



**Missoula Urban Transportation District
Planning Committee Meeting Minutes
August 26, 2021**

Final

Members Present

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

Members Absent

Don MacArthur

Staff

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

Guests

Kerri Levin

Call to Order and Roll Call

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

Discussion Items

General Managers Report

Caristo went over the electric bus procurements. Four more buses are expected to be delivered in early October. Both procurements from New Flyer and Gillig, have been delayed due to COVID-19, but production has begun. The new chargers are expected to arrive next week and should be operational by the beginning of October. The bus stop master plan project has received a settlement payment from Zurich North America. Staff worked in August to clean up and finish work at new bus stops. Clever Devices was on site the week of August 17 to add ITS systems on two newest electric Gillig buses that arrived earlier this year. A RFP for paratransit software was let. Several bids were received. Approval of a bid will be brought to the September board meeting. A remodel cost is occurring. The second floor will undergo a 'minimal build' that will preserve the existing conference room. The new facility project continues with DJ&A and the city to look at property options.

Hanson discussed that three additional pay outs for incentive longevity and safety to operators was completed in July. New staff are learning their roles and duties. CARES funds have been collected. A return of funds to the FTA is in progress due to the return of a check from the vendor on the Bus Stop Master Plan.

Sweten gave an update on the TSA mask mandate. The mandate has been extended through January 18, 2022. Due to the rising number of COVID-19 cases in Missoula County, employees are required to wear face mask in the headquarters. A new training class started this week and future classes are expected to start on September 20 and November 1 respectfully. Mountain Line is on track to be fully staffed for January 2022. Reduced services for route 8 and 12 will resume back to normal schedule on September 6. Mountain Line has continued to halt the Shuttle Van service and Out to Lunch Trolley.

Johnson spoke on recruitment, focusing on sustainability and benefits to attract more people to join Mountain Line's team. Community outreach for the recent First Friday celebration had a large turn out to observe the newly completed art installation at the downtown transfer center. The appearance at the Sunday Streets celebration also had a large turnout. There will be an additional appearance at this year's River City Roots Festival, showcasing our new electric buses. Upcoming marketing campaigns will focus on returning university students.

Aldridge added information about the CTAA Sun Conference and the great response from those that attended. The annual Safety Awards Banquet will not be taking place due to the rise of COVID-19 cases. The Infrastructure Package would be a benefit if land is secured for new facilities.

County Estimated Tax Revenue

Hanson presented the county estimates 9.7 million in tax revenue in FY22. The budget passed contains property tax revenue income of 10.1 million.

Ridership Numbers

Stone presented ridership numbers comparing trends from previous years. In April 2020, there was a 75% drop in ridership. Average weekday ridership is averaging at 3,000 since June of 2020 compared to around 6,000 pre COVID-19 measures. Total ridership has decreased 51% comparing FY19 and FY21. Fiscal Year-End Paratransit Ridership data shows a decrease of 19% comparing FY19 and FY21.

Action Items

Approve Minutes of July 22, 2021

Odegaard made a motion to approve the minutes of July 22, 2021, seconded by Cilimburg. The motion carried unanimously.

Approved Minutes of July 23, 2021

Cilimburg requested a change to her attendance at the meeting. Davis made a motion to approve the minutes of July 23, 2021, seconded by Goldman. The motion carried unanimously.

MUTD Diversity & Inclusion Strategic Plan

Johnson & Levin presented the strategic plan and talked about the importance of inclusion and acceptance of all peoples, and is comprised of representatives from all departments. The plan was officially adopted on August 14, 2021. Levin explained the importance of engaging the

workforce of Mountain, which would improve productivity, enhance problem solving, encourage innovation and increase employee satisfaction. Excellence, equity, and inclusion are the primary core values.

The plan includes a 5-year timeline that would continue a biannual survey of employees and community partners, send key staff to external trainings related to diversity and inclusion, and publishing an annual report on the data gathered. The expected outcomes for FY25 is to have Mountain Line recognized internally and externally as an agency committed to diversity and inclusion.

Cilimburg made a motion to adopt the Diversity & Inclusion Strategic Plan FY21 through FY25 for MUTD and Mountain Line, seconded by Odegaard. The motion carried unanimously.

TC Roof Contract

Stone discussed the importance of replacing the roof and its insulation at the downtown transfer center. The roof has not been replaced since it was originally installed in 2000. Over the last year, there has been significant leakage when it rains. Replacement of the roof will take place in late November and early part of December.

Odegaard made a motion to authorize the general manager to execute a contract with Metalworks of Montana in the amount of \$33,439, with a 5% contingency, to remove and replace the Transfer Center roof with the option of removing and replacing existing roof insulation, seconded by Davis. The motion carried unanimously.

Charging Reel Contract

Caristo emphasized the new set of chargers are needing to be installed to accommodate the expansion of electric buses fleet.

Cilimbug made a motion to authorize the general manager to execute a contract with Wabtec Corporation of Buffalo Grove, IL, in the amount of \$132,486, with a 5% contingency, to furnish six automated overhead cable reels, seconded by Goldman. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:23PM

Submitted by Mason Birgenheier