



**Missoula Urban Transportation District  
Board Meeting Minutes  
March 17, 2022**

*Approved 4/28/2022*

**Members Present**

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

**Members Absent**

Doug Odegaard, VC  
Don MacArthur, Secretary  
Colin Woodrow, Planning  
Specialist

**Staff**

Corey Aldridge, General Manager  
Mary Hanson, DFA  
Jennifer Sweten, Operations Director  
Dan Stone, Transit Planner  
Shanti Johnson, COMS  
Heidi Lutterman, Accountant  
Ashley Rosas, Admin Assist

**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**

For Finance and Administration, Hanson reported Human Resources is working to fill the April training class. We have 91 employees with 52 operators. Currently Recruiting for Maintenance Technician. Ashley Rosas is settling in with processes and procedures in place at Mountain Line. Jasmine continues paying increased numbers of employees and vendors. Heidi is completing February month end and tracking assets for tagging and depreciation records. Mary continues grant applications, while also working with Heather to update policies, and starting budget discussions with staff for FY2023. A huge "Thank You" to the A Team (Admin) for dismantling the general office area last Friday for the commencement of the upstairs remodel.

Sweten, Director of Operations, provided a Covid update. Masks requirement on all busses extended until April 18, 2022. Seventy five percent of employees have been fully vaccinated with lessened employee exposure and lost work. There are currently four employees in

training and a new operator class begins on April 4<sup>th</sup>. Reduced service ended on March 7<sup>th</sup>. Recruiting for Maintenance Technician and Interviewing for Dispatcher will lead to Operations being fully staffed for extended service in July. The new Training Center has been well received. Operations is back on the 1<sup>st</sup> floor. The Coordination Grant Application has been submitted to MDT. Stephane Gariepy was appointed Chief Safety Officer. Operations is working with Union on MOU for 7-day service.

Aldridge spoke on behalf of Woodrow and provided an update on Electrification and Bus & Bus Facilities. Updates on fleet Analysis and Charging Infrastructure. Discussed upcoming Grant opportunities for electrification. Aldridge also updated the Board on renovations. First floor remodel has completed. Remaining work includes second floor, bike station and TC delivery door. After having the Board's recommendation from Planning Committee, Aldridge stated that the District has decided to simplify the scope of the BSIP with plans of doing some work in-house. We will release an RFP for Phase II at the end of the month. Sign installations are expected to begin this spring. NOFO for Bus and Bus Facilities Grant was released with a deadline of May 31. A process overview was mentioned pertaining to the New Facilities Master Plan, which is largely due to Woodrow's dedication and hard work into seeing this project materialize. There continues to be work on Subrecipient Agreements between UDASH and Mountain Line.

Johnson gave update on Transit Operator Appreciation Day, as well as Operations Campaign and other Outreach highlights. Coming up in April are the April Spring Shift Campaign, and the celebration of Zero-Fare Partners on April 19.

Aldridge updated the board on his recent visit with legislatures and committees in Washington, D.C. He met with Build America Bureau, an affiliate of USDOT and discussed Loan program which assists agencies in acquiring funding resources for planned projects. Aldridge also met with Director of CTAA. Aldridge was also elected to serve on Board of Directors for the Bus Coalition. Productive meetings were had with Senator Daines and Senator Tester's Offices. Both supportive and interested in assisting with letters for any Grant opportunities. During the Legislative Conference, discussions took place of the Transportation Package and what that looks like for the future of Transit.

## **Action Items**

### **Minutes of February 24, 2022**

Cilimburg made a motion to approve the minutes of February 24, 2022, seconded by Strauss. The motion carried unanimously.

### **January 2022 Financials**

Hanson went over the Financial Statements for January 2022. All reserves are fully funded and targets are being met. Facilities Capital Project is fully funded at the five (7) year reserve of \$8,047,664. Fleet Replacement Reserve is fully funded at the seven (7) year reserve of \$3,641,829. Unrestricted Net Position is 1,650,943.

Total Operating Revenue is 23.8% less than budget and total expenses are 26.17% less than budget. Davis made a motion to accept the January 2022 financials as presented, seconded by Strauss. The motion carried unanimously.

### **FY2022 Budget Amendment**

A recommendation was made by Hanson to approve year-to date budget amendment of decreased revenue. When the budget was built in the spring of 2021, we erred when compiling the anticipated revenues for FY2022. The accrual method is the selected basis of accounting for revenues and expenses for MUTD. For the last two quarters of FY2022, all financial statements will reflect this revenue reduction and corresponding year-to-date budget comparatives. Financial Impact: Reduce the annual budget revenue by (\$1,982,858) for the remainder of the fiscal year 2022. Davis made a motion to approve the year-to-date budget, seconded by Strauss. The motion carried unanimously.

### **Facility Master Planning Contract – Amendment 3**

A recommendation was made to authorize the General Manager to sign a contract amendment extending the contractual services with DJ&A in the amount of \$139,300. Mountain Line can apply for \$37 million of Bus & Bus Facilities Grant funds for our new facility with an application deadline of May 31<sup>st</sup>. To assist in that process, Mountain Line is seeking a continuation of our contractual work with DJ&A who was procured as part of our original Facility Master Planning team. Work identified in this amendment works towards the grant application deadline and includes land procurement, master planning and design, funding, and grant writing. DJ&A assists with project management, coordinates our design work with Stantec, and support the development of a competitive application. Cilimburg made a motion to authorize the General Manager to sign a contract amendment, expanding the contractual services with DJ&A in the amount of 139,300, seconded by Strauss. The motion carried unanimously.

**Executive Session for Personnel Matter 12:54 pm**

### **Adjournment**

The meeting adjourned at 1:37pm.  
Submitted by Ashley Rosas