



**Missoula Urban Transportation District
Board of Directors Meeting Minutes
October 24, 2019**

Approved November 21, 2019

Members Present

Amy Cilimburg, Chair
Jesse Dodson, Vice-Chair
Anna-Margaret Goldman, Sec.
Don MacArthur

Members Absent

Doug Odegaard, Treasurer
Andrea Davis
Ben Fitch-Fleischmann

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Dir Fin. & Admin
Mary Hanson, Dir Fin. & Admin
Jennifer Sweten, Director of Ops.
Vince Caristo, Project Mgmt.
Specialist
Bill Pfeiffer, Comm. Outreach Coord.
Dan Stone, Transit Planner
Elizabeth Wehling, CSR

Guests

CB Pearson, M + R Strategic Services
Derek Goldman, M + R Strategic Services
Michael McGill, Missoula Children's Theater Executive Director
Amy Ellis, Missoula Children's Theater, Tour Production Director
Matt Loehrke, Missoula Children's Theater Education Director
Emily Hall, Art Attic Framing & Design Owner
Elizabeth Basolo, Acropolis Gyros Owner
Janelle Woodworth, Property Owner
Helen Cipolato, Property Owner
Kali Neumeister, Property Owner

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:03 pm. Roll call was taken.

Changes or Additions to Agenda

Move 5.3 Changes to Bus Stop Locations to the beginning of the meeting and move 4.1 General Manager's Report to the end of the Agenda.

Public Comment on Items Not on the Agenda

None

Action Items

Changes to Bus Stop Locations

Caristo gave an overview of the changes to the bus stop locations that are outlined in the Bus Stop Master Plan (BSMP), which will make the system safer and more efficient. In June 2019,

MUTD's Planning Committee was given an update on the BSMP and it was recommended by the Committee to ask for community input. A comment survey was posted on the website as well as letters sent to property owners adjacent to proposed bus stops explaining the changes. Over 200 comments were received from the community. From those comments Staff made four (4) changes to the proposed bus stop changes.

Members of the public attended and gave public comment about the changes to some of the stops. The agenda item was sent back to the Planning Committee for further review of stops the public commented on at the board meeting. No further action was required.

Minutes of September 26, 2019

Goldman made a motion to approve the Minutes of September 26, 2019, seconded by MacArthur. The motion carried unanimously.

June 2019 Unaudited Financial Statements, June 2019 Cash Reserves, and August 2019 Financial Statements

Magnusen gave an overview of the June 2019 Unaudited Financial Statements and August 2019 Financial Statements.

The FY2019 reserves are funded based on the Board Reserve Policy. Fleet Replacement Reserve is funded at the target level of seven (7) years at \$4,253,982. Operating Reserve is at the minimum target level of three (3) months at \$1,940,400. Facilities Capital Reserve is funded at the minimum target level of five (5) years at \$3,273,724. The 2013 Mill Levy Operating Funding balance is based on income and usage at \$1,187,739

The financial statements for August 2019 are tracking closely with budget and expenses. The reserve levels are consistent with June 2019.

MacArthur made a motion to receive the June 2019 Unaudited Financial Statements and August 2019 Financial Statements, seconded by Dodson. The motion carried unanimously.

Shakespeare Street Office Remodel

Caristo discussed the need to remodel some office space at the Shakespeare Street office. As the number of employees has increased, the need for more space has become critical. Staff proposes to contract with a local architecture firm for designs to add an additional office and small conference room upstairs, as well as reconfigure the Operations and Paratransit offices downstairs. Three firms were solicited, and MUTD received one proposal, from the firm A&E Architects. The proposed fee is comparable with similar projects in the community.

MacArthur made a motion to authorize the General Manager to execute a contract with A&E Architects of Missoula, MT, to design and manage the construction of an office reconfiguration at the Shakespeare Street offices, in the amount of \$23,240, seconded by Dodson. The motion carried unanimously.

Transit-Oriented Development Planning Grant (TOD)

Aldridge reviewed the TOD Planning Grant and the benefit it would bring. MUTD has been working with Midtown Mojo for the last five (5) years on the Brooks Street redevelopment to allow for all modes of transportation to be successful through the corridor. FTA is currently accepting applications for the TOD planning grant. The recipient will be announced in the spring of 2020.

MacArthur made a motion to indicate support of the application for the discretionary Transit-Oriented Development (TOD) Planning Grant and commit up to \$30,000 as local match if Missoula is awarded federal funding, seconded by Goldman. The motion carried unanimously.

Discussion Items

General Manager's Report

Mary Hanson, MUTD's new Director of Finance and Administration, began her first day on October 21.

Aldridge provided an update on a personnel matter.

Adjournment

The meeting adjourned 1:59 p.m.

Submitted by Elizabeth Wehling