



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, November 15, 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:** Vice-chair Kristin Derrig (Ketchum), Secretary Joe Miczulski (Bellevue), David Patrie (Blaine County) (arrived late), Grant Gager (Ketchum), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

**NOT PRESENT:** Chair Jane Reister Conard (Sun Valley) and Becki Keefer (Hailey)

**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  
Tom Blanchard, incoming board member

**1. CALL TO ORDER**

Vice-chair Kristin Derrig called to order the meeting of Wednesday, November 15, 2017 at 12:33pm. Secretary Joe Miczulski took roll and determined that a quorum was present.

**2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS**

Grant Gager said he has seen the bus stop signs around town and they look fantastic. Congratulations to Jason and team for getting this project underway. Joyce Fabre remarked one of the local relators said she didn't know that we had all those bus stops. Jason Miller said we have more to do before the ground freezes but we are working toward getting as many as we can in the ground before Thanksgiving. He also said we are still working on a solar light that complies with the dark sky lighting for the City of Ketchum. Kristin Derrig liked the Facebook post with the signs.

Joe Miczulski recognized Tom Blanchard who will be taking his spot on the board as the Bellevue representative after this meeting.

Tom Blanchard said he is quite familiar with Mountain Rides and he sat on the board for five or six years several years ago. Jason Miller said he looks forward to having Tom on the board.

**3. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)**  
There were none.

**4. Presentation:**

Jason Miller asked Joe Miczulski to come to the front of the meeting room. Joe Miczulski started in the summer of 2011 after Tom Blanchard left the board.

*Certificate of Appreciation*

*Awarded this 15th day of November, 2017*

*To: Joe Miczulski*

*For his dedicated support of regional public transportation in Blaine County, Mountain Rides hereby recognizes Joe Miczulski for his over six years of dedicated service as the City of Bellevue board member.*

*Joe has provided steady guidance to Mountain Rides through an exciting time of change and growth. Joe has always advocated for strong, regional bus service through improvements to and investments in the Valley Route. As a dedicated rider of the Valley Route, Joe brought a keen understanding of the needs of commuters riding the bus and represented that in his decisions. Joe championed the new Bellevue South Valley Facility and helped lead this project through the many hoops and hurdles needed for city approval. Joe has taken on many roles and responsibilities on the board including involvement with both committees, committee chairman, and board secretary, as well as volunteering for numerous Mountain Rides community events. Joe willingly and gladly volunteered his time and energy to help out – and always with a smile!*

*On behalf of the Mountain Rides board and staff, we will miss your understanding of public transportation, your friendly and collegial demeanor, and your informed perspective. Thank you for serving our community!*

Joe Miczulski said he has always believed strongly in the mission of Mountain Rides. Joe Miczulski thanked the citizens of Bellevue for allowing him to be the representative for Mountain Rides. He also thanked his fellow board members for the awesome level of support that they show Mountain Rides and for its mission and he thanked Jason and staff and all the employees of Mountain Rides for their dedication and their public service. Keep up the good work. It's incredibly important in our valley. Jason Miller presented a Gold bus pass to Joe.

**5. ACTION ITEMS AND DISCUSSION ITEMS**

**a. Action item:**

*Action to approve updated Mountain Rides' Employee Manual for FY2018*

Tucker Van Law said the manual was presented to the board last month pending legal review regarding break periods. It was reviewed for best practices and found the break periods complied with the law. There was a change made to the cell phone use. Drivers need to vacate the seat before they can use any kind of cell phone device.

The board agreed with this safety consideration.

**Joyce Fabre made a motion to approve adoption of updated Mountain Rides Employee Manual. Joe Miczulski seconded and the motion carried.**

**b. Action item:**

*Action to approve release of Invitation for Bid 2017-Fuel-001 for 2018 fuel purchasing*

Ben Varner said this is our annual fuel purchase with 2 small changes. We wanted to open it up to all bidders and ask that the company we do business with will give us the cost pricing.

**Tory Canfield made a motion to approve release of IFB 2017-Fuel-001 for 2018 fuel purchasing. Joe Miczulski seconded. The motion passed unanimously.**

**c. Action item:**

*Action to approve release of Invitation for Bid 2017-Tires-001 for 2018 bus tire purchasing*  
Ben Varner said this was the annual bid for bus tire purchasing that we put out to regional companies. There was some minimal language change.

**Joe Miczulski made a motion to approve the release of RFP 2017-Tires-001 for MRTA's bus tire purchasing for 2018. Joyce Fabre seconded and the motion carried.**

**d. Action item:**

*Action to approve s release of Invitation for Bid 2017-Tires-002 for 2018 van tire purchasing*  
Ben Varner said this is for van and support vehicle tire purchasing. We keep the bids separate so we can open this up to more companies.

**Joyce Fabre made a motion to approve release of RFP 2107-Tires-002 for van tire purchasing for 2018. Tory Canfield seconded. The motion passed unanimously.**

**e. Action item:**

*Action to appoint special committee to carry out annual performance review for Executive Director*

Kristin Derrig stated that Joyce Fabre and Grant Gager have volunteered to be on this committee. Joe Miczulski and Jane Conard were on it last year. Joe gave his notes to Jane Conard and Jane can recap for the new committee.

**Tory Canfield moved to appoint Joyce Fabre and Grant Gager (and possibly Jane Conard) to serve on a special committee with the purpose of carrying out the annual performance review of the Executive Director and making a recommendation to the full board. Joe Miczulski seconded. The motion passed unanimously.**

**f. Discussion item:**

*Discuss Dec and Jan board and committee meeting schedule and date for annual strategic workshop*

Jason Miller said the history on this has been that the January committee doesn't happen. The strategic session has replaced it on occasion. The workshop would be a 3-4 hour meeting to talk about our 5 year plan, other top priorities from the service plan to capital improvements and more. It is a good review time.

The January regular board meeting will still occur. Board members suggested having the strategic workshop on the same day as the board meeting with the location to be determined. Jason Miller suggested the workshop from 9-12 before the board meeting.

There will not be a committee meeting on January 3<sup>rd</sup>.

We will set our annual meeting calendar at the December board meeting. David Patrie may have a potential conflict on the 17<sup>th</sup> and we will have to check in with the other board members not present.

Jason Miller said that we have had a "Holiday Mixer" in the past. Joyce Fabre suggested having the event at her house and said she will send out an email to poll everyone on a date.

Kristin Derrig suggested that we could use the Cellar Pub as well.

**6. Committee Reports**

Planning & Marketing committee reports for November.

**Committee members approved the minutes for Planning & Marketing for November.**

Finance & Performance committee reports for November.

**The committee report for Finance & Performance will be received and filed for November due to a lack of a quorum.**

**7. Staff reports**

a. Dashboard performance reports for September 2017

b. Operations report

c. Marketing and Outreach report – Kim MacPherson talked about the marketing pieces for the winter routes and talked about target marketing for this year. Joyce Fabre said thank you for the magnet marketing piece.

d. Bike-Ped report

e. Maintenance report

f. Business Manager report – Tucker Van Law said Dennis Brown CPAs were visiting to complete the audit. They will present the audit in December.

g. Executive Director report – Jason Miller said it was a fun and crazy time of year. Everyone is working very hard but there is a lot of stress and maybe we will be able to take a breath by thanksgiving. Jason thanked staff for all the hard work. Joe Miczulski asked about returning drivers and hiring new drivers. Jason Miller said the higher pay has helped. Mike Knudson said the returning drivers enjoy what they do.

Dave Patrie said that it is a testament to staff and funding partners to allow us to have the resources for staff to execute service to keep increasing ridership.

**8. Consent Calendar items**

a. Approve minutes for October 18<sup>th</sup> regular board meeting

**Dave Patrie moved to approve the minutes. Joe Miczulski seconded. The motion passed.**

b. Review and discuss draft end of fiscal year financials (pending audit results)


**The review is for information only.**

c. Receive & File September 2017 financials and bills paid

**Dave Patrie moved to receive and file September 2017 financials and bills paid. Joyce Fabre seconded. The motion passed.**

**9. Adjournment**

**Tory Canfield moved to adjourn the meeting at 1:27pm. Dave Patrie seconded and the motion carried unanimously.**

  
Vice-chair Kristin Derrig