



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
April 28, 2022**

Approved May 26, 2022

Members Present

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

Members Absent

Staff

Corey Aldridge, General Manager
Mary Hanson, Director of Finance
Jennifer Sweten, Director of Ops.
Shanti Johnson, Comm Outreach
Colin Woodrow, Project Manager
Dan Stone, Transit Planner
Heather Halter, HR Manager
Heidi Lutterman, AR
Ashley Rosas, Admin Asst

Guests

Jordan Hess, UM

Call to Order and Roll Call

Dodson 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 Manager's Report

Hanson reported that the payroll roster is at 96 employees. The Federal 941 and State Unemployment first quarter and incentive calculations for safety and attendance have been completed. March month-end financials have been completed. Asset tagging and depreciation tracking continue. Montana Department of Transportation (MDT) and Unified Planning Work Program (UPWP) quarterly reporting has nearly completed for the first quarter. The COVID grant application was amended for the third time and submitted for federal reimbursement requests for several grants. Policy update work has begun and will continue for the upcoming Federal Transit Administration (FTA) triennial update. Budget meetings with staff for FY2023 are ongoing.

Sweten gave an update for Operations. Masks are no longer required due to a court order. Supervisors are being sent to training, and Maintenance Techs had four days of training on New Flyer electric buses. Currently, five operators are in training, with the next class starting May 16

and every six weeks after that. Tyler Condon was promoted to Dispatcher. Mountain Line is working with Union on MOU/ service scheduling for 7-day service.

Woodrow gave an update on Projects and Planning. The transition to Via Paratransit software took place this week with much success. The Information Technology Systems (ITS) hardware with Clever Devices will see installation starting next week, along with ChargePoint installations and training. MUTD is partnering with CTE to submit an application for the Low or No Emission grant program, closing on May 31. Renovations continue at the Maintenance, Operations, and Administration Building (MOAB). Forthcoming is ceiling tile, cabinets, flooring, electric, and conference room. The timeline of completion is by the end of May. Procurements are prioritized into three groups. NOFO for Bus and Bus Facilities grant was released for \$372M with a deadline of May 31. Process and overview include land procurement for Rodgers Parcel 11 and Parcel 7A, planning and design, and funding and application. Staff continues to work on the UDASH Partnership Agreement. Mountain Line is building a more formal partnership agreement through a Memorandum of Understanding (MOU) that summarizes intentions to collaborate across various areas of both organizations. This agreement will be executed with the Board's approval, and the University to be included in the B&BF grant application.

Johnson gave an overview of updates for Communications, Outreach, and Marketing. Spring Shift Campaign has been taking place with its month-long sustainability "Challenges". These include Earth week "Route Race" and family-friendly "Scavenger Hunt" with community partners and prize sponsors. Other highlights included the Zero-Fare Partner Recognition event, Earth Week tabling at UM and MUD, Collaboration with Bozeman, and Intercity transit from Olympia, Washington. The internal communications platform Blink was launched. The first in-bus screens were recently installed. See Say Now ELERTS technology went public for the first phase. ML hosted County Commissioners for a quarterly check-in, focused on the growth of Paratransit and the need for a new facility.

Halter gave an update on Administration. HR is working to fill May 16 training class. Currently, 6 of 8 seats are filled. The paratransit coordinator position has been posted. Open enrollment for benefits begins in May. Social Committee has been formed and is taking on social activities for the employees. The Diversity and Inclusion Committee has started off the year with action items.

Fiscal Year 2023-2045 Proforma Presentation

Hanson presented the Fiscal Year 2023-2045 Proforma Presentation to the Board. The proforma forecasts expenses and reserve allocations while doing business as usual. Conversation ensued, and suggestions of additional information and comparatives were given. The Planning Committee will be reviewing it in further detail.

Action Items

Minutes of March 17, 2022

Goldman made a motion to approve the minutes of March 17, 2022, seconded by Cilimburg. The motion carried unanimously.

March 2022 Financial Statements

Hanson gave an overview of the March 2022 Financial Statements. The reserve accounts are fully funded based on the Board Reserve Policy. The Fleet Replacement Reserve is at the target level of seven years at \$3,662,371. The Facilities Capital Project Reserve is funded at the seven-year reserve of \$8,127,664. The Operating Reserve is funded at \$4,709,659. The Unrestricted Net Position is \$1,910,205.

The March 2022 financial statements show a change in net position after reserve contributions and capital reimbursement of \$79,559 compared to FY2021 of \$1,358,178. Operating Revenue is 24.33% less than the budgeted, and total expenses are 25.12% lower than budgeted.

Odegaard made a motion for the Board to receive the October 2019 Financial Statements, seconded by MacArthur. The motion carried unanimously.

Missoula in Motion Match Request

Aldridge recommended approving a match request of \$8,000 for Missoula in Motion (MIM). Funding for MIM is primarily through the Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. The funds contributed to MIM by MUTD are used as local match. The funds are designated for programs and activities to help communities attain the National Ambient Air Quality Standards. This funding request is included in the FY2022 budget.

Dodson made a motion to approve a match request of \$8,000 for Missoula in Motion, seconded by Odegaard. The motion carried unanimously.

District-Wide Mailing ahead of service expansions

Johnson presented a recommendation to approve the printing and mailing of educational postcards about upcoming service expansions to all households in the Missoula Urban Transportation District, in the amount of \$29,345, plus a 3% contingency. In 2020, Mountain Line mailed an educational postcard about the mill levy initiative to each person in the MUTD. Voters approved the mill levy during the November 2020 election. The proposed mailing in June 2022 will complete voter education by informing all district members that the service they approved in 2020 will be on the road this July.

Cilimburg made a motion to approve the printing and mailing of educational postcards about upcoming service expansion to all households in MUTD, in the amount of \$29,345, plus a 3% contingency, seconded by Odegaard. The motion carried unanimously.

Disposal of buses 309, 310

Sweten recommended the disposal of buses 309 and 310, which have reached the end of their useful life. Both buses are 2007 Gillig high-floor Phantoms; both having reached a life of 15 years and 476,000 miles. They have been removed from service for mechanical reasons. It would not be financially prudent to repair at this stage.

Staff cannot estimate the value of these vehicles and is seeking approval to dispose of one vehicle at auction; if not sold at auction, it will be sold for scrap. The second vehicle will be donated to local First Responders for training purposes.

Dodson made a motion to approve authorization of the General Manager to dispose of vehicles 309 and 310, seconded by MacArthur. The motion carried unanimously.

Executive Session for Personnel Matter (1:32)

Adjournment

The meeting adjourned at 2:00 p.m.

Submitted by Ashley Rosas