



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, June 17, 2015, 12:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Board Members of the Mountain Rides Transportation Authority met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

PRESENT: Chair Mark Gilbert (Sun Valley), Vice-chair David Patrie (Blaine County), Secretary Steve Wolper (At-Large), Michael David (Ketchum) by phone, Joe Miczulski (Bellevue), Susan McBryant (Hailey), Kristin Derrig (Ketchum) and Jane Conard (Sun Valley)

ALSO PRESENT: Mountain Rides Executive Director Jason Miller
Mountain Rides Business Manager Wendy Crosby
Support Specialist Kim MacPherson
Terry Smith, *Idaho Mountain Express*
Ben Varner
Henry Brown

1. CALL TO ORDER

Chairman Mark Gilbert called to order the meeting of Wednesday, June 17, 2015 at 12:32pm. Secretary Steve Wolper took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Michael David mentioned that Robyn Mattison from the City of Ketchum gave a report at the last city council meeting that there was a \$52,000 grant from ITD available. One of the ideas for use would be to improve access for Sun Valley Road and East Ave in Ketchum since the Hub project isn't moving forward. Mike David wanted to clarify that the Hub idea is on the shelf at the moment and that Mountain Rides should create a talking point about the Hub project so that we could spread the word consistently.

Jason Miller mentioned that staff at the City of Ketchum would like to see this investment and be distributed over all the bus stops. This discussion will be added to the next meeting.

Jane Conard arrived at the meeting.

Mark Gilbert stated that it is an exciting year for us with awarding a major construction project and acquiring buses. The most important assets of an agency are people you hire. Mark Gilbert introduced two soon-to-be new employees, Ben Varner and Henry Brown. Jason Miller stated that he was very excited to be able to do the introductions. Ben Varner is starting on June 22nd and comes from the *Idaho Mountain Express* where he has been circulation manager. He has

been there for almost 9 years, has roots in the community, is involved with Rotary and is a volunteer firefighter. Ben Varner spoke a bit about his background and said he was very excited about taking on the challenge of working with Mountain Rides. The Board welcomed Ben to the organization.

Jason introduced Henry Brown who was a candidate for the Maintenance manager, but Jason thought his skill set was better suited to the Operations department with his Human Resource experience. Jim Finch will be starting to transition into a different role and be semi-retired. Henry will be working in parallel with Jim to learn the Operations role. Henry Brown spoke about the opportunity to work for Mountain Rides. The Board welcomed Henry to the organization.

3. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)

Terry Smith from the *Idaho Mountain Express* spoke from a rider perspective regarding the code of conduct. He mentioned that he sees passengers pestering the bus driver and talking to the drivers the whole trip and he didn't think it was safe. Terry also mentioned that he is resigning from the *Idaho Mountain Express* to do some freelance writing. The Board thanked him for his service and for writing about Mountain Rides over the years. Jason Miller stated that Terry has always covered Mountain Rides in a very fair and accurate manner.

4. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action on adoption of Passenger Code of Conduct

Jason Miller highlighted the updates to the Passenger Code of Conduct. This policy was identified as a need in the past year as part of our review by the Washington State Insurance Pool. The Board members spoke about making some changes to the document. Steve Wolper appreciated that Terry Smith brought up the issue about talking to the driver while the bus is in motion and that people are ahead of the yellow/white standee line. Susan McBryant stated that she feels that it is a training issue about passengers standing forward of the yellow/white standee line. Susan also felt that the topics don't "flow" and recommended that the topics are put in order of safety, behavior and others. Michael David wanted to know the mode of delivery of the document to the passengers. Dave Patrie suggested that the drivers should engage with passengers as long as we are safe but we don't want to compromise on our customer service. Dave also suggested changes to the exclusion and appeal process. Appeals would go to the Board of Directors and not to the Executive Director. Board members made several other modifications to the existing code which staff will include in the final version.

Dave Patrie moved to approve the Mountain Rides Passenger Code of Conduct as presented with the changes discussed. Susan McBryant asked when the document would be implemented. This document will be implemented as soon as it is adopted. **Steve Wolper seconded and the motion passed unanimously.**

b. Action item:

Action on update to Financial Policy 102: Accounts Payable

This is an update to the Accounts Payable Policy section covering credit cards. Wendy stated that with Rod's departure, we canceled his card and recognized the need to update the policy to streamline the use of credit cards. Current policy does not allow for positions below

Department Head to have credit cards. Often it is employees just below this level that are ordering goods or services. This policy revision will allow for positions down to Specialist to hold a credit card, at the discretion of the Executive Director. This will allow Jason to determine if a position and/or employee in an authorized position warrants a card and it will streamline the procurement process.

Steve Wolper made a motion to approve the changes to MRTA Financial Policy 102: Accounts Payable as outlined by staff. Jane Conard seconded, and the motion passed unanimously.

c. Action item:

Action on EKC Inc. payment application #1 for \$60,691.61 for south valley facility

Jason Miller stated that this is the first payment to EKC. This will come before the Finance & Performance committee on July 8th for further discussion about the procurement policy, as this is an item that shouldn't have to come back to the board once the project budget and project contract have been established.

Michael David made a motion to approve the payment for EKC, Inc. Payment Application #1 in the amount of \$60,691.61 for the south valley facility. Joe Miczulski seconded and the motion passed unanimously.

d. Action item:

Action on Bus conveyance agreement between Mountain Rides and UTA

Jason Miller stated that we have been working on this transfer for some time and finally have the details we need to execute this agreement. The amount of \$3,646.83 is for buyout of the tires which would cost over \$8000 for new tires so this amount is within our tire budget.

These buses will allow us to have better overall fleet operations and consider service improvements like Valley Express - Airport service. They will also allow us to dispose of 2 buses that are over 20 years old. This agreement has been reviewed by our legal counsel, including the indemnity language, which was also discussed with ICRMP. **Dave Patrie moved to approve the execution of the conveyance agreement between MRTA and UTA for transfer of three used buses with remaining useful life from UTA to Mountain Rides, as presented and to give the Executive Director ability to coordinate all administrative details with said conveyance. Joe Miczulski seconded, and the motion passed unanimously.**

e. Discussion item:

Update on south valley facility project progress

Jason Miller showed photos of the progress to date on the south valley facility. The project is moving along well.

Mike David left the meeting at 1:50pm.

5. Committee Reports

Planning & Marketing committee reports for May from Steve Wolper. **Steve Wolper moved to approve the minutes for May. Jane Conard seconded and the motion passed. Jane Conard moved to approve the minutes for June. Kristin Derrig seconded and the motion passed with Steve Wolper and Dave Patrie abstaining.**

Finance & Performance committee reports for June. **Susan McBryant moved to approve the minutes for June. Mark Gilbert seconded and the motion passed. Joe Miczulski abstained.**

6. Staff reports

a. Dashboard performance reports for April 2015

b. Operations report

c. Marketing and Outreach report

Kim MacPherson brought it some new schedules for the board to see the new format.

d. Bike-Ped report

Jason Miller showed a thank you poster from the YMCA where Mountain Rides gave out helmets. Kim stated that Steve Wolper started the helmet program years ago which we are continuing. Dave Patrie asked about the MOU and wanted to make sure that legal counsel and upper management has seen the document.

e. Business Manager report

Wendy Crosby stated that we have received the new ADA van. She also noted that there were a couple things that happened in April. There was a large transfer from excess operating funds to the facilities fund. April did not include 5311 reimbursement. We did receive JARC money in June. We are on track to be on budget.

f. Executive Director report

Jason Miller stated that additional money has come from ITD through the 5316 program for operations which we can use towards Hailey and Green route. Carlos Tellez has been carrying the load in maintenance.

7. Consent Calendar items

a. Approve minutes for May 20th regular board meeting. **Susan McBryant moved to approve the May 20th minutes and Steve Wolper seconded. Motions carried unanimously. Kristin Derrig abstained.**

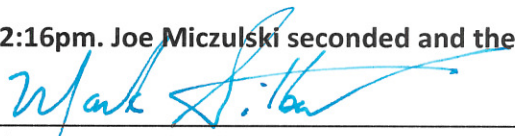
Approve minutes for June 3rd special board meeting. **Jane Conard moved to approve the June 3rd minutes and Susan McBryant seconded. Motions carried unanimously. Steve Wolper, Dave Patrie and Joe Miczulski abstained.**

b. Receive & File financials April 2015

Susan McBryant moved to receive and file the financials. Dave Patrie seconded, and the motion carried unanimously.

8. Adjournment

Steve Wolper moved to adjourn the meeting at 2:16pm. Joe Miczulski seconded and the motion carried unanimously.



Chairman Mark Gilbert