



**MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF April 25, 2019
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

Approved May 23, 2019

Members Present

Amy Cilimburg, Chair
Jesse Dodson, Vice-Chair
Doug Odegaard, Treasurer
Anna-Margaret Goldman, Sec
Don MacArthur

Members Absent

Andrea Davis
Ben Fitch-Fleischmann

Staff

Corey Aldridge, General Manager
Dorothy Magnusen, Fin. & Admin
Mgr.
Elizabeth Wehling, CSR
Dan Stone, Planner
Vince Caristo, Project Management

Guests

None

Call to Order and Roll Call

Cilimburg called the meeting to order at 12:04 pm. 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 announced that MUTD has been awarded a \$1 million grant from the Department of Environmental Quality for the purchase of two (2) additional electric buses. There are currently six (6) electric buses on order to be delivered, putting the total to eight (8) electric buses added over the next couple of years.

The phone survey is underway to gather data on implementing phases of the Strategic Plan. The phone survey began on April 17th and results will be presented to the Planning Committee meeting on May 15th.

Staff continues to work on an impact fee study with TischlerBise. The deliverables of the study are a determination of the legality of collecting impact fees by MUTD, and analysis and recommendation of the fees that are eligible to be collected. A conference call with the consultant will take place in the next week.

The Facilities Master Plan was on April's Planning Committee agenda, focusing on moving forward with property selection and acquisition, and design. Staff and two (2) Board members met

with DJ&A Consulting team to further discuss this item. Various approaches to move forward will be used depending on the property.

MDT is proposing to commit federal funds of \$31 million to fund the next phase of the Russell Street Project, which will continue work on Russell Street up to Mount Avenue. MUTD has identified stop locations for this phase, which is identified in the Strategic Plan.

Staff continues to move forward with the implementation of the Bus Stop Master Plan. Small updates to the bus stop signs design are being worked on, along with, the bus shelter procurement, and finalizing bus stop plans review with the City. MUTD is on schedule to be finished with the project by the end of the year.

Aldridge attended the APTA CEO Conference, with transit organizations from all over the country in attendance. The conference was informative, and it was good to exchange information with peers.

Action Items

Minutes of March 21, 2019

MacArthur made a motion to approve the minutes of March 21, 2019, seconded by Goldman. The motion carried unanimously.

March 2019 Financial Statements and Ridership Reports

Odegaard gave an overview of the March 2019 Financial Statements and Ridership Reports. All reserves are fully funded with the exception of the three (3) month operating reserve of \$1,757,370, which will be funded as receivables are collected. Facilities Capital Project is funded at the seven (7) year reserve of \$2,400,000. Fleet Replacement Reserve is funded at the seven (7) year reserve of \$6,487,670. Phase II Operating Funding is fully funded at \$1,063,105. The net position of \$17,437,618 includes Unrestricted of \$1,159,409, which will be allocated once the accounts receivable has been collected.

March 2019 financial statements show a net change before capital reimbursement of \$186,091 compared to FY2018 of \$259,534. Operating Revenue is tracking closely to budget, and expenses are 3.48% less than budget.

March 2019 monthly ridership is 3% less than March 2018, and ridership is .3% less in FY2019 YTD than FY2018. Paratransit ridership is 39% more than March 2018, and annual ridership at 37% more in FY2019 than FY2018. March 2019 Senior Van ridership is .04% more than March 2018, with annual ridership at .07% less in FY2019 compared to FY2018.

Dodson made a motion to receive the March 2019 Financial Statements and Ridership Report, seconded by MacArthur. The motion carried unanimously.

FY2020 MUTD Permissive Medical Levy- Set Public Hearing

Magnusen explained the Permissive Medical Levy and its purpose in addressing the rise in health insurance costs. This levy is in addition to the property tax mill levy.

Odegaard made a motion to set a public hearing for the FY2020 MUTD Permissive Medical Levy to be held on May 23, 2019, seconded by Goldman. The motion carried unanimously.

FY2020 Program of Projects- Set Public Hearing

Magnusen explained the Program of Projects legal notice, to be submitted on April 29 and May 13, pending Board approval. It is a requirement of the Federal Transit Administration to publicize all projects MUTD will work on over the next fiscal year.

MacArthur made a motion to set a public hearing for the FY2020 Program of Projects to be held on May 23, 2019, seconded by Odegaard. The motion carried unanimously.

Bus Stop Shelter Contract

Caristo discussed the Bus Stop Master Plan project, and the required purchase of bus shelters. A Request for Proposals was issued on April 11, and based on responses, staff is recommending Brasco for a long-term contract, allowing for more shelters to be purchased over time.

Goldman made a motion to authorize the General Manager to execute a contract with Brasco International for the engineering, fabrication, and delivery of sixteen (16) bus stop shelters in the amount of \$148,000, plus a 3% contingency, with purchase options for up to twenty-four (24) additional bus stop shelters and twenty (20) pieces of replacement glass.

Procurement Procedures Manual

Caristo reviewed the changes to the Procurement Manual to meet new requirements from the Federal Transit Administration and to improve the usability of the manual.

Dodson made a motion to accept the changes to the Procurement Procedures Manual, seconded by Odegaard. The motion carried unanimously.

Adjournment

The meeting adjourned 1:25 p.m.
Submitted by Elizabeth Wehling