



**Missoula Urban Transportation District  
Board Meeting Minutes  
January 27, 2022**

*Approved 2/24/2022*

**Members Present**

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

**Members Absent**

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, Director, Fin. & Admin.  
Colin Woodrow, Planning Specialist  
Dan Stone, Transit Planner  
Shanti Johnson, COMS  
Jenni Martin, Admin Assist  
Jason Blodgett, IT Specialist

**Guests**

**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 Human Resources onboarding and recruiting. Payroll has been working on sending out W-2's by the end of the month and continues to process payroll bi-weekly and calculate incentive awards. NTD (National Transit Database) Reports are complete. Quarterly and Year-End reporting is near completion. Grant reimbursement requests were filed for four new buses. Administrative staff will begin records re-organization.

Sweten, Director of Operations, provided a Covid update including mask requirements, vaccinations, exposure, and lost work. Regarding recruitment and training, the applicant pool continues to increase steadily. A new operator class started on January 10<sup>th</sup>, the next class begins on February 22<sup>nd</sup>, with every six weeks thereafter. The goal is to employ enough drivers to safely return to regular service in March. The plan is to roll out expanded service in July with 63 operators. The Electrical infrastructure project is proceeding. We currently have twelve electric buses on the property, ten in service, and eight are equipped with Clever Device hardware. Work has started on the FY23

Coordination Plan. Sweten presented to ZEBRA (Zero Emission Bus Resource Alliance), a professional transit association focused on zero-emission bus technology. The Transfer Center Office is now re-opened.

Woodrow gave an overview of ongoing projects, including the Electrical Facility Upgrade. The Northwest Energy service enhancement is complete. Charging reel delivery is delayed until May or June as we continue to look for an interim solution. Phase 1 & 2 of the Brooks Street Master Plan (BSMP) were reviewed. A suitable training facility has been located at the Gordon Building at 2291 West Broadway. The plan is to relocate before the next training class on February 22<sup>nd</sup>. The Transfer Center Office remodel is complete and fully operational. The MOAB first floor remodel and shop stairs should be finished by February 21<sup>st</sup>.

Johnson provided an update on a recruitment campaign running from January 19<sup>th</sup> through February 15<sup>th</sup>. Community engagements events include celebrating Mountain Line's 44<sup>th</sup> anniversary by riding the buses, connecting with riders, and answering questions. In celebration of Clean Air Month, a series of banners are hanging on the Bear Tracks bridge to recognize our Zero-Fare Partners.

Aldridge shared that the new fixed-route electric buses are not currently accepting ads and suggested using the white Paratransit buses for advertising. Staff has worked hard on the Federal Transit Administration funding and grant qualifications.

Board members discussed bus reimbursement requests, finance, covid requirements, building sites, and bus ad revenue.

## **Action Items**

### **Minutes of December 15, 2021**

Odegaard made a motion to approve the minutes of December 15, 2021, seconded by Cilimburg. The motion carried unanimously.

### **November 2021 Financials**

Davis presented the November 2021 Financials. Reserves are fully funded. Davis reviewed the statements and shared changes are due to bus purchases and the need to purchase a bus lift and washer. Operations are down due to labor shortages. The auditor's year-end adjusted entries have created a need for budget adjustments. Discussion followed. Davis made a motion to accept and approve the November 2021 Financials, seconded by Odegaard. The motion carried unanimously.

### **Election of 2022 Board Officers and Committees**

Odegaard made a motion to approve the 2022 Slate of Officers, seconded by MacArthur. The motion carried unanimously. (See Appendix A)

### **Leasing of Training Facility**

Woodrow presented a request to lease property at 2291 West Broadway, Suite 3, Missoula, MT, for an Operator Training Facility. MacArthur made a motion to authorize the General Manager to sign a five (5)-year lease agreement with Gordon Properties, LLC., seconded by Cilimburg. The motion carried unanimously.

### **Purchase of 12 Onboard Communications Screens**

Johnson presented a request to purchase onboard digital media screens with software. MacArthur made a motion to approve authorizing the General Manager to sign a contract and purchase twelve (12) onboard digital media screens with software from Digi-VUE Advertising for \$32,580, seconded by Goldman. The motion carried unanimously.

**Adjournment**

The meeting adjourned at 1:43 pm.

Submitted by Jenni Martin

## Appendix A

### **Missoula Urban Transportation District 2022 Officers & Committee**

#### Board Officers

Chair: Jesse Dodson  
Vice-Chair: Doug Odegaard  
Treasurer: Andrea Davis  
Secretary: Don MacArthur

#### Executive Committee

Jesse Dodson, Chair  
Doug Odegaard, Vice-Chair  
Amy Cilimburg, Past Chair

#### Planning Committee

Don MacArthur, Chair  
Jesse Dodson  
Amy Cilimburg

#### Finance Committee

Andrea Davis, Treasurer  
Anna-Margaret Goldman  
Sebastian Strauss

#### Transportation Policy Coordinator Committee Representative

Don MacArthur

#### Specialized Transportation Advisory Committee Representative

Anna-Margaret Goldman