



To: Board of Directors
From: Jordan Hess, General Manager & CEO
Meeting Date: July 24, 2025

Attachments 1. MOAB Project Timeline
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Agenda Item: 4.1 Agency Activity Report

The following is a summary of staff activities between June 16 and July 15, 2025:

Administrative & Financial Services

Human Resources

- **Maintenance Collective Bargaining Agreement Reopened Wage Negotiations** – The CBA with Teamsters Local #2, signed in March 2025, stipulated reopened discussions regarding wages in June 2025.
 - Discussion on July 17 resulted in subsequent discussion scheduled for August 7.
- Ongoing recruiting to fill next driver class scheduled for August 18.
- Recruiting for director of operations, a transit technician and a service person.
- Completed July 1 benefits renewal review and audited employee personnel files.
- Developing standard operating procedures to support working in Microsoft Teams channels.
- The human resources specialists are pursuing Society for Human Resource Management certification.
- Halter earned an additional certification after attending the annual SHRM conference.
- The HR team continues to process employee grievances, workers' compensation and unemployment claims, while managing benefits, and FMLA and ADA accommodations.
- The HR team planned a number of summer events including the annual summer safety picnic, a Mountain Line night at the local baseball game, and Splash Montana outings.
- Developing and rolling a performance management program, including a manager training scheduled for August.
- Scheduled a labor and management committee training with a mediator from the Board of Personnel Appeals as required by the collective bargaining agreement.
- Developing staff training schedule covering communications, ethics, and harassment prevention

Finance

- Facilitate JCCS onsite visit for FY25 inventory audit observation
- Completed MUTD SAM registration required for federal funding
- Updated FFY26 transit improvement plan for Missoula Metropolitan Planning Organization
- Participated in EFT accounts payable training to implement in early FY26
- Processed \$2,867,384 of AP invoices to 110 vendors including
 - Gillig – \$1,222,685 & \$430,900

- Wendel Companies – \$249,250 & \$220,000
- Western Conference of Teamsters – \$81,430
- Blumenbach contributed to financial advisor and bond counsel selection committee
- Blumenbach participated in Transit's Next Leader Institute: Emerging Shark Tank, pitching capstone project to a Washington State Transit Association general manager
- Blumenbach contributed project timeline to Low and No Emission/Bus & Bus Facilities grant application
- Executed MT-2025-009 5339(a) Bus & Bus Facilities Shop Truck award in FTA's Transit Award Management System
- Implemented accounts receivable transitioning multiple processes out of Excell and into financial reporting platform
 - Processed final AR deposit for FY25
- Mierze prepared and processed all open enrollment changes and FY26 cost-of-living adjustment to staff wages
- Mierze assumed management of administrative health reimbursement and flexible spending accounts

Operations

Maintenance

- Completed annual parts inventory with only a \$39.81 discrepancy (or 0.011%) for FY2025
- Commissioned 9 of 10 new electric buses and sent into service. Tenth electric bus is still at Gillig factory
- Received and began commissioning additional used paratransit cutaway from Lewistown

Operations

- Started detours on Phillips Street due to construction on Scott and Phillips Streets
 - Considering routing around narrow streets for more safety
- Transfer center construction completed and service will be reestablished on July 18
- Overnight power shutdown on 7/10 to connect new chargers executed without incident
- Agency is hosting a TSI training class during the first week of August

Communications, Outreach, and Marketing

Events and Sponsorship

- Outreach with Missoula in Motion scheduled for 7/24 at Villagio apartments
- Bike & Bus to the Fair scheduled for 8/8
- Family Roots Fest scheduled for 8/23
- Sunday Streets scheduled for 9/7
- ClimateFEST scheduled for 9/27

Marketing

- Photo & video projects continuing
- Brand refresh roll-out in process
 - Training on brand materials
 - Rolling out update branded templates (e.g. letterhead & presentations)
 - Accessibility (e.g. header/body copy templates)

- Collaborating with IT on updating digital logos
- Managing digital assets for photo/graphics distribution
- Paratransit vans

Outreach

- Construction outreach re: transfer center island & Scott Street roundabout

Communications

- In-bus screen program now running
- System map design in process
 - Creating individual route maps
- Updating bus stop flags and information placards
- Developing staff and board member biographies for website

Capital Projects, Planning, & Technology

Projects

Maintenance Operations Administration Building – See monthly update

- Procurements – Equipment procurement initiative consists of 61 distinct procurements. Of these, 30 will be owner purchased and installed; 21 will be owner purchased and contractor installed; and 10 will be contractor purchased and installed.
- Equipment procurement is estimated to cost around \$992,850. With a few exceptions, all of this equipment can be purchased on a Sourcewell state contract (cooperative purchasing agreement).
- Bus lifts are the only item requiring a substantial lead time – 13 months out and should be procured soon. Otherwise, the next deadline is the construction midway point when 8 items will need to be procured. The rest can be purchased at the end of construction.

Electrification – Heliox Installation

- Targeting end of July for submitting the installation checklist and scheduling commissioning
- Replacing Rombus 60KW chargers with modern 180KW 2:1s to create resiliency as next phase

Electrification – Fleet Operations and Charge Management

- Coordinating between departments (operations, maintenance, planning, IT, data) to create internal solutions for scheduling charging and vehicle assignments based upon range, charging infrastructure, and run cuts.
- Coordinating test launch of fleet operations software through ChargePoint including mapping of charging infrastructure in vector format, MAC addresses of fleet, schedule/blocking, and incident monitoring/reporting.
 - Training with ChargePoint is ongoing
- Preparing scope for RFP for fleet operations and charge management software to implement in early 2026
- Mapping entire Shakespeare facility from current to final phases for streamlined communication and planning across projects/planning/procurement, operations, maintenance/service, and outside contractors/vendors.

Procurement

- **Transfer Center Interior Renovation** – Met with OZ Architecture on 7/16 to launch project

- **Bond Counsel** – See 5.4 Staff Report
- **Commissioning Agent** – See 5.5 Staff Report

Planning

Service Plan Implementation – Surveying stops

- Waiting for construction bids for Routes 10 and 11, pushing out timeline and compressing the construction window
 - Full service implementation likely most prudent in July 2026
 - Reviewing run cuts and preparing database updates

Mullan Road Area Service Planning – Assessing options and analyzing risk space for revenue, service opportunities, costs, implementation and timeline

- Modeling Route 15, including blocking, stop locations integrating into development pattern and future street network
- Preparing presentation for August board meeting or September planning committee meeting

Route 11 Reroutes – Addressing on-time performance issues regarding interim routing incorporating GTFS, mapping and route information

Bus Stop Improvement Plan – Completed inventory and site visits to all 345 stops

- Compiled and processed stop inventory database
- Drafting current conditions report for presenting at 8/6 planning committee meeting

Automatic Passenger Counts – Transferring database from Clever Devices to Swiftly and meeting with vendor on bi-weekly basis

Ridership Report – Closing out FY2025 and preparing 4Q report with expanded scope to include comparable systems in other cities

- Preparing NTD annual reporting

IT

Projects – Finishing Teams channel creating and migration

- Next steps are meeting with channel owners and training
- Land Mobile Radios – Discussing using Waterworks Hill site with City of Missoula Public Works principals
- Working 6 open tickets for headsign issues
- Staff met with vendor for training on updating headsigns and performing firmware updates
- Safety Visions – Investigating requirements regarding storing 30 days of bus video and how to remotely review and download
- Digital Signage – Troubleshooting communications issues with the server
- Hardware Infrastructure – Researching implementing archival server for storing video footage and other files not needed on SharePoint
 - Deploying Teams room schedulers for conference rooms
 - Testing Microsoft Planner for efficient project management and work planning
 - Disbursing mobile phones to all operations supervisors
- Troubleshooting multiple tickets regarding Teams issues
 - 47 new tickets submitted over last 30 days

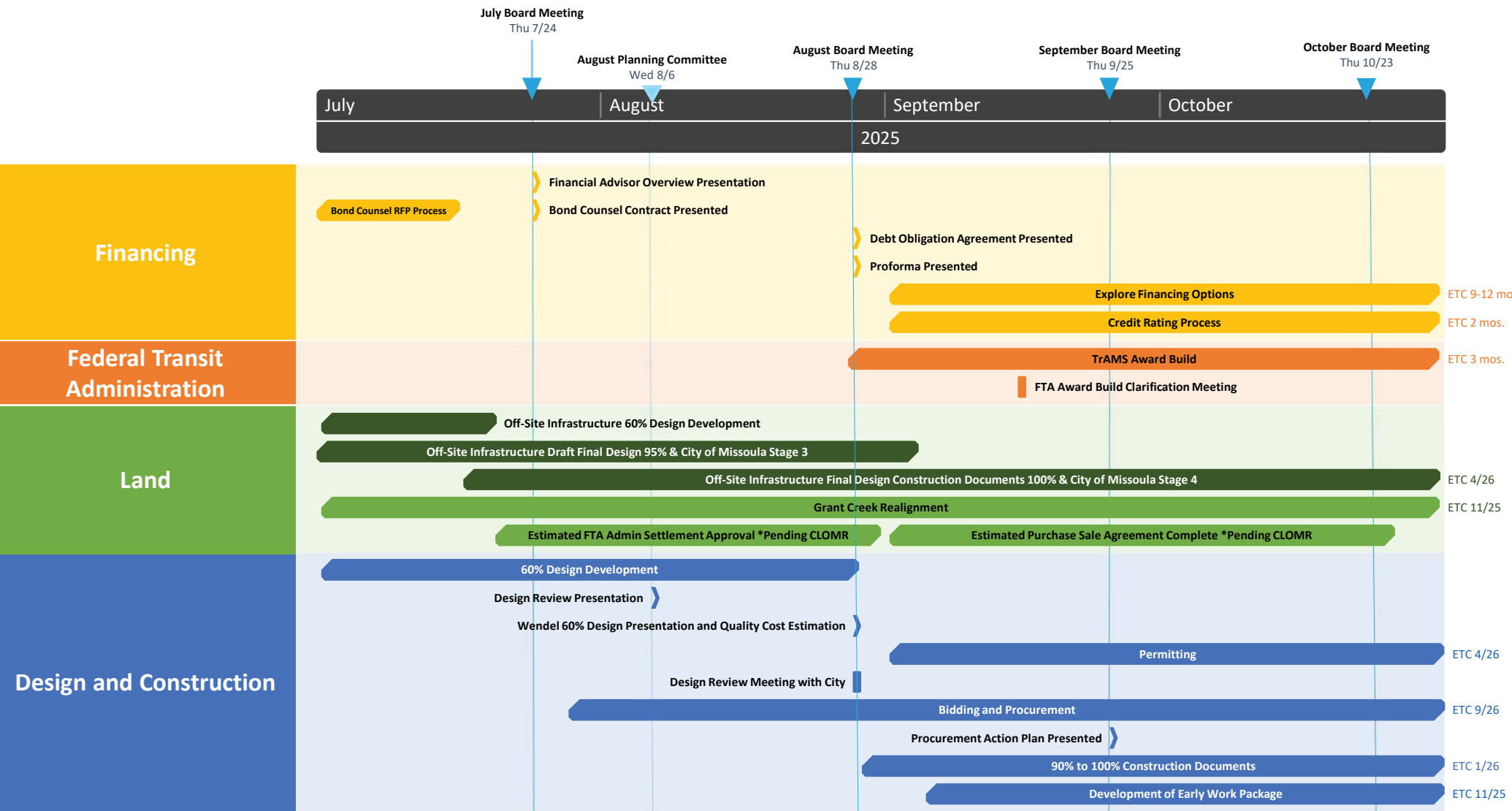
Upcoming Board Action

July 2025: Bond Counsel contract presented to Board for approval

July 2025: Financial Advisor to present process overview and preliminary review to Board

August 2025: MOAB 60% cost estimates and draft plan of finance presented to Board

September 2025: Procurement action plan presented



Financing

The municipal financial advisor, Baker Tilly, has begun work with staff and will present an overview of their process to the Board in July. The municipal financial advisor will refine a plan of finance for presentation at a later board meeting.

Simultaneously, staff have issued an RFP to select bond counsel to assist with structuring and issuing debt. The contract will be presented for board approval at the July board meeting, and the bond counsel will begin work shortly after board approval.

Staff and consultants will present at the August board meeting.

Federal Transit Administration

Staff and the design and construction teams met with the Federal Transit Administration in early June to provide a project update. FTA staff advised Mountain Line to submit the Administrative Settlement documentation which was submitted in late June.

Staff will continue to keep FTA apprised and will schedule a late summer meeting to clarify the process for building the award in FTA's Transit Award Management System.

Application for Low-No and Bus & Bus Facilities Grants was submitted 7/14 to alleviate debt obligations for the facility, add a service lane, Paratransit roof, and additional lane of bus parking/charging.

Land

Work on the Grant Creek realignment continues.

The U.S. Fish and Wildlife Service has completed its review of the Conditional Letter of Map Revision (CLOMR). The CLOMR awaits final approval from the Federal Emergency Management Agency (FEMA). Upon FEMA approval, FTA can review/approve the Administrative Settlement.

When these conditions are satisfied, Mountain Line can proceed with the property purchase as outlined in the purchase and sale agreement.

Design and Construction

Wendel is proceeding with the 60% design development. This work is scheduled to be completed late July. Staff will host meetings with the Board's MOAB Working Group and Mountain Line staff to confirm project elements and have advised Wendel to be prepared to proceed immediately to 90% design documents.

Future MOAB work for the Wendel design team is to begin 90% design phase. This phase will focus on adding detail to drawings and finalizing the specifications so they are ready for Quality to price and build from. Wendel also plans to meet with staff on the interior and exterior finishes. Make final decisions on the bus wash and number of lifts that will be purchased. Continue to coordinate with the city so we are ready to submit for a building permit in January.

Quality Construction will update their costing forecasts; these will be presented at the August board meeting. Quality Construction next steps after the 60% estimate will be focusing on constructability reviews, value analysis, and early work package development.