



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
April 22, 2021**

***Approved May 27, 2021***

**Members Present**

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

**Members Absent**

Andrea Davis, Treasurer  
Skye Borden  
Dan Stone, Transit Planner  
Shanti Johnson, COMS

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, Dir. Fin. & Admin  
Jennifer Sweten, Director of Ops.  
Vince Caristo, Projects & PIng M  
Ella See, CSR

**Guests**

Bruce Green

**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**

None.

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

None.

**Executive Session**

The executive session opened at 12:04 pm and closed at 12:55 pm

**Discussion Items**

**General Managers Report**

Hanson reported on finance and administration. Interviews for dispatchers, service personnel, operators, and IT administrator have been conducted. IT Administrator position remains unfilled. Administrative staff is being reorganized. The new Human Resources Manager and Staff Accountant began April 5. Handbooks are being reviewed and updated. The Proforma was presented at March Board Meeting.

Sweten reported on operations. COVID-19 continues to affect operations and has created scheduling challenges. The federal mask mandate is slated to end May 11, but there is a possibility it will be extended. Missoula County mask mandate is expected to end May 11, which could create problems if the federal mandate is extended. Driver barriers have worked well to protect operators. The last training class of operators is driving on their own. The new class of

four (4) operators and two (2) service people began on April 19. Supervisors received de-escalation training as they are frequently faced with stressful situations. Lead Supervisor, Gariepy began FTA Safety Certification to become Chief Safety Officer. Caristo and Sweten traveled to Gillig Inc. to assure the production of new buses. Personal Transportation Device Policy has been amended to allow battery-electric devices such as bikes, scooters, and skateboards.

Caristo reported on planning and projects. The upgrade needed for more electric chargers is in its final design and expected to go to bid in the next week. Northwestern Energy is also finalizing their update plans for the additional electrical capacity. The Bus Stop Improvement Project continues and various locations have new stops, a few of which have opened and are currently in use. MUTD is currently in the process of ending a former ITS contract with GMV Syncromatics and transitioning to a new contract with Clever Devices. The remodel at 1221 Shakespeare St. is in the final design stage. MUTD has applied for a federal Low-No Emissions Grant for four (4) additional electric buses.

Aldridge reported on communications and outreach on behalf of Johnson. The Art installation at the Downtown Transfer Center began April 1. It is expected to finish April 30 and MUTD is planning a designation ceremony May 7. The Spring Shift Campaign launched April 1 and will last until June 20. The goals of this campaign include bringing back ridership, engaging with young adults, and encouraging sustainability as things reopen. MUTD has been in touch with Senator Daines regarding the robust transportation bill being presented in congress. Johnson presented the COVID-19 vaccine location map and discussed MUTD's role in the joint community response to COVID-19 at a recent FTA Region 8 Peer Exchange event. Mountain Line was one of four panelists with around 100 attendees. Diversity and Inclusion Committee has compiled a draft strategic plan for the district. The Committee expects to share the final version of this plan with the board sometime this summer. Recruitment efforts are ongoing. Talks began with Missoula Aging Service about supporting a hybrid Stepping On class model this summer. Lifelong Learning Center and International Rescue Committee continue to work with MUTD to develop a transit-specific English course.

## **Action Items**

### **March 25, 2021 Minutes**

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

### **April 2021 Financial Statements**

Hanson gave the financial report. All reserves are fully funded, and the Fleet Replacement Reserve and Facilities Capital Reserve are at the target level of seven (7) years. The Operating Reserve is funded for five (5) months of Reserve. Odegaard made a motion to approve the financial statements for April 2021. Goldman seconded the motion. The motion carried unanimously.

### **Transfer Center Landscaping Contract**

Sweten presented on the need to revamp the landscaping at the transfer center. There are many issues due to the harsh environment from bus exhaust, ice melt, and cars occasionally driving on the medium. MacArthur made a motion to authorize a contract for landscaping maintenance at the Transfer Center with Nature's Best in the amount of \$19,080.00. Odegaard seconded the motion. The motion carried unanimously.

### **ITS Vendor Selection**

Caristo presented on the ITS project underway. The recommendation is to approve a contract with Clever Devices for a new Intelligent Transportation Software System. The purpose of this contract is to consolidate technology MUTD already uses and add additional software to modernize services for customers and tools for staff. In March 2020 RFP released for provision of ITS System. Seven proposals were received and ultimately signed a contract with GMV Syncromatics in June 2020. GMV Syncromatics was not able to successfully implement the project and MUTD has decided to switch to Clever Devices. The price with Clever Devices has been negotiated down from \$865,496 to \$849,666. The contract will provide CAD/AVL dispatching services, real-time head sign displays, automatic vehicle announcements, automated passenger counters, automated pre-trip and post-trip inspection software, and a mobile app. The recommendation includes an authorization for the base system equipment, installation, and five (5) years of maintenance and software agreement, plus the additional optional components. This project will utilize federal grant funding at a 100% match rate. Caristo introduced Bruce Green, a representative from Clever Devices, to answer questions about the ITS Contract. Odegaard made a motion to execute a contract with Clever Devices of Woodbury, NY in the amount of \$849,666 plus a 5% contingency. Cilimburg seconded the motion. The motion carried unanimously.

### **General Manager Employment Contract**

The General Manager's employment contract expired in February 2021. Dodson gave gratitude to Aldridge for his patience in the contract process and his hard work and leadership with MUTD. The proposed employment contract is for five (5) years. MacArthur recognized the difficult times MUTD experienced over the last year and the accomplishments and successes over the past three years, and expressed gratitude for Aldridge's leadership through the pandemic and the growth of the agency. MacArthur moved to approve the General Manager Personal Services contract. Goldman seconded the motion. The motion carried unanimously.

The meeting adjourned at 1:52 p.m.

Submitted by Ella See