

MISSOULA PARKING COMMISSION

Minutes

July 5, 2018

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members John Roemer, Heidi Kendall and Joe Easton. From the Parking Commission office were Rod Austin, Director, and Jodi Pilgrim, Administrative Assistant. Also in attendance, Lyn Hellegaard from Missoula Ravalli Transportation Management Association (MRTMA).

I. Call to Order: John Roemer

II. Introduction and Welcome to those in attendance:

III. Public Comments and Announcements: None

IV. Adjustments of Agenda: No Adjustments

V. Approval of Minutes:

Joe Moved to approve. Heidi seconded. **Minutes for Board Meeting held 4.26.2018 were unanimously approved.**

VI. Communications and Presentations:

A. Lyn Hellegaard, Missoula Ravalli Transportation Management Association – Request for FY19 contribution to provide matching funds

Lyn noted that MPC and MRTMA have been partners for 21 years. She explained the various programs and vouchers offered by MRTMA. Vanpool, partnership with Mountain Line, hospital rides, Veteran transport, senior and adult with disability transport, vouchers for people newly employed, funding transportation research, and others. MRTMA works with 20 downtown businesses, and brings in 280,000 federal dollars a year to Missoula. Lyn is a member of the Transportation Consortium – MIM, MRTMA, MPC, University of Montana, Mountain Line – that works to design transportation solutions.

Lyn requested \$6,000.00 for Fiscal Year 19.

John asked board members if they had any questions. There were no questions. Rod mentioned that Lyn is the leader for the Montana Transit Association, which allows her to be involved in transit legislation. Lyn brings a practicality and business mind set to local transportation groups, state wide, and nationally. MPC was at the forefront in partnering with other transportation management groups. We provide parking spaces for MRTMA vans.

VII. Action Items:

A. MRTMA Matching Funds Request for \$6,000

John mentioned that the requested \$6,000.00 is already in the budget. Heidi motioned to approve. Joe seconded. Joe asked if there is any reason not to increase the amount of that budget item in the future. Rod said there is no reason other than it has not been requested. Joe suggested that we find a way to increase the amount in consideration of additional services. Rod said he would work on that. **Motion for \$6,000.00 to MRTMA was unanimously approved.**

VIII. Director's Report:

Rod provided an update on the new Clay Street lease area. LaVaseur residents will be pushing ward 1 council people to create a residential area around Clay St/Kiwanis Park. Rod believes it may be incorporated into the master plan.

Rod asked for questions regarding PARCs. He explained it is primarily Tiffany's project and that it is going more smoothly than expected. Lease holders are tickled to see working gate arms. There are some ingress and egress issues to work out when gate arms are up.

John asked when LPR (License Plate Recognition) will be up and running. Rod said by next week we'll be installing LPR on enforcement scooters. By end of next week, we'll be doing training. We have the new electric enforcement scooter. Rod explained that we've been collecting license plates for all lease holders. We will be doing away with the physical permits - no more hangtags as of July 31st.

IX. Financial Statement

We do not have updated financials for May. As soon as we get them, they will be sent out to board members for review and discussion.

X. Non-Action Items:

A. New Business

1. Discuss Electric Vehicle charging program for MPC – currently, the charging stations we have in Park Place were funded by Northwestern Energy. The library called and would love for us to put in an on-street charging station on Main Street once the Library project is completed. This got Rod thinking about including ev-charging stations in the update of the Downtown Master Plan. Joe asked how frequently the 2 spaces are being used. Rod explained the bill hasn't gone over \$40.00/month yet. Our short-term parking space is used a lot. The one in lease is

used less. There has been a request for another charging station in short-term. Heidi mentioned a reservation system for the charging station so people could count on charging their car at a specific time. John mentioned that you should be able to create a fee for something like that. Joe would like to see a more passive commitment to ev-charging stations. We don't need to be on the leading edge of providing more capacity than use. We should have a strong and encouraging policy when asked if they can show us needed capacity. John would like to inform himself of the infrastructure needs for adding charging locations – how much more electrical service do we need to have in the coming years to support that?

2. Discuss establishing a formal financial reserve policy

John suggests we set a policy to keep an amount (something like 25%) of retained earnings for meaningful future projects. Joe understands we can't build ourselves out of parking need. We need to support current lease holders, parallel to that is to always be looking toward our next projects and expanding. We need to constantly expand our bonding capacity, cash flow, districts, etc. There needs to be a financial policy that is tied to ongoing debt obligations, cash flow, and then for the next project. There should always be a next project.

Joe does not want to tie our expansion and growth plans only to the Master Plan. We need to have our own growth and expansion plans. Joe believes, yes, we need a financial reserve policy. John mentioned the possibility of buying lots outside of our jurisdiction to provide parking for park and ride services. Heidi is on board with establishing a formal financial reserve policy.

B. Old Business:

1. PARCS/MPLR update – this was discussed in the Director's Report.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, August 2, 2018 (Jack Reidy Conference Room).

Respectfully submitted,

Jodi Pilgrim
Administrative Assistant