



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF May 23, 2019  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Approved June 27, 2019*

**Members Present**

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

**Members Absent**

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin. & Admin  
Mgr.  
Jennifer Sweten, Operations Mgr.

**Guests**

None

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:05 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 gave an update on the Impact Fee Study. Staff received a draft from TischlerBise, which estimates MUTD could collect \$7 million over the next 11 years from impact fees, which can be used for facility construction or to purchase buses. MUTD must have the City collect the fees on its behalf. Once the study is finalized TischlerBise will present the findings to the Board.

The Facilities Master Plan continues to move forward as three (3) properties that meet MUTD's needs have been identified. The feasibility of obtaining these properties and cost to purchase continues to be explored. Staff will provide updates on the Facilities Master Plan process.

Phase 2 of the Russell Street project will happen soon after Phase 1 is completed. MDT has committed federal funds to pay for a large portion of the project, which will accelerate the buildout of this phase. TPCC approved a resolution to commit Surface Transportation Program (STP) funds to pay for the remaining amount.

Staff continues to work on the bus stop sign design in moving forward with implementing the BSMP, as well as bus stop plans being finalized with the City. The Bus Stop Master Plan will be the topic for the Planning Committee meeting in June.

The General Manager met with Mayor Engen several months ago to discuss the Transportation District boundaries, and the effect annexation into the City has on the Transportation District. Since that time, the City has worked with Staff on creating a policy that brings properties in the Transportation District as they are annexed into the City.

## **Action Items**

### **Minutes of April 25, 2019**

Dodson made a motion to approve the minutes of April 25, 2019, seconded by Odegaard. The motion carried unanimously.

### **April 2019 Financial Statements and Ridership Reports**

Odegaard gave an overview of the April 2019 Financial Statements and Ridership Reports. The reserves are fully funded except for the three (3) month operating reserve of \$1,757,370. This continues to be funded as receivables are collected.

Facilities Capital Project is funded at \$2,400,000, and Fleet Replacement Reserve is funded at \$6,376,453. Phase II Operating Funding is fully funded at \$1,069,065. The net position of \$17,538,710 included Unrestricted of \$1,308,502, which will be allocated to the Operating Reserves once accounts receivable has been collected. April 2019 expenses are 3.14% lower than the budget, with total Operating Revenue tracking closely to budget. Compensation is 2.87% less than budget.

Fixed Route ridership was 4,002 higher in April 2019 compared to April 2018. FY2019 Fixed Route ridership is 807 higher than FY2018. Paratransit provided 1,221 more rides in April 2019 compared to April 2018, with FY2019 ridership being 8,700 higher than FY2018. Senior Van provided 51 more rides in April 2019 compared to April 2018, with FY2019 ridership being 196 lower than FY2018.

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

### **FY2020 MUTD Permissive Medical Levy- 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. Cilimburg opened the Public Hearing for the FY2020 MUTD Permissive Medical Levy at 1:06 p.m., closed at 1:07 p.m. No comments were made.

Goldman made a motion to adopt Resolution 19-02 of the FY2020 MUTD Permissive Medical Levy, seconded by MacArthur. The motion carried unanimously.

### **FY2020 Program of Projects- Public Hearing**

Magnusen explained the Program of Projects, a requirement of the Federal Transit Administration to publicize all projects MUTD will work on over the next fiscal year. Operating assistance has an estimated allocation of \$2,040,850 in Section 5307 funds and \$292,000 in CMAQ funds. Capital purchase of two (2) electric buses estimated to cost \$1,382,276 in Section 5339 Funds. Two (2)

Cutaway Paratransit vehicles and three (3) mini-van Paratransit vehicles, estimated at \$293,440 in Section 5310 Funds. Bus stop improvements estimated at \$60,240 in CMAQ funds. Cilimburg opened the FY2020 Program of Projects Public Hearing at 1:08 p.m. and closed at 1:09 p.m. NO comments were made.

MacArthur made a motion to approve the FY2020 Program of Projects, seconded by Odegaard. The motion carried unanimously.

#### **Purchase of One (1) Utility Vehicle**

Sweten discussed the need for a utility vehicle in order to keep up with basic bus stop and facilities maintenance as more developed stops are added to the system in the Bus Stop Master Plan, with snow removal being one of the largest tasks this equipment will be used for. Two (2) vendors supplied quotes for the equipment, and Bobcat of Missoula was the selected vendor. Funding for this vehicle are included in the capital budget.

Davis made a motion to approve the purchase of a 2019 Bobcat 5600 with attachments from Bobcat of Missoula in the amount of \$57,502, seconded by Odegaard. The motion carried unanimously.

#### **Application for Missoula County Financial Administration Fund**

Magnusen gave an overview of the FY2020 Missoula County Financial Assistance program for Paratransit and Senior Van Services. Magnusen explained that there is also an ask of \$35,000 for the Zero-fare Partner program.

Goldman made a motion to approve the application for \$35,000 for the FY2020 Missoula County Financial Administration Fund, seconded by Davis. The motion carried unanimously.

#### **Executive Session**

The closed session was opened at 1:20 PM and closed at 1:58 PM.

#### **Adjournment**

The meeting adjourned 2:00 p.m.  
Submitted by Elizabeth Wehling