



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
September 22, 2022**

Approved November 17, 2022

Members Present

Doug Odegaard, VC
Don MacArthur, Secretary
Jesse Dodson, Chair
Anne-Margaret Goldman

Members Absent

Andrea Davis, Treasurer
Amy Cilimburg
Sebastian Strauss

Staff

Corey Aldridge, General Manager
Mary Hanson, Director of Finance
Jennifer Sweten, Director of Ops.
Shanti Devins, Comm Manager
Dan Stone, Transit Planner
Heather Halter, HR Manager
Heidi Lutterman, Staff Accountant
Michele Erickson, Recorder

Guests

None.

Call to Order and Roll Call

Dodson called the meeting to order at 12:05 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 (12:07 PM)

Hanson reported that payroll has been updated for 102 employees and fringe benefits, and the process has been documented. Vendors are being paid and currently reviewing 1099 files for year-end, along with payroll liability and preparing additional audit schedules. Set up month-end journals for a new fiscal year, and the July journal entries have been completed. Several year-end federal reimbursements and adjustments to include in the audit schedule have been completed. And several audit schedules have been prepared. We received results from the Union Pension audit covering the past four years, which resulted in a slight overpayment. A CARES audit is nearing completion of a federal payment from April 2021 for slightly over \$2 million. The local auditors, JCCS, were on site Thursday, September 25, for the agency's annual audit. Multiple schedules were required for review. A meeting with MRA occurred regarding the RAISE grant they received and the reimbursement process that will be utilized as they become our second sub-recipient of an FTA grant. SAMS annual registration was completed, and the Financial Policy has been updated.

Sweten reported on operations. Mountain Line currently employs 58 bus operators, with 5 in training. The next operator training class will begin in October, which will be the final training class of this year. The service expansion is going well, with staffing estimates seeming to be accurate. Labor Day was the first federal holiday that Mountain Line had operated under the new expanded schedule; on that day, buses ran on a Sunday schedule. The New Flyer buses pulled from service out of extreme caution to respond to a high-temperature battery light are all back in service. Sweten attended the Washington State Transit Association Conference in Spokane, Washington. Following that, Mountain Line hosted the Wave Charging representatives, who came to look over the bus charging stations. They're a company that does opportunity charging. The company is looking to use conductive charging stations to extend the range of electric transit. Nothing is in the works now, but it is something to keep in mind for the future. The Annual Safety Banquet was last weekend. The first one was held in person in the last three years. There was much positive feedback from employees. Devins and Sweten attended quarterly Human Trafficking Task Force and the At-Risk Housing Coalition meetings. There were many guest speakers from all around the country. Sweten also attended the Montana Transit Association and transportation bus rodeo, where Mountain Line was represented by two employees, Brian Ursery and Scottie Nelson. Brian Ursery was given the Carey Pope Award for Transit Comradery and Sportsmanship. Mountain Line was also represented at Missoula's Electrify the Sky event. The attendants were very pleased with Mountain Line's technology. Sweten and Halter are attending the Drug and Alcohol Training with the FTA.

Devins provided an update on communications and marketing. We had a successful tabling event at the River City Roots festival. Mountain Line is also a part of the sustainability sponsorship of the River City Roots festival for the last couple of years. They also brought a bus to the Family Roots festival. Devins also tabled at the University with UDASH during the first week of school. UDASH is using the Transit App now, making it more of a single source for public transportation trip planning in Missoula. The students and non-students should benefit from being able to move seamlessly between the two systems. Mountain Line hosted Commissioner Slotnick for a quarterly check-in. Devins commented on the need to have a stronger connection with the County to be aware of its plans and communicate Mountain Line needs. Devins used the opportunity to show the Commissioner around our current facility to illustrate the need for changes to serve the community better. Devins sits on the At-Risk Housing Coalition, building on the relationship between sustainable, reliable transportation with affordable housing in Missoula. Devins tabled at the Clean Energy Expo hosted by Climate Smart Missoula and at the Sunday Street partnered with Homeword, bringing the need for the connection between clean energy and transportation again. Devins also noted tabling at Holiday Grizzly Peak now that the COVID restrictions had been lifted. Currently, there is a bus stop two blocks away, and Mountain Line provides Paratransit service to those who live within that community. This outreach educated potential and current riders, and Devins was met with positive feedback about current services. Devins is making short-form videos on how to ride, which will be posted on the Mountain Line website. These videos will provide a 'How To' use the Transit App and remind riders about other potential tools on how to ride the bus. Devins also cited upcoming outreach at the UM Homecoming and Safe Kids Fair. The Missoula Aging Class: Strong Active Seniors class is canceled.

Halter reported that Mountain Line is currently hiring candidates for the class beginning October 17, which will be the last hiring class for 2022. We hired a new Administrative Assistant, Michele Erickson. We hired five new drivers who have all passed their written exams and are preparing for their driving tests. We have 63 drivers with a goal to bring on eight more this year. Halter will be attending the Career fair on September 27 and working on APTA Diversity, Equity &

Inclusion – racial equity pilot program, Violence and Compensation policies – for review. Halter is also attending Drug & Alcohol training on September 22-23 and prepping policies for the triannual audit.

Aldridge said there is no report on projects and planning this month as Woodrow is on paternity leave. Aldridge reported that Mountain Line is still searching for property and are still waiting for final clearance from the Federal Transit Administration. An appraisal was done on the property but was not reviewed yet. He also attended the Zero Emission Bus Conference and ETUG, a group created by the U.S. Department of Energy and the National Renewable Energy Lab. Aldridge was able to present at both conferences. Our adoption of zero emissions has made Missoula an exciting case for other groups to hear about. There was much collaboration on the bus types and the grid system used. Property and space would be needed for Mountain Line to use hydrogen-fuel vehicles. Aldridge talked about the RAISE grant through MRA for \$900,000, which goes through the Federal Transit Administration. The grant explores the redevelopment of Brooks Street, including bus transit for Brooks Street. Mountain Line is a direct recipient and must manage the grant.

Action Items

Minutes of August 25, 2022

Odegaard made a motion to approve the minutes of August 25, 2022, seconded by MacArthur. The motion carried 5 to 1, with Dodson abstaining from voting due to lack of attendance at the previous meeting.

July 2022 Financial Statements

Hanson reported that year-end transfers were completed to the reserve accounts. The Facilities Capital Project reserve has a year-end balance of \$10 million. The Fleet Replacement and Operating reserve accounts have a balance of \$5 million each. Expenses for the year were lower than budget by 21%. Seven-day service was budgeted for half a year but not implemented until July 2022. Capital procurements are being carried over fiscal year-end numbers are expected in November when the audit is complete.

Dodson motioned to approve the July 2022 financial statements, seconded by Odegaard. The motion carried unanimously.

Resolution 22-02 Commit Match Funds

Adopt Resolution 22-02, committing up to \$10 million from the Capital Facility Reserve account for costs associated with building a new facility.

Since 2019, monthly contributions have been dedicated to a facility reserve to amass a down payment for a new facility. MUTD is actively seeking funding to build a new facility. The anticipated project total is \$50 million.

Dodson motioned to approve Resolution 22-02, seconded by MacArthur. The motion carried unanimously.

MUTD Procurement Procedures Manual Update

MUTD's Procurement Procedures Manual was revised entirely in February 2018 and has been amended twice. It was last amended by the Board of Directors in September 2019. Since then, staff and the Board have enacted two policy changes that necessitate the proposed amendment.

The first amendment increases the threshold above which purchase orders signed by the General Manager is required to execute purchases from \$500 to \$5,000. Purchase orders are a form of contract, which MUTD also uses as an internal fiscal management tool. The Procurement Procedures Manual gives the General Manager authority to execute contracts up to an established threshold but also specifically identifies procedures surrounding purchase orders. As such, this change was enacted by an internal policy in December 2019 and needs to be amended into the Procurement Procedures Manual.

The second amendment increases the General Manager's authorization threshold for purchases or contract execution from \$15,000 to \$25,000. This policy change was approved by the Board of Directors at their May 27, 2021, meeting and has been in practice since that time. The proposed motion will explicitly amend this policy into the Procurement Procedures Manual.

Dodson motioned to approve MUTD's Procurement Procedures Manual as amended. The motion was seconded by MacArthur and carried unanimously.

Procurement of Paratransit Vans

Authorize the General Manager to execute a contract to purchase four (4) Diverge 350EL accessible vans from Davey Coach Sales Inc. for \$454,048.00 plus a 3% contingency.

Due to ongoing supply chain issues for accessible vans and cutaways, we still have not received our 2021 or 2022 allotted vehicles from MDT. These vehicles will not be available as ordered until 2025 at the soonest, according to the manufacturers. The costs are also expected to be 50% higher than budgeted. For these reasons, we have reached an agreement with MDT to reassign the funds for a new type of accessible vehicle that will be available for a 2023 delivery and will be able to replace both mini-vans and cutaways for most of our para service. This platform is also expected to be available in a longer-range battery electric option within two years.

Financial Impact: These vehicles will be purchased using the current MDT contract. \$104,296.96 will be reimbursed from MDT, and the balance will be paid from the Fleet Replacement Reserves.

Dodson motioned to approve Procurement of Paratransit Vans, seconded by Odegaard. The motion carried unanimously.

Procurement of Four (4) 35-Foot Gillig Battery Electric Buses

Approve the purchase of four (4) 35-foot battery electric buses from Gillig, Inc. of Livermore, CA, for a total contract price of \$4,708,920, plus a 2% contingency to be delivered in 2025.

In June 2020, MUTD was awarded a \$3.66 million grant from FTA's Low or No Emission Grant program to purchase four (4) battery electric buses and associated infrastructure. Following the completion of this grant, MUTD will have sixteen (16) battery electric buses in service, representing 55% of our fixed route fleet.

MUTD currently operates four (4) battery electric transit buses made by Gillig. Part of

this grant included a study by CTE to determine the best bus for us to purchase based on our real-world data from our current 12 buses and three manufacturers. The study also looked at:

- potential battery sizes and expected range
- dependability
- driver and technician reports and preferences
- experienced customer service from the OEM

This procurement utilizes a state purchasing contract from the State of Washington, RFP # 06719-01. Staff review of the procurement documentation concluded that it meets all FTA requirements. The local match requirement (15%) is included in reserve funds for bus purchases.

Dodson motioned to approve the Procurement of Four (4) 35-foot Gillig battery electric buses, seconded by MacArthur. The motion carried unanimously.

Purchase of a Bus Wash

Approve the purchase and installation of a new bus wash, plus the removal of the existing one from Metalworks of Montana, of Missoula, MT, for a price of \$276,278, plus a 5% contingency.

This procurement will replace an aging bus wash at our Shakespeare St facility. Downtime and wash quality with the current bus wash continues to deteriorate, resulting in delays, costs, and complexity. When the current bus wash is not working, staff must wash vehicles by hand, which is very time-consuming. A new and modern bus wash would enable MUTD to wash each of its vehicles daily, maintaining a high level of service for the community and protecting the longevity of expensive capital assets.

The primary, high-level requirement of the new bus wash is a “touchless” system that will reduce wear and tear on bus and vehicle exteriors. This is especially important with the increasing prevalence of vinyl wrapping on MUTD buses - the six (6) Proterra’s purchased in 2019 use a full exterior vinyl wrap. In recent years MUTD transitioned all bus ads to vinyl overlays.

An RFP was issued on August 24, 2022, for a qualified firm to remove the existing bus wash and install a new one at our facility that met the desired specifications. The RFP was advertised twice in the Missoulian, on MassTransit.com, and the bid-aggregation website DemandStar. A pre-bid meeting at Shakespeare St was held on Wednesday, September 7, and there was interest from more than three firms.

Two bids were received by the September 16th deadline – from Langlas & Associates of Missoula, MT, and Metalworks of Montana of Missoula, MT. Both proposals were responsive to the specifications and submission requirements. Scoring conducted by staff indicated that both firms had a strong understanding of the project and substantial experience with similar projects but that the proposal from Metalworks was substantially lower in price. This project will utilize federal funds at an 80% match.

Dodson motioned to approve the Purchase of a Bus Wash by Metalworks of Montana, seconded by Odegaard. The motion carried unanimously.

Election of Board Chair and Vice-Chair

Dodson proposed electing Odegaard as Chair and Dodson as Vice-Chair until the next annual election.

Dodson currently serves as Board Chair, and Odegaard serves as Vice-Chair. Due to Dodson's temporary relocation overseas, this change would allow the Chair to continue to be hands-on.

The MUTD Bylaws are silent on this type of situation. For the election of officers, the bylaws state, "The majority of the whole voting membership of the Board shall select a Chair, Vice-Chair, Secretary, and Treasurer from the voting members. All officers shall be elected from among the voting members on the Board. All officers shall be elected annually. Officers shall be elected to a one-year term."

For transparency and formality, the Staff requests the Board of Directors vote on the changes.

Dodson motioned to elect Doug Odegaard as Chair and Jesse Dodson as Vice-Chair, seconded by MacArthur. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:12 PM.

Submitted by Michele Erickson