



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – June 29, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved August 24, 2017

Members Present

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

Members Absent

Staff

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

Guests

Rod Austin, Missoula Parking Commission Director
Ben Dawson, Representative with International Brotherhood of Electrical Workers

Call to Order and Roll Call

Davis 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

Discussion Items/ Reports/ Comments

General Managers Report

Aldridge reviewed the Zero Fare program plan, reporting that it looks good for extending the program an additional three years. Aldridge had the opportunity to give the City Council an update at their Budget Committee meeting. Comments from the City Council were positive.

Aldridge reported that the Strategic Planning process is changing shape and direction based on feedback from the Planning Committee and Board. Staff is planning for community and stakeholder meetings in September. FTA Low or No Emission grant has been submitted as of June 26 in conjunction with ASUM. The grant is requesting funds to purchase six electric busses for MUTD, and two electric busses for ASUM. MUTD will leverage federal grant funds (Section 5339 and CMAQ) and local funds for the purchase. CTE assisted with the grant application and believes that it very competitive. Award notifications are expected to be announced in September.

Aldridge reported that MRA released an RFQ for additional study and planning for Brooks Street in preparation for a TIGER grant application in 2018. At least three firms have responded. The Board has approved the usage of up to \$50,000 in monetary support for the Study as it has a direct impact on future planning and operations of MUTD.

Aldridge reported that MUTD collaborated with a local band, Whizpops, to record a video of them playing while riding Mountain Line. The video will be used on social media, with the hopes to market to the younger demographic. Promotions will also begin as MUTD proceeds into the renewal of three more years as Zero-fare, as well as the 40 for 40 campaign in hopes to attain 25 new partners for Zero-fare.

Action Items

Approval of Minutes

Brock made a motion to approve the minutes of May 25, 2017, seconded by Cilimburg. The motion carried unanimously.

Fiscal Year 2018 Proposed Budget

Magnusen presented the FY2018 proposed budget and projected reserves. The operating revenue increased by 9.23%, this is primarily due to property taxes. The property tax budget is based on FY2017 County collections plus a 2% increase. The Permissive Medical Levy increased by 3.26%. FTA has only approved 7/12 of Federal Fiscal Year 2017 apportionments.

Service Partnerships maintain the rest of Zero-Fare contributions of \$214,500, not including additional commitments from partners.

Transfer Center rent income is zero and will continue to stay at this level until the space can be rented. Special Projects of \$55,000 are allotted for the exterior remodel of the downtown Transfer Center.

Staff count is up by two full time equivalents (FTE) for Paratransit operators. Ridership is driving this change. General insurance premium increase is estimated at 10% and includes additional coverage for new supervisor vehicles, van, and shop truck.

Operations expenses increased by 6.73%. This increase includes the two new FTE's. The budget has been adjusted to reflect fuel prices based on contract pricing through June 2018, with the average price per gallon of \$1.82 in FY2017 to \$1.87 in FY2018. Maintenance expenses have increased by 6.07% based on expected repairs and materials. Administration and Transfer Center expenses have increased by 8.02%. The Transfer Center increase reflects \$36,250 for 12 months of security, rather than the six months budgeted in FY2017.

Professional and technical expenses increased to include the Brooks Street Corridor Transit-Oriented Development Plan funds of up to \$50,000. Marketing and promotions increased by \$10,185 to reflect the current year marketing plan and the 40th Anniversary Celebration.

Magnusen continued the presentation with reserve projections for fleet, capital items, operating and supplemental operating funding from mill levy funds. The board engaged in discussion and requested the Finance Committee work with staff on reserve options.

Blair made a motion to approve the Fiscal Year 2018 Proposed Budget, seconded by Dodson. The motion carried unanimously.

FY2018 MUTD Permissive Medical Levy

Magnusen reported that the permissive levy was designed by the Montana State legislature to address the steep rise in health insurance costs. The FY2018 budget includes \$239,921 in Permissive Medical Levy funds.

MacArthur made a motion to adopt Resolution 17-03, Missoula Urban Transportation District Fiscal Year 2018 Permissive Medical Levy, seconded by Goldman. The motion carried unanimously.

Program of Projects

Magnusen gave an overview of the Program of Projects, a legal notice required by FTA, allowing the public to comment on the usage of Federal funds.

Blair made a motion to set a public hearing for FY2018 Program of Projects, to be held on July 27, 2017, seconded by Goldman. The motion carried unanimously.

Replacement of Computer Servers and Network Switches/ Computer Workstations

Caristo reviewed the replacement of computer servers, computer workstations, and network switches. The computer workstations are updated office wide as well as at the Transfer Center every five years with funding from Capital reserves. Twenty (20) computer workstations, two servers, and complete network switches are proposed.

Quotations were solicited from three vendors and two responses were received. Two quotes were within a 2% range of each other. First Call Solutions was chosen to facilitate server needs, while Univision will aid in workstation needs. The division between the vendors will promote competition in Missoula and will be favorably reviewed by FTA. The purchases will use Section 5339 funding with a local match.

Dodson made a motion to approve the purchase of two servers and two network switches, including installation, from First Call Solutions of Missoula, MT, for a total price not to exceed \$20,525.09, plus a 3% contingency and purchase twenty desktop computer workstations and assorted peripherals, from Univision Computers, Missoula, MT, for a price not to exceed \$29,884.43, plus a 3% contingency, seconded by Brock. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:43 p.m.

Submitted by Elizabeth Wehling