



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
May 27, 2021**

Approved June 24, 2021

Members Present

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

Members Absent

Doug Odegaard

Staff

Corey Aldridge, General Manager
Mary Hanson, Dir. Fin. & Admin
Jennifer Sweten, Director of Ops.
Vince Caristo, Projects & Plng. Mngr.
Dan Stone, Transit Planner
Shanti Johnson, COMS
Deanna Duram, Admin Assistant

Guests

David Cotner, Attorney
Russ Kamura
Rick Kamura

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

None

Public Comment on Items Not on the Agenda

Cotner, attorney for the Kamura's, discussed their desire for the planned bus stop to be moved to a different location other than in front of the Kamura's business, Russ's Body & Paint. The Kamura's discussed the impact it would have on their business. Cotner expressed their desire to be placed on the agenda at a future meeting.

Discussion Items

Executive session began at 12:25 p.m.

General Manager's Report

Hanson reported that administration had a complete change of staff with four new hires in April and May. Accounts Payable software is being acquired to automate the AP process. Maintenance had three new hires, and operations lost a couple of employees due to retirement and transfers. Dispatchers now enter the operator's timesheets, and operators review and approve them.

Quarterly reports for January- March were submitted timely. Financial statements for May and June will be compiled, and the FY22 budget prepared for June's Board meeting.

Sweten reported the federal mask mandate was extended until Sept 13th. Masks are required on buses and are provided for individuals who may not carry them. On Tuesday, June 1st front door boarding will begin again. More than half of employees are fully vaccinated. A new operator training class starts Tuesday, June 1st, with five operators in the class at this point. Future classes are slated for July, August, September, and November. Cummins and Gillig were on-site this week to provide training to our maintenance team. Two new Gillig electric buses are on-site. Saturday Market Trolley resumed service, and Wednesday, Out to Lunch will start this next week. Landscaping has begun at the Transfer Center.

Caristo reported two New Flyer buses are set to go into production soon. Bids are currently being received for an electrical facility to house the electrical buses. For the Bus Stop Master Plan, work continued along Johnson, Spruce, Phillips, and Russell this last month. First Mark has fired all employees in Missoula and appears to be proceeding towards insolvency. A meeting with the President/CEO of First Mark is expected to take place in the next couple of weeks. Regarding the ITS project, GMV and Clever Devices will both be on-site on June 28th to return the system to its original state. The final details of a five (5)-year contract with Clever Devices are being finalized. The plans for the remodel project for the Shakespeare facility are almost finalized by staff then will be submitted to the city for permitting and approval.

Johnson reported the art installation at the Transfer Center was postponed due to an artist injury, but work is set to resume June 1st. The Spring Shift campaign is still going and set to end in a few weeks at the end of Spring. A COVID-19 survey is being conducted, with 4600 responses as of the time of this meeting and a projected 5000 by the end of the month. Work is being done to partner with Destination Missoula in response to a nationwide car rental shortage. Preparations are underway for the CTAA SUN conference in August. New recruitment campaigns are being implemented to hire for extended services. Mountain Line attended the Special Olympic Dance Party in mid-May and participated in Bike Month.

Aldridge reported the Midtown Mojo Group has been working on how to revitalize the Brooks Street Corridor. The Midtown Master Plan Planning Committee is gearing up for a comprehensive midtown plan. APTA had a virtual legislative conference. An employee appreciation event was held on opening night for the Missoula Paddleheads. Gillig likes our paint scheme and has asked to take one of our Gillig buses to the APTA National Conference this Fall, which was approved.

Zero-Fare Ad Hoc Committee Report

Aldridge proposed the question: What is the future of zero-fare? Johnson discussed how the pilot project did its job. The ad hoc committee has recommended to sunset the zero-fare partnership program while maintaining healthy, mutually beneficial relationships for the future. MacArthur stated that he hopes Mountain Line might identify one or two new initiatives over the next year, so as the move is made away from zero-fare, they might ask partners to reinvest in a new initiative.

Action Items

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Davis clarified that she was not at the meeting, so the minutes would need to be changed to reflect that. MacArthur made a motion to approve the minutes with this correction, and Cilimburg seconded. The motion carried unanimously.

Disposal of Bus 307

Sweten discussed that bus 307 needs a new engine. It is a 2007 Gillig with 492,000 miles on it and has already had its engine replaced once. It will be sent to auction, and if it does not sell, it will be scrapped. MacArthur made a motion to approve, and Goldman seconded. The motion carried unanimously.

Disposal of Bus 211 and 213

Sweten discussed buses 211 and 213 are 2000 Gillig buses and are part of the DEQ grant. They will need to be destroyed as a requirement for the \$1,000,000 in DEQ funding. MacArthur made a motion to approve, and Cilimburg seconded. The motion carried unanimously.

Increase Purchase Approval Amount for General Manager

Hanson requested to increase the General Manager's purchase approval amount to \$25,000. Hanson shared that Mountain Line's purchase order requirement was raised from \$500 to \$5000 in December 2019. The number of purchase orders written in the fiscal year 2020 totaled 211. To date, for the fiscal year 2021, 40 purchase orders have been written. The General Manager's approval amount has been \$15,000 since 2013. Discussion ensued, resulting in Hanson offering to provide monthly approved purchase orders in the board packets going forward. MacArthur made a motion to approve, and Cilimburg seconded. The motion carried unanimously.

FY2022 MUTD Permissive Medical Levy

Public Hearing opened at 1:11 p.m. Hanson reported Mountain Line received new rates from Missoula County this year for insurance. Rates had been static for the last two years, but this year a 3% increase was implemented on health coverage. Dental and eye insurance will remain static. Mountain Line is anticipating having 100 FTE at year-end. The most Mountain Line is allowed to request \$357,599. Total medical costs are estimated to be around \$862,000 for the FY22 fiscal year. Dodson called for public comment at 1:15 pm. No public comment. The public hearing was closed. MacArthur made a motion to approve, and Cilimburg seconded. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:25 p.m.

Submitted by Deanna Duram