

MISSOULA URBAN TRANSPORTATION DISTRICT

Board of Directors Meeting Minutes

November 20, 2025

APPROVED

Members Present: Don MacArthur, Eva Rocke, Sam Oliver,
Jason Wiener, Amy Cilimburg, Lisa
Sheppard, Sebastian Strauss

Members Absent:

Staff Present: Jordan Hess, Colin Woodrow, Allison Segal,
Frank Kuhl

Guests: Don Groves & Jon Powers, Teamsters Local
No. 2 Shop Stewards; Laura Knapp; Bill Fritz,
Jeff Scott & Bill Smith, Jackson Contractor
Group

1.0 Call to Order and Roll Call

12:01 p.m. Strauss called the meeting to order and asked for a roll call.

2.0 Public Comment

None.

3.0 Approval of Minutes & Financial Statements

3.1 Minutes of the October 23, 2025m, Board of Directors Meeting

Strauss asked if the changes he recommended had been made. Craven responded that the Local Government Center confirmed that only board members' activities (arriving/leaving meetings) needed to be recorded and assured Strauss that the other changes had been made. MacArthur moved to approve the minutes as amended, Oliver seconded and the motion passed unanimously.

3.2 Minutes of the October 8, 2025, Board of Directors Special Meeting

Strauss moved to approve the minutes, Rocke seconded the motion, and it passed unanimously.

3.3 August 2025 Financial Statements

Strauss advised that the reporting is two months behind actual but it hampers accuracy is assessing the agency's current financial situation. He moved to accept the statements as presented, Locke seconded the motion, and it passed unanimously. Segal responded to MacArthur's question regarding the delay explaining that the county had switched to an enterprise resource planning platform that caused delays and created challenges. Strauss stated that a 3-month lag in financial reporting was not acceptable.

4.0 Reports and Presentations

4.1 Agency Activity Report

Hess reported that the agency did not get the Low and No Emission Vehicle grant it had applied for and that no battery-electric projects were awarded. The agency extended an offer to a director of operations candidate after the finalist interviewed in person. The offer has not yet been accepted. He noted that the candidate was the favored one of the three chosen for in-person interviews.

Hess showed the video reporting on the Marshall Mountain shuttle. Segal said obligating the awarded funds is the finance department's biggest priority. Woodrow reported that the bus stop improvement plan is progressing toward tentative adoption at the March 2026 board meeting. The procurement for an integrated transportation system, as the agency's primary operations platform, is a lengthy and large-scale project. Woodrow anticipates presenting the request for proposals to the board within the next few months.

Powers acknowledged that the shuttle is a good thing, it forces drivers into driving extra shifts that could contribute to operator fatigue. He also suggested keeping the existing stops functional instead of adding more stops. Woodrow responded that the maintenance department was working on a final punch list of remaining items from the existing bus stop improvement plan. Hess advised that the stops needing attention had been addressed at a recent labor management meeting.

5.0 Regular Business

5.1 Update on House Bill 764

Hess explained that since October 1, 2025, when the new provisions in the transportation statute took effect, the agency had received a number of petitions to remove individual properties and whole subdivisions from the urban transportation district property tax rolls. Because the agency has a 60-day timeframe within which to respond, the petitions will be presented at subsequent board meetings according to when they were received. A productive meeting with the other entities involved in the removal process resulted in a standardized process going forward.

5.2 Petitions for Removal – Born Ropp, Neal & Murphy

Hess stated the petitions fell within the 60-day timeline within which the board must deny or approve them. MacArthur asked for a map showing where the residences were. Hess said a map would be generated going forward and explained the properties were in the ElMar Estates area off Mullan Road. Strauss moved to approve the petitions for removal, Locke seconded, the motion passed unanimously.

5.3 Transfer Center Update

Woodrow introduced the Jackson Contractor Group project team that would be performing the renovation work at the transfer center over the next ten months. Improvements include expanding the breakroom, and creating a dedicated IT room, staff bathroom and meeting/work room. Powers asked about the bus designated for use a temporary heated waiting room while that part of the transfer center was under construction. Hess responded the matter would be discussed at the labor management meeting.

5.4 Transfer Center General Contractor Approval

Woodrow advised that the staff chose Jackson Contractor Group as the contractor out of the three submitted proposals. The winning bid totals \$299,687, including a 10% owner's contingency. MacArthur asked what if the contingency was in addition to the price. Woodrow verified it was for unknown construction that might arise during the project. Hess added that a second phase could include amenities. MacArthur moved to authorize the CEO and general manager to execute a contract with Jackson Contractor Group as the general contractor for the transfer center interior renovation in the amount of \$299,687. Sheppard seconded the motion. Powers noted that there was only a single-use bathroom for the drivers. Woodrow confirmed ADA compliance dictated that only one could be built within the limited space. The motion passed unanimously.

5.5 OZ Architects Contract Amendment

Kuhl explained an amendment was necessary to address the additional structural work at the transfer center. Woodrow added that submitting the amendment for board approval was necessary because it changes a larger contract. MacArthur moved to authorize the CEO and general manager to execute a contract amendment with OZ Architects for additional structural engineering to the transfer center renovation project as a cost of \$2,000. Strauss seconded the motion and it was approved unanimously.

5.6 Hometown Trolley

Woodrow explained that the staff was seeking approval to buy a 31-foot Villager Freightliner Electric NT50E Hometown Trolley for \$562,475, plus a 3% contingency. He reminded the board that it had approved a purchase using awarded funds from the federal Congestion Mitigation and Air Quality Improvement program in 2023. A balance of those CMAQ funds is still available and the Missoula Metropolitan Planning Organization has agreed to transfer the funds to the agency for buying an electric trolley. The original vehicle has not passed the required testing. The proposed vehicle is larger than the one previously approved. If the funds are not used, the MPO will allocate them elsewhere. The vendor has guaranteed delivery by September 2026 in compliance with federal deadlines. As the agency's trolley is old, it is not used and the trolley program has suffered as a result. Powers suggested that a driver should accompany the mechanics on inspection trips to look at proposed vehicles. MacArthur moved to approve the purchase of a 31-foot Villager Freightliner Electric MT50e from Hometown Trolley of Crandon, WI in the amount of \$562,575, plus a 3% contingency. Oliver seconded the motion and it passed unanimously.

5.7 CEO & General Manager Personnel Performance Discussion

Strauss closed the meeting at 1:15 p.m. for a performance review discussion.

5.8 CEO & General Manager Contract Renew Decision

Strauss reopened the meeting at 2:31 p.m., remarking that the board had deliberated and reviewed the CEO and general manager's renewal contract. Wiener noted that the contract included a cost of living allowance and a provision for hiring a third party to conduct a capacity assessment for the agency. Strauss moved to approve the CEO & general manager's contract renewal from January 1 – December 31, 2026. Oliver seconded the motion and it passed five votes to two (Strauss and MacArthur dissenting).

6.0 Adjournment

Strauss adjourned the meeting at 2:45 p.m.

Submitted by Darlene Craven, Board Clerk