



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

*Approved February 25, 2021*

**Members Present**

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

**Members Absent**

Skye Borden

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, Dir. Fin. & Admin  
Jennifer Sweten, Director of Ops.  
Shanti Johnson, COMS  
Vince Caristo, Projects & PIng Mgr  
Dan Stone, Transit Planner  
Elizabeth Wehling, CSR

**Guests**

None

**Call to Order and Roll Call**

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

**Changes or Additions to Agenda**

None

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

None

**Discussion Items**

**General Managers Report**

Sweten gave an overview of Operations. Tiered service resumed for one day in January due to COVID. Transit employees were dropped to group 1C for vaccinations, according to the State of Montana's new distribution tiers. Five (5) Operators are currently in training with another Operator class beginning on March 15. The FFY2022 Coordination Plan went to the STAC committee in January and will be on the agenda for February's Board Meeting. Staff hope this plan will supply vehicles for the service expansion. The Maintenance CBA is on the agenda for approval today. Driver shields continue to be installed. Staff and the City-County Health Department continue working on a resolution for transporting COVID-positive and symptomatic passengers.

Hanson discussed Finance and Administration. 1099 and W-2 forms have been prepared and distributed. 1095-C forms will be distributed to employees by the County. Administrative staffing needs continue to be identified for the service expansion, which will be included in the Pro Forma and budgeting for 2022 once solidified. Revenue is 10% ahead of this time last year. \$695,000 of the CARES Act funding has been drawn down to date. Retro pay for the Maintenance department will be completed once the Maintenance CBA is approved.

Caristo went over Projects and Planning. Six (6) battery-electric buses are in production and are on track for the delivery. Two (2) battery-electric buses from Gillig are expected at the end of April, two (2) Gillig battery-electric buses begin production in August and two (2) New Flyer battery-electric buses are on schedule to be delivered in September. Construction on the Bus Stop Improvement Project is expected to pick back up in April. Staff has been working on design changes to accommodate City and County projects happening in conjunction with the improvement project. The first phase continues with the ITS implementation project, which includes installing the system on all fixed route fleet vehicles. The Shakespeare location remodel plans are almost finalized, with a potential off-site location for meetings being discussed.

Johnson discussed Communications and Outreach. During the month of January, a campaign was released that focused on accomplishments Mountain Line had in 2020. A presentation was given at Missoula in Motion's Commuter Breakfast on these accomplishments. Mountain Line's 2020 Rookie of the Year, Justin Kasali, was recognized in a press release and made the front page of the Missoulian. The second Diversity & Inclusion meeting was held in January. Committee members are identifying objectives and formalizing a plan. There are currently 16 committee members spanning every department. Several positions have recruitment advertisements out currently.

Aldridge added information regarding the new transportation administration. A meeting is scheduled with the City of Missoula regarding the urgency in land acquisition MUTD is experiencing. Bozeman and Billing's transit systems met with Staff to discuss urban transportation districts and the steps needed to be taken towards becoming one. Big Sky Passenger Rail Authority has gained traction and discussions on collaboration with local transit systems ensued. Derek Goldman, M+R Consultant, has left M+R after working with Mountain Line for 10 years and Staff wish him the best.

### **Action Items**

#### **Minutes of August 6, 2020**

Odegaard made a motion to approve the minutes of August 6, 2020, seconded by Goldman. The motion carried unanimously.

#### **Minutes of December 17, 2020**

Cilimborg made a motion to approve the minutes of December 17, 2020, seconded by Davis. The motion carried unanimously.

#### **December Financial Statements**

Davis gave an overview of the December Financial Statements. Expenses are down by 9% and revenue is up by 9%. More information will be available this spring for the Pro Forma as staffing needs are solidified due to the Mill Levy expansion. The 2035 zero tailpipe emissions goal is expected to be met if two (2) buses a year are replaced on the fleet replacement schedule. The reserves are all fully funded and the budget is currently \$500,000 ahead due to property taxes.

Odegaard made a motion to accept the December 2020 Financial Statements as presented, seconded by MacArthur. The motion carried unanimously.

#### **Collective Bargaining Agreement (CBA) between the Missoula Urban Transportation District and Teamsters Union Local No. 2**

Sweten explained the CBA between MUTD and Teamsters Union Local No. 2 for the Maintenance Department. The membership voted unanimously to approved negotiated agreement. This is a four-year contract, which is off schedule of the Operations contract. Wages and benefits have

been increased by 10% in the first year, with slight increases yearly after to compete with comparable wages and benefits locally. The 12-year progression has been lowered to a 5-year progression for Technicians and from a 2-year progression to 18 months for Service Person. Language and procedure clean up followed.

Cilimburg made a motion to approve the agreement with Teamsters Union Local No. 2 for the period of July 1, 2020 to June 30, 2024, for the Maintenance Department, seconded by MacArthur. The motion carried unanimously.

#### **CAD/ AVL Software, License and Hosting Renewal**

Caristo discussed the CAD/AVL renewal. In summer 2020, the Board approved a procurement for a system switchover to GMV Synchronatics from Clever Devices. The implementation of this switchover has begun, but in order to ensure no lapse in services as this project continues, a continuation with Clever Devices is necessary. Discussion ensued on moving the next steps of implementation with GMV Synchronatics.

Goldman momentarily stepped away from the meeting.

Odegaard made a motion to authorize a license, hosting and maintenance agreement with Clever Devices for the 2021 calendar year in an amount up to \$48,375, seconded by Goldman. The motion carried unanimously.

#### **New Flyer Electric Bus Configuration Adjustments**

Caristo discussed the configuration adjustments to the New Flyer battery-electric buses. In November 2020, the Board authorized a contract with New Flyer of America for two (2) battery-electric buses, purchased with an FTA grant. The configurations are as close as possible to match existing fleet vehicles. The previously approved contract allowed for a 1% contingency, which the configurations for these buses passed. Staff is asking for approval for the amount over the 1% contingency.

MacArthur made a motion to approve additional spending authority to the current contract with New Flyer of America for the procurement of two (2) battery electric buses, in the amount of \$64,556, seconded by Odegaard. The motion carried unanimously.

#### **Downtown Transfer Center Mural**

Johnson explained the Downtown Transfer Center Mural. To create an inviting environment at the downtown Transfer Center, Staff explored the idea of engaging a local artist in developing a visual representation to Mountain Line's commitment to sustainability. Due to COVID-19, \$5,000 previously allocated to marketing in the FY2020 budget was available with the cancellation of events. The design, chosen by the Missoula Public Arts Committee, is by a Missoula artist, Stella Nell. Johnson gave a presentation on the design and artist.

Davis made a motion to approve the final art design for installment, seconded by Goldman. The motion carried unanimously.

The meeting adjourned 1:23 p.m.  
Submitted by Elizabeth Wehling