



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, January 17, 2018, 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 Kristin Derrig (Ketchum), vice-chair Joyce Fabre (Sun Valley), Secretary Tory Canfield (at-large), Jane Reister Conard (Sun Valley), Grant Gager (Ketchum) and Tom Blanchard (Bellevue)

**NOT PRESENT:** Chair David Patrie (Blaine County) and Hailey seat

**ALSO** Mountain Rides Interim Executive Director Ben Varner

**PRESENT:** Mountain Rides Business Manager Tucker Van Law  
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*

**1. CALL TO ORDER**

Chair Kristin Derrig called to order the meeting of Wednesday, January 17, 2018 at 12:33pm. Secretary Tory Canfield took roll and determined that a quorum was present.

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

Kristin Derrig said people like the late night bus service due to the fact that there are not a lot of taxis available.

Joyce Fabre stated that City of Sun Valley councilmember Keith Saks has requested to meet with her possibly regarding the bus stop signs. She also has some ideas of Hailey residents who might like to be on the board.

Ben Varner said the Hailey seat on our board is available and to forward any names of people interested so Mountain Rides can send them along. The Hailey seat is for the remainder of Becki Keefer's term.

Tom Blanchard mentioned the conversation with Jason Miller and would like to have a transcribed copy of the interview. The cost for transcribing would be about \$60.

Tory Canfield mentioned that the drivers of the Red Route were not going to every stop and were skipping the last run. Ben Varner said that this was taken care of with a quick re-train. Tory appreciates staff getting on it quickly and fixing it.

Mike Knudson said that the drivers are not supposed to leave a stop early ever.

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

#### 4. ACTION ITEMS AND DISCUSSION ITEMS

##### a. Action item:

*Action to approve Commuter Van RFP to purchase two vanpool vans*

Ben Varner said that we received funding last year for 2 vanpool vans. We want to put out an additional RFP for 6 vans which fits into our capital plan. Ben spoke with legal counsel and it has been reviewed.

**Joyce Fabre made a motion to approve the release of RFP 2018 Commuter vans. Jane Reister Conard seconded and the motion carried.**

##### b. Action item:

*Action to approve change of contract form for LGIP (Local Government Investment Pool)*

Ben Varner said this is a formality due to Jason Miller's departure and will add the interim Executive Director until the new Executive Director is hired.

**Jane Reister Conard made a motion to approve updating the LGIP contact form. Joyce Fabre seconded. The motion passed unanimously.**

##### c. Action item:

*Action to approve/deny 30+ year employee pay outside of adopted FY2018 payscale*

Ben Varner said this is regarding a 30+ year employee and needed to come to the board for review and approval. Staff wanted to let her keep her current pay and honor her long term commitment.

Joyce Fabre and Kristin Derrig agreed to keep Colleen Williams-Mehra at her current pay.

Tucker Van Law had a concern about potential raises in the future. Board members said that as a part time employee she would not be eligible for a raise. Kristin Derrig said staff can re-evaluate this at a later date.

**Jane Reister Conard made a motion to amend to remove ending dates. Tom Blanchard seconded and the motion carried.**

**Joyce Fabre made a motion to approve Colleen Williams-Mehra being paid \$23.18/hr, which is outside of the Part-time driver payscale. Tory Canfield seconded and the motion carried.**

#### 5. Committee Reports

No committee meetings this month.

#### 6. Staff reports

a. Dashboard performance reports for November 2017

b. Operations report

c. Marketing and Outreach report – Kim MacPherson said that the ridership is at 536,219 for 2017 which represents a 3% increase.

d. Bike-Ped report

e. Maintenance report – Ben Varner said they have been having an extraordinary winter.

Maintenance has had an awesome winter. He also said that the New Flyer bus is being towed to Boise by Cummins which is under warranty.

f. Business Manager report

g. Interim Executive Director report – Ben Varner has been in touch with Jason Miller and ads are in place for the Executive Director position.

Kristin Derrig said she spoke with Jason Miller and he has had about 15 applicants with about 8-9 being very viable candidates. They are trying to get an initial interview done on Feb 12 or

13. They would like to have a second round 2 weeks later. Things are going well so far. Kristin Derrig said she will let the board know the process and timeline.

Joyce Fabre said that the hiring committee would like to see the list of all the candidates.

The group talked about doing a special board meeting on Weds, Feb 7<sup>th</sup> which is the normal committee meeting day.

Kristin Derrig said she will ask Jason to send out the interview questions to the board and then they can respond to him.

## 7. Consent Calendar items

a. Approve minutes for December 20<sup>th</sup> regular board meeting

**Jane Conard moved to approve the minutes. Tory Canfield seconded. The motion passed.**

b. Receive & File October and November 2017 financials and November bills paid

Tucker Van Law said that the funding from Sun Valley Company came in at \$190,000 not \$195,000 so there was a \$5,000 discrepancy.

**Tom Blanchard moved to receive and file October and November 2017 financials and November bills paid. Joyce Fabre seconded. The motion passed.**

## 8. Discussion item:

*Continuation of Strategic Planning Session*

Ben Varner passed out a rough draft of comments from the discussion from the January 3<sup>rd</sup> workshop. Ben Varner said staff will wait and hold regarding the parking issue and staff will plan to go to the City of Ketchum parking meeting next week at the Limelight.

Joyce Fabre said she feels like if we don't have a parking problem now, we will in the future. She thinks we need to recognize that paid parking and transit are part of the solution.

Kristin Derrig said we are in a good position to be the solution. She thinks we should make it cool to ride the bus.

Michael David said we need to make sure that Mountain Rides has a seat at the table. The parking lot in Ketchum will be a piece of the plan and designing new sidewalks with Mountain Rides at the table. He suggested six foot sidewalks as a minimum instead of five feet.

Tory Canfield said we have a "walking problem" and people will drive around the block for a parking space. The city is lacking in amenities, sidewalks and lighting and we need a better overall plan. Tory Canfield asked about checking on strategic plan goals from last year and where we are with the goals.

### **The group took a 10 minute break**

Ben Varner read the strategic goals from 2017 and gave an update on progress. He said we will keep the strategic priorities in place.

**STRATEGIC PRIORITY #1 – Build internal capacity for improved administration and support –**

Ben said we have not accomplished this goal yet. Grant Gager mentioned that it would be hard to get someone for \$10/hour. The City of Ketchum created discreet and defined projects for internships for someone who may want to work remotely. Kristin Derrig suggested working with Wood River High school students for a senior project.

**STRATEGIC PRIORITY #2 – Market and educate to build awareness and ridership**

Ben Varner said we would like to put more money into marketing. Staff has talked about going to the funding partners and giving updates. We have an informal ambassador program.

**STRATEGIC PRIORITY #3 – Work towards development of a centrally located downtown transportation center, likely in Ketchum**

Ben Varner said we will continue moving in this direction and start to engage with the City of Ketchum for a “mobility center.”

**STRATEGIC PRIORITY #4** – *Follow the vision of the 5-year plan for service and program development*

Ben Varner said we will continue to improve core routes and services. We have let go of service to Twin Falls. Mountain Rides will support it but not be a leader.

Joyce Fabre and Grant Gager supported taking this off the strategic priority list.

**STRATEGIC PRIORITY #5** – Improve and support development of enhanced on-street and downtown infrastructure

Ben Varner said that these will carry forward and they are mission driven and will stay on the list. Ben Varner said we have lobbied for many initiatives in Hailey. Michael David has been active with the bike program.

**STRATEGIC PRIORITY #6** – Develop new financial and planning partnerships with outside agencies

Jane Conard suggested eliminating 6A from the list which had to do with the 1% for air LOT. The group agreed. Mountain Rides continues to work with city and county. Ben suggested getting in on the permit process.

**STRATEGIC PRIORITY #7** – Consider long-range organizational needs and start planning

Ben Varner said we are constrained at our Ketchum facility and need to look at for the future. We will look at the right-of-way north of the building. We are continuing to talk about the 1-3 year staffing plan. Ben is working with Jason Miller on an electronic fare box process.

Jane Conard said we were nimble and adroit working through the airport bus issue. We have airport service now.

Ben Varner said we are working on getting electric buses. We have \$500,000 from the low-no grant for buses but we don't want to be the first out there. We don't want to put a lot into the infrastructure when it may change over the years.

Joyce Fabre asked about the kind of buses we are purchasing and Ben said we are buying clean diesel buses.

Ben Varner said if we don't buy a bus with the low-no grant we could buy 10 electric vans and could use them on Blue or Red.

Tom Blanchard said Ben gave him a nice tour of the Bellevue facility. Tom suggested we look at photo voltaic cells for the facility. He suggested we be prepared for it so when a grant comes up we will be ready.

Joyce Fabre suggested looking at land in Ketchum for a Park & Ride possibly being land at River Run. It could be a public/private partnership.

Tory Canfield suggested taking the leadership role on planning for pedestrian and cyclists. Mountain Rides should come up with the overall plan. Michael David said we should ramp the efforts up for the multi-modal aspects so they are consistent and being addressed.

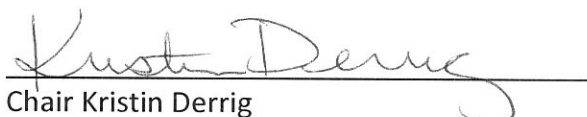
Tory Canfield suggested a marketing campaign to change people's habits with increased staffing.

Joyce Fabre and Grant Gager suggested that we hire a marketing undergrad student from Boise or SLC to help with projects.

Grant Gager said to include public auction for asset disposition in our policies.

## 9. Adjournment

Joyce Fabre moved to adjourn the meeting at 2:57pm. Tom Blanchard seconded and the motion carried unanimously.

  
Chair Kristin Derrig