



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF June 28, 2018  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved July 26, 2018*

**Members Present**

Amy Cilimburg, Chair  
Jesse Dodson, Vice-Chair  
Anna-Margaret Goldman, Secretary  
Don MacArthur  
Andrea Davis

**Members Absent**

Martin Blair, Treasurer  
Doug Odegaard

**Staff**

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

**Guests**

None

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:08 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**

Construction on the Transfer Center Retail Space has commenced. Ninja Mike's is expected to be open by August.

The recommendations from the 2018 Strategic Plan support those identified in the 2012 Plan. Jarrett Walker and Associates has been very thoughtful in the development of the 2018 Strategic Plan. There will be a public open house on July 12, and the online survey will be open until July 13.

Three proposals have been received in response to the Facilities Master Plan RFQ. In-person interviews will be conducted with all three candidates on July 10 and 16. Staff will negotiate a proposed contract and cost, and bring to the Board for approval.

A meeting with Dale Bickell at the City occurred to discuss the transportation district boundary and the necessary steps that need to be taken to add developments to the transportation district when annexed into the City. Staff will continue working on an annexation policy to address this need.

Everything is going smoothly and on time regarding the Electric Bus Procurement. MUTD continues working with Proterra on the bus configurations.

City Engineering is reviewing the revisions for the Bus Stop Master Plan for Routes 1 and 2. Territorial Landworks will continue assisting Staff as development of the plans continue.

The GM attended the Community Transportation Association of America (CTAA) and Montana Transit Association (MTA) conferences, as well as the Bus Coalition meetings recently. These conferences

were informative on how to continue Mountain Line's growth in comparison to other small urban transit systems.

### **Minutes of April 26, 2018**

MacArthur made a motion to approve the minutes of April 26, 2018, seconded by Dodson. The motion carried unanimously.

### **July and August Board Meetings**

The Board determined there will be a quorum for both July and August Board Meetings.

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

Davis gave the Finance Committee report on the May 2018 Financial Statements and Ridership Reports. The numbers are tracking closely to budget. The capital reserve contribution is still \$175,000, for the local match totaling to be \$1,660,176. Operating Reserve from the Mill Levy is at \$3,566,606. The May 2018 financials reflect the Federal Capital Contributions for May 2018 is \$291,785 in comparison to \$5,409 in May of 2017. This is based on capital purchases through grants and will fluctuate from year to year. Operating Revenue is .75% less than budget. Total expenses are 2.38% less than the budget.

Fixed Route ridership is 135,104 for May 2018, making current annual ridership 14,399 less than FY2017. Paratransit ridership is 2,436 for May 2018, making annual ridership 4,689 more than FY2017. Senior Van ridership is 321 for May 2018, making annual ridership 3,391 less than FY2017.

Davis made a motion to receive the May 2018 Financial Statements and Ridership Report, seconded by Goldman. The motion carried unanimously.

### **FY2019 Proposed Budget**

Magnusen gave an overview of the FY2019 proposed budget. The operating revenue shows a 1.89% increase from FY2018. Operating expenses have risen 7.47% from FY2018 due to an upward trend since Phase II and Zero-Fare implementation in January 2015. The Permissive Medical Levy Tax has decreased by 5.42% based on health insurance changes and number of employees.

Transfer Center rent income is \$15,725. This includes \$14,040 in rent and \$1,685 in vending machine sales. Vending machine sales will not appear on the FY2020 budget as this program is being phased out.

Staff count is up by three full time equivalents (FTE), which accounts for one Paratransit Operator and two Dispatchers. Benefits in all departments has risen by 1%. General insurance premium is predicted to increase by 8%. The insurance allocation method now accounts for all departments that assume risk. Maintenance department has been added to the allocation.

Expenses in Operations have increased by 6.04%. This includes the additional FTE positions being added. Maintenance expenses have increased by 18.82%, primarily due to major repairs and materials. Administrative and Transfer Center expenses increased by 4.97%. The Transfer Center expenses decrease by \$24,135 as the current plan is to phase out security by FY2020.

Administrative expenses are 7.36% more than FY2018, primarily due to staff travel and training. Professional and technical expenses have been increased by \$10,370 for consulting projects.

Magnusen presented the Board with projections for capital, fleet, and operating expenses.

Davis made a motion to approve the FY2019 Proposed Budget, seconded by Dodson. The motion carried unanimously.

**FY2019 MUTD Permissive Medical Levy- Set Public Hearing**

Magnusen described the Permissive Medical Levy and its purpose in addressing the rise in health insurance costs.

Dodson made a motion to set a public hearing for the FY2019 MUTD Permissive Medical Levy to be held on July 26, 2018, seconded by Goldman. The motion carried unanimously.

**FY2019 Program of Projects- Set Public Hearing**

Magnusen explained the Program of Projects public hearing, necessary to receive public feedback per Federal Transit Administration (FTA) guidelines. A legal notice will be posted.

Davis made a motion to set a public hearing for the FY2019 Program of Projects to be held on July 26, 2018, seconded by MacArthur. The motion carried unanimously.

**Missoula County Grant Application for FY2019 Financial Assistance**

Magnusen gave an overview of the FY2019 Missoula County Special Revenue Funds and General Fund program for Paratransit and Senior Van Services.

MacArthur made a motion to approve the application for \$27,000 for the FY2019 Missoula County Special Revenue Funds and General Funds, seconded by Dodson. The motion carried unanimously.

**Impact Feasibility Study Contract**

Aldridge discussed the interest of the Board in exploring the possibility of collecting Impact Fees for construction projects. Montana Code Annotated states that because MUTD is not apart of the City, Impact Fees for the City are not allowed to be distributed to MUTD. However, the City or County could potentially collect Impact Fees on MUTD's behalf. A sole source procurement was used in selecting TischlerBise as the consultant to do an impact fee feasibility study, based on their experience working with the City of Missoula.

Goldman made a motion to authorize the General Manager to execute a contract with the firm TischlerBise for an impact fee feasibility study in the amount of \$31,080, seconded by MacArthur. The motion carried unanimously.

**Transit Signal Priority Study Contract**

Caristo gave an overview of the Transit Signal Priority Study, which will give a better idea of the feasibility of Bus Rapid Transit along Brooks Street. HDR Engineering has been chosen through a sole source procurement to perform this project. This purchase will use Federal CMAQ funding and will take 13.42% match of federal funds.

Dodson made a motion to authorize the General Manager to execute a contract with the firm HDR, Inc., for a Transit Signal Priority Study, not to exceed \$43,990, seconded by MacArthur. The motion carried unanimously.

**Transit Planning and Scheduling Software**

Caristo explained Staff's need for an easier way to manage data, plan routes, and schedule shifts for drivers. Staff is hopeful a software of this sort will improve operational efficiencies and minimize the need for planning consultant help. A sole source procurement was used due to the package that Remix Software including both route planning and run cutting.

Davis made a motion to authorize the General Manager to execute a 1-year contract with Remix Software, Inc., for \$28,000, seconded by MacArthur. The motion carried unanimously.

### **Drug and Alcohol Policy**

Magnusen explained the revisions for the Drug and Alcohol Policy.

Magnusen reported that the FTA performed a compliance audit for the Drug and Alcohol Program. FTA had four auditors in the office to review MUTD's and vendors compliance with FTA regulations. Most of the issues were with the collection site which we will work with to correct any deficiencies.

Goldman made a motion to adopt the Drug and Alcohol Policy and receive the FTA Drug & Alcohol Compliance Audit, seconded by MacArthur. The motion carried unanimously.

### **Adjournment**

The meeting adjourned at 1:57 p.m.

Submitted by Elizabeth Wehling