



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – November 2, 2017
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved December 14, 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
Elizabeth Wehling, CSR
Vince Caristo, Project Mgmt Specialist
Bill Pfeiffer, Comm Outreach Coordinator

Guests

Andrew Czorny, Missoula County
Michelle Poyourow, Jarrett Walker & Assoc

Call to Order and Roll Call

Davis called the meeting to order at 12:05 pm. Roll call was taken.

Changes or Additions to Agenda

Public Comment on Items Not on the Agenda

None

General Manager's Report

Aldridge gave an update on the status of the Strategic Plan. Michelle Poyourow of Jarrett Walker & Associates (JWA) held a stakeholder meeting on the first of November, and will be at the first of four open houses MUTD will host to solicit feedback from the public on the Alternatives Report. JWA will then take the public responses and create a draft report.

A proposal was received for the Transfer Center retail space. If the Board does not approve the proposal, an alternative use of the space will be explored.

The Missoula Metropolitan Planning Organization (MPO) has been notified by the Montana Department of Transportation (MDT) of an appropriations rescission of 2017 federal-aid highway program funds. This signifies that funds that were apportioned, but not obligated, may be rescinded if they are not programmed for use. The programs impacted by this are Congestion Mitigation Air Quality (CMAQ) and MPO planning. MDT has agreed to absorb the funds being rescinded, but may not be able to do so in future years if there are additional rescissions. A loss of CMAQ funds could affect MUTD's use for operating and capital improvements. This development will closely be observed.

The Low Emission/No Emission federal grant that MUTD received funding is waiting to move forward until staff receives updated price proposals from vendors.

Staff has been working on the annual comprehensive report to the National Transit Database. MUTD is hopeful to have said reporting closed out earlier this year than last.

Aldridge reported on the 2017 APTA Annual Conference he attended in October.

Consent Agenda

Minutes of August 24, 2017

Recommendation: Approve the minutes of August 24, 2017.

Petition into District for Country Crest No. 12 Subdivision

Recommendation: Approve Resolution 17-05 to expand the boundaries of the Transportation District to include Country Crest No. 12 Subdivision.

Petition into District for Linda Vista Sixteenth and Seventeenth Subdivision

Recommendation: Approve Resolution 17-06 to expand the boundaries of the Transportation District to include Linda Vista 16th and 17th Supplements Subdivisions.

Cleaning Services Contract Ratification

Recommendation: Ratify a contract with Quality Maintenance Enterprises, Inc. of Missoula to provide on-going cleaning services at the District's facilities.

Clever Devices Contract Renewal

Recommendation: Approve the license, hosting, and maintenance agreement with Clever Devices in the amount of \$42,982.00.

Bus Lift Installation Contract

Recommendation: Approve the purchase of construction and installation services for a Steril-Koni ECO lift from Northwest Lift & Equipment for a price of \$78,135, plus a 3% contingency.

Disposal of Mobile Unit #110

Recommendation: Authorize the General Manager to dispose of paratransit cutaway #110 that is inoperable and past its useful life.

Blair made a motion to approve the Consent Agenda as presented, seconded by Dodson. The motion carried unanimously.

Action Items

Mill Levy Presentation

Andrew Czorny, Missoula County CFO, gave a presentation to the Board on the Mill Levy calculations for MUTD for FY2018. No action was needed.

Revised Unaudited June 2017 Financial Statements

Magnusen gave an overview of the Revised Unaudited June 2017 Financial Statements. The revision is necessary to reflect a decrease in property tax revenue received.

Dodson made a motion to approve the Revised Unaudited June 2017 Financial Statements, seconded by Cilimburg. The motion carried unanimously.

MacArthur left the meeting at 1:00 pm.

Revised FY2018 Budget

Magnusen discussed the change in the FY2018 budget due to changes in expected property tax revenue.

Brock made a motion to approve the Revised FY2018 Budget, seconded by Goldman. The motion carried unanimously.

September 2017 Financial Statements and Ridership Reports

Dodson gave the September 2017 Financial Statements and Ridership Reports. The budget has been modified to reflect the revised budget for property tax.

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

Blair left the meeting at 1:13 pm.

Proposal for Transfer Center Retail Space

Caristo presented a proposal to lease the Transfer Center retail space. The proposal to operate a breakfast burrito service offering “grab and go” menu items. The kitchen portion of the retail space would also be used for other restaurants to cook in. In order for this to be a licensed, commercial kitchen for other food vendors to use, a Type I (one) ventilation hood will need to be installed. The proposer requests MUTD pay for the necessary ventilation hood. Staff received one quote showing the cost of the ventilation hood and installation to be about \$50,000. MUTD must also receive FTA approval for this type of use.

Dodson made a motion for the General Manager to negotiate a contract and obtain additional quotes for the ventilation hood, to be brought back to the Board for final approval. The motion was seconded by Goldman. The motion carried unanimously.

Strategic Plan Update by Michelle Poyourow, Consultant

Michelle Poyourow, Jarrett Walker and Assoc. Consultant, addressed the Board with an informational update about Stakeholder responses, web survey responses, and visual alternatives in scheduling. No motion was needed.

Adjournment

The meeting adjourned at 2:11 p.m.

Respectfully submitted by Elizabeth Wehling