



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
November 12, 2020**

Approved December 17, 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

Tiffany Stemple, JCCS, CPA

Call to Order and Roll Call

Dodson called the meeting to order at 12:11 p.m. Roll call was taken.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Action Items

Fiscal Year 2020 Audit Report Presentation

Tiffany Stemple, CPA with JCCS, presented the FY2020 Audit Report. The report reflected an unmodified opinion on the financial statements of the Missoula Urban Transportation District. The audit reflected no major deficiencies or noncompliance.

Davis made a motion to accept the Fiscal Year 2020 Audit Report as presented, seconded by Odegaard. The motion carried unanimously.

Minutes of September 24, 2020

Cilimburg made a motion to approve the minutes of September 24, 2020, seconded by MacArthur. The motion carried unanimously.

September 2020 Financial Statements

Davis gave an overview of the September 2020 Financial Statements. MUTD is one quarter into FY2021, and all numbers are steadily tracking to budget. Expenses are below budget in all departments due to COVID-19 related service reductions. All reserves are fully funded in

accordance with the Board Reserve Policy. The EWS Payroll system is completely implemented for all employees. Mill Levy funds from the 2020 Mill Levy will not be accessible for MUTD until November 2020, but operational changes are commencing in preparation for service expansion.

Hanson shared that COVID-19 costs to date have been just under \$200,000, which will be reimbursed through COVID-19 emergency relief.

Davis made a motion to accept the September 2020 Financial Statements as presented, seconded by Odegaard. The motion carried unanimously.

Collective Bargaining Agreement (CBA) between the Missoula Urban Transportation District and Teamsters Union Local No. 2

Sweten discussed the proposed CBA between MUTD and Teamsters Union Local No. 2. Negotiations have taken place virtually for the Operators and Paratransit Coordinators. This contract will be retroactive to July 1, 2020. The expected financial impact in the first year will be a 5% increase in wages.

Dodson called for a vote to approve the agreement with Teamsters Union Local No. 2 for the period of July 1, 2020, to June 30, 2023, for the Operators and Paratransit Coordinators. The vote for approval was unanimous.

Downtown Police Officer Support

Aldridge provided a summary of the agenda item. There currently is an officer stationed in the downtown area, and the success of having this presence in the downtown area has warranted the need for a second officer. The Downtown Business Improvement District obtained a grant in cooperation with the Missoula Police Department to fund a second officer. Mountain Line sees a direct benefit to having these officers respond quickly to issues at the downtown transfer center and have specialized training to assist with crisis intervention.

Cilimburg made a motion to authorize the General Manager to sign an agreement with the Downtown Business Improvement District (BID) to provide funding support for the Downtown Officer at \$15,000 per year for a period of three years, seconded by Borden. The motion carried unanimously.

Purchase of Two (2) 35-Foot Gillig Battery Electric Buses

Caristo explained the purchase of two (2) 35-Foot Gillig Electric Buses. MUTD was awarded an FTA grant in June for the purchase of electric buses and associated infrastructure. Gillig's electric bus parts are identical to the diesel buses currently operating on MUTD's fleet, except for the electric engine components.

Cilimburg made a motion to approve the purchase of two (2) 35-foot electric buses from Gillig, Inc. of Livermore, CA, for a total contract price of \$1,972,628, plus a 1% contingency, seconded by Goldman. The motion carried unanimously.

Purchase of Two (2) 35-Foot New Flyer Battery Electric Buses

Caristo explained the purchase of two (2) 35-Foot New Flyer Electric Buses. MUTD was awarded an FTA grant in June for the purchase of electric buses and associated infrastructure. This purchase will be Mountain Line's first purchase of New Flyer buses. The lead time on the New Flyer vehicles is projected to be six (6) months.

Cilimburg made a motion to approve the purchase of two (2) 35-foot electric buses from New Flyer of America for a total contract price of \$1,702,819 plus a 1% contingency, seconded by Goldman. The motion carried unanimously.

Discussion Items

General Managers Report

Hanson updated the Board on the complete JCCS audit with no finding. All employees have completed training on the EWS system. Operator union negotiations are completed. New templates have been created for month-end reporting.

Sweten discussed changes in the Operations department. Operators have been out of the workforce due to positive COVID-19 tests and close contact tracing. This has forced Operations to return to tiered schedules. An Operator was assaulted by a passenger due to a mask request. Barrier shields continue to be placed around the Operator area on the buses. The Maintenance contract continues to be negotiated.

Caristo gave an overview of continuing projects. Bus stop construction continues on Arthur Avenue and South Avenue, with a goal of completing outstanding work before winter settles in. Beginning in Spring of 2021, FirstMark Construction will have 150 days to complete the project. GMV Sychromatics is commencing work on deploying the new CAD/AVL system around the beginning of 2021. Charging infrastructure procurements will be brought to the next Board Meeting. Staff is working with Northwestern Energy to pilot a transit specific demand charge rate case that will eliminate demand charges overnight.

Johnson explained projects in Communications and Outreach. Daily service updates have resumed due to the uncertainty of the number of available operators. The mask policy has been extended to those with medical exemptions to protect everyone equally. The public arts committee has met with staff to internally review the visual design by the chosen artist and will bring it to the Board for approval in January. Mill Levy outreach has been successful and received positive feedback from the public in the days after the ballot measure passed. The newly established Diversity and Inclusion Committee has an upcoming training with Empower MT. Operations has reached a diversity milestone, with almost half of the workforce being women.

Aldridge discussed the need for a new facility as planning moves forward with implementing service expansions.

Ridership Report

Stone gave a ridership update. The previous update was given with pre-pandemic ridership data. The data available now exhibits the impacts COVID-19 service changes have had on ridership. Service levels have fluctuated since March, but Mountain Line has maintained the highest level of service possible. Despite changes to service, ridership has rebounded slightly since early summer, with ridership plateauing from August to present-date. Ridership in FY2021 compared to FY2020 has decreased by 50%.

Adjournment

The meeting adjourned at 1:59 p.m.
Submitted by Elizabeth Wehling