



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – August 25, 2016
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved September 22, 2016

Members Present

Andrea Davis, Chair
Melanie Brock, Vice-Chair
Amy Cilimburg, Secretary
Don MacArthur
Jesse Dodson

Members Absent

Eric Hines, Treasurer
Martin Blair

Staff

Jeff Logan, Operations Manager
Dorothy Magnusen, Fin & Admin Manager
Vince Caristo, Project Mgmt Spec
Sheila Wangler, Admin Service Assistant
Bill Pfeiffer, Comm Outreach Coor

Guests

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.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Action Items

Approval of Minutes

Brock made a motion to approve the minutes of June 23, 2016, seconded by Cilimburg. The motion carried unanimously.

Financials & Ridership Reports for June 2016

Dodson gave the Finance Committee report on the June 2016 financials and ridership. Cash position is good with the Operating Reserve account showing funds from the mill levy for future use. Revenue is 25.37% more than the budget and expenses are 7.21% less than the budget.

The fixed route ridership had a year-to-date increase of 25% compared to the previous year, with 268,592 additional rides. The year-to-date ridership for paratransit had a 16% increase and senior van had an increase of 37%.

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

Engine Replacements

Logan reported on the two 2009 Gillig buses that were eligible for midlife rebuilds per Federal Transit Administration (FTA) regulations. The engines on buses #428 and #430 were in jeopardy of failure and needed replacement. This cost was included in the Fiscal Year 2016 budget.

MacArthur made a motion to ratify decision for mid-life engine replacement for Vehicles #428 and #430, seconded by Dodson. The motion carried unanimously.

Security Contract for Transfer Center (TC)

Logan discussed the benefits of the security presence at the TC. MUTD wants to renew the Black Knight Security contract to continue providing security at the TC during the afternoon and evening hours. The FTA Section 5307 funds will pay for 50% of the total contract amount.

Logan will review the security needs with the Board in three months.

MacArthur made a motion to approve the renewal of the Black Knight Security contract and direct the General Manager to execute contract, seconded by Brock. The motion carried unanimously.

Bus Stop Master Plan

Caristo reported that the Montana Department of Transportation (MDT) has included four bus shelters in the engineering plans for the first phase of the Russel Street project. In 2014, staff worked with Brasco International to develop a custom bus shelter that could be used as a model for future installations. In order for the Brasco shelter to be included in the project's bid documents, MDT must obtain a certification and with this resolution, MUTD would adopt the customized shelter as an agency standard.

MacArthur made a motion to adopt Resolution 16-07, Bus Shelter Standards for newly installed facilities as amended, seconded by Cilimburg. The motion carried unanimously.

New Mobility West – Brooks Street Project

MacArthur reported on Phase Three of MUTD's Long Range Transit Plan, which aims to move Route 7 onto Brooks Street with high frequency, fifteen-minute service. The New Mobility West project will develop a vision for the Brooks Street corridor with recommendations for land use and other regulatory measures. Following receipt of the technical assistance grant, both Missoula Redevelopment Agency (MRA) and MUTD agreed to contribute supplemental funds to the project.

MacArthur made a motion to approve the Memorandum of Understanding with New Mobility West Technical Assistance and authorize the Board Chair to sign the agreement, seconded by Dodson. The motion carried unanimously.

General Manager Contract

The Board recently conducted a performance evaluation with Aldridge and found his performance positive and commendable. The Board Chair recommends that the Board authorize a three percent salary increase retroactive to February 16, 2016 (one-year anniversary date) and an additional five days vacation accrual adjustment applicable only to the 2016 calendar year.

MacArthur made a motion to approve Contract Amendment Exhibit B for the General Manager Contract, seconded by Brock. The motion carried unanimously.

Auditor Search and Reserve Policy Projects

Magnusen explained that there were two Request for Proposal (RFP)'s sent out on the auditor search but both were unresponsive. One firm, JCCS, P.C. responded with a quote. JCCS, P.C. has a local office and is a professional firm with quality employees.

Brock made a motion to authorize MUTD to engage JCCS, P.C. as auditors for a three-year period with the option of two one-year renewals and to direct the General Manager or Finance and Administrative Manager to execute the contract, seconded by MacArthur. The motion carried unanimously.

Ridership Survey

Pfeiffer reviewed information on the ridership survey that was performed in June/July 2016. This is a pilot project for a larger survey to be conducted in October/November 2016 with assistance from the University of Montana geography department. There were 241 passengers interviewed on bus routes during peak and off-peak times. Notable findings from the survey responses were 44% began riding in the last two years, 54% are riding more often since zero-fare, 44% commute to work, and 40% have access to a motor vehicle but choose to ride the bus. Overall, the rider satisfaction is high but people want more weekend service, better frequency, and longer hours.

Adjournment

The meeting adjourned at 1:59 p.m.

Submitted by Sheila Wangler