



Fargo-Moorhead Metropolitan
Council of Governments

One 2nd Street N Suite 232
Fargo, North Dakota 58102-4807
Phone: 701.532.5100
Website: www.fmmetrocog.org
Email: metrocog@fmmetrocog.org



1st Meeting of the Transit Coordination Committee

November 19, 2024 | 8:30 – 9:30 am

Location: Metro COG Conference Room/Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 272 856 165 448

Passcode: ECoP2w

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

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least 48 hours in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

A PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

INTERIM JOINT POWERS AGREEMENT

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

RECITALS

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

AGREEMENT

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

1. Reconstituted Metro Area Transit (MAT) Board Membership

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

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

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

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

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

2. Term of Agreement

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

3. Primary Functions of the Board

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

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

4. Other Duties of the Board

The Board will oversee the following items:

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

- c. U-Pass: The Board shall review and recommend annual U-Pass contracts with participating institutions of higher learning for access fees for unlimited rides for students on the MATBUS System.
- d. NDSU: The Board shall review and recommend the transit service agreement with NDSU prior to approval by the Fargo City Commission.
- e. West Fargo: The Board shall review and recommend the West Fargo service agreement prior to approval by the Fargo and West Fargo City Commission.
- f. Drivers Services Contract: The Board shall review and recommend the drivers services contract prior to jurisdictional actions.
- g. General contracts and agreements: The Board shall review and recommend various agreements as determined necessary.
- h. Marketing/Outreach: The Board shall review the annual marketing and outreach plan/budget prior to implementation.
- i. Capital Planning and Facility Development: The Board shall annually review and comment on capital and facility plans.
- j. System Operations and Service Planning: The Board shall review and comment on system operations and facility plans as they are developed.
- k. Mobility Management: The Board shall review and comment annually on Mobility Management efforts.
- l. Emergency Preparedness: The Board shall review and comment on Emergency Preparedness Plans for the metro area to include equitable usage of the MATBUS fleet in participating jurisdictions.
- m. Vehicle Leasing: The Board shall oversee the transition to leasing Moorhead's fixed route fleet to Fargo, for full integration into the MATBUS system, ensuring insurance coverage is compliant with State of Minnesota requirements.

5. Staffing and Support Resources

- a. Staffing Transition. As part of the adopted reorganization study, there has been determined a need for staffing changes and resource reallocation. Fargo agrees that Fargo shall employ such staff as necessary to transition the services provided by existing Moorhead employees, and that all existing staff assigned to the MAT system by each party shall support the Board as necessary to assist it in carrying out the purposes and powers of this Interim Agreement. Fargo agrees to present employment offers to current Moorhead employed transit staff for the positions of Marketing Manager and Office Associate III. Fargo agrees these duties are essential to the operations of the Transit Department and if Moorhead staff decline employment offers, the duties of these positions will be fulfilled through normal hiring practices. The Reorganization Study provides for the employment of a dedicated Senior Accountant to Transit and recognizes the 2024 retirement of the current Moorhead Transit Manager. Moorhead agrees to compensate Fargo for the entirety of the expense of securing and employing a Senior Accountant for the duration of 2024, pending approval of the State of Minnesota, with the understanding that the Moorhead Transit Manager will use this orientation period to train the Senior Accountant on State of Minnesota and Federal grant applications and reports

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

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

6. Funding.

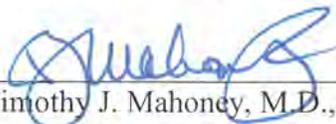
The Federal Transit Authority shall provide funding to the city of Fargo as the Designated Recipient. As the Designated Recipient, Fargo shall provide funding to participating entities. This requires a coordinated decision-making process to verify funds are shared in an equitable manner. The participating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

7. Existing Joint Powers Agreement

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

CITY OF FARGO
a North Dakota municipal corporation

DATE: 9/3/24

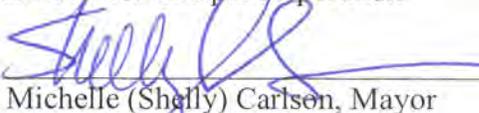
By 
Timothy J. Mahoney, M.D., Mayor

ATTEST:


Steven Sprague, City Auditor

CITY OF MOORHEAD
a Minnesota municipal corporation

DATE: 9/11/24

By 
Michelle (Shelly) Carlson, Mayor

By 
Dan Mahli, City Manager

2025 COST ALLOCATION PLAN

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

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

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

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

BENEFITTING PARTIES / PARTICIPATING JURISDICTIONS:

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

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

COST CENTERS:

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

The Cost Centers are currently defined as:

- Administration

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

COST ALLOCATION METHODOLOGY:

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

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

Cost Center

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

Cost Sharing Basis

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

Administration Cost Center:

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

Fixed Route Operations Cost Center:

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

Paratransit Operations Cost Center:

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

Microtransit Operations Cost Center:

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

Mobility Management Cost Center:

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

Planning Cost Center:

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

Facility Operations Cost Center:

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

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

Facility Preventive Maintenance Cost Center:

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

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

Vehicle Operations Cost Center:

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

Vehicle Preventive Maintenance Cost Center:

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

REVENUE ALLOCATION METHODOLOGY:

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

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

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

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

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

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

Revenue Hours	General Fund	Fuel	Parts	Maintenance	Senior Mile
Fare/Fuel	53,576.21	17,359.24			
Missionhead & Disburth Fuel	10,089.50	10,089.50			
NDSD Fuel	7,211.84	7,211.84			
West Fargo Fuel	3,182.88	3,182.88			
Fargo Maintenance	4,080.00			4,080.00	
NDSD Maintenance	382.00			382.00	
Fargo Parts	18,490.00		18,490.00		
Missionhead & Disburth Parts	6,006.00		6,006.00		
West Fargo Parts	3,726.00		3,726.00		
Total Revenue Hours	116,292.93	38,578.91	36,242.00	4,862.00	
Revenue Miles					
Fare/Fuel	686,938.15	686,938.15			
Missionhead & Disburth Fuel	442,887.09	442,887.09			
NDSD Fuel	71,527.28	71,527.28			
West Fargo Fuel	38,975.78	38,975.78			
Fargo Maintenance	18,264.00			18,264.00	
NDSD Maintenance	4,742.00			4,742.00	
Fargo Parts	250,885.00		250,885.00		
Missionhead & Disburth Parts	95,317.00		95,317.00		
West Fargo Parts	88,246.00		88,246.00		
Total Revenue Miles	1,654,981.68	1,247,218.68	431,242.00	21,808.00	
Ridership					
Fare/Fuel	548,892	548,892			
Missionhead & Disburth Fuel	371,154	371,154			
NDSD Fuel	770,265	770,265			
West Fargo Fuel	21,868	21,868			
Fargo Maintenance	3,281			3,281	
NDSD Maintenance	3,975			3,975	
Fargo Parts	41,887		41,887		
Missionhead & Disburth Parts	12,846		12,846		
West Fargo Parts	9,821		9,821		
Missionhead Senior Ride	7,719				7,719
Disburth Senior Ride	190,581				190,581
Total Ridership	1,729,885	1,398,902	63,864	7,266	8,900
College Ridership					
NDSD - outside calculator routes	71,969	71,969			
NDSD	213,238	213,238			
Concordia	13,818	13,818			
W State	18,747	18,747			
NDSD	381	381			
Total College Ridership	175,153	175,153			

NDSD QUANTA STATE BUS ALLOCATION BY FLEETLY & DISBURTH SUBSIDIES

2023 Ridership (Pass & Cash)	Share of Elderly & Disabled Ridership
Disburth Split	
Route 10	
West Fargo %	51.2%
Fargo %	48.7%
Route 24	
West Fargo %	59.8%
Fargo %	40.2%
Total West Fargo Ridership	4,924
Total Fargo Ridership	11,847

2023 Ridership (Pass & Cash)	Share of Elderly & Disabled Ridership
Disburth Split	
Route 10	
West Fargo %	51.2%
Fargo %	48.7%
Route 24	
West Fargo %	59.8%
Fargo %	40.2%
Total West Fargo Ridership	4,924
Total Fargo Ridership	11,847

Senior Maintenance Cash 2023

Amount	Percentage	Fund Source	% of Total
Fare/Fuel	14.9%	Fund Source	100.0%
Maintenance	13.2%	Maintenance	88.6%
Parts	1.7%	Parts	11.4%
Total	30.8%		

Senior Percentage

Amount	Percentage
Fare/Fuel	14.9%
Maintenance	13.2%
Parts	1.7%
Total	30.8%

Note: Split (METH) ridership between Fargo and Missionhead 50%
Except MHD (Missionhead) (En-Route) Pay & Ride in the Park - 100% MHD

Expense & Funding

Account Description	Grand Total	New Dept	New Service Type	Cost Split	Fargo Flood		Fargo Para		Fargo Microtransit		Moorhead & Dilworth Flood		Moorhead & Dilworth Para		West Fargo Flood		West Fargo Para		NDSU		NDSU Microtransit		Total	
					Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount		Percent
Revenue Sharing																								
Full Time Staff	825,847	Admin	All Services	Revenue Share	42.5%	350,293.72	19.5%	162,369.77	2.9%	1,820.55	14.2%	11,749.28	4.4%	3,640.88	2.3%	1,894.49	4.2%	3,470.25	5.2%	41,361.36	0.4%	2,709.75	100.0%	631,544.92
Full Time Overhead	1,000	Admin	All Services	Revenue Share	42.5%	425.00	19.5%	172.50	2.9%	18.25	14.2%	142.00	4.4%	113.60	2.3%	91.68	4.2%	177.24	5.2%	1,735.94	0.4%	113.60	100.0%	1,000.00
Temporary Help	1,447	Admin	All Services	Revenue Share	42.5%	614.97	19.5%	252.14	2.9%	2,112.12	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,447.00
Health Insurance	18,130	Admin	All Services	Revenue Share	42.5%	7,685.25	19.5%	3,149.54	2.9%	1,345.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	18,130.00
Dental Insurance	2,217	Admin	All Services	Revenue Share	42.5%	942.28	19.5%	387.71	2.9%	3,252.42	14.2%	17,200.64	4.4%	8,560.32	2.3%	6,848.26	4.2%	13,696.52	5.2%	136,965.26	0.4%	8,560.52	100.0%	2,217.00
Long Term Disability	1,505	Admin	All Services	Revenue Share	42.5%	639.73	19.5%	262.39	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,505.00
Auto Insurance	900	Admin	All Services	Revenue Share	42.5%	382.50	19.5%	157.25	2.9%	1,345.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	900.00
FCIA & Z	17,500	Admin	All Services	Revenue Share	42.5%	7,407.50	19.5%	3,022.50	2.9%	25,350.00	14.2%	142,000.00	4.4%	710,000.00	4.2%	142,000.00	5.2%	1,420,000.00	0.4%	91,000.00	100.0%	17,500.00		
Medicare 1 & 2	5,700	Admin	All Services	Revenue Share	42.5%	2,407.50	19.5%	975.00	2.9%	8,200.00	14.2%	71,000.00	4.4%	35,000.00	2.3%	28,000.00	4.2%	280,000.00	5.2%	2,800,000.00	0.4%	175,000.00	100.0%	5,700.00
NDSPRS/RS/RS/RS/RS/RS	50,751	Admin	All Services	Revenue Share	42.5%	21,567.18	19.5%	8,680.57	2.9%	71,350.29	14.2%	613,000.00	4.4%	3,065,000.00	4.2%	306,500.00	5.2%	3,065,000.00	0.4%	192,251.29	100.0%	50,751.00		
Life Insurance	18	Admin	All Services	Revenue Share	42.5%	7.65	3.62	1.51	2.9%	24.75	14.2%	112.00	4.4%	560.00	4.2%	560.00	5.2%	5,600.00	0.4%	560.00	100.0%	18.00		
Health Communication	400	Admin	All Services	Revenue Share	42.5%	170.00	19.5%	69.75	2.9%	592.50	14.2%	5,180.00	4.4%	259,000.00	4.2%	259,000.00	5.2%	2,590,000.00	0.4%	170.00	100.0%	400.00		
Banking Service	2	Admin	All Services	Revenue Share	42.5%	0.85	0.39	0.16	2.9%	1.82	14.2%	15.40	4.4%	154.00	4.2%	154.00	5.2%	1,540.00	0.4%	154.00	100.0%	2.00		
Computer Services	1,000	Admin	All Services	Revenue Share	42.5%	425.00	19.5%	172.50	2.9%	1,820.55	14.2%	14,200.64	4.4%	71,003.20	4.2%	71,003.20	5.2%	710,032.00	0.4%	425.00	100.0%	1,000.00		
Multi-Service Contract	2,000	Admin	All Services	Revenue Share	42.5%	850.00	19.5%	341.25	2.9%	2,835.00	14.2%	25,350.00	4.4%	126,750.00	4.2%	126,750.00	5.2%	1,267,500.00	0.4%	850.00	100.0%	2,000.00		
General Liability	18,130	Admin	All Services	Revenue Share	42.5%	7,685.25	19.5%	3,149.54	2.9%	1,345.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	18,130.00
GENERAL LIABILITY	498	Admin	All Services	Revenue Share	42.5%	211.68	19.5%	84.39	2.9%	714.12	14.2%	6,160.64	4.4%	308,032.00	4.2%	308,032.00	5.2%	3,080,320.00	0.4%	211.68	100.0%	498.00		
GENERAL LIABILITY	498	Admin	All Services	Revenue Share	42.5%	211.68	19.5%	84.39	2.9%	714.12	14.2%	6,160.64	4.4%	308,032.00	4.2%	308,032.00	5.2%	3,080,320.00	0.4%	211.68	100.0%	498.00		
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
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Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
Liability Insurance	1,500	Admin	All Services	Revenue Share	42.5%	637.50	19.5%	255.00	2.9%	2,261.47	14.2%	11,200.64	4.4%	5,600.32	2.3%	4,480.26	4.2%	8,560.52	5.2%	85,605.26	0.4%	5,600.52	100.0%	1,500.00
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Proposed Org Chart 2025

MAT COORDINATING BOARD/
TRANSIT TECHNICAL ADVISORY COMMITTEE

TRANSIT DIRECTOR

Assistant Transit Director - Operations

Assistant Transit Director - Fleet & Facilities

Operations Supervisor

Planner

Marketing Manager

Parts Manager

Maintenance Attendant III

Technician III

Fleet Services Lead

Mobility Manager (DBELO)

Office Associate III

2 Paratransit Dispatchers

4 Fixed Route Dispatchers

2 Marketing Intern PT

Parts Associate

8 Technician II

3 Fleet Services Attendant

2 Fleet Services Attendant

Paratransit Dispatcher

Fixed Route Dispatchers

Marketing Intern PT

Parts Associate

Technician Intern

Fleet Services Attendant

Fleet Services Attendant

One PT Intern position was previously funded by Moorhead

Previously Fleet Services Attendant PT (2)

— DIRECT REPORT

..... GIVES WORK DIRECTION

□ EXISTING POSITION

■ NEW POSITION FROM MOORHEAD STAFF

■ NEW POSITION

Transdev Contracted Driver Services Staff

- General Manager
- Operations Manager
- Safety Manager
- Office Clerk
- 4 Road Supervisors
- Trainer
- Bus Operators

City of Fargo External Department Support

- Finance
- Senior Accountant
- Human Resources
- Human Resources Generalist
- Information Services
- Legal

Taking on some Moorhead Transit Manager duties



2026 Proposed Organizational Chart

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

