



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
December 17, 2020**

*Approved January 28, 2021*

**Members Present**

Jesse Dodson, Chair  
Anna-Margaret Goldman, V.C.  
Andrea Davis, Treasurer  
Amy Cilimburg  
Skye Borden  
Don MacArthur

**Members Absent**

Doug Odegaard, Secretary

**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**

Danny Tenenbaum, House District 95 Representative

**Call to Order and Roll Call**

Dodson called the meeting to order at 12:02 p.m. Roll call was taken.

**Changes or Additions to Agenda**

Remove Item 5.5- Purchase of Auxiliary Electric Heaters for New Flyer Electric Buses

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

None

**Discussion Items**

**General Managers Report**

Hanson gave an update on Finance and Administration. The Operator Collective Bargaining Agreement (CBA) has been completed and approved by the Board. Negotiations continue regarding the Maintenance CBA. Administrative needs for the upcoming year are being reviewed due to the Mill Levy expansion. The financial audit was filed with the federal clearinghouse for fiscal year 2020.

Sweten discussed projects in Operations. A new Service Person has joined the maintenance team. Driver shields are continuing to be installed on all buses, which will allow for front door boarding again. Negotiations for the Maintenance contract continue with hopes to have it ready by the January 2021 Board meeting. Staff is working with the City-County Health Department to find a solution to replace the current shuttle for COVID positive or symptomatic individuals to appointments or the COVID testing site. The new ITS equipment has been installed on five buses to demonstrate everything works as agreed to in the agreement with GMV Synchronatics.

Caristo gave an overview of ongoing projects. The installation of the ITS systems for the entire fleet is expected to be completed by late January, with the mobile app launching in March or April. A few procurements are being brought to the Board regarding electric bus charging infrastructure. Mountain Line has been involved in coordination efforts with City projects throughout the last month. Property acquisition continues to be discussed with the City regarding the Scott Street location.

Johnson explained items being worked on through Communications and Outreach. Internal discussions have begun for expansion with the passage of the Mill Levy. Outreach on planning will reach the website in January 2021. The first Diversity and Inclusion training was held in November with Empower MT. Mountain Line has been able to engage with the community through the Can the Cats food drive, the Festival of Trees, and the reverse Parade of Lights. Mountain Line celebrates 44 years of service in December. The new website launched in December, and final updates will be made in January.

Aldridge shared his appreciation for all Staff as service expansion plans commence. Phase 3 will increase service by 20-25%, with staffing needs rising at the same rate.

### **Action Items**

#### **Minutes of November 12, 2020**

MacArthur made a motion to approve the minutes of November 12, 2020, seconded by Davis. The motion carried unanimously.

#### **October Financial Statements**

Davis discussed the October financial Statements. Expenses are tracking under budget due to reduced service due to COVID-19. Tax revenue received was 11% greater than the budgeted amount. To date, \$235,000 in COVID-19 expenses have been reimbursed by FTA. Facility and Fleet Replacement Reserve monthly contributions have been increased to continue maintaining the aging fleet. Comparisons between health insurance plans have taken place, and Staff has decided to continue using the Missoula County benefits plan.

Goldman made a motion to accept the October financial statements as presented, seconded by Cilimburg. The motion carried unanimously.

#### **Election of Board Officers and Committees for 2021**

Dodson began the election of Board Officers and Committees for 2021.

Dodson began the election of Board Officers and Committees for 2021 in accordance with the MUTD Bylaws. The floor was open for Board nominations for Board Officer positions.

Dodson was nominated to continue as Board Chair. Goldman will continue as Vice-Chair. Davis will continue as Treasurer. Odegaard will continue as Secretary.

The nominations for committees are as follows:

**Executive Committee:** Dodson, Chair; Davis, Vice-Chair; Cilimburg, Past-Chair

**Finance Committee:** Davis, Treasurer; Odegaard, Borden

**Planning Committee:** MacArthur, Chair; Dodson, Goldman

Special Transportation Advisory Committee (STAC) Appeals Representative: Goldman

Transportation Policy Coordinating Committee (TPCC) Representative: MacArthur

MacArthur made a motion to conduct an election to select the 2021 Board Chair, Officers, and Committees as defined by the MUTD Bylaws, seconded by Cilimburg. The motion carried unanimously.

### **2021 Meeting Schedule**

The Board reviewed the proposed meeting schedule for the calendar year 2021.

Cilimburg made a motion to approve the proposed regular meeting schedule for 2021, seconded by MacArthur. The motion carried unanimously.

### **Purchase of Electric Vehicle Charging Equipment**

Caristo explained the purchase of electric vehicle charging equipment. Six (6) battery-electric buses are currently in the production stages and are expected to arrive at Mountain Line in the next 18 months. Staff interviewed companies that offer comparable electrical infrastructure and chose ABB based on their proven reliability, performance, and experience with installing overhead charging equipment.

This purchase includes three (3) charging units with three (3) charging dispensers per unit. Once approved, Staff will engage with the electrical engineer to design the installation of the units.

MacArthur made a motion to approve the purchase of electric vehicle charging equipment from ABB, Inc., in the amount of \$536,700, plus a 5% contingency, seconded by Davis. The motion carried unanimously.

### **Technical Assistance for Electric Bus Deployment**

Caristo discussed the technical assistance from the Center for Transportation and the Environment (CTE). CTE has helped Mountain Line in the past with electric bus deployment. Staff intends for CTE to assist in guiding them through smart charging software capabilities, which will help reduce charging costs. Conversion on smart charging and demand charges ensued.

MacArthur made a motion to approve the purchase of technical assistance from the Center for Transportation and the Environment (CTE) to support the deployment of electric buses, not to exceed \$36,700, seconded by Cilimburg. The motion carried unanimously.

### **Shakespeare Street Office Remodel**

Caristo gave an overview of the Shakespeare Street Office remodel. Staff brought a design contract with A&E Architects to the Board a year prior to make changes to mitigate space constraints as staff levels increase. Following the Mill Levy's successful passage, the current space constraints and future needs have become exacerbated, with the workforce expected to increase by 25%. A mock design was presented to the Board. The Board requested that Staff explore options locally to rent space for temporary conference room usage before bringing a modular onsite. Discussion continued on land acquisition and relocation of the main office.

MacArthur made a motion to authorize the General Manager to execute a contract addition with A&E Architects of Missoula, MT, to design and manage the construction of an office reconfiguration at the Shakespeare Street offices, in the amount of \$19,558, seconded by Davis. The motion carried unanimously.

**Adjournment**

The meeting adjourned at 2:00 p.m.

Submitted by Elizabeth Wehling