



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – March 30, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved April 27, 2017

Members Present

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

Members Absent

Staff

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

Guests

Anna Margaret Goldman, Board Member Candidate
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

Remove Action Item 4.7 - Purchase of One Utility Truck

Public Comment on Items Not on the Agenda

None

Action Items

Approval of Minutes

MacArthur made a motion to approve the minutes of February 23, 2017, seconded by Blair. The motion carried unanimously.

Financials & Ridership Reports for February 2017

Blair gave the Finance Committee report on the February 2017 financials and ridership. Overall, the cash position is strong. Capital Cash Reserves current balance is \$1,072,270 and will be used as the local match for purchases through FY2020. Current year change in Net Position after capital reserve contributions is \$327,891 compared to the previous year of \$220,552. Revenue is tracking closely to the budget and expenses are 6.11% less than the budget. Compensation is 7.5% below budget, which will change once the contract is ratified.

The fixed route ridership has decreased 2.6% in the February month-to-month comparisons and the year-to-date ridership comparison is flattening with an increase of 1.96%. Paratransit ridership has increased 16% in the February month-to-month comparison whereas the senior van ridership has decreased 10%. Paratransit's year-to-date ridership comparison is a 37% increase and senior van is a 16% decrease.

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

Collective Bargaining Agreement

Logan reported that the Maintenance Technicians and Service Workers asked for a separate contract from the Operators and Paratransit Coordinator. Management agreed; however, the negotiations are still in process. The Operators and the Paratransit Coordinator voted and approved the Collective Bargaining Agreement (CBA) contract on February 18, 2017. This CBA is for four years, July 1, 2016 to June 30, 2020 with Teamsters Union Local No. 2. Wage increases for the Operators and Paratransit Coordinator is 3% in the first year and 2.75% for each of the three additional years. The bargaining unit will vote at the conclusion of each fiscal year to determine allocation into wages, pension and HRA accounts.

MacArthur made a motion to approve the agreement with Teamsters Union Local No. 2 for the period July 1, 2016 to June 30, 2020 for the Operators and Paratransit Coordinator, seconded by Cilimburg. The motion carried unanimously.

Purchase of One Front-Wheel Drive Minivan

Caristo explained that all the vehicles to be purchased listed on this agenda are for use by the supervisors for road checks, responding to emergencies, and other non-revenue service functions. These purchases will use Federal Section 5339 funding which requires a 20% match of local funds. The first vehicle is a replacement of a 2007 Dodge Caravan with a 2017 Dodge Caravan. This purchase will make use of a cooperative purchasing program with the State of Montana, which allows local public procurement units to participate in the State's volume purchasing program. MUTD can purchase vehicles directly from the vendor list that the State has approved.

MacArthur made a motion to approve the purchase of one 2017 Dodge Caravan from Yellowstone Country Motors of Livingston, Montana, for the price of \$22,748, seconded by Blair. The motion carried unanimously.

Purchase of Two All-Wheel Drive Minivans

Caristo reported on the purchase of two 2016 Toyota Sienna's. One of these vehicles is to replace a 2009 Toyota Sienna and the second vehicle is new to the fleet and is needed because of the increased demands relating to recent service increases. This procurement made use of an informal quotes procedure, allowable by the Federal Transit Administration. Quotes were solicited from six vendors, and two responses were received. Toyota of Butte was the lowest price responsive bidder. A price analysis was conducted that determined the price to be fair and reasonable.

MacArthur made a motion to approve the purchase of two 2016 Toyota Sienna LE's from Toyota of Butte, Montana for the price of \$70,530, seconded by Blair. The motion carried unanimously.

Purchase of One Passenger Van

Caristo reported on the replacement of a 2000 Dodge Ram with a 2017 Ford Transit 150 XL. This purchase will also make use of a cooperative purchasing program with the State of Montana.

MacArthur made a motion to approve the purchase of one 2017 Ford Transit 150 XL from Bison Motor Company of Great Falls, Montana for a price of \$30,309, seconded by Blair. The motion carried unanimously.

Proposed Reserve Policy

Magnusen gave background information about the development of the proposed Reserve Policy, which the Finance Committee previously reviewed and approved to move forward to the Board. The policy has key elements for Board control and separates the reserves into Operating Reserve, Fleet Reserve, and Capital Reserve categories. Each category has a minimum reserve balance and a target reserve balance. The Mill Levy funds that are collected and designated for future use are excluded from this policy.

MacArthur made a motion to adopt the Reserve Policy for implementation in FY2018, seconded by Dodson. The motion carried unanimously.

Update Board Bylaws

Aldridge gave background information from the previous board meeting and reviewed the proposed changes to the Bylaws.

Blair made a motion to adopt the amended MUTD Board Bylaws as represented in the black-line version, seconded by Cilimburg. The motion carried unanimously.

Brooks Street Corridor Report

Aldridge discussed that in adopting Resolution 17-03, MUTD would agree to use the Brooks Street Corridor Report as a planning document for future planning efforts. The Resolution is intended to encourage new development and redevelopment consistent with the vision for the area and mentions the necessity and value of having transit along the Brooks Street Corridor.

MacArthur made a motion to adopt Resolution 17-03 to use the Brooks Street Corridor Report as a guiding document for future planning, seconded by Dodson. The motion carried unanimously.

General Manager's Report

Aldridge reviewed various items including the Choices Report; Stakeholder Meeting to be held April 8, 2017; Zero Fare Demonstration Project; Transfer Center Rental Space, Brooks Street Corridor Project and meeting with elected Officials in DC.

Adjournment

The meeting adjourned at 1:50 p.m.

Submitted by Sheila Wangler