



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
June 25, 2020**

*Approved July 21, 2020*

**Members Present**

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

**Members Absent**

Skye Borden

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, Dir. Fin. & Admin  
Jennifer Sweten, Director of Ops.  
Vince Caristo, Proj. & Plan. Mgr.  
Dan Stone, Transit Planner  
Elizabeth Wehling, CSR

**Guests**

Annette Marchesseault, Missoula Redevelopment Agency

**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**

**Brooks Street Presentation**

Caristo discussed the contribution MUTD made to the multimodal transportation study being conducted along the Brooks Street corridor. Annette Marchesseault with the Missoula Redevelopment Agency gave a presentation detailing the Brooks Corridor TOD Infrastructure Study conducted by HDR Engineering. This study outlined the feasibility of Bus Rapid Transit as well as safe pedestrian and bicycle travel lanes along Brooks Street, and the next steps needed to be taken.

**Action Items**

**Minutes of June 10, 2020**

MacArthur made a motion to approve the minutes of June 10, 2020, seconded by Odegaard. The motion carried unanimously.

### **May 2020 Financial Statements**

Davis presented the May 2020 Financial Statements. Revenue receipts are on budget. A second portion of property taxes projected to be received in June. The Federal Operating Assistance has also been received. All departments have seen a decrease in expenses due to COVID-19.

The roof repair at the Transfer Center and office remodel for the Shakespeare Street has not occurred and is being carried forward to the Fiscal Year 2021 budget.

All reserves are fully funded in accordance with the Board Reserve Policy. CARES funding received by MUTD may be distributed to the Facilities and Fleet Reserves. Odegaard added that the Finance Committee discussed combining the 2013 Mill Levy Reserve and the Operating Reserve. Hanson is planning to create more efficient financial reports after they are consolidated.

Davis made a motion to accept the May 2020 Financial Statements, seconded by Cilimburg. The motion carried unanimously.

### **FY2021 Proposed Budget**

Hanson summarized the FY2021 Proposed Budget. Revenue will be up 71% in comparison to the FY2020 budget due to the CARES grant funding. Federal Operating Assistance will be up 1.67%. Property tax revenue anticipated increase of 2.5%, but property tax valuations will not be completed until August 2020. Permissive Medical Levy will remain the same in accordance with Resolution 20-08.

Operating expenses will see a 2.9% increase overall. Hanson proposes to place the CARES funding into the other revenue line so future budget comparisons are comparative. Special projects budgeted will cost around \$1.4 million and include the Shakespeare Office remodel, the bus wash replacement, mill levy project and the IT/ Paratransit software.

Hanson proposes to not add to the Operating Reserve but instead fund Facility Capital Reserves and add \$1.1 million into the Fleet Replacement Reserves. Two capital projects are being carried over from FY2020, which are the Bus Stop Shelter Master Plan and the Security Camera update. \$153,000 is anticipated in federal funding towards capital projects, with \$62,000 being the local match. Operating Assistance is apportioned at 2% greater than FY2020 and CMAQ is consistent with last year. Investment income is reduced by 43%. Zero-fare, Missoula County, and Advertising are not expected to fluctuate from the FY2020 budgeted amounts. Discussion ensued regarding reserve allocations.

Expenses reflect the FTE count for 48 Operators in FY2021, and union negotiations are due to begin soon. There are no changes in health benefits for FY2021. Commercial insurance is increasing 7%, largely because of the six (6) Proterra electric buses and additional Paratransit vans added to the fleet. Operations expenses are budgeted to increase by 2.29%. The fuel budget has been reduced due to the addition of the electric buses to the fleet. Maintenance budget has increased by 1%. Marketing expenses are budgeted at \$120,000. Administration expenses are increasing by 5.5%. Professional and Technical contracts are increasing by 20%. Office chairs and ergonomic office equipment included in the FY2020 budget will roll over to the FY2021 budget and will be replaced as the office remodel occurs in the Fall of 2020. Three (3) additional Paratransit vehicles are anticipated to be delivered in the beginning of FY2021.

Davis made a motion to approve the FY2021 Proposed Budget, seconded by MacArthur. The motion carried unanimously.

### **FY2021 Program of Projects**

Caristo presented the FY2021 Program of Projects, which is a federal requirement for any FTA grantee to make available to the public the amount of money in federal funding and how those amounts are intended to be spent.

The public hearing opened for the FY2021 Program of Projects at 1:51 p.m. and closed at 1:53 p.m., with no comments being received.

The projects for FY2021 are the bus wash system, ITS vendor, two (2) Gillig electric buses. Additionally, four (4) buses will be purchased through recent grants for MUTD and, ASUM has funding to purchase two (2) buses with Low Emission No Emission funding from 2018.

Goldman made a motion to approve the FY2021 Program of Projects, seconded by Odegaard. The motion carried unanimously.

### **ITS Vendor Selection**

Stone gave an overview of the Intelligent Transportation System (ITS) vendor selection. The ITS serves as the technology backbone of the service MUTD provides. This includes dispatching software, automatic vehicle location technology (CAD/AVL software), mobile app information, wayside signage, automatic passenger counting system (APC), and bus and passenger display signs. The current ITS technology used by MUTD is contracted through four (4) different companies which has created difficulty in troubleshooting issues when they arise and amending data on each platform for which the software is responsible.

The goal of this vendor change is to consolidate all services into one company to streamline the information the ITS produces for MUTD. After a detailed discussion, the Board made a motion to table the agenda until item and allow time for Staff to gather requested information. This item was tabled for a future meeting.

### **Cleaning Services Contract**

MacArthur made a motion to authorize the General Manager to execute a contract with Pristine Clean of Montana, LLC in the amount of \$24,600 annually, seconded by Cilimburg. The motion carried unanimously.

### **Adjournment**

The meeting adjourned 2:16 p.m.

Submitted by Elizabeth Wehling