



**Missoula Urban Transportation District
Special Board of Directors Meeting Minutes
June 10, 2020**

Approved June 25, 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 12:05 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

Full service resumed as of June 1st with the exception of Route 8 and Shuttle Van Service. All employees previously working from home are back in the office. A couple of Operators that were nearing retirement have decided to retire this month. Staff is working to hire more Operators in the coming weeks. Shuttle Van will not resume until there is an ample number of Operators.

Mountain Line was featured as the cover story in Busline Magazine. A release was sent out on the DEQ Volkswagen Settlement funding which Mountain Line was awarded. Shortly after, Mountain Line was awarded \$3.6 million in funding through the Low Emission/ No Emission Grant. APTA Magazine made mention of the newly implemented zero-tailpipe-emissions resolution and Johnson was also featured as a new Mountain Line team member.

Staff is waiting for the City to kick off their master planning process for the Scott Street property in relation to MUTD's Facilities Master Plan. A meeting is scheduled with City employees to walk the grounds of this property and discuss usage plans.

Action Items

Minutes of April 23, 2020

Davis made a motion to approve the minutes of April 23, 2020, seconded by MacArthur. The motion carried unanimously.

Diversity and Inclusion Policy

Sweten explained the Diversity and Inclusion Policy. APTA made it a priority to bring diversity and inclusion to the forefront of public transportation. The policy is intended to make the work environment a positive, inclusive place to be and reflect the ideals and values Mountain Line holds. The policy is the first step in creating a Diversity and Inclusion Plan.

Odegaard made a motion to adopt Resolution 20-09 establishing a Diversity and Inclusion Policy for MUTD and Mountain Line, seconded by Goldman. The motion carried unanimously.

Financial Statements

Davis gave an overview of the Financial Statements for April 2020. All the reserves are fully funded in accordance with the Board Reserve Policy. Operational costs have had a reprieve due to COVID-19 closures. The net position is noticeably greater in FY2020 in comparison to FY2019 due to receiving grants. Total operating revenue is 11.6% less than budget, due to timing of receiving property tax revenue.

Hanson is creating a summary of grants received, both operating and capital, to coordinate planning with the federal fiscal year. No local match is required with spending the CARES act funding. Discussions need to occur amongst Finance, Planning and the Board regarding the spending of the CARES grant. MacArthur suggested a review of the Reserve Policy to assist with this decision making. None of the recent grants awarded are included in the April 2020 financial statements.

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

FY2021 Permissive Medical Levy

Hanson explained the Permissive Medical Levy for Fiscal Year 2021. A resolution is needed to request the calculation to be finalized for the Levy. This funding would help offset health insurance cost provided by Mountain Line to employees.

The public hearing opened for the FY2021 MUTD Permissive Medical Levy at 12:48 p.m. and closed at 12:49 p.m.

MacArthur made a motion to adopt Resolution 20-08 of the FY2021 Permissive Medical Levy, seconded by Cilimburg. The motion carried unanimously.

Bus Stop Master Plan Construction

Caristo discussed the Bus Stop Master Plan Construction contract for the first phase of construction. In 2018, a Bus and Bus Facilities grant was received from FTA to implement the first three phases of the Bus Stop Master Plan, adopted by the Board in 2015. The first three phases include updating signage at every bus stop and upgrading passenger amenities at the Routes 1 and 2 stops. Four bids were received, and First Mark Construction, LLC, was selected.

MacArthur made a motion to authorize the General Manager to execute a contract with First Mark Construction, LLC, in the amount of \$515,234.98, plus a 3% contingency, seconded by Odegaard. The motion carried unanimously.

General Manager Contract Amendment

Dodson gave an overview of the annual performance evaluation process for Aldridge. The Executive Committee discussed the results of the performance survey, filled out by Staff and the Board. The feedback was incredibly positive and the Board gave thanks for his commitment to Mountain Line. A 3% salary increase is recommended by the Board.

MacArthur made a motion to approve changes to the General Manager Personal Services Contract as recommended by the Executive Committee, seconded by Cilimburg. The motion carried unanimously.

Adjournment

The meeting adjourned 1:03 p.m.

Submitted by Elizabeth Wehling