



**Missoula Urban Transportation District
Board of Directors Special Meeting Minutes
April 15, 2024**

APPROVED

MEMBERS PRESENT

Don MacArthur
Jason Wiener
Sebastian Strauss
Amy Cilimburg

MEMBERS ABSENT

Jesse Dodson
Dr. Josephine Hazelton-Boyle
Sam Oliver

STAFF PRESENT

Heather Halter
Darlene Craven

Call to Order and Roll Call

3:18 p.m. – MacArthur called the meeting to order and asked for a roll call.

Changes or Additions to the Agenda

None

Public Comment on Items Not on the Agenda

None.

3:23 p.m. – The meeting was closed for an executive session.

4:05 p.m. – The meeting was reopened to the general session. Wiener motioned to approve the interim general manager agreement with an amendment stipulating that the interim general manager would receive an extra \$2,000 monthly stipend as compensation for serving as the interim general manager. Cilimburg added that the compensation would be prorated for partial months and retroactive to April 13, 2024. MacArthur specified that the interim general manager's existing contract goes forward with the expected salary increases. Cilimburg seconded the motion and it was approved unanimously.

Wiener noted the cost differences between the four search firm proposals. K&A's proposal called for 33% of the contract. KL2's proposed a cost of \$37,500 plus expenses. CPS appeared to have minimal negotiation experience and Prothman was the least expensive. Though the most expensive, K&A understands the nuances of working with an internal candidate as those details were specifically discussed in the proposal. Though all the firms have experience the board does not have, evaluating them may be challenging.

MacArthur asked if the 33% was for the general manager's entire three-year contract. Wiener responded that the amount covered only the first year of compensation. Wiener pointed out that KL2 has worked in the transit industry in the West but doesn't address the internal candidate issue. MacArthur questioned whether hiring a search firm was beneficial. Halter pointed out that a search firm with an established network will likely garner better candidates and will alleviate any awkwardness of reporting to an internal candidate.

Strauss pointed out that since MUTD will not be paying a full general manager's salary and benefits and a potentially strong candidate pool, he would endorse K&A even though the cost is higher. MacArthur observed that a search firm was useful only if it added value and finding a great general manager is worth that investment.

Halter will be the main point of contact with the search firm and the former general manager will help with writing the job description. K&A provides a one-year contingency plan that Wiener said was standard. Wiener said both K&A and KL2 proposed an extensive engagement process as added value.

Strauss asked what the next steps are. Cilimburg said investing in a search firm is a good idea. MacArthur said the top two candidates are K&A and KL2 representing a significant difference in cost. He suggested delaying a decision until references could be checked. Wiener volunteered to conduct the reference checks. Cilimburg suggested reconvening on Thursday, April 18 and offered to reach out to the missing board members. Strauss suggested negotiating a better price with K&A. Halter will send out the four proposals to all the board members prior to the Thursday morning meeting.

4:42 p.m. – The meeting was adjourned.

Submitted by Darlene Craven