



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
September 26, 2019**

Approved October 24, 2019

Members Present

Amy Cilimburg, Chair
Jesse Dodson, Vice-Chair
Anna-Margaret Goldman, Sec.
Andrea Davis

Members Absent

Doug Odegaard, Treasurer
Don MacArthur
Ben Fitch-Fleischmann

Staff

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

Guests

Mary Hanson

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:03 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

Aldridge discussed the proposed bus stop improvement public comment period, which began on September 15 and will close on October 14. Public notification is being done through flyers inside the buses, on our website, media outlets, and notices on bus stop signs. Staff will bring comments back to the Board for review.

Staff has been working on redesigning the printed route map, which has now been put into circulation. The previous maps were created by a printing company, which did not give MUTD freedom to amend the maps. MUTD will now be able to make changes to the map as needed.

All six (6) Proterra electric buses have been delivered and are getting prepped to go into service. One electric bus was put into service for eight and a half (8.5) hours which went well. Staff has a goal of putting all electric buses into service by October 1.

Magnusen is retiring on November 22, opening the Director of Finance and Administration role. The opening was advertised on many platforms and received over 80 applications. After careful

review and interviewing, a verbal job offer was extended to Mary Hanson and she has accepted. Aldridge will meet with Hanson to sign a formal offer letter and agree on a start date.

MUTD's annual Safety Banquet will be held on October 5 to award staff for the excellent work over the past fiscal year.

The General Manager attended the SUN conference for small urban networks in Athens, Georgia recently. While there, the idea of Missoula hosting the event next year was presented. Community Transportation Association of America has continued to contact MUTD to discuss the prospect of the conference being held in Missoula. Staff will continue to look into this and update the Board.

Action Items

Minutes of August 22, 2019

Davis made a motion to approve the minutes of August 22, 2019, seconded by Goldman. The motion carried unanimously.

Minutes of September 10, 2019

Davis made a motion to approve the minutes of September 10, 2019, seconded by Dodson. The motion carried unanimously.

Minutes of September 16, 2019

Goldman made a motion to approve the minutes of September 16, 2019, seconded by Davis. The motion carried unanimously.

June and August 2019 Ridership Reports

Magnusen gave an overview of the June and August 2019 Ridership Reports. June 2019 fixed route annual ridership is 10,667 less than June 2018. Paratransit annual ridership is 10,047 more rides than in June 2018, and Senior Van annual ridership is 94 more rides than June 2018.

August 2019 fixed route ridership is 9,628 rides less than August 2018. Paratransit ridership is 550 riders more than August 2018 and Senior Van is 128 rides more than August 2018.

Dodson made a motion to receive the June and August 2019 Ridership Reports, seconded by Davis. The motion carried unanimously.

Branding and Marketing Contract

Pfeiffer presented the Branding and Marketing contract extension with Windfall, Inc. MUTD released an RFP in 2015 for a three (3) year Branding and Marketing contract with two additional option years. The original contract expired in May 2018 and the General Manager moved forward with executing the 2-year extension as defined in the original contract. In preparing this year's purchase order for the remainder of the contract, staff become aware the Board may not have given explicit authorization for the 2-year contract extension. The approval for the extension will be retroactive to May 2018 and end on June 30, 2020.

Davis made a motion to authorize the General Manager to execute a 2-year extension to the Branding and Marketing Services contract with Windfall, Inc., seconded by Goldman. The motion carried unanimously.

Procurement Manual Update

Aldridge explained the updates to MUTD's Procurement Manual. During the 2019 Triennial Review, the reviewers identified a one topic that needed to be added to the manual, and several topics that were recommended to be added to the manual. Draft changes were made in accordance with the topics reviewers had requested, and did not result in a finding.

Dodson made a motion to approve the revised Procurement Procedures Manual, seconded by Goldman. The motion carried unanimously.

Bus Engine Replacement

Sweten explained the need for an engine replacement on bus #422. This vehicle has experienced a complete engine failure and is past the mid-life of the 12-year useful life.

Davis made a motion to approve the engine replacement for bus #422 not to exceed \$35,000, plus a 3% contingency, seconded by Dodson. The motion carried unanimously.

ADA Low-Floor Minivans

Aldridge gave an overview of the purchase of three (3) Paratransit vehicles. An RFP was issued on September 4, which brought in three (3) submissions. Based on an evaluation of price, Davey Coach Sales, Inc. was determined to offer the best value to the agency.

Goldman made a motion to authorize the General Manager to execute a contract with Davey Coach Sales, Inc. of Sedalia, CO for the production and delivery of three (3) ADA Low-Floor Minivans, in the amount of \$135,840 plus a 3% contingency, with purchase options for up to eight (8) additional vehicles, seconded by Davis. The motion carried unanimously.

Adjournment

The meeting adjourned 1:02 p.m.

Submitted by Elizabeth Wehling