

# Mountain RIDES

RECORDED

REGULAR MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
PUBLIC NOTICE OF REGULAR BOARD MEETING AGENDA (agenda amended 2/14/13 at 8:50am)  
3:00pm., Tuesday, February 19, 2013  
Ketchum City Hall Council Chambers, 480 East Ave. N., Ketchum, ID 83340

Board Members of the Mountain Rides Transportation Authority of the Cities of Bellevue, Hailey, Ketchum and Sun Valley, and Blaine County, State of Idaho, met in a Regular Meeting in the Ketchum City Hall Meeting Room and Wood River Y, Ketchum, Idaho.

**PRESENT:** Chairman Susan McBryant, Vice-Chairman Mark Gilbert, Secretary Steve Wolper.  
Board Members Michael David, Peter Everett (by phone), Sarah Michael, Joe Miczulski,  
and Nils Ribi.

**ALSO PRESENT:** Mountain Rides Executive Director Jason Miller  
Mountain Rides Business Manager/Treasurer Wendy Crosby  
Mountain Rides Operations Manager Jim Finch  
Mountain Rides Operations Coordinator Rod Kelly  
Mountain Rides Maintenance and Facilities Manager Rod Domke  
Administrative Support Coordinator Kim MacPherson

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**1. CALL TO ORDER**

Chairman Susan McBryant called to order the meeting of Tuesday, February 19, 2013 at 3:00 p.m.

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**2. Comments from the Chair and Board Member thoughts**

No comments at this time.

**3. Public comment period for items not on the Agenda (including questions from the press)**

Ketchum resident Elaine Charlat has been following Mountain Rides for several years. She will comment on the Ketchum hub later in the meeting.

**4. Presentations**

**a. Recognition of Jim Jaquet for his service to Mountain Rides.**

Mountain Rides Executive Director Jason Miller presented Jaquet with a plaque in appreciation for his work and dedication in serving on the MRTA Board as appointee for Blaine County. Jaquet was instrumental in integrating multimodal service into Mountain Rides, advocating for paid parking in Ketchum and growing regional public transportation.

Board Member Sarah Michael said the County Commissioners were grateful to Jaquet for his service as Blaine County's appointee to the MRTA Board.

**b. Recognition of Jason Miller for his service to Mountain Rides.**

**Board Member Mark Gilbert moved to amend the agenda to add a Resolution in recognition of Jason Miller.**

**Board Member Sarah Michael seconded the motion, which passed unanimously.**

**Board Member Sarah Michael moved to adopt Resolution in recognition and appreciation of Jason M. Miller.**

**Board Member Mark Gilbert seconded the motion. Motion passed unanimously.**

Board Member Sarah Michael expressed the Mountain Rides Board's recognition and appreciation of Jason Miller's service in expanding multimodal transportation services in Blaine County. Miller served as executive director of Mountain Rides Transportation Authority from 2007 to 2013, and helped transform it into the fastest-growing regional multimodal transportation system—bus, RideShare, vanpool, bike and pedestrian services—in the State of Idaho. Miller brought together four different organizations—Peak Bus, KART, Wood River RideShare and Sun Valley Company skier buses—into a single transportation system, and initiated a City of Hailey Transit Route. During his tenure,



Mountain Rides launched a vanpool program that currently operates 14 vans. Miller has succeeded in getting grants worth \$5.7 million in capital and operating funds.

Mountain Rides Operations Manager Jim Finch suggested that Safe Routes to School always needs crossing guards; and Mountain Rides will need Miller's guidance on the Fourth of July Parade.

**c. Route Match update on project status.**

*Also Present:* Tom Coogan, RouteMatch  
Fred Kitchener, McFarland Management

Kitchener is a consultant who has been RouteMatch statewide project manager for the Idaho Transportation Department from the beginning of the RouteMatch project. Seven transit agencies in Idaho are part of the RouteMatch fixed route and demand response project. The State remains supportive of the project, and supportive of RouteMatch to make the project successful. ITD acknowledges the frustrating challenges and time commitment RouteMatch has required of MRTA staff and Board of Directors, but believes the project *will* succeed.

RouteMatch was funded with a federal grant and state matching funds. MRTA is responsible for the cost of ongoing operations and maintenance. The State, through a contract with RouteMatch, retains 10% of the project cost—a significant amount—to insure that RouteMatch will satisfactorily complete the project. The money will not be released to RouteMatch until MRTA accepts the system, which includes meeting all software, hardware and sign requirements in the RFP.

ITD initiated the RouteMatch project in late fall, 2010. Installation and system operation was completed in spring, 2011, and there have been issues since then. The State conducted a rigorous system acceptance process in 2011, and had a shortlist of items that RouteMatch had to address before system acceptance. One problem identified was the Mentor Ranger mobile device in the buses, which didn't work for a fixed route system. Mentor subsequently backed out of the project.

RouteMatch selected Panasonic ToughPad as a replacement mobile device, and set a project completion timeline of July 2012. Although Panasonic didn't release the ToughPads until last month, the agencies all agreed to wait for the ToughPad ruggedized device.

ITD believes the project will eventually be successful with the ToughPad and a new RouteMatch software revision that addresses identified problems. RouteMatch has been testing the software on ToughPads throughout the country. As soon as the ToughPads are ready to go with the new software, ITD will deliver them, with planned statewide project completion by July 1. ITD will stay involved in the project until MRTA is comfortable with RouteMatch.

The MRTA Board has a Project Plan that identifies specific MRTA concerns that have been discussed with RouteMatch. Board Member Nils Ribi said MRTA had put an enormous amount of staff time and payroll into RouteMatch for two years. He questioned ITD's plan to have the project complete in three months. Kitchener said RouteMatch's contract is for five years and is with the State. The State is committed to the success of the project, even though it is basically starting anew with new hardware and revised software for the ToughPads. Kitchener said ITD would give MRTA written assurance that ITD would stay with the project until MRTA accepts the system.

Coogan said RouteMatch is fully committed to the project. RouteMatch has contracts with the individual agencies for ongoing support and maintenance, but Operation and Maintenance does not kick in until MRTA has approved the system. RouteMatch is aware of MRTA extraneous staff time on the RouteMatch project, and will work with MRTA in terms of reimbursement and credits toward annual O&M.

**5. Action items and discussion items**

**a. Action Item: Approve RouteMatch Technology project plan.**

Executive Director Jason Miller said the Board had previously requested a Project Plan. The project now depends on Verizon's certification and delivery of the ToughPads.

**Board Member Mark Gilbert moved to receive the RouteMatch Technology project plan. Motion seconded by Board Member Nils Ribi.** In discussion, Board Member Ribi said the Board had previously discussed problems with RouteMatch software that Mountain Rides Operations Coordinator Rod Kelly was going to try to fix. Board Member Gilbert said the project plan needs to be revised to reflect reality, and acceptance of the document is directing staff to revise it. The motion is simply to receive and file the project plan. **Motion passed unanimously.**

**b. Discussion Item: Board meeting schedule for remainder of 2013.**

The Board decided to stay with its traditional meeting schedule of 12:00 noon on the third Wednesday of each month.



**c. Discussion Item: Excess operating fund allocation from FY2012.**

Mountain Rides Business Manager/Treasurer Wendy Crosby said the MRTA Board put a policy in place in FY2011 to move excess operating funds into Capital accounts. The excess operating dollar amount determined by the auditor at the end of FY2012 was \$64,389. However, the Finance and Performance Committee and MRTA Chairman of the Board requested that the entire amount remain in the Operating Fund to cover projected shortfalls as the result of the loss of the South Valley facility, increased costs associated with the search for a new executive director and other budget concerns. Chairman McBryant said the Board expected to know what the actual shortfall would be in late spring and could move excess funds to Capital at that time.

Board Member Gilbert felt the Board should remand allocation of the excess funds back to the Finance and Performance Committee to make a recommendation to the Board on how the funds should be incorporated into the budget. The Board agreed.

**d. Discussion Item: Preliminary results of Ketchum Transportation Hub open house #4**

Chairman McBryant said the open houses were well-attended.

Executive Director Jason Miller said two different locations were presented— Sun Valley Road/East Avenue and Washington Avenue/Second Street—with two different configurations for each location. The Sun Valley Road/East Avenue site has more parking impacts, and the Washington Avenue/Second Street site received more positive comments. MRTA staff will make a recommendation to committee, which will make a recommendation to the Board, which will make a decision and present a recommendation to the City of Ketchum.

**PUBLIC COMMENT:**

Ketchum resident Elaine Charlat said she was concerned about the loss of parking and the negative effect it would have on businesses in the East Avenue area. She thinks Ketchum needs all of its streets, and as the town develops, it needs to keep its options open, so using streets for the transit hub doesn't make sense.

Charlat said the bus should take riders where they want to go. She suggested all buses go by three "mini" hubs: the Post Office, the Visitor Center, and Forest Service Park (which has an unused garage in its center that could be used as a "depot").

Mary Jane Conger asked where the money was coming from for the hub. Chairman McBryant said MRTA had grant funds available specifically for a transit hub, which Mountain Rides would lose if it didn't meet a deadline.

**e. Action Item: Approve transfer of bus #15 to City of Ketchum.**

*Also Present: Mountain Rides Attorney Adam King*

MRTA has an asset disposal policy, which is consistent with state law.

**Board Member Mark Gilbert moved to approve staff recommendation of transfer of bus #15 to the City of Ketchum, seconded by Board Member Joe Miczulski. Motion passed unanimously.**

**f. Action Item: Approve submission of Federal Transit Administration FY2014 grants to Idaho Transportation Department.**

Staff met with the Idaho Transportation Department, and updated the FY2014 grant applications.

**Board Member Sarah Michael moved to approve submissions of Federal Transit Administration FY2014 grants to Idaho Transportation Department. Motion seconded by Board Member Mark Gilbert, and passed unanimously.**

**g. Action Item: Approve Resolution 02192013 regarding bank signing authorization.**

The bank signing authorization is consistent with MRTA policy and the auditor's recommendations. Board Member Gilbert questioned the policy statement that a Board Member signature may be required in the case of an absence of the executive director. It is anticipated that the Mountain Rides business manager, who writes the checks, will be named the interim executive director, who would normally sign the checks. It is unacceptable that one person would both write and sign the checks.

**Board Member Mark Gilbert moved to amend the agenda to discuss the policy regarding bank signing authorization, since the Board just discovered that the policy doesn't fit its intended purpose. Motion seconded by Councilor Michael David. Motion passed unanimously.**

**Board Member Mark Gilbert moved to amend the policy regarding bank signing authorization to change language in paragraph 4 to "Board member signature would be required in the case of the absence of the permanent Executive Director". Motion seconded by Board Member Sarah Michael. Motion passed unanimously.**



**Board Member Mark Gilbert moved to approve Resolution 02192013 regarding bank signing authorization. Motion seconded by Board Member Nils Ribi.** In discussion, Board Member Ribi suggested the policy give first priority to Board members who are members of the Finance Committee to sign on behalf of the Board of Directors. **Motion passed unanimously.**

**h. Action Item: Approve updated Policy 101: Procurement.**

ITD noted during a site review that Mountain Rides did not have a protest policy. The revised policy on Procurement has been reviewed by MRTA attorney Adam King, but not by ITD. The final decision-maker in the protest process is the executive director. Board Member Michael asked if a vendor could go to the Board of Directors. Business Manager Wendy Crosby said any vendor who feels they are not being fairly treated by the procuring officers can go to the executive director, and, if still not satisfied, pursue legal means. Board Members Gilbert and Wolper suggested the Board direct the Finance Committee to review the policy, with the suggestion that the Board be the final arbiter.

**Board Member Mark Gilbert moved to approve updated Policy 101: Procurement, as presented. Motion seconded by Board Member Joe Miczulski.** In discussion, the Board directed staff to prepare an amendment to the policy that would insert the Board as final fact-finder and final arbiter of disputes, have it reviewed by legal counsel and present to the Board for action. **Motion passed with seven in favor and Board Member Michael opposed.**

**6. Staff reports**

**a. Transit report from Operations and Maintenance with January 2013 ridership**

- Operations Manager Jim Finch said only a couple extra bus hours had been used over Presidents Day weekend.
- Night skiing was a big success, and the Blue Route experienced extra ridership after Dollar Mountain closed.
- A wheelchair passenger didn't pay attention to the driver who was operating the wheelchair lift and flipped his wheelchair, breaking his leg.
- Good service awards were given to Mountain Rides driver José Victorino and mechanic Carlos Tellez

**b. Bike-Ped report – No report**

**c. Business Manager report – No report.**

**d. Executive Director report**

Retiring Executive Director Jason Miller said he anticipates leaving Mountain Rides by the end of the week. He will include the updated Strategic Action Plan in his wrap-up.

**The Mountain Rides Board of Directors recessed their meeting at Ketchum City Hall at 4:53pm**

**The Mountain Rides Board of Directors reconvened their meeting at the Wood River Y at 5:05 pm. Board Members Peter Everett and Michael David were not present for the end part of the meeting.**

**7. Committee reports**

**a. Planning and Marketing Committee report from Chair Steve Wolper**

Committee Member Nils Ribi said Jason Miller had been very involved with the countywide bike-ped program. The committee minutes should reflect that, with Miller's departure, Mountain Rides would not take on the bike-ped master plan program administration.

**Committee Member Nils Ribi moved to approve the Planning and Marketing Committee minutes, as amended, seconded by Committee Member Sarah Michael. Motion passed with three in favor, with Committee Member Joe Miczulski abstained since he was not at the meeting.**

**b. Finance and Performance Committee report from Chair Mark Gilbert**

**Committee Member Susan McBryant moved to approve the Finance and Performance Committee minutes. Motion failed for lack of committee second.**

**8. Consent Calendar items (p.35-51)**

**a. Approve minutes – January 16 regular board meeting, January 24 special board meeting and February 1 special board meeting.**

Board Member Nils Ribi asked that both special meeting minutes be corrected to indicate a roll call vote to go into Executive Session.



Board Member Nils Ribi moved to approve the Consent Calendar of February 19, 2013, with the minutes of special meetings January 24 and February 1 approved as amended. Motion seconded by Board Member Sarah Michael, and passed unanimously.

**b. Approve contract for services with Success Management.**

The Board discussed the contract. Mountain Rides Attorney Adam King said the contract wasn't very well written, but he felt the defects favor Mountain Rides.

Board Member Mark Gilbert moved to approve the contract for services with Success Management, with language to reflect that the Board gets involved in the process when the search is narrowed to 10 candidates; to revise language relating to all expenses so that only pre-approved expenses are the responsibility of Mountain Rides; and to revise the termination provision to be "MRTA may terminate this contract if the search is not successfully concluded on or after April 15, 2013. Upon such termination, MRTA will pay the contract fee of \$3,000." The Success Management contract can be signed by the Board Chairman, upon approval by MRTA attorney Adam King. Motion seconded by Board Member Sarah Michael, and passed unanimously.

**c. Receive and file January 2013 Financials.**

**d. Receive and file January 2013 Bills Paid.**

**e. Approve budget amendment to Hailey Bike Share agreement.**

Board Member Nils Ribi moved to approve Consent Calendar items c, d and e. Motion seconded by Board Member Mark Gilbert, and passed unanimously.

**9. Executive Session pursuant to Idaho Statute 67-2345(1)(c) to discuss acquisition of real estate and 67-2345(1)(a) to discuss personnel.**

Board Member Nils Ribi moved to go into Executive Session for purposes of land acquisition and personnel, pursuant to Idaho Code 67-2345 1(a) and 1(c), seconded by Board Member Joe Miczulski. Roll call: Chairman Susan McBryant yes, Board Members Mark Gilbert yes, Steve Wolper yes, Sarah Michael yes, Joe Miczulski yes, and Nils Ribi yes. Motion passed unanimously.

The Mountain Rides Board of Directors returned to Open Session at 6:27 p.m.

**10. Action Items related to Executive Session deliberations/discussions**

**a. Action Item: Appointment of Interim Executive Director.**


Mark Gilbert moved to accept JM's resignation effective close of business day 2/22/13. Joe Miczulski seconded and motion was unanimously approved.

Mark Gilbert moved to appoint Wendy Crosby Interim Executive Directive effective 2/23/13 pursuant a compilation of a letter setting the terms and conditions regarding the appointment, and signature of same by Board Chairman McBryant and Wendy Crosby. Sarah Michael seconded and motion was unanimously approved.

**b. Action Item: Approval of lease for south valley facility. No action taken.**

**11. Adjournment**

With no other business to come before the Board, Nils Ribi moved to adjourn the meeting at 6:30 p.m., seconded by Mark Gilbert. Motion passed unanimously.

  
Chairman Susan McBryant

cc: Commissioner Angenie McCleary, Blaine County  
Susan E. Robertson, Sun Valley City Administrator  
Gary Marks, Ketchum City Administrator  
Sandy Cady, Ketchum City Clerk  
Heather Dawson, Hailey City Administrator  
Mary Cone, Hailey City Clerk  
Dee Barton, Bellevue City Clerk  
Tess Cenarrusa, Carey City Clerk  
Randall Patterson, Carey Mayor