



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF January 24, 2019
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved February 28, 2019

Members Present

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

Members Absent

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin. & Admin Mgr.
Vince Caristo, Project Mgmt. Specialist
Bill Pfeiffer, Comm. Outreach Coord.
Elizabeth Wehling, CSR
Dan Stone, Planner

Guests

Derek Goldman, M + R Strategic Service Consultant
CB Pearson, M + R Strategic Service Consultant
Kevin Hunt, Citizen

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:04 pm. Roll call was taken.

Changes or Additions to Agenda

M+R Presentation

Public Comment on Items Not on the Agenda

Kevin Hunt, Citizen of Missoula, requested the leaning benches in the shelters along Broadway be changed to standard benches. Board and Staff discussed what improvements can be made to the shelters and benches to accommodate all riders.

Discussion Items

General Manager's Report

Aldridge gave an overview of the Facilities Master Plan. A meeting was held with Mayor Engen, Jordan Hess of UDASH, and the Consultant team, to identify needs of the organization and potential properties for future facility sites. The Technical Advisory Group (TAG) met for the first time to review the plan and provide feedback. Staff will continue assessing needs and recommendations on changes to the Plan.

Staff took part in many of the meetings for the Downtown Master Planning process, provide input on the value transit has with the layout of the Plan. The importance of connecting Downtown Missoula and the University of Montana was highlighted throughout the meetings.

The purchase of Remix Planning Software was approved by the board in 2018, and has been extremely helpful in scheduling Operators, eliminating part-time work pieces and shortening the breaks between split shifts. Remix has helped MUTD to provide the same level service with fewer Operators.

The Electric Charging Infrastructure project will be going out for bid soon, preparing for the arrival of the electric buses this summer.

Staff is working with Windfall to design exterior signage for the Transfer Center building, which is expected to be installed in the next few months.

MUTD has received requests from organizations in the community for front-door service to their facilities. MUTD is working with these organizations to explore appropriate solutions to address this need. MUTD and the organizations are working to create a survey to better understand the need of their clients.

A Zero-Fare event will be held on February 7, with Mayor Engen speaking. New Zero-Fare partners will be announced.

There are CMAQ funds for Missoula that will be rescinded if not used by September 30th of this year. Both the City and County have looked at projects that these funds are allowed to be used for, but have not found any. If these funds are transferred to MUTD, the deadline on spending would reset, allowing three years to spend the funds. These funds could be used to purchase additional electric buses and enhance the Bus Stop Master Plan.

Dan Stone, GIS Intern, has worked with MUTD's IT providers to identify and correct data, while learning how to better utilize the benefits of the IT programs used. Staff will continue to work on this and update the Board as necessary.

TischlerBise has asked for additional data on ridership, bus replacement, Bus Stop Master Plan, and the Facilities Master Plan in order to determine the amount of impact fees that could be collected by MUTD.

A Strategic Plan Implementation Committee has been created. For now, it will be a part of the Planning Committee but may become a separate committee at a later date.

M+R Presentation

CB Pearson and Derek Goldman of M+R gave a presentation on the steps that led up to the 2013 ballot measure and discussed the next steps to exploring a future ballot measure to implement the Strategic Plan.

Action Items

Minutes of December 12, 2018

MacArthur made a motion to approve the minutes of December 13, 2018, seconded by Goldman. The motion carried unanimously.

December 2018 Financial Statements and Ridership Reports

Magnusen presented the December 2018 Financial Statements and Ridership Reports. The reserves are fully funded, except for the three-month operating reserve of \$1,757,370, which will be funded as receivables are collected. The net position of \$16,990,290 includes unrestricted funds of \$1,273,205, which will be allocated to the operating reserve once the accounts receivable has been collected.

December 2018 financial statements show a net change in position of \$519,126 compared to FY2018 of \$214,685. Operating revenue is tracking closely to budget, with expenses at 3.98% less than the budget, and compensation being 4.03% less than the budget.

December 2018 ridership is less than 1% lower than December 2017, with annual ridership at 1% more than 2017. Paratransit ridership is 42% more than December 2017, with annual ridership being 39% more than 2017. Senior Van ridership is 17% more than December 2017, with annual ridership at 15% less than 2017.

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

Petition for Linda Vista Estates- Phase 1 for Inclusion into the Transportation District

Stone discussed the Petition for Inclusion by Linda Vista Estates- Phase 1. This would expand the boundaries of the Transportation District to include this new subdivision. This petition was submitted to the City in 2015 and was recently received by MUTD.

MacArthur made a motion to approve Resolution 19-01 to expand the boundaries of the Transportation District to include Linda Vista Estates- Phase 1 development, seconded by Odegaard. The motion carried unanimously.

Transit Planner Position

Aldridge gave an overview of the proposed Transit Planner position. After having a GIS Intern for the course of the summer, it became apparent that there is a greater need for a full time Transit Planner to work with the large amounts of ridership and route performance data being collected by the ITS bus hardware, which hasn't been possible with the current staff workload and skillset.

GIS Intern Dan Stone has done excellent work during his time as an intern for MUTD, creating a bus stop asset GIS map, verified ridership, correcting GFTS data, amongst so many other projects. Aldridge recommended creating a full-time Transit Planner position.

MacArthur made a motion to approve the Transit Planner Position, seconded by Goldman. The motion carried unanimously.

Bus Engine Replacement

Aldridge explained the need for a new engine for bus 423. This bus had a complete engine failure and is planned to remain in the fleet for the foreseeable future. Seeing as this bus is necessary to daily operations, the purchase was executed by the General Manager as an emergency purchase, defined in the District's Procurement Manual.

Dodson made a motion to approve the engine replacement for bus #423 from Transport Equipment in the amount of \$34,307.25, seconded by MacArthur. The motion carried unanimously.

Utility Truck Service Body

Caristo discussed the utility truck body needed for the Chevy truck chassis, approved by the Board in December 2018, which Maintenance Staff will configure and install in-house. A sole source justification was used in this procurement, due to the dire need for this vehicle to be completed.

Odegaard made a motion to approve the purchase and installation of a Reading Class II utility truck service body from MetalWorks of Montana for \$17,546, seconded by MacArthur. The motion carried unanimously.

Computer Aided Dispatch/ Automatic Vehicle Location Software, License and Hosting Renewal

Caristo reviewed the annual software maintenance agreement renewal for the CAD/ AVL Software, License and Hosting, which provide data for real-time bus tracking and managing. Renewal cost for 2019 is \$22,800, 50% off of the normal renewal cost. Clever Devices applied the discount to compensate for the impact to Mountain Line service due to a severe server outage in November 2018.

Goldman made a motion to approve the license, hosting and maintenance agreement with Clever Devices in the amount of \$22,800, seconded by Davis. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:55 p.m.
Submitted by Elizabeth Wehling