

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Local Government – Transit Section
Quarterly Transit Meeting Minutes
October 17, 2016

Transit Representatives:

Paul Benning – Local Government Engineer, pbenning@nd.gov
Becky Hanson - Transit Program Manager, bhanson@nd.gov
Darcy Karel - Transportation Management Officer, dkarel@nd.gov
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SURTC Representatives:

Rob Lynch, Training Coordinator, rob.lynch@ndsu.edu
Brian Fuder – Engineer Training Manager, brian.fuder@ndsu.edu

Rob Lynch started out the morning with introducing himself and Brian Fuder. Rob then asked that all attendees introduce themselves and where they work.

Becky Hanson welcomed everyone to the meeting.

Rob started the training with 5-year planning, public participation, and developing and implementing coordination plans. The knowledge to be gained is the understanding of the components of transit management plans, robust public participation, how to create a coordinated plan, identifying gaps in service, and strategies to implement the coordinated plan. Rob provided various definitions to clarify the terminology used in the transit business.

A copy of the PowerPoint is available for your review. If you have any questions regarding the information, please feel free to contact us.

After the presentation, NDDOT held their meeting.

TITLE VI REQUIREMENTS: An email was sent to each agency regarding the Federal Transit Administration (FTA) requirements for Title VI. The NDDOT Title VI plan has been combined to meet FTA and FHWA requirements. Randomly generated agencies were selected to have a Title VI Compliance Review for Fiscal Year 2017. The agencies selected are Fargo MAT, Walsh County, South Central, and Nutrition United. Title VI Compliance Reviews will be conducted at the same time as the compliance review when possible.

All agencies, including agencies receiving only State Aid funds and direct recipients, must have their Title VI plan completed and to Julie by March 1, 2017. This is to ensure that Julie can complete the Title VI plan requirements and submit them to FTA by June 1, 2017. Failure to complete this task on time, jeopardizes compliance with FTA regulations. If you have any questions, please contact Julie.

PUBLIC MEETINGS: There will be a series of public meetings held randomly around the state giving an overview of the North Dakota Transit Program. The meetings will be contingent on available funding. Agencies in the surrounding area of the meeting will be notified of the place, date, and time. Agencies

serving these areas will be required to attend the meeting. In addition to this, each agency needs to hold public meetings as part of public participation. The meeting time and location must be published and include a request for comment information if interested persons are unable to attend.

AGENCY COMPLIANCE: The compliance review packet has been updated and is a more lengthy process. The packet is 44 pages. Agencies will be notified and receive the compliance review packet 40 days in advance, having 30 days to complete the packet and return it to our office prior to your review. The on-site review process will take approximately 3 to 4 hours. If possible, the Title VI Review will be completed at the same time for the agencies selected. When approved by FTA, compliance review visits will be held every other year. Urban agencies will have a condensed review with questions focusing on 5310 funding requirements only. Whether you receive federal or state funds, agencies will be inspected.

STATE MANAGEMENT REVIEW: A State Management Review of NDDOT Transit Section is being performed by FTA. FTA will also do two site visits and review all components of those agencies. We will provide more information as it becomes available and contact those agencies involved with the information and documentation that is required.

NTD REPORTS: Annual revenue, ridership, and vehicle inventory data is due to Darcy by November 18, 2016, for FY2016. This is a priority for agencies to gather their vehicle information, what they have, what they don't have, have gotten rid of, etc., and send it to Darcy.

TRANSIT AD CAMPAIGN:

MARKETING CARDS: Marketing cards are available for agencies to use, as well as posters. Agencies can take as many as they need.

FACEBOOK: Agencies who have information and/or photos from events they have held and would like the events posted on Facebook, please send them to Darcy. Agency events are a huge hit. Just remember that if people are in the photos, you need to have them sign a release.

COUNTY OFFICIALS: NDDOT Local Government met with county officials. Some county officials did not realize that there was transit available in their county and other officials thought that the transit program was just for seniors. Agencies are encouraged to meet with local officials to promote their transit operation.

BLACKCAT AND QUARTER 1: Quarter 1 for BlackCat has some glitches and BlackCat is still working out the kinks. Agencies who have issues with the BlackCat program are encouraged to call BlackCat for assistance as they log the issues as they come in.

5339 BUS AND BUS FACILITIES PROGRAM: The 5339 grant applications will be advertised in November 2016, and due by late December for urban and rural transit providers. A total of \$2 million is available with \$1.5 million for statewide transit providers, \$64,000 for rural providers, and \$430,000 for urban providers.

STATE AID FUNDING PROGRAM: A brief discussion was held on how the formula for state aid funding is awarded and the amount of money each agency receives. There was further discussion that the process for how the state aid formula is written needs to be revisited.

VETERANS GRANT: Ads were placed in newspapers in some areas around North Dakota stating that Veterans can ride for free for medical appointments and listed Transit Agency contact information. This program is a grant that ND Veterans Affairs received to create a voucher system in highly rural areas. Each qualifying Transit Agency can request payment in the VA website <https://www.nd.gov/veterans/resources/transportation/va-vans> . The Transit Agencies that have used the reimbursement program reported that the reimbursement process is user friendly and quick. For more information, check the email sent out by Becky.

TAM: Transit Asset Management. The TAM template has been emailed. Transit agencies may adopt the State plan or create their own plan, which must be approved by the NDDOT transit staff. The RouteMatch webinar on TAMS will start the week of October 24, 2016.

Color coded for maintenance – pilot program in TAMS: Preventive maintenance work will be color coded to track when maintenance needs to be performed.

COORDINATED PLAN: A coordinated plan is required for agencies applying for 5310 funds. Most coordinated plans on file are dated 2011. As the coordinated plan is only good for five years, these plans need to be updated. The next 5310 application process is in the spring of 2017. If an agency has not filed their coordinated plan with our office, they cannot apply for the grant.

DISADVANTAGED BUSINESS ENTERPRISE (DBE): The DBE Semi-Annual Report was due on October 10, 2016. The DBE reports need to be completed in the BlackCat System. Paper copies will not be accepted. Please be sure to check the DBE Directory for the current certified DBEs in ND prior to completing the form <https://dotnd.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?TN=dotnd&XID=7316> .

AUDITS: Agencies who have not submitted the Single Audit Certification form for past and future audit periods, will be sent an email requesting the form be completed. Return the form attached to the email since audit requirements have changed and it may be for a period prior to the change. This is a requirement from the State Auditors Office to track which agencies are required to file a single audit.

The 2017 DTA Conference will be held on September 7 -13, 2016 in Grand Forks, North Dakota.

The next Transit Meeting is on January 18, 2017, in Bismarck.