



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, March 21, 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), Mark Gilbert (Sun Valley), Secretary Tory Canfield (at-large), Dave Patrie (Blaine County) (arrived late), Grant Gager (Ketchum), Tom Blanchard (Bellevue) and Michelle Griffith (Sun Valley)

NOT PRESENT: Jim Finch (Hailey)

ALSO Mountain Rides Interim Executive Director Ben Varner

PRESENT: Mountain Rides Business Manager Tucker Van Law
Mountain Rides Operations Manager Mike Knudson
Mountain Rides Community & Customer Relations Supervisor Kim MacPherson
Mountain Rides Bicycle Pedestrian Program Coordinator Michael David
Wally Morgus

1. CALL TO ORDER

Chair Kristin Derrig called to order the meeting of Wednesday, March 21, 2018 at 12:30pm. Secretary Tory Canfield took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Kristin Derrig said the social media has been awesome regarding the Alpine Championships and getting people to ride the bus.

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 reconfirm open meeting violation self-cure action originally taken on 2/21/18

Ben Varner said this comes out of the first round of interviews.

Tom Blanchard made a motion to adopt the open meeting violation self-cure as advised by MRTA legal counsel regarding the board meeting in a quorum to interview candidates for the Executive Director position. Tory Canfield seconded and the motion carried.

b. Action item:

Action to update MRTA Employee Reimbursement Policy

Tucker Van Law said this went to the Finance and Performance committee with changes proposed: Executive Director's expense report will be approved by the F&P committee rather

than the Business Manager, \$50 vehicle allowance for community outreach and bus pass sales, Meals when traveling overnight will be reimbursed by Per Diem rates listed on the US General Service Administration website (GSA) which aligns MRTA with ITD's reimbursement policy, and adjusting who receives a cell phone allowance and how much they receive depending on the need and usage.

Mark Gilbert made a motion to approve adoption of updated Mountain Rides Policy 110 Employee Expense Reimbursement with the following edits: The F&P will review and approve or disapprove expense reports submitted by the Executive Director. For an employee whose job responsibilities encompasses community outreach and bus pass sales a monthly vehicle allowance will be provided. The board must approve travel for board members and employees to travel out-of-state. Tory Canfield seconded and the motion carried.

c. Action item:

Action to approve FY2018 Capital Budget Adjustments

Tucker Van Law said this is a proposal to revise the Facilities Fund Budget to reflect actual activity in FY2017.

Tory Canfield made a motion to approve adoption of updated Mountain Rides FY2018 Capital Budget Adjustments as presented. Mark Gilbert seconded and the motion carried.

d. Action item:

Action to approve MRTA Payscale Adjustment/Clarification

Ben Varner said they are updating the payscale under the FLSA Act with no budget impacts. For drivers we want to change the counts to 15 full time positions, 2 seasonal and 15 returning part-time drivers.

Mark Gilbert made a motion to approve the changes to the FY2018 MRTA payscale. Michelle Griffith seconded and the motion carried.

e. Action item:

Action to approve update to MRTA Executive Director Authority Policy

Ben Varner said it was suggested at the F&P meeting to update the policy for Holiday gifts.

Michelle Griffith agreed that there needs to be a policy for other compensation. The word gift bothers her and thinks there needs to be parameters long term. For the short term, the executive director can bring this to be approved at the F&P committee.

Mark Gilbert said he thought we should limit the dollar amount for a "gift." He said to create some words of limitations for holiday gifts.

Ben Varner said we could limit the holiday gift to \$50.

Grant Gager said the City of Ketchum gives out a \$25 holiday gift card.

Ben Varner said we could limit the gifts to \$50 and bonuses to \$500.

Michelle Griffith said she would be good with the limitations and with the rolled-up decision going to the F&P committee.

Mark Gilbert made a motion to approve the update to the MRTA Policy 201 Executive Director Authority with the following changes: ...making pay adjustments such as bonuses not to exceed \$500 per person per annum and holiday or special occasion gifts not to exceed \$50 per person per annum, All overspending and offsets, as well as all bonuses and special occasion gifts or payments, will be summarized and presented to F&P committee for review. Tom Blanchard seconded and the motion carried.

f. Action item:

Action to approve Submission of 2018 FTA Certifications and Assurances

Ben Varner said this has been reviewed and endorsed by our legal counsel.

Mark Gilbert made a motion to approve the Interim Executive Director signing the 2018 FTA Certifications and Assurances on behalf of Mountain Rides. Tom Blanchard seconded and the motion carried.

g. Discussion item:

Discuss Ketchum Circulator proposed route and schedule

Ben Varner said this is an update to the summer service plan. This route will cover West Ketchum and bridge to Main St. This route will have 15-minute headways. Staff will meet with the City of Ketchum to see if they want to make it a 7 day/week route.

The route will run June 23rd to September 9th.

The group talked about running the circulator counter clockwise.

Tory Canfield would like it to run clockwise.

Grant Gager thanked staff for all their work on this. He also would like the route to go by the Tyrolean, the Christophe and West Ridge.

h. Discussion item:

Discuss FY19 Budget Development

Ben Varner said the F&P committee looked at this. There is a big change in federal funding and comes with a burden of local match. ITD said feel free to move forward with the numbers in our budget. For Mountain Rides we are looking at an increase of \$149,000 in operating funds each year. This year Mountain Rides needs a 5% increase in local funding to support our baseline of service and to continue improvements on core routes. Everything is in line with our 5-year strategic plan. Baseline of service will cost \$132,000 next year. For the capital side of budget, we need to be looking at increasing it. We are looking at getting a nod from the board to ask for 5% from our partners.

Dave Patrie asked if there were forecasts from the cities from the LOT.

Grant Gager said 5% seems very reasonable from the City of Ketchum.

Michelle Griffith said City of Sun Valley hasn't even started their budget talks yet.

Dave Patrie commented about the capital as it relates to the electric buses and the ratio. Once electric buses are in service we will have a different ratio because the fuel costs will be offset on the operating side. How do we get there to get an electric bus? Is changing the ratios to get an electric bus a tool or a reaction once we have the electric bus? It's early days but maybe present this as some additional capital funding from our partners as needed as an investment in the future.

Mark Gilbert is in favor of saving in advance for anticipating expenditures. Our first step is come up with a realistic budget and figure out how much local share to set aside to match the federal grant.

Dave Patrie perceives that electricity in Idaho is cheaper than diesel fuel.

Ben Varner said we are working on an internal strategy for the bus. FTA is looking at how to fund that in 5311 with the savings between electric and diesel. The real savings is probably in maintenance.

i. Discussion item:

Discuss MRTA Board committee appointments

The group decided to take this to the committees.

j. Action item:

Action to appoint MRTA Board vice-chair

In the past, the board has rotated every year.

Dave Patrie nominated Grant Gager as vice-chair.

Dave Patrie made a motion to appoint Grant Gager as MRTA Board vice chair for 2018.

Michelle Griffith seconded and the motion carried.

5. Committee Reports

Planning & Marketing and Finance & Performance committee reports for March.

The committee reports will be received and filed.

6. Staff reports

a. Dashboard performance reports for January 2018

b. Operations report

c. Marketing and Outreach report – Kim MacPherson said she has been posting more on Facebook. This last week was Transit Driver appreciation week. The group discussed social media and how to use it.

d. Bike-Ped report – Michael David said to check out the Walk/Bike summit in Boise. Michael shared a story about kids riding the bus to Bellevue. They ride the bus around to the last stop and then get off when the bus is going north. He said Hwy 75 in Bellevue is a dangerous road to cross as it's about 7 lanes wide. He said we need to work on infrastructure in our towns. Michael said we cannot use the rapid flashing beacons anymore to cross the road due to a lawsuit. These are not allowed on DOT roads anymore and grandfathered in the existing ones.

e. Maintenance report – new Flyer is bringing an electric bus to demo midday on the Valley route. Ben met with Bryce at the City of Sun Valley regarding the bus stop signs. He would like to get an MOU in place between our Board and the Mayor of Sun Valley. There are two signs that staff feels we could remove. Ben said the benches and lights were not approved yet and will have to go to P&Z at a later date.

f. Business Manager report

g. Interim Executive Director report – Ben Varner thanked staff for all their hard work. He gave kudos to Kim for recognizing the drivers last week.

7. Consent Calendar items

a. Approve minutes for February 21st regular meeting and March 7th special board meeting

b. Receive & File January 2018 financials and bills paid

Dave Patrie moved to approve the consent calendar. Tom Blanchard seconded. The motion passed. Michelle Griffith and Mark Gilbert abstained.


8. At 2:00pm, Dave Patrie made a motion to go into Executive Session per Idaho code 74-206(1)(a) to discuss personnel (Hiring) and 74-206(1)(c), to discuss real estate. Tory Canfield seconded.

Roll call: Kristin Derrig, aye, Tory Canfield, aye, Grant Gager, aye, Dave Patrie, aye, Tom Blanchard, aye, Mark Gilbert, aye, and Michelle Griffith, aye.

At 3:19pm, Tory Canfield made a motion to end Executive Session. Tom Blanchard seconded and the motion carried unanimously.

11. Adjournment

Tory Canfield moved to adjourn the meeting at 3:19pm. Tom Blanchard seconded and the motion carried unanimously.



Chair Kristin Derrig