



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, May 17, 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), Secretary Joe Miczulski (Bellevue), David Patrie (Blaine County), Becki Keefer (Hailey), Grant Gager (Ketchum), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

ALSO

PRESENT: Mountain Rides Business Manager Tucker Van Law
Mountain Rides Operations Manager Mike Knudson
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance Manager Ben Varner
Mountain Rides Support Specialist Kim MacPherson
Peter Jensen *Idaho Mountain Express*
Nina Jonas, Mayor City of Ketchum
Chase Gouley, BYLA
Tim Bowler, BYLA

1. CALL TO ORDER

Chair Jane Conard called to order the meeting of Wednesday, May 17, 2017 at 12:30pm. Joe Miczulski took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Jane Conard sends Best Wishes and congratulations from everyone to Jason and his family on the birth of their new baby, Ansel.

Jane Conard noted that at the last City of Sun Valley city council meeting, Wally Huffman said he wanted the council to be aware that Sun Valley needed more bus service and stated that he would like the service to go out to the Clubhouse. Jane responded that Mountain Rides will consider this for the next service plan and will do what it can within our financial restrictions.

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

4. Presentation: New bus stop sign prototypes developed by BYLA

Chase Gouley and Tim Bowler from BYLA made a presentation about new options for bus stop signage around town. They presented prototypes for several options using our current logo. They brought in three different signs and came in under the budget stated. There will be a solar option available in a couple weeks. They want to integrate our color routes into the stop by adding a color element. They like the Blue sign being held up by the white "Y."

Option A – (Mountain Steel + SCS Vinyl Wrap) Cost: \$664 broken down into components. Designed to be 9 ft tall with replaceable components.

Option B – (Lytle Signs) Cost: \$704 about 20 lbs. this sign has a great option for solar power when someone would be at the bus stop. Lytle is a sign company out of Twin Falls and it would be easy to order from. They are familiar with transit signs.

Board members liked this sign: Tory Canfield, Joe Miczulski, Dave Patrie, Grant Gager, Becki Keefer (sees practicality), Joyce Fabre, Kristin Derrig and Jane Conard. Ben Varner thinks this is the wise version and we could use “C” as a special sign. Mike Knudson and Kim MacPherson also like this sign.

Option C – (Langdons Metal Fab) Cost: \$945 probably 55 lbs. this is bomber sign but it is heavy and has an artistic component.

Dave Patrie likes this one if it could be illuminated. Becki also likes this one the most.

Jim Finch said he would like to see the money saved (B vs C) to go towards service and driver salaries.

Jane Conard asked for input from the Mayor of Ketchum, Nina Jonas. Nina thanked them for their designs and likes the artistic one. She wants to confirm that they are dark sky compliant and that they follow street standards. We need to consult with all the cities on placement.

Joyce Fabre asked about anchoring into ground and wind resistance? They are designed to be breakaway complaint and the Lytle sign is the lightest.

Kristen Derrig asked about replacement costs. Since they are separate components, they can be replaced if one piece breaks.

Dave Patrie asked about the budget and installation costs. Wants the design we choose to include installation costs. Likes the Lytle sign and would like it to be illuminated and wants to know about the durability and maintenance costs.

Ben Varner wants to work with the street department to install the signs.

Chase Gouley said that powder coating holds up in all weather and is the best option. Vinyl only lasts so long.

Tory Canfield liked the artistic one but could get dirty. Wants to make sure we work with street department to make sure the signs are visible. She is an advocate for dark sky ordinance.

Jim Finch asked if these signs would be perpendicular to the curb. They are two-sided signs.

Becki Keefer likes the powder coating and they will look good 20 years from now. She likes the artistic version. The committee has a prioritized list of stops.

Summary: Lighting needs more answers, which stops will be lit?, installation costs need to be defined, placement of stops falls to Mountain Rides.

Chase Gouley said they will work with Paul Stoops regarding the lighting of the signs.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve Record Retention Policy 131

Joe Miczulski asked about vehicle records. Ben Varner said we do pass the records on to the purchaser. Dave Patrie asked about third party contractor and seemed burdensome to keep all

the records. He also wants to put some thought into cell phones that employees use. It may expose employees to public records law. Grant Gager said that as far as public records it is the content of the message that is public record not the phone. Retention of voicemails is by the cell phone company due to the patriot act. He also suggested adding Joint Powers agreement into the documents. Is it practical to keep voicemails for 5 years? Our phone system keeps voicemails.

Becki Keefer is comfortable with the wording as is.

Dave Patrie made a motion to approve the record retention policy 131 to add JPA in table on page 4. Joyce Fabre seconded. The motion passed unanimously.

b. Action item:

Action to approve summer service plan adjustments

Mike Knudson clarified the changes in the summer service as the Valley route that will come north in the morning and that driver will then be the driver for the Red Route for the day and then they will run the SB Valley at 4:30pm.

The schedule will start on June 17th. And the Red Route will go to the 2nd & Washington bus stop. Grant Gager said that City of Ketchum will do their best to get the parking lot finished.

Jim Finch also mentioned that the Blue Route had been taking a different route in Warm Springs because of the flooding.

Joe Miczulski made a motion to approve the Mountain Rides spring/summer FY2017 transportation service plan, as presented. Kristin Derrig seconded. The motion passed unanimously.

c. Action item:

Action to approve Ketchum bus stop maintenance agreement

Jane Conard stated this was discussed at our last meeting but has since been reviewed by our attorney. Dave Patrie asked that written changes should be directed to the Executive director not the Board chair.

Becki Keefer made a motion to approve the Memorandum of Agreement (MOA) for Maintenance of City Bus stops between Mountain Rides and City of Ketchum with changes. The City of Ketchum asked that the language in section 1.1 “and such agreement shall not be unreasonably withheld” be struck and in section 5.1 communications should be directed to the Executive Director. Joe Miczulski seconded. The motion passed unanimously.

d. Discussion item:

Update on FY2018 Budget process and upcoming budget hearing

Tucker Van Law stated that we have a balanced draft budget and we will have to look at cuts if we don't get the 7.5% increase we are requesting. This is for balancing the budget and the bulk of expenses are in running service. We have added \$15,000 for the airport route and \$40,000 from a coalition of private businesses. Jane Conard asked about the summit of interested parties after the 1% for air vote was passed. Dave Patrie stated that there will not be any funding available from the 1% for air for transportation. Kim MacPherson and Jason Miller will have a meeting with the airport. Joyce Fabre noted that she will attend the Sun Valley City council budget meeting.

6. Committee Reports

Planning & Marketing committee reports for May

Committee members approved the minutes for Planning & Marketing for May.

Finance & Performance committee reports for May

Committee members approved the minutes for Finance & Performance for May. Grant Gager was not in attendance.

7. Staff reports

a. Dashboard performance reports for March 2017 – Grant Gager

b. Operations report – Mike Knudson said that his training is going well. Manpower is still a challenge.

c. Marketing and Outreach report – Kim MacPherson gave an update from the students WOW project. Kim MacPherson attended the meeting at the community campus this morning. There will many students there who made posters for the non-profits in the valley. Daniel Contreras painted a poster for Mountain Rides and they will be displayed at shelters around the Valley. Kim took a picture with Daniel and gave him a bus pass for the school year and a pass for the summer.

d. Maintenance report – Ben Varner said one of his employees is leaving and it is tough to hire right now. Painters locally are getting \$30/hour. We need to keep wages and benefits competitive. Dave Patrie asked about suppliers and because Optima is out of business, we are having problems finding parts for those buses. The Optima buses are good buses and free and helped us expand service.

e. Business Manager report – Tucker Van Law said that he has our first ITD audit on May 22nd and feels prepared.

f. Executive Director report

8. Consent Calendar items

a. Approve minutes for April 19th regular board meeting

b. Receive & File March 2017 financials and bills paid

Dave Patrie moved to approve the consent calendar for the April 19th regular board meeting. Joe Miczulski seconded. The motion passed.

9. Adjournment

Tory Canfield moved to adjourn the meeting at 2:15pm. Dave Patrie seconded and the motion carried unanimously.



Chair Jane Reister Conard