



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES – April 28, 2016  
MUTD CONFERENCE ROOM, 1221 SHARESPEARE STREET**

*Approved May 26, 2016*

**Members Present**

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

**Members Absent**

**Staff**

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

**Guests**

Hannah Tipke, Intern with Missoula in Motion  
Rod Austin, Missoula Parking Commission Director

**Call to Order and Roll Call**

Davis called the meeting to order at 12:05 p.m. Roll call was taken.  
Welcome to new Board Member Jesse Dodson.

**Changes or Additions to Agenda**

Action item addition, 4.5 Transfer Center Retail Space

**Public Comment on Items Not on the Agenda**

None

**Action Items**

**Approval of Minutes**

Blair made a motion to approve the minutes of February 25, 2016, seconded by Hines. The motion carried unanimously.

**Missoula in Motion presentation**

Tipke presented her intern project on ways to help people 55 and older feel more comfortable riding the buses. The project consisted of a survey with mainly yes or no questions and a comment section given to approximately 50 people at Missoula Aging Services. Some of the responses consisted of people who owned cars and did not ride the buses, having a preference of travel training group sessions versus one-on-one assistance and wanting stops at certain locations.

**Financials & Ridership Reports for March 2016**

Hines representing the Finance Committee, reported on the March 2016 financials and ridership. Cash position is good and will continue as mill levy taxes are collected. Current year change in Net Position after operating and special projects is \$390,101 compared to the previous year of \$183,829. Revenue is tracking closely to the budget and expenses are 5.78% less than the budget.

Ridership continues the trend of having historical record highs. The fixed route ridership had a year-to-date increase of 32% compared to the previous year, with 243,127 additional rides. The year-to-date ridership for paratransit and senior van combined is a 27% increase with paratransit having a 16% increase and senior van with a significant increase of 46%.

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

### **Retirement Plan and Trust and Deferred Compensation Plan Amendment and Restatement**

Magnusen reported that the Retirement Plan and Trust and the Deferred Compensation Plan need to be up-to-date and in compliance with the IRS. MUTD is required to restate the plans every six years and the last restatement was done in 2010. This restatement will incorporate the legislative and regulatory changes that are required and all other provisions will remain the same.

Blair made a motion to approve and adopt Resolution 16-01 Restatement of Retirement Plan & Trust and Resolution 16-02 Restatement of Deferred Compensation Plan, seconded by MacArthur. The motion carried unanimously.

### **Transfer Center Retail Space**

Aldridge discussed a letter received from Jordan Hess, ASUM Office of Transportation Director, in response to MUTD's request to have a signed contract on the Transfer Center retail space by April 28, 2016. The letter stated that Hess has signing authority for the contract and has some changes to the language of the lease agreement. Aldridge also went over the background leading up to this point regarding the Transfer Center retail space. MUTD solicited a RFP for proposals for the retail space with ASUM as the top proposer back in April 2015. After a lengthy discussion, the Board determined it is concerned with occupancy of the space, and directed staff seek the services of a realtor to find potential tenants and welcomed ASUM to resubmit a proposal for tenancy.

### **General Manager's Report**

Aldridge provided an update on the Management Action Plan discussing the Vanpool Program, Brooks Street Corridor & the Low or No Emission Vehicle Deployment Program (LoNo) Grant.

### **Adjournment**

The meeting adjourned at 1:45 p.m.

Submitted by Sheila Wangler