

MISSOULA PARKING COMMISSION

Minutes

January 3, 2013

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at 12:00 pm. Those in attendance were Board members Rod Austin, Theresa Cox, John Roemer, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Mary Hanson, Administrative Services Manager. Also in attendance were Ellen Buchanan, MRA; Linda McCarthy, Missoula Downtown Association; Don MacArthur, MacArthur, Means & Wells; Michael Tree, Mountain Line; and Alexandria Stockman of Missoula in Motion.

Call to Order – Rod Austin

Introductions and Welcome to those in attendance

Public Comments and Announcements

Adjustment to the Agenda - None

Approval of Minutes of the November Board meeting held 12-5-12

John Smith motioned and Teresa seconded the motion for approval of minutes from the December 5th meeting. They were unanimously accepted.

At this time, Anne noted that last Board meeting was an abbreviated one due to the Strategic Planning work session scheduled with Dennis Burns that followed. She then distributed to the Board members a summary paper copy of the presentation including the Agenda, Meeting Notes and an Update with 10 Action Items. Some of the Board members requested an electronic copy that Anne will forward.

Presentations

Action Items

- **EZ Pass Program – Linda McCarthy, Director of the Missoula Downtown Association**

Linda stated the EZ Pass Program is one of the best asset offered to members of MDA. Currently there are 450 members of MDA with 75% membership located in the downtown area. The EZ Pass Program has four funding partners; MPC is the largest contributor. The others are Mountain Line, the Missoula Downtown Association and Missoula in Motion. Linda, Michael and Alex requested renewing the funding for another three year contract. Within the three year contract is a built in 3% increase to cover material expenses as they rise. Alex provided a handout indicating the benefits the EZ Pass Program offers, the bus ridership levels for the past seven years, the contributing partners and amounts and a copy of the agreement. Linda commented that MDA needs better communication to remind members of this offering in particular if they incur staff turnover. John Smith asked is MPC budgeted for this contract? Anne said that we do have this expenditure budgeted but she voiced concern after meeting with JCCS last week about MPC's revenue balance as we head toward the end of Fiscal Year 13. John Roemer recommended accruing the request and John Smith suggested making quarterly installment payments with one quarter payment in FY 2013 and the other three payments in FY 2014. Rod commented the TDM study will be coming out within 12 months and that they will most likely come to MPC for a certain amount of funding. Alex commented that as Mountain Lion rolls out more services over next years these passes will increase in value. This service is available for 6000 people. Anne referenced that we need more buy in from employers and Carol concurred. Alex commented that MDA Board members will be distributing EZ passes to new members. Linda mentioned that the MDA needs to do a better job of educating the membership about this benefit. Part of the problem is employee turnover. Regardless, the MDA needs to focus on outreach to its members.

John Smith moved we support program for the next three years, working with payments that allow the bond coverage requirement is kept and with the caveat the MDA group meets with MPCB in

six months for a review of the EZ Pass Program. John Roemer seconded motion. The motion was passed unanimously.

- **Reconsideration of the cost of the photovoltaic (PV) panels**

Don shared a summary of the PV panel history. The original low bid from SBS has been withdrawn. They recently sought bonding and found out the cost was excessive. Don stated MMW then requested the other Sunelco, the next lowest bidder to re-bid and include prices for three additional items: painting conduit & boxes; snow guards and wiring covers. Sunelco came back with a bid for all items and a reduction of \$7000 in panel costs. Don recommended accepting the Sunelco bid and not delay the project further with a rebid. The time frame is 5-6 weeks once they have materials in place. Don suggested closing the top floor of the garage when they are ready to install. Northwest Energy is offering a grant of \$57,000 to assist with the project.

John Smith moved we accept Sunelco bid. Teresa seconded motion. Rod requested the calculation on simple payback with the NW Energy grant be included. Don stated he will provide this. The Board approved to accept Sunelco's bid for the cost of the photovoltaic panels.

Don then reported that the panels are going up, the swoop is being installed and from the inside you still feel open to the whole valley. At the project meeting next week they need to tie down an opening date.

- **Fund Request from the Missoula Ravalli Transportation Management Assoc. (MRTMA)**

Anne reminded the Board that Lynn came a few months ago for \$6000 request. At that time, the Board postponed approval awaiting the new structure's opening to provide revenue. Due to the continued delay of the opening of the structure the Board suggested we offer quarterly payments for this request. Anne offered to call Lynn and explain the situation. Carol added that the timing of final payment may have to be deferred to August/September. Rod stated that MRTMA is part of TDM study. What is expected from MPC per the TDM study, John Roemer asked? Rod stated the study is not complete at this time. Anne felt groups must come to the MPC Board and present & request amounts, not just submit a request per invoice to MPC.

Teresa moved we pay the \$6000 and Carol seconded it in a way that works for bonding coverage. It was unanimously passed. John Roemer requested an agenda item to discuss funding of TDM.

Non-action Items

New Business - None

Old Business

- **Park Place Parking Structure Update – Rod Austin & Ellen Buchanan**
Rod reported this was completed earlier in the meeting and a project meeting will be held next week.
- **Downtown Master Plan Update – Rod Austin** reported that they are still working on strategic plan. Wayfinding is beginning at the end of February. There are numerous requests in the Master Plan but no money to do it.
- **Parking Commission Advisory Committee – Rod Austin**
They have not met but should soon. Anne shared that Jason Wiener has requested MPC make a report to Public Works on the results of the first year of the new fine structure. Anne had requested that Rod and Mary attend this meeting on February 6, 2013.

Director's Report

Financial Statement - None

Next Meeting Date

February 7, 2013 in the Jack Reidy Conference Room at noon.

Carol will not be in attendance.

Other Business – None

Adjournment was at 1:25 pm

Respectfully submitted,

Mary Hanson
Administrative Services Manager