

MISSOULA PARKING COMMISSION

Minutes

January 8, 2009

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those attending the meeting were Board members Rod Austin, Theresa Cox, John Smith, Tom Wilkins, Carol Williams and Anne Guest, Director. Also in attendance were the following: Ellen Buchanan, Director of the Missoula Redevelopment Agency, Jim Galipeau of JCCS; Geoff Badenoch; and Scott Sproull from Hide and Sole.

I. Call to Order – Tom Wilkins

The meeting was called to order by Board President – Tom Wilkins.

II. Welcome and Introductions

Introductions were made.

III. Public Comments and Announcements - None

IV. Approval of Minutes

A. November Board meeting held 11-6-08. The Board unanimously approved the minutes of the Board meeting held 11-6-08.

V. Presentations

A. EZ Pass Program – Alexandria Stokman, Program Coordinator for Missoula In motions and Steve Earle, General Manager of Mountain Line

Alex began by introducing the EZ Pass Program and referred to a handout she had prepared for the Board to review. Alex spoke about the Parking Commission's history of funding this program. In general, ridership has increased every year mainly due to the increase in gas prices and the effective marketing. When the program began, the fare was .49 cents a ride as compared to today's fare of \$1.00 a ride. The current request is to help fund the contract that begins February, 2009 through January, 2010. The total cost of the program is \$24,000 and is sponsored by the Missoula Downtown Association (MDA), the Parking Commission, Mountain Line and Missoula In Motion. The Missoula Downtown Association increased their yearly contribution through their membership dues. Mountain Line has increased their contribution as well. This year Alex and Steve are asking for \$15,000 for this program which represents a slight increase.

Steve stated that they hope to keep the Parking Commission's contribution at a flat rate in the future in spite of the fact that the cost of the programs has increased each year. Mountain Line is averaging 5,000 rides a month on the EZ Pass program. Several larger employers like the Holiday Inn (29 employees) are major users of the program.

After a short discussion, **the Board approved unanimously the \$15,000 to help fund the EZ Pass Program for FY09-10.** There were several comments of support from those in attendance especially in light of the cost to build parking. It was acknowledged that this is a good benefit for MDA members. Non-MDA members can participate though at a higher cost.

Alex then stated that the Parking Commission has been nominated for the Missoula In Motion's Transportation Best Practices Award and encouraged the Board to attend the seminars and luncheon.

B. FY08 Audit – Paul Sepp, Anderson Zurmuehlen

Paul began by referring to the Agenda that he distributed to the Board members. Paul thanked Anne and the staff for their assistance during the audit process. Paul stated that there was no change in the audit scope for 2008. He then directed attention to the Financial Statements booklet. The first

section, Management's Discussion and Analysis and Financial Highlights, shows that the current assets are in line with previous years. Basically it has been an uneventful year. The net income closely matches what the past increase has been. Operating expenses included the Downtown Master Plan and the Riverside Lot feasibility study conducted by Carl Walker. Bond interest went down as well as general interest income which is understandable because of the recent downward movement of the market. Regardless the Parking Commission shows a good net cash increase.

Notes to the Financial Statements are much the same as past years. There were no internal control findings or issues.

Paul then brought the Board's attention to the separate reports that were basically boiler plate. Basically they issue an opinion on accounting findings which there were none.

The Management Letter is the third report. Again, there is nothing significant. Communication between JCCS and the City Finance Department is always a concern though it has improved a great deal over the last several years.

After Paul entertained a few questions, the Board accepted the report as presented.

VI. Action Items - None

A. Front Street Parking Structure – Ellen Buchanan, Director of the Missoula Redevelopment Agency (MRA)

Ellen began by referencing an email to the Board regarding the Request For Qualifications (RFQ) and the Request For Proposals (RFP) process and how the Parking Commission Board and the MRA Board will participate in the process. She anticipates that there will be a lot of responses to the RFQ. These responses will then be narrowed down to 5 or 6 proposals. At that time, a representative team will be established to make the final selection. Both Tom and Rod voiced interest in helping in the RFQ and the RFP process. The RFQ responses are due on Friday, the 16th. It is hopeful that the RFP will be sent out by Friday, the 23rd.

Ellen then spoke about the Construction Manager At Risk concept. If we are able to prevail with this concept, it will be the first one in Missoula. The total number of parking spaces in the structure will be based on bonding capacity.

After a significant discussion it was the consensus of the Board to commit up to 50% of the Parking Commission's cash reserve and 50% of the Parking Commission's bonding capacity. This could be adjusted based on responses to the Riverfront Triangle and Crandall Arambula's analysis of the Parking Commission's financial capacity. Basically the Board wants to build as big of a structure as possible relative to our financial ability. Based on the analysis from the DTMP, 400 spaces is what we need to be considering. At this point, the First Interstate Bank still needs to finalize the terms of the Buy/Sell with Macy's and begin negotiations with the Holiday Inn in order to secure the land necessary to build this size of a parking structure.

At this point of negotiating with Macy's, there is not the possibility of having Macy's pay a percentage of the operating &/or maintenance costs. This was not part of the earlier conversations with the First Interstate Bank and at this point could become a deal breaker. The Board recognizes the position this puts us in and accepts Macy's position.

The Board asked questions about the benefit of having retail space versus additional parking inventory and Ellen stated that the consultants feel strongly about having street front retail even though it seems to be challenge in the current economic state. Ellen spoke about the benefit of creating a 100% retail intersection and that this is desirable especially in the "Retail Hot Spot".

Ellen then spoke about including Carl Walker as a parking consulting in the RFQ and utilizing their expertise as this project develops. They were included as parking consultant, structural and durability engineers. It is necessary to have the structural piece and the design firm be in sync. The foundational issue are complicated and this engineering work could be separated from the structural element which would allow a local engineer be the "engineer of record" and then work with the structural engineer. This way we create the ability for local engineers to participate in this project.

VII. Non-Action Items

A. New Business

B. Old Business

1. Downtown Master Plan/task report #3

Rod began by saying that a draft of the Downtown Master Plan is on a link of BID. Linda McCarthy is going to request input from the Technical and the Steering Committee Advisory groups. The final version will include several sub-contractors reports i.e. parking, zoning, tourism, etc.. The Board discussed the timing of adopting the Downtown Master Plan relative to the three parking task reports. It was felt that the Steering and Technical Committees should be consulted so everyone agrees as to the best process. Rod and Anne will keep the Board informed as this process continues.

VIII. Director's Report

A. Financial statement – None

B. Personnel changes

Anne reported that our new Administrative Services Manager, Kathy Lathrop, will begin on January 12th. The staff is looking forward to welcoming her to the Parking Commission team. Anne will bring Kathy to the next Board meeting for her to meet everyone.

C. Next meeting date – February 5th (Jack Reidy Conference Room)

IX. Other Business

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director