



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
August 22, 2019**

*Approved September 26, 2019*

**Members Present**

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

**Members Absent**

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin. & Admin  
Mgr.  
Elizabeth Wehling, CSR  
Dan Stone, Transit Planner  
Bill Pfeiffer, Comm. Outreach Coord.

**Guests**

CB Pearson, M+R Strategic Services  
Derek Goldman, M+R Strategic Services

**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**

None

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

None

**Discussion Items**

**General Manager's Report**

Based on feedback at the Planning Committee meeting, the Bus Stop Master Plan (BSMP) implementation timeline has been modified to allow for a better public notice and comment period. The public comment period will open September 15 and close October 11. The new goal for completion of the BSMP is May 2020.

Aldridge met with new County Commissioner, Juanita Vero, to educate her on Mountain Line's vision, plans, challenges, and how public transit benefits everyone. Commissioner Vero is very supportive of Mountain Line and the improvements being made to public transit in Missoula.

The Electric Bus Reveal event was held on July 24 at Out to Lunch at Caras Park with a great turn out from elected officials, Zero-fare partners and media. Staff will continue to work with Proterra to ensure the four (4) remaining electric buses have met MUTD's specifications before

being delivered. This may delay the deployment date of September 1 by a few weeks. The electric charging installation is complete and ready for the buses as soon as they arrive.

The General Manager attended the 4<sup>th</sup> Annual Small Urban Network (SUN) Conference in Athens, Georgia. This conference focuses on rural to small urban sized transit agencies, allowing for discussion on strengths and weaknesses that similarly sized agencies are facing. The Director of CTAA asked if Missoula would consider hosting next year's conference.

## **Action Items**

### **Minutes of June 27, 2019**

Dodson made a motion to approve the minutes of June 27, 2019, seconded by Odegaard. The motion carried unanimously.

### **Purchase of One (1) Forklift**

Aldridge explained the need for the Hyster H60XT Lift Truck with attachments. Maintenance staff has had to rent a forklift as necessary in recent past to complete bus stop shelter installations as well as moving part shipments in shop. The Proterra electric buses require a forklift with a lift height greater than 130" to access the roof-mounted battery packs. Quotes were obtained by three (3) vendors. The Hyster H60XT is lower in price and able to do more than the other machines.

Dodson made a motion to approve the purchase of a Hyster H60XT Lift Truck with attachments from Pape Material Handling of Missoula in the amount of \$27,335.50, seconded by Fitch-Fleischmann. The motion carried unanimously.

### **MACo Commercial Insurance Policy Agreement**

Magnusen discussed the commercial insurance policy renewal and bids from Travelers and MACo. Aldridge and Magnusen met with MACo representatives just before this fiscal year's renewal and with Payne West, MUTD's current insurance broker, to discuss coverage option. By going with MACo with additional policies from Travelers, a savings in premiums of \$69,725. The budget will reflect a savings of \$123,735 because it planned for a 10% cost increase.

Goldman made a motion to approve the Agent Appointment and Agreement and authorize the Board Chair to sign the Agreement, seconded by Odegaard. The motion carried unanimously.

### **M+R Strategic Services, Inc. Contract**

Pfeiffer described the long-standing relationship between MUTD and M+R Strategic Services. M+R has played a huge role in messaging the Zero-fare program as well as the Strategic Plan, and MUTD would like to renew the contract with M+R. The previous contract has been fulfilled and needs Board approval for M+R to continue working with MUTD.

Davis made a motion to authorize the General Manager to execute a one-year contract with the firm M+R Strategic Services, Inc. for strategic messaging services in an amount not to exceed \$48,000, seconded by MacArthur. The motion carried unanimously, with Goldman abstaining.

### **Bus Stop Master Plan Design**

Aldridge gave an overview of the engineering services that Territorial Landworks, Inc. has provided to MUTD for the BSMP. The designs for Routes 1 and 2 improvements were submitted to the City of Missoula for review and approval of construction. The City made extensive

comments and revisions which requires a significant amount of design and survey work to respond and comply with the City's requests. MUTD needs to procure engineering work from Territorial Landworks to comply with the City of Missoula's "Stage 3" comments.

MacArthur made a motion to approve the purchase of engineering services from Territorial Landworks, Inc. in an amount not to exceed \$17,364.50, seconded by Odegaard. The motion carried unanimously.

#### **Remix Software Contract**

Aldridge explained the services provided by Remix, Inc. In 2018, the Board approved a one-year license to use Remix Software, which assists staff with data management, route planning and run cutting. The software has proven useful in many facets of the agency's operational needs and is the only vendor that provides both route planning and run cutting software in the same package, justifying a sole source procurement.

MacArthur made a motion to authorize the General Manager to execute a two (2) year contract with Remix Software, Inc. in the amount of \$52,000, with up to three (3) additional option years, seconded by Fitch-Fleischmann. The motion carried unanimously.

#### **Bus Stop Trash Receptacle Contract**

Stone discussed the Bus Stop Trash Receptacle Contract. As the BSMP is implemented, amenities such as trash cans are required at bus stops that have either a shelter or a bench. MUTD received two (2) quotes from trash receptacle suppliers that matched the design selected by Staff. Tamis Corporation was chosen based on pricing.

Fitch-Fleischmann made a motion to authorize the General Manager to execute a contract with The Tamis Corporation of Pittsburgh, PA, to purchase forty-four (44) trash cans in the amount of \$27,358, seconded by Davis. The motion carried unanimously.

#### **Bus Engine Replacements**

Aldridge explained the need for an engine replacement on bus #501. This vehicle has experienced a complete engine failure and is past the mid-life of the 12-year useful life.

Odegaard made a motion to approve the engine replacement for bus #501 not to exceed \$35,000, seconded by Goldman. The motion carried unanimously.

#### **Bus Engine Replacements**

Aldridge explained the need for an engine replacement on bus #309. This vehicle has experienced a complete engine failure and is past the mid-life of the 12-year useful life.

Odegaard made a motion to approve the engine replacement for bus #309 not to exceed \$30,000, seconded by Goldman. The motion carried unanimously.

#### **Recruitment Project**

Magnusen explained the Recruitment Project. The FY2020 budget allows for \$20,000 in Special Projects for the Finance & Administrative Manager Recruitment. Windfall has been working on advertising announcements and notices, which has exceeded the budgeted amount. The additional expenses will be funded by the FY2020 Professional/Technical budget.

MacArthur made a motion to approve the expenses for Windfall, not to exceed \$30,000, for the Finance & Administrative Manager Recruitment Project, seconded by MacArthur. The motion carried unanimously.

**Executive Session**

The closed session was opened at 1:16 pm and closed at 2:00 pm.

**Adjournment**

The meeting adjourned 2:02 p.m.

Submitted by Elizabeth Wehling