



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF February 28, 2019
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved March 21, 2019

Members Present

Amy Cilimburg, Chair
Jesse Dodson, Vice-Chair
Anna-Margaret Goldman, Sec,
phone
Doug Odegaard, Treasurer
Don MacArthur
Ben Fitch-Fleischmann

Members Absent

Andrea Davis

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin & Admin Mgr
Jeff Logan, Operations Mgr.
Vince Caristo, Project Mgmt
Bill Pfeiffer, Comm. Outreach Coord.
Elizabeth Wehling, CSR
Dan Stone, Planner

Guests

None

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:06 pm. 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

Staff met with Chris Anderson from DJ&A to discuss Opportunity Zones. DJ&A will continue working on studying potential relocation areas and perform deadhead analysis compared to MUTD's current location. Consultants have determined that the relocation cost will be closer to \$35-50 million. Staff has begun researching and advocating, on the federal level, for this projects funding.

Mayor Engen, City Council member, and the County requested that Mountain Line's Transfer Center be utilized as an emergency warming shelter during the hours that the Salvation Army was not open. MUTD was glad to have been able to help those who needed it during this cold weather. The Poverello has now opened to serve as the warming shelter.

The Planning Committee is currently serving the function of an implementation committee for the Strategic Plan, but may become a separate committee in the future as the workload increases. M+R presented at the February Planning meeting, discussing the steps taken during the last ballot measure, and the steps necessary in going forward with the next ballot measure.

Staff continues to hold internal meetings, examining and making necessary amendments to the Bus Stop Master Plan. The BSMP will be updated once all routes and stops have been reviewed.

A Zero-Fare and Electric Bus Event was held on February 7, and was very well-attended and received great media coverage. MUTD was glad to have had Mayor Engen, Cilimburg, and others speak on the great things MUTD is doing to benefit all of Missoula.

Action Items

Minutes of January 24, 2019

MacArthur made a motion to approve the minutes of January 24, 2019, seconded by Odegaard. The motion carried unanimously.

January 2019 Financial Statements and Ridership Reports

Odegaard gave an overview of the January 2019 Financial Statements and Ridership Reports. All Reserves are fully funded, with the exception of the three (3) month operating reserve of \$1,757,370, which will be funded as receivables are collected.

The net change in position is \$157,262 compared to FY2018 of \$220,566. Total Operating Revenue is 1.24% above budget, while expenses are 1.54% below budget. January 2019 compensation is 2.01% less than the budget, while all other categories are tracking closely to budget.

January 2019 Fixed Route Ridership is 1,363 rides more than January 2018. FY2019 is 7,537 more rides annually than FY2018. Paratransit rides have increased by 3,320 in January 2019 compared to January 2018. Annual Paratransit ridership is 5,579 rides more in FY2019 than FY2018. Senior Van ridership is 101 rides more in January 2019 than January 2018. FY2019 ridership for Senior Van is 304 less than FY2018.

Dodson made a motion to receive the January 2019 Financial Statements and Ridership Reports, seconded by MacArthur. The motion carried unanimously.

FFY2020 Community Coordination Plan & MDT Grant Application

Logan explained the FFY2020 Community Coordination Plan & MDT Grant Application, an annual grant that provides funds to purchase a Paratransit vehicle.

The application requests \$68,046 in 5310 capital funds for the purchase of one (1) Cutaway. The 5310 funds will pay for 80% or \$54,437, with a local match of 20% or \$13,070.

Cilimburg opened the Public Hearing 12:42 p.m. to receive comment on the Federal Fiscal Year 2020 Community Coordination Plan and Montana Department of Transportation Grant Application.

No public comment was received.

The Public Hearing closed at 12:44 p.m.

MacArthur made a motion to approve the federal fiscal year (FFY) 2020 Community Coordination Plan and MDT Grant Application, seconded by Dodson. The motion carried unanimously.

Voter Survey Research Services

Aldridge discussed the Voter Survey and services that M+R Consulting will provide MUTD on research conducted for future mill levy planning. The proposed contract will conduct a 15-minute maximum phone survey, of no more than 600 voters. M+R will release information from the survey to MUTD in the form of cross-tabs with all question's responses, PowerPoint graphs depicting the survey, and an oral presentation of the findings and recommendations.

Dodson made a motion to authorize the General Manager to execute a contract with the firm M+R Strategic Services, Inc., for voter survey research services in an amount not to exceed \$38,500, plus a 3% contingency, seconded by MacArthur. The motion carried unanimously.

Contract for Electric Infrastructure Construction

Caristo discussed the Electric Facility Upgrade Construction and Installation. MUTD will receive six (6) battery-electric buses in July 2019, which require upgrades at MUTD's facility to accommodate increase in electrical loads. An invitation to bid, following CTA's design release, was sent out via public notice on Monday, February 4. A total of eight (8) responses were received by the deadline.

Liberty Electric's bid was deemed the lowest responsive bid from a responsible bidder, and staff recommends the Board authorize the General Manager to execute a contract with Liberty Electric for the construction and installation of electric facility upgrades in an amount not to exceed \$111,572, plus a 10% contingency.

MacArthur made a motion to authorize the General Manager to execute a contract with Liberty Electric for the construction and installation of electric facility upgrades in an amount not to exceed \$111,572, plus a 10% contingency, seconded by Odegaard. The motion carried unanimously.

Bus Stop Master Plan Services

Caristo gave an overview of the Bus Stop Master Plan Final Design Services. The engineering services outlined in this procurement are to complete the designs for the Routes 1 and 2 improvements, inter-agency approvals, and overseeing the bidding process for construction services. Territorial Landworks, Inc., was chosen for this contract on a sole-source basis. TLI was the firm that completed the preliminary engineering work on this project, and to choose another contractor would cause duplication of cost, so sole-source is justified.

MacArthur made a motion to approve the purchase of engineering services from Territorial Landworks, Inc., in an amount not to exceed \$40,381, seconded by Fitch-Fleischmann. The motion carried unanimously.

Executive Session for Personnel Matter

The closed session was opened at 1:25 pm and closed at 2:00 pm.

Adjournment

The meeting adjourned at 2:00 p.m.

Submitted by Elizabeth Wehling