



# Transit Newsletter

Volume 5, Issue 1

July 2011

## Good Luck Bruce!

**Bruce will be retiring August 12, 2011.**

Thank you Bruce for all you have done for transit in North Dakota and around the country. Your service is greatly appreciated!

## New Fargo to Williston Route

We are excited to announce a new intercity route from Fargo to Williston via Grand Forks and Minot being provided by **Jefferson Lines**. They are working on getting the route up and running on or before August 1, 2011.

For those of you along that route, please provide information on their route to your riders. Adding this route will allow increased service on a daily basis along the route.

## Governing Regulations

Starting July 1, 2011 the ND Transit State Management Plan and Transit Policy and Procedure Plan will be the documents policies governing transit. While they are pending final approval, the basic content of the documents will not change. Please review both documents. If you have questions or comments, please let one of us know.

Guidelines concerning discretionary capital have changed. Please review prior to making discretionary capital purchases.

## “Congrats” to these agencies

**Fare rate recovery** is the percentage of operating costs recovered in fares.

- **Dickinson Transit (Eldercare)** has the highest “fare rate recovery” percentage at 30%.
- **James River Transportation** is not far behind at 25%.
- We encourage you to set a goal of 10% for your fare rate recovery percentage by 6/2012.

**Ridership growth** rate is the percentage increase of ridership from last year to this year.

- The highest ridership growth rate was from **NW Dakota Public Transit (Williston) and Dickinson Transit (Eldercare)**, at 32% and 34% respectively.
- **Spirit Lake Transit, Cando Transportation, Royal Coach Transportation, Nelson County Transportation, Hazen Busing, and South Central Transit** are close behind with increased ridership ranging from 29% to 16%.
- We encourage you to set a goal of increasing your ridership at least 5% this contract year.

## Rides per population

The number of rides provided per population range from 0.5 to 8 rides per populous.

- Congrats to **Hazen**, as they have almost 8 rides per populous!
- Also doing great are **Kenmare Meals and Wheels, Kidder County Transit, South Central Transit, Minot City Bus and James River Transit** ranging from 5.5 to 3 rides per population.

Please remember to count ALL trips, including general population, elderly, disabled, student, etc. Count a trip each time that rider re-enters the bus. Such as, if you pick them up at home, take them to the café, then to the clinic, then back home, it is **3** trips.

## FTA Compliance Focus

Most Locally Developed Coordination plans are complete. **Preventative Maintenance Plans** are the current focus for our audit preparation. **Please submit by July 26<sup>th</sup>.**

**ASAP**, Please execute and return Contracts

**July 26, Preventative Maintenance Plans Due**

**July 27 10:00-3:00** Quarterly meeting in Bismarck at the Comfort Inn. Agenda includes Jennifer Stewart from FTA, and Kelli Kulowski from VA. Lunch on your own.

**September 6** NTD training in Bismarck is CANCELED.

### Save the Date

**Sept. 24-28**, DTA Conference in Grand Forks –  
Rodeo 9/24, Vendor show 9/25-26, Conference 9/26-28

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Riders are classified as elderly at **60** years of age.

**Advertisement**

Nelson County Transportation showed several creative advertisement ideas.

- Van shaped magnets with agency name/phone number
- Advertisement on the placemat at the local café
- Nelson County Transportation is listed in the newspaper calendar under "ongoing events".

**General Population ridership**

- In an attempt to attract general population riders, Kidder County Transportation has published a great advertisement. It is shown below for your reference.
- All agencies should attain 10% general population ridership this year.
- We encourage you to work toward a long term goal for general population ridership of 30%.
- If you have ideas to increase this group of riders, please share your ideas.

**Initial review of applications show:**

- Project director salaries range from \$8/hr to \$25/hr with both the average and median being about \$18/hr.
- Driver salaries range from \$8/hr to \$15/hr.
- Total Operating cost per ride for our smaller agencies range is from \$6 to \$27 per ride.
- Total Operating cost per ride for our larger agencies range is from \$6 to \$14 per ride.

**DBE**

The FTA DBE/UPC audit was conducted on May 2011. We will be receiving a formal letter from FTA with the areas that need improvement.

We have been encouraged to seek DBE Participation within our transit industry. Everyone please be on the lookout and let us know if you can get anyone certified. Things such as tokens, office supplies, fuel, uniforms, are eligible.

**The new DBE report sent out was a direct result of this audit.** These reports will allow us to record all contract opportunities available, and measure success of the program.

- Kim Adair, 328-2194, [kadair@nd.gov](mailto:kadair@nd.gov)
- Bruce Fuchs, 328-2542, [bfuchs@nd.gov](mailto:bfuchs@nd.gov)
- Dawn Michel, 328-2194, [dlmichel@nd.gov](mailto:dlmichel@nd.gov)
- Paula Jacobsen, 328-2442, [pjacobsen@nd.gov](mailto:pjacobsen@nd.gov)

**Accidents/incidents - Any of us.**

- Kim** - Team Leader, Buildings, Coordination, Title VI, existing vehicles
- Dawn** - Applications, Contracts, special requests, RTAP/training, Pre-authorizations for Capital, Reports, new vehicles, Policies, Drug & Alcohol, LEP
- Paula** - Quarterly reports, reimbursements, eligible expenses, NDT reporting.
- Bruce** – retiring ☺!

**"Best Practices"**

- Each "invoice" should be able to be traced to its "source" documents. That means that any request for payment send in to NDDOT should have the source documents on file in your office.
- Be sure your procurement and maintenance files are complete, including invoices, bids, certifications, etc.

**Kidder County Public Transit**

Kidder county Public Transit, formerly known as the "Senior Bus", is a public transit service for all ages to utilize this service as a way to economize on necessary visits to Bismarck and/or Jamestown. Several new services including trips to Carrington have been added, Phone Paul at 273-6040 for information and to set up your ride. Please leave a message.

**Bus Schedule - \$8 Round Trip**

Every Tuesday and Thursday to Bismarck

Any Activity or appointment

Second Wednesday to Bismarck

Morning medical appointments

Second Wed. to Jamestown from Southern Kidder Co.

Third Wed. to Jamestown from Northern Kidder Co.

**Clip and Save coupon Free Bus Ride  
Kidder county Transit**

Bring a new rider on a regularly scheduled bus day and you will both receive your next bus ride free. Coupon limited to one per person and must be redeemed by September 30, 2011

Any rider requiring a car seat by state law must provide the required seat to be used on the bus.

**"Classified"**

Golden Valley Council on Aging has a 2000 Chevy 12+1 bus, 80,000 miles, runs good, has some rust. Contact Vera at 701-872-3836.

James River Public Transit has a 2002 Ford Ext. Van 7 passenger ADA accessible vehicle for sale, >200,000 miles. It has some future needed repairs. Contact Laurie at 701-252-7888

James River Transit has a 1995 Ford Goshen from Wells Sheridan Public Transit, >125,000 miles 16 passenger and is ADA accessible. . Contact Laurie at 701-252-7888

For trade: SW Transit has a 199? 14+2 bus with 60,000 miles. They are interested in trading for a 12+2. If you are interested, please let Donna know at 523-3241.

For Sale: The City of Minot has a 1997 Uplander with 110,090 miles on it. If you are interested, please let Brian know at 857-4140.

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