



**Missoula Urban Transportation District
Planning Committee Meeting Minutes
July 22, 2021**

Draft

Members Present

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

Members Absent

Skye Borden

Staff

Corey Aldridge, General Manager
Mary Hanson, Director, Fin. & Admin.
Jennifer Sweten, Director, Operations
Vince Caristo, Planning & Capital Mgr.
Dan Stone, Transit Planner
Shanti Johnson, COMS
Mason Birgenheier, Admin Assist.

Guests

David Cotner, Attorney
Russ Kamura
Rick Kamura

Call to Order and Roll Call

Dodson called the meeting at 12:05 p.m. Roll call was taken at 12:08 p.m.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

Aldridge introduced the new staff at Mountain Line. Darrick McKinney, Heather Halter, Heidi Lutterman and Mason Birgenheier.

Hanson revisited the budget before the planning meeting and found the self-duplication error in the operating expense report. Hanson anticipates that the county finalizes their financial statement for the month of June soon. In August, the Department of Revenue will provide property tax report for the FY22.

Sweten reported there will be no change to the federal mask update and according to AFTA, there will be no change to the mask update and that it could be extended. Masks are required on the

buses and the transfer center through September 13. Since the federal mask mandate was put in place, Mountain Line has supplied over 6,000 masks. According to the Sweten, 68% percent of Mountain Line's employees have been fully vaccinated. Future class of operators will begin training on July 27, 2021.

New training periods will be occurring in August, September and November. Supervisor and dispatch training continues, training veteran operators trained on new equipment. Sweten did mention that there is a labor shortage, resulting in reduced service for routes 8 and 12 to 60-minute intervals. There will also be reduced service for Route 1 & 2 starting July 26 to 20-minute intervals. Transfer Center changes include new stripping, new artwork and landscaping. A new marketing campaign has been implemented to draw different demographics for potential new employees.

Caristo reported on four new buses that are expected to arrive this year. The New Flyer buses are experiencing supply chain issues. Two new buses are expected to arrive **next week**. The Gillig buses are expected to arrive in September. The electrical facility component, the charger, is scheduled to arrive in the middle of August. The bus stop masterplan project has been taken over by a new contractor that has finished concrete work on the four bus stops that were incomplete by the previous contractor.

Johnson presented report on the Spring Shift campaign. Engagement of the campaign was higher than expected and drew more ridership. Johnson also gave an update on the completed mural project at the Mountain Line Transfer Center. An official celebration for the project is scheduled for August 6. Talks of new recruitment tactics and new media placements to try and bring in more ridership.

Dodson stated that there needs to be a revisitation of the strategic plan, addressing conflicts between Mountain Line policies and the city's policies in regards to planning efforts. Dodson's concern is the expectations from the city and how that could conflict Mountain Line's strategic plan. Dodson would like to have more consistent open lines of communication with city officials.

Aldridge reminded the board that the Small Urban Network conference will be happening on August 11-13. 40 transit systems will be represented at the conference and invited the board to participate. The mayor is expected to visit and Andrea Davis will be the keynote speaker for Thursday.

Action Items

Planned Bus Stop at Russell & Howell

McCarthy motioned to direct staff to continue discussion with existing plans to construct the inbound bus stop at Russell & Howell. Davis seconded. The motion carried unanimously.

May 27, 2021 Minutes

Dodson made a motion to approve the minutes of May 27, 2021. Odegard seconded. The motion carried unanimously.

June 2021 Financials

Davis presented on the June 2021 financial statements. Cilimburg made a motion to approve the statements as presented. Odegaard seconded. The motion carried unanimously.

FY22 Proposed Budget

Hanson presented the FY22 proposed budget. Davis made a motion to approve the FY22 budget. Goldman seconded the motion. The motion carried unanimously.

Transfer Center & Headquarters Remodel

Caristo presented the project to the board, in the amount of \$545,000 with a 5% contingency. The project is to make improvements, both a remodel at the headquarters for various rooms, and a roof renovation at the downtown transfer center. McCarthy, Goldman and Davis expressed their concerns. Dodson made a motion to continue discussion of the remodel project on July 23, 2021. McCarthy seconded the motion. The motion carried unanimously.

Adjournment

The meeting adjourned at 2:05 PM

Submitted by Mason Birgenheier