



Minutes

Finance and Performance Committee

Wednesday, 3/7/18, 2:30pm

Ketchum City Hall Council Chambers, 480 East Ave., Ketchum, ID 83340

Present: Kristin Derrig, David Patrie, Grant Gager, Mark Gilbert, Ben Varner, and Tucker Van Law

- 1) Review employee reimbursement policy proposed changes
 - a) Tucker Van Law presented the proposed policy with the following changes:
 - Community and Customer Relations Supervisor will receive \$50 a month vehicle allowance. Mark Gilbert suggested listing the tasks requiring a vehicle rather than the position. All members agreed
 - To align with ITD reimbursement policy, meals while traveling will be by Per Diem rates listed on the US General Service Administration website(GSA). Grant Gager suggested this should only apply to overnight travel. All members agreed.
 - Adjusting who receives a cell phone allowance and how much they receive depending on the need and usage. All members agreed.
 - Approval for the Executive Director expense reports be completed by the Business Manager. Mark Gilbert suggested the F&P committee should approve the Executive Directors expense reports. All members agreed.
- 2) Review employee pay scale proposed changes/clarifications
 - a) Ben Varner is proposing to change the supervisor category to a salaried position from an hourly. Given the duties and responsibility of these positions a salaried exempt position is appropriate under the Fair Labor Standards Act(FLSA). Mark Gilbert pointed out the need to update job descriptions with this change. Ben Varner stated this would take place after the policy is updated and the Executive Director has the authority to do so.
- 3) Review January financials and bills paid
 - a) The group went over the financials and bills paid with Tucker Van Law to answer questions. Tucker Van Law noted that fuel and maintenance expenses are over budget. Mark Gilbert asked if we would need to use contingency funds to cover this. Tucker Van Law stated at this point we can offset any overspending with underspending in other accounts and maintenance appears to be a timing issue. Mark Gilbert was concerned that the Atkinson gifts cards given to employees for Christmas were purchased without a policy to allow this. Staff will look into adding this to the Executive Directors authority. No other concerns were noted.
- 4) Discuss preliminary FY19 budget development plan

- a) Beginning high level discussion of FY19 budget.
- 5) Review mid-year budget adjustments – operating and capital funds
 - a) Tucker Van Law is proposing revising the Facilities Fund budget to reflect actual activity in FY17. Grant Gager made a motion to recommend the board approve the revisions and Mark Gilbert seconded. All members approved
- 6) Review electric bus funding options
 - a) Ben Varner presented different manufacture, charging, and financing options.
- 7) Discuss Ketchum transportation center plan next steps
 - a) Ben Varner suggested it is time to begin again conversations for a transportation center.
- 8) Other items to come before the committee
 - a) Mark Gilbert suggested we move forward with applying for an encroachment permit with the City of Sun Valley. If approved move forward with procuring brown poles and installing them in the City of Sun Valley with the existing white sign. Grant Gager noted concern with the height of the signs, but Mark Gilbert suggested following what was stated in the letter from Mountain Rides to the City of Sun Valley dated February 21, 2017. All Members agreed.

Public information on agenda items is available from the Mountain Rides office at 800 1st Ave. N. or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides three days prior to the meeting at 208-788-7433.