



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

*Approved April 22, 2021*

**Members Present**

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

**Members Absent**

Andrea Davis, Treasurer  
Vince Caristo, Projects & Plng  
Skye Borden

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, Dir. Fin. & Admin  
Jennifer Sweten, Director of Ops.  
Shanti Johnson, COMS  
Dan Stone, Transit Planner  
Ella See, CSR

**Guests**

None.

**Call to Order and Roll Call**

Dodson called the meeting to order at 12:01 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**

Hanson reported on the growth of the company. Application reviews for professional and represented positions are ongoing. A new technician, service person, three (3) dispatchers, and five (5) operators have started. A staff accountant will begin April 5. FTA has announced reporting requirements for COVID-19 metrics which will begin in April. This reporting will continue monthly at least through the end of the year or as long as the pandemic persists.

Sweten reported on the impact COVID-19 has had on operations. Route 8 was cancelled due to sick drivers one day in March. There are new procedures in place to prevent this from re-occurring. Transit workers were initially going to be eligible for vaccines on April 1 but MUTD received a phone call informing operations that transit workers were eligible early. MUTD is providing a vaccine bonus to employees who receive the vaccine. This will help with FTA tracking requirements by encouraging employees to voluntarily show they were vaccinated. The new operator class started March 15, and all new operators are doing well. De-escalation training has been scheduled for response personnel due to the increased tensions with the public. Planning for expansion continues as capital expenses and equipment budgeting is prepared for FY2022.

Mountain Line is negotiating a new cleaning contract due to the inadequacy of the former cleaning company.

MacArthur inquired about the route 8 that did not run. Sweten explained it was due to low employee numbers and the restrictions put on paratransit due to the necessity of one-on-one transport. That has changed now due to vaccine distribution, so larger vehicles can be utilized now while still following social distancing procedures.

Johnson reported on the transit thank you campaign which continues until the end of March. There was a lot of great response including a letter from Senator Tester. There has been great community support with outside organizations. Mayor Engen made an official proclamation declaring March 21 Transit Operator Appreciation Day in Missoula. Different members of the team have been featured on social media. The creation of an art installation at the downtown transfer center is expected to start April 1 and will be finished April 30. There will be a first Friday designation ceremony May 7, 2021, press release forthcoming. MUTD is launching a "Spring Shift Campaign" at the beginning of April to market sustainable transportation and will be partnering with many sustainability organizations in Missoula. There will be multiple events planned for this. MUTD has been actively involved with the current legislative session. Discussions have begun with the Lifelong Learning Center and the International Rescue Committee to establish a transit specific English curriculum for refugees by summer.

Aldridge reported for planning. The Gillig buses arrival date is postponed a few weeks due to supply chain issues. Three (3) members of staff will be visiting the plant to verify build and specifications on the buses. Two (2) more buses from Gillig will go to production in August and be delivered in September. The two (2) New Flyer buses will also be delivered in September. Cushing Terrell is designing the electrical facility upgrades needed for the new charging dispensers. The bus stop improvement project is slated to begin in a couple weeks and end in July. ITS trial run was plagued with issues and MUTD is terminating the contract with GMV Syncromatics. Further information on the ITS system will be provided in the future. MUTD is in the final stages of design for remodel at Shakespeare location and the downtown transfer center. ASUM (sub-recipient) was awarded an FTA Low-No grant, and MUTD is the recipient responsible for implementing the grant. MUTD continues to work with the City of Missoula to find a new facility suitable to the growth of Mountain Line. There was a meeting with a team who work both with MUTD master facilities planning and the City of Missoula public works planning. There is a potential property towards the end of Scott St. that is seven (7) acres. Aldridge is working with Mayor Engen to set up a meeting with the property managers to inquire about the property.

MacArthur inquired about the seven-acre property as to whether or not it would be expandable. Aldridge responded that it is bounded, but there is one side that could potentially be expanded. Cilimburg asked about the timing of the project. Aldridge explained the timeline is dependent on the property managers, but believes it will be open for sale within a year or two (2). At the rate of service expansion, the property would be potentially viable for an estimated 15 years.

## **Action Items**

### **February 25, 2021 Minutes**

MacArthur made a motion to approve the minutes from February 25, 2021 and Cilimburg seconded. The motion carried unanimously.

### **March 2021 Financial Statements**

Hanson presented the February 2021 financial statements.

Overall, everything is underbudget except maintenance expenses which are expected to be lower in the future due to engine re-builds which are completed for the fiscal year.

The CARES assistance funding increased because the second quarter expenses were submitted and received in the second week of February. Paratransit needs are growing but Mountain Line continues to be under budget. Cilimburg inquired whether CARES money was affected by revenue brought in. Hanson explained it was dependent on operating expenses from two years prior and Mountain Line would not receive less because of the zero-fare model.

Hanson presented Proforma FY 2022 first draft and briefly addressed how finances would be impacted by the purchase of a second facility and an upgraded fleet.

MacArthur made a motion to approve the financial statements for February 25, 2021 and Goldman seconded. The motion carried unanimously.

### **Cleaning Services Contract**

Sweten recommended a two (2) year contract with Catch All, Cleaning Maintenance and Management, LLC in the amount of \$54,900 annually. Mountain Line did not receive adequate service from the previous company and negotiated down the contract due to services not rendered. Catch All, Cleaning Maintenance and Management, LLC will be more expensive than the previous cleaner, but has already proven to be more affective, consistent, and professional in their services.

Cilimburg moves to execute the contract for \$54,900 with Catch All, Cleaning Maintenance and Management LLC., and Dodson seconded the motion. The motion carried unanimously.

### **Petition into the MUTD—Stillwaters on the Clark Fork #3**

Stone recommended approving resolution 21-01 to expand the boundaries of the Missoula Urban Transportation District to include the Stillwaters on the Clark Fork #3 subdivision.

### **Petition into the MUTD—McNett Flats**

Stone recommended approving resolution 21-02 to expand the boundaries of the Missoula Urban Transportation District to include the McNett Flats subdivision.

### **Petition into the MUTD—Heron's Landing**

Stone recommended approving resolution 21-03 to expand the boundaries of the Missoula Urban Transportation District to include the Heron's Landing subdivision.

### **Petition into the MUTD—Parel 1-A of COS 6689**

Stone recommended approving resolution 21-04 to expand the boundaries of the Missoula Urban Transportation District to include the Parcel 1-A of COS 6689.

### **Petition into the MUTD—44 Ranch Phase 11**

Stone recommended approving resolution 21-05 to expand the boundaries of the Missoula Urban Transportation District to include the 44 Ranch Phase 11 subdivision.

### **Petition into the MUTD—Dilworth Addition**

Stone recommended approving resolution 21-06 to expand the boundaries of the Missoula Urban Transportation District to include the Dilworth Addition subdivision.

Stone recommended combining resolution item 21-01 through 21-06. Dodson approved this recommendation with general consensus. MacArthur made a motion to approve the combined resolutions and Goldman seconded. Motion passed unanimously.

#### **Creation of Zero-Fare Ad Hoc Committee**

Johnson recommends creating a Zero-Fare Program ad hoc committee comprised of no more than three MUTD Board members. The current model was designed to function as a 3-year pilot model and now that this time has passed, it is necessary to create an ad hoc committee in order follow MUTD bylaws.

Cilimburg moved to create a zero-fare program ad hoc committee and Odegaard seconded the motion. The motion carried unanimously.

#### **Executive Session**

The executive session opened at 1:15 pm and closed at 2:00 pm

The meeting adjourned at 2:00 p.m.

Submitted by Ella See