



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – February 25, 2016/ 12:00 PM
MUTD CONFERENCE ROOM, 1221 SHARESPEARE STREET**

Approved April 28, 2016

Members Present

Andrea Davis, Chair
Melanie Brock, Vice-Chair
Eric Hines, Treasurer
Amy Cilimburg, Secretary
Martin Blair
Don MacArthur

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin & Admin Manager
Jeff Logan, Operations Manager
Sheila Wangler, Admin Service Assistant

Call to Order and Roll Call

Davis called the meeting to order at 12:04 p.m. Roll call was taken.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Action Items

Approval of Minutes

Cilimburg made a motion to approve the minutes of January 29, 2016, seconded by Blair. The motion carried unanimously.

Financials & Ridership Reports for January 2016

Hines representing the Finance Committee, reported on the January 2016 financials and ridership. The total operating revenue is tracking closely to the budget and expenses are 4.69% less than the budget. Cash position is good and Capital Cash Reserves include funds collected from the mill levy and will be used for future operating and capital.

The fixed route ridership had a year-to-date increase of 37.03% compared to the previous year with 203,084 more rides. The year-to-date ridership for paratransit and senior van combined is an 18.0% increase.

Hines made a motion to receive the January 2016 Financial Statements and Ridership Reports, seconded by Brock. The motion carried unanimously.

FFY2017 Community Coordination Plan and MDT Grant Application

Davis opened a Public Hearing at 12:24 p.m. to receive comment on the Federal Fiscal Year 2017 Community Coordination Plan and Montana Department of Transportation Grant Application.

Davis noted that all necessary advertising and notice to the public had been done. No public comments were given and there were no responses by either email or phone.

Logan reported that two other local organizations are also applying for funding for vehicles. MUTD's application request is for \$150,000 in 5310 capital funds for one cut-away vehicle to replace a 2005 cut-away which is significantly past its expected life.

Discussion ensued with the Board and staff.

The Public Hearing closed at 12:36 p.m.

MacArthur made a motion to approve the Federal Fiscal Year 2017 Community Coordination Plan and Montana Department of Transportation Grant Application, seconded by Brock. The motion carried unanimously.

Employee Handbooks for Represented and Non-Represented

Magnusen responded to questions from the board regarding the need for the updated Employee Handbooks. The goal for MUTD is to have a solid handbook for the employees to understand the rules and to have a place of reference should an issue arise.

Hines made a motion to approve the revised MUTD Employee Handbooks, seconded by Blair. The motion carried unanimously.

General Manager's Report

Aldridge updated the Board on the status of hiring a Project Management Specialist, which is currently in the interview process.

Beth Osborne with Transportation for America has been hired by MUTD as a consultant and will be in Missoula on March 9-10, 2016 to see the Brooks Corridor Project and to hold meetings with stakeholder groups. Osborne works with Transportation Investment Generating Economic Recovery (TIGER) Grants and understands the process.

Retail space at the Transfer Center has been vacant for a year and the Board wants to move forward with occupying the space with a tenant.

There is still a vacancy on the Board with only one applicant thus far who lives outside the Transportation District so they did not qualify.

The Planning Committee proposes doing an update in 2017 for the Long Range Transit Plan and sending out an RFP in September 2016.

Adjournment

The meeting adjourned at 1:34 p.m.

Submitted by Sheila Wangler