



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF JANUARY 25, 2018  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved February 22, 2018*

**Members Present**

Amy Cilimburg, Chair  
Jesse Dodson, Vice-Chair  
Marty Blair, Treasurer  
Anna-Margaret Goldman, Secretary  
Don MacArthur  
Andrea Davis  
Doug Odegaard

**Members Absent**

**Staff**

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

**Guests**

Rod Austin, Missoula Parking Commission Director

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:06 p.m. Roll call was taken.  
Introduction and welcome to new Board Member Doug Odegaard.

**Changes or Additions to Agenda**

None

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

None

**General Manager's Report**

Aldridge discussed the plans for the Retail Space at the Downtown Transfer Center. Solar Plexus, LLC, will meet with staff to look at moving solar panels on the roof which inhibit the installation of a new commercial vent hood, required by Ninja Mikes.

The Planning Committee met on January 24 to review updates with Jarrett Walker & Associates. This will be covered during the Planning Committee report on the agenda.

As MUTD expands, so do the needs of the company, specifically space. Staff is working on a Request for Qualifications that will be advertised in early 2018. Mayor Engen has willingly agreed to assist MUTD in looking for potential land opportunities.

MUTD is still waiting for approval from FTA to purchase electric buses off of the Washington State purchase list. Additional federal funding sources have made it possible for MUTD to pursue the purchase of one more electric bus, bringing the total addition to MUTD's fleet to three electric buses.

The Board vacancy has been filled by Doug Odegaard. MUTD is very happy to welcome Doug to the Board. Aldridge has also been meeting with new members of City Council to familiarize them with Mountain Line and how the service benefits the city.

Aldridge has been added to the Housing Steering Committee by Mayor Engen to give input on affordable housing in and around Missoula's correlation to reliable transportation. This will give Mountain Line the opportunity to weigh in on options that can easily be supported by bus service.

Operations is at a point where it is in need of more Supervisor to support the growth of MUTD. The Operations department and Managers are evaluating the necessary Supervisory additions and how to accommodate accordingly for the present and future.

Five new Zero- Fare partners have been added. MUTD is happy to announce MMW Architects, the Independent, Windfall, Missoula Food Bank, and Missoula Federal Credit Union as the new partners.

### **Minutes of December 14, 2017**

MacArthur made a motion to approve the minutes of December 14, 2017, seconded by Blair. The motion carried unanimously.

### **December 2017 Financial Statements and Ridership Reports**

Blair gave the Finance Committee report on the December 2017 Financials and Ridership. Current year change in Net Position after Capital Reserve Contributions is \$214,685. The Revenue is tracking closely to the budget, and Expenses are 2.5% less than budget.

The Fixed Route ridership for December 2017 is 5,506 less than December 2016, a decrease of less than 1%. ADA ridership has increased by 279 as compared to December 2016, and Senior Van ridership has decreased by 295 compared to December 2016. This is primarily caused by the separation of Paratransit and Senior Van Services.

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

### **Petition for Invermere Phase 2A and Phase 3A Subdivisions for Inclusion into the Transportation District**

Aldridge explained the requirements for new subdivisions to petition to be annexed into the Transportation District, and the levied mills that are brought in by subdivisions to help fund Mountain Line Services. Invermere Phase 2A and 3A Subdivisions have petitioned for inclusion.

Davis made a motion to approve Resolution 18-01 to expand the boundaries of the Transportation District to include Invermere Phase 2A and Phase 3A Subdivisions, seconded by MacArthur. The motion carried unanimously.

### **Purchase of ADA Minivan**

At the end of December, one of four ADA accessible minivans was totaled in an accident. Being as this van is necessary to maintain daily function for ADA Paratransit service, sole source procurement was used to execute an emergency purchase by the General Manager, based on the District's Procurement Manual.

Dodson made a motion to approve the purchase of one (1) 2017 Dodge Caravan with ADA accessibility conversions from A&M Mobility, LLC of Missoula, for a price of \$45,474, seconded by Odegaard. The motion carried unanimously.

### **Planning Committee Reports**

MacArthur reported on the Planning Committee meeting. No action was needed.

### **Executive Session for Personnel Matter**

The closed session was opened at 1:43 pm and closed at 2:08 pm.

**Adjournment**

The meeting was adjourned at 2:09 p.m.

Submitted by Elizabeth Wehling