

**MISSOULA URBAN TRANSPORTATION DISTRICT**  
**BOARD OF DIRECTORS MEETING AUGUST 22, 2018 / 12:00 PM**  
**MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

**AGENDA**

- 1.0 Call to Order & Roll Call (12:00)
- 2.0 Changes or Additions to the Agenda
- 3.0 Public Comment on items not on the Agenda
- 4.0 Discussion Items / Reports / Comments:
  - 4.1 General Manager's Report (Corey Aldridge) (12:05)
- 5.0 Action Items:
  - 5.1 Minutes of July 26, 2018 (12:25)  
Recommendation: Approve the minutes of July 26, 2018.
  - 5.2 Disadvantaged Business Enterprise Program FFY 2019-2021 (Dorothy Magnusen) (12:30)  
Recommendation: Approve the Disadvantaged Business Enterprise Goal Methodology for FFY 2019 – 2021.
  - 5.3 2018 Strategic Plan (Vince Caristo) (12:40)  
Recommendation:  
**Option 1:** Adopt the 2018 Strategic Plan as a guiding policy document for the District.  
**Option 2:** Return the 2018 Strategic Plan to the Planning Committee for additional changes.
- 6.0 Adjournment (1:30)



## MUTD General Manager Report

To: Board of Directors  
From: Corey Aldridge, General Manager  
For Meeting: August 22, 2018

<b><i>Attachments</i></b>
---------------------------

1. None
---------

### **Transfer Center Retail Space**

Construction is complete. Ninja Mike's is scheduled for a soft opening on August 27. We are looking forward to having new activity and life in the Transfer Center.

### **2018 Strategic Transit Plan**

Staff has been hard at work making final changes to the Strategic Plan. Jarrett Walker & Associates (JWA) has done fantastic work on this planning effort. The Strategic Plan is on the August Board Agenda.

### **Facilities Master Plan**

Staff is currently negotiating a scope of services and cost for this project. An important piece is to determine the financial participation level of the Associated Students of The University of Montana (ASUM), which must be determined and voted on the by the ASUM Senate. Staff is hopeful to bring a contract before this Board for approval in September or October.

### **Electric Bus Charging Design**

MUTD released a Request for Qualifications (RFQ) for engineering designs for the electric infrastructure necessary to charge the Proterra buses at our current facility. This is the first step to constructing the electric charging stations. The RFQ closes on August 24.

### **Bus Stop Master Plan**

Planning and Operations Staff have been reviewing every stop along Routes 1 and 2, along with comments received from the City. The further we dig into the Bus Stop Master Plan (BSMP) recommendations, the more we realize the BSMP needs many changes. Once the stops are built, it will be difficult to go back and make major changes to stop locations. The project is ongoing.

## **Impact Fee Study**

Staff met with CarsonBise for the initial fact finding and data gathering meeting. It is anticipated the Study will be completed by the end of 2018. The ability to collect impact fees will be very beneficial to MUTD.

## **Exterior Bus Advertising**

The contract with the Missoulain to manage exterior bus advertising expired at the end of June. Staff released a new Request for Proposals which will close on August 30. The new Proterra buses on order have a frame that makes it difficult to mount an advertising frame on the side of the bus. To bring some level of uniformity to exterior advertising, we will be removing advertising frames from all buses, and move to vinyl advertising applications. This should improve the appearance of Mountain Line buses, and no longer require maintenance staff to switch out and store advertisements.

## **Route Map**

The current printed Mountain Line Route Map needs to be redesigned. The current design was created by the current map printing company and they will not share the file with MUTD, which does not allow the Route Map to be incrementally updated without significant cost. Our intern, Dan Stone, has created an initial draft of the map, and has made us contemplate how and where the map should be used. The current printed map is expensive to print, cannot easily be refolded, and is only a couple of times before being disposed.

The time spent by Staff on MUTD's mapping and general planning efforts have increased considerably over the past few years. We are finally beginning to scratch the surface of how to utilize and visually display the data we collect, so we can improve efficiency and better measure metrics of our transit system.

## **MRTMA Vanpool**

On August 23, 2012 the Board authorized the General Manager to sign an agreement with the Missoula-Ravalli Transportation Management Association (MRTMA) for the purpose of providing vanpool services in an amount not to exceed \$8,500 per year. This was in response to eliminating the very low performing Route 10 along Mullan Road.

In 2012, the vanpool averaged about 380 rides per month. By 2016, the average ridership had declined to about 180 rides per month. The contract from the original RFP with MRTMA ended 2016. Staff has notified MRTMA of its intention to end the subsidy for this vanpool at the end of calendar year 2018.

## **SUN Conference**

I was able to attend Small Urban Network (SUN) Conference in Flagstaff, Arizona. The SUN Conference was started three (3) years ago to give small urban transit systems, like MUTD, an opportunity to learn and network from similarly sized peers. The transit system in Flagstaff also operates as Mountain Line. I had the opportunity to spend a full day meeting with their staff and learning about every facet of their agency. I left there with new ideas to improve our agency.



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF July 26, 2018  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Draft*

**Members Present**

Amy Cilimburg, Chair  
Jesse Dodson, Vice-Chair  
Anna-Margaret Goldman, Secretary  
Don MacArthur  
Andrea Davis  
Doug Odegaard

**Members Absent**

Martin Blair, Treasurer

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin. & Admin Mgr  
Elizabeth Wehling, CSR  
Vince Caristo, Project Mgmt Specialist

**Guests**

Bill Earhart, Citizen  
Andrew Earhart, Citizen  
Tim Winger, Southgate Mall  
Cola Rowley, Missoula County Commissioner & Missoula Midtown Association  
Eric Gabster, Missoula Midtown Association  
Ruth Reineking, Missoula Midtown Association

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:05 p.m. Roll call was taken.

**Changes or Additions to Agenda**

5.6 was moved to 5.1

**Public Comment on Items Not on the Agenda**

None

**2018 Strategic Plan**

Caristo discussed the 2018 Strategic Plan, including changes and additions to the existing Plan, which will not be voted on until a later Board Meeting. In regards to the Short-Term Network Plan, phases are not intended to be implemented in a sequential order. The Midtown Association requested the phase that moves Route 7 onto Brooks to reflect a higher priority in the Strategic Plan, which was supported by the Board.

The Transit Choices Report, which reflect the necessities of the community being serviced, will be renamed as Appendix A from Volume One. Volume Two will also be renamed and will have an introduction and vision statement as a precursor to future MUTD plans. A lengthy discussion ensued, including public comment from members of the Missoula Midtown Association.

Dodson made a motion to send the agenda item back to the Planning Committee for further review. It was seconded by MacArthur. The motion carried unanimously.

**General Manager's Report**

Construction on the Transfer Center Retail Space is projected to be completed by the end of July, with Ninja Mike's planning to open for business on August 27.

Three in-person interviews were conducted by the Facilities Master Plan selection committee. DJ&A and Stantec were selected as the top proposer. Staff will bring a contract to the Board for approval in the near future.

Proterra visited in July to discuss bus configurations and electric charging stations. The GM visited Park City Transit, another transit agency who uses Proterra, and they've been very impressed by the work Proterra has performed for them.

MUTD's current GIS intern has created an in-depth map of every Mountain Line bus stop. This information is very helpful as the Bus Stop Master Plan moves forward.

Staff is meeting with TischlerBise next week for the Impact Fee Study kick-off meeting. The study is anticipated to be completed by the end of 2018.

### **Minutes of June 28, 2018**

MacArthur made a motion to approve the minutes of June 28, 2018, seconded by Dodson. The motion carried unanimously.

### **Financial Statements and Ridership Reports**

Odegaard gave the Financial Statements and Ridership Reports for June 2018. The draft does not include depreciation entry. Capital Reserves of \$1,656,110 is the local match for capital purchases. Net increase in cash reserves is \$1,200,000. Operating Reserves, funded from the mill levy, are at \$3,674,533. This is for future operations. Total net position, available for reserve allocations, is \$17,027,569. Current net change after Federal Capital Contributions is \$433,375. Operating Revenue is slightly over budget at 1.05%, and Operating Expenses are 4.56% less than budget.

Fixed Route ridership for June 2018 is 132,192, which is 1,645 more than June 2017. Annual Ridership for FY2018 was 12,754 less than FY2017. ADA Ridership for June 2018 is 2,436, which is 521 more than June 2017. Annual Ridership for FY 2018 ADA is 5,210 more than FY2017. Senior Van Ridership for June 2018 is 322, which is 452 less than June 2018. Annual Ridership for Senior Van in FY2018 is 3,843 less than FY2017.

Dodson made a motion to receive the June 2018 Financial Statements and Ridership Reports, seconded by Davis. The motion carried unanimously.

### **44 Ranch, Phase 9 Subdivision Petition into the Transportation District**

Aldridge discussed the 44 Ranch, Phase 9 is required to petition in the transportation district as a condition of approval for construction.

Goldman made a motion to approve Resolution 18-02 to expand the boundaries of the Transportation District to include 44 Ranch, Phase 9 subdivision, seconded by Odegaard. The motion carried unanimously.

### **FY2019 MUTD Permissive Medical Levy- Public Hearing**

Magnusen explained the Permissive Medical Levy, which was created by the Montana legislature to alleviate the steep rise in health insurance costs, threatening the general fun budgets of all municipalities and counties in the state. Cilimburg opened the Public Hearing for the FY2019 MUTD Permissive Medical Levy at 1:17 p.m., closed at 1:19 p.m. No comments were made.

Dodson made a motion to adopt Resolution 18-03 – adoption of the FY2019 MUTD Permissive Medical Levy, seconded by MacArthur. The motion carried unanimously.

### **FY2019 Program of Projects- Public Hearing**

Cilimburg opened the FY2019 Program of Projects Public Hearing at 1:23 p.m., closed at 1:25 p.m. No comments were made. Magnusen described the FY2019 Program of Projects, and what it will be used

for this fiscal year. Operating assistance estimated at \$1,840,429 in Section 5307 and \$292,000 in CMAQ funds. Capital purchase of six electric buses for an estimated \$3,400,146 in Section 5339 funds, NoLo, and CMAQ funds. Capital purchase of two paratransit vans, estimated at \$67,702 in Section 5310 funds. Capital and implementation of the Bus Stop Master Plan is estimated at \$739,690 in Section 5539 funds.

Odegaard made a motion to approve the FY2019 Program of Projects, seconded by Davis. The motion carried unanimously.

**Adjournment**

The meeting adjourned at 1:54 p.m.

Submitted by Elizabeth Wehling



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance & Administrative Manager  
**For Meeting:** August 22, 2018

**Subject:** Disadvantaged Business Enterprise Program  
FFY 2019 – 2021 (DBE)

### *Attachments*

1. DBE Goal Methodology
2. Public Notice

**Recommendation:** Approve the Disadvantaged Business Enterprise Goal Methodology for FFY 2019 – 2021.

**Discussion:** The DBE Program Goal Methodology has been updated to reflect the current goal per U.S. Department of Transportation as set forth in 49 CFR Part 26. Notices of this update were posted on the website, Missoulian, Independent, and the Passenger Transport newsletter. A copy of the public notice was mailed to DBE participants in the state of Montana.

It is the policy of MUTD to ensure that DBEs have an equal opportunity to receive and participate in FTA-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of FTA-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for FTA-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in FTA-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

For Federal Fiscal Year 2019 – 2021, MUTD has established a proposed overall DBE goal of 0.00% based on the requirements of 49 CFR Part 26.45.

MUTD utilizes a two-step process to determine its overall DBE participation goal:

**Step 1:** Using the DBE Directory, determine the base figure for the overall goal by calculating the number of ready, willing and able DBEs to perform the types of work on FTA-assisted contracts that MUTD intends to award in MUTDs work area. Next using the Census Bureau County Business Patterns determine the numbers of all ready, willing and able DBEs to perform the types of work on FTA-assisted contracts that MUTD intends to award.

**Step 2:** Adjust the base figure using factors relevant to MUTDs marketplace. MUTD examined all of the evidence available in its jurisdiction and determined if an adjustment was needed to the base figure to arrive at the overall goal. MUTD performed an analysis of median past DBE participation as evidence for an adjustment and determined that MUTD will not make an adjustment for past participation because the numbers are very different due to the available participation in the next three years.

Comments on the goal will be accepted until August 31, 2018. If no comments are received, the goal will be submitted to FTA before September 15, 2018.

## **Public Notice**

### **Missoula Urban Transportation District Disadvantaged Business Enterprise Goal for FFY 2019 – 2021**

In accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, the Missoula Urban Transportation District, hereby notifies the public that it is recommending the following Disadvantaged Business (DBE) goal for applicable professional services and procurement contracts during Federal Fiscal Years 2019 – 2021. Beginning October 1, 2019 and ending September 30, 2021. The overall total DBE goal for Fiscal Years 2019 – 2021 is 0.0%. Information pertaining to this goal and description of how it was selected is available for inspection from 8:30 am to 5:00 pm at the main office, 1221 Shakespeare Street, Missoula, MT 59802 for 30 calendar days following the date of this notice. Written comments on this goal will be accepted for 30 calendar days from the date of the publication of this notice. The comments are for informational purposes only and may be sent to the DBE Officer, same address and to the Regional Civil Rights Officer, Federal Transit Administration, Region 8, 12300 West Dakota, Suite 310, Lakewood, CO 80228-2583. A public meeting is scheduled for September 20, 2018 at noon on the proposed overall DBE Goal to provide an opportunity for public comments.

The Missoula Urban Transportation District encourages any qualified DBE firms who may be able to supply transit parts, supplies, or services to submit letters of interest stating their firm's qualifications and areas of expertise to the Civil Rights Bureau – DOT, 2701 Prospect Avenue, PO Box 201001, Helena, MT 59620-1001, (406) 444-6337. DBEs include firms, which are small business concerns (as defined by the Small Business Administration), and which are owned and controlled by socially and economically disadvantaged persons.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Vince Caristo, Project Management Specialist  
**For Meeting:** August 22, 2018

**Subject:** 2018 Strategic Plan

**Recommendation:**

**Option 1:** Adopt the 2018 Strategic Plan as a guiding policy document for the District.

**Option 2:** Return the 2018 Strategic Plan to the Planning Committee for additional changes.

**Attachments**

1. 2018 Strategic Plan (Final Draft)
2. Appendix A

**Discussion:** In consideration of input received from the public and discussion by the Board of Directors at the 7/25/18 and 8/14/18 Planning Committee meetings, and the 7/26/18 Board meeting, staff have worked on the following revisions to the final draft of the 2018 Strategic Plan. Items that have been revised most recently, following the 8/14/18 Planning Committee meeting, are highlighted in *blue and italics*.

Brooks Street

- *Change 'Phase 5' of the Short-term network Plan to 'Brooks St Redesign', and clarify the priority nature of the project.*

Taxing District Section (Volume II, pg. 51)

- *Soften the tone of language*
- Add a description of how District annexations have followed subdivision approvals, in coordination with the City and County

Vision Statement / Plan Organization

- Change 'Volume I' to Appendix A
- *Add an Introduction/Vision statement to 'Volume II' that describes the recent history of Mountain Line's planning, successes, and goals.*
- Change the title of 'Volume II' to '2018 Strategic Plan'

Primary Transit Network (PTN)

- Made the map stand out more by 1) zooming in to just PTN, and 2) choosing a bolder color for the PTN lines than black.
- *Distinguish locations where we currently have service from those where we don't*
- *Add Stephens Ave as interim routing*

**Financial Impact:** none.