



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
February 25, 2021**

Approved March 25, 2021

Members Present

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

Members Absent

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 pm. Roll call was taken.

Changes or Additions to Agenda

Aldridge made corrections to the general manager's report to reflect current information in the operation's report.

Public Comment on Items Not on the Agenda

None

Discussion Items

General Managers Report

Hanson discussed finance and administration. MUTD is preparing for the next operator's class with potentially six (6) new operators to begin training on March 15, 2021. Technician interviews are occurring. The retroactive pay for Maintenance was calculated and paid per their new contract. Operations provided FTE count for FY2022, and Hanson will begin work on the FY2022 budget. New recruitment software is installed and is managed by Johnson. MUTD received over 75 applications for three new administrative positions. FTA reimbursements did not arrive in the last week of January. However, they were submitted the first week of February, making January revenue appear behind per budget.

Sweten shared there were no lost service days due to COVID-19 in February. An agreement was reached with the Missoula County Health Department (MCHD) regarding the transportation of positive and symptomatic customers. Moving forward, MUTD will work with Missoula Fire Department to provide us PPE training and N95 mask fitting. Once this training is completed,

MUTD will provide service to customers who test positive for COVID-19 to receive clinic testing and other medical care. Training for self-defense provided to response personnel, receptionist, and COMS. There has been an increase in altercations, most likely due to fatigue from COVID-19. Planning for Phase 3 service improvements continues. Staffing numbers have been determined. Currently, there are 42 operators, and by January 2022, MUTD will require 62 operators. MUTD is presently understaffed and should have 48 operators. MUTD has hired three (3) dispatchers who begin training on March 1. Integration of fueling and maintenance software is complete. The final fuel contract has been signed. Starting November 20, 2021, MUTD will no longer pre-purchase fuel to avoid paying for fuel that cannot be used. MUTD's shift to electric buses has significantly decreased fossil fuel consumption. The weapons policy could potentially be revised due to current legislation (HB102) in the Montana Legislature. Under current policy, no weapons are allowed. MUTD is working with Missoula City Attorney's office and is in consultation with the Billings Transit system.

Caristo shared MUTD expects six (6) new buses by the end of 2021; four (4) from Gillig arriving between April and September, and two (2) from New Flyer expected in September. Staff will do inspections at Gillig's plant near San Francisco. Engineering firm Cushing Terrell of Missoula will help upgrade the electric facilities to accommodate the new electric buses. Bid documents are expected by the end of March. MUTD received a construction schedule from First Mark Construction for bus stop improvements. First Mark is slated to begin April 5 and finish July 6. The ITS deployment with GMV Syncromatics is still in the pilot phase while the initial installment on five (5) buses is evaluated. The remodel at 1221 Shakespeare St. is in its final design. MUTD anticipates to start bidding on the remodel sometime in March. MUTD is looking for an offsite location for staff and training during the remodel. There will be a meeting in early March with Northwestern Energy to discuss a transit-specific rate. Once an agreement is reached, the proposal will be brought to the Public Service Commission. MUTD is finalizing an agreement with the University of Montana for a grant UM received from FTA.

Johnson stated finding qualified applicants for new administrative positions has been her priority. Johnson conducted rider training with a visually impaired rider and received positive feedback about MUTD's accessibility. Targeted zero-fare partner outreach was conducted this month. March 5 is National Employee Appreciation Day, and March 18 is National Transit Operator Appreciation Day. To celebrate, Johnson has organized a Thank you Campaign for March. MUTD has collaborated with MCHD to create a vaccine clinic route map.

Aldridge discussed the ongoing search to acquire a second facility. MUTD is undergoing significant changes and re-structuring and will keep the board informed as these changes happen. A reminder was sent out to staff about the Employee Assistance Program benefits provided to them. MUTD met with Intercity Transit in Olympia, Washington, to discuss ITS problems and solutions. As of February 15, Aldridge has been at MUTD for 6 years. A lot has happened professionally and personally during that time and is excited for the next 6 years.

Action Items

January 28, 2021 Minutes

MacArthur made a motion to approve the minutes of January 28, 2021, seconded by Goldman. The motion carried unanimously.

February 2021 Financial Statements

Davis reported on the financials. MUTD continues to document decreased expenses and increased income this fiscal year. There is approximately a \$300,000 increase in property tax revenue from the budgeted amount. 2022 budgeting will be a priority in March, with the fiscal year beginning July 1. Approximately 50% of the mill levy budget was spent on the campaign. MUTD is seeing greater utilization of the paratransit and shuttle van programs. MUTD's 2nd quarter CARES Act request of \$1.2 million was deposited the 2nd week of February.

Davis made a motion to accept the January 2021 financials as presented, seconded by Odegaard. The motion carried unanimously.

FFY2022 Community Coordination Plan and MDT Grant Application

Sweten provided an overview of the FFY2022 Community Coordination Plan and MDT Grant Application which will provide additional funding for the Paratransit and Support Vehicles.

Dodson opened the Public Hearing to receive comment on the Federal Fiscal Year 2022 Community Coordination Plan and MDT grant application at 12:40 pm.

Section 5310 funds are available to community organizations, and through the STAC committee, the allocation of these funds is made possible. The application requests \$165,599 in 5310 Capital funds for the purchase of one (1) accessible paratransit vehicle and two (2) support vehicles. The 5310 funds will pay for 80% or \$132,279, with a local match of 20% or \$33,320. The funds for the local match are included in the Capital Reserves.

No public comments were received.

The Public Hearing closed at 12:44 pm.

MacArthur made a motion to approve the federal fiscal year 2022 Community Coordination Plan and MDT Grant Application, seconded by Cilimburg. The motion carried unanimously.

Purchase of Electric Vehicle Charging Equipment

Caristo recommended amending motion 5.6 from December 17, 2020, which approved the purchase of electric vehicle charging equipment from ABB, Inc., in the amount of \$536,700, plus a 5% contingency. The amendment would approve the purchase of electric vehicle charging equipment from Gillig, Inc. in the amount of \$451,710, plus a 5% contingency. This amendment would provide \$84,990 in savings to MUTD. The purchase would provide three (3) charging units to deliver up to 150 kW each with three (3) charging dispensers per unit. This will accommodate the six (6) electric buses expected to arrive this year, and potentially three (3) more buses providing 50 kW charge per bus overnight.

Odegaard made a motion to approve the purchase of electric vehicle charging equipment from Gillig, Inc., in the amount of \$451,710, plus a 5% contingency, seconded by MacArthur. The motion carried unanimously.

Executive Session

The executive session opened at 12:48 pm and closed at 2:00 pm

The meeting adjourned at 2:00 pm.

Submitted by Ella See