



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
April 20th, 2023**

**APPROVED**

**Members Present**

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

**Members Absent**

**Staff**

Corey Aldridge, General Manager  
Dan Stone, Transit Planner  
Olga Kreimer, Commc'n Spec.  
Michele Erickson, Admin. Assist.  
Jennifer Sweten, Dir. Of Ops.  
Colin Woodrow, Plan. & Proc.  
Mary Hanson, Finance Dir.  
Heather Halter, HR Director

**Guests**

Katherine Auge, TDM Program Manager, Missoula in Motion

**Call to Order and Roll Call**

MacArthur called the meeting to order at 12:06 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 (12:08 PM)**

Sweten reported reduced service began in stages on April 3<sup>rd</sup>. First, routes 1 and 2 were moved to every 20 minutes rather than every 15 minutes. On April 16<sup>th</sup>, routes 8 and 12 moved to every hour from every 30 minutes. Owen Brown started his new role as Dispatcher. Sweten attended FTA Drug and Alcohol Training in San Diego and attended CTE/ZEBCon event where she was able to speak with other companies experiencing similar issues with their electric fleet. Mountain Line also hosted Butte-Silverbow Transit and Public Works. Sweten reported they are looking to bring electric buses to Butte, Montana. Sweten informed the Board that Proterra brought their new ZX5 electric bus for

Mountain Line to view their new upgrades. The new bus wash is installed and is working great. The new bus lift set to be installed at the beginning of the week had to be postponed. Issues arose amongst the vendors' contracts and had nothing to do with Mountain Line. Sweten expects the issue to be resolved by next week. Sweten, Halter, and Stephane Gariepy have begun Operator CBA negotiations. Sweten reported they are waiting to hear back from the Union. The Maintenance team attended WSTA Maintenance Conference. There were talks about sharing training aids between agencies.

Heather Halter joined the meeting at 12:12 PM

Woodrow reported Phase I of the Bus Stop Master Plan has begun. Poteet Construction has started surface-mount installations that don't require digging holes and are putting priority on Route 4 which has very little current signage for bus stops. Woodrow reported Knife River has also set a date of April 24th to begin concrete work on routes 1 and 2. The large shelters are still a work in progress. Woodrow informed the Board, the VA is now starting to renegotiate its involvement in a permanent bus stop on Mary Jane Blvd. Due to support from John Tester's office, there may be more movement on getting a funded stop out there. The Sha'Ron stop is currently being designed and they expect it to be completed in the second week of June.

Katherine Auge joined the meeting at 12:18 PM

Woodrow reported UDASH is expanding its service for tubing on the river this summer. Woodrow discussed the MOAB application that has been submitted with phasing. He is expecting to hear back around July 2023. Land acquisition has been stalled with a need for further archeological study. The agency has contracted Rabbitbrush Archaeological Services. The new appraisal should be done in the second week of May. Woodrow explains it is time to also discuss looking at a design team for the CM/GC build the Board has decided is the best option for the MOAB project.

Kreimer reported some events that are coming up. The UM Sustainability Fair will be held on April 18<sup>th</sup>. Mountain Line is a sponsor of the Clark Fork River clean-up which takes place on April 22<sup>nd</sup>. There will also be a trolley and mascot for the Roll and Read at McCormick Park on April 29<sup>th</sup>. The scheduling for the dates for Out to Lunch is July 19<sup>th</sup> and Downtown Tonight is August 3<sup>rd</sup>. The River City Roots Festival will be held August 25-26<sup>th</sup>. In marketing, Kreimer is continuing to work with Windfall on developing photo and video materials for upcoming campaigns. Kreimer urged staff to become a part of the online social media platforms which Mountain Line is a part of, to further support the agency. Kreimer explained the community rider survey, which was set to be released, has been paused until May to reduce the impact service reduction will have on responses.

Halter reported the current employee count is now 105. There are 5 new hires in training this month, bringing the total Operators to 63. The applicant pool is growing and there was a lot more interest in Operator positions. The next new hire class will be in June. The date is pending depending on the DMV availability. A new Maintenance Technician was hired and has begun work. An HR Generalist was hired and will begin on May 1<sup>st</sup>. A driver

was promoted to Dispatcher, and we lost two Supervisors. Currently, the agency is looking for an Associate Planner, an Executive Assistant, a Customer Service position, and more Operators. Heidi Lutterman, the current Accounting Manager, will leave at week's end. The agency will be looking at ways to solve filling those positions. Halter reported she will be attending the APTA Mobility Conference next week as part of the DE&I Signatory Group.

Heather Halter left the meeting at 12:31 PM

Hanson reported Jasmine continues to keep all employees, new hires, transfers, and vendors paid. Jasmine has worked diligently with our local retirement representative to understand and complete the process of opening new accounts for retirement for non-represented employees. Heidi pursued the clean-up of fixed assets. The furniture and fixture items had not been inventoried for years. She has compiled an extensive list of disposals for the auditors. She also completed the March financials and quarterly reporting to MDT and MPO. Mary worked on the grants reporting, budget revisions, reimbursement requests, and closures. Budget templates were provided to staff and the FTA audit requests were received and due by Friday, April 21st. The virtual audit is scheduled for May 1<sup>st</sup> and 2<sup>nd</sup>.

Aldridge discussed the lack of space for employees and the possibility of switching to a hybrid schedule if needed. Aldridge is expecting to have more information on the MOAB project by next month's Planning Committee meeting. Cilimburg was interested in the agency's budget for all the new job descriptions and open positions. Aldridge responded there is room in the budget for these positions, however, with wage increases and the Union Contract negotiations, there will not be as much of a cushion as previously thought.

### **Action Items**

#### **Minutes of March 16th, 2023 (12:36 PM)**

Minor changes were requested to the minutes. Heidi Lutterman's name was missing from the staff present at the March meeting. Olga Kreimer's title at Mountain Line is 'Communications Specialist' and needed to be changed throughout the document from 'Marketing and Communications Director'.

Davis motioned to approve the minutes of March 16th, 2023, with those amendments, seconded by Cilimburg. The motion carried unanimously.

#### **March Financial Statements (12:37 PM)**

Strauss presented the March Financial Statements. He explains not much in the Statements has changed since the last Board Meeting. The agency is still overall under budget. The investment returns the agency has with the County are what is helping keep the agency under budget. Tax revenue is currently ahead of budget, but it could end up very differently by the end of the year. Strauss also made mention of the additional \$300,000 strain on the budget which came from the extensive amount of overtime being paid to workers because of staffing issues.

Wiener made a motion to approve the March Financial Statements. Strauss seconded the motion. The motion carried unanimously.

**Conflict of Interest Disclosure Form (12:40 PM)**

Hanson handed out the Conflict of Interest Disclosure Forms for the members of the Board to sign. This had not been done since 2020. All five (5) in-person members signed and returned the document. Jesse Dodson will sign electronically from his remote location.

**Missoula in Motion Request (12:42 PM)**

Aldridge discussed the importance of Mountain Line supporting Missoula in Motion which helps promote public transportation. Over the years, Missoula in Motion has been a big supporter of public transportation and is looking for \$10,000 to assist in the local match for federal funding. Aldridge recommends the Board continue to support Missoula in Motion and their work. Auge gave some details about how they continue to support the use of the bus line in Missoula, especially in the winter when biking becomes difficult.

Davis made a motion to approve a match request of \$10,000 for Missoula in Motion. Cilimburg seconded the motion. The motion carried unanimously.

Katherine Auge left the meeting at 12:45 PM

**Procurement of Paratransit Vans (12:45 PM)**

Sweten reported due to continued supply chain issues for accessible vans and cutaways, we still have not received our 2021, 2022, or 2023 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, the agency has reached an agreement with MDT to reassign the remaining funds for a new type of accessible vehicle that will be available for delivery within a month. These vehicles will be able to replace both mini-vans and most 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. The immediate need for this purchase is due to the increase in paratransit ridership as well as our inability to repair the existing fleet promptly due to supply chain issues. These vehicles will be purchased using the current MDT contract. \$156,636 will be a combination of reimbursement from MDT as well as available funds left on an open 5339 grant. The remaining \$27,642 will be paid from the Fleet Replacement Reserves.

Wiener made a motion to authorize the General Manager to execute a contract to purchase two (2) Diverge 350E accessible vans from Davey Coach Sales Inc. for \$184,278.00 plus a 3% contingency. Cilimburg seconded the motion. The motion carried unanimously.

**Retention Policy (12:50 PM)**

Hanson explains the agency needs to adopt a retention policy. The Local Schedule 1 2019 Retention Schedule policy provided by the local government has been suggested for policy adoption for MUTD. The recommendation comes from the MSU Local

Government Center, our legal attorney, and JCCS, our current auditors. MUTD would adopt this policy along with the Record Retention Schedule updated for 2023. Strauss raises concern about the agency's ability to immediately comply with the retention policy provisions. In Strauss's opinion, the agency should not adopt a retention policy until it is sure it can comply with all detailed provisions. Wiener recommends the agency reach out to the City Clerk's office for assistance.

Strauss made a motion to table the decision for Mountain Line to adopt the Local 1 2019 Retention Policy until Mountain Line can be compliant with the Local Schedule 1 2019 Retention Schedule policy. Davis seconded the motion. The motion carried unanimously.

### **2023 Title VI Program (1:02)**

Aldridge explains the Title VI program is supposed to be updated every three (3) years. The last document was signed in 2019. Only a few changes were made to the original document. There were modifications made to match our current operations as well as a few dates. Davis requested specific areas that were updated in the document. Aldridge also informed the Board the phrasing around ELP, English Language Proficiency, documents were changed to support the ability to make it available rather than having it on-site. Kreimer explained there was a reference to iPods which was removed from the language. Strauss also found a typo on page 86 which is calculated by the number of seats to the number of passengers. But the calculation supports the number of passengers to the number of seats. Wiener brought up that Appendix G had a misspelling of his name. Aldridge noted these differences and confirmed with the Board these minor changes will be taken care of.

Wiener made a motion to adopt Resolution 23-03 approving the 2023 Title VI Program. Cilimburg seconded the motion. The motion carried unanimously.

The Board asked for an update on the status of the board vacancy. Aldridge informed the Board they have an applicant they will be talking with next week, Josephine Hazelton-Boyle, Ph.D.

Strauss requested a copy of the grant application be sent to the Board Members. Woodrow informed the Board he would get all the pieces of the grant application into a folder they can view.

The meeting adjourned at 1:15 PM.  
Submitted by Michele Erickson