

**MISSOULA**  **RAVALLI**

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Ravalli County Commissioners

October 19, 2012

Ravalli County Commissioners  
Ravalli County Courthouse  
215 S. 4<sup>th</sup> Street, Suite A  
Hamilton, MT 59840

RE: ***MR TMA Periodic Report***

Dear Suzy, Greg, J.R., Jeff and Ron:

Enclosed please find copies of the periodic report of activities of the Missoula Ravalli Transportation Management Association (**MR TMA**) for the period July 1, 2012 – September 30, 2012. If you have any questions or comments regarding this material, please feel free to call. Again, our thanks.

Sincerely,



Lyn Hellegaard  
Executive Director

Enclosures

# QUARTERLY STATUS REPORT

## *MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION (MRTMA)*

For the Period July 1, 2012 – September 30, 2012

This material comprises the report prepared for the Montana Department of Transportation (MDT) by the Missoula Ravalli Transportation Management Association (MRTMA) for the contract period ending June 30, 2012.

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**(Note: The format for this periodic report is designed to correlate with the Year 2008 - 2009 Scope of Work. After listing each portion of the scope of work in italics, the activity conducted during this reporting period is delineated.)**

The Board of Directors met August 27, 2012. Copies of the minutes of the meeting are enclosed as Appendix document 1.

## **2011 - 2012 SCOPE OF WORK AND PROGRAM ACTIVITIES**

*The 2011 - 12 Scope of Work and Program Activities is structured in four parts:*

- I. Continuation of existing programs and projects.*
- II. Increased public education and transportation advocacy.*
- III. Montana Transit Association Contract .*

### ***I. Continuation of Existing Programs and Projects:***

#### **VANPOOL ACTIVITIES**

MRTMA received the four mini-vans through the Livability Grant. One of the mini vans was used to replace the route utilizing the 2001 Dodge Caravan donated by Mountain Line several years ago. One was used to start a new vanpool serving people living in Hamilton working on South Reserve. Of the three rehabilitated vans one is being used by employees of GlaxoSmithKline, one is being used on the Mullan Road Route sponsored by Missoula Urban Transit District. The third is still in the shop receiving repairs and will be used for a back-up vehicle.

Staff has requested us keeping the 2001 Dodge Caravan as a service vehicle for the office, which we could also use as a back up vehicle in an emergency situation.

There are currently 147 people utilizing the vanpool from 73 worksites. In July there were 2,460 trips saved and 85,639 miles not traveled. In August there were 2,519 trips saved and 83,404 miles not traveled. In September, there were 2,979 trips saved and 92,923 miles not traveled, This quarter, the vans accumulated 76,728 miles. There were 12.967 tons of vehicle emissions not emitted.

#### **GUARANTEED RIDE HOME**

There were two rides given using the Guaranteed Ride Home program this quarter.

#### **PROGRAM BENEFITS SUMMARY (Vanpool & Carpool Combined)**

Combined statistics since inception of the carpool and vanpool programs show a total of 427,734 vehicle trips saved; 24,081,468 miles NOT traveled and 911.80 tons of reduction in vehicle emissions.

#### **SCHOOL OUTREACH PROGRAM**

The Metropolitan Planning Organization (MPO) at the request of Mayor Engen hired Nelson\Nygaard to conduct a Transportation Demand Management (TDM) study. The study recommends moving our School Outreach program to Missoula In Motion. The program will be reconfigured to move from an educational program to an outreach program to parents. This will mean at least a \$14,000 funding cut in our CMAQ funding, it is unclear as this will affect any of our matching funds.

## **LAKE COUNTY**

Staff has begun facilitating a survey for the Coordination Plan as our first project after the summer hiatus.

Staff continues to work to develop a sustainable funding source for the bus vouchers program.

## **SANDERS COUNTY**

Staff continues to assist Sanders County COA when requested.

## ***II. Increased Public Education and Transportation Advocacy:***

### **1. Policy Development and Public Meetings**

*MR TMA staff would maintain and increase their involvement in transportation policy development throughout the four-county area, and serve as a resource to MDT on a statewide basis.*

**During the period July 1, 2012 through September, 2012, MRTMA staff participated in the following meetings:**

- Jul. 05: Transportation Technical Advisory Committee - Missoula
- Jul. 12: Transportation Technical Advisory Committee - Missoula
- Jul. 12: Veterans Transportation Community Livability Initiative (VTCLI) Grant Meeting - Helena
- Jul. 17: Transportation Policy Coordinating Committee - Missoula
- Jul. 17: Transportation Policy Coordinating Committee - Missoula
- Jul. 19: Sanders County Transportation Advisory Committee - Thompson Falls
- Jul. 20: Legislative Tribal & Veterans Interim Committee - Helena
- Jul 24: Transportation Technical Advisory Committee TIP Amendment Meeting - Missoula
- Jul 24: Mountain Line - Missoula
- Jul. 25: Confederated Salish & Kootenai Tribe - Pablo
- Jul 26: Transportation Technical Advisory Committee Long Range Transportation Plan - Missoula
- Jul. 26: Federal Transit Administration VTCLI grant - Webinar
- Jul. 30: Congestion Mitigation Air Quality Subcommittee Meeting - Missoula
- Aug 01: Lake County Council On Aging - Ronan
- Aug. 02: Transportation Technical Advisory Committee - Missoula

Aug. 05-07: Transit Cooperative Research Program Screening Panel - Washington DC  
 Aug. 17: Veterans Congressional Field Hearing - Great Falls  
 Aug. 20: Virginia Regional Transit System - Conference Call  
 Aug. 20: Senator Tester's Office - Missoula  
 Aug. 21: Transportation Policy Coordinating Committee - Missoula  
 Aug. 22: Department of Health and Human Services - Missoula  
 Aug. 27: MRTMA Board Meeting - Missoula  
 Aug. 28: VTCLI Grant RFP meeting - Helena  
 Sep. 5-8: Montana Transit Association Falls Business Meeting & State Bus Rodeo - Billings  
 Sep. 13: CMAQ Subcommittee Meeting - Missoula  
 Sep. 20: Lake County Transportation Advisory Committee -Polson  
 Sep. 20: Sanders County Transportation Advisory Committee - Plains  
 Sep. 25: Transportation Policy Coordinating Committee - Missoula  
 Sep. 27: Montana Petroleum Association - Missoula  
 Sep. 27: Transportation Technical Advisory Committee LRTP Meeting - Missoula  
 Sep. 28: CMAQ committee Meeting - Missoula

2. In addition to the above, the following outlines the public education and transportation activities conducted in conjunction with the Montana Transit Association.

### ***III. Montana Transit Association Contract:***

#### ***MTA Membership:***

The Montana Transit Association (MTA) membership is currently as follows: 53 Regular members (voting); 33 Sustaining members; 2 Friend of Transit members, for a total of 88 members.

#### ***State Bus Rodeo:***

The Bus Rodeo was held in Billings on September 8th. Many of the managers stayed over from the Business Meeting to judge the Rodeo. Driver participation was up over last year. Preliminary feedback from the drivers, managers and judges were supportive of the operational changes instituted. They also indicated they enjoyed the Monte Carlo Networking event and Auction.

#### **Division 1 Winners:**

1st Place - Ed Dustrude, Great Falls Transit  
 2nd Place - Bryan Ursery, Mountain Line  
 3rd Place - Joe Sandefur, Great Falls Transit

#### **Division 2 Winners:**

1st Place - Bradley Day, Great Falls Transit  
 2nd Place - Tiny Hoff - Billings MET  
 3rd Place - Darryl Joe Sr.- Ft. Peck Transit

#### ***Fall Business Meeting***

Staff conducted the Fall Business Meeting in Billings on September 7th at The Grand Hotel, prior to the State Bus Rodeo. Twenty-four people attended the meeting. Topics of discussions centered on

2013 event planning, funding and legislation.

2013 Events :

Spring Conference in Butte or Missoula, depending on lodging availability

State Bus Rodeo and Fall Business Meeting - Great Falls

Contingency Planning was presented by Mark McGregor, Virginia Area Transit. Members will be convening at the MDT Manager's Training to discuss the pros and cons of combining the Business Meeting and State Bus Rodeo. Manager's indicated they too enjoyed having a networking event with their drivers.

***Develop contacts with other associations and agencies, which would assist with broadening awareness of, and support for public transportation.***

Staff conducted outreach with the U.S. Department of Labor, Veteran's Employment & Training Services; Sweetgrass Development, Senator Tester's and Representative Rehberg's offices

The Executive Director continues to work with CTAA, APTA, SURTC and Easter Seals Project Action to facilitate additional training opportunities for members.

***Provide financial management of revenues and expenditures under this grant application, including development of matching fund sources. This work entails grant preparation, billing to MDT, payment of invoices, billing/tracking membership dues, and related financial management support.***

The Executive Director continues working in conjunction with the Association's Treasurer to prepare the financial reports. All revenues and expenses are tracked on a monthly basis.

***Organize a bi-annual information campaign for state and local elected officials to acquaint them with public transportation issues:***

Staff has been charged with developing a pocket guide to transit for the upcoming legislative session. Members also wanted to hold another Legislative Congress in January for the legislature. Staff is in the process of finding an appropriate location, as the Historical Museum space is no longer adequate.

***Pursue other grant funding and match monies.***

The Executive Director created a partnership of Great Falls Transit, Department of Health and Human Services and Veterans Transportation Services which resulted in Montana receiving a \$370,000 Veterans Transportation Community Livability Grant.

The Executive Director continues to explore all available funding streams for the Association.

***Develop and address legislative issues pertaining to transit.***

The Executive Director continues meeting with legislators, legislative and gubernatorial candidates to address possible sustainable funding sources for the TransADE program.

***Prepare correspondence at the request of the MTA Board and Officers.*** Staff has drafted several letter commenting on FTA issues.

***Provide technical assistance to MTA members as authorized by the MTA Board.***

The Executive Director assisted various members with the following requests:

- Budgets
- PTMS
- MAP 21
- Grant applications
- Human Resource
- ADA
- Drug & Alcohol
- FTA Regulations

## **APPENDIX OF DOCUMENTS**

Minutes - Board of Directors Meeting, August 27, 2012

## MINUTES

### BOARD OF DIRECTORS MEETING

#### MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION

August 27, 2012

The Board of Directors of the *Missoula Ravalli Transportation Management Association (MRTMA)* met in regular session Monday, August 27, 2012, from 2:00 p.m. to 3:00 p.m. in the MRTMA Conference Room. Those in attendance included, Greg Chilcott, Hugh Jesse, Michele Landquist, Doug Davis and Wayne Capp. Dick Haines arrived after the meeting was called to order. Lyn Hellegaard, and Cozette Kovacich from the MRTMA staff were present. Following are the minutes of action taken:

**Call to Order:** Greg Chilcott

**Approval of Minutes for:** May 17, 2012, minutes.

*Hugh motioned for approval of the minutes; Michele seconded the motion. The motion passed unanimously.*

#### OLD BUSINESS:

1. **Financial Report:**

Lyn informed the Board that 83% of the MRTMA CMAQ budget year has passed with 38% of the budget spent. Lyn said the largest expense is insurance and our insurance company invoices us approximately for 6 months of insurance in August. If there are funds left to expend staff is securing bids for winter and/or spring tires. On the 5311 budget, 8% of the budget year has passed with 6% of the budget spent. Lyn informed the board that the funds left in the 2012 5311 grant were expended on replacing all the seat belts in the 2010 vans.

Lyn gave a progress report on the State of Good Repair grant and the replacement of the engines and transmissions on the 2002 Dodge vans.

*Michele moved to approve the financial reports. Hugh seconded the motion. The motion passed unanimously.*

2. **Mullan Road Vanpool:**

Lyn informed the Board staff was able to get the Mullan Road vanpool started on August 27th with approximately 6 hours notice. The vanpool is currently operating at capacity. Missoula Urban Transit District will be sponsoring the vanpool for one year, with the option to extend the contract for another two years. The contract also allows for a second vanpool. Staff is still getting inquiries and collecting rideshare applications. The riders have expressed how well the vanpool is working for them and are grateful for the alternative service.

3. **TDM Study:**

Lyn and the Board had a lengthy discussion regarding the recommendations and the impacts of the TDM study, being conducted by the Office of Planning & Grants will have on MRTMA operations. The Board members are very concerned about the study's recommendations, their basis and lack of due diligence by the consultants, but most importantly the disenfranchisement that will occur.

The Board discussed strategies to address the disenfranchisement of the rural communities served by MRTMA.

