



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF December 13, 2018
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved January 24, 2019

Members Present

Amy Cilimburg, Chair
Anna-Margaret Goldman, Secretary
Martin Blair, Treasurer
Doug Odegaard
Don MacArthur
Andrea Davis

Members Absent

Jesse Dodson

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin. & Admin Mgr
Elizabeth Wehling, CSR
Vince Caristo, Project Mgmt Specialist
Dan Stone, GIS Intern

Guests

Tony Vanorny, CPA and Shareholder, JCCS

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:07 p.m. Roll call was taken.

Changes or Additions to Agenda

None

Public Comment on Items Not on the Agenda

None

Discussion Items

General Manager's Report

Aldridge reviewed the kickoff workshop for the Facilities Master Plan, held on November 1-2 to discuss funding, vision, scope of work, and goals for the project. Key partners for the Technical Advisory Group (TAG) were able to join discussion for an afternoon. The TAG will meet over the course of the planning process to provide feedback on the plan. The Mayor is interested in helping MUTD look at potential mixed-use properties.

Caristo has spent the past eight (8) months working on the final specifications for the Proterra electric buses, which is up for approval on today's agenda. The final electric bus paint scheme, reviewed by the Planning Committee in November, is attached. The City offered to store some of MUTD's old fleet buses once the Proterra buses are delivered.

The electric bus charging stations are in their final stages of completion. The chargers are planned to be mounted to columns between the aisles in the bus barn.

Through annexations and small development projects, the amount of properties not petitioned into the transportation district continues to grow. Aldridge met with Dale Bickell and Mayor Engen to discuss petitioning into the district to be a requirement if one annexes into the City. The Mayor is supportive of making this a requirement for annexation. Further study will need to be done to determine if this can be done.

Staff is working diligently to make modifications to Routes 1 and 2 of the Bus Stop Master Plan based on comments received. Bids are expected to be released soon for the Bus Stop Master Plan.

MUTD wants to help organizations requesting front-door service come up with creative solutions which do not require fixed-routes to deviate. The Mayor has set a meeting in January to discuss this further with MUTD and the organizations.

Blair and Aldridge met with DJ&A recently, and they have agreed to become a new Zero-Fare partner. An Op-Ed on the value of Zero-Fare was published in the Missoulian on December 2nd, signed by Cilimburg and Odegaard.

Recognition of Outgoing Board Member

Cilimburg and the Board recognized the time and service outgoing board member Blair has given. He has served on the MUTD Board of Directors since February 2015, and his contribution to the Board has been greatly appreciated. Davis recognized and thanked Blair for his diligence in putting the Reserve Policy into place. Aldridge said Blair was largely responsible for making Zero-Fare happen prior to his service on the Board.

SEIN Update

Cilimburg and Caristo gave an update on the Solar Energy Innovation Network after their meeting in Golden, Colorado.

Action Items

Fiscal Year 2018 Financial Audit

Tony Vanorny, CPA and Shareholder with Junkermier, Clark, Campanell, Stevens P.C., presented the 2018 Financial Audit to the Board. The Auditor's report expresses an unqualified (clean) opinion on the financial statements and on compliance for major federal award programs.

Blair made a commendation for Magnusen's efforts in implementing and maintaining appropriate internal fiscal controls, thus ensuring clean and unmodified audit results. Magnusen's expertise, transparency and professionalism are appreciated by the MUTD Board.

Blair made a motion to receive and accept the Fiscal Year 2018 Audit, seconded by Odegaard. The motion carried unanimously.

Minutes of October 25, 2018

MacArthur made a motion to approve the minutes of October 25, 2018, seconded by Goldman. The motion carried unanimously.

October 2018 Financial Statements and Ridership Reports

Blair presented the October 2018 Financial Statements and Ridership Reports. The Facilities Capital Projects reserve has been reduced temporarily due to cash flow needs. Accounts Receivable will be collected later this year and the reserve will be replenished. The Accounts Receivable will fund the three (3) month operating reserve of \$1,757,370, \$800,000 towards the fleet replacement reserve, and \$1,534,353 for the remainder of the Facilities Capital Projects.

The net position is at \$16,711,536 including Unrestricted Funds of \$3,744,402, which will be allocated between the Reserves once the accounts receivable has been collected. Operating Revenue is tracking closely to budget, and expenses are 1.91% less than budget. Net change in position in October 2018 is \$309,855 compared to \$179,697 in October 2017.

The October 2018 fixed-route monthly ridership is 2.8% more than October 2017. The annual fixed-route ridership is 3.59% more than 2017. The October 2018 paratransit monthly ridership has increased 37.7% more than October 2017. Annual paratransit ridership is 38.4% more than 2017. The October

2018 senior van monthly ridership is 2.9% more than October 2017. The annual senior van ridership is 22.2% less than 2017.

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

Meeting Schedule for 2019

The Board reviewed the proposed meeting schedule for calendar year 2019.

Macarthur made a motion to approve the calendar of meetings for 2019, seconded by Davis. The motion carried unanimously.

Election MUTD Board Officers & Committees for 2019

Cilimburg opened the floor for nominations for the 2019 Board Chair. MacArthur nominated Cilimburg as Board Chair, Dodson as Vice-Chair, Odegaard as Treasurer, and Goldman as Secretary. Cilimburg opened the floor for a second nomination, and Blair seconded MacArthur's nomination slate. Cilimburg opened the floor for a third slate of nominations, and none were received.

Davis made a motion to elect Cilimburg as Board Chair, Dodson as Vice-Chair, Odegaard as Treasurer, and Goldman as Secretary for Calendar Year 2018, seconded by Blair. The motion carried unanimously.

The nominations for committees:

Executive Committee: Amy Cilimburg, Jesse Dodson, Andrea Davis

Planning Committee: Don MacArthur

Finance Committee: Doug Odegaard, Andrea Davis.

Special Transportation Advisory Committee (STAC) Appeals Representative: Anna-Margaret Goldman

Transportation Policy Coordinating Committee (TPCC) Representative: Don MacArthur

Goldman made a motion to elect the 2019 Committee Representatives above as defined in the MUTD Bylaws, seconded by Odegaard. The motion carried unanimously.

Electric Bus Procurement

Caristo explained the electric bus procurement. MUTD has been awarded two (2) discretionary grants towards the purchase of six (6) battery electric buses and associated infrastructure, through the Low or No Emission and Bus and Bus Facilities Grant programs. Proterra, Inc., was named as the manufacturer of choice in the Low-No grant application.

Multiple other procurements, both approved and still awaiting approval, are necessary to the successful deployment of these electric buses. One contract is with CTE for technical assistance with the electric bus deployment and another with CTA Architect Engineers for electrical facility upgrade design services, to ensure capability for adequate onsite charging of the electric buses. A request for bids is planned to be released in January to accommodate the depot charger installation, with construction beginning in March or April 2019. Chargers are expected to be installed by the end of May, with delivery of the electric buses to happen in July.

Blair gave appreciation for Caristo's tireless multi-year efforts in getting this first milestone achieved. Caristo's leadership in this process marks a transformational and future-focused shift for MUTD, as expanding the electric fleet is a long-term goal of the MUTD Board.

Blair made a motion to approve the purchase of six (6) 35-foot battery electric buses and seven (7) depot charging stations, plus options, from Proterra, Inc. of Burlingame, CA, for a total contract price of \$5,021,844, plus a 1% contingency, seconded by Cilimburg. The motion carried unanimously.

Utility Truck Chassis Procurement

Caristo discussed the utility truck chassis procurement. This procurement has been done to replace the 2004 Chevy utility truck that Maintenance currently uses for all maintenance needs, which is past its useful life. Staff has worked to replace this truck for the past two years and two (2) different vendors have failed to deliver the product specified in the contract. Staff decided they can do the procurement internally and will configure and install the necessary add-ons. A truck chassis that will meet the needs of the maintenance department has been found. Due to the nature of necessity for this new utility truck, a sole source procurement was used.

MacArthur made a motion to approve the purchase of a 2019 Chevrolet Silverado 3500 HD chassis from Karl Tyler Chevrolet & Cadillac of Missoula, MT, for \$40,715.00, plus a 3% contingency, seconded by Blair. The motion carried unanimously.

Disposal of Surplus Vehicles

Aldridge explained that paratransit vehicles 115 and 120 are at the end of their useful life and need to be disposed of. Upon approval, vehicles 115 and 120 will be sent to either auction or scrap.

Goldman made a motion to authorize the General Manager to dispose of vehicles 115 and 120, which are past their useful life, seconded by MacArthur. The motion carried unanimously.

Adjournment

The meeting adjourned at 2:10 p.m.
Submitted by Elizabeth Wehling