



**Missoula Urban Transportation District  
Board of Directors Meeting Minutes  
November 21, 2019**

***Approved December 19, 2019***

**Members Present**

Amy Cilimburg, Chair  
Jesse Dodson, Vice-Chair  
Doug Odegaard, Treasurer  
Andrea Davis  
Ben Fitch-Fleischmann  
Don MacArthur

**Members Absent**

Anna-Margaret Goldman, Sec

**Staff**

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

**Guests**

Tony Vanorny, JCCS Auditor

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:06 p.m. Roll call was taken.

**Changes or Additions to Agenda**

None

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

None

**Action Items**

**Fiscal Year 2019 Audit Report**

Tony Vanorny, JCCS Auditor, gave the Fiscal Year 2019 Audit Report. The June 30, 2019, audited financial statements, and the required supplementary information given to JCCS, received a clean opinion. Compliance with internal controls had no findings or deficiencies and was given a clean opinion.

Dodson made a motion for the Board to receive the Fiscal Year 2019 Audit Report, seconded by Odegaard. The motion carried unanimously.

**Minutes of October 24, 2019**

MacArthur made a motion to approve the minutes of October 24, 2019, seconded by Dodson. The motion carried unanimously.

**October 2019 Financial Statements**

Odegaard gave an overview of the October 2019 Financial Statements. The Reserves are fully funded based on the Board Reserve Policy. The Fleet Replacement Reserve is at the target level of seven (7) years at \$3,303,520. The Facilities Capital Reserve is funded at the minimum target of five (5) years at \$3,273,724. The Operating Reserve is at the minimum target of three (3) months of \$1,940,400. The 2013 Mill Levy Operating Funding, based on income and usage, is at \$1,211,579. The Unrestricted Net Position is (\$2,722,450) due to reserve allocations.

The October 2019 financial statements show a change in net position after reserve contributions and capital reimbursement is \$4,559,947. Operating Revenue is 2% higher than budget and expenses are 2.31% lower than budget.

Fitch-Fleischmann made a motion for the Board to receive the October 2019 Financial Statements, seconded by Davis. The motion carried unanimously.

### **Fiscal Year 2019 Pro Forma**

Magnusen presented the Fiscal Year 2019 Pro Forma to the Board. The Pro Forma forecasts expenses and reserve allocations based upon doing business as usual. All Reserves are funded to the minimum target level as of June 30, 2019.

The projected timeline for the Operating Reserve is tracking with the Pro Forma. The Fleet Replacement Reserve is fully funded in 2019, having \$1,400,000 added by 2022 and \$1,800,000 by 2028. The Facilities Capital Reserve has a beginning balance of \$3,500,000 in 2019 and anticipated reduction of \$2,014,000 by fiscal year end.

Dodson made a motion for the Board to receive the Fiscal Year 2019 Pro Forma, seconded by Odegaard. The motion carried unanimously.

### **Discussion Items**

#### **General Manager's Report**

Bill Pfeiffer, Mountain Line's Community Outreach Coordinator since 2015, will be leaving Mountain Line. Pfeiffer's last day will be December 27. Recruitment for this position will begin soon.

At the October Board Meeting, members of the public attending the meeting commented on some of the proposed bus stop locations. The Board sent the agenda item back to the Planning Committee for further review. Staff reviewed the stops in question with the Planning Committee. Based on recommended changes, letters will be sent out to newly affected property owners.

Fitch-Fleischmann has decided to step down from serving on the Board. His work schedule has not allowed him to participate on the Board as much as needed. Fitch-Fleischmann will continue working with Staff on electric buses and energy needs for the future.

All Proterra buses have been delivered but various issues have not allowed all six (6) to be in revenue service at the same time. Staff continues working with Proterra to rectify the issues that have arisen since delivery and will continue updating the Board as the electric buses are put into service.

A few staff members had the opportunity to visit Gillig's new facility and receive a demonstration of Gillig's new electric bus. Mountain Line has worked with Gillig for many years and runs many

Gillig diesel buses currently. Staff is working on procuring two (2) electric buses utilizing Volkswagen settlement funds awarded from DEQ in the coming months.

Dorothy Magnusen, Director of Finance and Administration, is retiring. Magnusen joined Mountain Line in January of 2013, with an expansive background in finance and management. Dorothy was the Interim General Manager for Mountain Line after the departure of the previous General Manager. Dorothy has stepped up to the plate in many facets and exemplifies true leadership. Dorothy will be greatly missed by everyone at Mountain Line.

### **Adjournment**

The meeting adjourned 1:47 p.m.

Submitted by Elizabeth Wehling