



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, December 20, 2017, 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 Jane Reister Conard (Sun Valley), Vice-chair Kristin Derrig (Ketchum), David Patrie (Blaine County), Grant Gager (Ketchum) (arrived late), Becki Keefer (Hailey), Joyce Fabre (Sun Valley) and Tory Canfield (at-large) and Tom Blanchard (Bellevue)

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager Tucker Van Law
Mountain Rides Maintenance Manager Ben Varner
Mountain Rides Operations Manager Mike Knudson
Mountain Rides Support Specialist Kim MacPherson
Mountain Rides Bicycle Pedestrian Program Coordinator Michael David
Peter Jensen, *Idaho Mountain Express*
Brady Workman, Dennis Brown CPAs
Michelle Griffith, City of Sun Valley city council member

1. CALL TO ORDER

Chair Jane Reister Conard called to order the meeting of Wednesday, December 20, 2017 at 12:31pm and took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Jane Conard thanked Joyce Fabre for the mixer she had at her house. Jane also thanked Kristin Derrig for taking over the meeting last month. Jane said it has been a pleasure being the chair this past year. Jane also said that it was a surprise 2 weeks ago when Jason Miller gave his 30 day notice.

Jane presented Jason Miller with a plaque and read the inscription:
In recognition of

JASON MILLER

-for ten years of service in the creation, growth, and success of the Mountain Rides Transit Authority;

-for his astute, innovative, and visionary leadership

-for his dedication to excellence in customer service

-for his commitment to his employees and, above all, to safety

With gratitude for his service, leadership, and overall excellence and best wishes for the future,

*Board of Trustees of the Mountain Rides Transportation Authority
December 20, 2017*

Jason Miller responded that this was the “ride of his life” in so many ways. He said it has been his pleasure to lead Mountain Rides. He feels very blessed and thanked his staff and board and all the partners and the community that have helped make Mountain Rides the great organization that it’s been and he has experienced tremendous support. Jane also mentioned that an official letter of resignation had been distributed to every board member. Jane Conard read some of Jason’s letter: *It has been an honor to serve as the Executive Director of Mountain Rides for over ten years – I’ve thoroughly enjoyed it and am very proud of what we have all been able to accomplish together.*

Joyce Fabre commented that Jason has done a great job and she was happy for him. She also said that we have a great staff and board and we will keep things going.

Tom Blanchard commented that he remembered Jason being at the evolution of this group. He and Jason will do an oral interview about the history of Mountain Rides.

Tory Canfield remembered meeting with Jason and Beth when he had Wood River Rideshare. It has been amazing what you have done over the years.

Jason Miller commented that was 12 years ago in the Wood River Rideshare office.

Kristin Derrig said he was happy for him and has done an amazing job of taking board suggestions and putting them into play and making it successful.

Grant Gager arrived.

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

Councilwoman Michelle Griffith made comments (not on behalf of the City of Sun Valley) regarding the letter from Mayor Hendricks of the City of Sun Valley regarding the new bus stop signs in Sun Valley. She asks that they have an opportunity to discuss the Mountain Rides signage in the City of Sun Valley in advance of any more signage going up. Jane Conard let her know that because winter came there will be no work done on the signs in the near future. Michelle said she looks forward to Mountain Rides letting them know with whom they should speak and that they have a chance to discuss the signs.

Michelle Griffith also wanted to comment on Mountain Rides upcoming search for the Executive Director. She supported the idea of hiring a professional search organization. Do what you need to do to hire an Executive Director.

4. Presentation: annual financial audit for FY2017, presented by Brady Workman of Dennis Brown CPAs

Brady Workman of Dennis Brown CPAs passed out the financial audit. He met with the Finance & performance committee early in the month and discussed the audit in depth. Brady mentioned that on page 1 of the audit in their opinion: “they did not make any modifications to this audit” and stated that it is considered an “unmodified audit” and that is the highest audit report that they can give. That is a good job and supported that we have a good staff in regards to the financials. He said they like to see expenses lower if the revenue is lower and that is what happened this year.

Joyce Fabre asked if there were areas of concern and Brady said there were none. Brady said to keep the policies updated and continue to be transparent which Mountain Rides is very good at doing.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve receipt and filing of Mountain Rides FY2017 audited financial statements, as prepared by Dennis Brown CPAs

Becki Keefer made a motion to approve the receipt and filing of the FY2017 audited financial statements, as presented and prepared by Dennis Brown CPAs. Kristin Derrig seconded and the motion carried.

b. Action item:

Action to approve award of request for proposal RFP-2017-Tires-002 Van Tires to Les Schwab

Ben Varner said to note that we only received one bidder and that was Les Schwab. He said we are recommending that we take this bid for the year. Dave Patrie asked about separating out the van and tire bid and whether that encourages more companies to come forward to bid. Ben said that it does allow for more companies to come forward but this year we only received one.

Grant Gager asked about leasing tires. Valley Ride in Boise had been leasing tires for years and they are getting away from it because of dueling priorities with the companies. The magic number is 70 -100 vehicles. UTA in Salt Lake leases with Les Schwab as well. Grant asked piggy backing on local entities with the county or cities. Ben will look into it and Les Schwab is working well for us.

Joyce Fabre made a motion to award van tire purchasing to Les Schwab for 2018. Becki Keefer seconded. The motion passed unanimously.

c. Action item:

Action to approve award of request for proposal RFP-2017-Tires-001 Bus Tires to Les Schwab

Ben Varner said Les Schwab cares about safety and consider that they are part of our organization.

Tory Canfield made a motion to award bus tire purchasing to Les Schwab for 2018. Becki Keefer seconded and the motion carried.

d. Action item:

Action to approve award of fuel purchase Bid-2017-Fuel-001 to United Oil and authorize Executive Director to execute resulting contract

Ben Varner said he sent this bid out to 10-12 companies. United Oil was the sole respondent. United Oil prices the way we want and we are asking for index pricing. We are very happy with United Oil. The contract was reviewed by legal counsel. Ben Varner said we get rid of the subscription for index pricing.

Kristin Derrig made a motion to approve United Oil's bid for MRTA's 2018 Fuel Purchasing and to authorize the Executive Director to execute the MRTA fuel contract. Dave Patrie seconded. The motion passed unanimously.

e. Action item:

Action to recommend Executive Director and board chair to sign and complete endorsement for uninsured and underinsured as excluded coverage in ICRMP insurance policy

Jane Conard said this was discussed in the Finance and Performance committee.

Jason Miller said this was reviewed and discussed with the board at that time and thought it was important to bring in front of the board again. This is standard practice according to ICRMP to not provide the coverage. Our premiums are around \$110, 000 and to add this would add about \$30-40,000 to the premium.

Tory Canfield asked for a summary about what this means.

Jason Miller said if there was an at-fault collision for Mountain Rides, we are covered regardless. If Mountain Rides was not at-fault and an uninsured or under-insured motorist caused damage to a vehicle or injuries, those would have to be covered by an individual's insurance company or going after that driver in the court system. There would not be coverage in place for that situation.

Tom Blanchard asked about history with this type of issue.

Jason Miller replied that it's been very good with low claims. Passengers in a bus are protected by the size of the vehicle in a lot of cases.

Joyce Fabre asked if we had legal exposure if a passenger on the bus is injured by a driver ruled to be at-fault. Jason Miller said there is none but that doesn't stop someone from bringing a suit or claim against Mountain Rides but we could defend ourselves. Our legal counsel said we could be successful in that defense but there would be a cost to that.

Tucker Van Law said it is not a requirement that we have this insurance.

Jane Conard said after talking about this in the Finance & Performance meeting that ICRMP is not doing this kind of underwriting.

Dave Patrie asked about the risk in not carrying this coverage. Tucker Van Law said our legal counsel said this is a "frivolous suit" which equals some risk.

Tom Blanchard asked about having a reserve for this kind of issue. Jason Miller said we self-insure to some degree and we do have a contingency fund.

Joyce Fabre moved to have the Executive Director and Board Chair sign and complete endorsement and waiver for uninsured and under-insured as excluded coverage in ICRMP insurance policy. Kristin Derrig seconded. The motion passed unanimously.

f. Action item:

Action to approve declaration of Bus 24 as surplus property, pending ITD authorization

Ben Varner stated this is part of the continued disposal of buses and paring down the fleet. This bus was on the Hailey route and airport route and is as close to a lemon as you can get.

Ben also said thank you to Grant Gager for the information about the Public Surplus website.

Becki Keefer asked about what happens if no one buys the bus. Ben Varner said we would work with ITD regarding disposal options and possibly training opportunities.

Dave Patrie made a motion to declare MRTA Bus 24 as surplus property. Becki Keefer seconded and the motion carried.

g. Action item:

Action to approve destruction of records that are older than applicable retention thresholds, per Mountain Rides policy

Tucker Van Law said we are looking for approval to destroy documents that are old and we are running out of space.

Tory Canfield asked about the personnel files.

Tucker Van Law responded that we would always have some record of all employees. Tory asked if it was beneficial to destroy the documents after 5 years. There is some history there for future staff.

Jason Miller responded that there needs to be some clarification for the personnel section of this policy. Jason suggested approving this item with personnel files exempted from this year's destruction until it can be reviewed.

Jane Conard thought this should be reviewed by legal counsel and Tucker Van law confirmed this.

Tom Blanchard asked how would you know what was being destroyed and asked if there was a record.

Tory Canfield suggested that since we are in a transitional spot that it might be wise to hold on the documents until next year.

Dave Patrie made a motion to table this item to the next meeting in January 2018. Dave Patrie suggested having a list of documents to be destroyed for the board to approve. **Tom Blanchard seconded.**

Dave Patrie amended the motion to table this item within 90 days. Tory Canfield seconded and the motion passed unanimously.

h. Action item:

Action to nominate and elect board officers for 2018

Jane Conard stated that most officers serve a one year term and can stay in a position longer but the intent is to have the vice-chair ascend to the chair to give continuity and experience. The other officer position is the secretary.

Jane Conard recognized Kristin Derrig as the vice –chair who will go to the chair position. Next, Becki Keefer nominated Joyce Fabre to be the vice-chair. Jane Conard called for a vote which passed. Next, Joyce Fabre nominated Tory Canfield for secretary. Jane Conard called for a vote which passed.

Becki Keefer made a motion to approve the following slate of officers for 2018: Chair, Kristin Derrig, vice-chair, Joyce Fabre and secretary, Tory Canfield. Dave Patrie seconded and the motion carried.

i. Discussion item:

Discuss rescheduling strategic planning session to January 3rd or 4th from 9am-1pm

Jane Conard opened the discussion for the strategic planning session date. We would have the meeting in lieu of the committee meetings.

Kim MacPherson said with Jason Miller now leaving, we should have the meeting on Weds, Jan 3rd or Thurs, Jan 4th. And then whichever date is chosen we would have a party for Jason after the meeting.

Joyce Fabre made a motion to have the meeting on Jan 3rd at 10:30am. Tory Canfield seconded. The motion carried. Due to having the party for Jason after the meeting the group decided to move the meeting to noon. **Joyce Fabre amended the motion to have the strategic planning meeting on Jan 3rd from noon-4. Kristin Derrig seconded and the motion carries.**

j. Action item:

Action to adopt 2018 board meeting schedule for regular meetings and committee meetings

Jane Conard said as we get closer we will have to change the date of the July committee meeting due it being July 4th. This will happen as we get closer to the date.

Kristin Derrig made a motion to approve the meeting schedule for 2018, as presented. Joyce Fabre seconded and the motion carried.

k. Action item:

Action to approve addendum to Mountain Rides' check signing policy to add the Community and Customer Relations Supervisor as a check signer

Tucker Van Law said that with the resignation of Jason Miller, we are going to need another check signer and to fill in the gap during the transition we recommend the Community and customer relations supervisor, Kim MacPherson be a check signer. Tucker also stated that Kim has been with the company for 6 years and she knows the company and the vendors and is trustworthy.

Tory Canfield made a motion to approve the revised Mountain Rides Check signing Policy 103 to add the Community and Customer Relations Supervisor as a check signer. Kristin Derrig seconded and the motion carried.

**The group took a 10 minute break
2:00pm the meeting came back to order**

l. Discussion item:

Review and consider letter from City of Sun Valley regarding bus stop signage improvement project

Jason Miller stated that the bus stop improvement project which includes signage, lighting and shelters in a few locations, has been in the works and is 80% federally funded through the bus and bus facility program of the FTA. We have been planning this project for a year and working on it in earnest for the last 6 months. The first phase of signage was installed in the October/November time frame. This letter in particular came about when the first signs went in and concerns that originally were expressed by 2 council members of the city of Sun Valley of which one of them was the president of Sun Valley city council, Keith Saks, with concerns about the esthetics and the visual impact of the signage. The process that we followed was laid out to Mountain Rides as dictated by P&Z of Sun Valley of which we obtained the approval. The comment period came and went. We moved forward with the project. The project was also part of the budget request presentations made to the city of Sun Valley. There was inclusion of this project and signage to the city council. Jason Miller feels good about the process we had to date and the request was surprising. It is now the board's purview.

Jane Conard stated as a member of the Sun Valley city council, when this issue was added to the agenda at the meeting on Dec 7th, it was added as an agenda item and she suggested that because of all the issues we would be facing at our Dec 20th meeting that this matter be delayed. She said that Mayor Hendricks suggested a compromise to hold the situation in status quo and requested Mountain Rides not install anymore signs.

Tory Canfield asked what the concerns were about.

Jason Miller said that council members Keith Saks and Michelle Griffith have concerns about the height and the color of the posts. They thought the signs were too tall; the height has been dictated by the 'Manual of Uniform Traffic and Control Devices' which is a nationwide standard for how street signage is applied so we have the same signage throughout the country. The suggestion made was to change out the color of the white post to brown. It was also expressed to Jason it was a concern of several of their citizenry. Historically, if there was an issue he would usually hear about it from the community. Jason Miller and staff personally has had zero contact

from any individual apart from these two city council members about this project. But we have heard many positive comments about how much more visible they are, how good they look, how helpful they will be and have asked questions about lighting and benches. Not every stop will get a light or bench but yes there will be some. We tried to do as much as we could this fall to get them in the ground in the Ketchum and Sun Valley area but they will be applied in Hailey and Bellevue as well. We now have approval for a dark sky compliant solution for a light from the City of Ketchum which has the most stringent dark sky ordinance. There is more to come from this project which will enhance the passenger experience and increase community awareness and community perception.

Tory Canfield suggested that with the snow that the white will now blend in during the winter season better than a different color.

Joyce Fabre wanted to remind everyone of the facts here: Mountain Rides went through Planning & Zoning with the City of Sun Valley. Mountain Rides received approval for the signs. Jason Miller presented the information including pictures and diagrams of the signs to the city council in June 2017. We had public meetings about the project; it was in the newspaper as well. And now the federal money has been spent so it is bad timing for us to revisit this. Joyce has heard nothing but positive feedback about the signs. She rides the bus all the time, has talked to the realtors and business people and homeowners of all types in the City of Sun Valley and dozens of people tell her they really like the new signs. They like the fact that they are visible; they are good for property values because people can see where the bus stops are located. It is also a safety issue because the signs are now more visible for the drivers and they can see the passengers when they are at a bus stop. Safety is a big priority and that is one of the reasons these signs were chosen. Joyce has only heard of two people so far who don't like the look of the signs so she is not sure it is a real issue with the population of Sun Valley.

Kristin Derrig agrees with Joyce and that the conformity of the signs is one of the biggest reasons to have them. She has been asking people about the signs and has heard 99% positive feedback about how great they look and they are more aware of where stops than before. She is not sure if the brown post would really be a solution to any change.

Jane Conard stated that at this point there has not been a procedure outlined and there has not been a request from the Sun Valley city council because they (both sides: Mountain Rides Board and Sun Valley City Council) agreed to provide more time to determine what process should be taken.

Grant Gager urged the other members of the board to remember why we started this bus stop project. We started this project 6-8 months ago because we had small 8x11 signs screwed on to a stop sign at best and people didn't know where to catch the bus. He hasn't heard a single bad thing about these signs. He would urge the board to receive and file this letter, and not cede our ability and branding to the City of Sun Valley. These signs are a powerful statement of where the bus stops are the existence of this bus system. He feels strongly about moving forward, to receive and file this letter and take no action on it.

Tory Canfield said to invite collaboration and feedback. She suggested that they come to our next meeting and discuss what their concerns are.

Becki Keefer stated that she was not fine with that. She said this is really irritating. We did not come out of the blue with these signs; we had a committee, we hired landscape architects, professional designers. We (staff and board) all had an input into these signs and then we hear from one of our funding partners that they don't like the way they look. She said sorry, that's micro managing and is not willing to compromise. When she sees these signs in Sun Valley, Ketchum, Hailey, Bellevue, county wide, she feels that it is a Wood River Valley community wide

project. If they are good enough for Bellevue, Hailey, the county and Ketchum, why isn't it good enough for the City of Sun Valley? She is very frustrated and disappointed.

Kristin Derrig feels that Becki is being passionate not petty, agreed with her and asked if we were holding off on doing anything else with the signs.

Jason Miller said there is a reality of winter but that we have more information signs that we could put up. Lighting and benches are to come and Sun Valley P & Z wanted to see the final designs on lighting and wait for final approval on the dark sky compliant lighting. We would be ready to go back to the P & Z and seek approval for that lighting very shortly and we do have at least one hole that got missed on the first round.

Jason Miller said his marching orders out the door are to keep going with this project and get it done.

Tom Blanchard said he was inclined to think that private conversations might be worthwhile and not to have this kind of discussion with the City of Sun Valley at an agenda meeting. He said that may not be politic with one of our major funding partners who also cut us back last year in what seemed to be in somewhat of a mean spirit or as Becki Keefer said "a micro managerial move." A little space and private conversations might be helpful to identify some pathways to resolution. Kristin Derrig said we are biased and want to see our project finished and what the conformity represents.

Joyce Fabre was under the impression that Jason Miller already had private conversations with the two council people.

Jason Miller has had conversations with the two council people and with the mayor and the new planning and community development director. Sun Valley wants to know who will be the point after Jason leaves on January 5th. Jason assumed the point persons on our board would be their appointees to the board and then the staff point person would be the interim executive director. Dave Patrie said let's look at what we have here: the letter asks us to do one thing which is to not put up any more signs.

Jason Miller said there is one more place on Morning star and three more on Sun Valley Company property and they are in the boundaries of Sun Valley but not in the public right-of-way.

Dave Patrie stated from a macro perspective, we are dealing with things we cannot change. Ketchum is Ketchum and Sun Valley is Sun Valley. We can explain as much as we want and they are still going to say "we like brown better than white." Maybe the snow will change their minds; maybe in summer they are brown and in winter they are white. There is some acknowledgement here that we went through their process and got approval and doesn't know what their concerns and potential solutions might be. The height is dictated by sign standards and seems like it is non-negotiable to him. They can get their street department involved and we can verify that then. So maybe we are looking at the color of the sleeve and if they are willing to pay for it or do we want to make a big issue about this with a funding partner. How much brain damage does he want to give himself if this doesn't cost Mountain Rides anything? He is not talking about changing the sign at all. It seems like the color of the post is the issue. If their street department wants to pay for sleeve and change them out, it seems like it is on them.

Tory Canfield agrees and said it's important to have that discussion maybe we should let them present to us at our board meeting with more information and we will listen and meet the needs of their community as well. Whether or not Mountain Ride changes anything, that would be after a process.

Joyce Fabre did say that Sun Valley did change one of the posts out by city hall to a brown post and then changed it back. Joyce thinks it looks like a floating orb and makes the sign less visible.

Jayce asked: “If we were to allow these posts to be changed what would happen to the federal money?” Do we have to pay it back?

Jason Miller said the sleeves are powder coated not sure if it can be re-powdercoated another color. And if they are paid for another way, then we could reuse the posts ahead of the next order. They could buy new posts to the height they want. This would then not jeopardize the grant funding and the asset ownership which is 80% federal. The ability to not put the new style signage and not have on Sun Valley Company property is of concern immediately so maybe to have a response for public right-of-way versus not public right-of-way in terms of Mountain Rides board response to this particular letter.

Dave Patrie wrapped up his thoughts by saying the stops are supposed to be visible. He is onboard saying that we don’t do anything in the Sun Valley public right-of-way but we can work with Sun Valley Company to get more signs in on Sun Valley company property.

Jason Miller said we will place an order for 30-40 for spring installations, largely in Hailey and Bellevue. There are 6 spots within the city of Ketchum that we didn’t get to. The remaining 4 that we didn’t get to are earmarked for Sun Valley with 3 being on Sun Valley property.

Grant Gager appreciated the idea of cooperation and has a problem with delaying the project to a date uncertain. This is our brand and feels strongly about changing the color of the sign. He would like to stick with his advice to receive and file this letter.

Dave Patrie made a motion to amend the agenda to add an action item to the agenda. Becki Keefer seconded. Ben Varner said that with the next 90 days we are not going to have a lot of time to work on this project but can work on the Sun Valley property signs. Becki Keefer said we should acknowledge the letter and we are working on it. **The motion passed. Grant Gager opposed.**

I-a. Action item:

Mountain Rides board directs staff to respond to letter from the City of Sun Valley

Dave Patrie moved that the Mountain Rides board directs staff to respond to the letter from the City of Sun Valley in the following manner: to agree to not place any more signage in the City of Sun Valley right-of-way until the Mountain Rides Board of Directors meeting in February and to let the City of Sun Valley know that we will entertain a proposed solution presented by the city in that time at which point if nothing has been received, we will continue with our approved plan. Becki Keefer seconded. Tory Canfield said she doesn’t like the term “solutions” because there aren’t any problems currently. She instead would be open to hearing their feedback.

Dave Patrie suggested that they come and say this is what we want you to do so we can say yes or no.

Grant Gager pointed out that will put us in the critical path in February when they come back with brown posts and going to our third largest funding partner and saying no. It put us in a precarious position.

Becki Keefer said we chose those fixtures according to safety for both drivers and passengers and our branding and if the city does not hear that then they are not hearing it.

Dave Patrie said ignoring it will give us the same amount of risk.

Grant Gager said we should receive and file.

Tory Canfield suggested saying thank you to your feedback.

Joyce Fabre said to explain why we chose what we did for the signs and that we need to continue installing the signs on Sun Valley company property.

Tom Blanchard would like to strike the last line of the motion: “we will continue with our

approved plan.” He also would like to know whether Sun Valley Company backs our plan. Joyce Fabre said she would say we will take your concerns and would like to know what they are and start a dialogue.

All board members opposed the motion.

Joyce Fabre moved that we respond to the letter from the City of Sun Valley stating that we want to understand their concerns about the signs and we want to start a dialogue about it and we will continue on with the project because it is almost complete in the right-of-way parts of Sun Valley. Grant Gager seconded.

Tom Blanchard amended the motion to add: Due to our scheduling, resignation of our Executive Director and that process and weather concerns we will not be installing posts in the Sun Valley right-of-way until after the February meeting. Becki Keefer seconded the amendment.

Jason Miller stated that some of the posts don’t have the information signs and he suggested we have the ability to put those up.

Kristin Derrig said we should state our reasons why we picked these signs in the letter.

The board said they trusted Jason Miller to write a good letter.

The motion carried. Grant Gager opposed.

m. Action item:

Action to approve updated Executive Director Job description

Jason Miller stated that Jane Conard wanted him to update the job description.

Grant Gager said it is a good looking job description. For him transit operating experience is the number one qualification for the next executive director.

During the last time we were looking for a director, Tory Canfield asked how many applicants we received.

Michael David said we didn’t have a lot of candidates last time.

Jason Miller said Ben Varner and Tucker Van Law came from the private sector. Adding “in a closely related field” would allow for more flexibility.

Joyce Fabre said to keep focus on what’s important for this job.

Tom Blanchard said to attract candidates that we should put the whole salary range on the job description.

Jason Miller agreed that that would be a good change for the job description.

Tory Canfield said to add “bicycle-pedestrian alternative modes” as part of the executive director’s goals.

Jason Miller said you see two very different types of people in his position: one has been a driver and come up through the ranks and one has been an administrator and has not driven a bus. Driving is not necessarily part of the role.

Tom Blanchard would hope that the effect of the executive director would reach down to the drivers and inspire all employees.

Becki Keefer made a motion to approve the updated Executive Director Job description, as presented with changes noted: adding the whole salary range, bicycle pedestrian modes, support and manage all employees, and inspire, mentor and lead all employees. Kristin Derrig seconded and the motion carried.

n. Action item:

Action to approve release of job posting and recruitment plan for the Executive Director search

Jason Miller stated there are two sides to this: what Jason will do tomorrow and up to Jan 5th

and then what will happen after the 5th. The resources and tools for this are available to get to candidates outside this area. He can bring a track record of hiring and a deeply vested interest and dedication in what it takes to do this job. He has a high degree of competence to do the hiring. Jason said “culture fit” is a very important part of fitting in this job and Jason can balance and leverage this knowledge. It is important for him to get this right and will work very diligently. Jane Conard would like to have the timeline be 90 days.

Joyce Fabre and Tom Blanchard said to leave the job posting open longer. Grant Gager suggested saying “job open until filled” and changing the application receive date to Jan 31st with the first screening. Add an asterisk to read “all dates subject to change.”

Jason Miller said the job posting would reflect the job description.

Joyce Fabre made a motion to approve the attached job posting and recruitment plan for the Executive Director search with changes, as noted. Tory Canfield seconded and the motion carried.

o. Action item:

Action to appoint special committee of the board to review Executive Director candidate applications, carry out interviews and make recommendation to the board on final candidate
Jane Conard opened it up to volunteers who want to be on the hiring committee who can commit the time, energy, passion and interest. Joyce Fabre, Grant Gager, Dave Patrie and Tom Blanchard and Kristin Derrig volunteered.

Chair Jane Reister Conard appointed the following board members to serve on the Executive Director hiring committee: Joyce Fabre, Grant Gager, Dave Patrie, Kristin Derrig and Tom Blanchard. Kristin Derrig seconded and the motion carried.

Tory Canfield left the meeting

p. Discussion item:

Review preliminary scope of work and contract for services with Jason Miller for coordination of Executive Director hiring process and interim project support

Jane Conard used a template for the agreement and asked Jason to draft the scope and payment terms.

Joyce Fabre wanted to understand going with this route: Jason Miller will be the point of contact and liaison to all candidates. There will be full visibility into his work for the board. He would be informing the committee to help choose the candidate.

Jason Miller he would like to be in person for the interviews.

Dave Patrie asked about looking at insurance and Jason Miller will look into it before the next meeting.

Becki Keefer said they all want Jason Miller to be the point for the recruitment process. He will be moving ahead as an employee and then will be hired after January 5th.

6. Executive Session per Idaho code 74-206(1)(a), to discuss hiring personnel to fill a particular vacancy

Dave Patrie made a motion to go into Executive session per Idaho code 74-206(1)(a), to discuss hiring personnel to fill a particular vacancy. Becki Keefer seconded.

Jane Conard called the roll call: Kristin Derrig, Becki Keefer, Grant Gager, Dave Patrie, Joyce Fabre and Tom Blanchard.

7. Return from Executive Session 4:50pm

a. Action item as a result of Executive Session: Appointment of Interim Executive Director
Kristin Derrig made a motion to appoint Ben Varner as Interim Executive Director with scope of authority to fulfill all the duties and responsibilities of Executive Director per Policy 201 from January 5th, 2018 until such time as a new Executive Director has been hired and started work. Joyce Fabre seconded the motion and the restated motion. Dave Patrie has a hard time adding “all” the duties of the executive director. Kristin Derrig added “with scope of authority” to the motion above. **The motion carried. Tom Blanchard abstained.**

6. Committee Reports

Planning & Marketing committee was cancelled due to lack of quorum.

Finance & Performance committee reports for December.

Committee members approved the minutes for Finance & Performance for November. Dave Patrie abstained.

7. Staff reports

- a. Dashboard performance report for October 2017
- b. Operations report
- c. Marketing and Outreach report
- d. Bike-Ped report
- e. Maintenance report
- f. Business Manager report
- g. Executive Director report

Tom Blanchard left the meeting.

8. Consent Calendar items

- a. Approve minutes for November 15th regular board meeting
- b. Receive & File October 2017 bills paid

Becki Keefer moved to approve the consent calendar. Dave Patrie seconded. The motion passed. Becki Keefer and Jane Reister Conard abstained having not been at the regular board meeting.

9. Adjournment

Becki Keefer moved to adjourn the meeting at 4:59pm. Joyce Fabre seconded and the motion carried unanimously.

Kristin Derrig
Board chair 2/21/18

Chair Jane Reister Conard