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matbus

24th Meeting of the MATBUS Coordination Committee

October 22, 2026 | 9:00 – 10:30 am
Location: Metro COG Conference Room/Zoom

Click here to join the meeting
Meeting ID: 857 9290 5853
Passcode: 271629

1. Call to Order and Introductions
    a. Approve Order and Contents of the Overall Agenda
    b. Review and Action on Minutes from September 16, 2026
2. Public Comment Opportunity
3. Action Items
    a. 2027 Operating and Capital Budget Approval – **Jordan Smith**
        i. Organizational Restructure and Pay Adjustments
4. Informational Items
    a. September Budget to Actual Review – **Jean Henning and Cole Swingen**
    b. Director Update – **Jordan Smith**
    c. City of Fargo Opportunities Under Transit (OUT) Program Update – **Jordan Smith**
    d. Driver Staffing Update – **Matt Pinotti**
    e. Safety and Security Update – **Cole Swingen**
    f. Quarterly Ridership Update – **Luke Grittner**
5. Other Business

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, 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 accommodate all requests for translation services for meeting proceedings, and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least three days 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.

Agenda Item 1b

23rd Meeting of the
MATBUS Coordination Committee
September 16, 2026 – 9:00 AM
Metro COG Conference Room/Zoom

Members Present:
Deb White, Moorhead City Council, Chair
Nikkie Gullickson, Fargo City Commission
John Strand, Fargo City Commission
Jordan Smith, Fargo Transit Director
Susan Thompson, Fargo Finance Director
Sebastian McDougall, Moorhead City Council
Jenica Flanagan, Moorhead Finance Director
Mike Rietz, Moorhead Assistant City Manager
Dustin Scott, West Fargo City Administrator
Perry Baatz, Dilworth Finance Officer
Brit Stevens, NDSU Transportation Manager
Ben Griffith, Metro COG Executive Director

Others Present:
Andrew Almer, MATBUS
Adam Altenburg, Metro COG
Heidi Benke, MATBUS
Shaun Crowell, MATBUS
Mel Ell, Great Plains Food Bank
Luke Grittner, MATBUS
Haley Helmin, City of Fargo
Jean Henning, City of Fargo
Suzie Lundsten, M State
Wyatt Papenfuss, City of Fargo
Matt Pinotti, MATBUS
Cole Swingen, MATBUS
Megan Zahradka, City of Moorhead
Linghao Zhang, Metro COG

1a. Approve Order and Contents of the Agenda
A motion to approve the agenda was made by Mr. Baatz and seconded by Ms. Flanagan. The motion was voted on and unanimously approved.

1b. Review and Action on Minutes from August 19, 2026
A motion to approve the minutes for the August 2026 regular meeting was made by Mr. McDougall and seconded by Ms. Flanagan. The motion was voted on and unanimously approved.

2. Public Comment Period
No members of the public addressed the committee.

3a. North Dakota State Aid for Public Transportation Agreement
Mr. Smith presented the State Fiscal Year 2027 North Dakota State Aid for Public Transportation Agreement. NDDOT awarded Fargo Metro Area Transit $649,416 for eligible transit expenses for the period of July 1, 2026 through June 30, 2027. No local match is required.

Mr. Smith explained that state aid is distributed using a formula that provides funding to counties and distributes remaining funds based in part on elderly and disabled ridership. Committee members discussed how the formula affects larger urban transit systems and noted that it does not account for other transit purposes, including workforce transportation.

A motion to recommend NDDOT Contract No. 38261344 for SFY 2027 State Aid for Public Transit funding in the amount of $649,416 to the City of Fargo Finance, Administration and Human Resources Committee for approval was made by Mr. Strand and seconded by Mr. Baatz. The motion was voted on and unanimously approved.

3b. Ambassador Cleaning Contract Amendment
Mr. Swingen presented an amendment to MATBUS's contract with Ambassador Cleaning following the relocation of downtown transit operations from the Ground Transportation Center to the former Downtown Engagement Center.

Ambassador Cleaning quoted $3,195 per month for regular cleaning of the new facility, compared with $3,600 per month at the former GTC, resulting in savings of $405 per month.

A motion to recommend the Ambassador Cleaning contract amendment to the Fargo City Commission for approval was made by Ms. Thompson and seconded by Ms. Flanagan. The motion was voted on and unanimously approved.

3c-e. Concordia College, M State, and NDSU U-Pass Agreements
Mr. Swingen provided an overview of MATBUS's U-Pass program with local higher education institutions. Participating colleges subsidize transit access for their students, providing students access to the MATBUS fixed-route system while providing MATBUS with fare revenue and additional ridership.

Mr. Swingen explained that U-Pass rates are calculated using the prior year's fixed-route operating expenses and ridership to determine a cost per passenger. For the current agreements, the calculated cost was $11.09 per passenger. The agreements use the number of full-time, on-campus students rather than total enrollment.

The proposed annual amounts were approximately $20,000 for Concordia College, $10,800 for M State, and $105,000 for NDSU.

Committee members discussed the distinction between on-campus enrollment and the students who are eligible to use the program. Staff noted that the methodology was revised following discussions with the colleges because total enrollment can include online students who do not live in the region.

The committee considered the three U-Pass agreements together. A motion to authorize MATBUS staff to submit the U-Pass agreements to representatives of Concordia College, M State, and NDSU for review and approval and, contingent upon their approval, forward the

agreements through the City of Fargo approval process was made by Mr. McDougall and seconded by Mr. Smith. The motion was voted on and unanimously approved.

4a. Maps to Meals
Mel Ell, Community Impact Manager with the Great Plains Food Bank, presented the Maps to Meals Fargo-Moorhead initiative. She explained that transportation is a significant barrier to food access and that the initiative is intended to connect residents with food pantries, meal sites, MATBUS routes, and active transportation connections.

The initiative includes a printed and digital map showing food resources and transportation options. The project also recognizes that reaching a food pantry is only part of the transportation challenge and is exploring resources such as bus passes, grocery carts, backpacks, and totes to help residents transport food home. MATBUS has offered totes for the initiative.

The Great Plains Food Bank requested assistance reviewing MATBUS information on the map, identifying community partners and distribution locations, and approximately $600 in MATBUS passes to pilot the program.

Committee members expressed support for the concept and discussed existing programs through which local jurisdictions provide transit assistance. Moorhead currently uses CDBG funding to support bus passes distributed through nonprofit organizations.

Discussion also focused on whether MATBUS should establish a broader policy for providing donated or reduced-cost passes to qualifying community organizations. Staff noted that such a program would need clear eligibility criteria, an application process, and potentially reporting requirements to ensure consistent treatment of requests. The committee expressed interest in additional information regarding potential approaches and existing models.

4b. August Budget to Actuals Review
Ms. Henning and Mr. Swingen reviewed MATBUS financial and operating information through August.

Ms. Henning noted that revenues were approximately $447,000 below budget for August and approximately $3 million below budget year-to-date, largely due to the timing of grant reimbursements. Expenses were approximately $51,000 below budget for August and approximately $630,000 below budget year-to-date. Staff reviewed the status of several federal and state grants and anticipated upcoming drawdowns. Overtime expenses were approximately $450,000 over budget, while health insurance expenses were approximately $470,000 under budget. Salary vacancies and lower fuel expenses also contributed to the overall expenditure variance.

Mr. Swingen presented a revised approach to comparing operating statistics. Because ridership and paratransit activity fluctuate significantly throughout the year, staff compared August 2026 data with August 2025 rather than comparing monthly activity against an annual budget divided evenly by 12. Committee members supported the year-over-year comparison and suggested adjusting the labeling of future reports to better reflect the comparison.

4c. Director Update
Mr. Smith provided updates on several MATBUS activities and initiatives.

For the upcoming North Dakota legislative session, MATBUS is working on language related to additional funding for larger urban transit providers. Staff is also pursuing legislation that would classify assault of a transit driver as a felony, similar to protections provided to certain other public-facing professions.

Mr. Smith reported that staff is developing a funding strategy for a Comprehensive Operational Analysis, with an anticipated cost of approximately $400,000 to $500,000. Discussions are underway regarding potential federal funding sources.

Mr. Smith also discussed recent MnDOT meetings and future Minnesota transit funding. MATBUS was reminded that state/local match requirements are expected to increase in 2028. MnDOT's transit fund projections are also trending lower than previously anticipated, creating potential longer-term funding concerns.

For the 2027 budget, Fargo's health insurance increase came in below the amount assumed in the budget. Mr. Smith discussed a proposed organizational restructuring that would replace the Assistant Transit Director – Fleet and Facilities position with a Fleet and Facilities Manager and potentially add a Procurement and Project Manager. The need for additional procurement capacity was identified during MATBUS's most recent triennial review because of the amount of federal funding and procurement activity administered by the agency. The proposed restructuring will return to the committee as it moves through the City of Fargo approval process.

Fuel bids for the first two quarters of 2027 came in above budget, resulting in approximately $80,000 in additional anticipated costs. Staff will attempt to accommodate the increase through health insurance and salary savings without increasing the previously presented partner contributions.

Mr. Smith also provided an update on MATBUS Flex, the new on-demand microtransit service planned for Minnesota service in 2027. MATBUS is developing non-CDL driver positions and a marketing strategy for the service. The software is expected to be operational in advance of launch to allow time for testing and public outreach. Committee members also discussed alternative-fuel vehicles, fleet sizing, and the potential role of smaller vehicles. Mr. Smith indicated that alternative fuels and vehicle sizing could be considered as part of the Comprehensive Operational Analysis.

The committee congratulated Mr. Smith on his appointment as MATBUS Transit Director.

4d. Driver Staffing Update
Mr. Pinotti provided an update on driver staffing. MATBUS had four vacant positions, two drivers on leaves of absence, two drivers in training, and two upcoming vacancies.

Mr. Pinotti noted that driver shortages and daily call-outs continue to contribute to open routes and overtime. Seven interviews were scheduled, including several applicants who were already fully licensed. He also noted that staffing shortages create challenges for training because behind-the-wheel trainers are also needed to operate regular service.

4e. MSUM U-Pass Contract Update
Mr. Swingen reported that Minnesota State University Moorhead requested a one-semester extension of its U-Pass agreement through January 10, 2027 while the university evaluates whether to continue participating in the program.

MATBUS provided MSUM with recent ridership information and information regarding the benefits of the U-Pass program. Mr. Swingen noted that MSUM may consider changes to its participation beginning in 2027.

4f. Safety and Security Update
Mr. Swingen reported a decrease in reported security incidents during the month. Staff will continue monitoring whether the decrease is related to the relocation of downtown transit operations or other factors.

Mr. Swingen also reported a recent incident in which a passenger spit on a MATBUS driver. Committee members discussed the importance of continued efforts to improve safety for both passengers and employees.

Chair White noted that public transit safety concerns had recently been raised by people with disabilities during a community event in Moorhead and emphasized the importance of ensuring riders feel safe using the system.

5. Other Business
No additional business was brought before the committee.

Chair White adjourned the meeting at 10:28 AM.

Memorandum

To: MATBUS Coordination Committee

From: Jordan Smith – Transit Director

Date: October 22, 2026

RE: ***2027 Final Budget***

The purpose of this memo is to provide the MATBUS Coordination Committee with an update on the 2027 operating budget, including changes from the original proposed budget, the currently approved budget, and the revised budget incorporating staffing adjustments and organizational restructuring.

2027 Budget Comparison
The following table summarizes the changes to the 2027 MATBUS budget.

Budget Category	Original Proposed	Currently Approved	Revised Budget
Total Expenses	$16,421,535	$16,467,747	$16,467,155
Total Revenues	$5,867,489	$5,898,581	$5,898,581
Fargo Share	$4,245,549	$4,244,137	$4,242,083
Moorhead Share	$5,219,952	$5,235,468	$5,237,254
West Fargo Share	$467,172	$465,141	$464,512
NDSU Share	$621,372	$624,418	$624,725

The currently approved budget reflects a $31,092 increase in anticipated revenues compared to the original proposed budget. This increase is attributable to higher North Dakota State Aid funding than originally projected.

The revised budget maintains this increased revenue projection while incorporating additional staffing, compensation adjustments, and organizational restructuring. Total expenses decrease by $592 compared to the currently approved budget.

Changes in Participating Entity Contributions
The following table identifies the changes in local contributions between the currently approved and revised budgets.

Participating Entity	**Change**
Fargo	-$2,054
Moorhead	+$1,786
West Fargo	-$629
NDSU	+$307
Total Change	**-$592**

Amounts are rounded to the nearest dollar.

Budget Adjustments and Organizational Restructuring

The revised budget incorporates several changes to personnel, operating expenses, and organizational structure. These adjustments are intended to address operational needs, improve staffing efficiency, and align positions with current responsibilities.

Compensation and Benefits

- A 3% cost-of-living adjustment (COLA) for employees.
- A 6.6% increase in health insurance costs.
- A $21,000 market adjustment for Dispatcher/Reservationist positions.
- A $6,740 reclassification adjustment for the Assistant Transit Director position.
- A $3,569 market adjustment for the Mobility Manager position.
- Recognition of known salary savings associated with employee turnover, including one Reservationist position.

Organizational Restructuring

The revised budget includes several organizational changes intended to improve operational efficiency, strengthen administrative oversight, and better align staffing with departmental responsibilities.

- **Fleet and Facilities Manager:** Replacing the Assistant Transit Director – Fleet position with a Fleet and Facilities Manager position to better align the position with its responsibilities.
- **Procurement and Project Manager:** Establishing a Procurement and Project Manager position utilizing the previously approved Road Supervisor FTE. The Road Supervisor position would not be filled. This change results in an additional estimated cost of $22,000 over the approved Road Supervisor position and is intended to strengthen procurement oversight, project management, and regulatory compliance.
- **Service Coordinator:** Reclassifying one Dispatcher position to a Service Coordinator position at an estimated additional cost of $8,400 to better align the position with its responsibilities.

Staffing Adjustments

- Adding nine Bus Driver positions to support service needs:
    - One Fixed Route position.
    - One Paratransit position.
    - Seven Microtransit positions.

- Funding one maintenance technician position previously held vacant during 2026. One maintenance technician position would remain vacant.

Operating Expense Adjustments

- Increasing the fuel budget by $122,500 to reflect anticipated fuel costs in 2027.
- Including the cost of CDL medical certification and recertification examinations for employees.

Budget Impact

The revised 2027 budget incorporates increased fuel costs, employee compensation adjustments, additional operator positions, and organizational restructuring while remaining slightly below the currently approved total expense budget.

The changes are intended to better align staffing with operational needs, support the planned microtransit expansion, strengthen procurement and project oversight, and improve the overall efficiency of MATBUS operations.

Recommendation

The Transit Director recommends that the MATBUS Coordination Committee review and support the proposed 2027 budget adjustments and organizational restructuring.

The revised budget addresses identified operational and staffing needs while maintaining total expenses within the currently approved 2027 budget.

Memorandum

To: MATBUS Coordination Committee

From: Jordan Smith – Transit Director

Date: October 22, 2026

RE: ***Organizational Restructure & Pay Adjustments***

The purpose of this memorandum is to outline proposed organizational changes within the Transit Department to address operational needs, improve administrative oversight, maintain competitive compensation, and ensure internal equity among positions.

Proposed Additional Position

Procurement and Project Manager

The Transit Department proposes reallocating the previously approved Road Supervisor full-time equivalent (FTE) position to establish a Procurement and Project Manager position.

This position would provide dedicated oversight of procurement activities, capital projects, contract administration, and federal compliance requirements. As the department continues to manage significant capital investments and federal funding requirements, additional administrative capacity is needed.

The position has been graded, and the job description has been approved by Fargo Human Resources.

- FTE Impact: No additional FTE required; utilizes the approved Road Supervisor position.
- Additional Funding Required: $22,000 annually.

Proposed Position Reclassifications and Market Adjustments

Assistant Transit Director

A reclassification is proposed based on the recent grading of the Fleet and Facilities Manager position and the need to maintain internal equity within the department.

- Estimated Annual Cost: $6,740

Mobility Manager

A market adjustment is proposed based on compensation data indicating that an adjustment is necessary to maintain a competitive salary for this position.

- Estimated Annual Cost: $3,570

Dispatcher/Reservationist

A market adjustment for Dispatcher/Reservationist positions was previously proposed and approved as part of the City of Fargo's budget process.

- Approved Annual Cost: $21,000

Dispatcher Reclassified to Services Coordinator
The department proposes reclassifying a Dispatcher position to Services Coordinator to better align the departmental needs.

- Estimated Annual Cost: $8,400

Financial Impact

Proposed Change	**Annual Cost**
Procurement and Project Manager	$22,000
Assistant Transit Director Equity Reclassification	$6,740
Mobility Manager Market Adjustment	$3,570
Dispatcher/Reservationist Market Adjustment	$21,000
Dispatcher to Services Coordinator Reclassification	$8,400
Total Annual Cost	**$61,710**

MATBUS-AGENCY REVIEW **Budget to Actuals**
BUDGET TO ACTUALS- OCTOBER 2026
OPERATING

	Final Period 15			2026-SEPTEMBER			2026-SEPTEMBER YTD			
OPERATING REVENUE:	2025 Budget	2025 Actual	Variance	September Budget	September Actual	Variance	September Budget	September Actual	Variance	2026 Budget
FTA Section 5307 & 5310 Funding:	$3,938,256	$4,896,005	$957,749	$264,488	$10,499	-$253,989	$2,380,392	$33,958	-$2,346,434	$3,173,887
ND State Aid	$564,991	$816,925	$251,934	$86,859	$0	-$86,859	$781,731	$521,510	-$260,221	$1,042,324
Fixed Route Fare Revenue	$925,272	$575,293	-$349,979	$70,706	$53,459	-$17,247	$636,354	$649,654	$13,300	$848,490
Advertising	$100,000	$84,128	-$15,873	$10,575	$4,600	-$5,975	$95,175	$45,263	-$49,913	$126,915
Paratransit Fare Revenue	$206,750	$189,272	-$17,478	$19,633	$18,747	-$886	$176,697	$182,927	$6,230	$235,605
Moorhead Link FM	$0	$301	$301	$0	$0	$0	$0	$0	$0	$0
Farebox Vending	$7,098	$5,626	-$1,472	$472	$491	$19	$4,248	$3,919	-$329	$5,670
U Pass Revenue	$175,000	$156,618	-$18,382	$8,850	$14,245	$5,395	$79,650	$108,409	$28,759	$106,205
Transit Fines	$35,500	$34,283	-$1,217	$0	$0	$0	$0	$0	$0	$0
Insurance Proceeds	$20,000	$31,403	$11,403	$2,500	$3,847	$1,347	$22,500	$52,014	$29,514	$30,000
Pcard Rebates	$15,000	$11,865	-$3,135	$1,250	$0	-$1,250	$11,250	$8,797	-$2,453	$15,000
Miscellaneous Revenue	$2,550	$6,671	$4,121	$583	$0	-$583	$5,247	$907	-$4,340	$7,000
Fargo Payments from Partners-Fixed Route	$4,707,906	$4,478,563	-$229,344	$370,943	$333,107	-$37,836	$3,338,487	$2,639,462	-$699,025	$4,451,316
Fargo Payments from Partners-Paratransit	$860,670	$782,444	-$78,226	$65,927	$115,667	$49,740	$593,343	$553,061	-$40,282	$791,151
Fargo Payments from Partners-Microtransit	$40,486	$54,636	$14,150	$6,057	$2,858	-$3,199	$54,513	$37,747	-$16,766	$72,687
Fargo Local Share	$3,748,323	$3,748,323	$0	$360,751	$360,751	$0	$3,246,759	$3,246,762	$3	$4,329,016
Total Revenue	**$15,347,803**	**$15,872,355**	**$524,552**	**$1,269,594**	**$918,271**	**-$351,323**	**$11,426,346**	**$8,084,389**	**-$3,341,957**	**$15,235,266**
OPERATING EXPENSES:										
Administration	$1,870,508	$1,913,817	-$43,309	$177,399	$174,822	$2,577	$1,617,801	$1,610,892	$6,909	$2,275,211
Fixed Route	$8,562,047	$8,073,628	$488,419	$562,790	$719,271	-$156,481	$5,127,649	$4,924,549	$203,100	$7,184,807
Paratransit	$1,834,227	$2,024,064	-$189,837	$159,395	$189,613	-$30,218	$1,454,025	$1,449,642	$4,383	$2,047,026
Microtransit	$207,380	$265,640	-$58,260	$2,093	$9,142	-$7,049	$18,874	$25,453	-$6,579	$25,388
Mobility Management	$147,439	$139,867	$7,572	$11,808	$11,246	$562	$107,868	$104,363	$3,505	$152,743
Planning	$95,615	$78,412	$17,202	$6,995	$9,956	-$2,961	$63,647	$91,411	-$27,764	$88,725
Building Operating	$211,559	$189,945	$21,614	$19,850	$49,139	-$29,289	$178,650	$162,649	$16,001	$238,191
Building Preventative Maintenance	$242,391	$236,099	$6,292	$28,107	$24,067	$4,040	$253,998	$244,361	$9,637	$344,558
Vehicle Operating	$85,500	$52,339	$33,161	$4,019	$4,915	-$896	$36,171	$26,904	$9,267	$48,235
Vehicle Preventative Maintenance	$2,996,640	$2,871,623	$125,017	$226,022	$218,741	$7,281	$2,053,177	$2,053,803	-$626	$2,843,170
Total Expenses	**$16,253,305**	**$15,845,435**	**$407,871**	**$1,198,478**	**$1,410,912**	**-$212,434**	**$10,911,860**	**$10,694,026**	**$217,834**	**$15,248,054**
REVENUE-EXPENSES	**-$905,502**	**$26,920**	**$932,423**	**$71,116**	**-$492,641**	**-$563,757**	**$514,486**	**-$2,609,637**	**-$3,124,123**	**-$12,788**
PURCHASE OF SERVICE-September (October Billing)										
Fargo	$5,655,254	$5,603,387	$51,867	$360,972	$490,101	-$129,129	$3,248,749.64	$3,463,125	-$214,376	$4,331,666
Moorhead	$4,362,111	$4,279,545	$82,566	$346,768	$376,837	-$30,069	$3,120,913.19	$2,898,165	$222,748	$4,161,218
West Fargo	$387,787	$340,139	$47,648	$37,619	$49,395	-$11,776	$338,573.04	$351,377	-$12,804	$451,431
NDSU	$767,858	$695,959	$71,899	$69,986	$117,935	-$47,949	$489,900.83	$488,643	$1,258	$699,858

Foot Notes:
1. Budget to Actuals will experience timing Issues month to month
2. Moorhead grant revenues not reflected above in FTA & State Aid

Notes:
REVENUE
2026 YTD Comments
2026 Federal Operating grant sub-allocation letter in process.
One Month lag in Payments from Partners, expenses under budget

EXPENSES
2026 YTD Comments
Driver wages & overtime
Driver wage budgeted at $26.88, actual wage $28.05/hour,
paratransit drivers wage at $27.89/hour, over budget $30k
Increased overtime $314k over budget expect that to taper off.
Diesel fuel under budget $50k YTD, Gasoline under budget $19,000 YTD
Offset by decreased healthcare costs ($173k).
Budgeted at COF average family healthcare election reduced the budget $400,000
Actuals healthcare election:
48% single coverage
20% family coverage
5% parent/child
27% no insurance

		W/Suballocation
Fargo 5307 Apportionment	**$3,015,275**	**$2,171,706**
Suballocated to Moorhead	**$843,569**	
Moorhead Apportionment	**$870,550**	**$1,714,119**

Grants in process:		
Fargo 5307	**$2,171,706**	**Fargo Operating**
Fargo - Moorhead 5339	**$471,470**	**Road Sup/Micro/Ped Warning**
Fargo NDDOT Sub-Allocated	**$1,000,000**	**Video Surveillance/Shelters**

Grant Status	Funding	Available to Draw	Status
North Dakota-Operating			
ND State Aid	$2,117,074	$1,074,054	Quarterly, will draw 10.2026
Minnesota-Operating			
FY22 & FY23 Operating	$2,226,274	$2,225,274	
FY20 & FY21 Operating	$694,000	$380,661	
CARES Operating	$2,503,844	$1,008,743	
ARP Operating	$992,279	$11,710	
FY 2026 MNDOT Fixed	$3,142,265	$785,566	MNDOT Quarterly
FY 2026 MNDOT Para	$573,495	$143,374	MNDOT Quarterly
North Dakota Capital			
Sub-Allocated ND FY23 5339	$2,739,100	$2,657,184	4 Buses, Para Expansion
FH18 FHWA STBG & FY22	$1,792,000	$228,467	1 Para Replacement
FY20,FY21 & FY22 5339	$456,672	$216,697	MTG Improvements
NDDOT Contract	$800,000	$0	Drawn in August
NDDOT Contract	$1,113,500	$27,437	Residual funds 2 buses
Minnesota Capital			
FY19 5307 FY22 STBG	$142,294	$8,926	Shelters
FY20 & FY22 5339 Capital	$661,634	$235,837	Capital: MTG Imp., Shelters
FY21 &FY22 5307 Capital	$233,250	$170,078	Vehicles, shelters, fare media
MNDOT Capital	$80,000	$80,000	2 Senior Vans
MNDOT Misc. Projects	$183,600	$183,600	2 Shelters, Collision Avoidance
Large UZA			
Enhanced Mobility-2024	$234,876	$44,659	Drawn in September
Enhanced Mobility-2025*	$170,040	$170,040	Moorhead Para & Shelters
Enhanced Mobility-2025	$76,052	$76,052	Not in Grant, lapse 9-2027
FY24-5339 Capital*	$334,470	$334,470	In grant-Moorhead, Micro, Ped Warn
FY24-5339 Capital*	$332,487	$332,487	Moorhead, Micro
Fargo- Not in Grant			
FY22 FHWA CR Flexed	$208,000	$208,000	Not in Grant, lapse 9-2027
NDDOT Sub-allocation	$137,000	$137,000	In grant - 3 road supervisor vehicles
NDDOT Sub-allocation	$1,000,000	$1,000,000	In grant - collision avoidance
Moorhead-Not in Grant			
FY23 CRP Funds	$67,200	$67,200	Deobligated Walmart Hub

*** Includes Moorhead swap money projects.**

September 2026 Operational Data Budget to Actuals

Ridership

Agency/Service	Prior Year	Actual	Variance
Fargo - Fixed Route	57,847	48,737	-15.7%
Moorhead & Dilworth - Fixed Route	32,396	34,202	5.6%
West Fargo - Fixed Route	1,218	958	-21.3%
NDSU - Fixed Route	28,760	27,862	-3.1%
Fargo - Paratransit	3,687	3,663	-0.7%
Moorhead & Dilworth - Paratransit	858	1,004	17.0%
West Fargo - Paratransit	782	921	17.8%
NDSU - Microtransit	320	232	-27.5%

Revenue Hours

Agency/Service	Prior Year	Actual	Variance
Fargo - Fixed Route*	4,294.50	4,287.66	-0.2%
Moorhead & Dilworth - Fixed Route*	2,668.50	2,660.00	-0.3%
West Fargo - Fixed Route*	260.31	260.00	-0.1%
NDSU - Fixed Route*	900.90	898.90	-0.2%
Fargo - Paratransit	1,559.32	1,496.00	-4.1%
Moorhead & Dilworth - Paratransit	448.71	453.00	1.0%
West Fargo - Paratransit	374.05	451.00	20.6%
NDSU - Microtransit	73.50	74.00	0.7%

Revenue Miles

Agency/Service	Prior Year	Actual	Variance
Fargo - Fixed Route*	48,807.58	48,730.58	-0.2%
Moorhead & Dilworth - Fixed Route*	35,741.05	35,623.00	-0.3%
West Fargo - Fixed Route*	8,138.30	8,135.48	0.0%
NDSU - Fixed Route*	11,006.93	10,982.44	-0.2%
Fargo - Paratransit	20,339.77	20,365.00	0.1%
Moorhead & Dilworth - Paratransit	6,481.22	6,786.00	4.7%
West Fargo - Paratransit	5,173.53	6,199.00	19.8%
NDSU - Microtransit	540.00	340.00	-37.0%

*Budgeted amounts are used instead of prior year amounts

Memorandum

To: MATBUS Coordination Committee

From: Jordan Smith – Transit Director

Date: October 22, 2026

RE: ***Director Update***

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1. Dakota Transit Association (DTA) Conference and Roadeo

- MATBUS staff attended the Dakota Transit Association Annual Conference in Huron, South Dakota, in September.
- Three MATBUS drivers competed in the Driver Roadeo, two drivers earned 1st and 2nd place. Tyler Ehrmann (1st) & Andrew Almer (2nd)
- These accomplishments highlight the skills and professionalism of MATBUS operators and reflect positively on our driver training program.

2. Minnesota Public Transit Association (MPTA) Fall Conference

- Most MATBUS operations and planning staff attended the MPTA Fall Conference.
- The conference provided opportunities for professional development, networking with other transit agencies, and discussions regarding transit operations, planning, and industry best practices.

3. Comprehensive Operational Analysis (COA)

- Discussions have continued with Metro COG regarding funding for the MATBUS Comprehensive Operational Analysis.
- Metro COG has potentially identified federal Surface Transportation Block Grant (STBG) funding.
- The estimated total project cost is $500,000, with approximately $100,000 in local matching funds required.
- Coordination with participating jurisdictions will continue to finalize the funding structure and advance the project.

4. Handi-Wheels Service Discontinuation

- Handi-Wheels has indicated that it will cease operations by the end of October 2026.
- MATBUS is evaluating potential impacts on regional transportation services, particularly for individuals who rely on specialized transportation.
- Coordination with community partners will be important as the service discontinuation approaches.

5. North Dakota Legislative Transit Funding

- The legislative subcommittee reviewing transit funding did not advance a recommendation for proposed legislation for the upcoming legislative session.
- However, separate legislation is being drafted to establish a more permanent and sustainable funding mechanism for public transit in North Dakota.
- MATBUS will continue monitoring these developments and participating in discussions regarding long-term transit funding.

6. Master Joint Powers Agreement (JPA) Working Group

- A working group has been established to review and update the MATBUS Master Joint Powers Agreement between Fargo and Moorhead.
- The group will meet biweekly to review the agreement section by section, address outstanding issues, and develop a mutually agreeable final draft.
- The goal is to complete the review process and obtain the necessary approvals by the end of 2026.

7. Ground Transportation Center (GTC) – FTA Coordination

- MATBUS has initiated communication with the Federal Transit Administration (FTA) regarding the federal interest in the existing GTC facility and property.
- Discussions have included the appraisal requirements and the process for determining the remaining federal interest should the City pursue redevelopment or replacement of the facility.
- MATBUS has also provided historical information regarding the portion of the facility previously converted to non-transit use and the federal funds repaid in 2016.
- Clarification has been requested regarding whether an appraisal would be required if a new transit facility were constructed on the existing federally funded property.
- Additional guidance from FTA will help inform future decisions regarding the facility.

8. Moorhead Microtransit Expansion

- Planning and implementation efforts continue for the Moorhead microtransit service expansion scheduled for 2027.
- Weekly implementation meetings have been established to coordinate service planning, technology, operations, and launch preparations.
- Via, the microtransit technology provider, has indicated that the service platform will be ready for testing by November 1, 2026.
- The planned service model includes two vehicles operating throughout service hours, with a third vehicle providing eight hours of additional weekday peak-period coverage.
- Implementation efforts will focus on system testing, operational readiness, staff training, and ensuring a successful service launch.

Memorandum

To: MATBUS Coordination Committee

From: Jordan Smith – Transit Director

Date: October 22, 2026

RE: ***OUT Program and Free Rides***

Background
The OUT Program provides bus passes to qualifying low-income individuals through Community Development Block Grant (CDBG) funding. Applicants must meet income eligibility requirements and may receive up to four bus passes per year.

The City of Fargo previously participated in administering the program but no longer does so. When Fargo participated, MATBUS processed substantially more applications than Moorhead, creating a significant administrative workload for transit and planning staff. Additionally, available funding was exhausted by October, leaving no funding for additional applicants during the remainder of the year.

2026 Eligibility Changes
Beginning with the 2026 funding cycle, applicants must also provide proof of U.S. citizenship to qualify for the program. This additional requirement may prevent some individuals from receiving assistance if they do not have the necessary documentation, even if they otherwise meet the income requirements.

Recommendation
The recommendation is to explore the feasibility of reinstating the OUT Program in Fargo. This includes evaluating available CDBG funding, administrative responsibilities, staffing impacts, and program eligibility requirements. While MATBUS recognizes the transportation needs of individuals served by community organizations, staff does not recommend providing free rides in response to requests from individual organizations. Providing transportation assistance through an established, funded program with consistent eligibility requirements would offer a more structured and accountable approach.

Item 4d

Memorandum

To: MATBUS Coordination Committee

From: Matt Pinotti – Operations Manager

Date: October 16, 2026

RE: ***Driver Staffing Update***

Vacant Positions	Leave of Absences	Average Daily Call Offs	Average Daily PTO	Drivers in Training	Contingent Offers	Upcoming Vacancies
7	**3**	**2-3**	**4**	**1**	**3**	**0**

Memorandum

To: MATBUS Coordination Committee

From: Cole Swingen – Assistant Transit Director

Date: October 22, 2026

RE: ***Safety and Security Update***

Security Incident Highlights

9/26/2026

Signal Security Report:" I received a report from a bus driver that a male individual was on the bus holding a stick with a knife attached to it. Officer [redacted] entered the bus and immediately escorted the male individual off the bus.

Monthly Summary

February 2026

- Public Intoxication – **3** Incidents
- Verbal Altercation – **3** Incidents
- Fargo PD Request – **1** Incident
- Physical Altercation – **1** Incident
- Trespass/Passenger Removal – **2** Incidents

March 2026

- Public Intoxication – **7** Incidents
- Verbal Altercation – **4** Incidents
- Physical Altercation – **2** Incident
- Trespass/Passenger Removal – **2** Incidents
- Injury – **1** Incident

April 2026

- Public Intoxication – **12** Incidents
- Verbal Altercation – **7** Incidents
- Physical Altercation – **5** Incident
- Trespass/Passenger Removal – **4** Incidents
- Theft – **1** Incident
- Vandalism – **1** Incident
- Drug Paraphernalia – **2** Incidents

May 2026

- Public Intoxication – **6** Incidents
- Verbal Altercation – **5** Incidents
- Physical Altercation – **3** Incidents
- Trespass/Passenger Removal – **2** Incidents
- Vandalism – **2** Incidents

June 2026

- Public Intoxication – **3** Incidents
- Verbal Altercation – **6** Incidents
- Physical Altercation – **1** Incident
- Trespass/Passenger Removal – **5** Incidents
- Biohazard – **1** Incident

July 2026

- Public Intoxication – **2** Incidents
- Verbal Altercation – **5** Incidents
- Trespass/Passenger Removal – **6** Incidents
- Theft – **1** Incident

August 2026

- Verbal Altercation – **1** Incident
- Trespass/Passenger Removal – **1** Incident
- Mental Health Incident – **1** Incident
- Vandalism – **1** Incidents
- Theft – **1** Incident

September 2026

- Verbal Altercation – **4** Incidents
- Trespass/Passenger Removal – **2** Incidents
- Medical Episode – **2** Incidents
- Public Intoxication – **2** Incident

Ridership – Item 4f

2026 Jan-September

Fixed Route Ridership				
Route	City/Entity	2025 Jan-Sep	2026 Jan-Sep	Difference
1	Moorhead	47,726	49,156	3.0%
2	Moorhead	58,383	54,571	-6.5%
3	Moorhead	45,251	46,267	2.2%
4	Moorhead	92,254	104,042	12.8%
5	Moorhead	35,910	35,148	-2.1%
6	Dilworth	8,675	7,837	-9.7%
9	Moorhead	5,167	4,620	-10.6%
11	Fargo	35,630	36,717	3.1%
13	Fargo	80,301	76,146	-5.2%
14	Fargo	77,097	74,497	-3.4%
15	Fargo	173,049	154,124	-10.9%
16	Fargo	17,034	-	-100.0%
17	Fargo	24,885	25,917	4.1%
18	Fargo	29,863	28,287	-5.3%
20	Fargo/West Fargo	23,501	20,738	-11.8%
24	Fargo/West Fargo	16,092	14,388	-10.6%
31	NDSU	27,741	20,807	-25.0%
33	NDSU	86,872	79,712	-8.2%
34	NDSU	24,694	21,615	-12.5%
	MN total	910,125	854,589	-6.1%
	ND total	616,759	552,948	-10.3%
	System total	1,526,884	1,407,537	-7.8%

Ridership – Item 4f

2026 Jan-September

Paratransit Ridership			
	2025 Jan-Sep	2026 Jan-Sep	Difference
Fargo	32,795	32,323	-1.4%
Moorhead	7,183	8,100	12.8%
West Fargo	7,407	6,958	-6.1%
Dilworth	680	745	9.6%
Total	48,065	48,126	0.1%

On-Demand Ridership			
Service Area	2025 Jan-Sep	2026 Jan-Sep	Difference
Industrial	2,182	-	
NDSU	2,983	2,086	-30.1%

*Industrial Park On-Demand Cancelled Jan 1, 2026

*NDSU On-Demand had extra morning service Jan-March 2025

U-Pass Ridership			
College	2025 Jan-Sep	2026 Jan-Sep	Difference
Concordia	7,535	8,574	13.8%
Mstate	7,636	8,218	7.6%
MSUM	20,122	17,469	-13.2%
NDSU	196,856	178,648	-9.2%
Total	232,149	212,909	-8.3%

Fixer Route Revenue Hours – Item 4f

2026 Jan-September

Fixed Route Revenue Hours				
	2025 Jan-Sep	2026 Jan-Sep	Difference	Difference Hrs.
MN	25,123	24,856	-1.1%	(267)
ND	51,262	48,688	-5.0%	(2,574)
Total	76,385	73,544	-3.7%	(2,841)