



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – April 27, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved May 25, 2017

Members Present

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

Members Absent

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin & Admin Mgr
Sheila Wangler, Admin Service Assistant
Vince Caristo, Project Mgmt Specialist
Bill Pfeiffer, Comm Outreach Coordnr

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.
Welcome to new Board Member Anna Margaret Goldman.

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 March 30, 2017, seconded by MacArthur. The motion carried unanimously.

Financials & Ridership Reports for March 2017

Dodson gave the Finance Committee report on the March 2017 financials and ridership. The numbers continue to trend with previous periods. The projected year-end cash position will support funding for reserves. Current year change in Net Position after capital reserve contributions is \$339,112 compared to the previous year of \$344, 407. Revenue is tracking closely to the budget and Expenses are 5.78% less than the budget. Compensation is at 7.3% below budget, which should even out with the contract wage adjustment to be reflected in the April financial statements.

Fixed Route ridership is tracking closely in the March month-to-month comparisons and the year-to-date comparison has an increase of 16%. Paratransit ridership has increased 23% in the March month-to-month comparison with the year-to-date ridership comparison having a 58% increase. Senior van ridership for March 2017 is 754 compared to 998 in March 2016.

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

Aldridge recognized retiring employee, Steve “Manny” Minez and thanked him for his twenty-eight (28) years of service and dedication. Aldridge gave background of when Minez started in 1989 as an operator and promoted to a supervisor after two years. Minez started MUTD’s operator training program and has trained every operator at MUTD except two.

Missoula County Grant Application for FY2018 Financial Assistance

Magnusen gave an overview of the FY2018 Missoula County Financial Assistance program for Paratransit and Senior Van Services.

Cilimburg made a motion to approve the application of \$20,000 in FY2018 Missoula County Financial Assistance Application, seconded by MacArthur. The motion carried unanimously.

Purchase of One Utility Truck

Caristo reported on the replacement of a 2004 Chevy utility truck with a 2017 Chevy 3500 HD. This vehicle is used to respond to road breakdowns, push and tow inoperable buses, plow and sand MUTD facilities, and other facility maintenance purposes. This procurement made use of an informal quotes procedure, allowable by the Federal Transit Administration. Quotes were solicited from three vendors, and two responses were received. Kois Brothers of Great Falls was the lowest price responsive bidder. A detailed price analysis was conducted that determined the price to be fair and reasonable.

MacArthur made a motion to approve the purchase of one 2017 Chevy 3500 HD, plus add-ons, from Kois Brothers of Great Falls, Montana for a price of \$67,260, plus up to three percent for unanticipated change orders, seconded by Goldman. The motion carried unanimously.

Brooks Corridor Transit-Oriented Development Infrastructure Study

Aldridge gave an overview of the Brooks Street Corridor Report and explained that a more detailed infrastructure study is needed to answer more questions. Some of the points this study will provide is a technical analysis on transportation data, utility capacity and environmental issues; locating individual bus stops; and identifying strategies for supporting electric buses on the Brooks Corridor.

MacArthur made a motion to approve the request for \$50,000 in local funds to partially fund the Brooks Corridor Transit-Oriented Development Infrastructure Study, seconded by Cilimburg. The motion carried unanimously.

General Manager’s Report

Goldman discussed the Strategic Plan Survey relating to how it is affecting people with low vision and the ability to take the survey correctly. MUTD will work with Jarrett Walker & Associates to find a solution to remedy this issue.

Aldridge reported on a trip to Washington, D.C. for the LOCUS Smart Growth Conference. Meetings with Senator Jon Tester’s office and the Federal Transit Administration were held regarding funding discussions.

A Zero Fare partners’ meeting is scheduled for May 2, 2017 to discuss the interest and benefits in continuing this program.

May 1st and 2nd, Jarrett Walker & Associates will be in Missoula for a Core Design Retreat held at the Missoula Children’s Theater focusing on alternative routing and plans with a briefing at the end of each day.

Executive Closed Session pursuant to Government Code 2-3-203(3): Evaluation of General Manager

Opened at 1:50 p.m.

Closed at 2:29 p.m.

Adjournment

The meeting adjourned at 2:30 p.m.

Submitted by Sheila Wangler