



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF December 14, 2017  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved January 25, 2018*

**Members Present**

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

**Members Absent**

Melanie Brock, Vice Chair

**Staff**

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

**Guests**

Tony Vanorny, CPA and Shareholder, J.C.C.S.

**Call to Order and Roll Call**

Davis called the meeting to order at 12:09 p.m. Roll call was taken.

**Changes or Additions to Agenda**

None

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

None

**General Manager's Report**

Aldridge reviewed the progress that has been made towards allowing Ninja Mike's to begin operating in the Transfer Center retail space. There have been recommendations from contractors to look further into a structural engineer helping make plans for the new vent hood. The tenant is enthusiastic to move forward, so once the contract, terms, and construction costs are put together, staff will bring the information back to the Board for approval.

MacArthur and Aldridge met to look over preliminary space and cost estimates for a new Facilities Plan. Staff will draft and advertise an RFQ to work towards the next steps, hopefully by the first quarter of 2018.

MUTD is awaiting approval from the FTA to order electric busses using the Washington State purchase list. Additional federal funding has been received to purchase one more electric bus, totaling three (3) that MUTD will acquire.

Brock's term ends on December 31, 2017, and a notice has been posted to fill the vacancy. One application has been submitted, and it is hopeful that the position will be filled in the coming few months.

MUTD will hold an event in January to celebrate 40 years of service in Missoula, and announce the newest Zero-Fare partners.

The Bus Stop Master Plan (BSMP) was adopted in 2015, and the search for funds is still ongoing. In small phases, the Plan will accommodate changes to bus stop locations, as well as signage to make

finding a stop easier and more accessible. MacArthur uncovered the possibility of using City impact fee funds to pay for portions of the BSMP and Staff will report to the Board as more information becomes available.

### **Fiscal Year 2017 Financial Audit**

Vanorny, CPA and Shareholder with JCCS, presented the results of the 2017 Fiscal Year Financial Audit. Vanorny reviewed the Required Communications Letter and outcome of the Audit. The opinion on the Audit is considered “unmodified,” and no instances of noncompliance were found.

Blair made a motion to accept the Fiscal Year 2017 Financial Audit report as presented by Junkermier, Clark, Campanella, Stevens P.C., (JCCS), seconded by Goldman. The motion carried unanimously.

### **Bus Engine Replacement**

Logan discussed the need for a full engine replacement on bus number 425. Cost wise, it is equally as expensive to replace the engine as it is to replace the vehicle, and Cummins is ready to do the job. The FY2018 budget includes funds for engine replacement costs, so no budget amendments will be necessary.

Cilimburg made a motion to approve the engine replacement for bus #425, not to exceed \$35,000, seconded by Dodson. The motion carried unanimously.

### **Disposal of Surplus Vehicles**

Logan presented the disposal of three surplus vehicles, #01- 2009, #02- 2007, and #04- 2000. They have all exceeded their useful life, and have been replaced. Staff is seeking approval from the Board to dispose of these vehicles at auction.

Dodson made a motion to authorize the General Manager to dispose of Vehicles #01, #02, and #04, which are past their useful life, seconded by Goldman. The motion carried unanimously.

### **Minutes of November 2, 2017**

MacArthur made a motion to approve the minutes of November 2, 2017, seconded by Cilimburg. The motion carried unanimously.

### **Financial Statements and Ridership Reports**

Dodson gave the October 2017 Financial Statements and Ridership Reports. The numbers continue to track closely to budget. Current year change in net position after Capital contributions is \$75,046. Expenses are 2.94% less than budget. Senior Van has been completely separated from Paratransit, and compensation is 2.93% less than budget.

Fixed Route ridership is 3,200 more for October 2018 compared to October 2017. Ridership for FY2018 is 1.5% less than FY2017. Paratransit ridership is 520 more in FY2018 than FY2017. Senior Van ridership for FY2018 is 278 less than FY2017.

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

### **Meeting Schedule for Calendar Year 2018**

The Board reviewed the proposed meeting schedule for calendar year 2018.

Blair made a motion to approve the proposed regular meeting schedule for calendar year 2018, seconded by Dodson. The motion carried unanimously.

### **Election MUTD Board Officers & Committees for Calendar Year 2018**

Davis opened the floor for nominations for the 2018 Board Chair. Davis nominated Cilimburg, and Cilimburg accepted the nomination. Davis opened the floor for other nominations and none were received.

Davis made a motion to elect Cilimburg as Board Chair for Calendar Year 2018, seconded by Dodson. The motion carried unanimously.

Davis proposed the slate of nominations:

Vice-Chair: Jesse Dodson

Treasurer: Marty Blair

Secretary: Anna-Margaret Goldman

The nominations for committees:

Executive Committee: Andrea Davis, Jesse Dodson, and Amy Cilimburg

Planning Committee: Anna Margaret Goldman, Jesse Dodson, and Don MacArthur

Finance Committee: Marty Blair, Andrea Davis, and Jesse Dodson

Special Transportation Advisory Committee (STAC) Appeals Representative: Marty Blair

Transportation Policy Coordinating Committee (TPCC) Representative: Don MacArthur

Davis made a motion to elect the 2018 Board Officers and Committees above as defined in the MUTD Bylaws, seconded by MacArthur. The motion carried unanimously.

### **Strategic Plan Update**

Caristo gave an update on the Strategic Plan. No action was needed.

### **Adjournment**

The meeting adjourned at 2:08 p.m.

Submitted by Elizabeth Wehling