



**Missoula Urban Transportation District
Board Meeting Minutes
February 24, 2022**

Approved 3/17/2022

Members Present

Jesse Dodson, Chair
Andrea Davis, Treasurer
Don MacArthur, Secretary
Anna-Margaret Goldman
Amy Cilimburg
Sebastian Strauss

Members Absent

Doug Odegaard, VC
Mary Hanson, DFA

Staff

Corey Aldridge, General Manager
Jennifer Sweten, Operations Director
Colin Woodrow, Planning Specialist
Dan Stone, Transit Planner
Shanti Johnson, COMS
Heidi Lutterman, Accountant
Jenni Martin, Admin Asst.
Ashley Rosas, Admin Asst.

Guests

Call to Order and Roll Call

Meeting called to order at 12:02 PM. Roll call was taken.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

For Operations, Sweten said masks are required on all buses through March 18th, 2022. Four new operators started class on February 22nd. The next class begins on April 4th and every six weeks after that. Our Operator labor pool is currently at 52, and we are returning to full services on March 7th. Maintenance Technician and Dispatcher recruitments are in progress. The new training center opened this week, and staff has been busy preparing for class. Thanks to the staff for setting up a great training facility. Operations will begin moving back to the first floor this week. The Transit Asset Management Plan has been updated. We are currently working with the Union on a memorandum of understanding (MOU) for seven-day service to begin on Sunday, July 10th, with 62-65 operators.

For Projects and Planning, Woodrow gave an overview of ongoing projects, including completing the electrification charging infrastructure, fleet analysis, bus stop improvement, remodel projects, and site feasibility. The commissioning of three ABB

chargers is ongoing, and troubleshooting continues. In coordination with CTE, fleet analysis is forthcoming following the installation of Viriciti datahubs. The analysis will prepare our scope for four more buses using awarded Low No funds. Bus Stop Improvement Project (BSIP) Phase I (bid opened February 22nd) received one submission and is being reviewed. The BSIP Phase II scope plans (signage on all routes except 1 & 2) are being finalized and managed by MUTD. The Shakespeare first-floor construction remodel, including the shop, is near completion. A new plan set for the second floor has been received and reviewed. We are coordinating with the general contractor and architect to reduce costs. Furniture procurement is being scoped and specced with a request for proposal (RFP) by mid-late March with a goal to be completed by Memorial Day. Parcel 11-7A has become option number one following a productive meeting with city leadership. After FTA approval, negotiations with owners will begin in April. Weekly meetings with city leaders have been productive. They will continue as we develop a binding letter of intent with contingencies. Stantec is creating three potential site plans that meet our operational priorities. Parcel 17 is option number two, and we will continue site evaluation plans as we exhaust all potentials. Additional parcels are being sought using the services of Shannon Hilliard with Ink Realty. Legal Counsel is being arranged with Bill VanCanagan at Datsopoulos, MacDonald & Lind, PC. The UDASH Subrecipient Agreement work is nearing completion with addendums to include documents that ensure ongoing compliance in the areas of maintenance and drug/alcohol reporting. The UDASH Partnership Agreement is being created to create a formal partnership and memorandum of understanding (MOU).

For Communications, Johnson provided an update on recruitment, community, and employee engagement. March 18 is National Transit Operator Appreciation Day. We intend to celebrate our entire operations team in a month-long "Thank You" campaign, with banner ads, social media, radio spots, e-newsletter, and mayoral proclamation. Johnson presented to ASUM Senate, Missoula in Motion, International Rescue Committee & Partners in Home Care.

Zero-Fare Partner recognition continues with social media and in the Missoulian.

Work continues with the Western Montana Fair staff on upcoming outreach. Since 2017, we have seen significant ridership increases during fair week. The average increase in ridership is 369%.

Action Items

Minutes of January 27, 2022

MacArthur made a motion to approve the minutes of January 27, 2022, seconded by Cilimburg. The motion carried unanimously.

FFY2023 Community Coordination Plan and MDT Grant Application

A public hearing was conducted, receiving no comments. MacArthur made a motion to approve the FFY2023 Community Coordination Plan and MDT Grant Application, seconded by Goldman. The motion carried unanimously.

Executive Session for Personnel Matter 1:21 PM

Adjournment

The meeting adjourned at 2:00 PM.

Submitted by Jenni Martin