details of what that permanent solution may look like are taking shape.

A more pressing need for Canadian transit systems is the need for an extension of financial support from provinces. The federal government provided C\$4.6 billion (US\$3.6 billion) for transit operations through its [Safe Restart agreement](#), but as the Canadian Urban Transit Association (CUTA) explains, funding in most provinces expires at the end of March. Should

funding not be extended, CUTA says essential workers, students, seniors and people living with disabilities with limited mobility options.

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**Source URL:** <https://www.masstransitmag.com/management/article/21204378/five-transit-topics-to-watch-in-2021>





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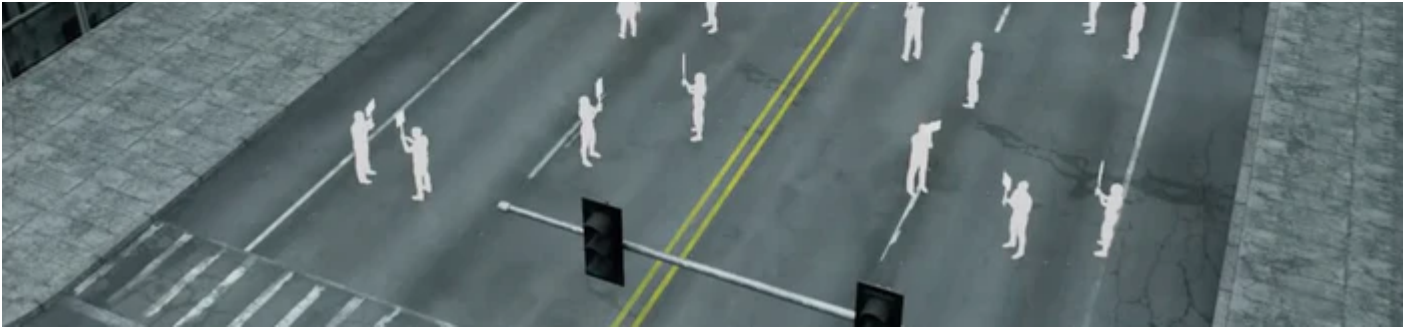
## Road rage: Driver training for protest mitigation is the new normal



Tom Quimby, CCJ associate editor

Jan 20, 2021





Instructional Technologies Inc.



"It's like you're meeting a horse on the road," said Thom Schoenborn, vice-president of marketing at Instructional Technologies Inc. "They (protestors) can be a little unpredictable, so stop, shut the vehicle off and don't spook the crowd."

Instructional Technologies Inc.

Thousands of National Guard troops and local law enforcement will be stationed in and around Washington D.C. Wednesday – and other points nationwide – as a safeguard



against activists protesting President-elect Joe Biden's inauguration.

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Protests and demonstrations have become part of the national landscape. Whether stirred by political leanings or inspired by acts of social injustice, hoards of people gathering en masse can pose a hazard for passersby.

For example, traffic on Interstate 5 in Seattle on Monday came to a halt as protestors laid down on the highway to raise awareness for a cause. Just what that cause was Washington State Patrol was not exactly sure, but a dozen protestors were arrested and no one was hurt.

Monday's incident is just another example of a dangerous, ongoing trend during a politically charged time that has more and more carriers turning to driver training companies for help on handling road-bound dissidents.

Not all driver training experts, however, believe that drivers should be the central focus for minimizing protest risks.

"When asked about whether we are going to create training on any specific topic, our first questions are always: Is this a problem that training will fix? Is this a driver's problem?" said CarriersEdge CEO Jane Jazrawy.

"In this case, the answer is a resounding 'no.' It is not a problem that training will help with that much, and the issue is definitely not the driver's responsibility," Jazrawy continued. "As the employer who should have the safety of drivers top of mind at all times, there are a number of things that can be done beforehand. This should be treated as any other uncontrollable event such as a hurricane, snowstorm or flood."

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Similar to preparing for storms, Jazrawy recommends carriers first determine where the protest will take place and then plan routes elsewhere. Customers should be notified of any potential delivery delays.

“Every effort should be made to move drivers away from potential hazardous areas,” Jazrawy said.

When it comes to protest hotspots on the highways, Thom Schoenborn, vice-president of marketing at Instructional Technologies Inc., said, “Roads and highways that pass through downtown areas tend to be targets of protesters.

“Overpasses are also frequent targets for protesters because the stream of traffic beneath gets their message to more people,” Schoenborn continued.

Monday’s protest in Seattle apparently extended to an overpass above Interstate 5 where troopers said people had been marching across the overpass just above protestors who had laid down on the highway and created major traffic delays.

Before hitting the road, it’s critical to consult with law enforcement for important tips on developing a sound protest mitigation plan.

“Reach out to law enforcement officials,” Jazrawy said. “They will have a plan and recommendations for you to follow. This is extremely important. Everyone should be working in tandem with law enforcement as much as possible.”

In addition to staying in touch with law enforcement, J. J. Keller & Associates Senior Editor of Transport Management Mark Schedler suggested having someone at each terminal who is not monitoring a board of drivers to monitor “local news sites, state DOT sites, customer insights, social media, etc., to monitor hot spots, and use your communication channels best suited for real-time updates to drivers.”

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## New training rolls out

This week Luma announced that it was offering free training online to help drivers stay safe during protests. Luma's courses, or eNuggets, can be customized by fleets to better suit their needs.

"When topics such as protests or any topic comes up that no one anticipates, like the pandemic, Luma's eNuggets are flexible so that carriers can easily modify and adjust them on the fly," said Luma CEO Dr. Gina Anderson, noting the training was released internally to its clients on Tuesday, "and we will have instructional design services ready to help our clients make the necessary adjustments if needed."

Instructional Technologies recently announced the addition of two courses aimed at dealing with demonstrations and protests that block roads for drivers of heavy-duty trucks, delivery trucks and other commercial vehicles.

One course is available through ITI's PRO-TREAD library for CDL drivers and the other is in their ClearDrive library for non-CDL commercial drivers.

"You don't want drivers improvising when they're surrounded by protesters," said Schoenborn. "Even the best-behaved demonstration usually involves shouting and chanting, which can be stressful. Providing training, options, and priorities before a driver stumbles into that situation will prevent incidents both small and large."

If various sources, including law enforcement, convey trouble ahead on the road, then your fleet shouldn't waste time in adopting a plan and rolling out training.

"Ideally, training should take place as soon as possible if a general threat exists," Schedler said. "And ideally, training or the safety message should come from an upper-level company leader/safety director/owner with very company-specific information that expresses the sincere concern for drivers' safety."

Schedler recommended the following tips on training:

- Stress to drivers that no one will be forced to take freight through unsafe areas.
- Let all drivers know that if they have concerns, they need to let leadership know and, if necessary, a person above the dispatcher's level.
- Have the training be a Zoom call or conference call with phone only so that drivers can attend while parked.
- Make the training as accessible as possible so recorded sessions are available to drivers at any hour of the day is recommended, with a point of contact for follow-up questions.

## **Making driver safety priority number one**

When the threat of protests grow, communicating with drivers becomes even more important since drivers could already be stressed by the prospect of encountering demonstrators on the road.

"Explain how their routes or routines might change and what the company is doing to make sure they are safe, like communicating with law enforcement," Jazrawy explained. "Talk to drivers one-on-one. They may be having extreme anxiety or stress. To keep them healthy and functional, check in with them and make sure they are prepared."

While remaining vigilant and prepared is key for staying out of harm's way keeping track of protestors is not always easy, according to the Georgia Department of Public Safety.

"It is hard to predict the actions of protestors but we will do everything possible to keep the protestors safe as well as the motoring public," said Lt. W. Mark Riley, GDPS public information director. "Drivers of commercial and non-commercial vehicles should remain attentive and always look down the road for potential road hazards they could be approaching."

In the event the driver is being approached by demonstrators, Riley advised "keeping windows rolled up and doors locked so that a protestor or demonstrator can't access the vehicle is encouraged. Do not antagonize the protestors/demonstrators. Just remain in your vehicle and wait for law enforcement to arrive," he said.

Drivers can also play a key role in warning others.

“Create a network of drivers in strategic locations to report active protests to a designated liaison,” said Lindsay Presley, industry marketing expert at Infiniti Workforce Solutions. “That person will compile all relevant concerns and electronically communicate to the entire workforce. This will eliminate word-of-mouth inconsistencies and ensure everyone receives timely, accurate and consistent messaging.”

Anderson recommended communicating regularly with drivers.

“It is important to be engaged with your drivers and for them to know there is someone they can reach out to and connect with,” Anderson said. “There could be driver-to-driver support as well in the discussion boards, which can be moderated.”

Of course the best way to stay safe is to avoid areas with protestors.

“If possible, avoid areas of civil unrest and try to find an alternate route ahead of time,” said Jaime Coffee, information officer at the California Highway Patrol. “Drivers should keep in contact with their dispatch and obtain travel updates. Remain alert and avoid traveling into areas with large crowds. Avoid confrontation with demonstrators. If at any time a driver feels like they are in danger, remain inside the vehicle with the doors locked and call 911 immediately.”

### **J.J. Keller also offered these tips:**

- Be sure your vehicle is filled with fuel, or as full as possible before you enter any area in which there may be issues.
- Be sure your cell phone is charged.
- Obtain alternate routes from dispatch before leaving for a destination that requires driving near or through a potential hot spot.
- Have a trucker’s atlas in the vehicle that shows all the clearances and acceptable reroutes. Don’t rely on GPS to tell route details, unless using a GPS for truckers.
- Be prepared to cancel specialized loads such as over-dimensional or overweight loads with required routes. Getting an updated permit is the alternative to

cancelling the load. Many times, carriers can bill customers for additional miles and cost when weather or other disturbances cause rerouting.

- Stay on main roads/interstates that are heavily trafficked with a police presence.
- Use a CB if your signal is lost.
- Be alert to what is developing around you. Anticipate trouble.
- Report to dispatch any significant change in your assessment of the situation if you can safely do so. Also, report when you are safely through the area of concern.

If found to be in close proximity to protest activity:

- Do not speak or become involved in any arguments.
  - Make no gestures.
  - Look as nonthreatening as possible.
  - Remain calm, composed, and professional.
  - Demonstrate patience and commonsense.
- 
- Do not attempt to intimidate anyone with your vehicle (e.g., gunning the motor or blowing the city or air horn).
  - Keep all windows rolled up and lock all doors.
  - If your vehicle is bumped, rocked, hit, or damaged, do not respond in a hostile manner.

If forced to stop:

- Speak only as needed to communicate your intent.
- Lower your window slightly; do not open it all the way.
- Keep your seat belt on to keep from being pulled out.
- Do not open your door or get out while transiting an area with crowds.
- Remain where you are stopped until waived through or the road is clearly open to travel.
- If you have no alternative and can safely do so, drive through the area slowly and carefully.
- Do not force your vehicle through any crowd.
- Move slowly and wait for an opening.
- Wait for the police to direct you if they are present.
- If you experience delays in getting through due to the crowds, please be patient and do not display any emotion or frustration and keep dispatch updated as much as safely possible.

## From Instructional Technologies

## Avoid provoking or engaging with protesters

- Never try to "ease" your way through a crowd — stay stopped
- Set the parking brakes
- Lock all doors and windows
- Remain in the vehicle if safe to do so
- If the protest escalates or you feel unsafe, most fleets will prioritize your safety over the security of the vehicle and load. You should gather your belongings (phone, jacket, water, etc.) and try to evacuate to a place where you can safely watch your vehicle (if possible).
- Call law enforcement — they may not know there is an event happening
- Use a mobile phone or dash cam to record the event, but only if it doesn't provoke people.
- Avoid provoking or engaging with protesters
- Set the parking brakes
- Lock all doors and windows
- Remain in the vehicle if safe to do so, but never if you feel at risk
- Call law enforcement
- Use a mobile phone or dash cam to record the event

## From Infiniti Workforce Solutions

- Safety and Operations should work together to form procedures now. Direct drivers on pre-planning expectations, re-routing for protests, and responding to warning signs. Ensure all drivers and in-house employees are aware of the realities and the risk truck drivers face.
- Whatever method is used, it is best to have a paper trail of all communications, to in-house employees and drivers, especially if injury, accidents, or fatalities are possible. For any procedural changes, all employees to sign an acknowledgement form. You'll want to be able to prove your communications and their comprehension.

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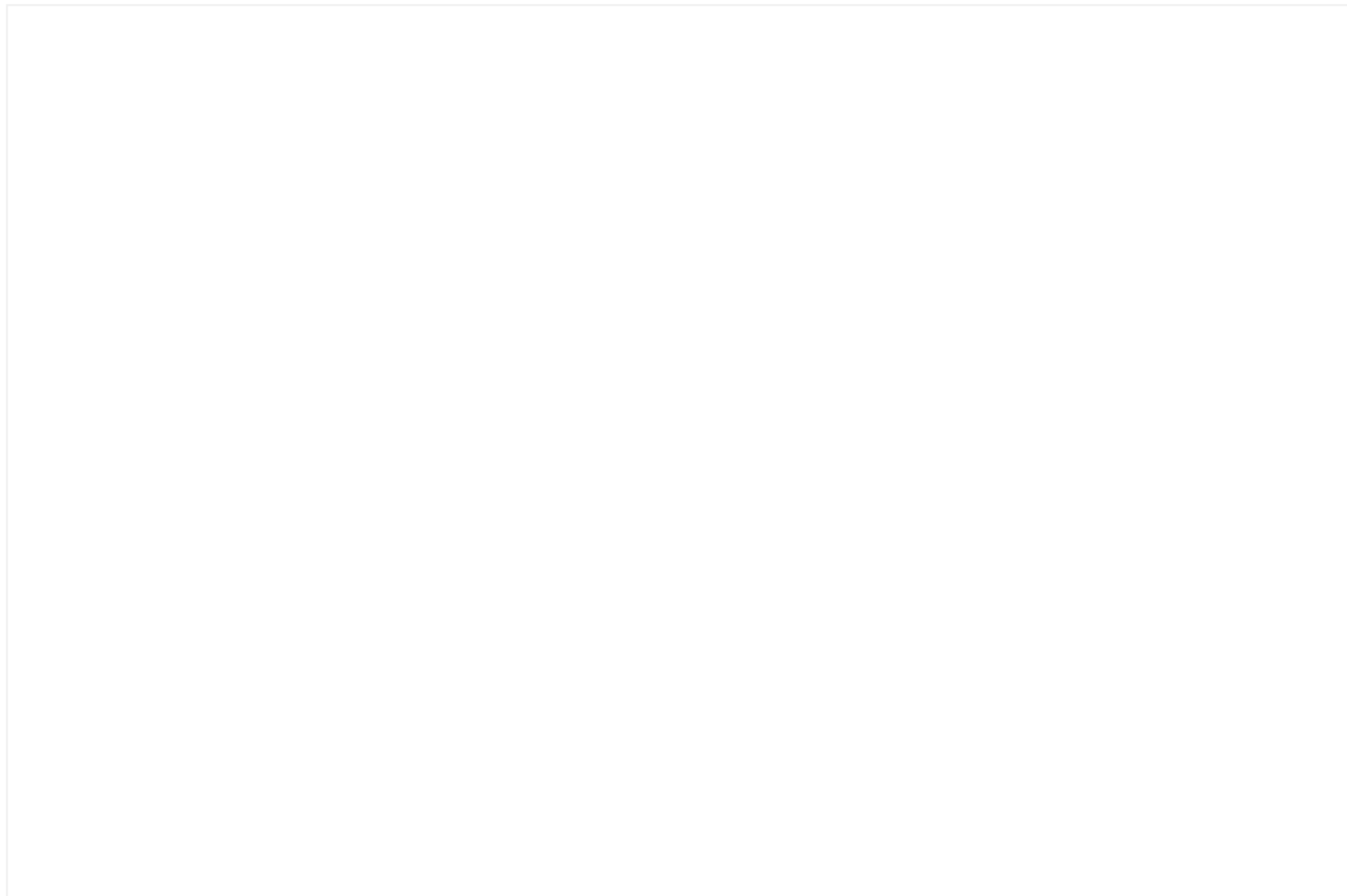
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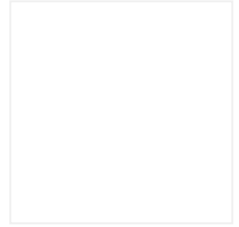


during social unrest.

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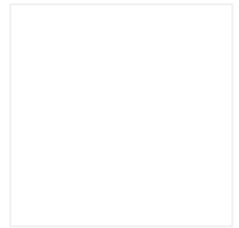
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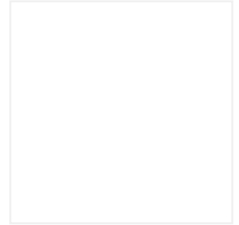
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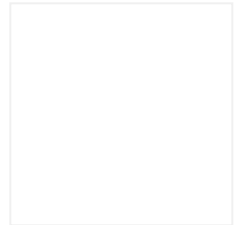
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