

**92nd Meeting of the  
Metro Area Transit Coordinating Board  
November 16, 2022 – 8:00 am  
*Virtual Meeting***

***Meeting Agenda***

1. Call to Order and Introductions
  - a. Introduce Matt Pinotti, General Manager for First Transit
  
2. Action Items:
  - a. September 28, 2022 Meeting Minutes
  - b. Selection of a Vice-Chair
  - c. 2024 State of North Dakota Capital Grant Applications – Julie Bommelman
  - d. 2023 Meeting Schedule – Lori Van Beek & Julie Bommelman
  
3. Informational Items:
  - a. Temporary Service Hours for 2023 – Cole Swingen, Julie Bommelman, Lori Van Beek
  - b. September-October 2022 Operations Report – Cole Swingen & Lori Van Beek
  
4. Other Business

**91<sup>st</sup> Meeting of the  
Metro Area Transit Coordinating Board  
September 28, 2022  
Virtual Meeting**

**Members Present:**

Jim Aasness, Dilworth City Council  
Denise Kolpack, Fargo City Commission  
Paul Grindeland, Valley Senior Services  
Brad Olson, West Fargo City Commission  
Larry Seljevold, Moorhead City Council  
Brit Stevens, NDSU  
Teresa Stolfus, M|State  
John Strand, Fargo City Commission (Acting Chair)  
Annie Wood, MSUM

**Members Absent:**

Brian Arett, Valley Senior Services  
Kevin Hanson, Chair  
Steve Lindaas, Moorhead City Council  
Jackie Maahs, Concordia College

**Others Present:**

Heidi Benke, City of Fargo  
Lisa Bode, City of Moorhead  
Julie Bommelman, City of Fargo  
Ari Del Rosario, FM Metro COG  
Taaren Haak, City of Moorhead  
Jordan Smith, City of Moorhead  
Cole Swingen, City of Fargo  
Lori Van Beek, City of Moorhead

**1. Call to Order and Introductions**

**a. Denise Kolpack, Fargo City Commissioner**

Chair Hanson was absent. John Strand volunteered to be the acting chair for this meeting, which was confirmed by the board. A quorum was present.

Denise Kolpack introduced herself as the new Fargo City Commission representative on the MAT Coordinating Board, replacing Arlette Preston.

**2. Action Items**

**a. July 13, 2022 Meeting Minutes**

A motion to approve the minutes was made by Mr. Seljevold and seconded by Ms. Kolpack. The motion was voted on and unanimously approved.

**b. RFP for MATBUS Planning Study – Julie Bommelman & Lori Van Beek**

Ms. Bommelman reminded members of the Transit Authority Study which was completed and made recommendations for the transition to a large urban system. This includes redefining the

organizational management structure, determining a governance arrangement, simplifying cost allocation and identifying federal funding distribution.

A motion to recommend distributing a request for proposals to implement the study's recommended actions in the transition to a large urban system to the Fargo City Commission and Moorhead City Council was made by Mr. Olson and seconded by Mr. Seljevold. The motion was voted on and unanimously approved.

### **3. Informational Items**

#### **a. Transit Asset Management Plans for 2022-2025 – Jordan Smith**

Mr. Smith explained that the last Transit Asset Management Plans (TAM Plans) were updated in 2018 and the plans must be updated every four years. Changes incorporated into the update include removing shelters since they are not considered facilities, only including non-revenue vehicles over \$50,000, adjusting targets to reflect available funding sources, and prioritizing asset replacement based on a State of Good Repair scale. The State of Good Repair scale includes life years, life miles, life maintenance costs and condition rating.

Mr. Smith then presented some tables that they use to determine State of Good Repair. These tables included performance management benchmarks for all assets, as well as useful life benchmarks for transit vehicles and facilities.

#### **b. Vehicle Replacement Procedure Update – Jordan Smith**

Mr. Smith connected the vehicle replacement procurement update with the TAM Plans by explaining that MATBUS is currently not meeting their targets as outlined in the plans due to vehicle supply chain and workforce shortage issues. MATBUS has been taking part in the Duluth Transit Authority Consortium for the purchase of large buses. Bus manufacturers are demanding higher prices and they are still working out an agreement. MATBUS is looking at other transit agency procurements, such as the State of Washington, to potentially piggy-back off their contract. Doing so could make it easier to get vehicle orders in place.

The manufacturer of the paratransit vehicles has shut down their plant but plans to be back in operation in January, 2023. Fargo is waiting on four vehicles and Moorhead needs two. The four Fargo vehicles will be built when the plant opens back up, however the two paratransit vehicles for Moorhead may need to wait until the next cycle in 2024. MATBUS is also looking to purchase another minivan for Metro Senior Ride. Mr. Smith believes it should be easier to purchase one since they are more readily available at the moment.

#### **c. Update on MnDOT 2023 Operating Grant Application Award – Lori Van Beek**

Ms. Van Beek gave an update on the MnDOT 2023 Operating Grant Application Award. MnDOT recently notified grantees that due to higher than anticipated cost increases, all urban grantees were allocated a 10% increase in 2023 based on their 2022 approved grant budgets. Moorhead's request was for a 19% increase. The unfunded difference therefore came out of the fixed route and paratransit/senior ride budget.

Due to this, MATBUS is considering a mix of service cuts and alternate revenue sources to make up for the budget shortfall. Potential service cuts include making permanent the temporary suspension of night service ending at 9:45pm, reducing hours or frequency on routes that have low ridership, eliminating Route 2C during the MSUM academic year, or eliminating Sunday

paratransit service. Ms. Van Beek also outlined some of the revenue sources that could be used including additional federal 5307 funds, as well as federal CARES Act and ARPA funds.

Ms. Wood urged that MATBUS work with MSUM to collect student feedback, ensuring that students are informed of the tradeoffs and the reason behind any service cuts to Route 2C. Considering that students continue to fund their share of MATBUS service in their student fees, Ms. Wood wanted to make sure that students are made aware of what they will still receive in return for their contribution to transit. Ms. Van Beek noted that a public hearing would be required if there are any permanent service level cuts and she would be happy to meet with the students to discuss this further.

**d. Update on Farebox Implementation of Account-based System – Lori Van Beek & Jordan Smith**

Ms. Van Beek gave an overview of the new account-based fare system. The new fare structure with Connect Smartcards and Mobile Ticketing went live in May and final acceptance of the account-based system was approved in September. New features include the MATBUS Connect web page and app, Customer Portal, and mobile ticketing app. The system has been working well. As of August, 34% of riders were now using the new Connect Smartcards and Mobile Ticketing and only 6% were still using Magnetics and old Smartcards.

**e. July-August 2022 Operations Report – Cole Swingen & Lori Van Beek**

Mr. Swingen presented a summary of transit ridership. He prefaced his summary by acknowledging that they don't have the most accurate data from ridership during the pandemic while fares were free. There has been a mix of ridership increases and decreases systemwide when comparing current ridership to ridership last year. Looking at the Fargo transit routes, ridership changes compared to the previous year were mixed. Ridership for Route 16 and 18, paratransit, as well as Industrial Park TapRide users have notably increased compared to the year previous. Meanwhile, LinkFM ridership continues to decrease. As expected, college ridership has improved including a significant rise in NDSU TapRide users.

Ms. Van Beek presented ridership data for Moorhead Transit. Overall ridership is still lagging compared to pre-pandemic levels. Ms. Van Beek mentioned that Saturday ridership hasn't been recovering as much as weekday ridership. However, Metro Senior Ride has been rebounding and ridership is starting to get back to where it used to be.

**4. Other Business**

Hearing no other business, the meeting was adjourned at 8:28 AM.



# MAT Board Action Items November 16, 2022

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

***matbus.com***

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



# Fiscal Year 2024 State of ND Capital Grants

Action Item c.

The State of North Dakota has made approximately \$12.8M available in capital grant funding for transit.

## CITY OF FARGO TRANSIT DEPARTMENT 2024 CAPITAL STATE GRANT REQUESTS:

TRANSIT	552-2581-510.74-10	Replace Paratransit Scheduling Software (Local Share)	100,000			
	552-2581-510.74-10	Automated Bus Announcement System (Local Share)	600,000			
	552-2581-510.74-10	Miscellaneous Support Equipment (Local Share)	100,000			
	552-2581-510.74-10	Replace Toolcat (Local Share)	64,000			
	552-2581-510.74-10	Update MTG Building (Local Share)	588,000			
	552-2581-510.74-10	Mobility Manager (Local Share)	102,000			
	552-2581-510.74-10	Fixed Route Bus Replacements	1,150,000			
	552-2581-510.74-10	Paratransit Bus Replacements	230,000			
	552-2581-510.74-10	GTC Deck Overlay	1,000,000			
	552-2581-510.74-10	Supervisor Vehicle Replacement	40,000	3,952,000	3,952,000	822,400
<b>Total Transit</b>			<b>3,952,000</b>	<b>3,952,000</b>	<b>3,952,000</b>	<b>822,400</b>

**Recommended Action:** The requested motion is to recommend to the Fargo City Commission approval to apply for grant funding for the items listed, and, upon successful receipt of funds, approve the grant execution.



# 2023 Proposed Meeting Dates

Action Item d.

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**MAT Coordinating Board meetings are held bi-monthly on the third Wednesday at 8 a.m.**

January 18 – Consider moving to February 15 for 2022 annual report data availability

March 15

May 17

July 19

September – Reschedule to October 5 due to DTA Conference

November 15

**Recommended Action:** The requested motion is to approve the schedule of meeting dates for 2023.



# MAT Board Informational Items November 16, 2022

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

***matbus.com***

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





# Temporary Service Hours for 2023

Informational Item A

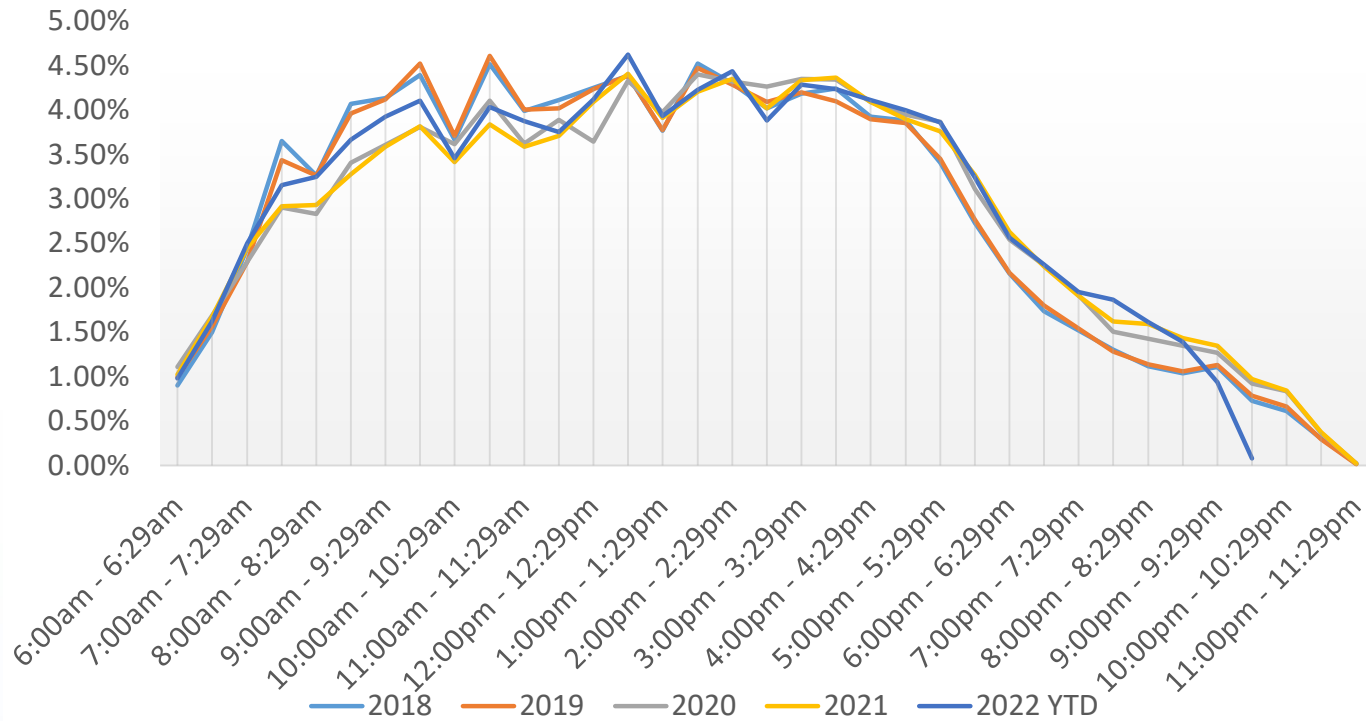
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- The MATBUS approved span of service operates 6:15 a.m - 11:15 p.m. M-F and 7:15 a.m. – 11:15 p.m. Saturday.
- The evening service hours were temporarily suspended January 2022 due to driver shortages.
- Currently service hours end at 9:45 p.m., providing more reliable service supported by driver availability.
- MATBUS administrative staff is proposing to extend the temporary service hours by 30 minutes to 10:15 p.m. for 2023.
- Major retail and employment destinations are now open later, i.e. West Acres 9 p.m., Target 10 p.m., Walmart 11 p.m., Cashwise 10 p.m, Scheel's 9 p.m.



# Temporary Service Hours for 2023 - Ridership Trends

Percentage of Ridership by Time Period





# Temporary Service Hours for 2023 - Ridership Trends

## Informational Item A

Ridership data in previous years (2018-2021) demonstrates ridership drastically decreased after 10 p.m.

	2018	2018 %	2019	2019 %	2020	2020 %	2021	2021 %	2022	2022 %
9:00pm - 9:29pm	21,669	1.11%	20,691	1.14%	16,113	1.27%	15,385	1.35%	8,683	0.94%
9:30pm - 9:59pm	14,224	0.73%	14,332	0.79%	11,700	0.92%	11,144	0.97%	751	0.08%
10:00pm - 10:29pm	12,042	0.62%	12,123	0.67%	10,616	0.84%	9,694	0.85%	-	-
10:30pm - 10:59pm	5,911	0.30%	5,369	0.29%	4,683	0.37%	4,323	0.38%	-	-
11:00pm - 11:29pm	395	0.02%	338	0.02%	263	0.02%	263	0.02%	-	-



# Temporary Service Hours for 2023 - Ridership Trends

Routes that travel through major colleges are utilized later in the evening, specifically Route 13 (NDSU) and Route 2 (MSUM).

Route 13 (NDSU)	2018	2018 %	2019	2019 %	2020	2020 %	2021	2021 %	2022	2022 %
9:00pm - 9:29pm	2,195	1.60%	2,180	1.80%	1,111	1.71%	1,349	1.93%	687	1.28%
9:30pm - 9:59pm	1,092	0.80%	1,134	0.94%	778	1.20%	911	1.30%	36	0.07%
10:00pm - 10:29pm	1,313	0.96%	1,515	1.25%	619	0.96%	869	1.24%	-	-
10:30pm - 10:59pm	365	0.27%	393	0.33%	236	0.36%	289	0.41%	-	-
11:00pm - 11:29pm	15	0.01%	10	0.01%	3	0.00%	15	0.02%	-	-
Route 2 (MSUM)	2018	2018 %	2019	2019 %	2020	2020 %	2021	2021 %	2022	2022 %
9:00pm - 9:29pm	2,935	2.15%	2,099	1.79%	1,643	1.80%	1,521	1.99%	1,303	2.06%
9:30pm - 9:59pm	2,188	1.61%	2,016	1.72%	1,441	1.58%	1,288	1.68%	100	0.16%
10:00pm - 10:29pm	1,918	1.41%	1,542	1.31%	1,674	1.83%	1,091	1.43%	-	-
10:30pm - 10:59pm	1,638	1.20%	882	0.75%	686	0.75%	704	0.92%	-	-
11:00pm - 11:29pm	115	0.08%	92	0.08%	53	0.06%	11	0.01%	-	-



# Temporary Service Hours for 2023 - Next Steps

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- Adjusting the service end time to be 10:15 pm will create more consistent 8-hour day, 40-hour week shifts for bus drivers. The longer afternoon shift is more beneficial for filling driver shifts and retaining drivers.

## Next Steps

Ridership, passenger feedback and driver input will be evaluated in 9-12 months to determine if the shift to a 10:15 pm end time was valuable.



# Ridership

Informational Item B  
January 1 – October 31 Fargo Ridership by Route

Period	Route 11	Route 13	Route 14	Route 15	Route 16	Route 17
2021	41,866	57,151	92,495	216,513	18,213	23,910
2022	35,648	55,853	78,092	186,402	23,926	26,046
Change	-14.85%	-2.27%	-15.57%	-13.91%	31.37%	8.93%

Period	Route 18	Route 20	Route 24	LinkFM	Ind. Park TapRide	Paratransit
2021	25,118	22,603	14,992	3,867	3,685	43,330
2022	33,056	21,692	14,861	2,245	5,448	46,122
Change	31.60%	-4.03%	-0.87%	-41.94%	47.84%	6.44%

Period	Route 31	Route 32	Route 33	Route 34	Route 36	NDSU TapRide
2021	5,391	36,931	60,821	11,869	12,400	1,641
2022	10,359	63,012	97,328	19,862	19,497	4,761
Change	92.15%	70.62%	60.02%	67.34%	57.23%	190.13%



# Ridership

January 1 – October 31 Moorhead Ridership by Route

Period	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 9
2021	46,931	64,201	46,653	100,918	39,067	8,828	3,186
2022	50,578	66,705	38,859	86,975	35,541	7,436	3,227
Change	7.77%	3.90%	-16.71%	-13.82%	-9.03%	-15.77%	1.29%



# Ridership

January 1 – October 31 College Ridership

Period	NDSU	MSUM	Concordia	M State	NDSCS
2021	142,536	10,724	5,735	4,463	360
2022	240,846	15,726	8,869	6,558	296
Change	68.97%	46.64%	54.65%	46.94%	-17.78%





# Ridership

2022 YTD through September Metro Senior Ride (Moorhead/Dilworth)

METRO SENIOR RIDE 2022									
MOORHEAD & DILWORTH, MINNESOTA									
Month	MOORHEAD SENIORS			DILWORTH SENIORS			TOTAL PASSENGERS		
	2022	2021	% Change	2022	2021	% Change	2022	2021	% Change
January	560	466	20.17%	65	12	441.67%	625	478	30.75%
February	460	485	-5.15%	28	38	-26.32%	488	523	-6.69%
March	723	548	31.93%	54	50	8.00%	777	598	29.93%
April	583	458	27.29%	67	36	86.11%	650	494	31.58%
May	616	450	36.89%	56	39	43.59%	672	489	37.42%
June	626	532	17.67%	76	63	20.63%	702	595	17.98%
July	512	551	-7.08%	61	53	15.09%	573	604	-5.13%
August	614	583	5.32%	91	80	13.75%	705	663	6.33%
September	668	590	13.22%	97	58	67.24%	765	648	18.06%
October									
November									
December									
<b>TOTAL</b>	<b>5,362</b>	<b>4,663</b>	<b>14.99%</b>	<b>595</b>	<b>429</b>	<b>38.69%</b>	<b>5,957</b>	<b>5,092</b>	<b>16.99%</b>

# Memorandum



**To:** MAT Coordinating Board

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

**Date:** November 16, 2022

**RE:** *Fargo FY2024 State of North Dakota Capital Grant Requests*

The State of North Dakota has made approximately \$12.8M available in capital grant funding for public transportation. The grant opportunities are for capital discretionary 5339 CFDA No. 20.526 and 5310 CFDA No. 20.513 funds (for bus and bus facilities by the Federal Transit Administration (FTA) and administered by the NDDOT). The Transit Department budgeted the local share for these projects in the Transit capital budget for 2023. Please note, the City of Fargo fiscal year is January 1 to December 31, while the State fiscal year is July 1 – June 30, so the local share for these grant requests was approved in the FY2023 City budget.

These grants would have a profound impact on our community’s transit system and the transportation options we offer our residents. There is a critical need to keep vehicle purchases on a regular, rotating schedule – these grants would allow for the replacement of two (2) 35-foot and two (2) paratransit vehicles, the final phase of the bus deck resurfacing at the Ground Transportation Center, replacement of the automatic vehicle location/automated vehicle announcement system, replacement of the paratransit scheduling software/hardware, miscellaneous interior replacements/upgrades to the Metro Transit Garage (MTG) which is fifteen years old (i.e. replacement of the bus wash), the Mobility Manager position and a replacement service vehicle. Several of these items are cost shared with Moorhead, the displayed amounts are Fargo’s share only.

The Transit Development Plan identified the need to upgrade and rehab equipment, and the Federal Transit Administration has implemented a requirement to have and follow a Transit Asset Management Plan which outlines equipment maintenance and lifecycle requirements.

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	552-2561-510.74-10	Miscellaneous Support Equipment (Local Share)	100,000			
	552-2561-510.74-10	Replace Toolcat (Local Share)	84,000			
	552-2561-510.74-10	Update MTG Building (Local Share)	566,000			
	552-2561-510.74-10	Mobility Manager (Local Share)	102,000			
	552-2561-510.74-10	Fixed Route Bus Replacements	1,150,000			
	552-2561-510.74-10	Paratransit Bus Replacements	230,000			
	552-2561-510.74-10	GTC Deck Overlay	1,000,000			
	552-2561-510.74-10	Supervisor Vehicle Replacement	40,000	3,952,000	3,952,000	822,400
<b>Total Transit</b>			<b>3,952,000</b>	<b>3,952,000</b>	<b>3,952,000</b>	<b>822,400</b>

Requested motion: Recommend to the Fargo City Commission approval to apply for grant funding for the items listed, and, upon successful receipt of funds, approve the grant execution.

## COLLEGE U-PASS RIDERSHIP ON MATBUS

2021-2022							
Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2021	August	274	378	632	11,050	33	12,367
	September	440	393	728	31,601	96	33,258
	October	371	419	655	29,253	33	30,731
	November	378	262	668	25,661	48	27,017
	December	306	250	539	14,835	24	15,954
2021 Total		1,769	1,702	3,222	112,400	234	119,327
2022	January	317	203	557	24,812	42	25,931
	February	246	167	668	30,894	19	31,994
	March	1,040	564	1,660	30,256	45	33,565
	April	997	578	1,650	30,968	46	34,239
	May	591	521	1,330	13,476	10	15,928
	June	740	579	1,326	4,662	13	7,320
	July	696	525	1,063	4,360	19	6,663
2022 Total		4,627	3,137	8,254	139,428	194	155,640
Grand Total 2021-22		6,396	4,839	11,476	251,828	428	274,967

2022-2023							
Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2022	August	920	1,005	1,827	19,602	17	23,371
	September	1,041	1,076	2,014	37,438	20	41,589
	October	1,162	866	1,908	38,222	35	42,193
	November	-	-	-	-	-	-
	December	-	-	-	-	-	-
2022 Total		3,123	2,947	5,749	95,262	72	107,153
2023	January	-	-	-	-	-	-
	February	-	-	-	-	-	-
	March	-	-	-	-	-	-
	April	-	-	-	-	-	-
	May	-	-	-	-	-	-
	June	-	-	-	-	-	-
	July	-	-	-	-	-	-
2023 Total		-	-	-	-	-	-
Grand Total 2022-23		3,123	2,947	5,749	95,262	72	107,153

% CHANGE							
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2021 vs 2022	August	236%	166%	189%	77%	-48%	89%
	September	137%	174%	177%	18%	-79%	25%
	October	213%	107%	191%	31%	6%	37%
	November	-	-	-	-	-	-
	December	-	-	-	-	-	-
2021-22 Total		-	-	-	-	-	-
2022 vs 2023	January	-	-	-	-	-	-
	February	-	-	-	-	-	-
	March	-	-	-	-	-	-
	April	-	-	-	-	-	-
	May	-	-	-	-	-	-
	June	-	-	-	-	-	-
	July	-	-	-	-	-	-
2022-23 Total		-	-	-	-	-	-
Grand Total		-	-	-	-	-	-

**NOTES:**  
Includes NDSU Circulator Routes. Excludes NDSU TapRide.