

# MISSOULA PARKING COMMISSION

## Minutes

March 5, 2015

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 Theresa Cox, Matt Ellis, John Roemer, John Smith and Carol Williams. From the Parking Commission office were Anne Guest, Director and Mary Meyer, Administrative Services Manager. Also in attendance were Jim Galipeau of JCCS, Paul Sepp, CPA, Chris Roberts, CPA and Jan Schweitzer, CPA all of Anderson Zurmuehlen;

### Call to Order – Theresa Cox

### Introductions and Welcome to those in attendance

### Public Comments and Announcements

There were no public comments.

### Adjustments to the Agenda

None

### Approval of Minutes

The Minutes of the November Board Meeting held 2-5-14 were approved unanimously.

### Presentations:

#### A. Audit FY14 Presentation – Anderson Zurmuehlen with Paul Sepp, Chris Roberts and Jan Schweitzer

Chris Roberts reviewed the audited financial statements for Fiscal Year 2014. Chris summarized the audit making note that most changes in the financial status of the Parking Commission were due to the depreciation of assets. He noted that in the Management letter, the audit states in summary that the Missoula Parking Commission received a clean audit opinion. There was additional discussion also noting that there were no incidents that required any follow-up.

### Action Items:

#### A. Meter Modernization Selection Committee Recommendation

Matt Ellis gave an overview of the process to date including the Open House with the vendor demonstrations. Then the Selection Committee met and reviewed all of the input from the public, the Parking Commission Board and Staff, and the Selection Committee. All of the input gathered trended the same and the Selection Committee chose to recommend T2 for the vendor of the multi-space machines. After lengthy discussion, evaluating the pros and cons of including single-space meters, the Selection Committee chose to eliminate the inclusion of the single-space meter in the recommendation. After a thorough discussion, the Board decided to make the following motions. **The Board moved to accept the Selection Committee's recommendation to select at this point T2 as the vendor of the multi-space meter, and gave Carl Horton and Anne Guest the authority to proceed with negotiations with T2. The Board approved unanimously this recommendation from the Selection Committee.**

**In addition, the Board moved to approve another motion to accept the Selection Committee's recommendation not to include single-space meters in the T2 proposal. The Board approved unanimously the Selection Committee's recommendation to exclude the single-space meters from the proposal.**

## **Non-Action Items:**

### **A. New Business**

#### **1. Board Position(s)**

Anne informed the Board that we have two positions that will be ending their terms the end of April. Both of the Board members have chosen to not be re-appointed. The Board discussed the importance of filling this positions as soon as possible in light of the Meter Project and the important decisions that the Board will be making in the near future. The Mayor's Office will follow the normal procedure for obtaining applications for potential board members.

#### **2. Chair of the Board.**

In light of the current Chair not wishing to be re-appointed, the Board felt that we should choose a new Chair to provide continued leadership. **With this, the Board unanimously elected John Smith as the new Chair of the Board of Directors for the Missoula Parking Commission.**

### **B. Old Business**

#### **1. Downtown Master Plan Update – Matt Ellis**

Matt reported that there were no new developments with the Downtown Master Plan. He shared that he had presented information to the City Council regarding the upcoming Wayfinding project.

## **Financial Statement**

There was no presentation at this meeting.

## **Director's Report**

### **A. General items of interest**

There were no items discussed

### **B. Next Meeting is scheduled for Thursday, April 2, 2015 (Jack Reidy Conference Room)**

## **Adjournment**

Respectfully submitted,

Mary Meyer  
Administrative Services Manager