



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, April 19, 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), Becki Keefer (Hailey), Grant Gager (Ketchum), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

**NOT PRESENT:** David Patrie (Blaine County)

**ALSO**

**PRESENT:** Mountain Rides Executive Director Jason Miller  
Mountain Rides Business Manager Tucker Van Law  
Mountain Rides Operations Manager Mike Knudson  
Mountain Rides Maintenance Manager Ben Varner  
Mountain Rides Support Specialist Kim MacPherson  
Peter Jensen *Idaho Mountain Express*

**1. CALL TO ORDER**

Chair Jane Conard called to order the meeting of Wednesday, April 19, 2017 at 12:30pm and determined that a quorum was present.

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

Jason Miller introduced Mike Knudson as the new operations manager. He thanked Stuart Gray and Kim MacPherson for interviewing for the position as well. Mike Knudson remarked that he has big shoes to fill in Jim's case and is looking forward to his new job. Jane Conard welcomed Mike to his new position.

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

Jane Conard welcomed Peter Jensen as the new *Idaho Mountain Express* reporter covering Mountain Rides.

**4. Presentation: Art in Motion bus shelter art project by Kaz Thea**

Since Kaz Thea could not be at the meeting, Jason Miller gave a presentation about the WOW students Art in Motion bus shelter art project.

Joyce Fabre made a motion to endorse the WOW students Art in Motion bus shelter art project. Joe Miczulski seconded. The motion passed unanimously.

**5. ACTION ITEMS AND DISCUSSION ITEMS**

a. Action item:

*Action to approve surplus disposal of Sun Valley sprinter buses*

Ben Varner stated that this is the revisit from February of the surplussing of bus 13, one of 2 buses originally purchased by the City of Sun Valley in 2008. Mountain Rides has invested \$14,455.18 in heavier duty maintenance. City of Sun Valley has requested a reconciliation of any amount over that. The bid will go out with a minimum of \$10,000.

Jane Conard stated this is the only transaction of this type that Mountain Rides has with the City of Sun Valley.

Ben Varner stated that we put it out for a sealed bid, advertise in the newspaper, and put it on Craig's list in Idaho Falls, Missoula and Boise. We will have three more of these buses in the next couple years so we will learn a lot from this process.

Grant Gager suggested using publicsurplus.com (national website for government agencies) to surplus vehicles.

Ben Varner stated that this agreement covers two sprinters but only one will be surplussed right now. The second vehicle will be surplussed next year.

**Joyce Fabre made a motion to approve the sale of MRTA Bus 13 and to perform any necessary reconciliation with the City of Sun Valley upon final sale. Joe Miczulski seconded. The motion passed unanimously.**

**b. Action item:**

*Action to approve FY2016 excess funding calculation, allocation, and resulting FY2017 budget revisions*

Tucker Van Law stated that the first part is the excess operations revenue from 2016 with a total of \$127,549. Of this amount \$89,441 is committed per the budget leaving \$38,108 to be allocated. Staff is proposing to put \$28,108 to the facilities fund (for future use) and \$10,000 to work force housing fund.

Jane Conard is pleased that we are addressing the work force housing fund and that we are thinking about the future of our facilities.

Jason Miller said we are looking at future facility needs for Bellevue (land for Park & Ride, staff parking, and overflow parking of buses) and Ketchum.

**Kristin Derrig made a motion to approve the FY2016 excess funding calculation and allocation and resulting FY2017 budget revisions. Becki Keefer seconded. The motion passed unanimously.**

**c. Action item:**

*Action to approve notification to ITD regarding Twin Falls route funding*

Jason Miller stated that the planning we did 3-5 years ago is different than it is today in terms of demand and political will. The Planning started years ago and we received the entire funding request for 5311(f) for intercity service. The plan was to feed into an intercity service to go between here and Twin Falls. As a public agency we are not allowed to use fare revenue as match. There is not a District Coordinating Council anymore and the momentum has changed in Twin Falls and they are not interested in expanding. Staff is recommending that we forfeit this funding and do not pursue the start of regular bus connection between here and Twin Falls.

**Becki Keefer made a motion to approve the letter, as edited, notifying the Idaho Transportation Department of Mountain Rides' for feature of funding for the Twin Falls intercity funding through the 5311(f) grant program. Tory Canfield seconded. The motion**

passed unanimously.

**d. Action item:**

*Action to approve spring/summer transit service plan*

Jason Miller said this is the timing to make any tweaks to the schedule which was approved last fall. The two main pieces is to consider moving the adopted date from June 17<sup>th</sup> to June 24<sup>th</sup> because expenses are higher than we expected. Sun Valley Company will be opening the gondola on June 24<sup>th</sup>. Changing the date could be a savings of about \$7-8000.

Kristin Derrig noted that the area seems to be busier from the beginning of June to the end of September. Joyce Fabre noted that anytime we change the service it gets confusing to the riders and would like to see our partners come forward with more funding.

Jason Miller stated that the expenses are not a dire situation. This is more of a desire to be conservative regarding fuel and maintenance and running with a tighter budget.

Grant Gager would like to see incorporation of the Washington and 1<sup>st</sup> parking lot in Ketchum. He said they would have a better idea of the process for the new paid parking lot next month.

Joyce said that when you put paid parking in it should help increase ridership.

**Becki Keefer made a motion to table this item until the May 17<sup>th</sup> board meeting. Joe Miczulski seconded. The motion passed unanimously.**

**e. Action item:**

*Action to approve Ketchum bus stop maintenance agreement*

Jason Miller said there have been assumptions in place about who is doing what in the city right of ways at the bus stops. Jen Smith with the City of Ketchum Parks department has taking the lead on this. Jane Conard said it has not been reviewed by Mountain Rides attorney and there are issues to be discussed to bring into balance. Ben Varner said one of issues we deal with is the cigarette butts littering our bus stops. There is a City of Ketchum smoking ordinance which is not being enforced.

Jane Conard said there are responsibilities on both sides.

Jason Miller stated the big issues are snow and trash. Art at bus stops such as at the Saddle and Northwood stop is not something Mountain Rides can maintain.

Grant Gager said that the spirit of the agreement is that where there is a receptacle, the City will take care of it but Mountain Rides can help take care of smaller stops.

**Tory Canfield made a motion to approve, with changes made today including adding enforcement of no smoking and signage at bus stops and subject to legal review, the Memorandum of Agreement (MOA) for Maintenance of City Bus stops between Mountain Rides and City of Ketchum. Joe Miczulski seconded. Jane Conard is concerned about the language in section 4. The motion passed unanimously.**

**f. Action item:**

*Action to approve 2017 Marketing Plan*

Kim MacPherson stated this is the Marketing Plan that comes forward each year with updates and the budget total has gone down this year.

**Joyce Fabre made a motion to approve adoption of the 2017 Marketing and Communications Plan. Becki Keefer seconded. The motion passed unanimously.**

**g. Discussion item:**

*Update on Ketchum parking lot at Washington and 1<sup>st</sup> Ave*

Grant Gager stated that the City of Ketchum and KURA are moving forward on combining their adjoining lots on Washington to create a paid parking lot. The Limelight contractor should be out of there by the end of May. The goal is to have the lot ready by early summer and will provide a lot of opportunities for Mountain Rides.

Planning & Marketing meeting for May will be rescheduled.

**h. Discussion item:**

*Review Mountain Rides' FY2018 draft budget*

Tucker Van Law noted on the Operations revenue side that there will be a \$35,000 decrease in Federal funding due to the elimination of the 5317 grant and we are proposing a 6% increase in local funding and one of the biggest discussions we need to have will be whether we are continuing airport service next year. On the Operations expense side we are increasing payroll 10% for better starting wages, raises, improved service, additional support functions, and 10% increase in medical insurance. On the Capital Equipment fund there is not as much activity except for a few vehicles: 1 heavy duty bus, 2 vans and 1 maintenance truck.

For Facilities fund we 30k for Ketchum office improvements, 30k for bus stop improvements, a building fund for future property in Bellevue and a transit center in Ketchum.

Joe Miczulski asked if we thought we would be able to get 6% from our funding partners. Jason Miller said that the economy is doing well and it is reflected in the LOT which helps. We have been making important investments. We have grown service in the last year but have not grown support functions. We always have a good story to tell when it comes to the benefits of supporting Mountain Rides and potential increase.

Jason said we are planning on holding a summit with hotels, ground transportation, airport and Fly Sun Valley Alliance to talk about supporting ground transportation. We had the conversation with the City of Ketchum about the 1% for air that could help fund the airport service but needs time to discuss. The service could be \$60-80,000 for a winter service and for a year round service it could be \$100,000-120,000.

The board took a risk to make the airport service happen but we didn't have the supplemental revenue sources that we thought we would. The goal would be affordable per seat pricing.

Joyce asked about whether we can get back to pre-recession numbers. Jason Miller said the share of LOT for Ketchum and Sun Valley was pushing 30% and now it is in the low 20's. The LOT share has not kept pace.

Grant Gager said on record as a representative of the City of Ketchum that we are big fans of the airport service and having that opportunity to have the "first touch" with visitors coming here and getting acquainted with the system. He would like to find a way to save that service to incorporate in the budget. He is optimistic about a summit with hotels and condo property managers. There were lots of families who could come here and not have to rent a car. We have such walkable community with using Mountain Rides and the airport service.

The Galena service is in the budget with BCRD writing a check for the balance that fares do not cover but it is a smaller number and we think that fare revenue could increase. We can build a budget scenario to keep the airport service in the budget and go optimistic as we can.

Jason Miller wants to know what the request would be because Blaine County is up first for budget requests. That will be discussed at the next Finance & Performance committee.

Jane Conard summarized that the board members are in support of airport service with the

caveat that it not grow to have a negative effect on other service that we provide and we need to look for additional funding.

Outreach for additional funding partners for the airport service will come after May 16<sup>th</sup> when the LOT comes up for a vote.

Tucker Van Law asked the board if 10% of the operating budget is sufficient for the contingency budget. The board agreed.

## 6. Committee Reports

Planning & Marketing committee reports for March and April

**Committee members approved the minutes for Planning & Marketing for March and April. Tory Canfield abstained for April.**

Finance & Performance committee reports for March and April

**Committee members approved the minutes for Finance & Performance for March and April. Becki Keefer abstained for March.**

## 7. Staff reports

a. Dashboard performance reports for February 2017 – Grant Gager asked about the Valley route cost per hour. Jason Miller said we need to look at that target and decide what the appropriate number should be. It may have to do with maintenance costs with a new engine for an IC bus.

b. Operations report – Mike Knudson stated that total ridership was 1% down in March compared to a year ago due to the Alpine Championships in town spring of 2016 yet the Hailey and Valley routes were up.

c. Marketing and Outreach report

d. Maintenance report – Ben Varner said he and Jason have been working with New Flyer and it's been a great process. Sportworks will continue to look at bike racks for fat tires and will get back to Ben Varner.

e. Business Manager report – Tucker Van Law said that he is working on quarterly reporting and working on to change the plan year for the health insurance.

f. Executive Director report – Jason Miller said he is recruiting for the Bike –Ped coordinator position currently. The job could be Bike-Ped in summer and more admin support work the rest of the year. Kaz Thea will stay involved for Ebikes and policy work. June 20<sup>th</sup> is the target end date for move in to Bellevue and Ketchum.

## 8. Consent Calendar items

a. Approve minutes for February 15<sup>th</sup> regular board meeting

**Joyce Fabre moved to approve the minutes for the February 15<sup>th</sup> regular board meeting. Tory Canfield seconded. The motion passed.**

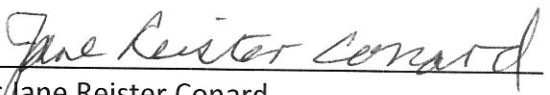
b. Receive & File January and February 2017 financials and bills paid

Joe Miczulski asked about the garage door charge and gas spill (in Bellevue and driver did not stay with bus) and the charges were explained.

**Becki Keefer moved to receive and file January and February 2017 financials and bills paid. Joyce Fabre seconded. The motion passed.**

## 9. Adjournment

**Tory Canfield moved to adjourn the meeting at 3:00pm. Joyce Fabre seconded and the motion carried unanimously.**

  
Chair Jane Reister Conard