



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
February 23, 2023**

APPROVED

Members Present

Jesse Dodson, Chair
Don MacArthur, Secretary
Andrea Davis, Treasurer
Sebastian Strauss
Jesse Dodson
Jason Wiener
Amy Cilimburg
Doug Odegaard

Members Absent

Staff

Corey Aldridge, General Manager
Mary Hanson, Finance Director
Jennifer Sweten, Ops Director
Dan Stone, Transit Planner
Heather Halter, HR Mgr.
Michele Erickson, Admin. Assist.
Colin Woodrow, Proj Plan Mgr.
Vince Caristo, Proj Proc. Spec.

Guests

Missoula Redevelopment Agency (MRA):

Board

Karl Englund, Chair
Tasha Jones, Vice-Chair
Ruth Reineking
Melanie Brock

Staff

Ellen Buchanan, Director
Annie Gorski, Deputy Director
Annette Marchesseault, Project Manager/ Redevelopment Specialist
Lesley Pugh, Administrative Specialist III
Tod Gass, Project Manager
Jilayne Dunn, Business/Project Manager

Chris Proud, Senior Transit Project Manager at HDR

Kevin Davis of the public

Martin Kidston, Founder and Editor, The Missoula Current

Aaron Wilson, MPO, Infrastructure & Mobility Planning Manager

Call to Order and Roll Call

Dodson called the meeting to order at 12:02 PM. Roll call was taken.

Changes or Additions to the Agenda

Action Item 5.12 will be moved before Discussion Items for the benefit of working with the MRA Board of Directors.

Public Comment on Items Not on the Agenda

None

Proud called the MRA Board Meeting to order at 12:04 PM. Roll call was taken.

Doug Odegaard joined the meeting at 12:06 PM.

Action Item

Brooks Street BRT/TOD RAISE Grant Planning Study – Professional Services Agreement with HDR (12:06 PM)

Dodson started by reviewing the recommendation of the Board to approve a three-party Professional Services Agreement with HDR in an amount not to exceed \$887,750, with MUTD and MRA as co-clients, to conduct the Brooks Street BRT/TOD RAISE Grant Planning Study and authorize the General Manager to sign the agreement.

Marchesseault explains the Selection Committee for the Brooks Street BRT/TOD RAISE Grant Planning Study interviewed two consulting teams - one led by HDR, and one led by Stantec - on January 9, 2023. Selection Committee members included: Ellen Buchanan and Annette Marchesseault, MRA; Corey Aldridge and Colin Woodrow, Mountain Line; Jeremy Keene and Aaron Wilson, Department of Public Works and Mobility.

The Selection Committee was pleased with both teams and felt that both were very qualified to lead the project. It was a difficult decision. Upon thorough evaluation, the Selection Committee selected the HDR team as the preferred consultant.

Funding for the Brooks Street BRT/TOD RAISE Grant Planning Study is being provided through an \$847,000 U.S. Department of Transportation (USDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) planning grant being administered through the Federal Transit Administration (FTA), and local matching funds provided by MRA (\$50,000) and Mountain Line (\$30,000) – for a total project budget of \$927,000.

MRA will lead the process and provide primary project management from the client side for this project. As the Designated Recipient for FTA funds, MUTD will manage grant reporting and ECHO drawdowns of federal funds, with MRA as Sub-Recipient. The MRA Board approved entering into this Sub-Recipient Agreement at its September 15, 2022, meeting.

Proud had nothing more to add to Marchesseault's presentation but was available to assist with any questions.

Reineking and Dunn asked clarifying questions about where and how the remaining funds were to be dispersed if unused. Marchesseault reviews that the roughly 4% leftover would be held as a contingency in case unforeseen expenses arose. Marchesseault summarizes any change orders being made on the project are authorized up to the amounts outlined in the agreement of \$887,750, and any other large expenditures that would result in spending over the authorized \$927,000 total, would require each Board to request more funds.

MacArthur questions if MUTD and MRA are required to spend their entire contributions to the project. Aldridge explains local match dollars are a part of how the grant was attained, and the FTA DOT is expecting those dollars to be expended towards the project. MacArthur also talked about clear expectations of the timeline for the project and the effect it has on the ability to apply for future grant money. Proud understood this need and talked to internal workshopping that HDR will be doing as the project progresses.

Reineking of the MRA Board made a motion to approve a three-party Professional Services Agreement with HDR in an amount of \$887,750 not to exceed \$927,000, with MUTD and MRA as co-clients, to conduct the Brooks Street BRT/TOD RAISE Grant Planning Study and authorize the General Manager to sign the agreement. Seconded by Brock. The motion carried unanimously.

The MRA Board Meeting adjourned their meeting at 12:40 PM.

Martin Kidston joined the meeting at 12:41 PM.

MacArthur of the MUTD Board made a motion to approve a three-party Professional Services Agreement with HDR in an amount of \$887,750 not to exceed \$927,000, with MUTD and MRA as co-clients, having provided \$30,000 and \$50,000 respectively, as local match funds, to conduct the Brooks Street BRT/TOD RAISE Grant Planning Study and authorize the General Manager to sign the agreement. Seconded by Odegaard. The motion carried unanimously.

The MRA Board and Staff left the meeting at 12:44 PM.

Discussion Items

General Manager's Report (12:45 PM)

Hanson reported Jasmine completed the distribution of W-2s, 1099 reports to vendors, and 1095 forms provided by Missoula County. Mountain Line is offering free gym memberships to all staff on a trial basis to improve the health of staff. Jasmine has coordinated sign-up for employees with offerings at six gyms this year. Last year, Mountain Line covered half of the gym membership and had only 23 participants. This year Mountain Line chose to cover the full expense of the membership and has 46 employees participating. Heidi prepared the January financials and the Transade grant documentation. Heidi completed all accounts receivable every week. Heidi and Michele

tagged all new furniture assets. Heidi is compiling quarterly reports of changes with fixed assets to share with auditors for depreciation calculation at year-end. Hanson submitted all documentation for the Triennial Audit due February 1st. Two grant applications: RAISE and CMAQ were prepared and submitted to the FTA. She also met with Maintenance to determine record storage space and maintenance locker re-location to the mezzanine to create more space in the shop.

Sweten explained the agency is still experiencing supply chain issues with a few buses being out-of-service for months. She reported training and recruitment currently at 56 operators and another 7 in training. The next class will be in April 2023. There is also continuing education training for operators on Saturdays for four hours. The agency hosted Missoula Aging Services to assist in training their staff on applications and basic questions of ridership. The goal is to have another class come to Mountain Line for training and then they should be able to start working with their clients by May. Sweten is preparing for the CBA negotiations. The contract ends at the close of the fiscal year, negotiations should begin in April 2023.

Strauss asked for clarification on the employee numbers Jen had versus the numbers Human Resources has. The true number of employees is 62 Operators with 5 in training. Strauss was also interested in getting the battery operating hours he requested from the last Board meeting. Sweten said she would get those numbers to Strauss later in the day.

Woodrow reported the Missoula Parking Commission is taking a study about parking in the downtown area. The purpose is to take a look at the needs of the community as a whole involving transit, parking, construction, etc. Woodrow confirmed with the MPO about the CMAQ funds of \$1.3 million will be able to go towards the purchase of a trolley. He is actively working with UDASH on closing out their last LO-NO application. Phase II of the Bus Stop Master Plan bids are almost complete. The contracting with Knife River and IMEG should be finished by the end of the month. The large shelters at the University are still in need of glass. The agency is still working to fix the size of the glass for those shelters. Woodrow is still working on the city on miscellaneous stops such as those in Sha’Ron and at the Veterans Administration.

Strauss is concerned about using the \$1.3 million that is going to the purchase of a trolley. He believes if the trolley is rarely utilized, then perhaps the CMAQ funds can be used elsewhere. Woodrow explains the funds have limited uses.

Halter reported that the current employee count is 106, and the agency is currently needing to hire an additional 8 Operators. The other positions the agency is hiring for are Maintenance and HR Generalist. The interviews for a Communications and Marketing Director have been completed. Halter is expecting the position to be filled in the next coming weeks.

Aldridge had nothing to add to the report.

Action Items

Minutes of January 26, 2023 (1:02 PM)

Wiener motioned to approve the minutes of January 26, 2023, seconded by Cilimburg. The motion carried unanimously.

January Financial Statements (1:04 PM)

Davis wanted to point out that the second chart of the table is labeled December but is in fact, January's numbers. In the Statement of Net Position or Balance Sheet, the agency still does not have the Operations Reserve back up to the expected amount. This is due to a grant reimbursement delay. Davis stated the Finance Committee meeting discussed the formatting of the reports and providing additional details to the Board in the future. Davis summarized Operations expenses are 7% less than budgeted, Maintenance expenses are 29% less than budgeted and General and Administrative expenses are 28% less than budgeted.

Hanson also pointed out Revenues were 9% above budget largely due to investment income by the County of \$430,000. Expenses are also under budget by 14% due to the three capital projects that have not yet been completed. Fuel has continued and will continue to be over budget.

Davis made a motion to approve the January Financial Statements. Strauss seconded the motion. The motion carried unanimously.

Election of Board Officers & Committees for 2023 (1:08 PM)

Dodson presented the need for an election to select the 2023 Officers and Committees as defined in the MUTD Bylaws.

Odegaard made a statement removing himself from the Board of Directors. He has given no exact date he will no longer be available.

Davis has chosen to remove herself from the Finance Committee. Sebastian Strauss has agreed to take her place serving on the Finance Committee.

The recommendation for the Board of Directors was as follows:

Don MacArthur will serve as Chair, Jesse Dodson will serve as Vice-Chair, Sebastian Strauss will serve as Treasurer, Amy Cilimburg will serve as the Secretary, and Jason Wiener and Andrea Davis will still serve on the Board of Directors. Don MacArthur will continue to be the TPCC Representative. Andrea Davis will assume the role of the Specialized Transportation Advisory Committee Representative.

Don MacArthur, Jesse Dodson, and Amy Cilimburg will serve on the Planning Committee Board. MacArthur wanted all members of the Board to know they are also welcome to attend.

Sebastian Strauss, Jason Wiener, and Andrea Davis will serve on the Finance Committee.

Martin Kidston left the meeting at 1:14 PM.

Dodson made a motion to approve all the positions the Board of Directors recommended. Cilimburg seconded the motion. The motion carried unanimously.

Adoption of Check Signers for MUTD (1:30 PM)

Hanson reviewed the past four check signers: Anna-Margaret Goldman, Jesse Dodson, Andrea Davis, and Amy Cilimburg. Anna-Margaret Goldman has stepped down from the Board and Jesse Dodson is out of the Country. Hanson explains the agency requires four valid check signers. All signatures need to be on one page. Sebastian Strauss will serve as a valid check signer. Don MacArthur agreed to be one of the valid check signers. Amy Cilimburg and Jason Wiener also volunteered to be valid check signers.

Dodson made a motion to authorize four valid signers for warrants issued by Missoula Urban Transportation District: Don MacArthur, Sebastian Strauss, Amy Cilimburg, and Jason Wiener. MacArthur seconded the motion. The motion carried unanimously.

Aldridge asked to move agenda items 5.5 and 5.6 to the end of the meeting. Dodson agreed to table those items to the end.

FFY2024 Community Coordination Plan and MDT Grant Application (1:35 PM)

Sweten explained a coordination plan for an urban area is intended to maximize the collective coverage of transportation programs in the area, by minimizing duplication of services. Participating agencies work together to provide the most appropriate, cost-effective services within existing resources and reduce duplication to make funds available for more services. The process also seeks to simplify access to transportation services for persons with disabilities, persons with low incomes, and older adults.

The process to develop the Plan includes representatives of the public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies to strengthen the impact.

MUTD is required to submit a copy of an updated Coordination Plan for the Missoula Urban Area with our grant application to MDT to be considered for funding. The FFY2024 update to the Missoula Urban Area Coordination Plan is attached to this staff report.

Staff is requesting authorization to submit an application to the MDT for FFY2024. The application requests \$251,203 in 5310 capital funds for the purchase of three (3) accessible paratransit vehicles to replace vehicles that have exceeded their useful life. The 5310 funds will pay for 85% of the total cost of \$295,650, with a local match of 15% or \$44,447.

Strauss brought up there was text in the Community Coordination Plan from last year for Missoula Aging Services. Sweten clarified that they choose what to update and they kept the wording the same but changed the name of their Executive Director.

Odegaard made a motion to approve the FFY2024 Community Coordination Plan and MDT Grant Application. MacArthur seconded the motion. The motion carried unanimously.

Purchase of Bus Routers & Five Years of Service (1:41 PM)

Caristo reviewed the ITS, telematics, and rider information platforms that operate on-board MUTD's fixed-route buses rely on cellular communication technology. For more than 10 years, MUTD has utilized cellular routers produced by Icomera U.S., Inc. Service and performance from Icomera has declined in recent years, notably after being acquired by the French telecommunications conglomerate, Engie, in 2017. At the same time, annual software and service fees have continued to increase, as well as replacement costs for comparable equipment. This procurement originated as a joint request from Operations, IT, and Planning and Projects, all of whom share different responsibilities around MUTD's on-board telematics and rider information platforms, to replace our on-board routers with a more reliable and cost-effective solution.

Aaron Wilson, MPO, Infrastructure & Mobility Planning Manager arrived at 1:43 PM.

In the 5 years from 2017 to 2022, Icomera's software licensing, service, and support fees increased by 47%, to \$528 per unit/year for software licensing, service, and support. This purchase includes 5 years of software licensing, service, and support from Cradlepoint, at \$337 per unit/year throughout the entire 5-year period. Based on Icomera's current-year pricing, this contract is expected to save MUTD \$30,560 in software licensing, service, and support fees over the next 5 years – the true savings will likely be much higher, providing that Icomera's prices continue to rise.

This purchase utilizes a state purchasing agreement between DiscountCell and the State of Montana for the provision of a variety of wireless voice and data equipment. This contract originated from a joint solicitation led by the State of Utah and included more than a dozen additional states. As a unit of local government in Montana, MUTD has access to this, and other, statewide contracts that offer the most competitive pricing for a variety of items and services.

Wiener made a motion to approve the purchase of thirty-two (32) Cradlepoint R1900 5G bus routers from DiscountCell, Inc of Provo, UT, in the amount of \$95,976 to include Five Years of Service. Dodson seconded the motion. The motion carried unanimously.

Aldridge made a recommendation to move Action Items 5.5 and 5.6 to the March Board Meeting. Dodson agreed and tabled the Action Items until the March Board Meeting.

RAISE Grant – Letter of Support and \$10,000 Commitment for Main & Front Conversion and Higgins Improvements (1:50 PM)

Aldridge expressed the importance of Higgins' Improvements. The project will address safety issues on the Higgins Avenue corridor through a four to three-lane conversion, separating bicyclist and motor vehicles, reducing pedestrian crossing distances, and creating dedicated left-turn lanes, all while creating a postcard thoroughfare design into downtown Missoula. Another key component will convert downtown Missoula's Front St and Main St back to two-way streets to address safety and circulation issues in Downtown and the adjacent Kiwanis Neighborhood. In conjunction with the two-way street conversion, pedestrian and bicyclist mobility will be further improved through proposed

accesses to Front and Main Streets from the riverfront trail. Additionally, an ADA ramp will increase accessibility from the Higgins Bridge to Caras Park, both iconic and key to Missoula's downtown. Widening of the Riverfront Trail from Orange St to Levasseur will allow greater separation of modes for trail users and will make the trail width more consistent along its entirety.

Wilson says although the match seems like a small amount of money, it will represent a united community behind the project.

MacArthur made a motion to approve the Letter of Support for the RAISE Grant application for Front & Main and Higgins improvements and \$10,000 of matching funds. Odegaard seconded the motion. The motion carried unanimously.

RAISE Grant – Letter of Support – Rail to Trails (1:53 PM)

Aldridge explained this is a multi-jurisdictional/multi-county RAISE planning grant application. Partners include Missoula County, the City of Missoula, Powell County, Granite County, and Butte-Silver Bow County. The Western Montana section of the GRT will connect 35 rural towns and townships along a 220-mile active transportation route – connecting urban and rural communities, as well as promoting government collaboration and economic stimulus within communities functionally disconnected by Interstate-90 – from Butte, Montana to the Idaho/Montana border.

The trail, when completed, will yield substantive economic, social, and health benefits throughout Western Montana. As a public transportation agency, we are supportive of all multi-modal projects that increase connectivity and accessibility.

MacArthur made a motion to approve the Letter of Support for the RAISE Grant application for Rails to Trails. Dodson seconded the motion. The motion carried unanimously.

Facility Master Planning Contract – Amendment 05 (1:55 PM)

Woodrow discusses the agency is seeking a continuation of the contractual work with DJ&A which was procured as part of the original Facility Master Planning team. Work identified in this amendment includes land procurement, programming and phasing, infrastructure cost estimation and planning; grant writing support, as well as site and building plans. Mountain Line intends to apply for FTA Funds this April with an announcement in July. Woodrow will continue working on-site acquisition, best positioning the agency for success by fully realizing the MOAB.

- Timeline/Term: Effective upon approval. Expected to carry through summer/early autumn.
- Scope Tasks
 - Project Management & Contract Administration
 - Parcel Acquisition Support
 - Infrastructure Assessment
 - Phasing & Programming Updates
 - FTA Grant Application
 - Project Closeout/Post-Application Activities

Financial Impact: This contract amendment is for \$150,000 to keep under \$100,000 so we have a balance for post-application work so we may continue pushing the MOAB forward.

- Total Cost of Amendment 05: \$150,000
- Summary of Work
 - Original Contract Services Rendered: \$76,761
 - Amendment 01 Services Rendered: \$47,180
 - Amendment 02 Services Rendered: \$56,250
 - Amendment 03 Services Rendered: \$128,300
 - Amendment 04 Services Rendered: \$63,000 Spent or In-Progress
 - Total Expended from 10/4/2018 through Amendment 04: \$371,491
- Board Authority
 - 10/4/2018: \$164,724
 - 3/11/2022: \$139,300
 - 6/3/2022: \$63,000
 - 2/23/23: Board Authority of \$155,000.
 - Total \$522,024 through Amendment 05

Davis wanted to make note of where the funds for this were coming from. Woodrow responded that the funds are coming from the Operations Reserve. Davis advised for the record that the balance is currently, \$10,283,000. With the \$10 million already set to purchase more electric buses, Davis wanted to clarify to the board that the expense will be covered. Hanson also mentioned that there is still potential for the expense to be paid by regular Operating Funds with no need to touch the Facility Reserves.

Aaron Wilson left the meeting at 2:01 PM.

Odegaard made a motion to approve the final contract amendment for professional services with DJ&A for \$150,000 and authorize the General Manager to sign the agreement including authorizing Board Authority for \$155,000. MacArthur seconded the motion. The motion carried unanimously.

Dodson made a motion to table Action Items 5.5 and 5.6 until the March Board Meeting. Wiener seconded the motion. The motion carried unanimously.

The meeting adjourned at 2:04 PM.
Submitted by Michele Erickson