



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
December 19, 2019**

*Approved April 23, 2020*

**Members Present**

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

**Members Absent**

Jesse Dodson, Vice-Chair

**Staff**

Corey Aldridge, General Manager  
Bill Pfeiffer, Comm. Outreach Coord.  
Vince Caristo, Project Management  
Dan Stone, Transit Planner  
Elizabeth Wehling, CSR

**Guests**

None

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:07 p.m. 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**

A mockup of the new bus stop sign has been created. Staff will continue making a few minor adjustments, but it is almost ready.

There is an unfilled position on the Board after Fitch-Fleischmann stepped down. The county has yet to receive any applications to serve on the MUTD Board of Directors. The ideal applicant would have a background in finance or accounting.

Five (5) of the Proterra Electric buses have been in service at the same time, with hope to have the sixth bus on the road soon. The General Manager plans to approach other transit authorities who have purchased buses from Proterra to determine if they are supportive of collectively contacting Proterra.

Staff met with DJ&A to discuss the next steps to be taken in the Facilities Master Plan. Staff is interested in co-locating on the City's property, while MUTD's consultants continue to explore other locations.

Over 100 resumes were received for the Communications and Outreach Marketing Specialist position. Staff will continue narrowing down the resumes to take a second look at and hope to begin interviews in January.

Bill Pfeiffer, MUTD's Community Outreach Coordinator, will be leaving the organization on December 27. Pfeiffer joined MUTD in 2015 at the point when Zero-fare was implemented. He brought an outstanding skillset to the position and will be greatly missed.

### **Action Items**

#### **Minutes of October 29, 2019**

Davis made a motion to approve the minutes of October 29, 2019, seconded by Goldman. The motion carried unanimously.

#### **Minutes of November 21, 2019**

Odegaard made a motion to approve the minutes of November 21, 2019, seconded by MacArthur. The motion carried unanimously.

#### **Strategic Plan Update**

Caristo updated the Board on changes to the Strategic Plan. Staff made revisions within the Plan using recommendations given by the Planning Committee. The Board discussed additional amendments to language recommended by Staff, as well as changes to the map on page 53 to reflect the City's growth policy boundary.

Goldman made a motion to authorize the General Manager to execute and publish the proposed revisions to the 2018 Strategic Plan, including changes to page 5 and page 53, and give Staff authority to add references to the city growth policy boundary throughout the Plan, seconded by MacArthur. The motion carried unanimously.

#### **Stillwater Phase 1 Petition for Removal from Transportation District**

Stone reviewed the petition for removal from the Transportation District submitted by the Stillwater Phase 1 subdivision. After being submitted to the Missoula County Elections Office, it was determined that there were over 51% of qualified voters involved in signing the petition, making it a valid petition.

This petition was made at a time when staff and the Board were in the process of considering amendments to the strategic plan that will guide the Board in making decisions on petitions for removal from the district. Given the timing of this petition, the Board determined to take no action. The Board will apply use the recent amendments to the strategic plan to decide on future petitions for removal.

Odegaard made a motion to take no action on the petition to remove properties within the Stillwater Phase 1 subdivision from the Missoula Urban Transportation District, seconded by Goldman. The motion carried unanimously.

#### **Changes to Bus Stop Locations**

Stone discussed the proposed changes to bus stop locations in the Bus Stop Master Plan. At the October Board Meeting, members of the public addressed their concerns about locations identified in the Plan and changes that should be made.

Prior to the November Planning Meeting, Staff had the opportunity to meet with City Engineering to assess and recommend changes to bus stops in question. Using the recommendations from the City and community members, Staff revised the bus stop locations and sent out letters to newly affected property owners. No comments have been received by the letter recipients.

Davis made a motion to approve the proposed changes to bus stop locations and authorize the General Manager to update the Bus Stop Master Plan accordingly, seconded by Odegaard. The motion carried unanimously.

### **2020 Meeting Schedule**

The Board reviewed the proposed meeting schedule for calendar year 2020.

Goldman made a motion to approve the proposed regular meeting schedule for 2020, seconded by Odegaard. The motion carried unanimously.

### **Election of Board Officers and Committees for 2020**

Cilimburg opened the floor for nominations for 2020 Board Chair. MacArthur nominated Dodson as Board Chair. Cilimburg opened the floor for a second and third nomination for Board Chair, no other nominations were made. The Board unanimously voted Dodson as Board Chair for 2020.

The Board will elect the Vice-Chair, Secretary, Treasurer, and committee representatives at the next board meeting.

### **Computer Aided Dispatch/ Automatic Vehicle Location Software, License and Hosting Renewal**

Caristo explained the CAD/AVL software which provides real-time bus location and arrival information to the web and smartphone apps. Cost increase of renewal between 2019 and 2020 is due to a discount given by Clever Devices after a server outage interrupted service.

Odegaard made a motion to approve the license, hosting and maintenance agreement with Clever Devices in the amount of \$46,968, seconded by Davis. The motion carried unanimously.

### **Purchase of Two (2) 35-Foot Battery Electric Buses**

Caristo reviewed the purchase of two (2) electric buses from Gillig, Inc. A few members of Staff toured Gillig's factory in November and had the opportunity to ride on one of the electric buses and were very impressed by the bus.

MUTD's fleet is comprised of twenty (20) Gillig buses, representing 67% of the fleet. All of the parts for these new buses, with the exception of the drivetrain, will be parts used on current MUTD buses, making it easier for Staff to maintain and repair these buses. This procurement did not require an RFP due to staff utilizing a state purchasing contract from the Commonwealth of Virginia.

Goldman made a motion to approve the purchase of two (2) 35-foot battery electric buses from Gillig, Inc. of Livermore, CA for a total contract price of \$1,770,926, plus a 1% contingency, seconded by MacArthur. The motion carried unanimously.

### **Purchase of Four (4) Cutaway Paratransit Vehicles**

Caristo discussed the purchase of four (4) cutaway Paratransit vehicles. Each year, the State of Montana allocates money to MUTD for Paratransit vehicle purchases. These vehicles will replace comparable aging vehicles in the current fleet.

Odegaard made a motion to approve the purchase of four (4) cutaway Paratransit vehicles from Creative Bus Sales, Inc. of Chino, CA in the amount of \$302,788, plus a 3% contingency, seconded by MacArthur. The motion carried unanimously.

**Proterra Bus Deployment- Key Performance Indicators**

Caristo gave a presentation on the Proterra Electric Buses performance since their deployment date. No action was needed.

**Adjournment**

The meeting adjourned 2:10 p.m.

Submitted by Elizabeth Wehling