

MISSOULA URBAN TRANSPORTATION DISTRICT

Board of Directors Meeting Minutes

January 22, 2026

APPROVED

Members Present: Don MacArthur, Eva Rocke, Jason Weiner, Amy Cilimburg, Lisa Sheppard, Sebastian Strauss

Members Absent: Sam Oliver

Staff Present: Jordan Hess, Colin Woodrow, Allison Segal, Garin Wally, Frank Kuhl, Heather Halter

Guests: Allison Brooks, Teamsters Local No. 2 Shop Steward

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 December 18, 2026, Board of Directors Meeting Minutes

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

3.2 November 2025 Financial Statements

Wiener explained that the finance committee is recommending approval of the statement as they now contain a breakout of overtime. Additionally, about half of what is budgeted for one-time projects will not be spent. Property taxes are below budget, but this is an issue of timing. Wiener moved to approve the November 2025 financial statements, Sheppard seconded the motion and it passed unanimously.

4.0 Reports and Presentations

4.1 Agency Activity Report

Hess welcomed Brooks, the new union steward, and advised that the new director of operations, maintenance and safety would be starting in early February. The agency is currently recruiting for a couple of operations positions and a human resources specialist position. Segal was accepted into the Community Transportation Association of America's leadership program. Spencer Starke, the planning analyst, and Isaac Skalsky, a dispatcher, have been selected for the Washington State Transit Association's Transit Next Leaders Institute. The federal priority overview is in its first phase and should take about six months to complete.

Woodrow advised that the agency had been awarded a \$35,000 grant for a Department of Environmental Quality microgrid study. Charge management will transfer to BetterFleet, the new vendor, by the end of January. The request for proposals for the intelligent transit systems is posted and will close in February. The staff will solicit quotes for constructing the new stops and present the bus stop improvement plan to the board at the March meeting for adoption in April.

Strauss asked if renting the simulator to other entities was possible. Woodrow said efforts to coordinate with other organizations and local municipal departments were ongoing.

Cilimburg asked if the scheduled training courses were new or updated. Halter replied the staff is creating new training programs.

Segal reported that the IRA tax credits totaling \$620,000 (for 13 buses and some chargers) had been mailed.

4.2 Transfer Center Update

Kuhl reported that though demolition is now complete and framing has started, service disruptions have been kept to a minimum.

Hess said the U.S. House of Representatives was voting on a full-year appropriation for Federal Highway Administration projects. If the apportionments proceed, transportation funding is moving forward.

5.0 Regular Business

5.1 2026 Board of Directors & Committees Slate

Strauss said the board needed to decide who would participate in the roles for the next year. Cilimburg said she would continue as secretary. MacArthur said he wanted to remain on the planning committee and also as the Transportation Policy Coordinating Committee representative. Hess noted that the TPCC is now the Missoula Planning Organization as the legal entity receiving federal funds. The slate was finalized as follows:

Board Officers

Chair – Jason Wiener
Vice-Chair – Lisa Sheppard
Treasurer – Jason Wiener
Secretary – Amy Cilimburg

Executive Committee

Chair – Jason Wiener
Vice-Chair – Lisa Sheppard
Past Chair – Sebastian Strauss

Planning Committee

Chair – Don MacArthur
Member – Amy Cilimburg
Member – Eva Rocke

Finance Committee

Chair – Jason Wiener
Member – Sebastian Strauss
Member – Lisa Sheppard

Transportation Policy Coordinating Committee Representative

Don MacArthur

Specialized Transportation Advisory Committee Representative

Lisa Sheppard

Strauss moved to accept the slate as agreed, Sheppard seconded and it passed unanimously.

5.2 Resolutions 26-01 Approving Petitions for Removal (Ranch Club Phases 4 & 5 and Wye Property and 26-02 Denying Petition for Removal (Duncan Drive)

Hess advised that the petitions had come in after the December board meeting deadline and the staff is presenting them to be as responsive to the constituents as possible. MacArthur asked how many residents in the Ranch Club subdivision had signed the petition. Hess replied that 51% had signed. Wiener moved to approve Resolutions 26-01 and 26-02 approving/denying the petitions for removal and denial based on their location in or out of the district. Cilimburg seconded the motion and it passed unanimously.

5.3 FFY2027 Community Coordination Plan and Montana Department of Transportation Grant Application (Public Hearing)

Segal explained that the staff had been coordinating the community plan update since November 2025 and that the Specialized Transportation Advisory Committee had approved the draft at its January meeting. The agency is requesting three gas-powered cutaway vans that ranked fourth and fifth in priority and the ARC of Montana request is ranked first, second and third. She pointed out that the \$367,000 in federal funding is not guaranteed. Strauss was concerned consequences of inaccuracies in the narratives given the recent changes within the TTAC and the MPO. MacArthur said the substantive parts of the plan are not going to change depending on how the language gets amended.

Rocke joined the meeting at 12:55 p.m.

Strauss opened the public hearing at 12:59 p.m. There being no public comment, he closed the hearing at 1:00 p.m and moved to approve the FFY2027 community coordination plan and the grant application contingent on the revisions to the MPO's section reflecting its current organizational structure. Wiener seconded the motion, and it passed unanimously.

5.4 Paratransit Fleet Update

Hess said the Montana Department of Transportation had not awarded the agency funds for purchasing battery electric paratransit vans, so the request is now for three gas-powered cutaway vans. Segal added that MDT will amend its current federal award for gas-powered cutaway vehicles instead of vans. Strauss asked if smaller vehicles were more practical in avoiding under utilizing the larger cutaways. Hess said the agency has a continuing need for a mixed-use fleet. Woodrow said the cutaways may be more expensive initially, but they are more durable and provide better operational flexibility. Halter noted that the current vans cause more driver injuries. Brooks explained that the bigger vehicles were less dangerous, more functional and efficient. Cilimborg asked why gas-powered vehicles were requested over battery-electric vehicles. Woodrow responded that they are twice as expensive and two battery-electric vehicles are needed to replace one gas vehicle. Segal explained that MDT had approved changing the request to gas powered vehicles and Hess added that the board would need to approve those vehicles at the time when the grants have been awarded and a procurement is formalized.

5.5 New Facility Timeline Review

Woodrow reported that the 90% designs are complete, the bid packages have been posted (closing on February 10) and pre-bid meetings will start this week. Segal said the FTA had not approved the scope change request and added that the current schedule hinges on that approval. Woodrow said the furnishings will set the tone for how the facility feels. The guaranteed maximum price will be presented at the March planning committee meeting. The construction managers indicated they can hold the pricing for 30 days.

The staff are working with the engineer to make the stormwater system cost effective. It will be necessary to retain a construction manager at risk to oversee the offsite infrastructure project and coordinate the project with the landowners and the engineering firm. The cost split with the landowners has been made very clear. The overall goal is to start mobilizing the construction at end of March or early April with a groundbreaking event in early May.

MacArthur pointed out that the prospective contractors need to know up front that the pricing needs to be held for 60 days rather than 30. He asked why a CMAR was needed for the shared infrastructure project. Woodrow responded that the bid market has changed and coordination between the new facility construction and the shared infrastructure was required. A request for proposals for third-party testing will be sent out as well.

Wiener said the main question for financing the new facility is whether the agency will seek a private placement or a public bond sale. Private placement provides flexibility while lowering insurance costs. Strauss added the private placement also allowed for reduced insurance costs if the bond is refinanced with a Transportation Infrastructure Finance and Innovation Act loan.

5.6 Utility Drop Trailer Purchase

Kuhl explained that the current flatbed trailer has outlived its usefulness, requires frequent maintenance, and does not accommodate the forklift. Segal added that the trailer will be purchased using 5339 federal workforce development funds. The current trailer will be sold at auction. MacArthur moved to authorize the CEO and general manager to sign a purchase order for buying a utility drop trailer from David Village Solutions totaling \$26,450. Cilimburg seconded the motion and it passed unanimously.

5.7 Shelter Purchase Order

Kuhl advised that new bus stop shelters are needed as part of the improvements to Route 10 occurring this summer. The staff is sole sourcing the shelters to maintain branding consistency with the current Brasco brand shelters. Woodrow added that the purchase represents new shelters and provides a reserve stock in accordance with the bus stop master plan. Once the bus stop improvement plan is finalized, an RFP for a larger and continuing contract will be let out. Strauss observed that bidding might make the pricing more competitive. Woodrow countered that the Brasco shelters are the only ones that fit the existing shelter design and size. MacArthur asserted that the pricing was reasonable given current costs.

Strauss noted that the purchase funds would come from the operating reserves. Woodrow explained that the capital improvement plan budgeted \$130,000 for five shelters so the purchase will go over budget but provides back stock for future shelter replacements. Strauss wanted to know why the funds weren't coming from the facilities reserve fund instead. Segal said the shelters fell under maintenance, rather than facilities or fleet. Strauss moved to authorize the CEO and general manager to sign a purchase order for buying eight new Brasco shelters totaling \$136,967.44. MacArthur seconded the motion and it passed unanimously.

6.0 Adjournment

Strauss adjourned the meeting at 1:54 p.m.