

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**  
**Local Government – Transit Section**  
**Quarterly Transit Meeting Minutes**  
**October 17, 2017**

**Transit Representatives:**

Steve Salwei – Director of Office of Transportation Programs  
Paul Benning – Local Government Engineer, [pbenning@nd.gov](mailto:pbenning@nd.gov)  
Becky Hanson - Transit Program Manager, [bhanson@nd.gov](mailto:bhanson@nd.gov)  
Darcy Karel - Transportation Management Officer, [dkarel@nd.gov](mailto:dkarel@nd.gov)  
Julie Small – Transportation Management Officer, [jsmall@nd.gov](mailto:jsmall@nd.gov)  
Connie Nelson – Office Assistant, [conelson@nd.gov](mailto:conelson@nd.gov)

**Active Transportation:**

Steve Mullen, NDDOT Planning Division, Chelsey Hendrickson, Kimley-Horn, and Wade Kline,  
Kadmas Lee & Jackson

**RouteMatch Representatives:**

Joseph Hewes, Sean Ellis, John Brogna

Paul Benning welcomed everyone to the meeting.

Steve Salwei discussed the contract process for 2018 and why the contract procedure is later than usual. North Dakota cannot award contracts until the State is given the money. Everyone in North Dakota from the State to the townships are feeling the money crunch.

Pat Hanson asked about a 3 cent gas tax being added to help the state revenue. She commented that the Legislature was not interested in raising the tax.

Cheryl Jongerius discussed the cost of services in Driver's License and Motor Vehicle. She explained that the license plate costs \$5 to make and \$4.88 to mail to the customer. She stated that an increase in cost would cover the overhead costs for these two departments. She also stated that North Dakota does not want to increase the costs on these services.

**DBE Discussion:** Julie Small discussed the process for the semiannual report and the required information collected from the subrecipients. The urban agencies report directly to FTA while the rural agencies report to the State.

All contracts awarded by the agency need to be reported. A purchase order is considered a contract. For example: snow removal and lawn maintenance. This information needs to be included for the DBE report.

Included below is the form used for Transit DBE Subrecipient Reporting and corresponding instructions. Additional comments are to use the Federal amount only for dollar amount. When listing invoices, you can either list all invoices or lump invoices for the same business together. If you use the "other" category, you will need to specify what it is. You can have sections A and C completed or A and D completed on the form. If you have any questions, please contact Julie Small.

When you have the form completed, upload the spreadsheet into BlackCat. Deadline was extended to October 27, 2017.

Transit DBE Subrecipient Reporting						
<b>TRANSIT AGENCY:</b>						
Reporting Period:		April-Sept ( )		Oct-March ( )		
A.	<b>AWARDS/COMMITMENTS MADE DURING REPORTING PERIOD</b>		<b>TOTAL DOLLARS</b>	<b>TOTAL NUMBER OF CONTRACTS</b>	<b>TOTAL DOLLARS TO DBEs</b>	<b>TOTAL # CONTRACTS TO DBEs</b>
	Contracts awarded/committed this period		\$0.00		\$0.00	
B.	<b>CONTRACTS/PURCHASE ORDERS/INVOICES AWARDED THIS PERIOD</b>		Date	Contract/Grant (5310, 5311, 5339)	Category - Consultation-Substance Abuse Compliance; Insurance; Marketing & Graphic; Office Supplies; Training; or Other	Federal Amount Awarded
						DBE Firm (X)
	TOTAL					\$0.00
C.	<b>PAYMENTS ON ONGOING CONTRACTS</b>		<b>Total Number of Contracts</b>	<b>Total Dollars Paid</b>	<b>Total Number of Contracts with DBEs</b>	<b>Total Payments to DBE Firms</b>
	Contracts currently in progress					
D.	<b>TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD</b>		<b>Number of Contracts Completed</b>	<b>Total Dollars on Contracts Completed</b>		
	DBE					
	Non-DBE					
	TOTAL					

INSTRUCTIONS:	
1.	Report only the type of work or products purchased with federal funds received from the NDDOT Transit Office at the federal split for the purchase. (i.e. Operating 50%; Administration 80%; and Capital 80%)
2.	Verify DBE firm is current using the DBE Directory found at <a href="https://dotnd.diversitycompliance.com/?TN=dotnd">https://dotnd.diversitycompliance.com/?TN=dotnd</a> .
3.	Enter the category that pertains to the purchase. If "Other" is used, specify the type of work or products purchased.
4.	If you need to add more lines in Section B., right click on a line within section and select "Insert". Add as many lines as you need for the reporting period.
5.	After you have created the DBE report in BlackCat, upload the spreadsheet under Support Documents prior to certifying and submitting report.
ADDITIONAL INFORMATION FOR COMPLETING THE SECTIONS ABOVE:	
A.	Contracts awarded/committed would include all purchase orders/invoices issued during this contracting period. Purchase orders must include all FTA clauses that apply to the purchase. Only include the FTA amount of the contract (Operating 50%; Administration 80%; or Capital 80%) in the totals entered.
	Purchase orders issued and paid during the reporting period would also be included in Contacts Completed this reporting period
B.	Include all Contracts/POs/Invoices awarded and supporting information including date of award, Grant, Category, amount of award and DBE participation.
C.	Include all payments made on ongoing contracts.
D.	Include all payments made on closed contracts. This would include all Pos/Invoices paid since they are considered a closed contract upon payment.

**Title VI:** Every year agencies are selected at random for the Title VI compliance review. This year the agencies selected are Devils Lake, Pembina, Glen Ullin, and West River.

The Title VI reviews will be uploaded in BlackCat Oversight tab.

**NTD Reporting:** The report was emailed to all agencies and is due back in our office no later than November 8, 2017. Validation of the information begins upon entering data. As additional information may be needed, please respond to Transit staff questions and requests for clarification in a timely fashion.

Much of the information auto populates from the prior year's report. Verify the information and make changes accordingly. Ensure that all subrecipient contact information is accurate.

A separate report is attached to the NTD report with the vehicles from the prior year. This list will need to be reviewed for accuracy and to indicate any vehicles that have been retired or disposed of. You may also need to add any additional vehicles purchased prior to the report. Any vehicles in your fleet as of June 30, 2017, are to be reported.

Financial information consists of the directly generated funds and non-federal funds. Directly generated funds are received from fare revenues. If funds are received from other sources, this will need to be described.

Non-federal funds consist of donations, contract revenues, local funds, state funds and other (which will need to have a description of the source). Medicaid funds should be divided and listed as 50% State Funds and the remaining 50% as Other Federal Funds with the description Medicaid.

Safety data collected is as before. Reportable incidents are damage \$25,000 or more, a person was transported to the hospital, or the vehicle was towed.

If you have any questions regarding the NTD reporting process, please contact Darcy Karel.

**Grant Applications:** An opportunity to comment on changes to the application forms is due December 15, 2017. Some suggestions given were to remove any duplicate questions and change the formatting of the question and answers.

The 2019 grant applications should be made available mid-February 2018 with the available federal funding amounts estimated to be released January 2018. Applications are due May 1, 2018. The review and award processes will be in June/July with contracts being sent in July/August. The proposed dates of the review, award, and contract is dependent on the release of federal and state funding amounts. Funds cannot be released to the agencies until the funds are leased from the Federal Government.

**BlackCat Software:** The Oversight Tab has been created for compliance reviews in 2018. Compliance reviews will be set up through BlackCat. This includes 5310, 5311, 5339 Compliance Reviews, Title VI Reviews and Facility and Vehicle Inspections.

The Budget Summary Report is near completion, and changes to the Ridership Report should be available mid-November. Suggestions for other reports can be mentioned to the Transit staff.

The past quarterly budgets, DBE reporting, contracts will soon be available to view in the archived portion of BlackCat.

The deadline to complete the inventory was extended to October 25, 2017. Email Becky, Julie, or Darcy when you have your inventory completed. The Useful Life Benchmark fields will not calculate correctly

until the performance measures are set. Agencies will need to complete all the required fields in order to save the changes to the record.

Each transit agency will determine its individual ULB for their vehicles and equipment. If the ULB is not set by the agency, it will default to the State's established ULB.

**Transit Asset Management Software:** The transit asset management software is to efficiently manage NDDOT state and federally funded assets. This includes monitoring capital assets of vehicles, facilities, and equipment over \$5,000. It gives the Transit staff the ability to review or run reports on maintenance records and track reoccurring maintenance problems on vehicles or equipment.

The State Management Review finding Transit received was on maintenance. Agencies must meet maintenance requirements 80% of the time for your fleet to be federally compliant. The preventive maintenance (pm) standard is that pm is performed within 10%+/- of the manufacturer's recommended timeframes or as stated in their agency's TAM plan.

If the federal maintenance requirement is not met:

- After review of the records, if the agency is not meeting preventive maintenance on-time standards at least 80% of its scheduled preventive maintenance, the agency must provide a report describing the vehicle, copy of the work order or receipt of work performed, printout of their maintenance plan, and document the dates and mileage between maintenance for three months.
- If a repeat deficiency occurs, the agency must submit the above information for 12 months to demonstrate they have conducted at least 80% of its preventive maintenance on time for 12 consecutive months.

**Active Transportation:** Active Transportation refers to transit, biking, and walking throughout North Dakota. Efforts are being made to collect data by holding statewide meetings in the rural, urban, and multicounty areas. Narrowing down to the state highway system, missing links are being found to walk or bike having a state routing system to link the state together. Working to establish best practices, all identifiable funding for transit and the active transportation is examined to help provide adequate funding to match the needs of the agencies and to work to empower local funds. There will be meetings held statewide to gather data. There is a survey located at [www.ndmoves.nd.gov](http://www.ndmoves.nd.gov).

**RouteMatch:** Joe, Sean, and John from RouteMatch updated the agencies on the status of the software. They mentioned that they will be assisting agencies in making TAM work and this is the test year so as to have the software ready and complete by October 2018. A scheduling update is pending and will be fully vetted and working before the main program is updated. With the next four months being crucial, training will begin once the product is ready so there are no glitches.

Webinars will be produced and available on how to use the TAM program. RouteMatch can also do a remote assessment with a call to each agency taking approximately one hour. Statewide outreach to all agencies will be conducted annually. RouteMatch is also working on a way that will pull the inventory information from BlackCat into RouteMatch to eliminate double entry of records.

RouteMatch is still accepting one year of maintenance records to input for the agencies. Agencies have until the end of this year and can send the records directly to RouteMatch.

**State Management Plan:** Comments are due November 15, 2017 on the State Management Plan. The plan is available to view on the Transit website at <http://www.dot.nd.gov/divisions/localgov/transit.htm>.

New England Wheels – Frontrunner Vehicle: Dale Bergman and Brian Horinka attended APTA and viewed a new type of low floor vehicle. Fully loaded the New England Wheels sells for about \$105,000. A slideshow was presented by Dale on this vehicle. Dale has also organized a few stops for agencies to view the vehicle

Upcoming Meetings: The next Transit Meeting will be held on January 17, 2018, time and location yet to be determined. It was suggested for the NDDOT to look into webinar/video conference options for future meetings.

Please contact the Transit Section with any suggestions for training or topics that you would like to see discussed.

The next Transit Meeting is on January 17, 2018, in Bismarck.