



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
December 15, 2022**

APPROVED

Members Present

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

Members Absent

Colin Woodrow, Project Mgr.

Staff

Corey Aldridge, General Manager
Mary Hanson, Finance Director
Jennifer Sweten, Ops Director
Shanti Devins, Commc'n Mgr.
Dan Stone, Transit Planner
Heather Halter, HR Mgr.
Heidi Lutterman, Accountant
Michele Erickson, Admin Assistant

Guests

Annette Marchesseault, Missoula Redevelopment Agency
Caitlin Stone, JCCS

Call to Order and Roll Call

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

Hanson provided a statistical summary of the finance department's accomplishments over the past year. All staff has their assignments for the upcoming FTA Triennial Review. The 23 chapters of information requests are assigned to departments to be completed by January 31st.

Sweten reported training and recruitment currently at 60 operators and another 1 in training. The next class will be in January 2023. Jake Ashbrook has accepted the Maintenance Manager position and will start Christmas week. Sweten had a meeting with ASUM regarding 3rd party testing. She attended the APTA Mid-year safety conference in Phoenix. There is also continuing education training for operators on Saturdays for four hours. Sweten took the time to acknowledge the hard work and long hours put in by the operators, supervisors, and dispatchers, especially Stephane Garipey, the Operations Manager.

Aldridge reported for Projects and Planning on working with CTE on Electric Bus Fleet Analysis and Demand Evaluation. A meeting should take place in January with Northwestern Energy concerning charge rates. Wabtec reels are still on backorder and have yet to arrive. The Bus Stop Master Plan is back out for bid, and the project's timeline is late summer/autumn of 2023. The current facility is undergoing furniture procurement and installation with the objectivity to maximize work capacity. The Bus Wash timeline remains January-February of 2023. A conversation took place with the Federal Transit Association in which they conveyed that the agency was weeks away from approval. An RFQ can still be issued for an Engineering and Design team. Aldridge brought up the need for a subcommittee for the continued effort to keep the board members updated on the MOAB project. The members of the board requested were MacArthur, Davis, and Dodson.

Devins spoke on the 1200 lbs. of food our agency collected for Can the Cats. The agency received increased press coverage concerning ridership, the on-bus poetry, and the VA clinic stop. Devins has continued outreach and training with the new Paratransit App. The one-on-one training has produced a lot of good feedback on what works well with the app and what issues remain. Devins collaborated with the Southgate Mall and Downtown Partnership to promote parking and riding. A photoshoot took place for the promotion and will be available on the agency website. The agency has been actively engaged with over a dozen community-focused organizations to put beneficial PSAs on Mountain Line internal bus screens. Riders have also given positive feedback about seeing local businesses on the bus screens. The UM Ridership Survey will be dropping a test survey this December with a more formal condensed version of the survey to go live in January. Continuing to work on Mission, Vision, and Values using employee feedback. There was about 25% participation which will assist in the months to put together the agency's Mission Statement. Upcoming is a meeting with Missoula Aging Services, who have put together a pilot program for peer training regarding shuttle services. Mountain Line will be celebrating 45 years of service. A 45th Anniversary campaign will launch after Christmas concludes and continue throughout 2023.

Halter reported that the current employee count is 100, and the 2 Service people recently hired bring the total number of maintenance employees to 15. Currently interviewing for two more technician positions. The new hire class was initially set for January 23rd but was moved up to January 9th due to the overwhelming responses from applicants. The Human Resources department is also preparing policies for the triennial audit and end-of-the-year reports for OSHA and the DOT. Halter also referenced the last Board Meetings question about the turnover rate from the last meeting. The attrition rate is 28%, compared to 44% last year.

Aldridge reported a new feature added to the Transit App. A customizable question can be asked of users, and the question asked this last month was, "Do you feel safe on the bus?". There were over 600 responses, with 1.3% responding not so safe, 30.5% saying it's fine, and 68.2% saying very safe. Aldridge attended The Bus Coalition Board of Directors retreat to establish goals and initiatives for 2023. Aldridge recognized Shanti Devins for her outstanding work as she leaves her current position with Mountain Line as Communications Manager and starts her new position outside the agency at Climate Smart Missoula. Aldridge reviewed the number of board members over the years and found there have been 57 different members of the board. Davis is the third longest-serving member with eleven years of service. MacArthur is the longest-serving board member with 14 years of service. Two board members' terms were expiring this year. Goldman has decided not to renew her term. Strauss has agreed to serve another 4-year term.

Presentation: Brooks BRT-TOD RAISE Grant Study (12:47 PM)

Aldridge begins with background on the efforts to revitalize Brooks Street since 2015. During that time Bus Rapid Transit, BRT, was one of the solutions. The agency was awarded around \$927,000 from the RAISE Grant to do an in-depth study to determine what it would look like and how it would function on Brooks St. Aldridge introduced Annette Marchesseault with MRA who wrote the RAISE Grant, to give an overview of where the agency is at in the process, and what still needs to be done.

Marchesseault began her presentation on Missoula Urban Development and the City of Missoula Working in Partnership to Achieve Bus-Rapid Transit and Transit-Oriented Development in Midtown Missoula. The Midtown Missoula Redevelopment has been in motion for 20 years now. There have been several studies concerning the divide of Brooks Street in midtown Missoula. After many years, and several groups coming together, a vision statement was born. "Midtown Mojo seeks to shape Midtown's growth in ways that support a vibrant, accessible community for all of Missoula. This includes desirable housing affordable to all demographics, accessible transit linking all modes of travel, and pedestrian-friendly streetscapes with commercial corridors that service the surrounding neighborhoods. Midtown Mojo understands highly efficient transit as the backbone of this urban design." Midtown Mojo is a collection of participating agencies working to fix the Brooks Street corridor. These agencies include MRA, MUTD, MPO, Missoula County, and Midtown Association. In 2016, New Mobility West did a Brooks Street Corridor Study, which gave way to a broad community vision of how transit on Brooks Street might look. The collective then pooled the remaining funds to look at the project from an engineering perspective and reached out to HDR in 2020. HDR broke the project into pieces with attainable goals, thus making the project more manageable. HDR also emphasized six areas of concern that need to be addressed. Midtown Mojo took all the information from the past year's study and created an Issues and Actions diagram. The concept of bidirectional center running bus rapid transit emerged from these four topics: Connectivity, Development Nodes, Safety & Access Management, and Aesthetics.

Marchesseault brought up a map to illustrate the center running bus rapid transit system and the sections of Brooks Street that would require changes. She listed the positive aspects of having the bus run in the center lane bringing a broader sense of safety to pedestrians, bicyclists, and drivers. Graphics were also used to show the multi-directional routes with stations in the center of the traffic lanes. The concept has been seen as a compelling solution, so now Marchesseault says the next steps are to do a large-scale study of how the idea will come to fruition. The RAISE Grant awarded will go towards Transit and Multi-Modal Transportation Analysis, Pre-NEPA Screening, Preliminary Engineering & Design, Outreach to Key Stakeholders, Capital Funding Strategies, and Coordination with other Planning and Code Reform Efforts. Proposal requests went out in early November, and two proposals were returned for review. MRA projects having a consultant identified by the end of January to bring forward for the MUTD Board for assessment in mid-February.

Caitlin Stone of JCCS joined the meeting at 1:03 PM.

Action Items

Minutes of November 17, 2022 (1:13 PM)

Cilimbung motioned to approve the minutes of November 17, 2022, seconded by Davis. The motion carried unanimously.

FY 2022 Audited Financial Statements (1:14 PM)

Hanson introduced Caitlin Stone of JCCS, and she presented the FY2022 Audited Financial Statements. Stone reported no significant audit matters. No new accounting policies were adopted, and the application of existing policies was kept the same during the year ending June

30, 2022. All relevant transactions were recognized in the financial statements in the proper period. Stone noted most sensitive estimate affecting the financial statement was Management's estimate of the post-employment benefits liability, which is based on the actuarial valuation performed by Leif Associates, Inc. Stone evaluated the key factors and assumptions provided by Leif Associates, Inc. and determined them as reasonable with the financial statements taken as a whole. Stone described certain limited procedures for the audit. Required Supplementary Information, or RSI, is not audited, an opinion is not expressed, nor are assurances provided for those entries. Stone then summarized some of the adjusted journal entries. Stone noted that the adjusted entries reclassified grant money into operating and capital portions. Stone explained that with the additional COVID funding, some of the grants had operating and capital components. Stone informed the board that JCCS maintains the depreciation schedule, and more adjustments will be needed.

Stone then pointed out certain noteworthy entries. Transportation Equipment significantly increased due to the purchase of several electric buses. There was also a significant decline in Accounts Payable. In Stone's opinion, this could be due to the difference if having large projects at fiscal year-end. On the Statement of Revenues, Expenses, and Changes in Net Position, Property and other taxes were notably higher. There was also an increase in Capital contributions due to a grant of \$1.5 million the agency is a Subrecipient for and a \$3.5 million grant towards the future purchase of electric buses. Stone pointed out the past year's issue with incurred expenses totaling \$4,067,986 by June 30, 2021, that were eligible to be reimbursed by the U.S. Department of Transportation (\$3,117,986) and Montana Department of Environmental Quality (\$950,000) for which revenue was not accrued. This resulted in assets and revenue being understated. Stone explained that the issue appears to be resolved as revenue was appropriately accrued for cost reimbursement grants during the current audit period. The auditors' opinion was that the information was fairly stated in all material aspects in relation to the financial statements as a whole.

Strauss made a motion to approve the FY2022 Audited financial statements. MacArthur seconded the motion. The motion carried unanimously.

Election of Board Officers & Committees for 2023) (1:32 PM)

Conduct an election to select the 2023 Officers and Committees as defined in the MUTD Bylaws.

Odegaard postponed the 2023 Officers and Committee Members election as defined in the MUTD Bylaws until January 26, 2023.

Odegaard stated there would be a subcommittee created for the MOAB project. The board members assigned to the subcommittee are Dodson, MacArthur, and Davis.

2023 Meeting Schedule (1:35 PM)

Corey Aldridge presented the proposed regular meeting schedule for 2023.

Davis made a motion to approve the 2023 Meeting Schedule. Cilimburg seconded the motion. The motion carried unanimously.

Closed Session for Employee Matter (1:40 PM)

The meeting adjourned at 1:58 PM.
Submitted by Michele Erickson