



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES – May 25, 2017  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved June 29, 2017*

**Members Present**

Andrea Davis, Chair  
Amy Cilimburg, Secretary  
Don MacArthur  
Anna Margaret Goldman

**Members Absent**

Melanie Brock, Vice-Chair  
Jesse Dodson, Treasurer  
Martin Blair

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin & Admin Mgr  
Elizabeth Wehling, CSR  
Vince Caristo, Project Mgmt Specialist

**Guests**

None

**Call to Order and Roll Call**

Davis called the meeting to order at 12:07 p.m. Roll call was taken.

**Changes or Additions to Agenda**

5.4- More information on same recommendation

**Public Comment on Items Not on the Agenda**

None

**Discussion Items/ Reports/ Comments**

**Long Range Plan Update from Michelle of Jarrett Walker & Assoc.**

Caristo summarized the long-range plan and conferenced in Michelle of Jarrett Walker & Associates via phone for an update. Planning committee expressed desire to take the current strategy on hand and enhance it for future adjustments. A lengthy discussion ensued about said enhancements.

**Action Items**

**Bus Shelter Purchase**

With an older federal grant, a contract has been developed with Tolar Manufacturing Company of Corona, CA for two new bus shelters. New shelters will be the exact design as the shelter at 3<sup>rd</sup> Street and Catlin Street. Tighter procurement processes consequently gave way to more reasonable proposals, causing the recommended shelters to cost 30% less than the same shelters in purchased in 2014. Corrections need to be made with MDT regarding the exact brand of shelter that needs to be purchased. With the 30% decrease in projected costs for the two shelters, we are able to acquire a third shelter under the same grant with a small amount of funding from other sources. Will be separately discussed and awaiting approval, as another shelter could not be added to existing RFP.

MacArthur made a motion to approve the purchase of two bus shelters, from Tolar Manufacturing Company of Corona, CA, for a price of \$21,586.00, and up to 3% contingency, seconded by Cilimburg. The motion carried unanimously.

### **Approval of Minutes**

Goldman made a motion to approve the minutes of April 27, 2017, seconded by MacArthur. The motion carried unanimously.

### **Financials & Ridership Reports for April 2017**

Goldman gave the Finance Committee report on the April 2017 financials and ridership. The cash position is good and it will support the funding of capital and operating reserves. Operating Reserve from Mill Levy funding is \$3,772,596. This reserve is expected to fund, in part, current operations and to a larger degree options into the future. Current Year Change in Net Position after capital reserve contributions is \$279,038 compared to previous year of \$402,484. Revenue is tracking closely to the budget. Expenses are 3.63% less than the budget. Compensation is 4.3% below budget, Insurance is 4% below budget, and remaining expenses are tracking closely to budget.

Fixed Route ridership is tracking closely in the April month-to-month comparisons, with a year-to-date comparison increase coming to 2.22%. ADA ridership continues to increase as Senior Van declines, 12% higher in month-to-month comparison and 14% higher in year-to-date comparison.

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

### **Missoula County Grant Application for FY2018 Financial Assistance**

Magnusen gave an overview of the FY2018 Missoula County Special Revenue Funds and General Fund program for Paratransit and Senior Van Services.

MacArthur made a motion to approve the application for up to \$25,000 in FY2018 Missoula County Special Revenue Funds and General Fund Application, seconded by Goldman. The motion carried unanimously.

### **General Manager Contract**

Board recommended a 3% salary increase to Aldridge's compensation and one additional week of vacation time, retroactive to February 16, 2017, based on positive performance. Amendments are to be made on existing contract. Board is to review contract for discussion in December.

MacArthur made a motion to approve an amendment, Exhibit B, to the General Manager Contract, seconded by Cilimbung. The motion carried unanimously.

### **General Manager's Report**

Aldridge discussed the conclusion that the Zero-Fare partners came to at the meeting on May 2. The majorities of partners were present and agreed to continue supporting the demonstration for another three years. Each partner will be met with individually to examine specific contributions.

The FTA has announced that grant applications are now being accepted for low or no emission vehicles. MUTD will be working in conjunction with ASUM to submit an application by the end of June for this highly sought after grant. \$55 million is available through said grant.

Moving along with low to no emissions, Northwestern Energy has been contacted to send in a quote for the cost of additional power to Mountain Line's main facility as well as the cost of electric charging. Gillig is aware that MUTD will no longer be purchasing diesel buses.

MUTD was made aware in early 2016 that all bus stop signs along MDT roadways must comply with the Manual on Uniform Traffic Control Devices, causing MUTD's approved Bus Stop Master Plan to be in compliance. MUTD appealed to the federal office of FHWA for an official interpretation, to which their response in March 2017 stating that, "our official interpretation that a bus-stop sign is not a traffic

control device.” The interpretation allows MUTD to use the new bus-stop sign design sans the attached NO PARKING sign. This interpretation applies to all transit systems in the country.

**Adjournment**

The meeting adjourned at 1:50 p.m.

Submitted by Elizabeth Wehling