

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

Members Present:

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

Members Absent:

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

Others Present:

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

1. Call to Order and Introductions

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

2. Action Items

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

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

d. Update to MATBUS Procurement Policy

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

e. Moorhead 2018 Title VI 3-year plan

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

f. Fargo Draft 2018 FTA 5307 Program of Projects

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

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

3. Informational Items

a. FTA Triennial Compliance Review

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

b. 2017 Achievement Report

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

c. 2018 Marketing Plan

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

d. Operations & Ridership Reports

Mr. Peterson presented Operations and Ridership Reports.

4. Other Business

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

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

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

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

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