



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES – January 26, 2017  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved February 23, 2017*

**Members Present**

Andrea Davis, Chair  
Amy Cilimburg, Secretary  
Don MacArthur  
Martin Blair  
Jesse Dodson

**Members Absent**

Melanie Brock, Vice-Chair

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin & Admin Manager  
Sheila Wangler, Admin Service Assistant  
Vince Caristo, Project Mgmt Specialist

**Guests**

Rod Austin, Missoula Parking Commission Director

**Call to Order and Roll Call**

Davis called the meeting to order at 12:06 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**

Blair made a motion to approve the minutes of December 16, 2016, seconded by MacArthur. The motion carried unanimously.

**Financials & Ridership Reports for December 2016**

Dodson gave the Finance Committee report on the December 2016 financials and ridership. Cash position is good and will continue as mill levy taxes are collected for future operations. Current year change in Net Position before Federal Capital Contributions is \$85,773 compared to the previous year of \$162,968. Revenue and Expense are tracking closely to the budget.

The Fixed Route ridership for December 2016 shows a slight decrease for the month-to-month comparisons compared to December 2105. The ridership trend is flattening with a 2% increase compared to the same time last year. Senior Van clients have been moved to Paratransit service where appropriate. Paratransit ridership for December 2016 is 1,885 compared to 1,378 in December 2015, which is a 36% increase from the month-to-month comparisons and a 43% increase in the year-to-date comparisons. Senior van ridership for December 2016 is 650 compared to 903 in December 2015.

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

### **Update to Board Bylaws**

Aldridge stated that with the recent request to open up the Planning Committee to all Board Members, an amendment to the Board Bylaws would be required. Staff took this opportunity to update the format and structure of the bylaws as they have not been amended in many years. The Board had a lengthy discussion regarding the changes and it was decided to have Board Secretary Cilimburg work with staff on additional amendment recommendations.

Blair moved to have the Board Bylaw Amendments be referred to the Board Secretary to make additional amendment recommendations to the Board, seconded by Dodson. The motion carried unanimously.

### **2017 Officer Elections & Committee Assignments**

The Nominating Committee presented nominations for the 2017 Board Officers:

Vice-Chair: Melanie Brock

Treasurer: Jesse Dodson

Secretary: Amy Cilimburg

The nominations for committees:

Executive Committee: Andrea Davis, Melanie Brock, and Don MacArthur

Planning Committee: Don MacArthur, Melanie Brock, Amy Cilimburg, and Jesse Dodson (subject to Bylaws Amendment)

Finance Committee: Jesse Dodson, Marty Blair, and Vacant (City Appointment)

Special Transportation Advisory Committee (STAC) Appeals Representative: Marty Blair

Transportation Policy Coordinating Committee (TPCC) Representative: Don MacArthur

Cilimburg made a motion to accept the nominations for the Board Officers and Committee Assignments, seconded by Dodson. The motion carried unanimously.

### **Long Range Strategic Plan Consultant Selection**

Caristo reported that six proposals were received by MUTD in response to the Request for Proposal (RFP) for the Long Range Strategic Plan Consultant. The Selection Committee reviewed and scored all proposals, conducted video interviews with four of the six firms, and conducted in-person interviews with the two finalists. The Selection Committee selected the firm of Jarrett Walker & Associates as the best proposal.

Blair made a motion to authorize the General Manager to execute a contract with the firm Jarrett Walker & Associates for a Long Range Strategic Plan, not to exceed \$151,834, seconded by MacArthur. The motion carried unanimously.

### **Federal Transit Administration (FTA) Triennial Review**

Magnusen reported that the Triennial Review is an assessment of MUTD's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices. The review focused on seventeen areas. Deficiencies were found in four areas. Staff has written a letter to FTA which outlines MUTD's position and actions taken responding to the findings and following through with updated policies, manuals and documentation that have been requested. The Board requested an update on FTA's reply in response to MUTD's letter.

MacArthur made a motion to receive the FTA Triennial Report and provide direction to Staff to submit response letter and attachments, seconded by Cilimburg. The motion carried unanimously.

**FTA Title VI Program**

Magnusen gave an overview of the Title VI Program that is required to receive Federal funding.

MacArthur made a motion to adopt Resolution 17-01 approving the 2016 Title VI Program, seconded by Dodson. The motion carried unanimously.

**General Manager's Report**

Aldridge reviewed key items on the Management Action Plan with the Board.

**Adjournment**

The meeting adjourned at 1:51 p.m.

Submitted by Sheila Wangler