

MISSOULA URBAN TRANSPORTATION DISTRICT

Board of Directors Meeting Minutes

February 26, 2026

APPROVED

Members Present: Don MacArthur, Eva Rocke, Sam Oliver, Amy Cilimburg, Lisa Sheppard

Members Absent: Jason Wiener, Sebastian Strauss

Staff Present: Jordan Hess, Colin Woodrow, Allison Segal, Hoyle McCallum, Heather Halter, Frank Kuhl

Guests: Don Groves, Shop Steward; Steve Hamelin, TransPro Consulting; Flint Olsen & Eric Reiber, Quality Construction; Traylor Endicott and Alan Bronec, Cushing Terrell

1.0 Call to Order and Roll Call

12:01 p.m. Sheppard 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 January 22, 2026, Board of Directors Meeting

See below.

3.2 Minutes of November 4 and 12, 2025, Board of Directors Special Meetings

Sheppard asked for a calendar invite for the specialized transportation advisory committee meetings as the Mountain Line board representative. Cilimburg moved to approve all three sets of minutes, Rocke seconded the motion, and it passed unanimously.

4.0 Reports and Presentations

4.1 Agency Activity Report

Hess introduced the new director of operations, maintenance and safety, Hoyle McCallum, remarking that McCallum brings a great deal of expertise and has contributed from the first day. McCallum said he was looking forward to moving Mountain Line forward.

Hess explained that the staff has been working with the Missoula Metropolitan Planning Organization to build a \$3-\$4 million grant for building out the shared infrastructure portion of the new facility project. He is meeting with Montana's Congressional delegation representatives next week in Washington, D.C. In addition, he met with the Missoula Art Museum and Arts Missoula to rehome the sculpture at the transfer center. Hess informed the board that the planning committee meeting on March 11 will be converted to a full board meeting to review the first guaranteed maximum price estimate from the contractor for the new facility.

Woodrow noted staff are working on updating bus stop signage to improve the user experience. He mentioned the National Transit Database had accepted the automatic passenger count report. The agency received six proposals for the intelligent transportation systems from the request for proposals that closed on February 25. Selections will be made in time for approval at the March board meeting.

The staff are coordinating a memorandum of agreement with the city for installing the land mobile use radio system that should be presented at a future board meeting.

Halter said the next new driver training class starts on March 9 and a new human resources generalist, Magda Chaney, is starting this week. The staff are preparing a performance management program for the next fiscal year as well as reviewing and standardizing internal policies.

Segal anticipates presenting the FFY2027 budget at the May board meeting.

4.2 New Facility Update

Woodrow said that the agency has submitted a phase 3 review request for the shared infrastructure. The infrastructure project will be bid out but will not impede progress on the new facility. Baker Tilly has been retained to conduct a risk assessment of the new facility project and participate in contract negotiations.

Woodrow explained that once the board approves the guaranteed maximum price presented at the March board meeting, the existing contract with the general contractor will be amended to reflect the pricing. Aligning all parties on funding, change orders, and other elements such as insurance, is the goal. MacArthur asked what the gaps are in the existing contract. Woodrow responded that insurance and change order processing are among the items requiring more specific details.

Reiber reported that the subcontractors had provided estimates within the project budget that includes a number of deduct alternates. Olsen added that the Quality team has been working with the architecture and engineering firm to identify areas where the project can be scaled to meet the budget. Woodrow advised that the GMP would be presented on March 11 at a full special board meeting in lieu of the planning committee meeting, followed by approval at the March 26 board meeting. The financial advisors will also present a risk assessment and analysis at that meeting. The 60-day bid pricing expires in mid-April.

The annexation permit will be presented at the April 6 city council meeting. The anticipated construction start date is early June after all the permits have been approved (approximately six to eight weeks). Clearance from the FTA on the change scope is crucial to proceeding with the project.

4.3 Transfer Center Construction Update

Kuhl related that the project is ahead of schedule and should be completed by late March. The electricity and data lines have been put in, plumbing has been roughed in and windows and doors have been installed. Woodrow said the exterior requires work and the staff is working on scope and funding for completing those elements.

5.0 Regular Business

5.1 Transfer Center Furniture Proposal & Estimate

Woodrow said that the transfer center renovation requires new furnishings that will be paid for from a state contract. For continuity, the staff worked with the current vendor, OS2 Office Solutions and Services, to furnish the transfer center. Staff and OS2 considered sound mitigation in this effort. Locke suggested establishing sustainability purchasing guidelines. Woodrow agreed that a guiding policy would be helpful. MacArthur moved to authorize the CEO and general manager to execute a contract totaling \$65,728.80 with OS2 Office Solutions and Services for purchasing furniture for the newly renovated transfer center. Oliver seconded the motion. MacArthur pointed out that the estimate included a math error and did not include benches. Woodrow said the motion would need to be amended to include the benches for an additional \$23,202. MacArthur did so, Oliver seconded the amended motion, and it passed unanimously.

5.2 Missoula Electric Cooperative Equipment & Connection Work Orders

Woodrow explained that the Missoula Electric Cooperative had developed a reasonable capacity charge that is assessed to large load customers such as Mountain Line and is offering two transformers at \$19,000 apiece. Two transformers ensure dual power across the site's charging structure. MEC will own the transformers and maintain them. MacArthur observed that it appeared the agency would be charged twice. Bronec explained that large load customers impact power companies' substations adversely. Hess said MEC explained it as balancing between being responsible to their members and existing rate payers and maintaining affordable connection rates for new customers. Cilimburg pointed out that as a cooperative, MEC is not obligated to pay a return to its shareholders and is responsive to members' needs. Woodrow said the co-op has been flexible and transparent in finding a suitable power solution for the project. MacArthur moved to approve the MEC invoices totaling \$297,565.39 representing a contribution in aid of construction and a substation capacity charge with respect to the electrical power system at the new facility. Oliver seconded the motion and it passed unanimously.

MacArthur suggested that the agency write and present a white paper on the actual costs of electrification as a small transit agency.

5.3 Cushing Terrell Microgrid Study

Woodrow advised that the agency had been awarded a grant from the Montana Department of Environmental Quality to conduct a microgrid study for powering the new facility. The contract will reimburse Cushing Terrell for the study. Bronec related that the study would investigate addition solar

photovoltaic panels, battery storage, and private partnerships. Mountain Line will not have any out-of-pocket costs. MacArthur asked if there was a way for the agency to track its electricity usage for optimal usage that avoid costly spike loads. Bronec responded that the study would use modeling fed by Wendell's energy model and CTE load profiles to evaluate battery economics and demand reduction strategies. The goal is to reduce monthly costs by reducing peak demand. MacArthur moved to authorize the CEO and GM to enter into a contract with Cushing Terrell to conduct a microgrid study for the new facility. Woodrow clarified that the agency is waiting for final documentation from the DEQ and the contract would be entered into as soon as the DEQ closes on its obligation. Bronec assured the board that no costs would be incurred until the funding is secured. Cilimburg seconded the motion and it passed unanimously.

5.4 Safety Vision Fleet Camera Storage Hardware & Software Purchase

Blodgett related that an expanded onboard video storage system was necessary to comply with a 20-day video retention requirement and adding hard drives was a lower-priced option than replacing the whole camera system. Woodrow added that the hardware will be purchased using 5339 grant funds. The drives are being sole sourced for compatibility and continuity with the existing system. MacArthur asked what the cost was for each bus. Blodgett responded that it was about \$2,200 for fixed route vehicles and \$400 for the other fleet vehicles. Hess noted there was a differential cost between the smaller existing drives and the new hardware. MacArthur moved to authorize the CEO and GM to sign a purchase order for acquiring hardware from Safety Vision totaling \$62,393.95. Sheppard seconded the motion and MacArthur noted that software would not be included in the purchase package.

5.5 Discount Cell Purchase for CradlePoint Hardware

Blodgett explained that it was necessary to purchase a system for obtaining video footage more efficiently than the current system. Even though the staff received other bids, the current vendor has been a good partner. MacArthur moved to authorize the CEO and GM to sign a purchase order with Discount Cell totaling \$32,206.25 for purchasing CradlePoint hard- and software. Oliver seconded the motion. Blodgett added that it would cost the agency an additional \$12,000 annually for Verizon internet access. The motion passed unanimously.

5.6 Organizational Leadership Contract with TransPro Consulting, LLC

Kuhl explained that Strauss (past board chair) had consulted with the staff to create a request for proposals from vendors to conduct an organizational assessment and leadership capacity review. The staff received ten proposals. After a round of interviews that included board members and staff, TransPro Consulting was chosen based on industry-specific experience.

Hamelin described the firm's transit industry expertise, the team composition, its commitment to actionable deliverables and a proposed timeline culminating at the May board meeting. TransPro's overall approach would: translate identified gaps into aligned, executable work plans tied to personnel and budget realities that ensured recommendations for reinforcing organizational performance. Four phases in the process include: initiation/planning, data collection and interviews, gap analysis and reporting that emphasizes iterative root-cause questioning during initiation. Success metrics will be at the institutional level with an actionable final report. Findings will be converted into executable, measurable work plans tied to personnel bandwidth and budget realities. The four-to-five-week data collection phase will conclude with an in-person success workshop to define organizational success and unify definitions among participants. Segal asked how much time the staff would need to commit to

the project. Hamelin replied that the interview times could be anywhere from one to six hours, depending on the staff member's role and scope of work. MacArthur asked what the board's involvement would be. Hamelin said the board will be engaged during the initiation and emphasized that success would be defined jointly. He stressed that individual and group interviews would capture essential differing perspectives that will improve accuracy. The assessment should be viewed as an investment that creates a living strategic document that addresses organizational capacity.

MacArthur moved to authorize the CEO and GM to execute a \$96,579 contract with TransPro Consulting LLC for an organizational leadership and capacity assessment and Cilimburg seconded the motion. She said the benefits of this assessment are obvious and Oliver added that it was incumbent on the board to ensure that its requests are built into the final report. Rocke noted that TransPro was one of two firms that addressed Hess's question about psychological safety and sensitivity in interacting with the staff and board. MacArthur said TransPro may cost more but the agency was getting more value for the investment. Ultimately, success depends on the consulting team's interpersonal skills and savvy in relationship building to get the right data needed for an actionable report. The motion passed unanimously.

6.0 Adjournment

Sheppard adjourned the meeting at 1:57 p.m.