



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
February 27, 2020**

Approved April 23, 2020

Members Present

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

Members Absent

Staff

Corey Aldridge, General Manager
Mary Hanson, Director of Finance
Vince Caristo, Project Management
Dan Stone, Transit Planner
Elizabeth Wehling, CSR
Shanti Johnson, COMS
Jennifer Sweten, Director of Ops

Guests

CB Pearson, M+R Strategic Services

Call to Order and Roll Call

Dodson called the meeting to order at 12:02 p.m. Roll call was taken.

Changes or Additions to Agenda

Change the order of the Action Items as followed:

- 5.1 moved to 5.5
- 5.2 moved to 5.6
- 5.3 moved to 5.7
- 5.4 moved to 5.1
- 5.5 moved to 5.8
- 5.6 moved to 5.2
- 5.7 moved to 5.4
- 5.8 moved to 5.9
- 5.9 moved to 5.3

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

The Bus Stop Master Plan is being reviewed by the City of Missoula once more and implementation is still on track to begin Spring 2020.

There have been three (3) applicants for the vacant spot on the MUTD Board of Directors. The General Manager had the opportunity to interview potential candidates with County Commissioners. The new Board member will be chosen the beginning of March.

All six (6) Proterra electric buses are fully operational and in service now. Staff met with Proterra's Executive Team to resolve deficiencies on issues with Proterra's customer service. Staff is prepared to see how things change going forward. An order has been placed for two (2) Gillig electric buses using DEQ grant funding. Staff plans to apply for two (2) additional electric buses through the Low Emission/No Emission discretionary grant.

The City of Missoula/ Public Works property is a potential location for Mountain Line's new facility. The City is completing a Master Planning process to determine how the land will be used based on their needs.

The Communications and Outreach Marketing Specialist role expanded under the predecessor of that position. Out of 115 resumes received, Shanti Johnson was the selected candidate. Staff is excited to have her. Shanti will be a great asset to the organization.

A police event caused a shutdown of Mountain Line's Transfer Center downtown in February. The contingency locations for closure of the Transfer Center were also closed in this specific event. Staff is working on developing more contingency routing to prepare in case of future closures.

The Community Transportation Association of American, CTAA, has asked Missoula to host the 2020 Small Urban Network (SUN) Conference. Staff would like to show attendees how collaborative efforts in relationships with Board, elected City and County officials, and City departments can result in assistance for transit agencies. The Holiday Inn downtown has been chosen for the event venue. At the 2019 SUN Conference, 75 transit system employees attended, representing 50 transit systems.

The Collective Bargaining Agreement with the Union expires this year. Negotiations will begin in April for the next contract.

February 16th marked five (5) years since Aldridge joined Mountain Line as the General Manager. Aldridge expressed gratitude towards the Board and Staff for the transformation the organization has made in his time here.

Action Items

Election of Board Officers and Committees for 2020

Dodson discussed the election of Board Officers and Committees in accordance with MUTD Bylaws. The floor was open for Board members to volunteer for a Board Officer position.

The nominations for committees:

Executive Committee: Jesse Dodson, Anna-Margaret Goldman, Amy Cilimburg

Finance Committee: Andrea Davis, Doug Odegaard

Planning Committee: Don MacArthur, Anna-Margaret Goldman, Jesse Dodson

Special Transportation Advisory Committee (STAC) Appeals Representative: Anna- Margaret Goldman

Transportation Policy Coordinating Committee (TPCC) Representative: Don MacArthur

Cilimburg made a motion to elect Goldman as Vice-Chair, Davis as Treasurer, and Odegaard as Secretary for the Board Officer positions for 2020, seconded by MacArthur. The motion carried unanimously.

Brooks Street Study (BRT)

Aldridge explained the Brooks Street Bus Rapid Transit Study. For the past five (5) years, MUTD has worked with a group of stakeholders on the Brooks Street Redevelopment. Missoula Redevelopment Agency (MRA) has contracted with HDR to complete the initial Transit Oriented Development Study. Bus Rapid Transit is feasible but needs to move to the next phase of beginning discussions with MDT and to review right-of-way impact. MRA is matching MUTD in funds for this Study.

MacArthur made a motion to approve up to \$30,000 to support the next steps in the Brooks Street BRT Study, seconded by Odegaard. The motion carried unanimously.

Fuel Path

Caristo discussed the Resolution 20-07 Fuel Path to eliminate fuel emissions for Mountain Line fleet by 2035. This resolution identifies other local resolutions made to achieve carbon neutrality and greenhouse gas emission reduction and Mountain Line's potential impact on creating a Fuel Path towards zero emissions. Having this will be beneficial when applying for assistance in obtaining clean energy vehicles.

Cilimburg made suggestions for changing the verbiage in the document to better reflect the environmental impacts this Fuel Path will resolve.

Davis made a motion to approve Resolution 20-07 to set zero-emission targets for bus and vehicle purchases with amendments, seconded by MacArthur. The motion carried unanimously.

Contract for Community Stakeholder Process

Aldridge discussed the potential for a ballot measure to implement phases of the Strategic Plan. Staff presented information on the ask amount needed to put certain phases of the Plan into service and limitations based on the need for a new facility. A sole-source procurement was used in this recommendation due to MUTD's outstanding contract with M+R Strategic Services.

MacArthur made a motion to authorize the General Manager to execute a contract with the firm M+R Strategic Services, Inc. for Community Stakeholder Process services in an amount not to exceed \$10,000, plus a 3% contingency, seconded by Odegaard. The motion carried unanimously with Goldman abstaining.

Minutes of December 19, 2019

Dodson reviewed the minutes of December 19, 2019. Additions were requested to Action Item 5.4. Staff will make amendments and bring to the Board at the March Board Meeting for approval.

January 2020 Financial Statements

Odegaard went over the Financial Statements for January 2020. All reserves are fully funded and targets are being met. Facilities Capital Project is fully funded at the five (5) year reserve of \$3,273,724. Fleet Replacement Reserve is fully funded at the seven (7) year reserve of

\$3,754,384. Unrestricted Net Position is down \$3,051,397 due to reserve allocations and vehicle purchases. Total Operating Revenue is 4.69% more than budget and expenses are 3.53% less than budget.

Stone gave an overview of the Ridership reports for January and February 2020. Compared to 2019, Paratransit ridership is up 16% YTD. Fixed Route ridership is slightly down compared to 2019, at 2% YTD. Senior Van has steadily continued a downward trend due to changes in service.

Goldman made a motion to approve the January 2020 Financial Statements, seconded by Davis. The motion carried unanimously.

FFY2021 Community Coordination Plan and MDT Grant Application

Sweten gave an overview of the FFY2021 Community Coordination Plan and MDT Grant Application, which provides funding for purchasing a Paratransit vehicle.

The application requests \$109,387 in 5310 capital funds for the purchase of one (1) Cutaway. The 5310 funds will pay for 80% or \$87,510, with a local match of 20% or \$21,877. The funds for the local match are included in the capital reserves.

Dodson opened the Public Hearing at 1:45 p.m. to receive comment on the Federal Fiscal Year (FFY) 2020 Community Coordination Plan and Montana Department of Transportation Grant Application.

No public comments were received.

The Public Hearing closed at 1:46 p.m.

MacArthur made a motion to approve the federal fiscal year (FFY) 2021 Community Coordination Plan and MDT Grant Application, seconded by Odegaard. The motion carried unanimously.

Petitions for Inclusion into Missoula Urban Transportation District

Stone explained the six (6) pending resolutions to petition into the transportation district. These petitions, submitted by developers as a pre-condition for subdivision plat approval or for City annexation.

Odegaard made a motion to approve resolutions 20-01, 20-02, 20-03, 20-04, 20-05, and 20-06 to expand the boundaries of the Missoula Urban Transportation District to include the 44 Ranch Phase 10, 3763 & 3771 W Broadway, Deer Creek, RMB, Linda Vista 12th Supplement, and Miller Creek View, seconded by Cilimburg. The motion carried unanimously.

Purchase of Bus Stop Sign Poles

Caristo discussed the procurement for bus stop sign poles. These hexagonal shaped poles are beneficial to individuals with sight limitations, as they are distinguished as a transit pole. Board finalized BSMP locations system-wide, which is when Staff decided to begin discussions with the supplier of these bus stop poles. Lead time on these made it necessary to do an emergency purchase because of the large part of implementing BSMP they play. Sole-source procurement is justified due to Zilla Corp being the only company that makes this shape of the poles.

Goldman made a motion to authorize the General Manager to execute a contract with Zilla Corporation of Broomfield, CO for the engineering, fabrication, and delivery of three hundred

seventy-five (375) bus stop sign posts, anchors, and mounting accessories in the amount of \$51,205.93 plus a 3% contingency, seconded by Davis. The motion carried unanimously.

Adjournment

The meeting adjourned 2:04 p.m.

Submitted by Elizabeth Wehling