



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – August 24, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved November 2, 2017

Members Present

Andrea Davis, Chair
Amy Cilimburg, Secretary
Don MacArthur
Martin Blair
Anna Margaret Goldman

Members Absent

Melanie Brock, Vice-Chair
Jesse Dodson, Treasurer

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin & Admin Mgr
Sheila Wangler, Admin Service Assistant
Vince Caristo, Project Mgmt Specialist

Guests

Jane Van Fossen, Citizen

Call to Order and Roll Call

Davis called the meeting to order at 12:06 p.m. Roll call was taken.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

General Manager's Report

MUTD is applying for a grant to fund the Bus Stop Master Plan and electric buses, in conjunction with the Low/ No Emission grant that was submitted in June.

St. Patrick's hospital will continue their contribution to Zero- Fare for the next three years. Now that all partners have decided to continue funding Zero- Fare, MUTD will send out an announcement, letting the public know this greatly successful program will continue for three more years.

Laura Lee Hall, an MUTD Operator and later, and Operations Supervisor, retired after 26 years of service with MUTD this month. Two positions, Maintenance Tech and Paratransit Scheduler, are being interviewed for at this time. With the large amount of construction actively happening in Missoula, Operations is doing its best to abide by the route schedule with necessary detours.

FTA is permitting MUTD added time to obligate Section 5339 bus procurement funds, awaiting word of selection for the Low/ No Emission grant. MUTD is approved to use the Washington State contract when purchasing buses. Separate RFP's will not be necessary with this process, and this will allow for the purchase of two electric buses, whether MUTD is selected or not for the Low/ No Emission grant.

MDT has implemented a new policy, expecting all public transit systems to apply for permits for each fixed-route stop along MDT roadways. MDT is requiring MUTD to provide data and inventory on every stop MUTD uses. This includes amenities (signs, benches, shelters, etc.), ADA accessibility (concrete pad), and type of stop. Information collected through this new requirement will aide MUTD in the Bus Stop Master Plan, as well as MUTD's real-time bus arrival information on the website and smartphone app.

MDT is now instructing for permits to be obtained in order to advertise on bus shelters and benches. MUTD only advertises on bench backs, and the cost impact for these new permits is unknown. MUTD will no longer advertise on bench backs once the Bus Stop Master Plan is implemented.

Action Items

Approval of Minutes

MacArthur made a motion to approve the minutes of June 29, 2017, seconded by Goldman. The motion carried unanimously.

Program of Projects

Magnusen gave an overview of FY2018 Program of Projects, a legal notice required by FTA, allowing the public to comment on the usage of Federal funds. Davis opened a Public Hearing for FY2018 Program of Projects at 12:58 p.m., closed at 1:01 p.m. No comments were made.

MacArthur made a motion to approve the FY2018 Program of Projects, seconded by Cilimburg. The motion carried unanimously.

Financials & Ridership Reports for June 2017

Blair announced the June 2017 Unaudited Financial Statements and Ridership Reports. This draft report does not include depreciation data, which is to be finished in the coming months for full audit.

Fleet Replacement Funds are sitting at \$1,114,624. Operating Funds are at \$3,949,166, funded from the mill levy. The net position of \$16,197,395 includes Capital/ Operating Funds of \$3,755,183, which are to be reallocated at the beginning of FY2018 per the Reserve Policy.

The net change in position of June 2017 financial statements before Federal Capital Contributions reflect \$820,994. Total Operating Revenue is 7.1%, \$401,800, more than the budget. This is primarily due to Property Tax increase. Expenses are 3.96% less than the budget. The Transfer Center is \$15,709 more than the budget due to security expenses. Travel and Meetings are \$6,535 more than the budget due to staff training. Professional Services are \$57,960 below the budget, as consulting services that were budgeted for, were not used.

Ridership in June 2017 is closely comparable with June 2016. Overall ridership trend YTD has increased 2.25%. Annual ridership YTD for FY2017 is 34,818 more than FY2016. ADA annual ridership for FY2017 is 5,250 more than FY2016. Senior Van ridership for FY2017 is 1,679 less than FY2016. Overall, ADA and Senior Van ridership is 3,571 more than FY2016.

Blair made a motion to receive the Draft Unaudited June 2017 Financial Statements and Ridership Reports, seconded by Cilimburg. The motion carried unanimously.

Petition into District for 44 Ranch – Phase 8

Aldridge reported on the approval of Resolution 17-04 to expand the boundaries of the Transportation District to include 44 Ranch- Phase 8 subdivision. The City and County requires that a subdivision petition to be included in the Transportation District, which allows residents to receive a myriad of benefits from Mountain Line services.

MacArthur made a motion to approve Resolution 17-04 to expand the boundaries of the Transportation District to include 44 Ranch – Phase 8 subdivision, seconded by Goldman. The motion carried unanimously.

Maintenance Department Collective Bargaining Agreement

Aldridge gave an overview of the Maintenance Department CBA between MUTD and Teamster Union Local 2. The contract is valid for four years, July 1, 2016 through June 30, 2020. Wages for Technicians (depending on classification), and Service Workers is 3% per year for each fiscal year.

Opportunities are available to add to hourly wage for certifications achieved through training and education.

Cilimburg made a motion to approve the agreement with Teamsters Union Local No. 2 for the period July 1, 2016 to June 30, 2020, for the Maintenance Technicians and Service Workers, seconded by Blair. The motion carried unanimously.

Purchase of Paratransit Mobile Data Management System

Caristo explained how the Paratransit Mobile Data Management System will function for MUTD. The system will operate through Android- tablets installed in each of the ten (10) Paratransit vehicles, enabling Operators to edit trip summaries in real-time. Routematch will provide on-site installation and staff training.

Blair made a motion to approve the purchase and installation of a Paratransit Mobile SData Management System from Routematch, Inc., of Atlanta, GA, for the price of \$36,000.50, seconded by Goldman. The motion carried unanimously.

Purchase and Installation of a Vehicle Lift

Caristo reviewed MUTD's plan to install a Stertil-Koni ECO lift from Northwest Lift & Equipment. Chosen due to its low depth of installation, this will enable for a simple installation where an existing yet inoperative sits currently. The lift meets all necessary specifications, including compatibility with buses up to 40 feet in length and 60,000 lbs in total weight.

The lift equipment and construction/ installation are being purchased through a two-part procurement process. Construction/ installation were not covered in the State of Montana cooperative purchasing contract, but after analyzing the procured services, construction/ installation was also awarded to Northwest Lift & Equipment.

MacArthur made a motion to approve the purchase of a Stertil-Koni ECO lift from Northwest Lift & Equipment of Portland, OR, for a price of \$103,305, and the purchase of construction and installation services from Northwest Lift & Equipment for the price of \$70,000, seconded by Cilimburg. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:41 p.m.

Submitted by Elizabeth Wehling