



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – February 23, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved March 30, 2017

Members Present

Melanie Brock, Vice-Chair
Amy Cilimburg, Secretary
Martin Blair
Jesse Dodson
Don MacArthur

Members Absent

Andrea Davis, Chair

Staff

Corey Aldridge, General Manager
Jeff Logan, Operations Manager
Dorothy Magnusen, Fin & Admin Manager
Vince Caristo, Project Mgmt Specialist
Bill Pfeiffer, Community Outreach
Sheila Wangler, Admin Service Assistant

Guests

Jessica Morriss, Transportation Planning Manager for the City of Missoula
Lisa Dworak, Missoula in Motion
Katherine Auge, Missoula in Motion
Ethan Siegal, Ninja Mike's

Call to Order and Roll Call

Brock called the meeting to order at 12:03 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 January 26, 2017, seconded by Dodson. The motion carried unanimously.

Missoula in Motion (MIM) Match Support

Morriss, Dworak & Auge presented to the Board an update on current programs and new additions of the MIM Transportation Options programming and services. MIM is committed to helping people realize their transportation and mobility options in Missoula. This spring, a community and employer mobility tool will be introduced that will assist with transportation management and planning. MIM is funded through the Federal Congestion Mitigation and Air Quality Program (CMAQ) and is seeking local support from MUTD.

Cilimburg made a motion to receive the presentation and approve a match of \$8,000 to Missoula in Motion, seconded by Blair. The motion carried unanimously.

Transfer Center Retail Space Proposal

Caristo reviewed that the Federal Transit Administration (FTA) approved MUTD to work with a commercial real estate agent to find a tenant for the retail space at the Transfer Center. Only one proposal, from Ethan Siegal of Ninja Mike's, LLC, was received by the December 5, 2016

deadline. Siegal explained the concept of Ninja Mike's and the vision for the retail space usage. Discussion and questions ensued. The Board agreed to give authority to Aldridge to negotiate a proposal with Siegal and come back in a month with dates, times and amounts of commitment and the Board will vote on it at that time.

Financials & Ridership Reports for January 2017

Dodson gave the Finance Committee report on the January 2017 financials and ridership. Cash position continues to be good. Capital Cash Reserves current balance will be used as the local match for purchases through Fiscal Year (FY) 2020. Current year change in Net Position after capital reserve contributions is \$296,626 compared to previous year of \$160,629. Revenue is tracking closely to the budget and expenses are 6.53% less than the budget.

FY2016 and FY2017 fixed route ridership numbers have been using Automatic Passenger Counter (APC). January 2017 compared to January 2016 shows a 6% increase. The year-to-date ridership trend is flattening with a 2.65% increase compared to the same time last year. Paratransit ridership increased 34% in the month-to-month comparisons and a 41% increase in the year-to-date ridership. Senior van ridership has a 19% decrease in the month-to-month comparisons and a 17% decrease in the year-to-date ridership.

Cilimburg made a motion to receive the January 2017 Financial Statements and Ridership Reports, seconded by MacArthur. The motion carried unanimously.

Contract Award for the Purchase of Two Clean Diesel Low-floor Buses

Caristo reported that in September 2013, MUTD requested and received the assignment of five option buses available through a procurement conducted by the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). MUTD executed three of these options in 2014 and intends to exercise the remaining two options at this time. The two new buses will be additional buses to bring the fleet size up with a good spare ratio. Staff has thoroughly investigated the NAIPTA procurement process and has found that it is fully compliant with the requirements of the Federal Transit Administration (FTA) and all applicable federal laws and regulations. Staff has negotiated several change orders to the original bus specifications in order to meet MUTD's specific needs. The change orders have been determined to be within the scope of the original contract and a fair and reasonable price.

MacArthur made a motion to approve the purchase of two clean diesel low-floor buses from Gillig LLC at a cost not to exceed \$481,720 per bus plus 3% contingency, and authorize the General Manager to enter into a contract with Gillig LLC for the manufacture and delivery of the buses, seconded by Dodson. The motion carried unanimously.

Petition in Transportation District – Long Addition No. 2 Subdivision

Aldridge stated that the Long Addition No. 2 Subdivision is petitioning to be in the Transportation District, which is a requirement by the City for any new subdivision. Discussion followed concerning a policy for this requirement.

Dodson made a motion to approve Resolution 17-2 – Expanding the boundaries of the Transportation District to include Long Addition No. 2 Subdivision, seconded by MacArthur. The motion carried unanimously.

FFY2018 Community Coordination Plan and Montana Department of Transportation (MDT) Grant Application

Logan reported on the yearly Community Coordination Plan and MDT Grant Application process. MUTD is requesting authorization to submit an application for \$150,000 of 5310 capital funds to purchase a cut-away that would replace #110, which is significantly past its expected life. The 5310 funds would pay for 80% with a local match of 20%.

Brock opened a Public Hearing at 1:59 p.m. No comments were given.
The Public Hearing closed at 2:00 p.m.

MacArthur made a motion to approve the Federal Fiscal Year (FFY) 2018 Community Coordination Plan and MDT Grant Application, seconded by Cilimburg. The motion carried unanimously.

Change Date of Regular Board Meeting to March 30th

Aldridge stated that there are conflicts for some of the Board members and staff for the next scheduled Board Meeting and is recommending moving the meeting to March 30, 2017.

MacArthur made a motion to approve moving the March Board Meeting from the 23rd to the 30th, seconded by Cilimburg. The motion carried unanimously.

General Manager's Report

Aldridge reviewed the Management Action Plan providing an update on the Brooks Street Corridor report, Bus Stop Master Plan funding, Collective Bargaining Agreement and the American Public Transit Association (APTA) CEO Conference.

Adjournment

The meeting adjourned at 2:12 p.m.

Submitted by Sheila Wangler