



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
October 28, 2021**

Approved

Members Present

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

Members Absent

Skye Borden

Staff

Corey Aldridge, General Manager
Mary Hanson, Director, Fin. & Admin.
Jennifer Sweten, Director, Operations
Colin Woodrow, Planning Spec.
Dan Stone, Transit Planner
Shanti Johnson, COMS
Jenni Martin, Admin Assist.

Guests

None

Call to Order and Roll Call

Dodson called the meeting to order at 12:02 PM. Roll call was taken.

Changes or Additions to Agenda

Add 5.8 Executive Session for Personnel Matter

Public Comment on Items Not on the Agenda

None

Discussion Items / Reports / Comments

General Manager Report

Hanson gave an update on Finance and Administration. The August financial statement is complete and was presented to the Finance Committee. Third quarter reporting for federal taxes, unemployment and UPWP are nearly completed. An auditor returned to review all grant reimbursements after fiscal year-end. There is an audit finding due to the CARES reimbursement in July. Hanson confirmed that grant funds may be used for software maintenance costs with FTA. Planning for remodel of Shakespeare building when Operations and Administration need to share upstairs.

Sweten discussed projects in Operations. Due to Covid, masks are required on all buses and facilities through January 18, 2022. Mask usage has increased, and we will continue to supply them on the bus. 75% of employees have been fully vaccinated, but we continue to see exposure and lost work. The next training class starts on November 1 with a shrinking applicant pool and a smaller group than planned. Due to the labor shortage, reduced service started last week.

Facilities remodel is proceeding with an electrical infrastructure project that required a planned power outage that went very well.

Woodrow gave an overview of ongoing projects. Electric bus delivery continues to be delayed but is anticipated by the end of the year. Electric charging equipment was delivered, and coordination with NW Energy for service enhancements is underway. The fourth amendment of the contract with IMEG is almost done. They requested shifting to a new contract for clarity and inclusion of necessary updates. Phases I and II should be wrapped up in August/September 2022. ITS deployment pre-engineering work continues in advance of installation to begin in November. The two new Gillig's are grounded due to router/connectivity. Shakespeare remodel continues on the MOAB bike storage, and TC operations office remodel with first-floor work to start the beginning of November. Two potential sites for purchase have been identified on the Northside and are being explored.

Johnson reported an uptick of applicants for the November operator training class. We have successfully staffed our maintenance technician team and are almost fully staffed in our service department. Community engagement, outreach, and education included the Climate Smart Missoula Expo, Safe Kids Drive-Thru Fair, Western MT Career Fair, Fall Family Fest, and a presentation to Sentinel Kiwanis Club. Mountain Line is preparing to celebrate 45 years of service in conjunction with the APTA Outstanding System Achievement Award.

Aldridge reviewed the plan for the 1st floor remodel, hoping to start on November 14. The acquired training space at DJ&A is ready for use starting next week. Next week, many staff members are headed to Orlando, FL, to receive the APTA award and see our newest Gillig that will be at the Expo before it is delivered in Missoula.

Action Items

Minutes of September 23, 2021

Cilimburg made a motion to approve the minutes of September 23, 2021, seconded by Odegaard. The motion carried unanimously.

August 2021 Financials

Davis discussed the August financial statements. Most items are under budget due to expenses being split equally monthly. Additional staff and purchases later in the year will align with the budget the further we move into the year.

Davis made a motion to accept the August financial statements as presented, seconded by MacArthur. The motion carried unanimously.

Camera System Replacement

Sweten discussed the need to replace and upgrade the facility camera systems. The price includes design, installation, and local support with our existing security system provider.

Cilimburg made a motion to approve the purchase of a Camera System Replacement from PhotoScan Northwest of Missoula for \$52,775.00 plus a 5% contingency to replace and upgrade the camera systems at both facilities, seconded by Odegaard. The motion carried unanimously.

Purchase and install of RFID controlled exterior door locks

Sweten discussed the need to purchase and install RFID-controlled exterior door locks at MOAB. Facilities are currently secured using a lock and key. Access to the building is unrestricted,

compromising employee safety and security. An RFID-controlled system will prevent all unauthorized people from entering the building.

Dodson made a motion to approve the purchase of PhotoScan Northwest of Missoula RFID controlled access system for \$28,150.00 plus a 5% contingency to control all exterior locks at MOAB, seconded by Goldman. The motion carried unanimously.

Bus Stop Improvement Project Engineering Services

Stone explained the need to continue work on the bus stop improvement project after the original contractor unexpectedly went out of business, leaving the project unfinished and in disarray. Completing this project will require us to retain IMEG's engineering and construction administration services and will require additional services not covered in our current agreement. Changes to the scope of services are significant enough that it is to our benefit to execute a new contract, rolling over the previous work that has been done into the new contract.

MacArthur made a motion to approve the purchase of engineering and construction services from IMEG Corp. in an amount not to exceed \$59,645, seconded by Davis. The motion carried unanimously.

Amendment to Resolution 21-07

Stone explained the need to rename Resolution 21-07, passed by the Board on September 23, to avoid duplication of resolution IDs.

Goldman made a motion to approve the renaming of Resolution 21-07, adopted September 23, 2021, to Resolution 21-11, seconded by Odegaard. The motion carried unanimously.

Purchase of 2022 Volkswagen Atlas

Woodrow explained the need to purchase a new supervisor vehicle after a 2017 Toyota Sienna van was in a rear-end collision and deemed a total loss.

MacArthur made a motion to purchase a 2022 Volkswagen Atlas from Karl Tyler Volkswagen of Missoula for \$41,425, seconded by Odegaard. The motion carried unanimously.

Executive Session for Personnel Matter

Adjournment

Executive Session adjourned at 2:15 PM.

The meeting was adjourned at 2:16 PM.

Submitted by Jennifer Martin