



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF February 22, 2018
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved March 22, 2018

Members Present

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

Members Absent

Marty Blair, Treasurer

Staff

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

Guests

Rod Austin, Missoula Parking Commission Director
Ben Fitch-Fleischmann, Citizen

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

None

Public Comment on Items Not on the Agenda

None

General Manager's Report

Aldridge discussed what is needed in moving forward with the Transfer Center's Retail Space plan. DC Engineering has been hired to develop the plans for the commercial vent hood installation. The permits required from the city for the vent hood were delayed, and the invitation to bid will be released later than expected as a result. Once released and bids have been accepted, staff will bring the bids to the Board for approval.

Michelle, the consultant at Jarrett Walker & Associates, is working on a blueprint for the Strategic Plan. Staff is hopeful for it to be ready for the Board to review and comment on in the near future.

The Planning Committee has come up with a rough draft for the Request for Qualifications (RFQ) needed in preparing a Facilities Master Plan. Aldridge has met with Mayor Engen, Jordan Hess with UDASH, and DJ&A to discuss available properties that would accommodate MUTD's growing needs.

FTA Region 8 office is awaiting a consensus for allowance to purchase from another states purchase list. Approval has been given for purchasing from a state purchase list or directly from a manufacturer, buses being purchased through the Low Emission/ No Emission federal grant. Proterra has given MUTD a May 2019 delivery date, and MUTD must have the Board approval for requirements submitted to Proterra six months before production.

Staff will be updating the Bus Stop Master Plan and create a phased implementation plan in the event discretionary grant funding does not become available. Staff is exploring the possibility of using City impact fees to fund segments of the BSMP. Dale Bickell, with the City of Missoula, believes that

MUTD has authority to collect impact fees directly. The City has offered to let Aldridge meet with their impact fee consultant when he is in town. Aldridge will bring the information back to the Board.

MDT has finalized the beginning of the Russell Street construction and is including MUTD in their weekly planning meetings so MUTD can make route and bus stop changes accordingly.

HDR Engineering has been conducting the Brooks Street TOD Study, which is on hold currently. The Midtown Mojo group wants to find way to make HDR's final report be transformative. Research is being done to see if a bi-direction Bus Rapid Transit lane (BRT) could be implemented. Midtown Mojo will look into this idea.

Minutes of January 25, 2018

MacArthur made a motion to approve the minutes of January 25, 2018, seconded by Dodson. The motion carried unanimously.

January 2018 Financial Statements and Ridership Reports

Davis gave an overview of the January 2019 Financial Statements and Ridership Reports. Capital Reserves are sitting at \$1.6 million, with FY2018 annual contributions totaling to \$175,000. Operating Reserves are at \$2.7 million, funded through the mill levy that will go to future operating needs. FY2018 annual contribution to the Operating Reserves is \$1.3 million. January 2018 shows a net change before Federal Capital Contributions of \$110,075, compared to the January 2017 contribution of \$1,447.

Fixed Route ridership for January 2018 is 5,559 higher compared to January 2017. January 2018 is the record high for ridership in the month of January. ADA ridership is 586 more in January 2018 than January 2017. Senior Van ridership is 395 less in January 2018 as compared to January 2017.

Davis made a motion to accept the January 2018 Financial Statements and Ridership Reports, seconded by Goldman. The motion carried unanimously.

FFY2019 Community Coordination Plan & MDT Grant Application

Logan discussed the purpose of the Community Coordination Grant, allowing MUTD to purchase a few ADA Paratransit vehicles for Operations. The goal for FFY2019 is to obtain a spare ADA comparable vehicle, per FTA standards allowing a 20% ratio of spare vehicles. As the only local organization applying for vehicle funding, MUTD is the number one priority.

The application requests \$80,000 in 5310 capital funds for the purchase of two (2) converted Mini-Vans. The 5310 funds will pay for 80% or \$64,000, with a local match of 20% or \$16,000.

Cilimbung opened a Public Hearing at 12:50 p.m. to receive comment on the Federal Fiscal Year 2019 Community Coordination Plan and Montana Department of Transportation Grant Application.

No public comment was received.

The Public Hearing closed at 12:52 p.m.

Dodson made a motion to approve the FFY2019 Community Coordination Plan and MDT Grant Application, seconded by MacArthur. The motion carried unanimously.

Procurement Procedures Manual

Caristo gave an overview of the updated version of the Procurement Procedures Manual, and why it is a necessity to MUTD. FTA had found numerous deficiencies within procurement procedures used by MUTD in the years leading up to the FY2016 Triennial Review. The changes needed to the manual were so extensive that staff decided to completely re-write it.

A draft of the revised manual was submitted to FTA Region 8 staff in April 2017 for review, and comments on said draft were received in December 2017. Final edits have been made since the comments were sent to MUTD. Aldridge read an email sent to MUTD by Ryan Hammond at FTA Region 8, commending Caristo's excellent work on the Procurement Manual, and will recommend it be used as a model for other small FTA grantees.

Goldman made a motion to accept and approve the Procurement Procedures Manual as MUTD policy, seconded by Odegaard. The motion carried unanimously.

Computer Aided Dispatch/ AVL Software, License, and Hosting Renewal

Aldridge explained OTvia and the role it plays in providing efficient service, necessary to both customers and operations. Every year, the software must be renewed. The cost for renewing software license, software hosting, and maintenance for 2018 is \$44,271.

Odegaard made a motion to approve the license, hosting, and maintenance agreement with Clever Devices in the amount of \$44,271, seconded by Davis. The motion carried unanimously.

Technical Assistance for Electric Bus Deployment

Caristo discussed the FY2017 Low-No Grant application and the assistance provided by the Center for Transportation and the Environment (CTE) for the grant. Staff is now pursuing their aid in getting electric buses on the road, and the logistics of powering and maintaining them. The purchase of their assistance will use Federal Section 5339 funding, 20% of which is required to be locally matched, included in the capital reserve funds.

Dodson made a motion to approve the purchase of technical assistance from the Center for Transportation and the Environment (CTE) to support the deployment of electric buses, not to exceed \$80,000, seconded by Davis. The motion carried unanimously.

Planning Committee Report

MacArthur gave the Planning Committee Report. No action was needed.

Executive Session for Personnel Matter

The closed session was opened at 1:42 p.m. and closed at 2:05 p.m.

Adjournment

The meeting adjourned at 2:09 p.m.

Submitted by Elizabeth Wehling