



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
April 23, 2020**

Approved June 10, 2020

Members Present

Jesse Dodson, Chair
Anna-Margaret Goldman, V.C.
Andrea Davis, Treasurer
Doug Odegaard, Secretary
Amy Cilimburg
Skye Borden
Don MacArthur

Members Absent

Staff

Corey Aldridge, General Manager
Mary Hanson, Dir. Fin. & Admin
Jennifer Sweten, Director of Ops.
Shanti Johnson, COMS
Vince Caristo, Projects & PIng Mgr
Dan Stone, Transit Planner
Elizabeth Wehling, CSR

Guests

None

Call to Order and Roll Call

Dodson called the meeting to order at 12:03 p.m. 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 obstacles faced by MUTD as COVID-19 precautions have developed within our community. MUTD worked to develop a plan and solutions quickly and coordinate efforts with the City, County and Union. A six (6) foot barrier was put into place between Operators and passengers. Buses are being sanitized multiple times a day. The Transfer Center was closed to avoid close contact between members of the public. The service schedule was revised to reduce the amount of Staff in the office and on the road to reduce potential exposure and spread of COVID-19.

Extra buses have been made available to community partners to transport potentially infected individuals. The Health Department previously had a Paratransit vehicle but has rescinded their offer to transport individuals to the testing site, so Mountain Line Staff will transport anyone at risk to the testing site. Mountain Line is also offering transportation to cancer center patients for treatment while their transportation services are on hold. A bus is hoped to be used as a WiFi

hotspot in the near future for those who do not have access to internet services. As this situation develops, updates will be brought to the Board.

Action Items

Minutes of December 19, 2019

Dodson discussed amendments to the December 19, 2019 Board Meeting Minutes. Under 5.4-Stillwater Phase 1 Petition for Removal from the Transportation District, greater explanation was suggested as to why the Board took no action. Staff brought suggestions to the Board for verbiage on taking no action and Dodson proposed the Minutes to read "This petition was made at a time when Staff and the Board were in the process of considering amendments to the Strategic Plan that will guide the Board in making decisions on petitions for removal from the district. Given the timing of this petition, the Board determined to take no action. The Board will apply the recent amendments to the Strategic Plan to decide on future petitions for removal."

MacArthur made a motion to approve the minutes of December 19, 2019, with Dodson's amendments, seconded by Odegaard. The motion carried unanimously.

Minutes of February 27, 2020

Cilimborg made a motion to approve the minutes of February 27, 2020, seconded by MacArthur. The motion carried unanimously.

Financial Statements

Davis presented the March 2020 Financial Statements. Hanson & Stone will monitor property tax valuation as fluctuations that may impact MUTD's local Operating Revenue. Due to reduced service as a result of COVID-19, expenses are slightly lower. A 24% decrease in Federal Operating Assistance appears on the statement of revenue and expenses, due to timing of Federal grants being distributed. Administration is keeping close accounting of COVID-19 related expenses to submit to the FTA for reimbursement. March financials only account for one (1) week of reduced service impact.

The reserves are fully funded in accordance with the Board Reserve Policy. The total net position is \$23,586,409 in comparison with this time in FY2019 at \$18,332,240. A net change in position before reserve allocations and capital reimbursements is \$743,073 compared to \$1,041,301 in FY2019. Paratransit is at a 25% increase of expenses, both in terms of Operations and Maintenance. There will be a \$14,000 expense on the next financial report due to a roof repair at the Transfer Center. The Transfer Center's retail tenant, Ninja Mike's, has received a three (3) month rent waiver.

Davis made a motion to receive the March 2020 Financial Statements, seconded by MacArthur. The motion carried unanimously.

Ridership Report

Stone gave an overview of the Ridership Reports. COVID-19 related restrictions and service reductions have significantly impacted ridership. In mid-March, Senior Van Service was discontinued. Shortly thereafter, the first service reductions were implemented which reduced all routes to a 60-minute frequency, eliminated Route 8 from service and shortened evening hours. Secondly, changes were made to the Routes 1 and 2, increasing to a 30-minute frequency for the Route 2 and eliminating Route 1 service.

Ridership has been down slightly in FY2020 compared to FY2019. January and February 2020 have been tracking closely with FY2019 with only 2%-5% declines in ridership. Average daily ridership in March 2020 is down roughly 2,000 rides per day in comparison to March 2019, with April 2020 expected to be lower. YTD ridership is 6% less than this time last year. Paratransit average daily ridership is 108 rides compared to 158 in March 2019, with a 9% increase in ridership YTD in FY2020. Senior Van has also had a 9% increase in ridership YTD in FY2020.

MacArthur made a motion to accept the ridership report as presented, seconded by Odegaard. The motion carried unanimously.

MUTD Bylaws

Aldridge discussed amendments made to the MUTD Board of Director's Bylaws. Prior to this meeting, instances have occurred where Board members were unable to be present at a meeting but still wanted to participate, so they joined in on meetings electronically. The Bylaws had no specification about virtual meetings and with COVID-19 necessitating meetings to be held electronically, created a need to update to the Bylaws.

Odegaard made a motion to approve the amended MUTD Board of Director's Bylaws, seconded by Davis. The motion carried unanimously.

2020 Transit Agency Safety Plan

Sweten explained the 2020 Transit Agency Safety Plan. When MAP-21 and the FAST Act were subsequently passed, part of the requirement was for all transit agencies to enact a safety management system centered safety plan. Data collected is intended to help avoid accidents before they happen. No financial impact is expected for this year.

MacArthur made a motion to approve the 2020 Transit Agency Safety Plan, seconded by Cilimburg. The motion carried unanimously.

Missoula in Motion Match Request

Aldridge gave an overview of the Missoula in Motion Match Request. This is an annual request by Missoula in Motion to support their program. MIM works closely with MUTD in transportation demand management and advocacy for public transportation use. The match support is included in the FY2020 budget.

MacArthur made a motion to approve a match request of \$8,000 for Missoula in Motion, seconded by Cilimburg. The motion carried unanimously.

Icomera Sales Agreement

Caristo reviewed the Icomera Sales Agreement. This two-year contract with Icomera covers the maintenance of the WiFi routers that the fixed route and Paratransit vehicles are equipped with to communicate data with the mobile application, Paratransit tablets and CAD/AVL system. New updates to this system will allow for Mountain Line to manage all routers under one system. Odegaard suggested that corrections to errors in Mountain Line's name be made throughout the contract.

Odegaard made a motion to approve the two-year service agreement with Icomera AB of Bethesda, MD, in the amount of \$33,000, seconded by MacArthur. The motion carried unanimously.

Executive Session for Personnel Matter

The closed session began at 1:20 pm and closed at 1:57 pm.

Adjournment

The meeting adjourned 1:57 p.m.

Submitted by Elizabeth Wehling