

**MISSOULA URBAN TRANSPORTATION DISTRICT**  
BOARD OF DIRECTORS MEETING DECEMBER 14, 2017 / 12:00 PM  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET

**AGENDA**

- 1.0 Call to Order & Roll Call (12:00)
- 2.0 Changes or Additions to the Agenda
- 3.0 Public Comment on items not on the Agenda
- 4.0 Discussion Items / Reports / Comments:
  - 4.1 General Manager's Report (12:05)
- 5.0 Action Items:
  - 5.1 Fiscal Year 2017 Financial Audit (*Dorothy Magnusen*) (12:25)  
Recommendation: Receive and accept the Fiscal Year 2017 Audit.
  - 5.2 Bus Engine Replacement (*Jeff Logan*) (12:40)  
Recommendation: Approve the engine replacement for bus #425 not to exceed \$35,000.
  - 5.3 Disposal of Surplus Vehicles (*Jeff Logan*) (12:45)  
Recommendation: Authorize the General Manager to dispose of Vehicles #01, #02 and #04 which are past their useful life.
  - 5.4 Minutes of November 2, 2017 (12:50)  
Recommendation: Approve the minutes of November 2, 2017.
  - 5.5 Financial Statements and Ridership Reports (12:52)  
Recommendation: Receive the September 2017 Financial Statements and Ridership Report.
  - 5.6 Meeting Schedule for Calendar Year 2018 (*Corey Aldridge*) (1:00)  
Recommendation: Approve the calendar of meetings for 2018.
  - 5.7 Election MUTD Board Officers & Committees for Calendar Year 2018 (*Andrea Davis*) (1:05)  
Recommendation: Conduct an election to select the 2018 Board officers and committees as defined in the MUTD Bylaws.
  - 5.8 Strategic Plan Update (*Vince Caristo*) (1:20)  
Recommendation: No action needed.
- 6.0 Adjournment



## MUTD General Manager Report

**To:** Board of Directors  
**From:** Corey Aldridge, General Manager  
**For Board Meeting:** December 14, 2017

<b><i>Attachments</i></b>
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1. None
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### **Transfer Center Retail Space**

At the November board meeting, the Board was presented with a proposal for the Transfer Center retail space. The concept, to serve “grab and go” breakfast burritos, was met with approval from the Board. The proposal requests MUTD to purchase and install a commercial ventilation hood, necessary for this type of business. We received one quote for about \$50,000. The Board gave approval to negotiate a contract and get additional quotes for the ventilation hood, then bring the items back to them for final approval.

Finding contractors for this type of work has been more difficult than expected. We have had one additional contractor look at the project who recommended a structural engineer take a look at the building. The problem lies in the fact there is an HVAC unit directly above the space for the vent hood. The hood could be routed, or the HVAC unit moved, to an alternative location on the roof. This other part of the roof has solar panels installed which would need to be removed or relocated. The solar panels were installed in 2012 and have generated a very small amount of energy in five years, worth about \$1,400.

The potential tenant is eager to proceed. As soon as we have the contract language and terms, and construction costs determined, we will bring it back to the Board for approval.

### **Strategic Plan**

The Board will receive an update on the Strategic Plan at the Board meeting on December 14.

## **Facilities Plan**

As MUTD grows and expands so does the need for additional space for buses, employees, and maintenance. Staff continues to work on this project as time permits. I was able to meet with our Planning Committee Chair, Don MacArthur, to review preliminary space and cost estimates. The next step is for Staff draft and advertise a Request for Qualifications (RFQ) to seek applications from qualified companies. The desire is to accomplish this next step in the first quarter of 2018.

## **Electric Bus Procurement**

We have been working to have the necessary paperwork and approvals in place to bring to the Board for approval. At this time we are waiting on the Federal Transit Administration (FTA) to give approval to purchase off the Washington State purchase list. We have received some additional federal funding to allow MUTD to purchase one more bus for a total of three.

One of the buses in our fleet is currently out of service in need of a complete engine replacement. The cost is more than \$30,000. We can expect to see more of our fleet requiring engine replacement in the next few years as many of our buses are past their useful life. The three electric buses will be just the beginning of a necessary fleet replacement and growth.

## **Board Vacancy**

Melanie Brock's term on the board ends on December 31. The notice to fill the vacancy posted by the County yielded no applications. We hope to have this vacancy filled in the next few months.

## **MUTD Turns 40 / Zero-fare**

MUTD officially started Mountain Line service on December 12, 1977. We will be holding an event in January to celebrate 40 years of service and to announce our newest Zero-fare partners. More information on the event will be sent to the Board in the near future.

## **Bus Stop Master Plan**

The Bus Stop Master Plan (BSMP) was adopted in 2015 and the search for outside funding sources began. We continue to apply for federal discretionary grants as they become available. We are coming up with a plan to implement the BSMP in small phases without

discretionary grant funding. Don MacArthur discovered the potential opportunity to fund some portions of the BSMP using City impact fee funds. We are exploring this opportunity and will report back to the Board as we learn more.

The BSMP was adopted not long after Phase 2 and Zero-fare were implemented. Since that time, ridership and development patterns have changed, and we believe it is time to update the BSMP with planned bus stop changes and costs of implementation. This will be done internally by Staff, and will be brought to the Board for approval in the coming months. Installation of new bus stop signage and amenities will greatly increase the visibility and appearance of Mountain Line throughout our community, more so than almost any other improvements we could do.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance and Administrative Manager  
**Date:** December 14, 2017

**Subject:** Fiscal Year 2017 Financial Audit

<b><i>Attachments</i></b>
1. None

**Recommendation:** Receive and accept the Fiscal Year 2017 Audit report as presented by Junkermier, Clark, Campanella, Stevens P.C. (JCCS)

**Discussion:** JCCS was awarded the contract for three years with two additional one-year renewals at MUTD's sole discretion. JCCS has completed the second year of the audit engagement for FY2017. Tony Vanorny, CPA and Shareholder, will present the results of the audit at the meeting.

The Auditor's Report expresses an unqualified (clean) opinion on the financial statements and on compliance for the major federal award programs.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Jeff Logan, Operations Manager  
**Date:** December 14, 2017

**Subject:** Bus Engine Replacement

**Recommendation:** Approve the engine replacement for bus #425 not to exceed \$35,000.

**Discussion:** Bus #425 experienced a complete engine failure and needs to be replaced. The bus is a 2009 Gillig low floor and is past the mid-life of the 12-year useful life. The engine replacement is due to normal wear and tear mileage. Engine replacements will become more common as our fleet ages.

**Financial Impact:** The costs of the engine replacement is included in the FY2018 budget.

### ***Attachments***

1. None



## Board Staff Report

**To:** Board of Directors  
**From:** Jeff Logan, Operations Manager  
**Date:** November 2, 2017

**Subject:** Disposal of Surplus Vehicles

**Recommendation:** Authorize the General Manager to dispose of Vehicles #01, #02 and #04 which are past their useful life.

**Discussion:** These vehicles were purchased in; #04 – 2000, #02 – 2007, and #01 – 2009. All are past their useful life and have been replaced by #s 1701, 1702 and 1704.

*Attachments*

1. None

Staff cannot estimate the auction value of these vehicles. The Board Purchasing Policy calls for the Board of Directors to approve the disposal of equipment. Staff is seeking approval to dispose of these vehicles at auction.



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES – November 2, 2017  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Draft*

**Members Present**

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

**Members Absent**

**Staff**

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

**Guests**

Andrew Czorny, Missoula County  
Michelle Poyourow, Jarrett Walker & Assoc

**Call to Order and Roll Call**

Davis called the meeting to order at 12:05 pm. Roll call was taken.

**Changes or Additions to Agenda**

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

None

**General Manager's Report**

Aldridge gave an update on the status of the Strategic Plan. Michelle Poyourow of Jarrett Walker & Associates (JWA) held a stakeholder meeting on the first of November, and will be at the first of four open houses MUTD will host to solicit feedback from the public on the Alternatives Report. JWA will then take the public responses and create a draft report.

A proposal was received for the Transfer Center retail space. If the Board does not approve the proposal, an alternative use of the space will be explored.

The Missoula Metropolitan Planning Organization (MPO) has been notified by the Montana Department of Transportation (MDT) of an appropriations rescission of 2017 federal-aid highway program funds. This signifies that funds that were apportioned, but not obligated, may be rescinded if they are not programmed for use. The programs impacted by this are Congestion Mitigation Air Quality (CMAQ) and MPO planning. MDT has agreed to absorb the funds being rescinded, but may not be able to do so in future years if there are additional rescissions. A loss of CMAQ funds could affect MUTD's use for operating and capital improvements. This development will closely be observed.

The Low Emission/No Emission federal grant that MUTD received funding is waiting to move forward until staff receives updated price proposals from vendors.

Staff has been working on the annual comprehensive report to the National Transit Database. MUTD is hopeful to have said reporting closed out earlier this year than last.



Aldridge reported on the 2017 APTA Annual Conference he attended in October.

## **Consent Agenda**

Minutes of August 24, 2017

Recommendation: Approve the minutes of August 24, 2017.

Petition into District for Country Crest No. 12 Subdivision

Recommendation: Approve Resolution 17-05 to expand the boundaries of the Transportation District to include Country Crest No. 12 Subdivision.

Petition into District for Linda Vista Sixteenth and Seventeenth Subdivision

Recommendation: Approve Resolution 17-06 to expand the boundaries of the Transportation District to include Linda Vista 16<sup>th</sup> and 17<sup>th</sup> Supplements Subdivisions.

Cleaning Services Contract Ratification

Recommendation: Ratify a contract with Quality Maintenance Enterprises, Inc. of Missoula to provide on-going cleaning services at the District's facilities.

Clever Devices Contract Renewal

Recommendation: Approve the license, hosting, and maintenance agreement with Clever Devices in the amount of \$42,982.00.

Bus Lift Installation Contract

Recommendation: Approve the purchase of construction and installation services for a Steril-Koni ECO lift from Northwest Lift & Equipment for a price of \$78,135, plus a 3% contingency.

Disposal of Mobile Unit #110

Recommendation: Authorize the General Manager to dispose of paratransit cutaway #110 that is inoperable and past its useful life.

Blair made a motion to approve the Consent Agenda as presented, seconded by Dodson. The motion carried unanimously.

## **Action Items**

### **Mill Levy Presentation**

Andrew Czorny, Missoula County CFO, gave a presentation to the Board on the Mill Levy calculations for MUTD for FY2018. No action was needed.

### **Revised Unaudited June 2017 Financial Statements**

Magnusen gave an overview of the Revised Unaudited June 2017 Financial Statements. The revision is necessary to reflect a decrease in property tax revenue received.

Dodson made a motion to approve the Revised Unaudited June 2017 Financial Statements, seconded by Cilimburg. The motion carried unanimously.

MacArthur left the meeting at 1:00 pm.

### **Revised FY2018 Budget**

Magnusen discussed the change in the FY2018 budget due to changes in expected property tax revenue.

Brock made a motion to approve the Revised FY2018 Budget, seconded by Goldman. The motion carried unanimously.

**September 2017 Financial Statements and Ridership Reports**

Dodson gave the September 2017 Financial Statements and Ridership Reports. The budget has been modified to reflect the revised budget for property tax.

Cilimburg made a motion to receive the September 2017 Financial Statements and Ridership Reports, seconded by Dodson. The motion carried unanimously.

Blair left the meeting at 1:13 pm.

**Proposal for Transfer Center Retail Space**

Caristo presented a proposal to lease the Transfer Center retail space. The proposal to operate a breakfast burrito service offering “grab and go” menu items. The kitchen portion of the retail space would also be used for other restaurants to cook in. In order for this to be a licensed, commercial kitchen for other food vendors to use, a Type I (one) ventilation hood will need to be installed. The proposer requests MUTD pay for the necessary ventilation hood. Staff received one quote showing the cost of the ventilation hood and installation to be about \$50,000. MUTD must also receive FTA approval for this type of use.

Dodson made a motion for the General Manager to negotiate a contract and obtain additional quotes for the ventilation hood, to be brought back to the Board for final approval. The motion was seconded by Goldman. The motion carried unanimously.

**Strategic Plan Update by Michelle Poyourow, Consultant**

Michelle Poyourow, Jarrett Walker and Assoc. Consultant, addressed the Board with an informational update about Stakeholder responses, web survey responses, and visual alternatives in scheduling. No motion was needed.

**Adjournment**

The meeting adjourned at 2:11 p.m.

Respectfully submitted by Elizabeth Wehling



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance & Administrative Manager  
**Date:** December 14, 2017

**Subject:** October 2017 Financial Statements and Ridership Reports

### Attachments

1. Financial Statements
2. Ridership Reports

**Recommendation:** The Board receives the October 2017 Financial Statements and Ridership Reports.

### Discussion:

#### Statement of Net Position

- Capital Reserves of \$1,604,783 is the local match for capital purchases and includes the minimum board reserve requirement of \$250,000. The FY18 annual contribution to capital reserve is \$175,000.
- Operating Reserve of \$2,409,070 is funded from the mill levy for future operations. The FY18 annual contribution to operating reserves is \$1,295,130.
- The net position of \$15,423,800 includes Unrestricted of \$5,346,325, which is available for reserve allocations.

#### Statement of Revenues, Expenses, and Changes in Net Position

- The October 2017 financial statements show a net change in position before Federal Capital Contributions of \$75,046.
- The Federal Capital Contribution for October 2017 is \$104,651 compared to October 2016 of \$1,447. This activity is based on capital purchases through federal and state grants, and it will fluctuate from year-to-year.
- Total Operating Revenue is 0.42% more than the budget.
- The expenses are 2.94% less than the budget. The following chart is organized by expense categories.

Description	4 Mo Ending Oct Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget
<b>Expenses:</b>				
Compensation	1,579,332	1,627,000	4,881,000	-2.93%
General	183,486	196,605	589,815	-6.67%
Maintenance	249,826	245,885	737,655	1.60%
Transfer Center	35,685	38,703	116,110	-7.80%
<b>Total Expenses</b>	<b>2,048,328</b>	<b>2,108,193</b>	<b>6,324,580</b>	<b>-2.84%</b>
<b>Admin Only Expenses:</b>				
Travel and Meetings	7,025	11,000	33,000	-36.14%
Professional Services	54,043	54,043	162,130	0%
<b>Total Admin Only Expenses</b>	<b>61,068</b>	<b>65,043</b>	<b>195,130</b>	<b>-6.11%</b>
<b>Total Expenses</b>	<b>2,109,397</b>	<b>2,173,237</b>	<b>6,519,710</b>	<b>-2.94%</b>

## Ridership Report

- The Fixed Route ridership for October 2017 is 139,382 compared to 136,182 in October 2016. The annual ridership for FY2018 is 8,100 less than FY2017. October 2017 is the record high for ridership in the month of October.
- The ADA ridership for October 2017 is 2,281 compared to 1,761 in October 2016. The annual ridership for FY2018 is 1,207 more than FY2017.
- The Senior Van for October 2017 is 411 compared to 689 in October 2016. The annual ridership for FY2018 is 618 less than FY2017.

# **Missoula Urban Transportation District**

## **Financial Statements**

**October 2017**



	A	B	C	D	E
1	<b>Missoula Urban Transportation District</b>				
2	<b>Statements of Net Position</b>				
3	<b>October, Fiscal Years 2018 and 2017</b>				
4					
5					
6			<b>FY 2018</b>		<b>FY 2017</b>
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**Missoula Urban Transportation District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For the Years Ended June 30, 2018 and 2017**  
**Summary**

	4 Mo Ending Oct 2017 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget	4 Mo Ending Oct 2016 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget
<b>Operating Revenues:</b>								
Property Taxes	1,812,303	1,812,303	5,436,910	0.00%	1,616,270	1,616,270	4,848,810	0.00%
Federal/State Operating Assistance	742,596	744,222	2,232,665	-0.22%	757,325	757,325	2,271,975	0.00%
Other Revenues	137,919	125,088	375,265	10.26%	99,468	88,967	266,900	11.80%
<b>Total Operating Revenues</b>	<b>2,692,819</b>	<b>2,681,613</b>	<b>8,044,840</b>	<b>0.42%</b>	<b>2,473,062</b>	<b>2,462,562</b>	<b>7,387,685</b>	<b>0.43%</b>
<b>Operating Expenses:</b>								
Operations	1,395,412	1,435,515	4,306,545	-2.79%	1,252,989	1,345,005	4,035,015	-6.84%
Maintenance	255,698	281,473	844,420	-9.16%	276,237	265,377	796,130	4.09%
General and Administrative	458,287	456,248	1,368,745	0.45%	389,976	422,372	1,267,115	-7.67%
<b>Total Operating Expenses</b>	<b>2,109,397</b>	<b>2,173,237</b>	<b>6,519,710</b>	<b>-2.94%</b>	<b>1,919,202</b>	<b>2,032,753</b>	<b>6,098,260</b>	<b>-5.59%</b>
<b>Operating Gain/(Loss)</b>	<b>583,422</b>	<b>508,377</b>	<b>1,525,130</b>	<b>14.76%</b>	<b>553,860</b>	<b>429,808</b>	<b>1,289,425</b>	<b>28.86%</b>
<b>Special Projects:</b>								
Bus Stop Master Plan	0	0	0	NA	0	0	0	NA
Recruitment	0	0	0	NA	0	0	0	NA
Paratransit Planning	0	0	0	NA	0	0	0	NA
TDM Study - ASUM/UM/City/MUTD	0	0	0	NA	0	0	0	NA
Transfer Center Remodel	18,333	18,333	55,000	0.00%	18,333	18,333	55,000	0.00%
Transit Summits	0	0	0	NA	0	0	0	NA
Uniforms	0	0	0	NA	0	0	0	NA
<b>Total Special Projects</b>	<b>18,333</b>	<b>18,333</b>	<b>55,000</b>	<b>0.00%</b>	<b>18,333</b>	<b>18,333</b>	<b>55,000</b>	<b>0.00%</b>
<b>Gain/(Loss) After Special Projects</b>	<b>565,089</b>	<b>490,043</b>	<b>1,470,130</b>	<b>15.31%</b>	<b>535,527</b>	<b>411,475</b>	<b>1,234,425</b>	<b>30.15%</b>
<b>Less Reserve Contributions:</b>								
Additions to Capital	-58,333	-58,333	-175,000	NA	-58,333	-58,333	-175,000	NA
Additions to Operating Reserves	-431,710	-431,710	-1,295,130	NA	-353,140	-353,142	-1,059,425	NA
<b>Total Reserve Contributions</b>	<b>-490,043</b>	<b>-490,043</b>	<b>-1,470,130</b>	<b>NA</b>	<b>-411,473</b>	<b>-411,475</b>	<b>-1,234,425</b>	<b>NA</b>
<b>Gain/(Loss) After Reserve Contributions</b>	<b>75,046</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>124,053</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>Plus Additional Funding Sources:</b>								
Federal Capital Contributions	104,651	0	0	NA	1,447	0	0	NA
<b>Total Additional Funding Sources</b>	<b>104,651</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>1,447</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>Change in Net Position</b>	<b>179,697</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>125,500</b>	<b>0</b>	<b>0</b>	<b>NA</b>

# **Missoula Urban Transportation District**

## **Ridership Reports**

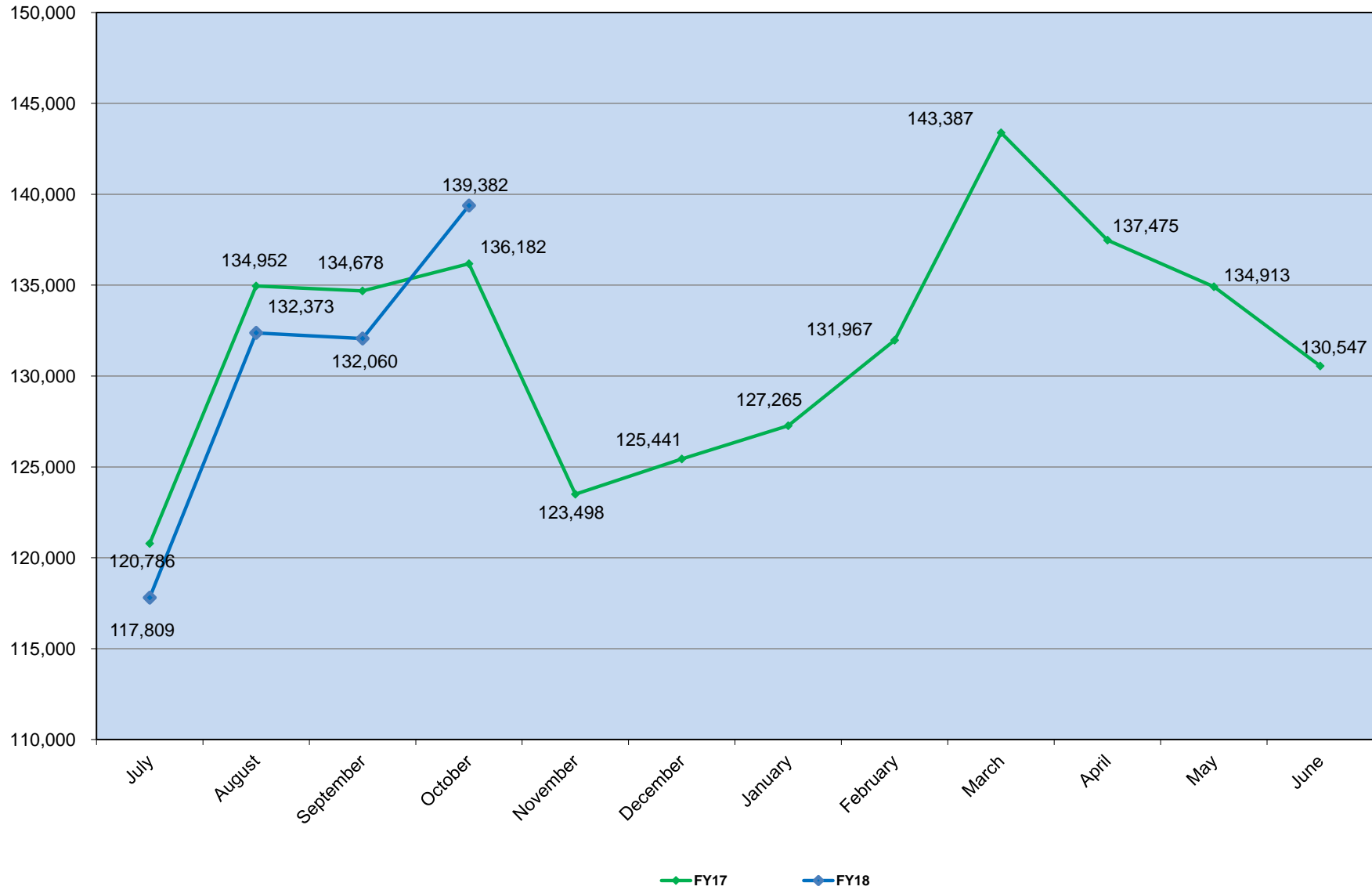
**October 2017**





	A	B	E	H	K	L	M	AL	AM	AN
1	<b>Missoula Urban Transportation District</b>									
2	<b>FY2018 Fixed Route Statistics</b>									
3								YTD	YTD	
4		July	Aug	Sept	Oct	Oct	Increase	Total	Total	Increase
5		2017	2017	2017	2017	2016	(Decrease)	FY18	FY17	(Decrease)
6	<b>Passenger Information</b>									
7										
8	Weekday	108,280	124,223	121,040	132,411	126,758	5,653	485,954	493,483	(7,529)
9	Saturday	8,895	7,168	9,510	6,971	9,424	(2,453)	32,544	33,115	(571)
10	<b>Passengers</b>	<b>117,175</b>	<b>131,391</b>	<b>130,550</b>	<b>139,382</b>	<b>136,182</b>	<b>3,200</b>	<b>518,498</b>	<b>526,598</b>	<b>(8,100)</b>
11										
12	Average Weekday Ridership	5,414	5,401	6,052	6,019	6,036	(17)	5,717	5,806	(89)
13	Average Saturday Ridership	1,779	1,792	1,902	1,743	1,885	(142)	1,808	1,840	(32)
14										
15	<b>Service Information</b>									
16										
17	Weekdays	20	23	20	22	21	1	85	85	0
18	Saturdays	5	4	5	4	5	(1)	18	18	0
19	UM Days	19	1	20	22	21	1	62	69	(7)
20										
24	Weekday Revenue Hours	3,700	4,278	3,740	4,114	4,426	(312)	15,831	17,915	(2,084)
25	Saturday Revenue Hours	275	220	275	216	308	(92)	986	1,152	(166)
26	<b>Revenue Hours</b>	<b>3,975</b>	<b>4,498</b>	<b>4,015</b>	<b>4,330</b>	<b>4,734</b>	<b>(404)</b>	<b>16,817</b>	<b>19,067</b>	<b>(2,250)</b>
27										
31	Weekday Revenue Mileage	52,040	60,053	52,060	57,156	55,898	1,258	221,298	226,253	(4,955)
32	Saturday Revenue Mileage	3,890	3,124	3,920	3,128	3,944	(816)	14,063	14,644	(581)
33	Less Training, Test Driving & Spec Serv Mileage	(138)	(137)	(198)	(134)			(607)	0	(607)
34	Less Failure Miles	(50)	(33)	(15)	(26)	(10)	(16)	(123)	(36)	(87)
35	<b>Revenue Miles</b>	<b>55,743</b>	<b>63,007</b>	<b>55,767</b>	<b>60,124</b>	<b>59,832</b>	<b>426</b>	<b>234,631</b>	<b>240,861</b>	<b>(6,230)</b>
36										
37	<b>Vehicle Miles</b>	<b>62,310</b>	<b>69,309</b>	<b>60,348</b>	<b>66,779</b>	<b>66,068</b>	<b>711</b>	<b>258,746</b>	<b>260,623</b>	<b>(1,877)</b>
38										
39	<b>Revenue Miles per Revenue Hour</b>	<b>14.02</b>	<b>14.01</b>	<b>13.89</b>	<b>13.89</b>	<b>12.64</b>	<b>1.25</b>	<b>13.95</b>	<b>12.63</b>	<b>1.32</b>
40										
41	<b>Passengers per Mile</b>	<b>2.10</b>	<b>2.09</b>	<b>2.34</b>	<b>2.32</b>	<b>2.28</b>	<b>0.04</b>	<b>2.21</b>	<b>2.19</b>	<b>0.02</b>
42	<b>Passengers per Hour</b>	<b>29.48</b>	<b>29.21</b>	<b>32.52</b>	<b>32.19</b>	<b>28.77</b>	<b>3.42</b>	<b>30.83</b>	<b>27.62</b>	<b>3.21</b>
49										
50	<b>Financial Information</b>									
56										
57	<b>Operating Expense per Revenue Mile</b>	<b>\$ 10.86</b>	<b>\$ 9.22</b>	<b>\$ 9.91</b>	<b>\$ 9.88</b>	<b>\$ 8.72</b>	<b>\$ 1.16</b>	<b>\$ 9.94</b>	<b>\$ 8.78</b>	<b>\$ 1.16</b>
58	<b>Operating Expense per Revenue Hour</b>	<b>\$ 152.23</b>	<b>\$ 129.13</b>	<b>\$ 137.62</b>	<b>\$ 137.19</b>	<b>\$ 110.24</b>	<b>\$ 26.95</b>	<b>\$ 138.70</b>	<b>\$ 110.87</b>	<b>\$ 27.83</b>
59	<b>Operating Expense per Passenger Trip</b>	<b>\$ 5.16</b>	<b>\$ 4.42</b>	<b>\$ 4.23</b>	<b>\$ 4.26</b>	<b>\$ 3.83</b>	<b>\$ 0.43</b>	<b>\$ 4.50</b>	<b>\$ 4.01</b>	<b>\$ 0.49</b>

### Missoula Urban Transportation District Fixed Route Ridership



**Missoula Urban Transportation District**  
**Fixed Route Monthly Ridership History 1978 - 2018**  
 APC Data Beginning FY2016

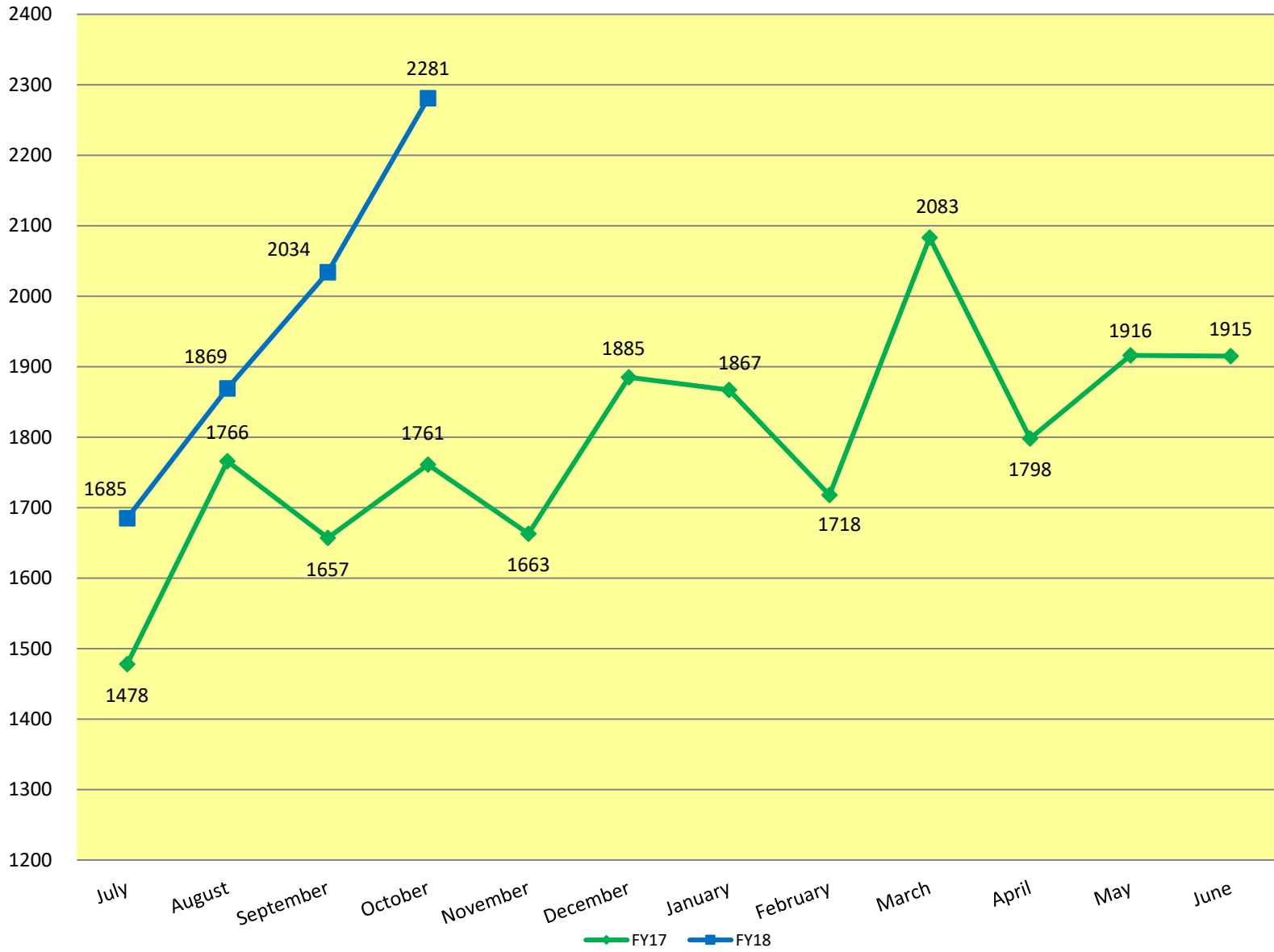
Fiscal Year	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	% Change
1978						6,072	13,366	10,491	11,382	8,881	18,218	30,183	98,593	
1979	20,610	26,005	23,790	29,434	40,037	44,347	58,609	52,080	46,703	43,969	43,461	36,338	465,383	
1980	34,710	38,657	36,178	51,724	58,365	62,038	83,266	72,460	57,066	57,077	41,082	39,553	632,176	35.84%
1981	35,251	31,934	42,973	54,900	50,580	57,588	67,309	66,827	65,834	63,393	52,725	47,841	637,155	0.79%
1982	38,388	35,523	40,464	50,898	49,781	63,026	75,230	73,734	70,361	56,208	48,523	41,120	643,256	0.96%
1983	33,761	33,774	38,845	50,686	54,388	60,818	65,174	56,552	55,296	50,097	46,641	43,787	589,819	-8.31%
1984	38,040	41,430	47,462	52,016	53,859	66,575	82,799	60,367	56,658	51,627	49,201	36,958	636,992	8.00%
1985	32,285	34,272	39,132	52,809	50,447	49,552	62,738	55,560	47,873	46,977	42,388	29,840	543,873	-14.62%
1986	28,215	32,730	33,908	47,400	45,673	51,208	58,803	49,661	42,981	42,007	40,778	33,428	506,792	-6.82%
1987	34,660	35,711	37,490	51,060	50,341	55,039	62,791	56,898	52,856	47,536	42,054	37,319	563,755	11.24%
1988	33,883	36,300	34,822	43,367	45,849	49,840	64,461	52,782	51,956	46,668	42,908	36,977	539,813	-4.25%
1989	32,043	36,980	37,807	41,646	45,137	46,140	59,008	49,625	53,553	45,864	43,084	37,321	528,208	-2.15%
1990	32,039	34,784	37,382	44,943	46,449	46,799	55,143	46,713	46,835	41,576	45,595	34,190	512,448	-2.98%
1991	30,251	32,662	38,456	54,658	56,448	46,626	74,539	60,047	53,968	52,426	48,160	35,278	583,519	13.87%
1992	32,282	36,503	33,657	54,032	59,496	52,808	64,245	57,002	52,300	52,154	46,977	35,712	577,168	-1.09%
1993	30,399	27,529	38,189	40,659	39,880	43,394	43,890	48,467	48,170	53,365	33,226	30,606	477,774	-17.22%
1994	28,277	43,652	41,008	40,230	44,153	43,094	40,839	43,551	47,626	47,116	44,299	35,472	499,317	4.51%
1995	33,952	42,380	45,479	46,369	50,902	49,304	51,452	49,725	54,992	46,197	42,446	36,099	549,297	10.01%
1996	31,821	35,293	45,430	46,894	48,873	49,850	48,065	63,983	60,544	47,728	46,603	33,077	558,161	1.61%
1997	34,148	33,968	46,780	53,983	51,438	58,998	54,180	61,778	59,652	60,573	49,746	50,029	615,273	10.23%
1998	51,524	47,026	52,554	59,432	50,548	58,943	53,197	58,920	57,842	60,762	49,176	51,565	651,489	5.89%
1999	55,658	49,811	58,525	61,466	52,169	56,300	51,104	60,077	64,575	63,749	51,841	53,118	678,393	4.13%
2000	52,016	53,775	60,950	61,706	56,148	58,399	53,905	65,112	63,498	59,932	56,832	51,076	693,349	2.20%
2001	48,627	55,562	58,403	63,618	58,389	58,010	55,638	64,809	64,385	61,509	58,987	52,198	700,135	0.98%
2002	49,181	53,808	55,756	68,788	61,550	59,033	58,832	64,204	64,005	67,951	59,530	47,369	710,007	1.41%
2003	48,105	48,363	50,954	63,041	53,809	54,759	54,174	61,246	61,892	62,189	55,107	47,582	661,221	-6.87%
2004	49,853	47,413	56,757	61,539	54,138	58,440	56,833	61,990	66,692	61,051	51,380	52,195	678,281	2.58%
2005	50,683	50,568	54,578	56,485	52,355	50,600	50,369	53,254	59,201	60,877	52,125	53,368	644,463	-4.99%
2006	47,384	53,325	59,643	60,294	58,512	57,147	57,526	61,658	66,412	61,313	55,963	56,052	695,229	7.88%
2007	50,603	60,905	62,089	66,894	64,744	57,293	64,747	61,844	64,453	63,613	61,205	56,853	735,243	5.76%
2008	56,130	64,638	56,645	68,167	63,394	58,729	71,600	74,959	69,203	77,519	65,998	68,234	795,216	8.16%
2009	73,854	73,502	72,918	76,187	59,577	62,596	69,040	74,024	72,771	69,494	61,184	63,984	829,131	4.26%
2010	63,155	58,136	66,870	72,825	60,875	66,163	64,829	70,950	72,598	72,920	60,883	61,449	791,653	-4.52%
2011	61,259	64,259	70,153	71,889	67,856	72,845	73,696	80,896	90,857	70,320	70,466	71,105	865,601	9.34%
2012	69,584	77,705	76,591	79,173	78,214	72,366	78,396	86,593	88,538	73,082	73,584	70,643	924,469	6.80%
2013	67,267	71,082	68,326	82,565	71,606	66,206	78,279	80,474	82,970	76,511	74,527	66,236	886,049	-4.16%
2014	69,541	73,403	74,437	82,945	71,337	67,868	75,357	81,465	87,142	78,268	71,355	68,048	901,166	1.71%
2015	75,204	72,738	77,044	85,778	68,844	72,650	96,173	100,122	111,202	111,607	100,686	102,574	1,074,622	19.25%
2016	128,359	118,852	131,482	137,022	116,186	127,789	119,797	135,427	143,765	128,430	128,254	130,910	1,546,273	43.89%
2017	120,786	134,952	134,678	136,182	123,498	125,441	127,265	131,967	143,387	137,475	134,913	130,547	1,581,091	2.25%
2018	117,809	132,373	132,060	139,382									521,624	-0.94%
<b>Average</b>														
<b>'78 - Cur</b>	<b>50,540</b>	<b>53,307</b>	<b>56,767</b>	<b>64,077</b>	<b>58,611</b>	<b>59,117</b>	<b>64,917</b>	<b>65,457</b>	<b>65,800</b>	<b>62,000</b>	<b>56,553</b>	<b>52,406</b>	<b>709,552</b>	

**Total Passengers Through Current Month** **28,323,477**

= Highest year by month

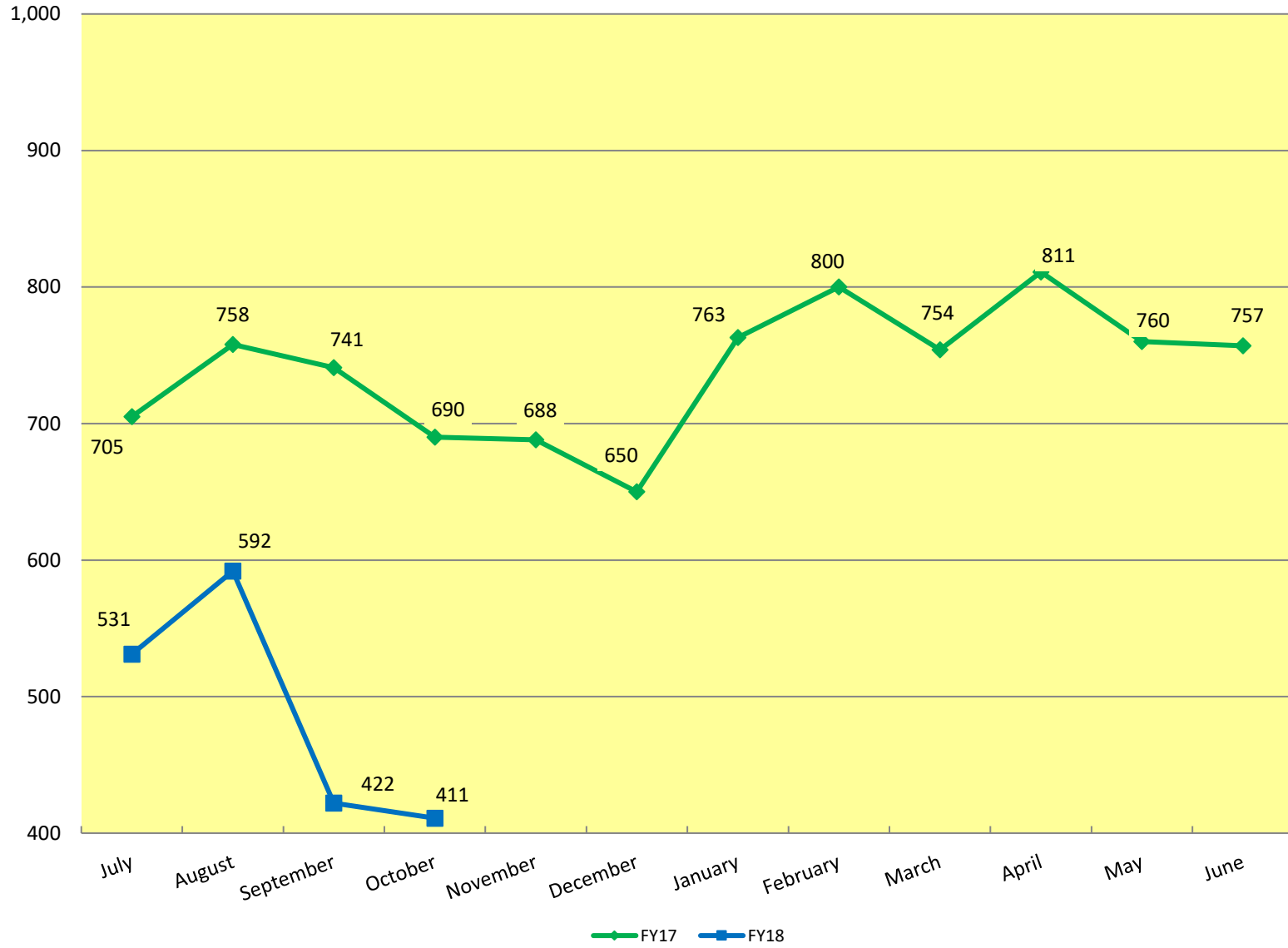
	A	B	E	H	K	L	M	AL	AM	AN
61	<b>Missoula Urban Transportation District</b>									
62	<b>FY2018 ADA Paratransit Statistics</b>									
63		<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Oct</b>	<b>Increase/</b>	<b>YTD</b>	<b>YTD</b>	<b>Increase/</b>
64		<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>	<b>(Decrease)</b>	<b>Total</b>	<b>Total</b>	<b>(Decrease)</b>
65								<b>FY18</b>	<b>FY17</b>	
66	<b>ADA Passenger Information</b>									
67										
68	ADA Paratransit Weekday	1,581	1,760	1,900	2,168	1,681	487	7,409	6,318	1,091
69	ADA Paratransit Saturday	104	109	134	113	80	33	460	344	116
70	<b>Total ADA Paratransit Passengers</b>	<b>1,685</b>	<b>1,869</b>	<b>2,034</b>	<b>2,281</b>	<b>1,761</b>	<b>520</b>	<b>7,869</b>	<b>6,662</b>	<b>1,207</b>
71										
72	Average Weekday Passengers	79	77	95	99	80	18	87	74	13
73	Average Saturday Passengers	21	27	27	28	16	12	26	19	6
74										
77	<b>Service Information</b>									
78										
79	Weekdays	20	23	20	22	21	1	85	85	0
80	Saturdays	5	4	5	4	5	(1)	18	18	0
81										
83	Weekday Revenue Hours	776	907	932	1,060	746	314	1,683	2,806	(1,123)
85	Saturday Revenue Hours	49	45	58	53	37	16	94	150	(56)
86	<b>Total Revenue Hours</b>	<b>825</b>	<b>952</b>	<b>990</b>	<b>1,113</b>	<b>783</b>	<b>330</b>	<b>1,777</b>	<b>2,955</b>	<b>(1,178)</b>
87										
89	Weekday Revenue Mileage	9,714	10,754	11,069	12,512	9,112	3,400	44,049	34,089	9,960
91	Saturday Revenue Mileage	525	497	654	583	454	129	2,259	1,774	485
92	<b>Total Revenue Miles</b>	<b>10,239</b>	<b>11,251</b>	<b>11,723</b>	<b>13,095</b>	<b>9,567</b>	<b>3,528</b>	<b>46,308</b>	<b>38,414</b>	<b>10,444</b>
93										
95	<b>Total Vehicle Miles</b>	<b>11,134</b>	<b>12,184</b>	<b>12,516</b>	<b>14,015</b>	<b>10,331</b>	<b>3,684</b>	<b>49,849</b>	<b>38,750</b>	<b>11,099</b>
96										
97	Revenue Miles per Revenue Hour	12.41	11.82	11.84	11.77	12.22	(0.45)	26.06	13.00	13.06
98										
99	Passengers per Mile	0.16	0.17	0.17	0.17	0.18	(0.01)	0.17	0.17	0.00
100	Passengers per Hour	2.04	1.96	2.05	2.05	2.25	(0.20)	4.43	2.25	2.18
101										
111	<b>Financial Information</b>									
115										
116	Operating Expense per Revenue Mile	\$ 6.02	\$ 5.31	\$ 4.40	\$ 4.93	\$ 4.08	\$ 0.85	\$ 2.62	\$ 3.93	\$ (1.31)
117	Operating Expense per Revenue Hour	\$ 74.71	\$ 62.74	\$ 52.05	\$ 58.04	\$ 49.88	\$ 8.16	\$ 68.30	\$ 51.12	\$ 17.18
118	Operating Expense per Passenger Trip	\$ 36.58	\$ 31.96	\$ 25.34	\$ 28.32	\$ 22.17	\$ 6.15	\$ 15.42	\$ 22.68	\$ (7.26)

### Missoula Urban Transportation District ADA Paratransit Ridership



	A	B	E	H	K	L	M	AL	AM	AN
120	<b>Missoula Urban Transportation District</b>									
121	<b>FY2018 Senior Van Statistics</b>									
122								YTD	YTD	
123		July	Aug	Sept	Oct	Oct	Increase/	Total	Total	Increase/
124		2017	2017	2017	2017	2016	(Decrease)	FY18	FY17	(Decrease)
125	<b>Senior Van Passenger Information</b>									
126	Senior Van Weekday	500	560	388	399	639	(240)	1,847	2,374	(527)
127	Senior Van Saturday	31	32	34	12	50	(38)	109	200	(91)
128	<b>Total Senior Van Paratransit Passengers</b>	<b>531</b>	<b>592</b>	<b>422</b>	<b>411</b>	<b>689</b>	<b>(278)</b>	<b>1,956</b>	<b>2,574</b>	<b>(618)</b>
129	Average Weekday Passengers	25	24	19	18	30	(12)	22	28	(6)
130	Average Saturday Passengers	6	8	7	3	10	(7)	6	11	(5)
131	<b>Service Information</b>									
132	Weekdays	20	23	20	22	21	1	85	85	0
133	Saturdays	5	4	5	4	5	(1)	18	18	0
134	Weekday Revenue Hours	156	158	146	152	293	(141)	612	1,218	(606)
135	Saturday Revenue Hours	17	16	16	9	14	(6)	58	65	(8)
136	<b>Total Revenue Hours</b>	<b>173</b>	<b>174</b>	<b>162</b>	<b>161</b>	<b>307</b>	<b>(147)</b>	<b>670</b>	<b>1,284</b>	<b>(613)</b>
137	Weekday Revenue Mileage	1,659	1,825	1,867	1,807	3,579	(1,772)	7,158	14,799	(7,641)
138	Saturday Revenue Mileage	165	134	165	59	179	(120)	523	776	(253)
139	<b>Total Revenue Miles</b>	<b>1,824</b>	<b>1,959</b>	<b>2,032</b>	<b>1,866</b>	<b>3,757</b>	<b>(1,891)</b>	<b>7,681</b>	<b>18,124</b>	<b>(7,893)</b>
140	<b>Total Vehicle Miles</b>	<b>1,946</b>	<b>2,109</b>	<b>2,170</b>	<b>1,998</b>	<b>4,058</b>	<b>(2,060)</b>	<b>8,223</b>	<b>16,829</b>	<b>(8,606)</b>
141	Revenue Miles per Revenue Hour	10.53	11.26	12.54	11.61	12.22	(0.61)	11.46	14.12	(2.66)
142	Passengers per Mile	0.29	0.30	0.21	0.22	0.18	0.04	0.25	0.14	0.11
143	Passengers per Hour	3.06	3.40	2.60	2.56	2.24	0.32	2.92	2.01	0.91
144	<b>Financial Information</b>									
145	Operating Expense per Revenue Mile	\$ 3.51	\$ 3.83	\$ 4.55	\$ 3.37	\$ 4.08	\$ (0.71)	\$ 3.83	\$ 3.63	\$ 0.20
146	Operating Expense per Revenue Hour	\$ 36.92	\$ 43.08	\$ 56.99	\$ 39.07	\$ 49.88	\$ (10.81)	\$ 43.89	\$ 51.21	\$ (7.32)
147	Operating Expense per Passenger Trip	\$ 12.05	\$ 12.66	\$ 21.89	\$ 15.28	\$ 22.25	\$ (6.97)	\$ 15.04	\$ 25.54	\$ (10.50)

# Missoula Urban Transportation District Senior Van Ridership





## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Corey Aldridge, General Manager  
**For Board Meeting:** December 14, 2017

**Subject:** 2018 Meeting Schedule

**Recommendation:** Approve the proposed regular meeting schedule for 2018.

<b><i>Attachments</i></b>
1. None

**Discussion:** The Board typically meets on the fourth Thursday of every month. The 2018 meeting has two exceptions:

1. September – To allow staff to attend the annual American Public Transportation Association (APTA) Annual Meeting.
2. November/December – Combined board meeting on the second Thursday in December due to the holidays.

**Proposed Schedule:**

January 25  
February 22  
March 22  
April 26  
May 24  
June 28  
July 26  
August 23  
September 20 (*3<sup>rd</sup> Thursday*)  
October 25  
December 13 (*2<sup>nd</sup> Thursday*)





## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Corey Aldridge, General Manager  
**For Board Meeting:** December 14, 2017

**Subject:** Election of Board Officers and Committees

*Attachments*

1. 2017 Officers and Committees

**Recommendation:** Conduct an election to select the 2018 Board Chair as defined in the MUTD Bylaws.

**Discussion:** The MUTD Bylaws state “[t]he majority of the whole voting membership of the Board shall select a Chair, Vice-Chair, Secretary, and Treasurer from the voting members. All officers shall be elected from among the voting members on the Board. All officers shall be elected annually. Officers shall be elected to a one-year term.” Attachment 1 lists the current officers and committees.

Missoula Urban Transportation District  
2017 Committees

Board Officers

Chair	Andrea Davis
Vice-Chair	Melanie Brock
Treasurer	Jesse Dodson
Secretary	Amy Cilimburg

Executive Committee

1. Andrea Davis, Chair
2. Melanie Brock, Vice Chair
3. Don MacArthur

Planning Committee

1. Don MacArthur, TPCC Representative
2. Amy Cilimburg
3. Melanie Brock

Finance Committee

1. Jesse Dodson, Treasurer
2. Martin Blair, STAC Representative
3. Anna-Margaret Goldman