



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF April 26, 2018  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved June 28, 2018*

**Members Present**

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

**Members Absent**

Martin Blair, Treasurer

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin. & Admin Mgr  
Elizabeth Wehling, CSR  
Bill Pfeiffer, Comm. Outreach Coordinator  
Vince Caristo, Project Mgmt Specialist

**Guests**

None

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:03 p.m. Roll call was taken.

**Changes or Additions to Agenda**

Addition of Bus Engine Replacement

**Public Comment on Items Not on the Agenda**

None

**General Manager's Report**

An RFQ for the Facilities Master Plan will be posted next week. The selection committee will look over responses and bring them back to the Board for approval.

MUTD received a \$2.7 million grant from the FTA Bus & Bus Facilities Grant program, allowing MUTD to purchase three additional electric buses. Routes 1 and 2 of the BSMP will also be funded through this grant.

CTE, the company helping with the deployment of MUTD's electric buses, will be in town April 24-25 to help staff with plans for this process.

Staff has met with Territorial Landworks, the company assisting in developing the BSMP, to discuss the next steps in executing the improvements along BOLT! Routes 1 & 2.

Staff has asked TischlerBise to respond to an RFP for completing an impact fee feasibility study for MUTD.

Members of the Midtown Mojo group, including MUTD Staff, met with HDR Consultants to continue the discussion on Bus Rapid Transit (BRT) on Brooks Street. The next BUILD Grant opportunity (formerly TIGER Grant) was announced on April 13, for which applications are due on July 19.

Staff will reach out to the Board at the next Planning Committee meeting for assistance with reaching the 40-for-40 Zero-Fare Partner goal.

The Vision Statement for MUTD was last updated in 2013 and is in need of an update as the organization transforms. Staff and the Board will discuss the vision of the future for MUTD in the coming months.

The Planning Committee will review the Transportation District boundary and expanding the boundary at their next meeting.

### **Minutes of March 22, 2018**

Odegaard made a motion to approve the minutes of March 22, 2018, seconded by Goldman. The motion carried unanimously.

### **Missoula In Motion Match Request**

Missoula In Motion (MIM) requests \$8,000 from MUTD to continue their efforts in sustainable transportation for Missoula.

MacArthur made a motion to approve a match request of \$8,000 to Missoula in Motion, seconded by Davis. The motion carried unanimously.

### **Transfer Center Retail Space Construction**

Staff has worked with DC Engineering and Home Energy Service, Inc., to revise construction plans for the placement of the new HVAC ventilation hood in the Transfer Center Retail Space. The updated plans, including relocation of rooftop solar panels, permits required by the City, and designs.

MacArthur made a motion to approve the purchase of construction services from Home Energy Service, Inc., in the amount of \$91,551.94, plus a 3% contingency, seconded by Dodson. The motion carried unanimously.

### **Transfer Center Retail Space Lease Agreement**

Ninja Mike's, LLC, a local food truck vendor, has responded to the RFP for the Transfer Center Retail Space both times it has been advertised. Their vision is to serve "grab and go" food in the Retail Space. The lease agreement between MUTD and Ninja Mike's covers a term of seven years. The total revenue, to be used for eligible capital and operating expenses, will amount to \$103,968 over the seven year term.

MacArthur made a motion to authorize the General Manager to execute a lease agreement with Ninja Mike's, LLC, seconded by Dodson. The motion carried unanimously.

### **Utility Truck Purchase**

In April 2017, the Board approved the purchase of a maintenance utility truck from Kois Brothers of Great Falls, MT. The truck was delivered far past the promised delivery date and did not meet the standards set by the District, so staff terminated the contract in March 2018. Staff immediately moved to the second proposal received, from Titan Truck of Spokane, Washington.

Odegaard made a motion to approve the purchase of a 2019 GMC 3500, plus add-ons, from Titan Truck of Spokane, WA for a price of \$73,400.00, plus a 3% contingency, seconded by Davis. The motion carried unanimously.

### **Bus Shelter Purchase**

An RFP was released for the purchase of six (6) bus shelters, which received two (2) responses. MUTD selected the proposal from Brasco International, Inc., based on cost and quality of proposal. These shelters will be purchased with CMAQ funds.

Dodson made a motion to approve the purchase of six (6) bus shelters, from Brasco International, Inc., of Madison Heights, MI, for a price of \$57,450.00, plus a 3% contingency, seconded by Goldman. The motion carried unanimously.

**Multimodal Activity Counter Purchase**

Through the federal CMAQ program, funding was granted to MUTD to expand the attraction of non-motorized travel. Through sole source procurement, MUTD is acquiring two multimodal activity counters from Eco-Counter. The sole source procurement was used because the City of Missoula currently uses Eco-Counters across the City, minimizing costs.

Dodson made a motion to approve the purchase of two (2) multimodal activity counters, from Eco-Counter, of Montreal, Canada, for a price of \$11,015.00, plus a 3% contingency, seconded by Goldman. The motion carried unanimously.

**Bus Engine Replacement**

Bus #310 experienced a complete engine failure. The engine must be repaired to maintain sufficient service. The bus will remain in the fleet for future uses once the electric buses arrive.

MacArthur made a motion to approve the engine replacement for Bus #310 not to exceed \$18,000, seconded by Odegaard. The motion carried unanimously.

**Planning Committee Report**

MacArthur gave the Planning Committee Report. No action was needed.

**General Manager Employment Contract**

After a lengthy discussion and a great amount of positive feedback, the Board has written a renewal for Aldridge's General Manager Contract for an additional three years of employment.

Goldman made a motion to approve the General Manager Personal Services Contract, seconded by Davis. The motion carried unanimously.

**Adjournment**

The meeting adjourned at 2:15 p.m.  
Submitted by Elizabeth Wehling