



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF September 20, 2018
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Draft

Members Present

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

Members Absent

Andrea Davis
Doug Odegaard

Staff

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

Guests

None

Call to Order and Roll Call

Dodson called the meeting to order at 12:04 p.m. Roll call was taken.

Changes or Additions to Agenda

Public Comment on Items Not on the Agenda

None

General Manager's Report

Ninja Mike's grand opening occurred on September 4th. Mountain Line looks forward to the change in environment and great food options Ninja Mike's will bring to the Transfer Center.

Staff continues to negotiate the scope of services and cost for the Facilities Master Plan with MUTD's selected consultant, DJ&A.

AN RFQ was released for electric infrastructure engineering designs needed to accommodate the chargers for MUTD's new electric buses that are on order. Three responses were received, and will be discussed on today's agenda.

The Bus Stop Master Plan continues to be updated as Staff reviews every stop along Routes 1 and 2, along with comments from the City. The project is ongoing.

Staff met with TischlerBise for the initial fact finding and data gathering necessary to complete the Transit Impact Fee Study. The Study is projected to be completed by the end of 2018. Updates will continue to be provided.

MUTD's contract with the Missoulian for exterior bus advertising has expired. Staff released a new RFP which closed on August 30th. The new buses on order are not designed to accept advertising frames, so all Mountain Line buses will switch to vinyl advertisements. Three proposals have been received. Staff plans to have the new exterior bus advertising contract for approval at October's meeting.

Staff met with the City to discuss a possible annexing policy requiring properties annexing into the City to also annex into the Transportation District. This is an ongoing project, and Staff will continue with updates.

The 2018 Strategic Plan will be presented at a joint meeting of TPCC and TTAC on October 4th at 10:00 am at the City Council Chambers. The presentation will be given by Staff and Michelle from Jarrett Walker & Associates.

Minutes of August 22, 2018

Dodson made a motion to approve the minutes of August 22, 2018, seconded by Goldman. The motion carried unanimously.

Country Crest Petition into District

Aldridge explained the petition for Country Crest No. 3B, Lot 64 Subdivision for Inclusion into the Transportation District. Staff received the petition into the Transportation District, accompanied by a site plan indicating the lots within the project.

Dodson made a motion to approve Resolution 18-04 to expand the boundaries of the Transportation District to include Country Crest No. 3B, Lot 64 Subdivision, seconded by MacArthur. The motion carried unanimously.

Electric Engineering Design

Caristo described the changes needed to be made to MUTD's current facility to accommodate the electric bus charging stations. A Request for Qualifications was released on August 1st, 2018, and three (3) responses were received. CTA Architect Engineers was determined to be the most qualified for this project. Staff has negotiated a final scope of work and price proposal.

Blair made a motion to authorize the General Manager to execute a contract with the firm CTA Architects Engineers in the amount of \$19,946, plus a 3% contingency, seconded by MacArthur. The motion carried unanimously.

Facilities Master Plan

Caristo discussed the growing need for expanded facilities, as the current MUTD maintenance and operations facility has reached full capacity. Staff worked with the Planning Committee to figure out a scope of work for a planning study capable of identifying MUTD's needs for a new facility.

A Request for Qualifications was issued on May 7th, 2018, looking for firms with civil and structural engineering expertise on the design of federally funded transit facilities to complete the Facilities Master Plan. Responses were received from three (3) firms, and DJ&A was chosen as the most qualified for the project.

Dodson made a motion to authorize the General Manager to execute a contract with the firm DJ&A, P.C., in the amount of \$159,926, plus a 3% contingency, seconded by MacArthur. The motion carried unanimously.

Reserve Policy

Magnusen gave a presentation on the Pro Forma and Reserve Policy revisions. The Finance Committee recommendations were to use Interest Earned to pay for Operating expenses. The following capital reserves were recommended: Operating Reserve, Fleet Replacement Reserve, and Facilities Capital Project Reserve. These are funded from existing reserves and unrestricted net assets.

Blair made a motion to approve the revisions to the Reserve Policy, seconded by Goldman. The motion carried unanimously.

Adjournment

The meeting adjourned at 1:58 p.m.

Submitted by Elizabeth Wehling