



**Missoula Urban Transportation District
Board Meeting Minutes
December 15, 2021**

Approved January 27, 2022

Members Present

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

Members Absent

Skye Borden

Staff

Corey Aldridge, General Manager
Mary Hanson, Director, Fin. & Admin.
Colin Woodrow, Planning Specialist
Dan Stone, Transit Planner
Jennifer Sweten, Director, Operations
Shanti Johnson, COMS
Jenni Martin, Admin Assistant

Call to Order and Roll Call 12:03 pm

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

Hanson gave an update on Finance and Administration. Projects include wage changes, staffing, and National Transit Database reporting. The audit was filed with the Federal Clearing House and the state of Montana. Heather is busy orienting a new class of four operators and two service people. Administration was busy moving to other offices and remotely for the remodel. Heidi and Mary are now working remotely and working through IT issues. Reserves have grown significantly and will be utilized to pay for the new buses arriving soon.

Sweten, Director of Operations, provided a Covid update. A mask requirement for all buses and facilities will continue until March 2022. We continue to offer masks to riders. 79% of employees are fully vaccinated but still seeing exposure and lost work. Regarding training and recruitment, the applicant pool is steadily increasing. A new class started December 13th. The next class is scheduled for January 10th and every six weeks thereafter. The quantity and quality of applicants have increased, and wages are the driving factor. There is still a shortage on the labor front. The

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staff was very appreciative of the wage increase. We are hoping to return to regular service at the end of January.

Woodrow gave an overview of ongoing projects, including the electric bus procurement, bus storage needs, electric bus charger infrastructure delays, and staff training facility space. The Transfer Center remodel is nearing completion. We await a CAD file for the second-floor remodel from A&E. The plan is to create six workstations on the second floor. The bike storage installed at MOAB is scheduled to be completed by March. Furniture needs are being compiled to prepare a request for proposal. Vendors anticipate furniture not being available until May due to supply chain issues. Memorial Day is the anticipated completion date for the remodel construction.

Johnson shared the successful recruitment of two service workers in a matter of days due to increased wages. Events covered this past month include Community Engagement, County Commissioners, Stuff the Bus during Can the Cats with over 2000 pounds of donated to the Food Bank, Reverse Parade of Lights, Quarterly Human Trafficking Task Force Meeting, and Mountain Line celebrating 44 years of service. Planned events for January are Clean Air month and Zero Fare Recognition for the last six months of partnership.

Aldridge shared there is an open board position due to Skye Borden resigning. The County Commissioners are interviewing applicants. Odegaard's new term will be renewed at the County Commissioners meeting on January 6th, 2022. The City was awarded the RAISE planning grant of \$850,000 for detailed planning of Transit Oriented Development (TOD) and Bus Rapid Transit (BRT) service on Brooks Street.

Board members discussed roll-out timeline, pay increase, NW Energy, Covid immunizations, and potential land parcels for a new facility.

Action Items

Minutes of November 18, 2021

Davis made a motion to approve the minutes of November 18, 2021, seconded by Goldman. The motion carried unanimously.

September 2021 Financials

Davis shared the Finance Committee reviewed the September financial statement. NTD reporting is the current priority for staff.

Odegaard made a motion to accept the September financial statements as presented, seconded by MacArthur. The motion carried unanimously.

Election of 2022 Board Officers and Committees

The slate of Officers and Committee members for 2022 was discussed. MacArthur made a motion to table and move the election of officers and committees to the January 2022 Board Meeting agenda, seconded by Odegaard. The motion carried unanimously.

2022 Meeting Schedule

Corey reviewed the proposed 2022 meeting schedule with the Board.

Cilimbung made a motion to approve the proposed 2022 meeting schedule, seconded by MacArthur. The motion carried unanimously.

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Petition into the MUTD- 44 Ranch Phase 12

Stone summarized the petition into the District. Davis made a motion to approve Resolution 21-12, to expand the boundaries of the Missoula Urban Transportation District to include 44 Ranch Phase 12, seconded by MacArthur. The motion carried unanimously.

Petition into the MUTD – O’Keefe ranch Estates

Stone summarized the petition into the District. Davis made a motion to approve Resolution 21-13, to expand the boundaries of the Missoula Urban Transportation District to include O’Keefe Ranch Estates, seconded by Odegaard. The motion carried unanimously.

Resolution to Approve – Linda Vista 19th

Stone summarized the petition into the District. Cilimburg made a motion to approve Resolution 21-14, to expand the boundaries of the Missoula Urban Transportation District to include Linda Vista 19th Supplement, Tract 3A of Certificate of Survey No. 6798, seconded by Odegaard. The motion carried unanimously.

Bus Engine Replacement

Sweten presented a request for an engine replacement. Goldman made a motion to approve the engine replacement for bus #426 not to exceed \$47,433 plus a 2% contingency, seconded by MacArthur. The motion carried unanimously.

Closed Session for employee matter

Adjournment

The meeting adjourned at 1:21 p.m.

Submitted by Jennifer Martin