FTA 5311 program non-compliance prompted DOT to contact Arrow Public Transit in Lemmon, South Dakota to consolidate with Prairie Hills Transit in Spearfish. DOT recommended PHT because of the company’s all-encompassing resources and good standing with State and Federal program compliance. In January 2018, conversations started between all stakeholders to consolidate.

Joint planning meeting
Public outreach in Lemmon
Memorandum of Understanding signed by both agencies
PHT staff met deadlines for Section 5311 to include APT
PHT hosted a dinner employee meeting in Lemmon

Implement Administrative functions to attain operational and administrative efficiencies.

- **Administration**
  - Capital Needs Assessment
  - Add Tasks for Office Staff
  - Update Contracts
  - Marketing

- **Fleet Operations**
  - Transfer Titles and Insurance
  - Compliant Fleet and Facility
  - US DOT Numbers Merged
  - Fleet Signage Streamlined
  - Implement Fleet Fuel Cards

- **Human Resource**
  - Mandatory Employee Paperwork
  - Pre-employment Drug and Criminal Background
  - Payroll and Related Benefits

- **Technology**
  - Samsung Tablet Training
  - Software Training
  - Website Update

- **Vision**
  - Prairie Hills Transit serves 16,000 square miles in South Dakota
  - PHT Regional Facility
  - Consolidated Location

- **Outcomes**
  - Instant program compliance.
  - Governing Board includes a representative from Lemmon.
  - Providing free trips for veterans in a highly rural county.
  - Managing the impacts on existing PHT administrative staff.
  - Sustaining reliable transit service in a frontier community.

**2018 PHT Trips Results**

**OCTOBER WAS THE CONSOLIDATION**

**Resources**
- Michael Noel, ELA Instructor
- Dr. Barbara Gannon, ELA Instructor
- Connie Garber, Mentor for ELA
- Barb Cline, Executive Director, and staff of PHT

**Before**

**After**