



**Missoula Urban Transportation District
Board of Directors Special Meeting Minutes
April 18, 2024**

APPROVED

MEMBERS PRESENT

Don MacArthur
Jason Wiener
Jesse Dodson
Amy Cilimburg
Sam Oliver

MEMBERS ABSENT

Sebastian Strauss
Dr. Josephine Hazelton-Boyle

STAFF PRESENT

Darlene Craven

Call to Order and Roll Call

8:36 a.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.

MacArthur explained that the search firm candidates had been narrowed to two firms: KL2 Connects, LLC (KL2) and K&A. He thanked Wiener for researching the references the firms offered in their proposals. Cilimburg advised that Strauss confirmed that funds for the search were in the budget.

Wiener said K&A had agreed to a \$60,000 fixed fee instead of thirty-three percent of the chosen candidate's first-year salary. Two of the references provided positive recommendations for K&A. One of the reference organizations said it had a less-than-desirable experience with one of the principals at KL2 who had been listed in the proposal. Wiener said it would be possible to work with another principal at KL2 instead of that person. In addition, KL2 included a clause in its contract that it will not poach the placed candidate for a year after placement. Overall, KL2 presented the strongest proposal at the lowest cost. Cilimburg said she liked the KL2 proposal. MacArthur said a decision must be made right away. Wiener motioned to authorize MUTD's HR director, Heather Halter, to proceed with a contract with KL2 for \$37,500 plus expenses as described in the proposal. Cilimburg seconded the motion. MacArthur asked if the contingency for incidentals was five percent. Wiener replied that KL2 caps its incidental expenses at seven percent. He added it was important to hire a neutral broker to facilitate the process given the internal candidate and potential local candidates. MacArthur added that element would be a challenge and using the expertise of a search firm would be very helpful. The motion passed unanimously.

Wiener will work with Halter and KL2 on finalizing the contract.

8:49 a.m. – The meeting was adjourned.

Submitted by Darlene Craven