



**TECHNICAL ADVISORY  
COMMITTEE MEETING  
APRIL 15<sup>TH</sup>, 2020 – 1:30 P.M.**

**CONFERENCE CALL:  
(218) 399-3432**

**Please Note that due to the COVID-19 public health emergency, East Grand Forks City Hall is currently closed to the public. Members of the MPO Technical Advisory Committee will be attending this meeting electronically or telephonically and no public will be able to participate in person - but are able to call the above conference number.**

**MEMBERS**

Kadrmias/Peterson \_\_\_\_\_  
Ellis \_\_\_\_\_  
Bail/Emery \_\_\_\_\_  
Gengler/Halford \_\_\_\_\_  
Riesinger/Audette \_\_\_\_\_

Mason/Hopkins \_\_\_\_\_  
Zacher/Johnson \_\_\_\_\_  
Kuharenko/Williams \_\_\_\_\_  
Bergman/Rood \_\_\_\_\_

West \_\_\_\_\_  
Magnuson \_\_\_\_\_  
Sanders \_\_\_\_\_  
Christianson \_\_\_\_\_

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF MARCH 11<sup>TH</sup>, 2020, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF ADOPTION OF AMENDMENT TO THE METROPOLITAN TRANSPORTATION PLAN – TRANSIT DEVELOPMENT ELEMENT ..... KOUBA
  - a. Public Hearing
  - b. Committee Action
6. MATTER OF APPROVAL OF DRAFT MINNESOTA SIDE T.I.P. .... HAUGEN
  - a. Public Hearing
  - b. Committee Action
7. MATTER OF APPROVAL OF ITS REGIONAL ARCHITECTURE ..... HAUGEN/ATAC
8. MATTER OF CANDIDATE PROJECTS FOR NORTH DAKOTA FTA #5339 AND #5310 PROGRAMS ..... KOUBA

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9. MATTER OF APPROVAL OF DRAFT SCOPE OF WORK FOR TRAFFIC  
COUNTING PROGRAM ADDENDUM..... HAUGEN
  
10. OTHER BUSINESS
  - a. 2020 Annual Work Program Project Update
  
11. ADJOURNMENT

**ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH ISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2667 FIVE (5) DAYS**

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, March 11<sup>th</sup>, 2020  
East Grand Forks City Hall Training Conference Room**

**CALL TO ORDER**

Earl Haugen, Chairman, called the March 11<sup>th</sup>, 2020, meeting of the MPO Technical Advisory Committee to order at 1:30p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: David Kuharenko, Grand Forks Engineering; Patrick Hopkins, MnDOT-District 2; Ryan Riesinger, Airport Authority; Stephanie Halford, Grand Forks Planning; Nancy Ellis, East Grand Forks Planning; Dale Bergman, Cities Area Transit; and Wayne Zacher, NDDOT-Local Government (Via Conference Call).

Absent: Brad Bail, Steve Emery, Jesse Kadrmas, Jason Peterson, Nancy Graham, MnDOT-District 2, Michael Johnson, Richard Audette, Dustin Lang, Ryan Brooks, Brad Gengler, Ali Rood, Lane Magnuson, Lars Christianson, Nick West, and Rich Sanders.

Staff: Earl Haugen, GF/EGF Executive Director; Teri Kouba, GF/EGF Senior Planner; and Peggy McNelis, GF/EGF Office Manager.

**DETERMINATION OF A QUORUM**

Haugen declared a quorum was present.

**MATTER OF APPROVAL OF THE FEBRUARY 12<sup>TH</sup>, 2020, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE**

Kuharenko referred to Page 10; regarding the T.I.P. Procedural Manual, and said that they requested a redline strike through version of the document, but he doesn't think they have gotten it yet, and he is wondering if he has any idea when they could be seeing it. Haugen responded that he hadn't received all the information he needed, which is why it isn't on the agenda today either.

***MOVED BY KUHARENKO, SECONDED BY BERGMAN, TO APPROVE THE FEBRUARY 12<sup>TH</sup>, 2020 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

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**MATTER OF ADOPTION OF PUBLIC PARTICIPATION PLAN DOCUMENTS**

Haugen reported that this may be the last meeting on the Public Participation Plan Family of Documents, adding that we have been going through the last half of 2019 updating the various documents as identified in the staff report. He said that in December at the MPO Executive Policy Board meeting the draft was approved and was put out for public comment for a 45-day period.

Haugen commented that at the request of the NDDOT we developed the appendix, which documents the public participation engagement activities that were done. He said that as noted in the staff report we did receive one formal comments, and that was from MnDOT, and most of it was editorial changes that were easily done, but there was one comment that had to deal with the open records section of the Public Participation Plan, and that was the only section in which we specifically, in the draft, mentioned that in North Dakota this is how things are done, and MnDOT wanted to either have the Minnesota side explored and identify how it might be different, but what we ended up agreeing to do, since they aren't dramatically different from the North Dakota Public Records laws, we just struck out the phrase in North Dakota in that section.

Haugen stated that the 45-day comment period ended February 18<sup>th</sup>, so we believe we are at the point where we are able to recommend formal adoption of the Updated Public Participation Plan Family of Documents.

***MOVED BY BERGMAN, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE FAMILY OF PUBLIC PARTICIPATION PLAN DOCUMENT, AS PRESENTED.***

***Voting Aye: Riesinger, Zacher, Kuharenko, Ellis, Halford, Bergman, and Hopkins.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Kadrmas, Rood, Peterson, West, Graham, Bail, Gengler, Brooks, Audette, Magnuson, Sanders, and Christianson.***

**MATTER OF PROPOSED T.I.P. AMENDMENTS**

Haugen reported that this started out as, initially the project being discussed was the 32<sup>nd</sup> Avenue Safety Project, and the NDDOT was expressing that it was going to be delayed, and through that process we identified several other projects that needed to be addressed with an amendment, so in the end there are four projects being amended.

Haugen said that two projects are resulting in a substantial increase in project cost, thus affecting the financial plan, then there was one project that had a significant decrease in cost, which was also the 32<sup>nd</sup> Avenue Safety Projects, and the fourth project is another one that is being pushed back from 2019 to 2020. He added that you will recall that our first amendment to the T.I.P. was done between our final approval of the T.I.P. and NDDOT's final approval of their S.T.I.P.,

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whereby they delayed a lot of 2019 projects until 2020, so this last project is the most recent one that is being moved back from 2019 to 2020.

Haugen stated that the first of two projects that have substantial increases to their cost is the North 5<sup>th</sup> Street Project, between DeMers and Gateway Drive. He explained that our T.I.P. amendment policy is that if there is an increase or decrease 25% above or below the T.I.P. dollar amounts it causes a need to revisit how the project fits in our T.I.P. He added that both of these are actual bid awards, so while there may be some change orders, this is an example of where an estimate changes and causes the need to amend the T.I.P.

Haugen said that one thing, on the North Dakota side, that we are still working with is that on the Regional Projects there is no cap, from North Dakota's perspective, on federal participation; however there is, again, only "x" amount of federal dollars available so we have to look at how a project affects our financial plan, and that is why some projects are being delayed from 2019 to 2020, and possibly further in the future.

Haugen stated that the second project is the ADA curb-ramps along Washington Street, between Hammerling and 8<sup>th</sup> Avenue North. He said that those awards were over threshold.

Haugen commented that for both of these projects the scope of work didn't change so there wasn't a cause of a change in our performance analysis that needed to be reviewed whenever we look at T.I.P. projects.

Haugen stated that the project with a significant decrease in cost was the 32<sup>nd</sup> Avenue Project. He said that originally it was scoped at \$7.4 million dollars but it is now being scoped at \$4.7 million dollars, roughly. He explained that construction of the project is being moved from 2020 to 2021, but it is still scheduled to be bid this year, so it will still be 2020 dollars and we also had a slight termini change; previously it was Washington Street, but now it is at South 20<sup>th</sup> Street. He added that these are safety dollars and our financial plan does treat safety different than regional highways, even though this is a regional highway, however this safety amount was an outlier so in our financial plan we didn't count for this large project in our calculation of annual safety dollars, so we are saying that the impact is none.

Haugen commented that the project that is being moved to 2020 is really a couple of small projects that are lumped as one in the T.I.P.; and they are all on North Washington Street, with the first section being 8<sup>th</sup> Avenue North to just north of Gateway Drive, basically where the divided four lane starts and ends on the north side; and then there is also some work on the English Coulee diversion bridge. He said that they have so far not been informed of any cost changes, just the fact that the project was not done in 2019 therefore the dollars are all coming from 2020. He stated that, again, this is a regional highway so it is hard to address the individual project impacts on our financial plan, but, again, the cost and the scope haven't changed so there is no change to our performance analysis of how the T.I.P. projects are helping us achieve our performance targets.

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Haugen stated that we did advertise that a public hearing would be held at this meeting. He said that they did not receive any written comments, nor is there anyone in the audience today, so we can say that we did not receive any public comments on the Draft T.I.P. Amendments.

Haugen referred to the actual project listings and commented that you will see that we do now have identified amended amounts, but we still show the current T.I.P. amounts to give you some idea of how much of a change occurred.

Kuharenko stated that he has a comment; with the 32<sup>nd</sup> Avenue Safety Project, he has some serious concerns about dropping the dollar amounts from \$7.4 million down to \$4.7 million dollars. He explained that with the other regional projects that they have had come up recently they have been coming in 30% to 40% higher than what the engineers estimated them to be, and so because of that he is really reluctant to move forward with changing that dollar amount. He added that if they do it could result in us making a change now to reduce the dollars and then have to come back and readjust again to increase the dollars just like we are doing on those other projects.

***MOVED BY KUHARKENO, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE PROPOSED T.I.P. AMENDMENTS WITH THE EXCEPTION OF THE CHANGES TO THE DOLLAR AMOUNT FOR THE 32<sup>ND</sup> AVENUE PROJECT.***

Haugen commented that from an MPO Staff point of view it gets back to how good are the cost estimates that we have. He added that it seems like the State and the City are comfortable with reporting the \$4.7 as the cost estimate to move forward with, and we do have a 25% buffer, if we make the T.I.P. amendment there is still 25% leeway either way, so it seems like we would be better off to keep consistent reporting amongst other areas jurisdictions to the various bodies and the public as to what the dollar costs are that we are anticipating for this project.

Bergman asked what the object for the increases to the other two projects were; was it because of low bidding or estimates or something else. Kuharenko responded that that was what the bids came in at for those two projects. He added that that is really the basis of his concern with reducing the estimated cost on the 32<sup>nd</sup> Project, or reducing the programmed amount for it because if we end up reducing it by \$3 million dollars, and then we have to come back if it comes in 30% above, then we are going to have to come back and readjust again, so we are making a preempted adjustment now and then may have to potentially make another adjustment when it is bid out.

Kuharenko asked Mr. Zacher if he has a projected date on when the 32<sup>nd</sup> Project will be bid, will it be this fall sometime. Zacher responded that he will check on it. Kuharenko asked if that estimate was done in December. Zacher responded that he believes it was. Kuharenko said that he supposes that with that, just to give the rest of the committee an idea, in the estimate that he has, dated December, just the concrete price was, for 9-inch non-reinforced concrete, \$58; for the North 5<sup>th</sup> Street Project, which had some reconstruction work in it, the same price of that bid

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item was \$131, so double the price. Zacher commented that as of right now the design complete date is August 21<sup>st</sup>, and bid opening is October 16<sup>th</sup>.

Hopkins asked what the quantities were on the two projects. Kuharenko responded that the 32<sup>nd</sup> Avenue Project has about 2,200 square yards, at \$58 a square yard; and the North 5<sup>th</sup> Street Project had about 1,200 square yards, so about 1,000 less yards but double the price in cost. He stated that as a point of reference, you do have some changes, but the North 5<sup>th</sup> Street did include a complete road reconstruct whereas the 32<sup>nd</sup> Project are just turn lane modifications.

Haugen said he would like to note that he was working with Jason at the NDDOT Grand Forks District, and they are not represented here today, but they are the ones that were advising us to use the \$4.7 million dollar estimate in the T.I.P. amendment.

Riesinger said that he heard Mr. Haugen say that the State and the City concurred, but yet he is hearing from Mr. Kuharenko, who is representing the City, that he is voicing a concern, so he is wondering where the City number would come in; didn't you say the City concurred with that number. Haugen said that the \$4.7 is the number that the City is reporting to their City Council and the public. He added that the State is working with the District Office and that is what they are seeking as an amendment, besides the termini and the construction date changes; it is the lowering of the cost estimate. Ellis asked if this was presented to the Grand Forks City Council as \$4.7. Kuharenko responded that he isn't 100% sure as to which city staff was presenting to the council on that one.

Haugen stated that just as this is being presented to this body as being delayed a year, there is information as to some of the reasons for the delay, which are reflected in the staff report, but why did the cost change; so there is consistency going on among the various staff reports.

Kuharenko commented that this is something that was brought up by the NDDOT Local District, and it is unfortunate they aren't here for it; would there be thought or consideration of tabling this until the next Technical Advisory Committee meeting. Haugen responded that some of these, since there are bid awards, they might be hung up in the federal review of comparing it to what the T.I.P. documents are, but he doesn't know for a fact but that is why we are amending the T.I.P. Halford asked if there was some way that we could vote on it so it tells the Board that you can bring it back for an amendment at the next meeting. Haugen responded that you are making a recommendation, so whatever you do there is a chance to get it changed prior to the Board meeting, and the Board will be presented the two recommendations and they can make a decision as to which they want to approve.

Bergman asked who delayed the two projects that have cost increases. Haugen responded that they weren't delayed; the cost estimates that were in the T.I.P. and S.T.I.P. were 35% less than what the bid awards were and when the bid awards are higher than 25% then our financial plan needs to be revisited to see if we still have a fiscally constrained T.I.P./S.T.I.P. document, so we had to review them, and because of the uniqueness that they are both on the regional system, and the State doesn't have any federal cap so they can move federal dollars around statewide, so we have to be aware of the accumulative effect of the fiscal impact, and then also, assuming it, in

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this case it didn't happen, but sometimes the scope of work changes so we have to then also re-evaluate the performance impact as well; so the two projects that had an increase in cost had the increases because of the actual bid amounts versus the T.I.P. estimated cost. Bergman said, then, that those are actual projects that will be going ahead in 2020. Haugen responded that that is correct, the bids were awarded, and they are now just waiting for all the I's to be dotted and the T's to be crossed. Kuharenko said that he supposes that part of the reason we didn't have to do this for the University Avenue Mill and Overlay project was because the end termini didn't change the internal scope because that reconstruction project on University was removed. Haugen stated that it changed significantly as well but there is a federal cap on the local road projects and the TA projects and most every other project has a cap but Regional Roads in North Dakota doesn't.

Halford asked, if we did approve this at the \$4.7 million, what if the bids do come in higher, would the difference have to be 100% local share or would the percentages change across the board, if it happened that it actually came up higher than the \$4.7 and was closer to say \$6.5 million. Haugen responded that, again, there is that 25% wiggle room, so if it is 26% higher than we would have to revisit, particularly if it involves the 90% federal funds, if it is 24% we don't have to revisit it. Halford so it wouldn't go all 100% local share that difference. Haugen responded that it wouldn't that the NDDOT could make a decision as to whether the money came in 95/5 split on the project or if they will change that formula if we award this bid amount higher. Haugen commented that the DeMers Avenue Project also came in quite different, and there wasn't a straight 80/20/20 on that increase in cost. Kuharenko said that he knows that after the University Avenue Project was bid out the City had to send in a document to the State kind of putting together an explanation as to what our thoughts were on why the bids came in high, and looking at some of the contractors bids versus the engineers estimates, just throughout the Region/State, Grand Forks and Fargo appear to be noticeably higher; Fargo looks like it is about 138% of what the contractor bid and Grand Forks is about 140%, so coming in that extra 38% to 40% in those bids, compared to the engineers estimates, which he believes the engineers estimates are based on DOT average bid prices; could Mr. Zacher confirm that that is actually the case. Zacher responded that usually they are and then they are adjusted accordingly. He explained that the numbers that they sent for the projects that were bid are actual bid costs, they are taken from the abstract for those projects.

Kuharenko stated that another thing on the discussion of this T.I.P. amendment is that there is still time, as Mr. Haugen mentioned, before the Executive Policy Board meets so this could be further discussed before that meeting, so we do have one week to get some information from the DOT Local District Office, and if Mr. Zacher has any other thoughts on this as well. Zacher said that if we are looking at the 32<sup>nd</sup> Avenue Project yet he thinks Mr. Peterson and himself had a little different opinion; and talking internally at the NDDOT with Mr. Johnson, he suggested that it be at the \$7.3 million as discussed earlier, and then they had a conversation with Mr. Peterson and he came up with the \$4.7 million estimate, the \$4.7 is their cost estimate, but in the end he would be fine either way. Haugen commented that the reason Mr. Peterson isn't here today is because he had to take some leave and he doesn't know if he will be back prior to next Wednesday to go over this with him. Kuharenko said that he also talked with Mr. Noehre about



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this as well so he should have some knowledge of it as well. Zacher stated that according to an email from Mr. Peterson it says that he is back on Monday.

Bergman said that with the increases you've already seen, if you cut this project, then you get the increase in cost, then you have the bids going out in October for a 2021 project, he has a feeling you will see this thing come right back. Kuharenko said that that is the worry. He added that it might not come in at the same amount, it might come in at a lesser amount, but if it comes in at \$6.5 or \$6.7 or \$6.2 million it will be less than that 25% difference that we need to do a T.I.P. amendment, so do we really want to do a T.I.P. amendment now with the likelihood of having to do another T.I.P. amendment when the bid comes in again. He said that he has no issue with changing the termini because that is something that we probably should do and make that right within the document; and Mr. Haugen mentioned that this is already a 2020 project. Haugen stated that it is still scheduled to be funded out of 2020 but we have to show that actual construction is happening in 2021. Kuharenko said then that we still have to make note of that in the T.I.P. as well, and he has no issues making those changes to the T.I.P., for the termini and construction in 2021 but he does have concerns with the costs.

Hopkins commented that his concern would be that if he were someone from the public, and he has a stake in this 32<sup>nd</sup> Avenue Project, and he asks what the estimate is and was told \$4.6 but in this document we show \$7.3, what is that difference; is it a contingency fund or is that not an accurate representation, if this is the estimate that is being put out there, that would be his concern, but he doesn't know what the local district is saying. Kuharenko responded that that is why he thinks having that conversation with the local district, getting that clarification, and then if need be that can be further discussed at the MPO Executive Policy Board as well, needs to occur.

Hopkins said, then, if we approve the motion that is on the floor right now, do both recommendations go to the MPO Executive Policy Board. Haugen responded that they would, that this is what is being presented to the public, that we are dropping the cost estimate based on more current information, so because that is already the public recommendation that is out for comment, that comment will go forward, but if the Technical Advisory Committee approves something different than that that will go forward to the Board as well. He added that if the Technical Advisory Committee approves the motion as stated, that changes the estimate, it won't cause us to go out for additional public comment because we are only proposing to change it to the lesser amount, but if we say no to that lesser amount we have already informed them what won't change, so the public is aware of the two costs.

***Voting Aye: Riesinger, Zacher, Kuharenko, Ellis, Halford, Bergman, and Hopkins.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Kadrmas, Rood, Peterson, West, Graham, Bail, Gengler, Brooks, Audette, Magnuson, Sanders, and Christianson.***

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**MATTER OF PROPOSED AMENDMENT #2 TO FY2020 WORK PROGRAM**

Haugen reported that the positive spin in this amendment is that we have available funds to identify and issue to either existing work or to add work to our work program, but on the flip side is that the reason for the additional funds is because of an error to our billing for FY2019. Haugen explained that that error was carried over into our original FY2020 work program, and it deals with how we billed salaries and benefits for MPO Employees against the work program. He stated that the error was discovered during our audit, and although we haven't received our final audit yet this finding was found and we have been working with the NDDOT and Federal Highway on how to solve it, and the bulk of the resolution occurred in our December monthly billing but there is still some residual payback that has to happen and we do have some 2019 dollars to do that, so the payback is identified in a new work activity 100.5, and the spreadsheets and tables show this activity, and we think we have taken the appropriate corrective action to get this cleared/cleaned up.

Haugen stated that this draft work program then freed up about \$67,000 with the difference in the salary and benefit package. He added that there was no change in salary benefits, just how it was being recorded in the documents, and in discussing this with the MPO Chairman, he wanted to put the bulk of the money into the hydraulic study consultant costs, and then we also have encountered some A.T.A.C. costs with our counting programs, essentially identified in the 300.2 category. He explained that most of the work is maintenance that they are doing gratis for us right now; there are times when we have outages that occur and when cameras shift and need to be readjusted, so that is where the extra costs are coming from.

Haugen commented that in the work program the revenue amount doesn't change except for the little cash in/cash out for the payback; but because the salaries are less all of the work program activities, because they are heavily engaged in salary as cost components, all changed.

Halford asked if increasing the consultant fees, is there additional work added to their scope of work. Haugen responded that it includes additional work. He explained that when the work program was originally drafted the Hydraulic Study RFP had not been released, the RFP went out, not looking at just one bridge level, we are looking at three different bridge levels, so the outcome of that study might cause the touch points on either side of the river to be potentially outside of the current flood protection system, so that is the additional work being added into the scope; it is also looking at potentially more than one corridor as well.

Kuharenko asked what the original cost was that was associated with consultants on that project. Haugen responded that it is the difference between \$25,000 and \$67,000; so we added \$42,000. Bergman said, then, that the consultants can do \$40,000 more work. Haugen responded that that is what we are budgeting for. He said that it is a budgeted amount, and if the costs come down; there is the potential that the hydraulic study could say that there is no way to do anything but a high and dry bridge, then we might say that a high and dry is \$100 and some million dollars and there is no way we can fund that, so we don't pursue this, or it might come back and say that two or three of the corridors are viable, it might come back and say there are two height options versus one height option, we don't know.

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Zacher asked if Mr. Haugen just said that part of the monies are for a hydraulic study. Haugen responded that he didn't say that, none of it is for a hydraulic study. Zacher said that he just wanted to verify because that is an engineering issue and we can't use these monies for that.

Haugen stated that, going back to the question on the original consultant amount, he wants to say it was \$80,000 for consultant cost. Kuharenko said, then, that we are increasing it by about 50%. Halford asked what the City's share will be with this increase. Haugen responded that the City share will remain the same as the revenue amount didn't change, the only thing that is changing is how the revenue is distributed.

***MOVED BY ELLIS, SECONDED BY BERGMAN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE AMENDMENTS TO THE FY2020 WORK PROGRAM, AS PRESENTED.***

***Voting Aye: Riesinger, Zacher, Kuharenko, Ellis, Halford, Bergman, and Hopkins.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Kadrmas, Rood, Peterson, West, Graham, Bail, Gengler, Brooks, Audette, Magnuson, Sanders, and Christianson.***

**MATTER OF UPDATE ON DOWNTOWN TRANSPORTATION STUDY**

Haugen reported that tomorrow evening they are holding a public engagement at Riverwalk Center, or River Cinema 15. He stated that it is a popup type of event in the main corridor where they are putting in a new bar; it won't be in the bar, but will be in front of it.

Haugen pointed out that also identified in the staff report was a new specific website that is dedicated to this study, it can be found at: [www.dtforksmobility.com](http://www.dtforksmobility.com).

Haugen opened the website and explained that the activities that will be held tomorrow at the open house are shown here. He went over this information briefly. He then stated that in addition to those activities the project schedule is shown and the documents that have been produced so far; the draft existing, the draft future, the Steering Committee Meetings 1 & 2 summaries produced by KLJ. He added that most of the steering committee members that were present completed worksheets, and what is there are the worksheets that were turned in at that meeting, and the results. He said that they have since received several more worksheets so the results have changed but he doesn't know what the change resulted in, but you get some sense of what the committee members were discussing. He stated that if desired we can go over the presentation in more detail.

Haugen commented that it is advertised that if you come and engage with us we will give you a voucher for free popcorn, so hopefully that impresses more people to stop by.

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**MATTER OF TIMELINE OF LAND USE PLANS**

Haugen reported that there have been some questions about the timeline for the Land Use Plans, so from the Project Manager for the MPO's point of view on the Grand Forks Land Use Plan, we have been working with their City Planner and Teri Kouba is the Project Manager for East Grand Forks and has been working with their City Planner as well.

Haugen referred to the staff report and pointed out that the update schedule is included for both sides. He said that there is a months difference between the two City's plan so that we aren't inundated with, hopefully, several proposals that we have to review, then interview and negotiate on them, but they are a month apart so we have some ability to focus in on one side at a time. He stated that Grand Forks is the one a month ahead on the schedule, and as you see there is hope that at our April meeting the Technical Advisory Committee will have a review of a draft scope of work, after the Grand Forks Planning and Zoning Commission has given approval of the draft scope of work, and assuming that the Technical Advisory Committee and the MPO Executive Policy Board sign off on it we be involving our State and Federal partners to make sure that everything is eligible. He said that, assuming all of that takes place, in May they will be seeking final approval and release. He added that for Grand Forks the due date will be the end of June and in July they will make a selection and negotiate, and by August we hope to have a consultant on board. He said that this same process will occur on the East Grand Forks side as well, more or less, just a one month difference.

Kuharenko asked when we can expect the 2020 census results. Haugen responded that December 31<sup>st</sup>, no later than December 31<sup>st</sup>, but it will be some time before we get all of the spreadsheets, etc., at block levels, but the information is available. He added that you can still also get the American Community Survey has not yet technically still released its annual 12 month collection of data analysis, but again census data is just count numbers, basically, and the ACS gives us characteristics and commuting.

Riesinger said that there was a question that came up a few months back, and he sent it to Mr. Gengler and Mr. Haugen about the Airport's Land Use Compatibility Plan, and it was, as he understands, never formally adopted by the City or County, it has kind of always been referenced from time to time; one of the things from the Airport Authority's standpoint is that they would prefer to have that formally adopted into a plan so that it is understood by everyone, and just kind of looking at this schedule, what would be the appropriate time, or what discussions need to take place in order to accomplish that. Haugen responded that during the rest of March he was thinking that Mr. Gengler and himself will have to engage you on this, and Mr. Gengler will have to lead as to how the City wants to proceed with it. He added that he could envision a request to have the Airport perhaps consider updating or making changes based on the fact that it is an older document, it was done in 2006. Riesinger responded that not much has changed, however looking forward if we are looking at a 2050 Plan they know, according to their current Master Plan, they are posing significant changes, which would impact some of that. Haugen said that they are committed to try to have a draft before the Planning and Zoning Commission at their April meeting, so between now and the end of March you should have some invites to a couple of sit-downs.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, March 11<sup>th</sup>, 2020**

Haugen commented that he doesn't know how the Airport would affect the East Grand Forks Land Use Plan. Riesinger responded that it would be minimally, if any, he would think, from a Land Use standpoint, and certainly he wouldn't envision any issues with the height zone, it would have to be a pretty extreme development all the way in East Grand Forks to impact the height zone. Ellis commented that even their cell towers now are going much lower, and the new 5G is going on top of light poles, unless their light poles are too high. Riesinger said he didn't think they would be a problem. Ellis said, though, that their roads are wide enough and have enough lights on them that they have a runway appearance. Riesinger stated that they would like to try to avoid that too. Bergman commented that that is why you put the curbs in. Ellis agreed, joking that someday they are going to land a plane on Bygland, but really she doesn't foresee that affecting their ordinance. Riesinger said that he just knows that it has come up, for example some of the residential by the Walmart on Highway 2, there has been some exchange of information, and it is just important that they stress this because, as you may have heard, they are busy and so even if there no riff-raff, to somebody that may not be aware and they are out to barbeque one night and there is plane after plane after plane there will be some questions asked and they want to make sure that they are involved in that process. Haugen agreed, and added that he is sure that the Planning representative will share that message with Mr. Gengler.

Bergman asked if Mr. Haugen got all the paperwork from Mr. Gengler. Haugen responded that he did, that both Cities have provided their paperwork, so the next step will be an amendment to the Metropolitan Transportation Plan based on the UND/CAT change; there will be a public hearing advertised for the April Technical Advisory Committee with April Executive Policy Board action finalizing that amendment. Neither City felt it reached the top of meeting the City Planning commitments, so that cut the timeline considerably.

**OTHER BUSINESS**

a. 2020 Annual Work Program Project Update

Haugen reported that this is our monthly progress report. Halford pointed out that it has 2020 for the Land Use Plans completion date when it should be 2021. Haugen said he would make that correction.

b. ITS Regional Architecture Update

Haugen commented that the only other significant thing that we haven't discussed is the ITS Regional Architecture update. He stated that the stakeholders met at the end of February and there were different documents to review and comment on by this coming Friday, then they will have a redraft done, if necessary, on the ITS documents, but they are scheduling for April to also get approval of the ITS Regional Architecture.

Halford asked who the stakeholders are for this. Haugen responded that it is Emergency Managers, Bus Operators, Cities, Counties, etc.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, March 11<sup>th</sup>, 2020**

c. Paperwork Due

Bergman asked when the paperwork is required, and it should be already in, for their projects. Haugen responded that the due date is April 1<sup>st</sup> for all projects, so if you got it in you are ahead of schedule. He said that they aren't going to review it too much until after the deadline.

Bergman said he doesn't know how that is going to work because the transit safety plan affects the federal funding. Haugen stated that the problem is that the safety plan isn't due until the end of July, so they can make decisions up to July without having to have a safety plan to consider

Ellis commented that they can approve certificates and assurances right. Ellis said, then, that when she did hers it will switch, but it basically states that you can sign them with the agreement that you will have your safety plan approved by July 1, and then after that you either have to redo a plan again, so they will take another review, that's how they do it so you can't open a grant and you can't down a grant because they automatically remove the approval off the certificates and assurances.

Haugen stated that in the plan amendment they are processing, but didn't have to do a safety plan audit of sort, because there isn't one adopted, but we will have the 180 days afterwards. He said that anytime you want to engage us on a safety planning, target setting and stuff, the sooner the better. Bergman said not until they get it completed and sent back to them again, there are only thirteen issues that they needed fixed, so he is hoping that by next week they can have it sent back to them. Ellis agreed, adding that the descriptions and the paragraphs as to how we are doing, how we are setting up certain things need to be changed first, and then the performance measures and targets won't be too hard to set based on what our current NTD data shows because fatal injuries and those types of things, you want it to be zero, and they are zero, we haven't had a fatality on our bus yet, and we hope we keep it that way, but just based on the targets and based on what she has seen from the other MnDOTs, those won't be too hard to set.

**ADJOURNMENT**

***MOVED BY BERGMAN, SECONDED BY KUHARENKO, TO ADJOURN THE MARCH 11, 2020 TECHNICAL ADVISORY COMMITTEE MEETING AT 2:30 P.M.***

***MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted by,

Peggy McNelis,  
Office Manager



**MPO Staff Report**  
**Technical Advisory Committee:**  
April 15, 2020  
**MPO Executive Board:**  
April 22, 2020

**RECOMMENDED ACTION: Adopt the Amendment of the Transit Development Plan Alternatives & Financial Chapters.**

Matter of Amendment of the Transit Development Plan Alternatives & Financial Chapters.

**Background:** The Transit Development Plan (TDP) covers a defined five-year planning horizon, currently 2017 to 2022. It functions as an Element of the 2045 Metropolitan Transportation Plan (MTP). Development and adoption of the TDP is recommended by FTA for the purposes of establishing a vision for public transportation, assessing needs, and identifying a framework for program implementation. Program implementation largely depends on funding, grants, and participation from FTA and/or other state agencies. In July 2017, the Cities of Grand Forks and East Grand Forks and the MPO adopted the current TDP. In November 2018 the TDP was updated to include changes in cost of service due to the route changes, the addition/remodel of the bus facility, and additional funding for East Grand Forks route changes. After the update was complete the MPO was approached to do a feasibility study for Cities Area Transit (CAT) to provide UND with their Campus Shuttle service.

In the originally approved TDP, the cost of CAT providing Campus Shuttle service was far more than UND been able to provide itself. Highly variable costs for UND changed the picture for the feasibility. With the feasibility study done, UND and CAT came to an agreement that CAT would provide the Campus Shuttle service. CAT had also decided to have the City provide drivers for the Dial-A-Ride service that was being contracted out. Both changes impacted the cost allocation model and the cost of services for all parties.

The UND Campus Shuttle being provided by CAT was included in the Alternatives Chapter of the updated TDP. The updated costs to Grand Forks and East Grand Forks, as well as the inclusion of UND costs, was added to the Financial Chapter. An update of the capital programming was included in the Financial Chapter as well.

The plan amendment received preliminary approval from the MPO in February. This approval was sent to both City Planners for review to see if the plan amendments qualified for an amendment to their respective City's Comprehensive Plan. The MPO

was sent letters from both City Planners that the amendment did not meet the qualifications for a Comprehensive Plan amendment.

**Findings and Analysis:**

- Letters from the Cities of Grand Forks and East Grand Forks
- Staff recommends Approval

**Support Materials:**

- Updated alternatives & financial chapters





## **RESOLUTION**

### **ADOPTING THE YEAR 2045 TRANSIT DEVELOPMENT ELEMENT- 2020 AMENDMENT of the METROPOLITAN TRANSPORTATION PLAN FOR THE GRAND FORKS - EAST GRAND FORKS METROPOLITAN AREA**

**WHEREAS**, the U.S. Department of Transportation requires the development of a Metropolitan Transportation Plan by a Metropolitan Planning Organization for each urbanized area and area expected to have growth over a twenty year period; and

**WHEREAS**, the Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) has been designated as the policy body with responsibility for performing transportation planning in the Grand Forks - East Grand Forks Metropolitan Area; and

**WHEREAS**, the MPO is designated by the Governors of North Dakota and Minnesota as the body responsible for making transportation planning decisions in the Grand Forks - East Grand Forks Metropolitan Area; and

**WHEREAS**, the existing Metropolitan Transportation Plan was adopted in 2018 and, as in accordance with 23 U.S.C. 135 and 23 CFR 450.322, is being updated to remain current and maintain a twenty year horizon; and

**WHEREAS**, the Metropolitan Transportation Plan, in accordance with 23 CFR 450.322, is multimodal in scope and accounts for all travel modes in the four elements of the plan: Street & Highway, Transit, and Bike and Pedestrian; and

**WHEREAS**, the MPO adopted a 2045 Metropolitan Transportation Plan in December 2018, and the Metropolitan Transportation Plan Amendment being considered today is an amendment of the Transit sections of that plan; and

**WHEREAS**, the Metropolitan Transportation Plan, in accordance with 23 CFR 450.322, shall be financially constrained to demonstrate that proposed projects have existing and/or reasonably projected sources of funds; and

**WHEREAS**, the MPO followed its adopted Public Participation Plan to proactively involved the public early and often in the transportation planning process and requests the planning commissions and city councils from each community consider adoption of the Metropolitan Transportation Plan; and

**WHEREAS**, the By-Laws of the MPO allow the MPO Executive Board to take action upon adoption of the Metropolitan Transportation Plan sixty (60) days after said plan had been submitted to the representative city or sooner if each city takes action earlier or if each city indicates the amendment does not raise to the level of necessitating an amendment to their city plans, and

**WHEREAS**, the MPO received notice from each city that an amendment to their city plans was not needed so the MPO could then take action prior to sixty (60) days, and

**WHEREAS**, the Technical Advisory Committee of the MPO held a public hearing on April 15, 2020, on the proposed Metropolitan Transportation Plan; and

**WHEREAS**, the Executive Policy Board of the Grand Forks - East Grand Forks Metropolitan Planning Organization considered the actions taken by the above referenced local governmental agencies and Technical Advisory Committee and all public comment submitted; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Policy Board of the Grand Forks - East Grand Forks Metropolitan Planning Organization hereby adopts the proposed Year 2045 Transit Development Element- 2020 Amendment to the Metropolitan Transportation Plan as presented with the following amendments:

None.

Signed:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clarence Vetter Chairman

\_\_\_\_\_  
Earl Haugen Ex. Director

255 N. 4<sup>th</sup> St.  
PO Box 5200  
Grand Forks, ND 58206-5200



Planning Department  
(701) 746-2661

**TO:** Earl Haugen, GF/EGF Metropolitan Planning Organization  
**FROM:** Brad M. Gengler, Grand Forks City Planner. *BMG*  
**RE:** TDP amendment. UND-CAT merger  
**DATE:** March 9, 2020

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MEMORANDUM

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The purpose of this memorandum is to confirm that the amendment to the TDP relating to the UND-CAT merger will not require an amendment to the current approved Comprehensive Plan.

Should you have questions regarding this matter please do not hesitate to contact me at 701-746-2655 or by email at [bgengler@grandforksgov.com](mailto:bgengler@grandforksgov.com).



# City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721  
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March 9, 2020

GF-EGF MPO Executive Board  
Attn. Earl Haugen  
600 Demers Ave  
East Grand Forks, MN 56721

RE: TDP amendments will not require a Comprehensive Plan Amendment

Dear Executive Board Members;

Currently, both the City of Grand Forks and East Grand Forks have adopted a Transit Development Plan to identify transit needs, both capital items and operational functions, and the implementation of such needs through Federal, State and Local funding and/or grants.

At this time, Cities Area Transit has received grant funding to expand the CAT Administrative and Garage Facility and is in the process of renovating the facility. As well, we implemented route changes throughout the CAT system and will be adding the UND bus service; which has changed the operational costs and funding for both Cities. Concurrent to these major transit items, additional capital needs have come to the forefront and we have received funding for some and will seek funding for others. Although most of these items were listed in the TDP; the project costs and funding sources and amounts are not specific or correct within the TDP. Some items need to be added all together.

Many of the capital items are required to maintain our State of Good Repair. Our new routes required updated financial analysis and in doing so the State of MN and the FTA are providing more funding to address our operational needs. The changes must be updated or amended in the TDP. However, because a majority of the projects are discussed within the document or shown within the vision or needs of the TDP; the City of East Grand Forks does not see a need to amend our City's Comprehensive Plan. Therefore, please consider this letter as the City's confirmation that the Comp Plan Amendment was not deemed necessary. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Ellis".

Nancy Ellis  
City Planner

## UND SHUTTLE SERVICE PROVIDED BY CAT- 2019 UPDATE

### BACKGROUND

During the academic year, the University of North Dakota (UND) operates a shuttle service for the purposes of providing safe and effective campus area transportation for students, faculty and staff. The primary intent of the service is to connect university residential areas with campus and to connect campus origins-destinations with longer walk distances than can be made during the passing period between classes.

In the System Needs and Issues Chapter 5 (Pg 5-15 to 5-22), Coordination with UND was reviewed. It also touched on the cost for UND to provide the service and how CAT was serving UND. With the information UND was willing to provide on the cost for them to provide the service it was concluded that CAT could not provide the service at a comparable cost. With a more thorough review done in 2019 UND was able to see the long-term benefit of CAT providing the UND Shuttle service.

In 2019 the MPO was asked to analyze the feasibility of CAT providing the UND Shuttle Service and to see what changed between when the original analysis was done and now. Cost of providing the service and better coordination between the two services were highlighted in Chapter 5 table 5-7. What changed?

Volatility in quarter-to-quarter costs, the typical lease period for a vehicle (15-plus years) and the daily management responsibility of providing transportation service that are somewhat outside the university's main mission, led administrators in Transportation and Parking to inquire about Cities Area Transit (CAT) taking over operation of the shuttle service. Addressing questions regarding the benefits and costs for the university and the city/CAT associated with a merger is the primary purpose of conducting the merger study. When you compare table 5-7 costs and table 7-13 costs you can see the change in cost coming closer to what CAT can provide.

Establishing a more predictable academic year cost for the shuttle service is a primary reason for initiating study of the CAT-operated service concept. Through developing a partnership with Cities Area Transit (CAT) to operate the shuttle, the university is anticipating the potential quarter-to-quarter cost volatility would be eliminated, which substantially improves budgeting for the service.

The secondary concern stated in Chapter 5 is the need for more coordination between the UND Shuttle and CAT routes. With CAT providing the UND Campus Shuttle service that coordination is evaluated with the rest of CAT service routes. These evaluations happen yearly when CAT reviews ridership and requests from the riders. They also get evaluated every five years when the Transit Development Plan does a more in-depth analysis.

### ANALYSIS

The primary purpose of this analysis is to determine whether it is reasonable and sustainable for CAT to operate the university shuttle routes on days and hours consistent with the current university operated service. For the merger to be successful and sustainable, making a change must create positives for both the university and the City of Grand Forks/CAT. The city and university both entered the analysis with the expectation there are benefits to consolidating shuttle routes into CAT's operations. While both entities look at consolidation as a potential win-win, there are unique goals and requirements of a merger for each partner. Table 7-12 highlights the key goals for the university and the city considered throughout the merger analysis.

Table 7-12: Merger Goals/Requirements by Participant

University Requirements to Advance Merger	Grand Forks Requirements to Advance Merger
Cost: Comparable to Current	Cost: UND Pays Equitable Share
Coverage: Comparable to Current	Do Not Raise Local Matching Funds from Grand Forks
Service Hours: 7 AM to 10 PM	UND: Pays Local New Capital Match
Retain Fare Free (Add Faculty/Staff)	No Impact to Paratransit: Service Hours remain within 6:00 AM to 10 PM Span
Service Days: Monday-Friday	Ability to Count Ridership
Only Pay for In-session Periods	
Service Frequency:	
– 15 Minute Bi-directional on University	
– 20 Minute to Medical/Arena	
– 30 Minute Night Service	

## Cost

### UND SHUTTLE OPERATIONAL COST

Driver and administration costs are relatively consistent year to year, as long as the number of routes operated is similar. Vehicle rent costs are more variable as maintenance costs influence the hourly rate charged for vehicles. Figure 7-10 displays hourly rates charged from 2012 through 2019. Over the period, the hourly rate charged for each vehicle ranged from \$23.00 to \$52.00, for essentially the same vehicle pool. Higher hourly rates reflect periods immediately following significant maintenance (i.e. engine or transmission replacements) activities.

Understanding the influence vehicle rent charges have on total operating cost, an estimate of annual cost associated with the trending hourly estimate was also prepared. The trending hourly rate represents the rate derived through establishing a trend line associated with the 2012 through 2019 actual charged rates. The current trending rate is approximately \$37.50 per hour, which results in an 2017-2018 academic year cost of approximately \$361,800 compared to the actual annual cost of approximately \$440,200.

Rates are reviewed throughout the year and, as demonstrated in Figure 7-10 information, can change within an academic year. The hourly rental rate for much of the 2017-2018 academic year was \$52.00 per hour, the highest in the seven-year period. Rates set for the beginning of the 2019-20 academic year are \$26.00 perhour. As rent changes, overall system cost changes. To characterize the impact the variable lease rate has on overall cost, academic year 2017-2018 costs (a high rental cost level) and the beginning of the 2019-2020 academic year are displayed in Table 7-13. The lease rate proposed for the beginning of the 2019-2020 academic year is lower than the trendline rate developed using information in the 2012-2019 period.

Figure 7-10: UND Shuttle Hourly Rent Per Vehicle by Year (2013-2019)

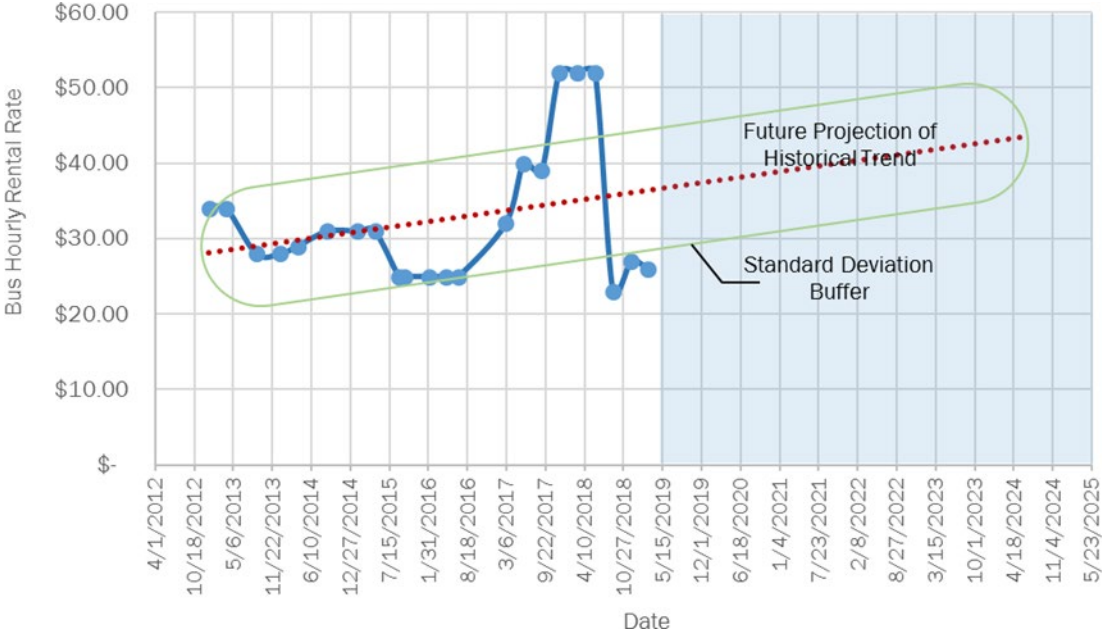


Table 7-13: UND Shuttle Operational Expenditures

Source	2017-2018 Expenses	Estimated 2019-2020 Expenses
Vehicle Cost	\$281,253	\$140,600
Operating Cost	\$156,059	\$156,100
Miscellaneous & Communication Costs	\$2,931	\$3,000
Total	\$440,243	\$299,700

**CAT OPERATIONAL COSTS**

CAT developed a cost allocation model for determining an appropriate and agreeable method of consistently estimating the cost of providing service in East Grand Forks. The cost allocation model was developed working with the City of East Grand Forks and is used annually to equitably divide CAT operating costs between Grand Forks and East Grand Forks based on the level of service provided.

The cost allocation model employs a three-part the formula to estimate cost responsibility for specific services. Parameters included are:

- Vehicle hours of service: This measure is a surrogate for estimating the annual cost of drivers assigned to routes. Driver labor accounts for approximately 70 percent of the cost of the part of service people see on the street. While drivers are required to complete annual training and there are mandatory meetings throughout the year, approximately 95 percent of the time drivers are working, they are on the street providing service. Thus, there is a direct two-way relationship supporting the use of revenue hours as a surrogate for driver costs.
- Vehicle miles of service: Maintenance costs are reflective of the level of use of each bus while in service. There are two primary measures of use: revenue miles and revenue hours. As a moving bus incurs more wear and tear than a



stationary bus, revenue miles are likely the most appropriate measure of the level of use tied to maintenance costs.

- **Peak buses in service:** This parameter is used to estimate the administrative costs associated with providing service. The number of buses in peak operation reflects the maximum number of people required to provide service, including drivers, dispatchers, mechanics. As the number of people required to drive, maintain and make sure buses are where they should be increases, the number of administrative staff needed to manage recruiting and training drivers, setting schedules, reporting activity to the state and FTA, insurance costs, etc. increase proportionately. Thus, using peak buses as a measure of the level of administrative demand is logical.

CAT applies the model structure assumptions to the line item annual operating budget, which results in an intermediate model subtotal of costs by category of:

- Driver/Operator costs
- Maintenance costs
- Administration costs

Intermediate subtotals are then divided by the applicable annual value of revenue hours, revenue miles and peak buses in use for the system to derive a rate to apply to the level of service/personnel by jurisdiction. Table 7-14 documents the anticipated 2020 budget for CAT fixed route service. The costs of paratransit will not be included in the cost analysis because there is not an expected change in paratransit service level or paratransit service costs with shuttle operations brought under CAT management.

*Table 7-14: Estimated 2020 CAT Fixed Route Operating Budget by Model Component*

Cost Element	Allocation Model Unit	2020 Budget Amount	Units	Rate Per Unit
Driver Cost	Vehicle Hours	\$1,452,019	33,597	\$43.22
Maintenance/Mechanic Costs	Vehicle Miles	\$630,625	372,563	\$1.69
Administration Cost	Peak Buses in Operation	\$757,853	9	\$84,206.00
Total		\$2,840,497		

Incorporating UND shuttle route service into CAT will impact costs in the following ways:

- **Driver Costs:** Adding shuttle routes would result in CAT adding four full-time driver equivalents to cover the routes over the anticipated span.
- **Mechanic Costs:** Assume only a small change in the labor. Potentially, a part time mechanic could be needed to address the needs of adding three vehicles.
- **Administration:** No new personnel would be added however, the administration element of the cost allocation model also includes the cost of benefits, vehicle insurance and other minor items. Adding shuttle routes to CAT operations would increase administration costs a modest amount.

Table 7-15 documents anticipated 2020 costs with shuttle operations added to CAT fixed operating service. Adding UND shuttle operations is anticipated to increase CAT overall fixed route service operating costs by approximately \$253,400



through impacting the following elements:

- Driver Costs: \$173,400 to account for the labor costs of four added drivers.
- Maintenance/Mechanical: \$43,200 in added overall vehicle maintenance costs.
- Administration: \$36,800 which addresses increases in vehicle insurance costs, employee benefits, and some facility costs.

Table 7-15: Estimated 2020 CAT Fixed Route Operating Budget- Including Shuttle

Cost Element	Allocation Model Unit	2020 Budget Amount	Units	Rate Per Unit
Driver Cost	Vehicle Hours	\$1,625,493	38,693	\$42.01
Maintenance/Mechanic Costs	Vehicle Miles	\$673,804	422,880	\$1.59
Administration Costs	Peak Buses in Operation	\$794,606	12	\$66,217.00
Total		\$3,093,903		

## CAPITAL COSTS

The campus shuttle is managed by staff in Parking and Transportation Services. Management through the university, a state entity, requires acquisition of service vehicles through State Fleet Services, which results in benefits and limitations for effective operations. Table 7-16 provides a summary of the key benefits and limitations associated with acquiring vehicles through the state.

Table 7-16: Benefits and Limitations of State Fleet Vehicle Acquisition

Benefits	Limitations
Assistance with purchasing. State purchases vehicles that university pays for through a lease for a specified period. Thus, reducing upfront cost.	Vehicle configuration is limited to a “school bus” which is not the optimal vehicle for shuttle operation.
State addresses larger maintenance items (engine rebuild/replacement, tire replacement, transmission rebuild/replacement).	Adjust lease rate quarterly. If need to recoup maintenance costs from previous quarter, increase lease amount – Lease rate can be volatile over the life of the vehicle making academic year budgeting difficult

One key benefit of merging shuttle operations with CAT is an enhanced vehicle for shuttle service. Vehicles currently leased through the State Fleet are school buses configured with dual rows of seats. High floors and narrow aisles slow boarding and alighting. CAT buses are designed to speed boarding and alighting through both sets of doors (if needed) and seating can be configured to reflect the type of service (for example: more standing capacity for shorter trips).

For CAT to continue the UND shuttle as it is today three (3) buses would need to be purchased. Federal Transit Funds could be applied for to paid for 80% of a new bus. Negotiation would need to take place between CAT and UND to decide how the 20% local share would be paid. Table 7-17 documents the cost breakdown for each of the three shuttle vehicles.

Table 7-17: Vehicle Cost Estimate

Item	Item Cost	Vehicle Cost	# Vehicles	Total Purchase	Federal Funds	Local Funds
Specified Bus Model	\$480,000					
Syncromatics AVL	\$17,000					
Farebox	\$16,500					
Wrap	\$8,000					
Totals		\$521,500	3	\$1,564,500	\$1,216,800	\$347,700

## CONCLUSIONS

Adding the UND shuttle service to the CAT fixed route results in some costs borne in the current condition by Grand Forks and East Grand Forks to be shared between all three partners in public transportation for equitable costs between each entity. CAT will not be providing any other transportation services for UND. Table 7-18 lists the pros and cons of then transfer of campus shuttle operations.

Table 7-18: Transferring Shuttle Operations to CAT- Pros and Cons

Pros of Transferring Service	Cons of Transferring Service
Greater level of consistency of driver training with CAT.	Operating cost is greater.
More appropriate vehicle- Vehicles can be designed to better support access/egress, seating, standing capacity, etc.	Capital cost is not directly integrated into overall operating cost.
Time spent addressing complaints- UND will forward complaints received to CAT, not address them internally.	Less control over decisions. The expectation is the university and CAT will work jointly to develop schedules, routing, stops, etc., but CAT will need to coordinate with other routes in the area.
Year-to-Year (Quarterly-to-Quarterly) cost stability. CAT would likely negotiate a cost annually. Presently, costs can change (and change substantially) quarterly reflecting actual maintenance costs.	Still have some university-based costs as the intent is to retain some buses for specific event service.
Reduced university staff administrative time- The time UND expends (and staff positions required to manage part-time drivers) will be greatly reduced, either lowering university costs or freeing up time for other duties.	
More opportunity for cost control while maintaining level of service. When costs increase for UND, service has been reduced to address budget. CAT already has service through most of the UND shuttle area and can integrate to retain level-of-service.	

Better integration of transit service between campus and Grand Forks- Routes can be modified to provide more access between campus and adjacent housing. One provider will benefit from more marketing how service also connects to other locations in the city.

Service likely operates during worse inclement weather- Days where the university might shut down service due to weather that closes the campus, CAT will likely still operate routes.

Reduce UND maintenance staff demand- Frees time for other work or could result in UND staff reduction.

## CAPITAL NEEDS ANALYSIS

As part of developing the Operational Analysis an assessment was conducted of the current inventory of CAT Fixed Route Vehicles. Table 7-19 demonstrates the current inventory of the Fixed Route vehicles operated by CAT. Based on this current inventory, CAT currently operates a fleet of 11 total Fixed Route vehicles.

*Table 7-19: CAT Fixed Route Inventory Summary*

Veh. #	Year	Make	Programming	Owner
103	2010	New Flyer	Replace 2022	GF
104	2010	New Flyer	Replace 2022	GF
105	2010	New Flyer	Replace 2022	GF
106	2010	New Flyer	Replace 2022	GF
976	1997	New Flyer	2017 (Programmed)	GF
42	2004	Gillig	2018 (Programmed)	GF
31	2003	Gillig	2017 (Programmed)	GF
91	2009	Chevy Arboc	2017 (Programmed)	GF
112	2011	Chevy Arboc	2018 (Programmed)	GF
161	2016	Ford Starcraft	2021	GF
162	2016	Chevy Arboc	2021	EGF
Pending	2018	40' Coach	2018	EGF

## SPARE RATIO ANALYSIS

Table 7-20 below demonstrates the CAT Fixed Route fleet analysis relative to each Operational Scenario. These scenarios assume peak vehicle requirements with and without the HC Tripper and assume the addition of zero to two new Fixed Route vehicles.

### Fixed Route Assessment

Based on the existing CAT fleet inventory

- » Zero (0) new buses are needed to operate the Cost Constrained Scenario.
- » With the 2018 purchase of the 40' coach, zero (0) new buses are needed to operate the Cost + Scenario.
- » One (1) new buses are needed to operate the Cost ++ Scenario.

These assumptions are based on the discontinuation of the HC Tripper before any of the Fixed Route concepts are implemented.

## Evening Route Assessment

Based on the existing CAT fleet inventory

- » If the Cost Constrained evening routes are implemented, it will add an additional 15,000 miles annually, or a total of 71,000 miles over the five-year life of this TDP, to the current CAT fleet. Based on this assumption, no additional rolling stock needs are suggested to support the Cost Constrained evening service.
- » If the Cost + Scenario evening routes are implemented it would add 29,000 service miles annually, or a total of 142,000 miles over the five-year life of this TDP. Based on this assumption, no additional rolling stock needs are suggested to support Cost + evening service.
- » If the Cost ++ Scenario for evening service is implemented, it would add 75,000 service miles annually, or a total of 376,000 miles over the five-year life of this TDP. Therefore, one additional expansion vehicle would be recommended midway through the planning horizon if the Cost ++ Evening service were implemented.

*Table 7-20: Spare Ratio Analysis*

Spare Ratio Analysis (No HC Tripper)		
	Fleet Requirement	Spare Ratio
Total Fleet (Fixed)	12	X
Peak - Existing Condition	7	71.4%
Peak - Cost Constrained	8	50.0%
Peak - Cost +	9	33.3%
Peak - Cost ++	10	20.0%

Spare Ratio Analysis (No HC Tripper) + 1 Vehicle		
	Fleet Requirement	Spare Ratio
Total Fleet (Fixed)	13	x
Peak - Existing Condition	7	85.7%
Peak - Cost Constrained	8	62.5%
Peak - Cost +	9	44.4%
Peak - Cost ++	10	30.0%

Spare Ratio Analysis (No HC Tripper) + 2 Vehicle		
	Fleet Requirement	Spare Ratio
Total Fleet (Fixed)	14	x
Peak - Existing Condition	7	100.0%
Peak - Cost Constrained	8	75.0%
Peak - Cost +	9	55.6%
Peak - Cost ++	10	40.0%

## 2019 Update

In table 7-17 it was established the need for three additional buses to provide the UND Campus Shuttle service. CAT would purchase the needed buses with federal fund and UND would pay the local cost for the buses. With the Campus Shuttle included the number of peak vehicles running will be 12. There would be a need for at least two spare vehicles. To have a 75% spare ratio four spare vehicles would be needed.

## SHELTER NEEDS

### SHELTERS FOR RELOCATION

As part of the development of new route alternatives, bus shelter locations along existing routes were studied to determine whether they are still beneficial to the system and to evaluate more appropriate locations, if necessary. With

the proposed route structure, there are seven shelters that are no longer adjacent to a route, as shown in Table 7-21. Orphaned shelters can be seen in Figure 7-11 below.

Costs associated with the relocation and realignment of shelters should be coordinated with public works and engineering to ensure accommodations for adjacent sidewalk improvements and stop related amenities such as lighting. CAT's share of these costs should be considered part of the annual Miscellaneous capital and safety line in their financial plan.

*Table 7-21: Shelters for Relocation*

ID #	Location	Context	Current Route	Nearest Proposed Route
1	36th Avenue S & S 10 <sup>th</sup> Street	West of Cherry Street, Near Apartments	Route 1	.1SE on Cherry Street
2	3rd Avenue NW & 11th Street NW, East Grand Forks	Evergreen Estates	Route 10	Route 5
3	700 block S 25 <sup>th</sup> Street	Amberwood Apartments	Route 8, Route 9	Route 6E on Columbia Road
4	422 4 <sup>th</sup> Street NW, East Grand Forks	Campbell Library	Route 10	Within one block of Routes 3, 5 and 8
5	1100 block N 39 <sup>th</sup> Street	Apartments area	Route 6	.25 miles from Route 6W. Route 4 is across 42 <sup>nd</sup> Street
6	Stanford Road & 13 <sup>th</sup> Avenue N	Apartments area	Route 6	.36 miles from Route 6W
7	2800 block S 25 <sup>th</sup> Street	Post Office	Route 9	Route 5 on 28 <sup>th</sup> Avenue S

## 10) FINANCIAL PLAN

### INTRODUCTION

This section provides an overview and summary of the five-year (2018-2022) financial analysis related to implementation of the recommended operational strategy for CAT. The fiscally constrained implementation of the TDP would result in the implementation of the Cost Constrained Scenario for Grand Forks and East Grand Forks.

This plan provides guidance to move towards implementing the Cost Constrained Scenario by the 2<sup>nd</sup> Quarter of 2018. The system restructure proposed by the TDP allows for a new route structure to be implemented, with varying levels of new revenue investment by each major CAT funding partner. However, based on existing funding projected to be available, it is recommended that the Cost Constrained Scenario be implemented as outlined in Alternatives Analysis element of the TDP.

### ASSUMPTIONS

Assumptions used in the development of this element of the TDP are as follows.

- » Implementation of the TDP starts April 1, 2018, and therefore cost for calendar year 2018 are assumed at ¾ of those shown in the Operational Analysis in the Alternatives Analysis chapter above. Operations costs were initially inflated in the Operational Analysis, so for this element of the TDP, they again grown four percent annually from 2019 on. Revenue projections match those discussed below.
- » The selection of April 1, 2018 as the implementation window was developed to match recent funding provided by MnDOT to support CAT service improvements in East Grand Forks.
- » Revenue assumptions were based on the current approved 2017-2020 Grand Forks – East Grand Forks Transportation Improvement Program (TIP). These revenue assumptions were augmented to account for recent 100 percent State funding provided to the East Grand Forks by MnDOT. Revenue projections for East Grand Forks also assume slightly elevated annual revenue as reported by MnDOT for the years 2020 and 2021 (and extrapolated to 2022) to support with TIP and STIP development.
- » The tripper service should be discontinued and reevaluated in coordination with area agencies and human service stakeholders.

### OPERATIONS

Operational costs are broken out by system. Based on MnDOT funding provided to East Grand Forks, the Cost Constrained Scenario is fully fundable through the year 2019 in East Grand Forks. Implementation of the Cost Constrained Scenario for Grand Forks is essentially cost neutral through the five-year planning horizon.

### Grand Forks

Table 10-1 shows the overall operation analysis for the Grand Forks portion of the TDP for the years 2017 to 2022. No new funds are needed for the Grand Forks portion of the CAT system to implement the Cost Constrained Scenario over the life of the TDP. If Grand Forks were wishing to reach the Cost + Scenario, total new Grand Forks revenue to support implementation of the Cost + Scenario is projected to be between \$225,000 and \$330,000 annually over the five-year life of the TDP. Not moving forward with the Cost + Evening Service implementation would reduce this by between \$97,000 and \$150,000 annually over the life of the TDP.

### 2018 Update

Table 10-1 has been updated to reflect the most current cost of service and estimated incoming revenue. Grand Forks has implemented the Cost+ Scenario of the proposed new route alternatives. The City was also to find some cost savings when implementing this new route structure. The final routes look different from the ones proposed in this plan due to test runs

and on the ground verification of current ridership. The riders had a month and multiple meeting opportunities to provide input. This input also change routing and time tables that are part of the final route structure.

## 2019 Update

Table 10-1 has been updated to reflect the most current cost of service and estimated incoming revenue. Grand Forks has made changes to the 2018 route changes after a performance review of the 2018 changes. UND Campus Shuttle service will also be provided by Cities Area Transit (CAT) starting the 2020- 2021 school year. CAT has also decided to bring all parts of the Dial-A-Ride under city control. With these additions there will be a change in the cost allocation model and total cost of transit service.

Table 10-1: Grand Forks Financial Analysis

	2017	2018	2019	2020	2021	2022
Other	\$338.4	\$345.20	\$352.10	\$359.14	\$366.33	\$373.65
Local	\$1,765.1	\$1,800.37	\$1,836.38	\$1,873.11	\$1,910.57	\$1,948.78
State	\$253.1	\$258.18	\$263.35	\$268.61	\$273.99	\$279.46
Federal	\$1,112.0	\$1,134.21	\$1,156.89	\$1,180.03	\$1,203.63	\$1,227.70
<b>Total Revenue</b>	<b>\$3,468.6</b>	<b>\$3,538.0</b>	<b>\$3,608.7</b>	<b>\$3,680.9</b>	<b>\$3,754.5</b>	<b>\$3,829.6</b>
Existing Service						
Existing Cost	\$3,468.6	\$3,538.0	\$3,608.7	\$3,680.9	\$3,754.5	\$3,829.6
New Service						
Cost Constrained (Day)	\$0.0	-\$18.0	-\$24.0	-\$25.0	-\$26.0	-\$27.0
Cost Constrained (Night)	\$0.0	\$9.0	\$12.0	\$12.5	\$13.0	\$13.5
<b>Total Cost</b>	<b>\$3,468.6</b>	<b>\$3,529.0</b>	<b>\$3,596.7</b>	<b>\$3,668.4</b>	<b>\$3,741.5</b>	<b>\$3,816.1</b>
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$9.0</b>	<b>\$12.0</b>	<b>\$12.5</b>	<b>\$13.0</b>	<b>\$13.5</b>

\*All values shown as \$1,000s

## 2018 Operational Costs Table- Grand Forks

	2017	2018	2019	2020	2021	2022
Other	\$338.4	\$345.20	\$372.20	\$379.64	\$387.24	\$394.98
Local	\$1,765.1	\$1,703.57	\$1,615.3	\$1,669.7	\$1,725.6	\$1,783.1
State	\$250.0	\$210.0	\$255.0	\$255.0	\$255.0	\$255.0
Federal	\$1,112.0	\$1,134.2	\$1,155.5	\$1,178.6	\$1,202.2	\$1,226.2
<b>Total Revenue</b>	<b>\$3,465.5</b>	<b>\$3,393.0</b>	<b>\$3,398.0</b>	<b>\$3,483.0</b>	<b>\$3,570.0</b>	<b>\$3,659.3</b>
<b>Cost of Service</b>	<b>\$3,468.6</b>	<b>\$3,393.0</b>	<b>\$3,398.0</b>	<b>\$3,483.0</b>	<b>\$3,570.0</b>	<b>\$3,659.3</b>
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>

\*All Values Shown as \$1,000s

## 2019 Operational Costs Table- Grand Forks

Grand Forks						
	2017	2018	2019	2020	2021	2022
Other	\$338.4	\$345.20	\$372.20	\$489.00	\$498.78	\$508.76
Local	\$1,765.1	\$1,703.57	\$1,615.3	\$1,352.3	\$1,401.8	\$1,452.8
State	\$250.0	\$210.0	\$255.0	\$205.0	\$205.0	\$205.0
Federal	\$1,112.0	\$1,134.2	\$1,155.5	\$1,217.3	\$1,241.6	\$1,266.4
<b>Total Revenue</b>	<b>\$3,465.5</b>	<b>\$3,393.0</b>	<b>\$3,398.0</b>	<b>\$3,263.5</b>	<b>\$3,347.2</b>	<b>\$3,433.0</b>
<b>Cost of Service</b>	<b>\$3,468.6</b>	<b>\$3,393.0</b>	<b>\$3,398.0</b>	<b>\$3,222.2</b>	<b>\$3,302.8</b>	<b>\$3,385.4</b>
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$41.3</b>	<b>\$44.4</b>	<b>\$47.7</b>

\*All Values Shown as \$1,000s



## East Grand Forks

Table 10-2 shows the overall operational analysis for the East Grand Forks portion of the TDP for the years 2017 to 2022. For years 2018 and 2019, East Grand Forks can meet anticipated revenue needs to support the Cost Constrained Scenario. Even with the assumption in increased revenues from MnDOT over life the planning horizon, East Grand Forks will run between \$135,000 and \$150,000 deficit following loss of the one-time MnDOT money. Therefore, Table 10-2 shows the investment in new services ending at the end of 2019. New funds would be needed to operate the Cost Constrained Scenario following the end of the two year MnDOT funding.

### 2018 Update

Table 10-2 has been updated to reflect the most current cost of service and estimated incoming revenue. MnDOT has committed to increasing the funding to East Grand Forks from MnDOT. Initially, MnDOT was only going to fund the additional service for a two year period. MnDOT is now indicating they will fund the added service for the remaining years as well. With the implementation of the new routes, a new cost allocation model was produced. This allowed for an easier understanding of the division of the cost and fare box revenue.

### 2019 Update

Table 10-2 has been updated to reflect the most current cost of service and estimated incoming revenue. With the change in the cost allocation model due to UND's Campus Shuttle Service and the Dial-A-Ride service being completely staffed by CAT, East Grand Forks' costs have changed as well. East Grand Forks is also allocating more of their 5307 funds to operating costs.

Table 10-2: East Grand Forks Financial Analysis

	2017	2018	2019	2020	2021	2022
Local	\$99.3	\$101.3	\$103.3	\$98.5	\$106.0	\$108.1
State	\$226.5	\$288.0	\$523.8	\$234.8	\$263.0	\$268.3
Federal	\$80.6	\$82.2	\$83.9	\$186.7	\$191.0	\$194.8
<b>Total Revenue</b>	<b>\$406.4</b>	<b>\$471.6</b>	<b>\$711.0</b>	<b>\$520.0</b>	<b>\$560.0</b>	<b>\$571.2</b>
<b>Existing Service</b>						
Existing Cost	\$406.4	\$414.6	\$422.8	\$431.0	\$439.7	\$448.4
<b>New Service</b>						
Cost Constrained (Day)	\$0.0	\$28.5	\$114.0	\$0.0	\$0.0	\$0.0
Cost Constrained (Night)	\$0	\$28.5	\$116.0	\$0.0	\$0.0	\$0.0
<b>Total Cost</b>	<b>\$406.4</b>	<b>\$471.6</b>	<b>\$652.8</b>	<b>\$431.0</b>	<b>\$439.7</b>	<b>\$448.4</b>
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$58.2</b>	<b>\$89.0</b>	<b>\$120.3</b>	<b>\$122.8</b>

\*All values shown as \$1,000s

### 2018 Operational Costs Table- East Grand Forks

	2017	2018	2019	2020	2021	2022
Local	\$99.3	\$105.6	\$101.2	\$103.2	\$105.3	\$107.5
State	\$226.5	\$294.0	\$448.8	\$457.8	\$466.9	\$476.3
Federal	\$80.6	\$85.0	\$85.0	\$86.7	\$88.4	\$90.2
<b>Total Revenue</b>	<b>\$406.4</b>	<b>\$484.6</b>	<b>\$635.0</b>	<b>\$647.7</b>	<b>\$660.7</b>	<b>\$674.0</b>
<b>Cost of Service</b>	<b>\$406.4</b>	<b>\$414.6</b>	<b>\$550.0</b>	<b>\$563.8</b>	<b>\$577.8</b>	<b>\$592.3</b>
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$70.0</b>	<b>\$85.0</b>	<b>\$84.0</b>	<b>\$82.8</b>	<b>\$81.7</b>

\*All Values Shown as \$1,000s

### 2019 Operational Costs Table- East Grand Forks



East Grand Forks						
	2017	2018	2019	2020	2021	2022
Local	\$99.3	\$105.6	\$101.2	\$111.0	\$113.2	\$115.6
State	\$226.5	\$294.0	\$448.8	\$400.0	\$408.0	\$416.2
Federal	\$80.6	\$85.0	\$85.0	\$120.0	\$120.0	\$135.0
<b>Total Revenue</b>	<b>\$406.4</b>	<b>\$484.6</b>	<b>\$635.0</b>	<b>\$631.0</b>	<b>\$641.2</b>	<b>\$666.7</b>
<i>Cost of Service</i>	\$406.4	\$414.6	\$550.0	\$445.4	\$456.6	\$468.0
<b>Total Shortfall/Surplus</b>	<b>\$0.0</b>	<b>\$70.0</b>	<b>\$85.0</b>	<b>\$185.6</b>	<b>\$184.7</b>	<b>\$198.8</b>

\*All Values Shown as \$1,000's

## UND

UND and CAT did a feasibility study and went through a process of negotiations that lead to CAT providing the Campus Shuttle Service for UND. With their inclusion in the cost allocation model they now have a full understanding of the cost of service and is better connected to CAT routes to the rest of the Cities. The table below is UND's cost of service:

UND Campus Shuttle						
	2017	2018	2019	2020	2021	2022
UND	\$0.0	\$0.00	\$0.00	\$376.00	\$383.52	\$391.19
Bus Reimbursement	\$0.0	\$0.00	\$0.00	\$66.00	\$66.00	\$66.00
	\$0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Cost</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$442.0</b>	<b>\$449.5</b>	<b>\$457.2</b>

\*All values shown as \$1,000's

## CAPITAL

### Grand Forks

Table 10-3 shows the current projected capital expenditures needed to support the Grand Forks side of the CAT System over the life of this TDP through year 2022.

### SHORT-TERM NEEDS

Over the life of the TDP Grand Forks will face an estimated need for \$4.0 million in capital funding to meet short-term capital needs. Nearly \$1.4 million of these funds are currently programmed, with another \$700,000 currently submitted for 2018 Federal funding through NDDOT. The largest chunk of this unfunded need will be four large vehicle replacements in 2022.

### LONG-TERM NEEDS

The Grand Forks capital analysis is not inclusive of needed ongoing upgrades and expansion to the CAT Bus Garage. The full expansion and upgrade of the CAT Bus Garage is estimated at \$8.0 million. A multi-year funding strategy for this facility is needed, and should consider the potential for a MnDOT share in the eligible portions of the facility. ([Information updated in 2018](#))

Based on the Asset Management analysis developed as part of the TDP, it is suggested that an additional \$1.25 million in new capital revenues are needed per year to maintain a backlog of roughly 50 percent for the next 15 years. Some of this backlog may already be addressed through capital replacements included in Table 10-3. Given the current split in overall service and revenue miles of the CAT System, approximately 85 percent of this backlog, or \$1.062 million would be Grand Forks' burden.

## 2018 Update

Table 10-3 has been updated to reflect the most current capital investment schedule. In 2018 Grand Forks was awarded 5339 competitive grant funding for the expansion and remodel of the Transit Administration and Maintenance facility for a total cost \$4.87 million. This is a one-time funding for a project that this plan could not see being done with current traditional funding sources. CAT had the floor plans redone so that the new cost of the expansion/renovation will be covered by the awarded grant amount. There have been additional 5339 formula funds being solicited for projects. CAT has a list of projects that will start working on the Transit Assets that are need of being brought back into a state of good repair. CAT will use this list to apply for future 5339 formula funds.

## 2019 Update

Table 10-3 has been updated to reflect the most current investment schedule and what has been programmed. The main changes that have happened are projects that were listed as Candidate/Illustrative have been moved to Programmed if that has happened.

Table 10-3: Grand Forks Capital Investment Schedule

Grand Forks							
Item	Status	2017	2018	2019	2020	2021	2022
Replace Fixed Route (976)	Programmed	\$368.0					
Replace 2 Fixed Route (Replace 31 & 91)	Programmed	\$416.0					
Replace 2 DAR Vehicles (Replace 109 & 121)	Candidate 5310		\$107.0				
Replace 3 DAR Vehicles (153-154)	Illustrative				\$120.0		
Replace Fixed Route (Replace 42 & 112)	Programmed		\$480.0				
Replace 1 Fixed Route (161)	Illustrative					\$68.0	
Replace 4 Fixed Route (103-106)	Illustrative						\$1,600.0
Misc. Capital + Safety	Programmed 5307	\$35.0	\$15.0	\$15.0	\$15.0	\$15.0	
Fixed Route Video System	Candidate 5339		\$60.0				
GFI Ticket Vending Machines	Candidate 5339		\$38.0				
Shop Maintenance Software	Candidate 5339		\$100.0				
Ticket Vending Machine	Illustrative			\$98.0			
Transit Garage Upgrades	Candidate 5339		\$387.0				
Replace Shop Vehicles (2)	Illustrative			\$64.7			
Grand Cities Mall Shelter Improvements	Illustrative			\$100.0			
Programmed		\$819.0	\$495.0	\$15.0	\$15.0	\$15.0	\$0.0
Illustrative/Candidate		\$0.0	\$692.0	\$262.7	\$120.0	\$68.0	\$1,600.0
<b>Total - Grand Forks</b>		<b>\$819.0</b>	<b>\$1,187.0</b>	<b>\$277.7</b>	<b>\$135.0</b>	<b>\$83.0</b>	<b>\$1,600.0</b>

\*All values shown as \$1,000s

## 2018 Capital Investment Schedule- Grand Forks

Grand Forks							
Item	Status	2017	2018	2019	2020	2021	2022
Fixed Route Vehicles	Programmed	\$784.0	\$480.0	\$490.0	-	-	-
Paratransit Vehicles	Programmed	-	\$107.0	\$110.0	-	-	-
Safety & Security	Programmed 5307	\$35.0	\$15.0	\$15.0	\$15.0	\$15.0	\$15.0
Fixed Route Video System	Programmed	-	\$60.0	-	-	-	-
Shop Mtce. Software	Programmed	-	\$100.0	-	-	-	-
Shop Tools/Equipment	Programmed	-	-	\$16.0	-	-	-
Digital Way Signs	Programmed	-	-	\$25.0	-	-	-
Destination Signs	Programmed	-	-	\$20.0	-	-	-

Transit Admin/Garage Upgrades	Programmed	-	\$387.0	\$4,784.4	-	-	-
Bus Stops/Buildings Improvements/Maintenance	Programmed	-	-	\$10.0	-	-	-
Paratransit Vehicles	Candidate - 5310/Illustrative	-	-	-	\$160.0	-	\$80.0
Fixed Route Vehicles - Replacement	Candidate - 5339/Illustrative	-	-	-	-	\$1,060.0	\$1,250.0
Fixed Route Vehicles - Expansion	Candidate - 5339/Illustrative	-	-	\$1,521.0	-	-	-
Non-Revenue Vehicles	Candidate - 5339/Illustrative	-	-	\$63.0	-	\$30.0	-
Capitalized Vehicle Maintenance	Candidate - 5339/Illustrative	-	-	-	\$80.0	-	-
Shop Tools/Equipment	Candidate - 5339/Illustrative	-	-	\$20.0	-	\$80.0	-
Bus Fare Boxes	Candidate - 5339/Illustrative	-	-	\$200.0	-	-	-
Fare Collection Vault/Software & Servers	Candidate - 5339/Illustrative	-	-	\$106.3	-	-	-
Transit Admin/Garage Upgrades	Candidate - 5339/Illustrative	-	-	\$150.0	-	-	-
Bus Stops/Buildings Improvements/Maintenance	Candidate - 5339/Illustrative	-	-	\$186.0	\$20.0	\$45.0	\$20.0
<i>Programmed</i>	-	\$819.0	\$1,149.0	\$5,470.4	\$15.0	\$15.0	\$15.0
<i>Candidate/Illustrative</i>	-	\$0.0	\$0.0	\$2,246.3	\$260.0	\$1,215.0	\$1,350.0
<b>Total - Grand Forks</b>	-	<b>\$819.0</b>	<b>\$1,149.0</b>	<b>\$7,716.7</b>	<b>\$275.0</b>	<b>\$1,230.0</b>	<b>\$1,365.0</b>

\*All Values Shown as \$1,000s

## 2019 Capital Investment Schedule-Grand Forks

		Grand Forks					
Item	Status	2017	2018	2019	2020	2021	2022
Fixed Route Vehicles	Programmed	\$784.0	\$480.0	\$490.0	\$160.0		
Paratransit Vehicles	Programmed		\$107.0	\$110.0			
Safety & Security	Programmed -5307	\$35.0	\$15.0	\$15.0	\$15.0	\$15.0	\$15.0
Fixed Route Video System	Programmed		\$60.0				
Shop Mtce. Software	Programmed		\$100.0				
Shop Tools/Equipment	Programmed			\$16.0			
Digital Way Signs	Programmed			\$25.0			
Destination Signs	Programmed			\$20.0			
Transit Admin/Garage Upgrades	Programmed		\$387.0	\$4,784.4			
Bus Stops/Buildings Improvements/Maintenance	Programmed			\$10.0			
Fare Collection Vault/Software & Servers	Programmed			\$106.3			
Transit Admin/Garage Upgrades	Programmed			\$150.0			
Fixed Route Vehicles- Expansion	Programmed			\$1,521.0			
Capitalized Vehicle Maintenance	Programmed				\$80.0		
Paratransit Vehicles	Candidate - 5310/Illustrative						\$80.0
Fixed Route Vehicles- Replacement	Candidate - 5339/Illustrative					\$1,060.0	\$1,250.0
Non-Revenue Vehicles	Candidate - 5339/Illustrative			\$63.0		\$30.0	
Shop Tools/Equipment	Candidate - 5339/Illustrative			\$20.0		\$80.0	
Bus Fare Boxes	Candidate - 5339/Illustrative			\$200.0			
Bus Stops/Buildings	Candidate - 5339/Illustrative			\$186.0	\$20.0	\$45.0	\$20.0
<i>Programmed</i>		\$819.0	\$1,149.0	\$7,247.7	\$255.0	\$15.0	\$15.0
<i>Candidate/Illustrative</i>		\$0.0	\$0.0	\$469.0	\$20.0	\$1,215.0	\$1,350.0
<b>Total - Grand Forks</b>		<b>\$819.0</b>	<b>\$1,149.0</b>	<b>\$7,716.7</b>	<b>\$275.0</b>	<b>\$1,230.0</b>	<b>\$1,365.0</b>

\*All Values Shown as \$1,000s

## East Grand Forks

Table 10-4 shows the current projected capital expenditures needed to support the East Grand Forks side of the CAT System over the life of this TDP through year 2022.

## SHORT-TERM NEEDS

Over the life of the current TDP, East Grand Forks has a total capital need of \$1.23 million. Of this amount, \$610,000 is currently programmed. The unfunded elements of the East Grand Forks capital analysis relate to vehicle needs in 2021 for replacement of vehicles 142 and 162.

## LONG TERM NEEDS

The East Grand Forks capital analysis is not inclusive of needed ongoing upgrades and expansion to the CAT Bus Garage. Based on current services provided by CAT, MnDOT may potentially consider funding some portion of this facility. These discussions should be included in future investment planning for upgrade and expansion of the CAT Bus Garage.

The East Grand Forks capital analysis is not reflective of the needed additional investments to maintain a state of good repair. Based on the earlier discussion of the Asset Management analysis for CAT, an additional \$187,000 in revenue is needed from East Grand Forks to maintain their proportional share (based on percent of system revenue miles) of the current CAT capital infrastructure.

### 2018 Update

Table 10-3 has been updated to reflect the most current capital investment schedule. This reflects the change in year when a bus replacement will happen. There has been added card/ticket vending machines to help the system improve the ability for customers to access new fare cards or reload current ones.

### 2019 Update

Table 10-4 has been updated to reflect the most current capital investment schedule. The State of Minnesota moved the vehicle purchases to years beyond the time span of this Transit Development Plan. The need for additional card vending equipment was reevaluated when additional federal funds were needed to go toward operational costs.

Table 10-4: East Grand Forks Capital Investment Schedule

East Grand Forks							
Item	Status	2017	2018	2019	2020	2021	2022
Replace DAR Vehicle (Replace 141 w/cutaway)	Programmed		\$150.0				
Replace DAR Vehicle (142)	Illustrative					\$220.0	
Replace 1 Fixed Route (162)	Illustrative					\$400.0	
Expansion Fixed Route (MnDOT 100% \$)	Programmed		\$460.0				
Programmed	-	\$0.0	\$610.0	\$0.0	\$0.0	\$0.0	\$0.0
Illustrative/Candidate	-	\$0.0	\$0.0	\$0.0	\$0.0	\$620.0	\$0.0
<b>Subtotal - East Grand Forks</b>	-	<b>\$0.0</b>	<b>\$610.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$620.0</b>	<b>\$0.0</b>

\*All values shown as \$1,000s

### 2018 Capital Cost Investment Schedule- East Grand Forks

East Grand Forks							
Item	Status	2017	2018	2019	2020	2021	2022
Paratransit Vehicle	Programmed	-	\$150.0	-	-	-	\$170.0
Fixed Route Vehicles	Programmed	-	-	-	-	\$170.0	-
Safety & Security	Programmed	-	\$3.8	-	-	-	-
Ticket Vending Equipment	Programmed	-	-	\$220.0	-	-	-
Bus Stops/Buildings Improvements/Maintenance	Programmed	-	-	-	\$200.0	-	-
Card Vending Equipment	Programmed	-	-	-	-	-	\$250.0
Expansion Fixed Route (MnDOT 100% \$)	Programmed		\$460.0	-	-	-	-

<b>Programmed</b>	-	<b>\$0.0</b>	<b>\$613.8</b>	<b>\$220.0</b>	<b>\$200.0</b>	<b>\$170.0</b>	<b>\$420.0</b>
Illustrative/Candidate	-	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
<b>Subtotal - East Grand Forks</b>	-	<b>\$0.0</b>	<b>\$613.8</b>	<b>\$220.0</b>	<b>\$200.0</b>	<b>\$170.0</b>	<b>\$420.0</b>

*\*All Values Shown as \$1,000s*

## 2019 Capital Cost Investment Schedule- East Grand Forks

East Grand Forks							
Item	Status	2017	2018	2019	2020	2021	2022
Paratransit Vehicle	Programmed		\$150.0				
Fixed Route Vehicles	Programmed						
Safety & Security	Programmed		\$3.8				
Ticket Vending Equipment	Programmed			\$220.0			
Bus Stops/Buildings Improvements/Maintenance	Programmed				\$200.0		
Expansion Fixed Route (MnDOT 100% \$)	Programmed		\$460.0				
<b>Programmed</b>		<b>\$0.0</b>	<b>\$613.8</b>	<b>\$220.0</b>	<b>\$200.0</b>	<b>\$0.0</b>	<b>\$0.0</b>
Illustrative/Candidate		\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
<b>Subtotal - East Grand Forks</b>		<b>\$0.0</b>	<b>\$613.8</b>	<b>\$220.0</b>	<b>\$200.0</b>	<b>\$0.0</b>	<b>\$0.0</b>

*\*All Values Shown as \$1,000s*



# MPO Staff Report

**Technical Advisory Committee: April 15, 2020**  
**MPO Executive Board:**  
**April 22, 2020**

**RECOMMENDED ACTION: Recommend the approval of draft FY2021-2024 MN Side TIP to the MPO Executive Board,**

Matter of the Draft FY2021-2024 MN side TIP.

**Background:** Annually, the MPO, working in cooperation with the state dots and transit operators, develop a Transportation Improvement Program (TIP), which also serves as the transit operators' Program of Projects (POP). The TIP covers a four period and identifies all transportation projects scheduled to have federal transportation funding during the four year period. The process runs over an eleven month period with several public meetings ranging from solicitation of projects for specific programs and comments on listed projects. This point in the process is the documenting of the draft TIP.

The Minnesota side of the draft TIP has been cooperatively developed. The North Dakota side is still pending this cooperative process. The public hearing is scheduled for April 15<sup>th</sup> TAC meeting. Written comments are due by noon April 15<sup>th</sup>.

A few changes to point out. The transit capital purchases that are in the current TIP are being modified in this draft. The table below highlights the modifications

TIP Year	Current TIP	New Draft TIP	Federal source	Federal Amount	City Match
2021	Class 500 FR	Blank	#5307	\$132	\$0
2022	Class 500 DAR	Blank	Flexed STP	\$144	\$0
2022	Vend Card	Blank	#5307	\$200	\$0
2023	Blank	Class 500 DAR	Flexed STP	\$128	\$16
2024	NA	Class 500 FR	#5307	\$144	\$36

The bus purchases have shifted to later years. The vending card machine was purchased in 2019.

Another project of note is the replacement of the traffic signals on DeMers Ave in the downtown area of East Grand Forks. When this was vetted by the MPO as a candidate project a few months ago, there were questions about the cost. At one time the cost was identified at \$744,000 total with no federal funds. The draft TIP now has the cost at \$1.2M with federal participation.

The TAC and MPO Executive Board will be requested to adopt the MN side draft TIP for 2021-2024.

**Findings and Analysis:**

- The projects listed are consistent with the MPO's Metropolitan Transportation Plan.
- The projects listed are consistent with the draft MN draft ATIP.
- The projects have identified funding and therefore the TIP is fiscally constrained.

**Support Materials:**

- Copy of draft 2021-2024 MN side TIP Submitted to Public Comment
  - Some minor administrative modifications are identified.
- Copy of Public Notice



## PUBLIC NOTICE

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the Minnesota Side Draft MPO 2021 to 2024 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). Due to the COVID-19 public health emergency, East Grand Forks City Hall is currently closed to the public. Members of the MPO Technical Advisory Committee will be attending this meeting electronically or telephonically. This meeting will be conducted with social distancing modifications consistent with the recommendations of the CDC. The conference call number is 218-399-3432. The hearing will start at 1:30 PM on April 15<sup>th</sup>. The public, particularly special and private sector transportation providers, are encouraged to consider providing input.

The draft TIP lists all transportation improvement projects programmed to be completed between the years of 2021 to 2024 on the Minnesota side of the Red River. A separate draft for the North Dakota side will be done later and notice will be given when it is ready. A copy of the draft TIP is available for review and comment at the MPO website [www.theforksmpo.org](http://www.theforksmpo.org). Written comments on the draft TIP can be submitted to the email address [info@theforksmpo.org](mailto:info@theforksmpo.org) until noon on April 15<sup>th</sup>. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented.

For further information, contact Mr. Earl Haugen at 701/746/2660. The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.





Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

**MINNESOTA SIDE  
Draft  
TRANSPORTATION  
IMPROVEMENT  
PROGRAM**

**2021 - 2024**

**April, 2020**

FISCAL YEARS 2021 - 2024  
MINNESOTA SIDE Draft  
TRANSPORTATION IMPROVEMENT PROGRAM

FOR THE  
GRAND FORKS - EAST GRAND FORKS  
METROPOLITAN AREA

PREPARED BY:  
THE GRAND FORKS - EAST GRAND FORKS  
METROPOLITAN PLANNING ORGANIZATION

**METROPOLITAN PLANNING ORGANIZATION**  
**MEMBERSHIP**

**Bob Rost**

REPRESENTING:  
GRAND FORKS COUNTY  
COMMISSION

**Warren Strandell**

REPRESENTING:  
POLK COUNTY COMMISSION

**Ken Vien**

REPRESENTING:  
GRAND FORKS CITY  
COUNCIL

**Clarence Vetter**

REPRESENTING:  
EAST GRAND FORKS CITY  
COUNCIL

**Jeannie Mock**

REPRESENTING:  
GRAND FORKS CITY  
COUNCIL

**Marc DeMers**

REPRESENTING:  
EAST GRAND FORKS CITY  
COUNCIL

**Al Grasser**

REPRESENTING:  
GRAND FORKS PLANNING  
& ZONING COMMISSION

**Michael Powers**

REPRESENTING:  
EAST GRAND FORKS PLANNING  
& ZONING COMMISSION

**Dr. Michael Brown**

REPRESENTING:  
MAYOR OF GRAND FORKS  
Non-voting Ex Officio

**Dr. Steve Gander**

REPRESENTING:  
MAYOR OF EAST GRAND  
FORKS  
Non-voting Ex Officio

**TRANSPORTATION PLANNING PROCESS  
CERTIFICATION STATEMENT**

The Grand Forks – East Grand Forks Metropolitan Planning Organization for the Grand Forks, North Dakota, and East Grand Forks, Minnesota, metropolitan region hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Fixing America’s Surface Transportation (FAST) (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

GF-EGF MPO  
Metropolitan Planning  
Organization

Minnesota Department  
of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**A RESOLUTION APPROVING FY 2021 - FY 2024  
MINNESOTA SIDE  
DRAFT TRANSPORTATION IMPROVEMENT PROGRAM FOR THE  
GRAND FORKS-EAST GRAND FORKS METROPOLITAN AREA**

**WHEREAS**, the U.S. Department of Transportation requires the development and annual updating of a draft Transportation Improvement Program (TIP) for each urbanized area under the direction of a Metropolitan Planning Organization; and

**WHEREAS**, projects must be included in the draft TIP in accordance with 23 CFR 450.324 (f) (1); and

**WHEREAS**, local transit projects utilizing Federal Transit Administration Section 5307 funds must be listed in a Program of Projects (49 U.S.C. 5307 c); and

**WHEREAS**, local projects of regional significance without federal funding are included, and

**WHEREAS**, the Grand Forks-East Grand Forks Metropolitan Planning Organization has been designated as the urban policy body with responsibility for performing urban transportation planning and required reviews; and

**WHEREAS**, the Grand Forks-East Grand Forks Metropolitan Planning Organization is designated by the Governors of North Dakota and Minnesota as the body responsible for making transportation planning decisions in the Grand Forks-East Grand Forks Metropolitan Area; and

**WHEREAS**, Presidential Executive Order 12372 gave state government the flexibility to design their own review process and select federal programs and activities to be subject to the process. Wherein, North Dakota Executive Order 1984-1 establishes the North Dakota Federal Program Review process and exempts the Transportation Improvement Program (TIP) from said process; and

**WHEREAS**, the projects contained in the TIP are located in an area where both the North Dakota and Minnesota State Implementation plans for Air Quality are not required to contain any transportation control measures. Therefore, the conformity procedures do not apply to these projects; and

**WHEREAS**, projects contained in the draft Minnesota Side T.I.P. were developed in cooperation with the Minnesota Department of Transportation, the local public transit operator and the MPO; and

**WHEREAS**, the Technical Advisory Committee has recommended approval of the draft Minnesota Side TIP after having held a public hearing on the Draft TIP on April 15, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, that the Grand Forks-East Grand Forks Metropolitan Planning Organization approves the Grand Forks-East Grand Forks Metropolitan Area Draft Minnesota Side Transportation Improvement Program for the FY 2021 to FY 2024 program period as being consistent with the Long Range Transportation Plan and the area's plans and program included therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clarence Vetter, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Earl Haugen, Executive Director

**A RESOLUTION CONFIRMING THE  
METROPOLITAN TRANSPORTATION PLAN  
AS BEING CURRENTLY HELD VALID**

**WHEREAS**, the **23 U.S.C. 134** requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

**WHEREAS**, the Grand Forks-East Grand Forks Metropolitan Planning Organization has been designated by the Governors of the States of Minnesota and North Dakota as the MPO for the Grand Forks-East Grand Forks Metropolitan Area; and

**WHEREAS**, the Grand Forks - East Grand Forks MPO has a Transportation Plan composed of a Metropolitan Transportation Plan (adopted January 23, 2019); and

**WHEREAS**, the Technical Advisory Committee of the Grand Forks - East Grand Forks MPO has recommended that this Transportation Plan be considered currently held valid and consistent with current transportation and land use considerations.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Grand Forks-East Grand Forks Metropolitan Planning Organization certifies that the Transportation Plan for the Grand Forks-East Grand Forks Urbanized Area is currently held valid and consistent with current transportation and land use considerations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clarence Vetter,  
Chairman

\_\_\_\_\_  
Earl T. Haugen,  
Executive Director

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## INTRODUCTION

The draft Transportation Improvement Program (TIP) for the Grand Forks -East Grand Forks area lists the significant transportation system improvements to be implemented during the next four years. The draft 2021-2024 TIP is submitted under the Fixing America's Surface Transportation (FAST). This Act was adopted in 2014.

Federal requirements stipulate each state must develop a TIP, and project selection must be performed in cooperation with the MPOs. Similarly, local TIP's must be developed in cooperation with the State. The TIP is updated annually, and encompasses a 4-year time period. Projects may be programmed for periods beyond 4 years, provided they are prioritized, and financial funding sources dedicated to transportation uses are identified. In order to remain consistent with these requirements, projects programmed for 2021 are considered the Annual Element, and Program Years 2022, 2023 and 2024 are designated as Future Year projects.

The projects which comprise the draft TIP were developed, studied, and evaluated as part of the Metropolitan "3C" Transportation Planning Processes, which has been established in the Grand Forks - East Grand Forks Area. The TIP may be modified at any time, consistent with procedures established for its development, and consistent with the Transportation Plan. Each year the TIP process is unique. However, there are some common "significant differences" during the development of each TIP. The addition of a project, or expansion of its scope, not on the advance review material would constitute a difference that would require additional public input before final adoption. If a project's local share is increased by over 25% the amount identified in advance, the difference would require additional public input. A decrease, on the other hand, would not. Changing the source of state or federal funds would constitute a significant difference. The modification criteria are identified in the MPO's Public Participation Plan.

The Federal Highway Administration (FHWA), and the Federal Transportation Administration (FTA) require that in order for certain projects to be funded with federal assistance, those projects must be included in a Transportation Improvement Program (TIP) approved by the appropriate Metropolitan Planning Organization (MPO). In the Grand Forks-East Grand Forks Metropolitan Area, the Grand Forks-East Grand Forks Metropolitan Planning Organization is the designated MPO. FHWA and FTA require federally funded projects located within the boundaries of the "Study Area" (see map in Appendix II), and funded from any of the categories of federal aid to be in a MPO approved TIP.

The MPO staff worked with the local communities and State Departments of Transportation to prepare the draft FY 2021-2024 Transportation Improvement Program for the Grand Forks-East Grand Forks Metropolitan Area. The MPO utilizes the 2045 Metropolitan Transportation Plan to ensure projects are consistent with the MTP's priorities.

**MINNESOTA AREA  
PROJECT LISTINGS**

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021-2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES							
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations									
										Capital								
									P.E.									
									R.O.W.									
									CONSTR.									
									TOTAL									
									FUNDING SOURCE					TOTAL				
East Grand Forks #1	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2021 to December 31, 2021 (Costs for fixed-route service are estimates).  TRF-0018-21B	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$515,000  Estimated fare is \$10,000 <b>Other is MN Transit Formula Funds</b>														
	East Grand Forks	Operations			Operations	591.20												
	Fixed-Route Transit Service	Entitlement			Capital	0.00												
									P.E.	NA								
									R.O.W.	NA								
									CONSTR.	NA								
									TOTAL	591.20								
									FTA 5307					TOTAL	591.20			
East Grand Forks #2	East Grand Forks	NA	Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2021 to December 31, 2021. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates).  TRF-0018-21A	REMARKS: Contract demand response service Estimated fare is \$18,000  <b>Other is MN Transit Formula Funds</b>														
	East Grand Forks	Operations			Operations	112.50												
	Paratransit Service for Disabled Persons	Entitlement			Capital	0.00												
									P.E.	NA								
									R.O.W.	NA								
									CONSTR.	NA								
									TOTAL	112.50								
									State Transit Funds					TOTAL	112.50			
East Grand Forks #3			Intentionally Left Blank	REMARKS:														
					Operations	0.00												
					Capital	0.00												
									P.E.	NA								
									R.O.W.	NA								
									CONSTR.	NA								
									TOTAL	0.00								

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021-2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
				FUNDING SOURCE					CONSTR.					
									TOTAL					
East Grand Forks #4	East Grand Forks	19th Ave SE	construct a safe routes to school sidewalk 20th Ave SE starting at 10th St SE and 13th St SE and along 13th St SE to connect to school  Project # 119-591-006	REMARKS:										
	East Grand Forks	Local			Operations	0.00								
					Capital	0.00								
	Construction	Discretionary		P.E.	NA									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA				
				171.25	137.00	0.00	0.00	34.25	CONSTR.	171.25				
				NWATP TA funds					TOTAL	171.25				
East Grand Forks #5	East Grand Forks	NA	Safe Routes to School educational and encouragement funding for a three year period  Project # 119-591-007	REMARKS:										
	East Grand Forks	NA			Operations	0.00								
					Capital	0.00								
	Education/Encourage	Discretionary		P.E.	NA									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA				
				37.50	30.00		0.00	7.50	CONSTR.	37.50				
				NWATP TA funds					TOTAL	37.50				
East Grand Forks #6			Intentionally Left Blank	REMARKS:										
					Operations	0.00								
					Capital	0.00								
				P.E.	NA									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA				
									CONSTR.	0.00				
									TOTAL	0.00				

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021-2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES						
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024				
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations								
				FUNDING SOURCE					CONSTR.								
										TOTAL							
East Grand Forks #7	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2022 to December 31, 2022 (Costs for fixed-route service are estimates).	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$530,000													
	East Grand Forks	Operations		Estimated fare is \$10,000 <b>Other is MN Transit Formula Funds</b>					Operations	606.20							
	Fixed-Route Transit Service	Entitlement	TRF-0018-22B	TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA							
				606.20	135.00	0.00	349.80	121.40	CONSTR.	NA							
										FTA 5307			TOTAL	606.20			
East Grand Forks #8	East Grand Forks	NA	Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2022 to December 31, 2022. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates)	REMARKS: Contract demand response service Estimated fare is \$18,000													
	East Grand Forks	Operations		<b>Other is MN Transit Formula Funds</b>					Operations	112.50							
	Paratransit Service for Disabled Persons	Entitlement	TRF-0018-22A	TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA							
				112.50	0.00	0.00	95.63	16.87	CONSTR.	NA							
										State Transit Funds			TOTAL	106.00			
East Grand Forks #9				REMARKS:													
				Operations	0.00												
				Capital	0.00												
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA							
									CONSTR.	NA							
										TOTAL	0.00						

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2019-2022**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL FUTURE EXPENDITURES					
										2021	2022	2023	2024		
PROJECT NUMBER	RESPONSIBLE AGENCY	CLASSIFICATION	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	Capital	P.E.	R.O.W.	CONSTR.	
	FUNDING SOURCE					TOTAL									
	East Grand Forks #10	East Grand Forks			US 2	WBL - FROM 5TH AVE NW (EAST GRAND FORKS) TO 0.3 MI E OF POLK CSAH 15 (FISHER), RESURFACING	Project # 6001-61	REMARKS: Likely can include alternative concepts currently being considered in US 2 Study							
MnDOT		Principal Arterial	Operations		0.00										
Rehabilitation		Discretionary	Capital		0.00										
					P.E.		NA								
					TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.		NA			
					10,200.00	8,160.00	2,040.00	0.00	0.00	CONSTR.		10,200.00			
					District Managed Program					TOTAL		10,200.00			
East Grand Forks #11	East Grand Forks	Bygland Rd	reconstruct the intersection of Bygland Road and Rhinehart Drive into a roundabout	Project # 119-119-013	REMARKS: Other costs are non-construction costs Other Revenue is MN State Aid										
	East Grand Forks	Minor Arterial			Other		162.00								
	Reconstruction	Discretionary			Operations		0.00								
					Capital		0.00								
					P.E.		150.00								
					TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.		62.00			
					1,670.00	860.00		650.00	160.00	CONSTR.		1,296.00			
					NWATP City Sub-target					TOTAL		1,670.00			
East Grand Forks #11	East Grand Forks	Mn220 N	Project entails refurbishing traffic signals at intersection with 14th St NW, make ped improvements at intersection of US 2 and at 17th St NW; includes signal enhancements. at interswection with US2	Project #6017-44	REMARKS:										
	MnDOT	Minor Arterial			Operations		0.00								
	Rehabilitation	Discretionary			Capital		0.00								
					P.E.		NA								
					TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.		NA			
					410.00	0.00	290.00	0.00	120.00	CONSTR.		410.00			
					District Managed Program					TOTAL		410.00			

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021-2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES							
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations									
										Capital								
									P.E.									
									R.O.W.									
									CONSTR.									
									FUNDING SOURCE					TOTAL				
East Grand Forks #13	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Costs for fixed-route service are estimates).  TRF-0018-23B	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$545,000  Estimated fare is \$10,000 <b>Other is MN Transit Formula Funds</b>														
	East Grand Forks	Operations												620.33				
	Fixed-Route Transit Service	Entitlement												0.00				
														NA				
														NA				
				620.33	135.00	0.00	360.29	125.04					NA					
									FTA 5307					TOTAL			620.33	
East Grand Forks #14	East Grand Forks	NA	Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2023 to December 31, 2023. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates).  TRF-0018-23A	REMARKS: Contract demand response service Estimated fare is \$18,000  <b>Other is MN Transit Formula Funds</b>														
	East Grand Forks	Operations												115.88				
	Paratransit Service for Disabled Persons	Entitlement												0.00				
														NA				
														NA				
				115.88	0.00	0.00	98.50	17.38					NA					
									State Transit Funds					TOTAL			115.88	
East Grand Forks #15	East Grand Forks	NA	Purchase Class 500 replacement vehicle for Demand Response  TRS-0018-23T	REMARKS:														
	East Grand Forks	Capital																
	Paratransit Service for Disabled Persons	Entitlement												NA				
														NA				
														NA				
				118.00	144.00		361.00						NA					
														TOTAL			180.00	





**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021-2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
									R.O.W.					
FUNDING SOURCE									TOTAL					
East Grand Forks #19	East Grand Forks	DeMers Ave	On DeMers Ave (USB2), AT 2ND ST NW & 4TH ST NW, SIGNAL SYSTEM REPLACEMENT/ADA IMPROVEMENTS	REMARKS:										
	MnDOT	Principal Arterial	Project # 6001-68						Operations				0.00	
									Capital				0.00	
									P.E.				NA	
	Signal Replacement	Discretionary			1,200.00	680.00	320.00	0.00	350.00	R.O.W.				NA
						FTA	307		CONSTR.				1,200.00	
			<b>East Grand Forks TOTALS</b>						TOTAL				1,200.00	
									Other		162.00			
									Operations	703.70	718.70	736.21	759.26	
									Capital	0.00	0.00	180.00	180.00	
									P.E.	NA	150.00	NA	NA	
									R.O.W.	NA	62.00	NA	NA	
				<b>16,966.62</b>	<b>10,685.00</b>	<b>2,500.00</b>	<b>2,508.21</b>	<b>1,273.41</b>	CONSTR.	208.75	11,906.00	NA	1,200.00	
									TOTAL	912.45	12,998.70	916.21	2,139.26	

**APPENDIX I**  
**FY2020 Project Status**

## **FY 2020 PROJECT STATUS SUMMARY**

The following is a general status report of East Grand Forks 2020 projects listed in the 2020 to 2023 Transportation Improvement Program.

The MPO is not aware of any other project undertaken in our Study Area that used federal transportation funds.

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM PROGRESS REPORT**

**FY2020**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	PROGRESS REPORT			
	RESPONSIBLE AGENCY	CLASSIFICATION							Operations	2020				
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				FUNDING SOURCE					CONSTR.	TOTAL				
East Grand Forks #1	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2020 to December 31, 2020 (Costs for fixed-route service are estimates).  TRF-0018-20B	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$500,000  Estimated fare is \$10,000 <b>Other is MN Transit Formula Funds</b>							In progress			
	East Grand Forks	Operations		Operations	592.00					Capital				0.00
	Fixed-Route Transit Service	Entitlement		P.E.	NA					R.O.W.				NA
				592.00	120.00	0.00	392.00	70.00	CONSTR.	NA				
				FTA 5307					TOTAL	592.00				
East Grand Forks #2	East Grand Forks	NA	Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2020 to December 31, 2020. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates).  TRF-0018-20A	REMARKS: Contract demand response service Estimated fare is \$18,000  <b>Other is MN Transit Formula Funds</b>							In progress			
	East Grand Forks	Operations		Operations	101.00					Capital				0.00
	Paratransit Service for Disabled Persons	Entitlement		P.E.	NA					R.O.W.				NA
				101.00	0.00	0.00	71.00	12.00	CONSTR.	NA				
				State Transit Funds					TOTAL	101.00				
East Grand Forks #3	East Grand Forks	NA	As partnership in the CAT system, assist the purchase of support equipment and/or facilities equipment  TRF-0018-20C	REMARKS:  Local is from City of Grand Forks							In process, product ordered			
	East Grand Forks	Operations		Operations	0.00					Capital				200.00
	Fixed-Route Transit Service	Entitlement		P.E.	NA					R.O.W.				NA
				200.00	160.00	0.00	0.00	40.00	CONSTR.	NA				
				FTA #5307					TOTAL	200.00				

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM PROGRESS REPORT**

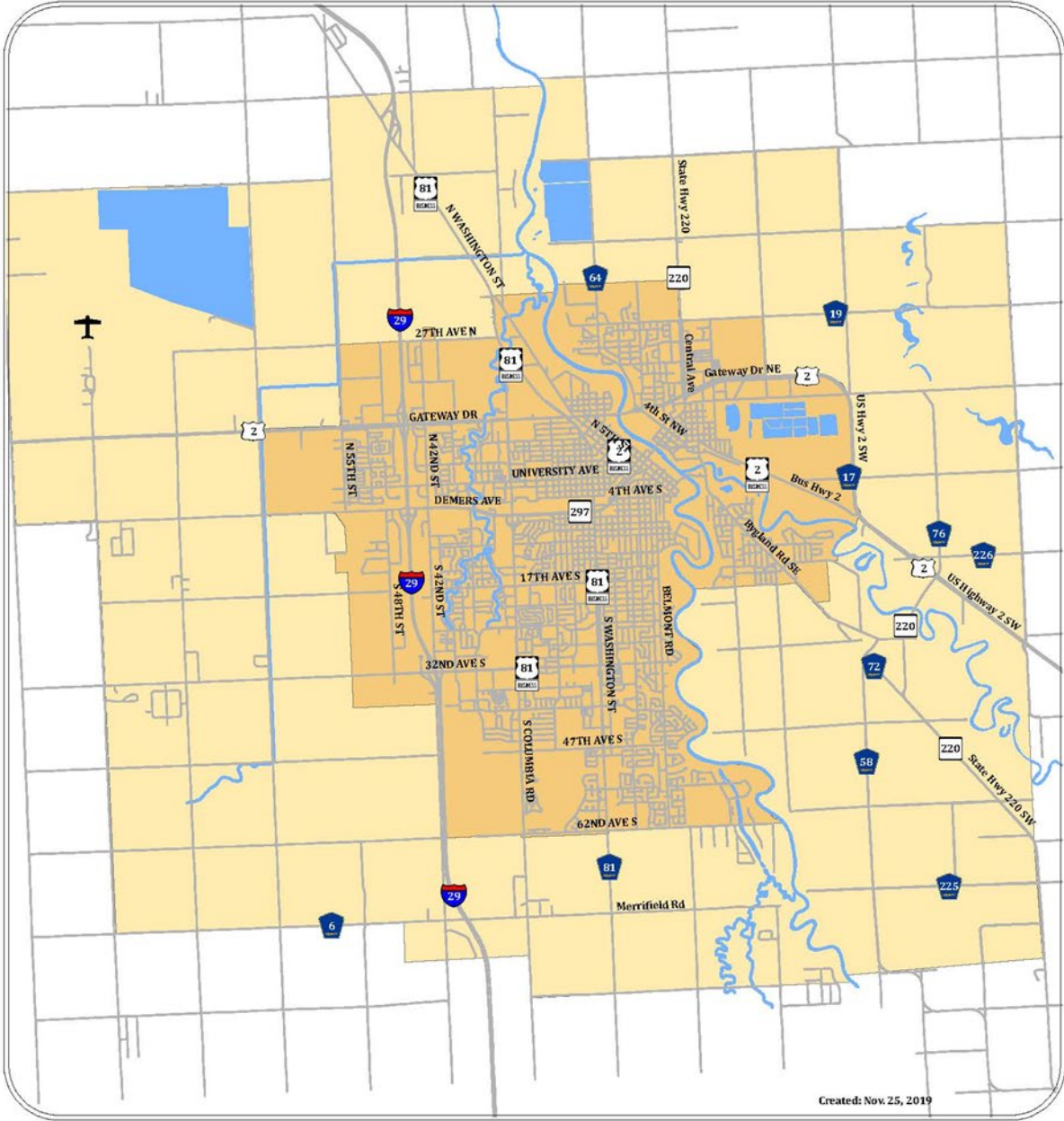
**FY2020**









URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	PROGRESS REPORT		
	RESPONSIBLE AGENCY	CLASSIFICATION								2020			
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations				
				FUNDING SOURCE					Capital	R.O.W.	CONSTR.	TOTAL	
East Grand Forks #1a	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2019 to December 31, 2019 (Costs for fixed-route service are estimates).  TRF-0018-19B	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$338,800 Estimated fare is \$14,200 <b>Other is MN Transit Formula Funds</b> AMENDED in November 2019 to rollover 2019 Federal Funds									
	East Grand Forks	Operations		Operations	85.00						Completed		
	Fixed-Route Transit Service	Entitlement		Capital	0.00								
			P.E.	NA									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA			
				0.00	85.00	0.00	0.00	0.00	CONSTR.	NA			
				FTA 5307					TOTAL	85.00			
			Intentionally left blank	REMARKS:									
									Operations	0.00			
									Capital	0.00			
									P.E.	NA			
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA			
									CONSTR.	NA			
									TOTAL	0.00			
			Intentionally left blank	REMARKS:									
									Operations	0.00			
									Capital	0.00			
									P.E.	NA			
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA			
									CONSTR.	NA			
									TOTAL	0.00			

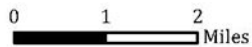
# **APPENDIX II**

## **GF/EGF MPO AREA MAP**

# Grand Forks- East Grand Forks Metropolitan Planning Organization Study Area



- |   |  |   |  |
|---|--|---|--|
|  MPO Study Area                      |  Interstate |  US Business Highway |  County Highway |
|  Adjusted Federal Aid Urbanized Area |  US Highway |  State Highway       |  Water          |



**Overcoming Barriers - Strengthening Connections**  
 Grand Forks - East Grand Forks  
 Metropolitan Planning Organization  
 Planning Opportunities - Planning One Community  
 www.mpo.org



# **MPO Staff Report**

**Technical Advisory Committee: April 15, 2020**  
**MPO Executive Board:**  
**April 22, 2020**

<b>RECOMMENDED ACTION: Recommend the approval of ITS Regional Architecture</b>
--

Matter of the ITS Regional Architecture.

**Background:** Every 5 years, the MPO is required to update its Intelligent Transportation System (ITS) Regional Architecture. This update will be developed to assist in the implementation of ITS initiatives and strategies included in the Metropolitan Transportation Plan. Emergency Management constitutes a vital component of the ITS Architecture.

The geographic boundaries of the GF-EGF MPO fall within the states of North Dakota and Minnesota. Each State maintains a separate statewide ITS architecture. This fact demands special attention to maintain consistency and avoid conflicts between the regional and statewide architectures.

In North Dakota, the three MPO regional architectures and NDDOT statewide architecture are developed and maintained by ATAC. The statewide architecture scope focuses on state level services while the MPO architectures focus on local and urban services resulting in limited overlap and seamless integration. In Minnesota, there is one architecture maintained by MnDOT that covers the entire scope of services including at the state and local levels.

Key objectives of the proposed Grand Forks-East Grand Forks Regional ITS Architecture Update included:

- Address changes in regional needs
- Address changes in stakeholders (new staff/new thoughts)
- Address Changes in the scope of services considered, deployment of ITS projects in the region, and
- Address changes in the National ITS Architecture.

The updating the Regional Architecture depended on effective participation of key transportation stakeholders. Although a wide range of stakeholders were involved in the Regional Architecture update, their involvement varied depending on the degree of which they own/operate/use intelligent transportation system components.

### **Findings and Analysis:**

- The MPO is required to update its ITS Regional Architecture every five years.
- The update was completed with ATAC and stakeholders.
- The activity is consistent with the Work Program.

### **Support Materials:**

- <http://regional.atacenter.org/grandforks/downloads/web2020/index.html>





# **MPO Staff Report**

**Technical Advisory Committee:**  
April 15, 2020

**MPO Executive Board:**  
April 22, 2020

**RECOMMENDED ACTION: Approve priorities of the Grand Forks Cities Area Transit 5339 & 5310 Grant application with the priority order given.**

Matter of Approval of priorities of the Grand Forks Cities Area Transit 5339 & 5310 Grant application.

**Background:** In January, the MPO, together with NDDOT, solicited applications for FTA 5339 & 5310 projects. The NDDOT has a deadline of May 1, 2020. All applications from the MPO area need to have MPO submittal to NDDOT through Black Cat; applications were due to the MPO by March 1<sup>st</sup>. This ensured the candidate projects could be vetted through the MPO in time to meet the NDDOT deadline. The only application that the MPO received for 5339 & 5310 projects was from Cities Area Transit (CAT). This staff report will list each FTA program separately below. There is a total of \$10.5 million in funding available for 5339, 5310, and 5311 combined.

The 5339 program focuses funding to replace & upgrade equipment and to start work on expanding the bus facilities. CAT is looking at a funding request of \$316,832.

CAT 5339 funding request includes the following projects in priority order:

1. **Radio Infrastructure:** This project involves installing radio infrastructure at the Public Transportation Facility. The new equipment will be dual band and compatible with the statewide interoperable radio network. The total cost of the project is \$11,000. CAT is requesting \$8,800 in Section 5339 funding; the 20% match of \$2,200 will be paid out of the Grand Forks City Public Transportation budget.
2. **Shop Equipment:** This project involves purchasing the following equipment to maintain vehicles and facilities in a state of good repair:
  - a. Transmission flushing machine
  - b. Antifreeze flushing machine
  - c. Wheel lift jack
  - d. Pressure washer
  - e. Air compressor
  - f. Warehouse floor sweeper

The total cost of the project is \$83,000. CAT is requesting \$66,400 in Section 5339 funding; the 20% local match of \$16,600 will be paid out of the Grand Forks City Public Transportation budget.

3. **Upgrade Fuel System:** This project involves upgrading the fuel system to allow for cloud hosting, automatic download, and other features not currently available. The total cost of the project is \$30,000. CAT is requesting \$24,000 in Section 5339 funding; the 20% local match of \$6,400 will be paid out of the Grand Forks City Public Transportation budget.
4. **Shop Vehicle:** This project involves purchasing a shop truck with service equipment to perform vehicle maintenance on the road. The total cost of the project is \$100,000. CAT is requesting \$80,000 in Section 5339 funding; the 20% local match of \$20,000 will be paid out of the Grand Forks City Public Transportation budget.
5. **A&E Services for Facility Expansion Phase 2:** This project involves schematic design and design development for the second phase of the Public Transportation Facility expansion project. The second phase involves adding additional vehicle storage and wash bay, and relocation of the fuel storage from underground tanks to an above-ground fuel island. The total cost of this project is \$111,040. CAT is requesting \$88,832 in Section 5339 funding; the 20% local match of \$22,208 will be paid out of the Grand Forks City Public Transportation budget.
6. **Electronic Vehicle Inspection Program:** This project involves purchasing an electronic program for completing pre and post vehicle inspections. The program will help improve the quality of inspections, track follow-up, and produce documentation. The total cost of this project is \$25,000. CAT is requesting \$20,000 in Section 5339 funding; the 20% local match of \$5,000 will be paid out of the Grand Forks City Public Transportation budget.
7. **Staff Cars:** This project involves the purchase of two staff cars to replace a 2010 Ford Fusion and support additional fixed route operations beginning fall 2020. The total cost of this project is \$36,000. CAT is requesting \$28,800 in Section 5339 funding; the 20% local match of \$7,200 will be paid out of the Grand Forks City Public Transportation budget.

ND FTA #5339 Summary Table

5339 Funding Requests				
Ranking	Project	Estimated Total Cost	Requested Federal Funds	Local Match
1	Radio Infrastructure	\$11,000	\$8,800	\$2,200
2	Shop Equipment	\$83,000	\$66,400	\$16,600
3	Upgrade Fuel System	\$30,000	\$24,000	\$6,400
4	Shop Vehicle	\$100,000	\$80,000	\$20,000
5	A&E Services for Facility Expansion Phase 2	\$111,040	\$88,832	\$22,208
6	Electronic Vehicle Inspection Program	\$25,000	\$20,000	\$5,000
7	Staff Cars	\$36,000	\$28,800	\$7,200

The 5310 program focuses funding to Elderly and Individuals with Disabilities. Projects can be submitted by public transit providers, nonprofit agencies, social service agencies and others. All projects must show consistency with the locally adopted Human Services Public Transportation Coordination Plan in the current TDP. Those other than the public transit provider need to go through the transit agency in their area. CAT is looking at a funding request of \$136,241.

CAT 5310 funding request includes the following projects in priority order:

1. **Mobility Manager:** The Mobility Manager serves as a regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$90,702. CAT is requesting \$72,561 in Section 5310 funding; the 20% local match of \$18,141 will be paid out of the Grand Forks City Public Transportation budget.
2. **Replacement of ADA Minivan:** 2015 Dodge Grand Caravans #152 and #153 have exceeded their useful life of 4 years or 100,000 miles. The vehicles are still being utilized in the CAT fleet due to increased service demand. The vehicles are scheduled to be replaced at a cost of \$39,800 each. CAT is requesting \$63,680 in Section 5310 funding for two replacement vehicles: the 20% local match of \$15,920 will be paid out of the Grand Forks City Public Transportation budget.

## ND FTA #5310 Summary Table

5310 Funding Requests				
Ranking	Project	Estimated Total Cost	Requested Federal Funds	Local Match
1	Mobility Manager	\$90,702	\$72,561	\$18,141
2	Replacement of 2 ADA Minivans	\$79,600	\$63,680	\$15,920

### Findings and Analysis:

- The TDP does list priority on State of Good Repair and Transit Asset Management. Meeting Federal Guidelines for transit service is always part of the State of Good Repair.
- 5339 Priorities 1, 2, 3, 6 and 7 are upgrade or purchase equipment needed to maintain vehicles or run service to federal standards.
- 5339 Priority 4 is in support of services and expands on current abilities for vehicles to be repaired quickly.
- 5339 Priority 5 starts the process of adding storage space for expanded service. The expansion is not in the current TDP but this project would give valuable information needed for the update to the current TDP scheduled to be done in 2021.
- The Coordinated Human Service Transportation Plan emphasizes the need for marketing and education. This work falls under the Mobility Manager's responsibilities.
- The replacement of ADA Minivans falls under the State of Good Repair, coupled with the need to meet Federal Guidelines to meet useful life benchmarks and service guidelines. Listed in the TDP as a 5310 candidate project.
- Staff recommends approval of the 5339 & 5310 application as being consistent with the TDP.

### Support Materials:

- CAT Staff reports
- Section 5339 & 5310 Applications



City of Grand Forks  
Staff Report  
Committee of the Whole – February 24, 2020  
City Council – March 2, 2020

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**Agenda Item:** North Dakota Section 5339 Funding Application

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**Submitted by:** Dale Bergman, Public Transportation Division Director  
Ali Rood, Mobility Manager

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**Staff Recommended Action:** Approve Cities Area Transit (CAT) application for North Dakota Section 5339: Bus and Bus Facilities funding in the amount of \$316,832 and budget amendments needed upon award.

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**February 24, 2020 – Committee Recommended Action:** Referred to City Council with recommendation to approve. Motion carried unanimously.

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**March 2, 2020 – Council Action:**

**BACKGROUND:**

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5339: Bus and Bus Facilities program. Staff recommends approval of the Section 5339 funding request of \$316,832 and budget amendments needed upon award.

**ANALYSIS AND FINDINGS OF FACT:**

The Section 5339 funding request includes the following projects in priority order:

**1. Radio Infrastructure**

This project involves installing radio infrastructure at the Public Transportation Facility. The new equipment will be dual band and compatible with the statewide interoperable radio network. The total cost of the project is \$11,000. CAT is requesting \$8,800 in Section 5339 funding; the 20% local match of \$2,200 will be paid out of the City's Public Transportation budget.

**2. Shop Equipment**

This project involves purchasing the following equipment to maintain vehicles and facilities in a state of good repair:

- a. Transmission flushing machine
- b. Antifreeze flushing machine
- c. Wheel lift jack
- d. Pressure washer
- e. Air compressor
- f. Warehouse floor sweeper

The total cost of the project is \$83,000. CAT is requesting \$66,400 in Section 5339 funding; the 20% local match of \$16,600 will be paid out of the City's Public Transportation budget.

### **3. Upgrade Fuel System**

This project involves upgrading the fueling system to allow for cloud hosting, automatic download, and other features not currently available. The total cost of the project is \$30,000. CAT is requesting \$24,000 in Section 5339 funding; the 20% local match of \$6,000 will be paid out of the City's Public Transportation budget.

### **4. Shop Vehicle**

This project involves purchasing a shop truck with service equipment to perform vehicle maintenance on the road. The total cost of the project is \$100,000. CAT is requesting \$80,000 in Section 5339 funding; the 20% local match of \$20,000 will be paid out of the City's Public Transportation budget.

### **5. A&E Services for Facility Expansion Phase 2**

This project involves schematic design and design development for the second phase of the Public Transportation Facility expansion project. The second phase involves adding additional vehicle storage and wash bay, and relocation of fuel storage from underground tanks to an above-ground fuel island.

The total cost of the project is \$111,040. CAT is requesting \$88,832 in Section 5339 funding; the 20% local match of \$22,208 will be paid out of the City's Public Transportation budget.

### **6. Electronic Vehicle Inspection Program**

This project involves purchasing an electronic program for completing pre and post trip vehicle inspections. The program will help improve the quality of inspections, track follow-up, and produce required documentation.

The total cost of the project is \$25,000. CAT is requesting \$20,000 in Section 5339 funding; the 20% local match of \$5,000 will be paid out of the City's Public Transportation budget.

### **7. Staff Cars**

This project involves the purchase of two staff cars to replace a 2010 Ford Fusion and support additional fixed route operations beginning fall 2020. The total cost of the project is \$36,000. CAT is requesting \$28,800 in Section 5339 funding; the 20% local match of \$7,200 will be paid out of the City's Public Transportation budget.

## **SUPPORT MATERIALS:**

- Section 5339 Funding Application

FY2021 - Section 5339 Bus & Bus Facilities Grant Program	
Agency Name	City of Grand Forks Cities Area Transit (CAT)
Agency Contact	Dale Bergman <span style="float: right;">Phone: 701-746-2590</span>
DUNS #	071347249

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

NDDOT will use Section 5339 funds for vehicle purchases, bus related facility construction, including garages and transfer stations. Section 5339 funds can also be used for new technology, safety and security items for transit and vehicle rehabilitation. **The federal share of eligible project costs may not exceed 80% of the cost of the project.**

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_C\\_9300\\_1\\_Bpub.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf) .

**Please Note:**

- Capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 subpart F.
- All applications are due **May 1, 2020, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), [jsmall@nd.gov](mailto:jsmall@nd.gov) or [conelson@nd.gov](mailto:conelson@nd.gov).

## GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

CAT provides fixed route and paratransit service in the city of Grand Forks, ND. CAT also has a contract to provide public transit services in the city of East Grand Forks, MN. CAT services operate within the city limits of Grand Forks and East Grand Forks from 6 am to 10 pm Monday through Friday and 8 am to 10 pm Saturdays. The adult fare for fixed route is \$1.50, \$0.75 for students, and \$0.60 for seniors, persons with disabilities, and Medicare card holders. The one-way fare for paratransit is \$3.00. CAT plans to begin operating additional services on the University of North Dakota campus this year. This, along with restructured routing, will serve to increase ridership over the next five years.

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service to.

This request is important to bring assets to a state of good repair, reduce operating costs, and improve safety. Projects are identified on page 10-1 of the 2017 Transit Development Plan.

3. What percentage of change in ridership has your agency experienced in the SFY2020 reporting period? Provide a brief explanation of the reason for the change in ridership.

Increase Ridership has increased 8.4% in the SFY2020 reporting period. This change is attributed to route changes that went in to effect June 2019. Routing provides more direct and meaningful connections to high demand destinations.

Decrease

## VEHICLE PROJECT REQUESTS

**NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be a separate project.**

**There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 1. 2020 2. 2020 3. 2020

Make/Model: 1. Service Truck 2. Ford Fusion 3. Ford Fusion

Seating Capacity: N/A

Lift/Ramp:  Yes  No

Gas/Diesel/Other:

5. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing?

Vehicle Information Number (VIN): 2. 3FAHPOGA2AR430181



a. Vehicle Year: 2. 2010
b. Make/Model: 2. Ford Fusion
c. Current Mileage: 2. 88,275
d. Vehicle In Service Date: 2. 8/26/2010
e. Has this vehicle information been updated in BlackCat Inventory? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).
1. This vehicle will be equipped with service equipment to perform vehicle maintenance on the road. 2. This vehicle will support additional fixed route operations beginning in fall 2020.
8. Provide an estimated timeline for the purchase of this vehicle (s). Provide a separate timeline if you are applying for different types of vehicles. <b><u>See sample timeline below, add or remove lines as needed.</u></b>
Request For Procurement (RFP)/Invitation For Bid (IFB) Issue Date: State Bid complete
Contract Award/Order Date: State bid complete
Vehicle Deliver Date: 1/2021
Final Payment Submitted to DOT: 3/2021
9. Estimate the total cost of vehicle. 1. \$100,000 2. \$17,500 3. \$18,500
Federal Funds Requested: 1. \$80,000 2. \$14,000 3. \$14,800 Local Match Amount: 1. \$20,000 2. \$3,500 3. \$3,700 Source(s) of Local Match: Local property tax mill levy
10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.
Projects are identified on page 10-1 of the 2017 Transit Development Plan.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$63,000 - \$78,300	6 - 9
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - \$47,083 – \$61,780	3 - 6
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$107,000 – 109,000	6 - 9
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$38,045 - \$38,125	1 - 4
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$109,410	6 - 9
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	

Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

## TRANSIT FACILITY PROJECT

**NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System.**

### REHABILITATION/RENOVATION OF A TRANSIT FACILITY

11. Do you currently have a transit facility?

Yes    No

12. If yes, provide information on the current facility.

Federally Funded:  Yes    No    Other

Year Constructed:

Square Footage:

Parking spots:

Has this facility been renovated in the past?  Yes    No   If Yes - Describe

13. Give a detailed description and justification of the proposed project. Include the need for rehabilitation, improvements, or remodeling, necessary repair work, cost estimates, temporary or permanent repair, and other details that you deem relevant to assist NDDOT in making a project determination.

14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. See sample timeline below, add or remove lines as needed.

Request for Proposal (RFP)/Invitation for Bid (IFB) Issue Date: This project would require an amendment to the current professional services contract with JLG Architects

Contract Award Date: Amend 8/2020

Project State Date: 8/2020

Construction Completion Date: N/A

Final Payment Submitted to DOT: 3/2021

15. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project? The worksheet can be found in BlackCat Global Resources.

Yes (Applicant must complete and attach the worksheet)

No (Applicant must provide an explanation)

16. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

Yes

No (Applicant must provide an explanation)

17. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT

standards and requirements. Provide the dollar amount you are requesting.

Federal Funds Requested:\$88,832

Local Match Amount: \$22,208 Source(s) of Local Match: Local property tax mill levy

18. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.

The price is fair and reasonable according to the City's Engineering estimate.

19. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project can be considered in this valuation.

- Yes  
 No  
 Appraised Value  Estimate Value

20. Does the appraised value or estimate cover your entire match? If not, Identify other sources of local match for this project.

21. Has your agency held public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)

- Yes, and documents are attached. Meeting dates: During 2017 Transit Development Plan process  
 No (Applicant must provide an explanation)

22. Does your agency have a written Facility Maintenance Plan? Explain the procedures to ensure facility & equipment is inspected and maintained per manufacturer's warranty instructions on a regular scheduled basis as described in your Facility Maintenance and TAM Plans.

- Yes  
 No (Applicant must provide an explanation)

23. Are your facility and any maintenance records recorded in your TAM maintenance program as required by NDDOT? If No, please explain.

- Yes  
 No (Applicant must provide an explanation)

24. What is the condition (1(Poor) – 5 (Excellent) rating scale assessment) rating of your current facility?

1 prior to construction that began in 2019. 5 effective May 2020.

25. Estimate total project cost?

Federal Funds Requested:\$88,832

Local Match Amount: \$22,208 Source(s) of Local Match: Local property tax mill levy

26. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

Projects are identified on page 10-1 of the 2017 Transit Development Plan.

## PURCHASING A TRANSIT FACILITY

Complete this portion if you are requesting funding to purchase an existing transit facility.

27. If purchasing a facility, what is the asking price?

28. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.

29. Justify why it is more cost effective to purchase this facility versus building a new one.

30. Describe the facility you are considering for purchase in detail. Provide purpose of facility (administration, storage, etc.), specifications, environmental assessments, drawings/plans, etc.

Year Constructed:  
Square Footage:  
Parking spots:

31. Are there any known environmental issues with the facility you are proposing to purchase? (e.g. underground fuel storage) If yes, please describe.

- Yes (Applicant must provide an explanation)  
 No

32. Will this facility require any renovation for use in your transit program? If yes, please describe these renovations in detail and specify whether these costs are figured into the above asking price.

- Yes (Applicant must provide an explanation and associated cost)  
 No

33. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)

- Yes, and documents are attached. Meeting dates:  
 No (Applicant must provide an explanation)

34. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. NOTE: If renovations are needed you will need to add that to the timeline. **See sample timeline below, add or remove lines as needed.**

Request for Proposal (RFP)/Invitation For Bids (IFB) Documents Date:

Purchase Date:

Project State Date:

Construction Completion Date:

Contract Completion:

Final Payment Submitted to DOT:

35. Estimate project cost including purchase and renovations.

Federal Funds Requested:

Local Match Amount:                      Source(s) of Local Match:

36. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

## BUILDING A TRANSIT FACILITY

Complete this portion if you are requesting funding to build a new transit facility.

37. Describe in detail the need for a facility in your transit program.

38. Describe your proposed project in detail. Include a description of all the amenities you feel the project will need to meet your needs – e.g. purpose of facility, square footage, office space, number of vehicles it will hold, wash bays, etc. Keep in mind, this facility should be designed to meet your current needs with a reasonable projection of your future needs.

39. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project?

- Yes (Applicant must complete and attach the worksheet)  
 No (Applicant must provide an explanation)

40. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

- Yes  
 No (Applicant must provide an explanation)

41. Do you have preliminary design plans for this project? If you do, please include a copy with this application.

- Yes  
 No

42. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.

Federal Funds Requested:

Local Match Amount:                      Source(s) of Local Match:

43. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project can be considered in this valuation

- Yes  
 No  
 Appraised Value     Estimate Value

44. Does the appraised value or estimate cover your entire match? If not, identify other sources of match for this project.

- Yes  
 No

45. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees).

- Yes, and documents are attached. Meeting dates:  
 No (Applicant must provide an explanation)

46. Have you looked at options to scale the building back in case the construction costs come in over

budget?

Yes

No (Applicant must provide an explanation)

47. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. **See sample timeline below, add or remove lines as needed.**

Request For Proposal (RFP)/Invitation for Bid (IFB) Issue Date:

Contract Award Date:

Project State Date:

Construction Completion Date:

Contract Completion:

Final Payment Submitted to DOT:

48. Estimate total project cost?

Federal Funds Requested:

Local Match Amount:                      Source(s) of Local Match:

49. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

## EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.**

50. Describe your proposed project(s) in detail.

Description: 1. Radio Infrastructure: This project involves installing radio infrastructure at the Public Transportation Administrative & Maintenance Facility. The new equipment will be dual band and compatible with the statewide interoperable radio network.

2. Shop Equipment: This project involves purchasing the following equipment to maintain vehicles and facilities in a state of good repair: transmission flushing machine, antifreeze flushing machine, wheel lift jack, pressure washer, air compressor, and warehouse floor sweeper.

3. Electronic Vehicle Inspection Program: This project involves purchasing an electronic program for completing pre and post trip vehicle inspections. The program will help improve the quality of inspections, track follow-up, and produce required documentation.

Quantity:

Purpose: 1. This project will update technology needed for effective communications.

2. Shop equipment is needed to maintain the CAT fleet and facilities in a state of good repair.

3. This project is needed to upgrade the fueling system to allow for cloud hosting, automatic

download, and other features not currently available.  
4. This project will improve the efficiency and effectiveness of daily vehicle checks, as well as ensure more timely follow up on reported maintenance needs.

51. How does this project(s) enhance your transportation program?

1. The radio infrastructure project will enhance the transportation program by improving radio communications within and outside the operation. CAT will be ready to connect with the statewide interoperable radio network to effectively assist in emergency situations.
2. The shop equipment will enhance the transportation program by helping to keep vehicles and facilities in a state of good repair. This enhances service quality and efficiency for passengers, members of the public, and staff.
3. The upgraded fuel system will enhance efficiency of the transportation program.
4. The electronic vehicle inspections will enhance the transportation program by helping to keep vehicles in a state of good repair. This will enhance service quality, vehicle down times, and road calls.

52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

- Yes  
 No (Applicant must provide an explanation)

53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.

- Yes  
 No (Applicant must provide an explanation)

54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

- Yes  
 No (Applicant must provide an explanation)

55. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. **See sample timeline below, add or remove lines as needed.**

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:

Contract Award Date:

Deliver/Installation Date:

Contract Completion:

Final Payment Submitted to DOT:

56. Estimated cost for the project?

1. \$11,000
2. \$80,000
3. \$30,000
4. \$25,000

## Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each project (Operating, Administration, Capitalized Maintenance, and/or Equipment/Miscellaneous Capital).

**Local match listed here cannot be already targeted as match for a FY2021 5311 or 5310 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.**

**This project ranking should match your prioritization in BlackCat.**

<b>Ranking</b>	<b>Project</b>	<b>Federal Cost of Project</b>	<b>Local Match Needed</b>	<b>Sources of Local Match*</b>
<b>1</b>	Radio Infrastructure	\$8,800	\$2,200	Local property tax mill levy
<b>2</b>	Shop Equipment	\$66,400	\$16,600	Local property tax mill levy
<b>3</b>	Upgrade Fuel System	\$24,000	\$6,000	Local property tax mill levy
<b>4</b>	Service Truck	\$80,000	\$20,000	Local property tax mill levy
<b>5</b>	A&E for Facility Expansion Phase 2	\$88,832	\$22,208	Local property tax mill levy
<b>6</b>	Electronic Vehicle Inspection Program	\$20,000	\$5,000	Local property tax mill levy
<b>7</b>	Staff Cars	\$28,800	\$7,200	Local property tax mill levy



## Application Checklist and Signature Page

This checklist is included for your review and completion prior to submittal of your application for Transit Program assistance to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System.

### Section 5339 Applicants must submit the following (check when complete):

	Completed 5339 Application;
	Document(s) showing sources of local match funds – Signed letters from source(s) of local match, State Aid Contract, mill levy, city funds, etc.;
	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form;
	Update any complete Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, Cost Allocation Plan, Cognizant Agency Letter (if applicable), and TAM Plan.

I hereby certify that as a person authorized to sign for

\_\_\_\_\_.  
**Transit Agency Name**

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**



City of Grand Forks  
Staff Report  
Committee of the Whole – February 24, 2020  
City Council – March 2, 2020

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**Agenda Item:** North Dakota Section 5310 Funding Application

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**Submitted by:** Dale Bergman, Public Transportation Division Director  
Ali Rood, Mobility Manager

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**Staff Recommended Action:** Approve Cities Area Transit (CAT) application for North Dakota Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities in the amount of \$136,241.

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**February 24, 2020 – Committee Recommended Action:** Referred to City Council with recommendation to approve. Motion carried unanimously.

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**March 2, 2020 – Council Action:**

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**BACKGROUND:**

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program. Staff recommends approval of the Section 5310 funding request of \$136,241 and budget amendments needed upon award.

**ANALYSIS AND FINDINGS OF FACT:**

- The Section 5310 funding request includes the following projects in priority order:

**1. Mobility Manager Position**

The Mobility Manager serves as the regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$90,702. CAT is requesting \$72,561 in Section 5310 funding; the 20% local match of \$18,141 will be paid out of the City's Public Transportation budget.

**2. Replacement of ADA Minivans**

2015 Dodge Caravans #152 and #153 have exceeded their useful life of 4 years or 100,000 miles. The vehicles are still being utilized in the CAT fleet due to increased service demand. The vehicles are scheduled to be replaced at a cost of \$39,800 each. CAT is requesting \$63,680 in Section 5310 funding for two replacement vehicles; the 20% local match of

\$15,920 will be paid out of the City's Public Transportation budget.

**SUPPORT MATERIALS:**

- Section 5310 Funding Application

FY2021 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

Agency Name	<b>City of Grand Forks Cities Area Transit (CAT)</b>	
Agency Contact	<b>Dale Bergman</b>	<b>Phone: 701-746-2590</b>
DUNS #	<b>071347249</b>	

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to ***improve mobility for older adults and persons with disabilities throughout the country.*** Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services in order to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070\\_1G\\_FINAL\\_circular\\_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf)

**Please Note:**

- Capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- Public transportation: the term ‘public transportation’ means regular, continuing shared-ride surface transportation services that are open to the general public or are open to a segment of the general public defined by age, disability, or low income; and does not include: intercity bus service; charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or more specific establishments; or intra-terminal or intra-facility shuttle service.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:

- The number of 5310 one-way trips;
  - The number of 5310 vehicles you have in service; and
  - 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
  - If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
  - Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
  - Federal Funds will only be awarded for ADA vehicle requests.
  - All applications are due **May 1, 2020, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
  - The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), [jsmall@nd.gov](mailto:jsmall@nd.gov) or [conelson@nd.gov](mailto:conelson@nd.gov).

## General Information

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

CAT provides fixed route and paratransit service in the city of Grand Forks, ND. CAT also has a contract to provide public transit services in the city of East Grand Forks, MN. CAT services operate within the city limits of Grand Forks and East Grand Forks from 6 am to 10 pm Monday through Friday and 8 am to 10 pm Saturdays. The adult fare for fixed route is \$1.50, \$0.75 for students, and \$0.60 for seniors, persons with disabilities, and Medicare card holders. The one-way fare for paratransit is \$3.00. CAT plans to begin operating additional services on the University of North Dakota campus this year. This, along with restructured routing, will serve to increase ridership over the next five years.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

This request is important to continue the Mobility Management Program and bring aging vehicles to a state of good repair. This is vital to meeting the demand for transportation in and around Grand Forks and East Grand Forks. The need for a Mobility Manager position was introduced in the 2009 Coordinated Plan and again in the 2012 and 2017 updates. The current plan calls for "targeted mobility management and niche marketing materials" on page 6-15. Replacement of "DAR Vehicles" is identified on page 10-1.

3. What percentage of change in ridership has your agency experienced in the SFY2020 reporting period? Provide a brief explanation of the reason for the change in ridership.

**Increase** Ridership has increased 8.4% in the SFY2020 reporting period. This change is attributed to route changes that went in to effect June 2019. Routing provides more direct and meaningful connections to high demand destinations.

**Decrease**

4. Do you share resources in any significant amount with other agencies? (e.g. maintenance, mechanics, marketing, dispatching or scheduling, training, vehicles, etc.) Briefly describe how you share resources and with whom, and any measurable savings to your program.

**Yes** CAT does maintenance for other public transit agency vehicles and houses the statewide 1-800 number for Veteran transportation resources. Performing maintenance for other public transit agencies has helped cut down expenses as CAT charges only for parts and labor.

**No**

5. List all existing public transportation providers operating in your service area. See *definition of public transportation under the Notes on Page 1 of this application.*

6. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

**Yes**

**No**

7. Please describe the need for transit service in your area? Why does this need exist? How have you determined this need? How will the proposed project address this need for service? Is this need addressed in your Human Service Coordination Plan?

Grand Forks is a hub in the northeast region of North Dakota. The CAT system serves a wide variety of users – seniors, persons with disabilities, youth, New Americans, college students, adults, etc. There is a need to expand services to reach developing areas of the community. Grand Forks is growing to the south and to the west, where there is limited or no fixed route service available. The Mobility Manager helps users and agencies access transportation services through education, outreach and travel training. By promoting and educating the community on fixed route service, pressure is relieved on paratransit. This is especially important as public transit strives to meet the demand of the aging population.

8. Do you market or promote your service? If yes, please provide a description of how you market the program and to whom in the box below.

**Yes** CAT services are marketed through outreach efforts, the CAT website, print materials, social media, and radio ads.

**No**

9. Did your agency receive any requests from an organization in your community/service area for FTA funding through this grant? If Yes, you must provide this organization(s) with the Preliminary Assessment/Application for Capital Assistance, Section 5310 Grant FY2021 to complete.

Yes

No

10. If Yes to question 9, please explain and include a completed Preliminary Assessment/Application for Capital Assistance, Section 5310 Grant SFY2021 for each response where applicable. All completed Preliminary Assessment/Applications received will need to be ranked by your agency/board of directors/MPO. Any funds received will be awarded to your agency and you will monitor the funds for your subrecipient.

## Ridership and Fleet Information

**\*Report actual ridership numbers, miles and hours for SFY2020 – Qtrs 1 - 3 and estimate Qtr 4.**

**\*Report actual ridership numbers, miles and hours for SFY2019**

**\*Enter current fleet information below.**

**\*Current fleet and mile information MUST be also be updated in BlackCat Inventory.**

	SFY2020 - Ridership and Fleet Information	SFY2019 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	135,114 YTD	287,048
Number of Annual Revenue Hours	24,130 YTD	53,105
Number of Annual Revenue Miles	292,244 YTD	526,321
Number of Vehicles in Fleet	24	25

11. What is the purpose of the three most commonly requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Medical

2. Work

3. Shopping

## Coordinated Public Transit Human Services Transportation Plan

**Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) prior to submission of this application.**



12. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

Yes - 2017

13. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

14. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

**Yes**

**No**

15. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

10-1

## Non-Vehicle Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.**

16. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

Mobility Manager Position – This position serves as the regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers.

17. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

**Yes**

**No**

18. Are you the lead transit provider in your area? If not, what is the relationship of your program to other transportation providers?

**Yes**

**No**



19. Total cost of this project.

Federal Funds Requested: \$72,561

Local Match Amount: \$18,141 Source(s) of Local Match: Local property tax mill levy

## Vehicle Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

20. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: (2) 2020

Make/Model: (2) Dodge Caravan

Seating Capacity: 5

Lift/Ramp:  Yes  No

Gas/Diesel/Other: Gas

21. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The two replacement vehicles will be used to deliver paratransit service.

22. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

23. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN): 1. 2C7WDGBG5FR642863 2. 2C7WDGBG5FR642846

b. Vehicle Year: 2015

c. Make/Model: Dodge Caravan

d. Current Mileage: 1. 117,163 2. 119,857

e. Vehicle In Service Date: 10/26/2015

f. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

24. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

25. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?

Fixed route service is open to the public. ADA paratransit "Dial-A-Ride" service is open to persons who are not able to access the fixed route due to a disability. Senior Rider service is open to persons age 62 or older.

26. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date: State Bid Complete

Contract Award Date: State Bid Complete

Initial Vehicle Delivery Date: January 2021

Final Vehicle Deliver Date: January 2021

Contract Completion: March 2021

Final Payment Submitted to DOT: March 2021

27. Estimate the total cost of vehicle.

Federal Funds Requested: \$63,680

Local Match Amount: \$15,920 Source(s) of Local Match: Local property tax mill levy

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$63,000 - \$78,300	6 - 9
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - \$47,083 – \$61,780	3 - 6
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$107,000 – 109,000	6 - 9
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$38,045 - \$38,125	1 - 4
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$109,410	6 - 9
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14	4 years or 100,000 miles	

passenger	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

## Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.**

28. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).

Type:  
Quantity:  
Purpose:

29. How does this project enhance your transportation program?

30. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

Yes     No (Applicant must provide an explanation)

31. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.

Yes  
 No (Applicant must provide an explanation)

32. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

Yes  
 No (Applicant must provide an explanation)

33. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. **See sample timeline below, add or remove lines as needed.**

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:

Contract Award Date:

Deliver/Installation Date:
Contract Completion:
Final Payment Submitted to DOT:
34. Estimated cost for the project?
Federal Funds Requested: Local Match Amount:                      Source(s) of Local Match:

<b>Travel &amp; Training</b>
35. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.
Total amount reimbursed for travel in FY2020:
36. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.
Total estimated travel budget for FY2021:

## **Local Match & Total Funding Request**

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital).

**Local match listed here cannot be already targeted as match for a FY2021 5339 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.**

**This project ranking should match your prioritization in BlackCat.**

Ranking	Project	Federal Cost of Project	Local Match Needed	Sources of Local Match*
1	Mobility Manager	\$72,561	\$18,141	Local property tax mill levy
2	Replacement of ADA Minivans	\$63,680	\$15,920	Local property tax mill levy
3				
4				
5				

**APPLICATION CHECKLIST AND SIGNATURE PAGE**

This checklist is included for your review and completion prior to submittal of your application for Transit Program assistance to ensure your submission includes all required documents. Please upload the required documents in your agency’s account in the BlackCat Transit Data Management System (BlackCat).

<b>Section 5310 Applicants must submit the following (check box when complete):</b>	
	Completed 5310 Application;
	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, State Aid Contract, mill levy, city funds, etc.;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form;
	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update any completed Preliminary Assessment/Application for Capital Assistance form(s) (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for

---

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

---

Signature of Authorized Representative

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Date



# **MPO Staff Report**

**Technical Advisory Committee: April 15, 2020**  
**MPO Executive Board:**  
**April 22, 2020**

**RECOMMENDED ACTION: Recommend the approval of draft Scope of Work for ATAC Traffic Counting Program.**

Matter of the Draft ATAC Scope of Work.

**Background:** ATAC has developed and help maintain a network of capturing traffic counts from traffic signals throughout Grand Forks. The counts have proven quite valuable in various corridor studies, traffic signal timing plans, and a variety of other uses.

Traffic signals get replaced or new get installed. Each time this happens, eventually ATAC has to reset the video camera to count traffic. This scope of work addresses 6 locations where there is a new to have ATAC set-up the video and processes to capture traffic.

Now that the system is “up and running”, the issue of maintenance has come forward. As newer equipment is deployed, new programs need to be developed to process the data. Additionally, there are instances when traffic signals are hit, or weather, causes the camera to need to be reset. Power outages also have an impact on the processing of data. Each time these occur, ATAC has to reset the program.

The scope of work is attached and is at a consultant budget cost not to exceed \$25,000. This work activity was recently added to the 2020 Work Program.

### **Findings and Analysis:**

- The traffic counting program ATAC has help established has proved valuable.
- When new signals are installed or replaced, ATAC needs to revisit the site to set-up the counting program.
- The activity is consistent with the 2020 Work Program.

### **Support Materials:**

- Copy of ATAC Scope of Work

To: Earl Haugen, GF-EGF MPO

From: Bradley Wentz, UGPTI/ATAC

**Re: Grand Forks Continuing Traffic Data Collection Support – 2020-2021.**

Date: March 26, 2020

### **Background/Purpose**

The Grand Forks-East Grand Forks MPO (MPO) and the City of Grand Forks (City) are currently using over 250 (approx.64 intersections) of the City's existing traffic detection cameras for traffic data collection. The traffic data collection for traffic volumes and average traffic speeds is done in addition to the detection functions (such as stop-line detection, advanced detection, passage detection etc. These cameras were setup during previous studies. The data reported by these cameras is then archived in separate databases and can be processed into various reports. These reports can then be used for various analyses such as transportation planning (travel demand modeling), traffic safety (crash analysis), and traffic operations (signal timing and phasing design).

Recent reconstruction of the Grand Forks transportation network include installation of state-of-the-art Autoscope Vision camera systems. The data collection process for these cameras is unlike the previous generations of Autoscope cameras including Solo Pro series, Image Sensor series, DUO, and Encore. The MPO intends to:

1. Continue utilizing the reconstructed intersections for traffic data collection
2. Utilize available API commands to download traffic data
3. Minimize data loss and disruptions

### **Project Tasks**

ATAC has outlined the tasks for this project as follows:

1. **Intersection Data Collection Setup**  
This task would entail setting up the VISION and non-VISION cameras for traffic data collection.
2. **Manual VISION Data Download**  
The VISION cameras currently require manual download of data. The new traffic data will be downloaded at least once up to twice a month.
3. **API Commands Setup**  
Using API commands, the data download will be automated to the extent possible. Once setup by September 30<sup>th</sup>, 2021 (refer deadline below), the manual download would not be required for the VISION intersections included in this project. This task would be prioritized in an attempt to eliminate the need of manual VISION data downloads as soon as possible.
4. **Non-VISION Data Collection Restarts**



Unplanned as well as planned events such as power outages, communication outages, and server restarts disrupt the traffic data collection process for non-VISION intersections. A automated 'log-check' and subsequent email notification on UGPTI end would notify staff of the issue. As soon as the disruption is over, the traffic data collection process will be restarted to minimize data loss.

### Major Milestones and Deadlines

The major milestones for this project and their deadlines are:

Milestone	Deadline
Kickoff	May 1, 2020
Intersection Data Collection Setup	June 30, 2021
Manual VISION Data Download	Throughout the duration of project
API Command Setup	September 30, 2021
Non-VISION Data Collection Restarts	Throughout the duration of project
Draft Report	December 15, 2021
Final Report	December 31, 2021

### Intersections

The intersections included in this project are:

1. Demers Ave @ N 3<sup>rd</sup> St
2. Demers Ave @ N 4<sup>th</sup> St
3. Demers Ave @ N 5<sup>th</sup> St
4. S 5<sup>th</sup> St @ Kittson Ave
5. 17<sup>th</sup> Ave S @ S 34<sup>th</sup> St<sup>1</sup>
6. S Columbia Rd @ 43<sup>rd</sup> Ave S

### Resources Required

ATAC would require the following:

- City of Grand Forks to enter into an agreement with camera equipment manufacturer Econolite thereby allowing the use of API commands
- Remote access to communications server (City of Grand Forks)<sup>2</sup>
- Alternate camera placement by the City of Grand Forks (if deemed necessary by ATAC)
  - An alternate placement of camera may become necessary in case the existing placement is non-conducive to produce acceptable turning movement counts
- Re-calibration of camera(s) by the City of Grand Forks (if deemed necessary by ATAC)
  - The existing setup of cameras is geared towards traffic detection. A re-calibration of cameras may be necessary for obtaining accurate turning movement counts
- Turning movement counts (MPO and City)
  - Any turning movement count data collected during this project at the intersections listed above or those in the immediate vicinity

<sup>1</sup> Non-VISION intersection

<sup>2</sup> Refer to Grand Forks Data Collection and Archival Study – Phase I Final Report for details.

## **Deliverables**

Deliverables in this project will consist of the following:

- Updated setup of 6 intersections for collecting turning movement counts.
  - Corresponding files will be saved on the City's Server
- Random data quality audits
  - Random data quality audits will be performed at least once per approach
- Data Download
  - VISION Data will be downloaded from the cameras up to twice a month all throughout the project
- API Commands Setup
  - API Commands will be setup to automate the VISION data collection process
- Non-VISION Data Collection Restarts
  - The non-VISION data collection will be restarted upon being found disrupted

# North Dakota MPO Planning Support Program Master Agreement

## Grand Forks-East Grand Forks MPO Addendum #9 to the Master Agreement

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the 'North Dakota MPO Planning Support Program Master Agreement' between 'Grand Forks-East Grand Forks MPO' and North Dakota State University.

1. *Project Title:* **Grand Forks Continuing Traffic Data Collection Support – 2020-2021**
2. *Effective Dates:* **May 1, 2020 through December 31, 2021**
3. *Statement of Work:* ATAC will setup 6 intersections for traffic data collection and restart the data collection process in case of planned and unplanned disruptions. ATAC will also download the VISION data periodically while API commands are set to automate the said downloads.
4. *Principal Investigator:* Kshitij Sharma
5. *Desired Deliverables:*
  1. Updated setup of 6 intersections for collecting turning movement counts.  
Corresponding files will be saved on the City's Server
  2. Random data quality audits  
Random data quality audits will be performed at least once per approach
  3. Data Download  
VISION Data will be downloaded from the cameras at least once up to twice a month all throughout the project
  4. Data Transfer Script  
Data Transfer Script will be created to transfer data from City server to DOTSC server
  5. API Commands Setup  
API Commands will be setup to automate the VISION data collection process
  6. Non-VISION Data Collection Restarts  
The non-VISION data collection will be restarted upon being found disrupted
6. *Contract Amount:* \$24,924

**AUTHORIZATION:**  
**Grand Forks-East Grand Forks MPO**

**North Dakota State University**

\_\_\_\_\_  
Authorized                      Signature  
  
\_\_\_\_\_  
Name and Title                  Date

\_\_\_\_\_  
Authorized                      Signature  
  
\_\_\_\_\_  
Name and Title                  Date

**BUDGET:**

**ND MPO Planning Support Program 2015-2018  
Addendum #9: Grand Forks Continuing Traffic Data Collection  
Support – 2020-2021**

<b>Cost Item</b>	<b>Amount</b>
Staff Salaries	\$ 6,302
Benefits	\$ 2,584
Grad Student Salaries	\$ 2,844
Undergrad Student Salaries	\$ 4,698
Benefits	\$ 377
Operating	\$ 600
Total direct costs	\$ 17,405
NDSU overhead (43.2%)	\$ 7,519
<b>Total project cost</b>	<b>\$ 24,924</b>

**MPO UNIFIED PLANNING WORK PROGRAM -UPDATE , 2020**

**TABLE OF CONTENTS- UPDATE APRIL, 2020**

**TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION ACTIVITIES**

AREA	TASK	%	ORIGINAL COMPLETION DATE	PROJECTED COMPLETION DATE
Public Participation Plan	COMPLETED			
ITS Regional Architecture (Update)	On agenda for April TAC/Board to adopted	95%	31-Dec-19	22-Apr-20
US 2/US 81 Skewed Intersection Study	COMPLETED	100%	31-Oct-19	28-Feb-20
Grand Forks Land Use Plan Update	Due to Covid-19, the timeline presented in March will be delayed at least one month	5%	31-Dec-20	
East Grand Forks Land Use Plan Update	Staff have drafted the RFP scope of work; still on schedule per timeline presented in March	10%	31-Dec-20	
Future Bridge Traffic Impact Study	Delayed until results of the Hydraulic Study	2%	31-Dec-20	
Downtown Transportation Study	Open House/Pop-up event held prior to Covid-19 shutting things down. About 25-30 people participated at the event. Working with consultant on future schedules due to covid-19 impacts.	65%	30-Jun-20	
Traffic Count Program	Vision Camera Data Collection & Traffic Analysis Enhancements.	60%	On-going	