



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF June 27, 2019
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved August 22, 2019

Members Present

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

Members Absent

Ben Fitch-Fleischmann

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin. & Admin
Mgr.
Elizabeth Wehling, CSR
Dan Stone, Transit Planner
Bill Pfeiffer, Comm. Outreach Coord.

Guests

Dave Gray, Missoula MPO
Andrew Hagemeyer, Missoula County Community and Planning Services

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:04 pm. Roll call was taken.

Changes or Additions to Agenda

Move 5.1 and 5.2 ahead of the General Manager's Report.

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

Aldridge discussed the recent meetings regarding potential properties and funding sources for the Facilities Master Plan. Staff met with the Mayor, City Officials and DJ&A to discuss multiple potential properties that will be available in the future. Discussion ensued on locations of the properties as well as timing of acquisition of a property. Staff will continue exploring options and will provide updates as the Facilities Master Plan moves forward.

The Planning Committee Meeting, with most of the Board in attendance, reviewed the next steps in implementing the Bus Stop Master Plan. Staff is working to devise the public messaging and platform for comment from the community on the project. The goal was to have the project completed by the end of this calendar year, but Staff is now considering pushing the completion out to spring of 2020.

MUTD is pleased the new City Annexation Policy includes a requirement for annexed properties to petition into the MUTD. This policy will benefit MUTD as more properties are annexed into the City.

The Proterra Electric Buses are expected to be delivered in July and August. Staff have been inspecting the buses as they come off the production line to ensure they meet everything specified by MUTD in the contract. An electric bus event is planned to be held during Out to Lunch at Caras Park after arrival.

Action Items

MPO Planning Process Agreement

Dave Gray of the Missoula Metropolitan Planning Organization (MPO) presented a Memorandum of Agreement that will update the existing agreement between all entities that receive federal transportation funding. This agreement will also reestablish the Planning Board as the umbrella entity that the MPO falls under, with TPCC being the decision-making body.

MacArthur made a motion to approve the Memorandum of Agreement for the Missoula Metropolitan Transportation Planning Process, seconded by Odegaard. The motion carried unanimously, with Goldman abstaining.

Letter of Support for County BUILD Grant Application

Andrew Hagemeyer, with Missoula County Community and Planning Services, presented the intentions of the BUILD Grant if awarded to the County, and a request for a letter of support from the MUTD Board. The BUILD Grant is a federal grant through the Department of Transportation, formerly known as the TIGER Grant. These grants were created to stimulate investment in the community.

If awarded to the County, the Mullan BUILD project will help with development between the Mullan Road to West Broadway Avenue corridor. This will increase housing supply, alleviate traffic congestion, and promote new businesses.

Dodson made a motion to approve the letter of support for the County BUILD Grant application, seconded by Goldman. The motion carried unanimously.

Minutes of May 23, 2019

Davis made a motion to approve the minutes of May 23, 2019, seconded by MacArthur. The motion carried unanimously.

Application for Missoula County Financial Administration Fund

Magnusen explained the application for the Missoula County Financial Administration Fund. This application will replace the single letter usually written to the County requesting funds. These funds will be used as a local match for Zero-fare service and local match for federal funds allocated to fixed route.

Goldman made a motion to approve the application for \$35,000 for the FY2020 Missoula County Financial Administration fund, seconded by Odegaard. The motion carried unanimously.

2019 Title VI Program

Magnusen gave an overview of the Title VI Program, which is an FTA requirement. The Program is updated every three (3) years to reflect changes in the law and updates to pertinent exhibits.

Odegaard made a motion to adopt Resolution 19-04 approving the 2019 Title VI Program, seconded by Dodson. The motion carried unanimously.

Petition for the Linda Vista Supplements of Teton Addition at Maloney Ranch Subdivision for Inclusion into the Transportation District

Stone explained the petition into the Transportation District by the Linda Vista Supplements of the Teton Addition at Maloney Ranch. This petition was filed in 2016 and still requires Board approval for inclusion.

Dodson made a motion to approve Resolution 19-03 to expand the boundaries of the Missoula Urban Transportation District to include the Linda Vista Supplements of Teton Addition at Maloney Ranch subdivision, seconded by Davis. The motion carried unanimously.

FY2020 Proposed Budget

Magnusen presented the FY2020 proposed budget. Revenue increased by 3.99 percent compared to FY2019 budget.

Expenses increased by 10.77 percent compared to FY2019. The staff count is up by 5.5 FTE's to reflect the need for hiring the appropriate number of operators to keep services going, and an additional technician to keep the vehicles in good running condition, and a service person to maintain bus stops as the Bus Stop Master Plan is implemented.

Capital Projects are \$430,600. The federal amount is \$153,000 and the local amount is \$277,600. The capital projects include shelters, cameras, shop equipment, furniture and equipment and an office remodel. The remodel is for the dispatch office expansion and is estimated at \$150,000.

Special Projects of \$203,000 include electric bus tools and parts, Mill Levy Project, and Recruitment for Finance & Administrative Manager.

The Pro Forma is still on track with the update to the FY2020 & FY2021 projections. This and the reserves will be updated after the FY2019 audit is completed.

Davis made a motion to approve the FY2020 Proposed Budget, seconded by Dodson. The motion carried unanimously.

Large Bus Stop Shelter Contract

Aldridge gave an overview of the Large Bus Stop Shelter contract. The Bus Stop Master Plan outlines the installment of three (3) large-sized bus stop shelters that are 16' by 8'. An RFP was submitted with three (3) responses. These bus stop shelters will be placed along the Routes 1 and 2.

MacArthur made a motion to authorize the General Manager to execute a contract with Tolar Manufacturing of Corona, CA for the engineering, fabrication, and delivery of three (3) large bus stop shelters in the amount of \$64,925, plus a 3% contingency, with purchase options for up to five (5) additional large bus stop shelters, seconded by Goldman. The motion carried unanimously.

Bus Stop Bench Contract

Aldridge explained the Bus Stop Bench contract. The design of bench that is the most appealing is currently installed at the Route 1 stop in front of Market on Front.

Odegaard made a motion to authorize the General Manager to execute a contract with Lacor Streetscape, LLC of Phoenix, AZ, for the engineering, fabrication, and delivery of twenty-one (21) benches in the amount of \$29,330, plus a 3% contingency, with purchase options for up to twenty-five (25) additional benches, seconded by MacArthur. The motion carried unanimously.

Simme-Seat Contract

Aldridge explained Simme-Seats and the contract with Simme, LLC. At stops where benches and shelters aren't planned to be placed due to ridership, Simme-Seats will be placed.

MacArthur made a motion to authorize the General Manager to execute a contract with Simme, LLC of Eugene, OR, for the engineering, fabrication, and delivery of thirty (30) Simme-seats in the amount of \$17,677, plus a 3% contingency, with purchase options for up to twenty-five (25) additional Simme-seats, seconded by Dodson. The motion carried unanimously.

Adjournment

The meeting adjourned 2:02 p.m.

Submitted by Elizabeth Wehling