



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 16, 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), Michael David (Ketchum), Kristin Derrig (Ketchum), Susan McBryant (Hailey), Jane Conard (Sun Valley) and Joe Miczulski (Bellevue)

ABSENT: Secretary Steve Wolper (At-Large)

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance Manager Ben Varner
Support Specialist Kim MacPherson
Ryan Thorne, *Idaho Mountain Express*
Shemika Flymn, RouteMatch
Sean Craig, RouteMatch
Johnathan Lile, RouteMatch

1. CALL TO ORDER

Chair Mark Gilbert called to order the meeting of Wednesday, September 16, 2015 at 12:33pm, took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Board member Susan McBryant gave her notice to the City of Hailey that she will be vacating her seat on the board in October of 2015.

Michael David said thank you for everything you've done for the organization and Jane Conard said she was grateful for Susan's work on the board.

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

Jason Miller wanted to preface the meeting with some great news. At the ITD board meeting for public transportation the recommendations for funding that we requested came through and Mountain Rides will receive a total of \$4,384,295 for operating capital for the next 2 ½ years.

4. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to adopt FY2016 annual budget

Wendy Crosby stated that the overall budget is just over \$4.4 million which is slightly up from 2015. **Jane Conard made a motion to approve adoption of the FY2016 budget for the general operations fund of \$2,616,700, capital equipment fund of \$628,213, facilities fund of \$1,072,444, workforce housing fund of \$30,725, and the contingency fund of \$75,000 for a total of \$4,423,082. Joe Miczulski seconded. The motion passed unanimously.**

b. Action item:

Action to adopt 5 – year capital improvement plan (CIP) for FY2016-2020

Jason Miller stated the CIP states the goals to define the projects for facilities, technology, bus refurbishment and replacement as well as on street property and is in agreement with the budget. We are able to give our funding partners ideas of what our capital needs are going forward. We have money going forward for capital projects and the budget reflects that but it also has on the equipment side some vans and buses that are unfunded from the federal piece at this point. We are coming out of large facility projects but we have some project we'd like to do; bus stops and signage, current facility upgrades and maintenance and the Hub is still a programmed project at this point.

Susan McBryant made a motion to approve the 5 year Capital Improvement Plan for FY2016-2020 as presented with one additional bullet about vanpool fares added. Dave Patrie seconded. Susan McBryant stated the importance of the capital plan but we do need a 5 year financial plan to accompany the plan. Dave Patrie asked about the vanpool funds being self-funded. Jason Miller suggested adding the Vanpool fares as being a revenue source in the plan. Michael David asked about the total for the Hub and what are the time restrictions. We have to keep moving on the project to keep the funds. We have a balance remaining for the project of about \$550,000 with matching but the best project cost came in at \$690,000. We returned \$83,000 of the \$100,000 to the KURA. Michael David asked about Hybrid buses and the possibility of getting them. Jason Miller stated that we are one of the only agencies using heavy duty buses and it would be a tough sell to buy hybrid buses which require more infrastructure to use them. **The motion passed unanimously**

c. Action item:

Adopt FY2016 pay scale and updated paid time off (PTO) chart

Jason Miller stated that we now have the original chart included. **Dave Patrie made a motion to approve adoption of the FY2016 pay scale and paid time off (PTO) accrual chart as presented. Susan McBryant seconded. The motion passed unanimously**

d. Action item:

Adopt revised project budget for south valley facility project work

Jason Miller said that ITD gave us a verbal confirmation to obligate the funds for the project. We have asked for written receipt of authorization we will receive in the coming weeks. ITD stated that we can obligate the funds and we will be reimbursed from this day forward. **Susan McBryant made a motion to approve the amended construction budget to add Bid**

Alternates 1, 2, 3, 4, and 5 subject to written authorization to obligate and increase the budget to \$1,863,999. Joe Miczulski seconded. The motion passed unanimously.

e. Action item:

Approve change order to EKC, Inc for additional south valley facility project work (wash bay, radiant heat, finish 2nd floor)

Jason Miller stated this is related to 4d. Any change order above \$15,000 needs to be approved by the board. **Susan McBryant made a motion to approve change orders to the EKC contract to allow for additional work that includes Alternates 1 (Wash Bay), 2 (second floor office), 3 (radiant heat) and 4 (bus wash system) for a total of \$402,678.56 subject to authorization from ITD to obligate therefore. Joe Miczulski seconded.** Mark Gilbert stated that it is great to have the opportunity to improve enhancements. Kudos goes to the board and staff for making all this happen. Wendy Crosby stated that new dates for move in are moved from Feb 7, 2016 to March 28th but that EKC said they would be finished by then. **The motion passed unanimously.**

f. Action item:

Approve acceptance of RouteMatch technology project

Jason Miller introduced experts from RouteMatch: Shemika Flymn, Johnathan Lile and Sean Craig. Kim MacPherson stated that we needed to have the reporting issues fixed before we accepted. Jason Miller and Kim MacPherson feel comfortable to accept the project at this point. Shemika described how the RouteShout app will work. The app would pick up the information from the tablets and show on the app. After the meeting concludes, Shemika said she would show how the app works. Jason Miller said that we have had a lot of challenges since we started with RouteMatch but that we are ready to move forward. We will have a \$4000 credit to use towards the app technology. **Michael David made a motion to approve execution of the RouteMatch System Acceptance Sign-off and the Amendment to the Customer Support and Hosting Agreement. Jane Conard seconded.** Mark Gilbert asked about the cost of the app. Jason Miller said the total price of the app is approximately \$700 per bus. We are looking at about \$10,000 in implementation costs. Jason Miller stated we will have a demo period of about 6 months. **The motion passed unanimously.**

g. Discussion item:

Update on FY2016 transportation service plan

Jim Finch stated the changes for the board because the Planning & Marketing committee has looked at the changes and the Finance & Performance committee had not. Improvement highlights include: taking hours from Green to increase Blue frequency in winter and slack, change route configuration of Red & Green, and improve Green route service to 15 minute frequency. We will work on getting the word out on the public timetable, flyers and on the website. Michael David wanted to thank the Planning & Marketing committee who worked with staff to implement some of the requests after the meeting with the City of Ketchum.

e. Discussion item:

Fall strategic planning workshop for 5 year business plan

Jason Miller stated that we feel that having a 5 year business plan is a priority moving forward.

Over the next 6-8 weeks we will develop a plan. And we look forward to having a meeting in the next few months. The group decided to look at the first week of December. Jason will send a draft agenda a week before the meeting.

5. Committee Reports

Planning & Marketing committee reports for September from Steve Wolper.

The committee members that attended the meeting approved the report.

Finance & Performance committee reports for August and September.

The committee members that attended the meeting approved the reports.

6. Staff reports

a. Dashboard performance reports for July 2015

b. Operations report – Jim Finch stated that the Valley route shows stability. We have sold a lot of passes and the students have been better riders. Susan McBryant stated that it is tremendous to have sold 300 bus passes to the students who will be our future riders. Jim has placed an ad in the papers for bus driver help.

c. Maintenance report – Ben Varner stated that the concrete has been poured. The facility is taking shape.

d. Marketing and Outreach report

e. Bike-Ped report

f. Business Manager report – Wendy stated that three representatives from ITD spent the day at Mountain Rides. The group went through a lot of material with staff. The ITD staff stated that Mountain Rides is the #1 agency in the state. They were impressed by what we are doing and are happy with the systems that we have in place.

g. Executive Director report – Jason Miller added kudos to all the staff doing a great job. Mountain Rides is firing on all cylinders. Thanks to Wendy Crosby for financial controls and grant management. Thanks to Jim Finch for managing school ridership and partnerships and keeping safety our number one priority. Thanks to Kim MacPherson for leading the effort for selling passes and understanding the school partnerships. Also thanks for managing RouteMatch and the acceptance of the system. Thanks to Ben Varner for all the work he has completed in his first 90 days.

7. Consent Calendar items

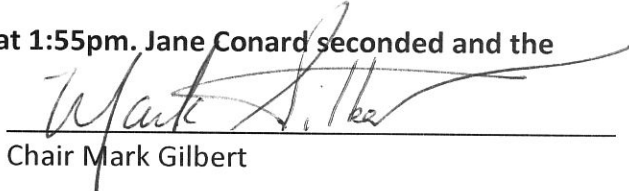
a. Approve minutes for August 19th regular board meeting. **Michael David moved to approve the August 19th minutes. Kristin Derrig seconded and the motion carried unanimously. Joe Miczulski abstained.**

b. Receive & File financials July 2015

Michael David moved to receive and file the financials. Kristin Derrig seconded, and the motion carried unanimously.

8. Adjournment

Michael David moved to adjourn the meeting at 1:55pm. Jane Conard seconded and the motion carried unanimously.



Chair Mark Gilbert