



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
June 23, 2022**

*Approved August 25, 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, Staff Acct.  
Megan Clifford, Admin Asst

**Guests**

None

**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 the Agenda**

None

**Public Comment on Items Not on the Agenda**

None

**Discussion Items:**

**General Manager's Report**

Hanson reports that the payroll roster is at 98 employees. Jasmine continues to complete payroll and vendor payment requests. She compiled the new wages and updated the payroll template for the new fiscal year budget. The union payroll audit requests have continued for the past three years, and Jasmine provides information. Jasmine is prepping for the additional five payouts in July per the union contracts. Heidi completed April and May month-end financials. She continues to work with Jason and updates the year-end fixed asset schedule. She completes the accounts receivable and works with vendors on warranty invoices. Mary attended the Montana Transit Conference in Billings last week. Hanson met with some Federal Transit Administration (FTA) Region 8 staff and learned that all COVID grant funds are being reviewed. Part of their staff is busy reviewing all grant applications received. She continues to work with the Region 8 staff, attempting to get two grant applications approved in June or July. Mary has been categorizing requests for the new budget and summarizing total costs

Sweten discussed operations, reporting that Mountain Line currently has 59 operators. Training and recruitment will continue, and Sweten is confident in the numbers for rolling out 7-day service. Another

training started on June 27. Operations hosted the Transportation Safety Institute Instructors Course for Transit Trainers with students from around the country, including four from Montana. All 12 electric buses are in service, and Saturday service is exclusively electric. Sweten attended Montana Transit Association (MTA) Conference in Billings. The association's focus will move toward using RTAP funding to provide and promote training for all providers. She was elected secretary for the Montana Transportation Association.

Woodrow gave an overview of ongoing projects. Clever Devices installed the ITS systems on all fixed-route buses, and Dan led the way through this project. Data hubs were fully installed on our electric buses, allowing us to run diagnostics and track the buses. By August, Woodrow said we plan to place an order for the four battery electric buses (BEB) awarded in last year's Low or No Emission grant funding. A contract with CTE is being developed to provide fleet analyses, giving us a better understanding of the full range of options available as we transition to fully electric. The UDASH partnership agreement is in the works. The next steps are agreeing to terms on co-location and timeline. Renovation at Shakespeare is nearly complete. However, the completion of the fire suppression is holding it up. There is a funding shortage due to the significant cost increase of the buses. We are seeking CMAQ funds to help bridge the gap in funding.

Johnson reported that the Transit mobile app launch was successful. Over the last month, she participated in multiple community events, such as the Human Trafficking Task Force meeting, which resulted in collaboration utilizing our onboard bus screens. New signs for routes 3, 5 & 11 have been installed. A sign installation for the airport terminal and an airport-specific landing page on our website for visitors was completed. We had a successful meeting with UDASH to plan for the river recreation shuttle. Upcoming radio spots, interior & exterior ads, banner placements on Missoulian and Missoula Current, and postcards are set to be delivered between June 22 and 23.

Halter gave an update on Human Resources, reporting that five or six new employees will join the training, which started on June 27. She announced that there would be an upcoming diversity and inclusion meeting. Ashley Rosas will move to operations, and Halter is searching for a new administrative assistant.

## **Action Items**

### **Minutes of June 23, 2022**

Cilimborg made a motion to approve the minutes of May 26, 2022, after amendment, seconded by Odegaard. The motion carried unanimously.

### **May 2022 Financial Statements**

Hanson reported that all reserves are fully funded, and expenses are lower than budgeted. Fiscal year-end numbers are expected in November when the audit is completed. Amy Cilimborg made a motion to approve the May 2022 financial statements, seconded by Doug Odegaard. The motion carried unanimously.

### **FFY2023 Budget Proposal**

Hanson presented the fiscal year 2023 draft budget to the Board. The budget reflects the nearly 30% service increase beginning on July 10. In addition, wages were increased outside the contract in November 2021. The staffing increase to 103 and planned projects contributes to the budget increase over 2020. Dodson made a motion to adopt the fiscal year 2023 budget, seconded by Cilimborg. The motion carried unanimously.

### **Resolution 22-02 Capital Facility Reserve**

Hanson presented a resolution to commit \$10 million in capital facility reserve funds as a local match to any federal funds awarded to MUTD. Dodson and Davis requested that some changes be made before moving forward. Dodson made a motion to table the agenda item until the next board meeting, seconded by MacArthur. The motion carried unanimously.

## **FY23 Branding and Marketing Budget**

Johnson provided the board with background on the previous contracts for branding and marketing. MUTD has worked with Windfall since 2015. The current contract expires on June 30, 2022. Staff has been pleased with the quality of work received by Windfall and would like to continue the relationship. Therefore, Staff recommends engaging in a new, two-year contract with Windfall, Inc., from July 1, 2022, through June 30, 2024. The contracted amount for each year will be negotiated annually based on the anticipated work needed, not to exceed \$90,000 annually. This contract is recommended on a sole-source basis for the continued development of highly specialized programs wherein an award to another contractor would result in substantial duplication of costs. Strauss made a motion to authorize the General Manager to execute a 2-year contract with Windfall, Inc., of Missoula, Montana, for branding and marketing services, not to exceed \$90,000 annually, seconded by Cilimburg. The motion carried unanimously.

## **Disposal of Buses 306 and 308**

Sweten stated that both buses are 2007 Gillig high-floor Phantoms that have reached the end of their useful life, being 15 years old and over 476,000 miles. The buses have been removed from service for mechanical issues and are not worth repairing. One bus will be auctioned, and the other will be donated to the Montana Drive Course in Lewistown for training purposes. Odegaard made a motion to authorize the General Manager to dispose of vehicles 306 and 308, which have reached the end of their useful life, seconded by Davis. The motion carried unanimously.

## **Facility Master Planning Contract – Amendment 4**

Woodrow said MUTD has been working with DJ&A since 2018 on facility master planning. This amendment includes land procurement and preparing for construction. Mountain Line has applied for \$40 million of FTA Grant funds for a new facility with an award announcement date in mid-August. There was a discussion regarding the need for DJ&A before land acquisition. MacArthur made a motion to authorize the general manager to sign a contract amendment extending the contractual services with DJ&A in the amount of \$63,000, seconded by Davis. The motion carried unanimously.

## **Proposal For Financial Auditing Services**

Woodrow said two public notices were released in the local newspaper, and four Montana-based accounting firms were specifically made aware of the opportunity. As a result, the original deadline for submissions was extended by one week. One responsive bid was received by the deadline from JCCS, P.C of Kalispell, MT. The price requested by JCCS is greater than we have previously paid. Still, it is within the range of prices obtained from competitive processes for financial auditing services that were conducted in 2011 and 2016. Odegaard made a motion to authorize the General Manager to sign a three-year contract with JCCS for financial auditing services, seconded by Goldman. The motion carried unanimously.

## **5.9 Facility Location updates**

Woodrow updated the board about the Rodgers and Doherty properties. Negotiations have begun for the Rodgers property. Three of the property owners are interested in selling and have asked for \$50,000 to hold the property. The 4<sup>th</sup> owner will be offered \$10,000. The first general information notice for the Rodgers location will go out the last week of June. A Cadex was submitted for the Doherty property but tracts 1, 2 and 3 are now under contract by another developer. The hope is to reach out to the new developers and purchase the acreage needed from tracts 1, 2, or 3. Tract 4 is 18 acres and is still available. The pros and cons of each property were discussed, and the conversation will continue.

## **Adjournment**

The meeting adjourned at 2:01 p.m.

Submitted by Megan Clifford