Mountain Rides Transportation Authority

PUBLIC NOTICE

Amended Agenda for the Regular Meeting of the Board of Directors
Wednesday, November 18, 2020, 12:30pm

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Mountain Rides Board of Directors

Chair Tom Blanchard (Bellevue); Vice-Chair Kathleen Kristenson (Blaine County); Secretary Grant Gager & Kristin Derrig (Ketchum); Juan Martinez (Hailey); Rick Webking & Peter Hendricks (Sun Valley); Melody Mattson (at-large)

1. **Call to Order**

2. **Comments from the Chair, Members, and Staff**

3. **Public comment re: Items not on the Agenda (and questions from the press)**

4. **Action item: Consent Agenda (p.2)**

   a. Approve: Minutes of Regular Board Meeting, October 21, 2020 (p.3-12)

   b. Receive/file: Performance Dashboard Report for October 2020 (p.13-16)

   c. Receive/file: Reports from Director, Community Development; Director, Finance & Administration; Director, Assets & Infrastructure; Operations Manager; Mobility & Safe Routes Coordinator; Executive Director (p.17-22)

5. **Action item: Approve/Adopt FY21 Payscale (p.23-25)**

6. **Discussion item: Ongoing Pandemic and Mountain Rides' Response (p.26)**

7. **Adjourn**

NOTE: Public information regarding agenda items is available from the Mountain Rides' office at 800 1st Ave. North, Ketchum, or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides two days prior to the meeting at 208-788-7433.

Mountain Rides Consent Agenda Item Summary

Date: November 18, 2020   **From:** MRTA Staff

Action Item:

4. Consent Agenda

Committee Review: ⦿ Yes ◯ No   **Committee Purview:** Finance & Performance; Planning & Marketing

Previously discussed at board level: ◯ Yes ⦿ No

Recommended Motion:

I move to approve, receive, file, and adopt the Consent Agenda.

Fiscal Impact: NA

Related Policy or Procedural Impact: NA

Background:

a. Approve: Minutes of Regular Board Meeting, October 21, 2020

b. Receive/file: Performance Dashboard Report for October 2020

c. Receive/file: Report per:
   1) Director, Community Development (Kim MacPherson)
   2) Director, Finance & Administration (Tucker Van Law)
   3) Director, Assets & Infrastructure (Ben Varner)
   4) Operations Manager (Stuart Gray)
   5) Mobility & Safe Routes Coordinator (Cece Osborne)
   6) Executive Director (Wally Morgus)

REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 21, 2020, 12:30 p.m.
Conference Call

The Mountain Rides Transportation Authority's Board of Directors met in a Regular Meeting on a conference call.

PRESENT:	**Chair Tom Blanchard (Bellevue), Vice-chair Kathleen Kristenson (Blaine County), Secretary Grant Gager (Ketchum), Melody Mattson (at-large), Kristin Derrig (Ketchum), Juan Martinez (Hailey), Peter Hendricks (Sun Valley), and Rick Webking (Sun Valley)**
ALSO PRESENT:	**Mountain Rides Executive Director, Wally Morgus** **Mountain Rides Director, Finance & Administration, Tucker Van Law** **Mountain Rides Director, Assets & Infrastructure, Ben Varner** **Mountain Rides Director, Community Development, Kim MacPherson** **Mountain Rides Operations Manager, Stuart Gray** **Mobility & Safes Routes Coordinator, Cece Osborn** **Emily Jones, *Idaho Mountain Express*** **Leif Elgethun, Safe Access** **Steve Perlinski, Safe Access** **Andy Rodriquez, Safe Access** **Mountain Rides Legal Counsel, Michael Pogue**

1. **CALL TO ORDER**
   Chair Tom Blanchard called to order the meeting of Wednesday, October 21, 2020 at 12:31pm via conference call. Secretary Grant Gager called roll and determined that a quorum was present.

2. **COMMENTS FROM THE CHAIR, BOARD MEMBERS and STAFF**
   Tom Blanchard said thank you to Kathleen Kristenson for running the meeting last month as he was out of town.
   Grant Gager said as we gear up for winter season, he wanted to extend his gratitude to all the drivers, cleaners, mechanics, and all the frontline personnel. He also wanted to remind our teams that this is a good time to take a break and get some time off for rest and relaxation before things start to turn busy at the end of November.
   Wally Morgus congratulated Tom Blanchard for being re-appointed for another three-year term on the board as the Bellevue representative. Wally also welcomed back Grant Gager to remain on the board.

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

4.   **PRESENTATION: Safe Access: Access Management and Policy Compliance for Locations**
Leif Elgethun made a presentation for his company Safe Access. From the transcript:

When COVID hit last March, like almost everybody else, we saw major disruptions to our business and we also saw a major disruptions to our customer's businesses.

And ultimately, as a result of that, we looked at developing software for our software customers that could help them get back into buildings, safely, and get the building owners to feel more comfortable letting contractors come back to work, whether that's the replace a light bulb, or install a solar system.

And ultimately realized that there was a much bigger need, both in our own community, as well as in our customers' worlds, and decided to start a new company, which has now turned into Safe Access.

Safe Access is building software to try to help people get back to their normal lives as safely as possible. People do not feel comfortable going out and a big part of that is they do not have adequate tools to rebuild that trust and feel comfortable that their health is going to be protected when they go out into the world.

So, whether that is a bus, whether that is a restaurant, whether it is a ski hill, there is just a general lack of trust that people have when they're entering facilities or being around other people.

We do not believe at Safe Access that this is going to be something that just kind of magically goes away.

We think this is something that is going to fundamentally change how we think about disease, how we think about health. And we think that means that there is an opportunity to build a better solution. It does not just include technology, but it does include some technology pieces that will help us all feel more comfortable getting back to work, getting back to school, and taking public transportation to do both of those.

So, one of the challenges that people face is that location, practices, and policies are unknown, inconsistent on track and manual.

What that means is, I do not always know what the rules are to get on a bus. I do not know what the rules are when I walk into a restaurant. I do not know what the rules are when I walk into a hardware store and so everywhere I go is a little bit different.

And everybody is treating this problem a little bit different, and that makes it really hard for me to feel comfortable going out and experiencing the world again.

I think we are all pretty aware of contact tracing at this point in time. And, quite frankly, it has not taken off in the United States, and I do not think it will.

We believe in privacy, we believe in freedom and liberty, especially here in Idaho, and whether contact tracing works or not, it does not seem to be a societal solution that we are willing to accept.

Then finally there really is not a way right now to build and market that trust uniformly and consistently and that's a big problem for the Wood River Valley, as we're hoping to get more people to come visit for the ski season.

And I think having a brand that conveys trust and conveys that we know what we're doing and we have plans in place to keep people safe that want to come visit and ski this winter, which is a big part of the problem that we're trying to solve here at Safe Access, as well.

At Safe Access, what we've built today is a way to help you initially manage your staff, your drivers, facilities folks, your maintenance folks with a solution to effectively ensure that they are

following the rules and that they're notifying their managers when they may have symptoms, or other risk factors that means they should stay home for the day.

I'm going to do a demo by location manager, which is what we call somebody who is in charge of running the app, works with us to create both health and safety policies in the software, that they then require their employees and then sometimes people are now also requiring other visitors or drivers or in your case, maybe riders can also optionally use the app as well to check in to a location. That could be a bus, it could be one of your maintenance shops, or any other location that you want to actively manage.

They will go through and review any health questions, any other policies you want them to know about wearing, masks, or other PPE and as long as they are symptom free and don't exhibit any other risk factors that you deem to be too high to allow them in, they are granted access to their location. And then go about their normal day, at the end of the day or within 12 hours, we automatically check them out. So they can do this all again the next day.

What this does is it ensures that your people understand what rules and policies are in place and allows you to manage those policies in real time.

So as we are going up and down between red and yellow, stage three, stage four, it allows you to continually trust your employees with what the rules of the game are or this time in place.

You will also get reporting and alerts, so it is that much easier to triage when you do have somebody who comes down with the coronavirus to understand who else may have been around that person and who needs to be quarantined.

Ultimately, that helps with loss prevention and absenteeism as well as potential lawsuits.

And we think that is a big deal not just now, but in the future, because about a half trillion dollars in the US economy is lost every year to sick days and other absenteeism.

And we've kind of just come to accept that as a normal course of action.

We can do better if we help people understand they need to stay home if they are sick.

We give people tools to manage that event more accurately. For people, employees, and riders, we help them by creating a health profile so they can understand their health risks. We are super focused on health privacy and location privacy, so individuals and their data are owned by them and protected. They are not shared unless they are explicitly sharing it with the locations and organizations that work for or are visiting.

So, that is really, really important to us.

And, ultimately, that allows our software to serve as somewhat of a trust broker, by creating location health scores, personal health scores, giving people histories, and trends, and independent validation of the success that folks are having.

The value prop that we really think we can bring to your organization, at least initially, is to help you with decreasing employee absenteeism.

Obviously, a faster, easier way to manage COVID compliance and COVID symptom tracking and that kind of stuff is included in employee absenteeism.

You are a quasi-public agency, and probably somewhat immune from litigation but this can reduce the risk of litigation and the costs that might incur for you. And finally, increasing policy and compliance so ensuring that everybody not only knows what the rules are, but they are agreeing to follow them, and you have that audit trail.

We have developed our app be HIPAA compliant.

As far as people, how do we support them? Well, we help them manage their personal risk.

So somebody may decide that they want to go on a bus, but only if there is less than five people on it.

More, they don't want to go on buses that somebody's been sick on in the last three days, or everybody has a different level of risk, and we want to help them manage that risk so they feel safer visiting their favorite places.

We will build tools for, maybe you as a bus company, to consider what type of rewards you might have in place for people that agree to be compliant and then are compliant with the policies that are in place.

So, maybe there is a small discount for wearing a mask or wear a mask five days and get a free day of riding.

There are lots of different options along that road if it is of interest. The whole app is Fourth Amendment friendly and we are super focused on privacy protection.

And how we store our data, where we store our data, who has access to the data is super tightly controlled, and always thought of with the Fourth Amendment in mind.

And that is something that we think is really, really important in our society.

So with that, I will jump into a demo. I am just going to go through the app. Imagine you're an employee that works for mountain rides, and you're showing up for work for the day.

So I show up for work for the day. And I need to check in, too, come to work for the day.

It is going to go through and do a little health assessment.

This follows the CDC guidelines that have been put out and honed by Apple, so we are following the same format, their same questionnaires.

It is going to ask questions around symptoms and other comorbidities.

So, what risk factors you might have, and then any of the high level of risk factors that come from potential exposure events.

Once you complete the self-report, it's going to then move into questions that are related to policies you have in place for your organization, as well as policies you might have in place for a specific location, like an individual bus or your maintenance shop.

So in this case, we set it up for contractor.

I know that the City of Ketchum, for instance, at one point, was having contractors do something very similar to this using pencil and paper. We developed this and have released it to some contractors that are using it.

So maybe they want to make sure they are reading job sites. Maybe they want to know the exact temperature people have. And once they answer all the questions in a way that means that they are low risk for coming to work, or riding a bus, or whatever it is you want to manage.

It creates a badge for them that notes whether or not they have been cleared or denied access, how long they have until their access is denied, where the addresses location is.

All of this is tracked in a database, so you can quickly go back in time and see where people have been, and what they have been doing.

We have a robust admin function of the software, where you can manage all of the locations, which, again, would be for your buses and, or your maintenance shops, or other facilities.

Policy management tool to manage what policies you want to have.

Unlimited options, basically, on what type of policies you want to have, how often people have to review them, where they are applied, when they're applied who they are applied to, all sorts of features in that regard.

And then, obviously, visitor management, both as a log, as well as a kiosk where you can manage people kind of in a front desk environment.

Right now, we have been overwhelmed with supporting businesses and schools that want to use the app and have not gotten to the point where we are going to release it and open it up for a public app.

But as part of our roadmap and what we've been talking to Harry Griffith of SVED about, we would like to have it opened up to where tourists could be walking down Main Street, and look at their phone, just like they look at Yelp and see Safe Access Manage locations.

That might be Enoteca is managed, but the Pioneer is not, and I can click on Enoteca and see what their policies are, and feel comfortable that they have really good indoor air quality, or they require others have to wear masks and actually are wearing masks.

That kind of stuff so that people feel more comfortable. They know what the rules are, when they go out in public, but then also, they can get an insight into what those are locations are doing to keep them safe.

So, that is part of our roadmap.

We did talk to Harry about doing that, if we can get some community support and making that a priority to get that built by ski season.

We are only a month away from ski season starting right now so, that would be a little bit of a challenge.

But, you know, we would love to be challenged in that way to get something up and running that would meet the needs of the community.

I am supposed to be talking to Mountain Rides right now, but I know a lot of you are very well integrated into the community. So, I did want to share that with you.

The software has a great messaging opportunity on the platform as well.

We signed up our first non-paying customers (pilot customers) in July, and signed up our first paying customer in August, and now have customers across quite a few sectors, including TV production and entertainment, health care contractors, services, construction, and education.

And we have been growing pretty darn fast.

So it has been a topic that everybody is pretty interested in is how to help get back to operations and get people more comfortable going out into the world again.

So, we are up to almost 120,000 users on the platform now.

And our daily check ins continue to grow pretty darn fast, where we are now getting almost 12,000 folks checking in every single day.

The big drop offs are the weekends when people are not going out to work or going to school as often.

You have had a chance to meet me today, in my role as Safe Access, Steve Perlinski, who chimed in a second ago is our CEO and he is in Meridian and just recently moved up from California.

He has got an extensive background in developing and scaling software companies as well as healthcare. So, a perfect combination for what we are trying to help out with Safe Access here.

And we have already developed a pretty darn robust team to help us execute on this.

We also have an advisory board. And the community economic developer would be Harry Griffith.

So, we are not putting their names on there, but when there is a connection, we will make sure we note that.

Talking to our business model, we think it's really critical that this app is available to all individuals for free, so we're not charging individuals to use the app.

We want to make it really easy for them to use. Notice the interface is really clean.

We want to make that easy, why I want to make it gamified, make it sticky, so they want to use it every day.

And we are monetizing by working with organizations like Mountain Rides that want to use this, too. Manage their employees and staff, and maybe other visitor types, in this case, your riders.

And our business model is software as a subscription, so SaaS user licenses.

And we are still working with our pricing model and would work with you to see which way it makes more sense for you as an organization. But right now are kind of base pricing we either do $5 per user, per month, or $300 per location per month.

We also do a small onboarding and setup fee to get you all set up and get you off and running.

That includes obviously, setting up your account, onboarding your team, doing training, and support, all that fun stuff.

The rollout is actually relatively simple and quick.

We have gotten companies up and running in less than two days, so it does not take very long to get this thing up and moving, as long as your team is committed to making it happen.

Yeah, so the $5 per user, we typically limit that to what we call organization users, not visitors.

And so, it would probably be limited to your staff and your riders, because they are not what we call a managed user, they are more public and would fit into that three-individual category.

If you want the location model, instead, you can define what you want to do as a location.

So, we have had a college decided the entire campus is going to be one location.

Another college down the street might say, every building has its own location.

And another one might say, we want to know all the way down to the classroom.

So, ultimately, how you want to manage setting up the accounts will determine how many locations you have.

We recommend that you do one per building.

That way you can have more data to identify who might need to be quarantined or sent home in a case that there is an exposure event with somebody getting sick.

But as part of our discovery process, we would work with you to understand what your needs are.

We are still pretty early in the game, and so we are pretty flexible and trying to find the right solution at the right budget that will serve you.

You are a public entity and have public entity discounts.

This is our list pricing, and considering I am located up here in the Valley, we would also make sure we take that into consideration as we put together a final price for you.

Ultimately, to the location side, it depends on you and on the users.

We definitely are more focused on your staff and employees, not on the public, that would be using the app as well.

So, as far as next steps, we have got a three-step process to getting you all up to speed.

Obviously today is an introductory call to kind of expose you to what we are doing at Safe Access and see if there's interest in moving to the next step which is what we call the Discovery phase.

Where we would want to schedule an hour with Wally and anybody else on this call that would want to be on it to learn more about what your goals are for an app like this and share more of the details on how our software works.

And ultimately, you know, learn enough about what you are trying to accomplish to determine whether or not what we are doing is a good fit.

To help us with pricing, we'd need to work with you to understand how many locations, who your admins are going to be, how many users are going to have, how many potential check ins every day you would have.

So we kind of get an idea of the volume of data we are going to need to push around.

That will help us with putting together a proposal for you to review, which is the second step.

So, after we get through discovery, if there is an interest in seeing a proposal, then we will draft the proposal based on locations and users and your goals.

And ultimately, present that to you and tell you what our terms of service and privacy policy are.

The proposal, plus our terms of service, plus, our privacy policy forms our contract.

So, ultimately, that is what you will be reviewing to decide whether or not you want to move forward.

We expect there will be some negotiation, of course, in that step and if things look good then we move to the third phase, which is onboarding, where we work hand in hand with you.

We have dedicated customer success representatives that will work with your team to get all the information we need from you.

Help you with policy creation if you need that.

Whatever else, you need to get the account set up.

And then we will work with you to do any training that you may need for your team as well.

And once that is off and running, you will have a dedicated ongoing account executive that can help answer any questions, help with support, all that fun stuff, as well, while you are utilizing the software.

Tom Blanchard suggested to turn this over to staff for further evaluation and then their recommendation to the board.

5. **ACTION ITEM:** Approve Consent Calendar items
   a. Approve: Minutes of Regular Board Meeting, Sept 16, 2020 and Special Board meeting, Sept 23, 2020
   b. Receive/file: Performance Dashboard report for September 2020
   c. Receive/file: Financial Statements and Bills Paid Reports for August 2020
   d. Receive/file: Planning & Marketing Committee, October 7, 2020, Minutes
   g. Receive/file: Finance & Performance Committee, October 7, 2020, Minutes
   h. Receive/file: Reports from Director, Community Development; Director, Finance & Administration; Director, Assets & Infrastructure; Operations Manager; Mobility & Safe Routes Coordinator; Executive Director

Kristin Derrig moved to approve, receive, file, and adopt the Consent Agenda. Grant Gager seconded. Grant Gager said it was nice to see the Valley route ridership come back. Grant also asked about the accident. Stuart Gray said the bus whacked into the Bluffs bus shelter. No one was hurt. **The motion passed.**

6. **ACTION ITEM:**

   New Flyer Electric Bus change order

   Wally Morgus said we ran this through both committees. When we had presented basically an $820,000 new price on the bus, I've gone back and worked with New Flyer, really pressed them on this $27,000 increase in price associated with the upgrade of the motor.

   As it turns out, indeed, as we as expected, they added the gross price of the 2022 new motor and didn't eliminate the price for the 2016 which was going to be replaced by the 2022.

   So the increment on that motor upgrade actually turns out to be the $10,800, that you see in the itemized list of changes in the pricing there, so that the total price decrease per approved purchase order amount is $17,135.

   The total price of the bus is about $802,000.

   So, we're bringing this to the Board to discuss, and, hopefully, take action on and approve these change orders, and the prices associated with the changes being made to the base bus ordered off of the Virginia contract.

   Rick Webking asked about the large $5,000 item for the plug-in battery charging.

Ben Varner replied that a standard bus comes with a single plug-in. On the rear curbside of the bus, the passenger side of the bus, we need to have the ability to charge from both sides. The way our facilities are fairly limited and to give operations and maintenance the ability to put any bus in any bay at any time, this is basically an operational need, the way we're going to run the busses with mid-day charging.

We're not going to be able to burden the drivers, and, or maintenance personnel with bus 2101 must go in Bay 4 and bus 2102 must go in Bay 9. We want every bus to be able to go in any bay at any time.

That's something Blake kind of introduced us to as a mistake he had made with his first pilot program, that you really want to be able to charge these things anywhere at any facility at any time.

Rick Webking asked about the charging: So that charging happens inside a building, not on the outside? Ben Varner answered, correct.

Ben Varner said at this point in time with the first four chargers, we're putting two in Bellevue and two in Ketchum and all the charging will be done inside.

Wally Morgus said visually in Bellevue, the first two chargers will be put between the two main aisles in there so that's why we want to be able to charge buses on either side.

Quick and easy access to the chargers that are in the aisle in the middle, basically.

Grant Gager said he was supportive of all the changes.

Grant Gager moved to approve and authorize the submission of the change order for the purchase of four New Flyer battery electric buses per purchase order number MRTA-XE35BEB-200520-01 including incremental cost triggered by the change order to purchase the four buses in an amount up to $100,000. Juan Martinez seconded. Rick Webking wanted clarification on the $100,000 number.

Wally Morgus said that was the increment is for four buses and that number could come down to $72,000 to match up with the roughly $18,000 additional triggered by the changes.

Rick Webking recommended that they amend the motion not to exceed $72,000.

Grant Gager made a motion to amend the motion not to exceed $72,000. Juan Martinez seconded. The motion passed.

7. **ACTION ITEM:**
   Zero Fare Resolution
   Wally Morgus said this came out of the Planning & Marketing committee where they suggested we try to institute a fare free system into perpetuity with the understanding that there may come a point in time where we no longer have CARES funds providing a safety net so that we may need to amend this resolution and go back to charging fares. Nonetheless, the general feeling is to go to zero fare. This has been reviewed by legal counsel as well.

   Grant Gager has been a proponent of making Mountain Rides fare free. Grant did ask if we made any of our FTA funding requests contingent upon or acknowledging that we do charge a fare and that we have matching fare revenue. Are we in any way jeopardizing our funding from FTA by making this resolution?

   Tucker Van Law stated that we cannot use fare revenue as local match, we have to exclude it so he doesn't see any issues with FTA on this.

   Rick Webking said we need to clean up the fixed route language and clarify which routes that will include.

Wally Morgus said that this resolution could remain in effect unless rescinded, superseded or amended by the MRTA Board and suggested that the resolution could be passed and then call on that final clause in the resolution when and if needed.

Peter Hendricks suggested adding the wording to say, "as long as economically feasible and decided by the board of directors."

Tom Blanchard suggested that in general, anytime the board passes a resolution, they can also dissolve that so if we reach a point where we can no longer support or service without some fare structure, we can abandon the resolution and move to a different format of pricing.

Rick Webking suggested adding the words Peter Hendricks suggested, "as long as it remains financially feasible for Mountain Rides to do so," at the tail end of the resolution.

Kristin Derrig moved to authorize Tom Blanchard, Chair, and Kathleen Kristenson, Vice-chair, to approve, by signature thereon, the Mountain Rides Transportation Authority resolution: Zero-Fare Fixed Route Bus Service. Melody Mattson seconded.

Rick Webking moved to amend the motion to add in the last paragraph after Blaine County, "so long as it remains financially feasible to do so." Peter Hendricks seconded. The motion passed.

The main motion passed as well.

8. **DISCUSSION ITEM:**
Mountain Rides Protocols and Actions Amid Uptick in COVID-19 Cases

Wally Morgus started the conversation. We have been following firm protocols throughout the pandemic. We have been stepping up our cleaning and sanitation protocols, continuing maintain social distancing the best that we can, and seating being limited to seated passenger's only. As the surge is upon us again we have gone back to look at our protocols in light of the public health orders. Looking at the City of Hailey in particular and limiting crowd gathering sizes to 10 and calling out the 64 square feet per person in any enclosed gathering up to 10 people, with that as a backdrop we went back to revisit our protocols. After looking at the data, Wally stated we are proposing limiting the number of people on a bus to 10 passengers. He said we are re-upping our commitment, which has really not wavered one bit during the whole pandemic, but to assuring sanitation on the buses and provision of masks, for those who may want to board the bus, keeping the drivers' compartment sealed off to the extent possible with the plastic shielding that we have in place in all of buses, and again, just raising to a higher level of consciousness, all of these things that we are doing, and specifically committing to that maximum load of 10 passengers per bus.

Stuart Gray said that what we are going to do with the Hailey Route is start 30 minutes early, and be a shadow Valley bus, because we've noticed that the usual, 10 or 11 school kids getting off at Cobblestone and we no longer have a school kid problem. And all of the Valley buses are showing passengers that are around the 10 or less mark. So, it looks like that's going to be handled and with it being code red, that could change.

Juan Martinez with the City of Hailey suggested that Mountain Rides could be exempted from the mandate of 10 people.

Wally Morgus said public transportation was called out but said that in our judgement, it's in our best interests and best interests of the community that we serve that we up our protocols. He would feel comfortable continuing on this path but wanted to revisit the protocols and ask the board their thoughts.

Tom Blanchard supports the extra effort we are taking with our stepped-up protocols.

Peter Hendricks asked Juan Martinez if public transportation is exempt.

Juan Martinez confirmed said yes, MRTA would be exempt.

Peter Hendricks agrees with Wally and take the higher road and keep our employees and passengers well. He appreciates the readiness that MRTA can manage.

Grant Gager aligns himself with Wally Morgus and Peter Hendricks and to take the high road is the best one for us.

Rick Webking said we should look at the ventilation in the confined spaces on our bus. He also suggested that having documentation internally to address the cleaning protocols.

Wally Morgus said that we are documenting all the conversations and all the things we are doing currently so we have a record.

Ben Varner said our practice has come before the policy. We are getting everything in place, cleaning is being done and the checklist is there. We make our drivers the captains of their ship.

Wally Morgus said we will enforce the limits as best we can and in some cases will leave it up to the driver's discretion.

Tucker Van Law suggested that we tell passengers they should use an alternate way of transportation and not use the bus.

Wally Morgus said we are going to get out and tell people that is counter to our culture and he thinks by just putting that out there and communicating that with people, we're acknowledging, that we're in extraordinary times right now and extraordinary times sometimes require extraordinary measures especially for the bus company to be telling people to find another way to get to work.

Peter Hendricks said he was not in favor of the ad at all. It's like we are giving up and it's a bad message and we need to figure out how to do it.

Tom Blanchard and Grant Gager agreed. Tom said they would like to avoid the negative statement in the ad.

Kathleen Kristenson asked how often we are leaving people behind. She has been driving her car because she doesn't want to take room on the bus from someone else.

Ben Varner said we ran into capacity issues the first week of school. But we have not had to leave many people behind since then. We have not left any family pods behind. We always encourage the drivers to do the right thing as long as people are adhering to the mask mandate.

Wally Morgus said he thinks people will continue to self-regulate and we don't need to put the information from public health in the ad. We will clearly state our capacities. He appreciates Peter's support about taking the high road.

Juan Martinez has an issue with limiting the number of people on a bus because it's an essential service.

 Grant Gager said he thinks honoring the spirit of the indoor restrictions in this public health emergency probably is the right side of the road to be on, and the side he would encourage us to be on.

Stuart Gray said he feels as if we're doing the very best, in order to institute the notion of taking the high road and doing what's really safe for Mountain Rides, for our drivers, and for our passengers.
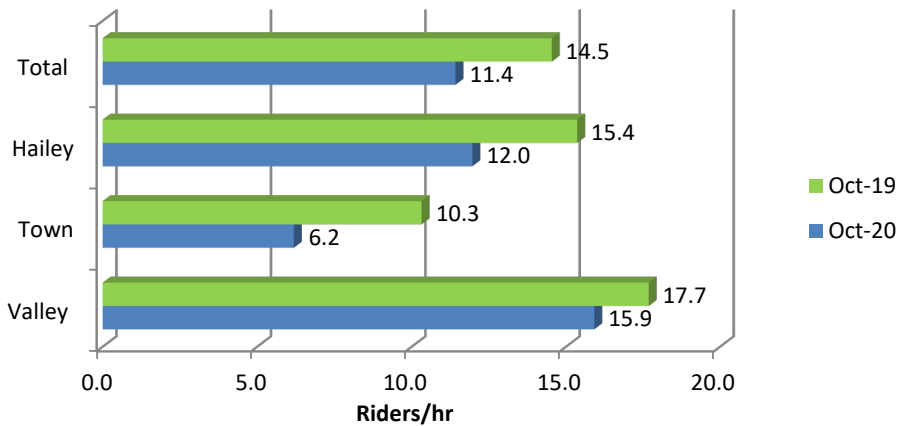
9. **ADJOURNMENT**
   Rick Webking moved to adjourn the meeting at 2:49pm. Juan Martinez seconded. The motion carried unanimously.

_____
Chair Tom Blanchard

PERFORMANCE DASHBOARD - RIDERSHIP, OCTOBER 2020

Ridership per hour

Legend:
- Oct-19
- Oct-20

	Oct-19	Oct-20
Total	14.5	11.4
Hailey	15.4	12.0
Town	10.3	6.2
Valley	17.7	15.9

Riders/hr

Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

Total Ridership by Month

Legend:
- 5 yr AVG
- 2017
- 2018
- 2019
- 2020
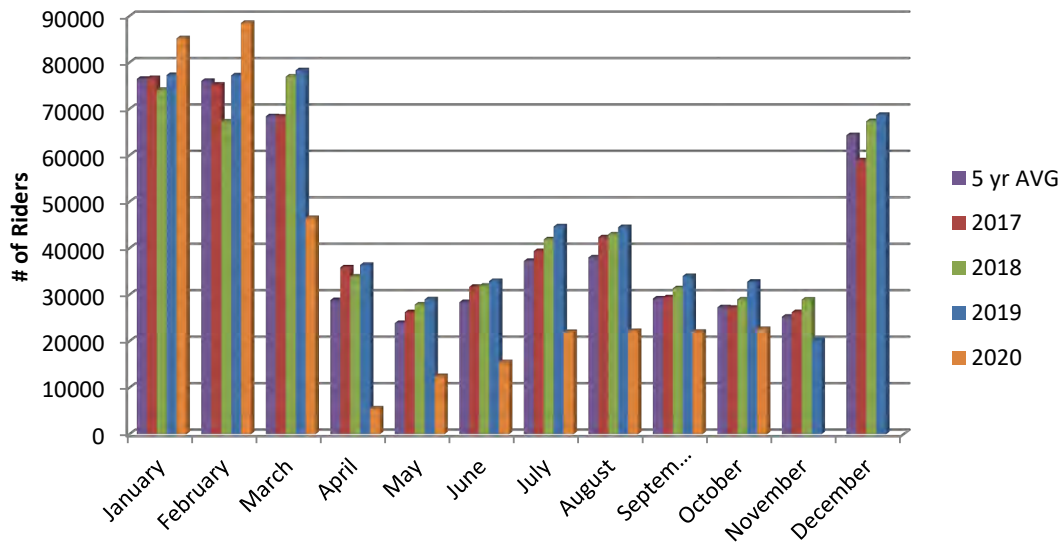
# of Riders

7th Full Month of COVID-19

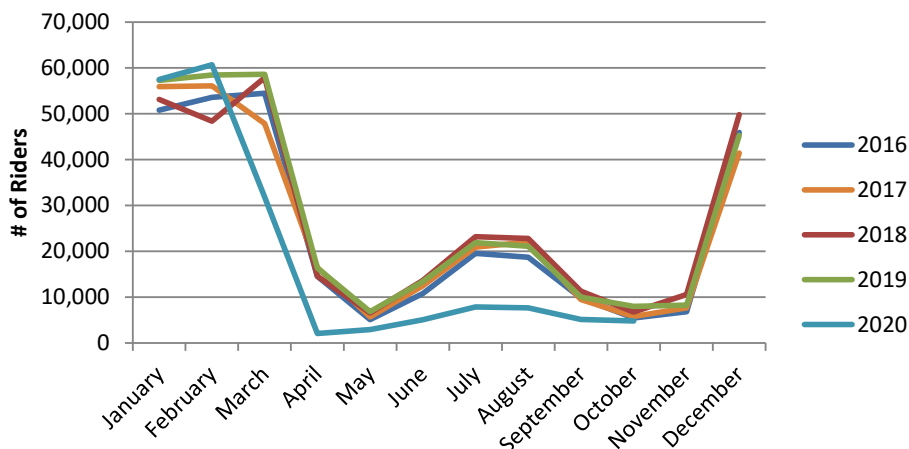2020 YTD Ridership 340792
2019 YTD Ridership 491205
2018 YTD Ridership 461317
2017 YTD Ridership 452693
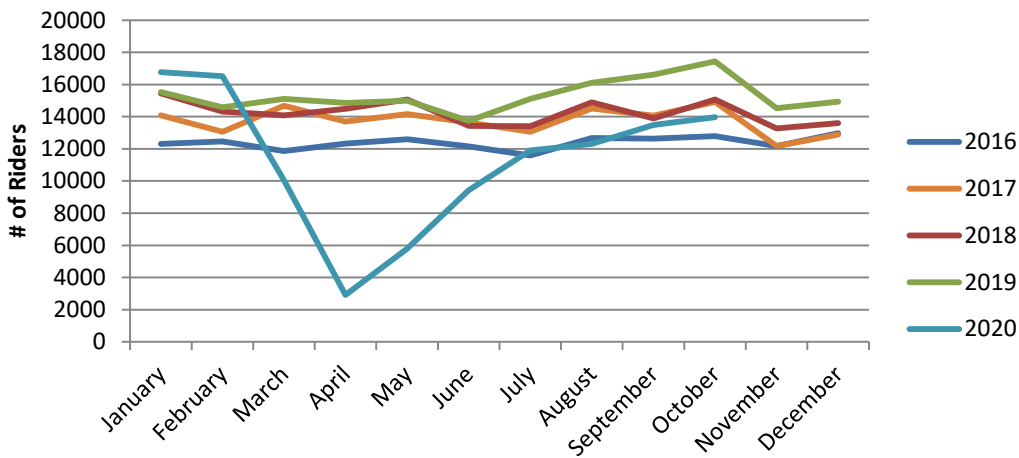2016 YTD Ridership 429800

Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.
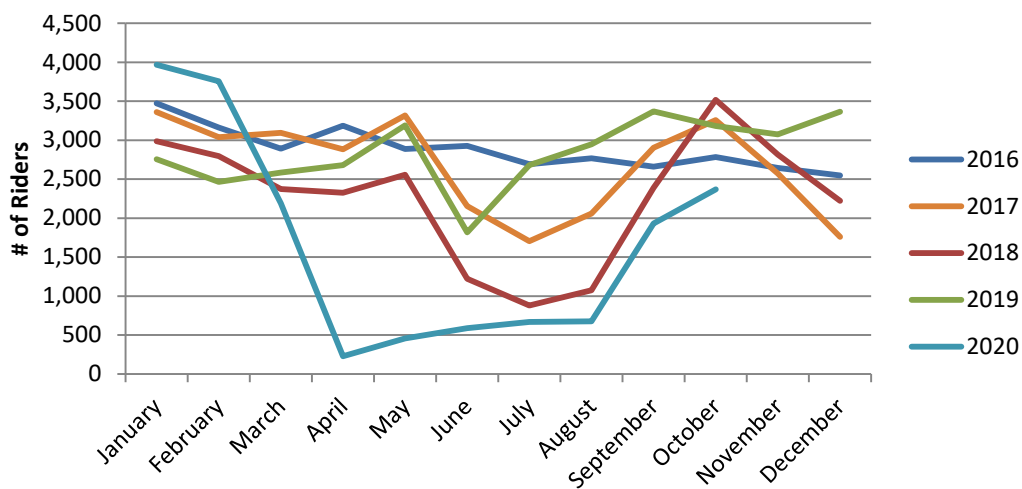
Town Routes

Legend:
- 2016
- 2017
- 2018
- 2019
- 2020

# of Riders

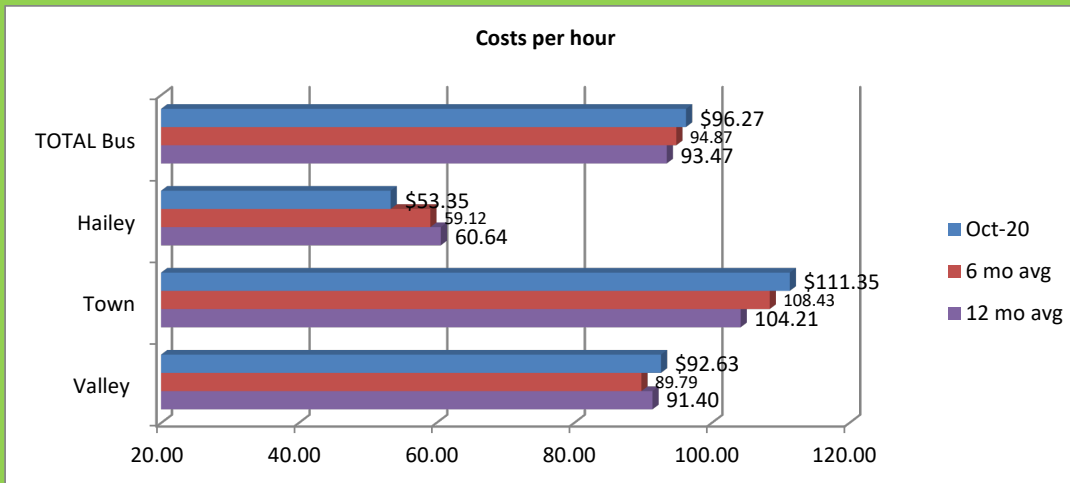# PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, OCTOBER 2020
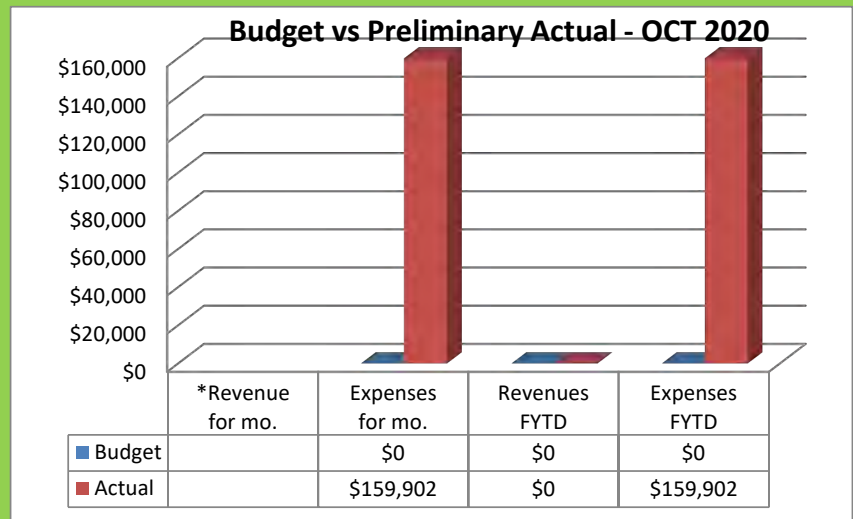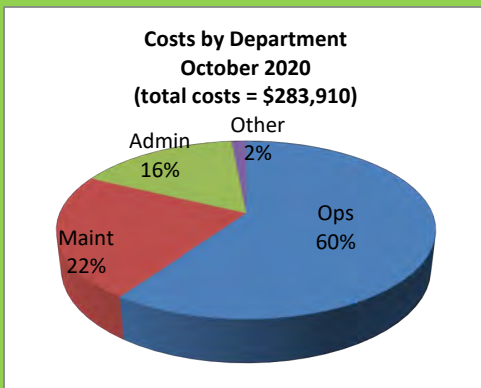
Valley Route

Hailey Route

Vanpool
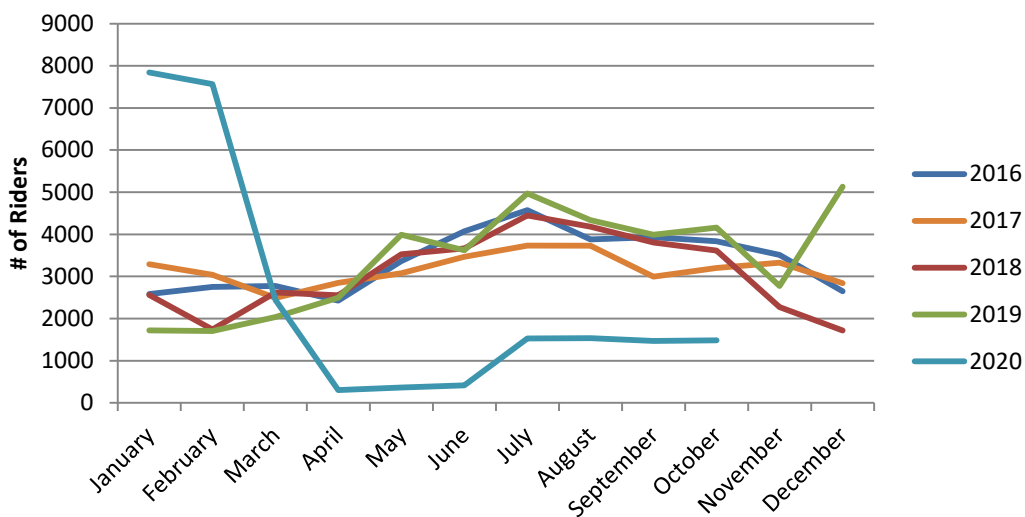
PERFORMANCE DASHBOARD - FINANCIAL, OCTOBER 2020

Costs per hour

Category	Oct-20	6 mo avg	12 mo avg
TOTAL Bus	$96.27	94.87	93.47
Hailey	$53.35	59.12	60.64
Town	$111.35	108.43	104.21
Valley	$92.63	89.79	91.40

Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).

Costs by Department October 2020 (total costs = $283,910)

- Ops 60%
- Maint 22%
- Admin 16%
- Other 2%

Budget vs Preliminary Actual - OCT 2020

	*Revenue for mo.	Expenses for mo.	Revenues FYTD	Expenses FYTD
Budget		$0	$0	$0
Actual		$159,902	$0	$159,902

*Revenue and Monthly Budget numbers forthcoming

Costs per mile: OCTOBER 2020

Categories: TOTAL, Admin, Ops, Maint, Fuel — Oct-20, 6 mo avg, 12 mo avg
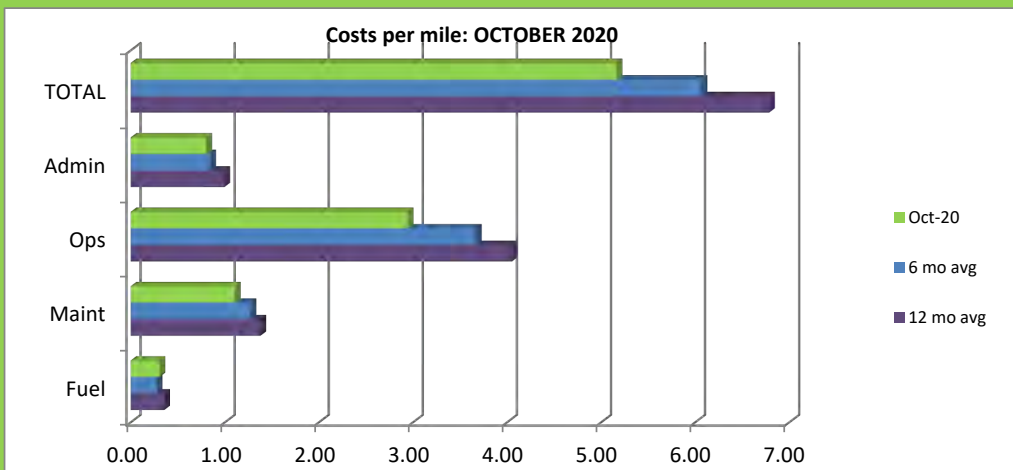
Definition: Costs for services are taken in total for the month and then divided by the mileage operated for the month. Costs are also calculated for each department to show the contribution to costs per mile. The budget is established based on historical averages and what is reasonable on a statewide basis for a rural fixed route system.

PERFORMANCE DASHBOARD - SAFETY, OCTOBER 2020

Safety occurence rate

Legend:
- Oct-19
- Oct-20
- Average 3 mo

Chart values:
- Accidents per 100,000 mi: 1.35 (Oct-19), 0.00 (Oct-20), 0.18 (Average 3 mo)
- Road Calls per 10,000 mi: 0.89 (Oct-19), 1.67 (Oct-20), 0.55 (Average 3 mo)
- Incidents per 100,000 mi: 0.00, 0.00, 0.00

X-axis: Quantity of occurence (0.00, 0.50, 1.00, 1.50, 2.00)
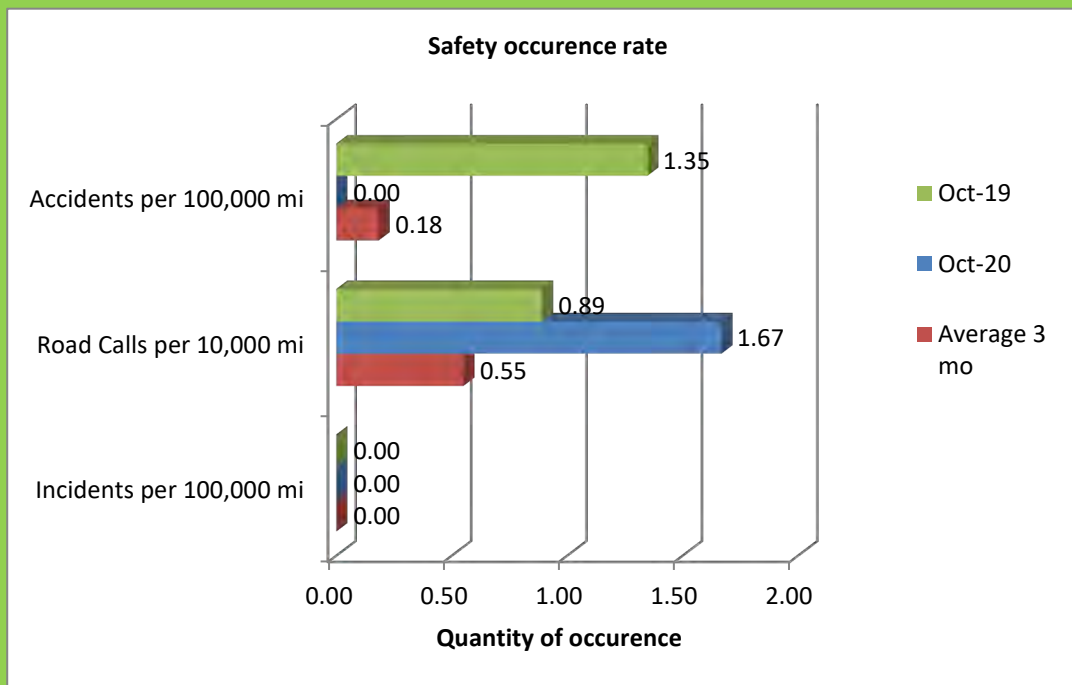
Definition: This is the rate at which these safety related items are happening at a rate that is consistent with industry

Safety	Aug-20	Sep-20	Oct-20
Incidents	0	0	0
Accidents	0	1	0
Road Calls	2	0	1

Incident is defined as an event that involved a minor collision, injury or altercation that may have caused physical damage or injury (less than $200) to MRTA property or persons only. No outside parties involved.

Accident is defined as an event that caused damage to one or more MR vehicles or property in excess of $200 OR damage to vehicles, property or persons unrelated to MRTA in any amount.

Road Call is defined as a vehicle that is taken out of revenue service because of a need for unscheduled maintenance.

MAINTENANCE DAYS WITHOUT A LOSS TIME ACCIDENT OR INJURY: Current 536

Includes October
Previous record 1996 days

Mountain Rides Staff Report

Date: 11/18/2020

Staff Member: Kim MacPherson

Department: Community Development

Department Highlights from the Previous Month:

Progress on projects/initiatives:

Work continues on getting everything ready for the winter schedule to start: Bus stop signs, website updates, RouteMatch updates.

Working with Bengalworks and advertisers to get wraps installed by the end of November.

Challenges/ Opportunities:

Mountain Rides Staff Report

Date: 11/18/2020

Staff Member: Tucker Van Law

Department: Finance and Administration

Department Highlights from the Previous Month:

FY20 financial audit is delayed. I was notified by the South Central Health District to isolate due to Covid and it overlaps with the start of our audit. I have worked out the details with Workman and Company and there are no concerns.

Progress on projects/initiatives:

Challenges/ Opportunities:

Mountain Rides Staff Report

Date: 11/18/2020

Staff Member: Ben Varner

Department: Assets and Infrastructure

Department Highlights from the Previous Month:

Idaho Power transformer work will be completed within the month. Special thanks to the City of Ketchum for assisting with the late-season permitting for the excavation work. This keeps the project on schedule.

Three new commuter vans arrived in early November.

Progress on projects/initiatives:

Ben and Carlos attended/completed New Flyer's Vehicle Innovation Center Zero Emission Bus Training Series. The Center did a really great job packing a lot of information into the training. Overall, it gave us the feeling that we are in a good place with our pilot project but still have plenty to learn.

We continue to have weekly meetings with New Flyer re: the production of our first four Ebuses. It continues to go well.

Challenges/ Opportunities:

Bid documents for the construction/installation of the charging infrastructure will be presented to committees Dec. 2. We ran into a slight delay with New Flyer reviewing the tech specs and drawings. Overall the project remains on our original schedule for completion with the first bus being delivered in late May 2021.

Mountain Rides Staff Report

Date: 11/18/2020

Staff Member: Stuart Gray

Department: Ops.

Department Highlights from the Previous Month:

We have 4 new trainees (incl. one returnee from 5 winters ago !) and both drivers from last year are back on board (the 3RD is now our new Ops. Coordinator), so we are looking OK in this arena...

Progress on projects/initiatives:

It's always a challenge to meet full Winter route deployment with the requisite number of drivers... Buses 203, 204, 205 are road-ready, let us pray they stay that way...Winter part 1 Thanksgiving Day, part 2 Dec. 12TH : this is the focus ! The 15 person passenger limit (with small leeway, family pods etc) has not presented any real pushback from the GP. Hailey route has been deployed 30 mins earlier to support V4. Most issues with capacities reached during the "rush hour" times are school children related...& some individuals have been left behind to catch the next bus !

Challenges/ Opportunities:

Small challenge (since I have full confidence in my driving staff...) is the negotiation of various 35' buses, now being outfitted with ski-racks, around Ketchum. We may glimpse Winter already with the early, slightly disruptive snowfall we experienced on Fri. 13TH, no less ! Interesting to hear all the communiques & adjustments over the 2-way (as I took a PTO day but hung out in Hailey for a bit, bringing lunch to a driver or two...) The re-introduction of the   "Lunch Benny" is a lovely gift for the drivers - since, to a person, there is understanding that reviews are not attached to the usual raises this fiscal year...

Mountain Rides Staff Report

Date: 11/18/2020

Staff Member: Cece Osborn

Department: Mobility & Safe Routes Coordinator

Department Highlights from the Previous Month:

- began the grant period for the NEMT project
- wrapped up a successful bike edu. afterschool program, the 'Bellevue Bike Club'

Progress on projects/initiatives:

- assisting the County in bringing together stakeholders to revamp the 2014 Bike-Ped Master Plan. Currently defining a vision for the end product and a timeline for the process.

- began service planning and communications for the NEMT route (to be launched in March/April 2021)

- placed a large order of bikes for SRTS program, expected to arrive in early 2021

- working to revamp the SRTS maps

Challenges/ Opportunities:

2 children in the past month have been hit by cars while riding their bikes in Hailey. One child was riding across the Main St. and Airport Way intersection after school (Sage School), the other child was hit near River St. and Elm St.

Both children were thrown off their bikes when they were hit, but neither required any immediate medical care nor did they appear to have suffered any serious injuries. One of the families is concerned that their child was traumatized. The other child is a part of the Bellevue Bike Club and shared his story with the group.

In order to have the crash data recorded by OHS and factored into future grant applications (e.g. for bike/ped infrastructure), the families will have needed to report the crashes. To my knowledge, neither family has reported the incidents. One family is reluctant to report because they do not want to place any blame.

Communication with the families has waned after the incidents, and navigating how to report the crashes after-the-fact has been tricky.

Mountain Rides Staff Report

Date: | November 18, 2020

Staff Member: | Wally Morgus, Executive Director

Department: | Executive Director / Administration

Department Highlights from the Previous Month:

1) FY21 Compensation Plan finalized for authorization, approval, adoption by Board, Nov 18, 2020

2) ITD-PT CARES Grant(s) application, work-in-process.

3) Increased day-to-day interaction with Transit Operations Manager as (on-street) operations prepares for upcoming winter season.

4) Productivity, collaboration, communication, by/among teleworking staff continues.

Progress on projects/initiatives:

ITD-PT one-time grant application work-in-process. MRTA applying for grant funding to underwrite technology (CAD/AVL/ITS) upgrades and facilities upgrades/expansion. Application deadline is Nov 30, 2020. The funds being made available by ITD-PT are predominantly ITD-PT's share of CARES funds received Spring 2020.

Planning for roll out of NEMT pilot, as underwritten by grant funding from NADTC, between Wood River Valley and Twin Falls ongoing. Being led by Cece Osborn, Mobility & Safe Routes Coordinator. Pilot service scheduled for April-May 2021.

Preproduction meeting(s) (PPM) for BEBs from New Flyer ongoing.

Challenges/ Opportunities:

COVID-19 reaction, response & navigation.

FY21 merit raise pool (budget), if any, for senior management staff.

Fleet electrification.

Technology upgrades (CAD/AVL/ITS).

Sustainable, consistent long-term funding.

Mountain Rides Agenda Action Item Summary

Date: | November 18, 2020 | **From:** | Director, Finance & Admin; Executive Director

Action Item:

5. Approve/Adopt FY21 Payscale

Committee Review: (●) Yes ( ) No   **Committee Purview:** | Planning & Marketing; Finance & Performance

Previously discussed at board level: (●) Yes ( ) No

Recommended Motion:

I move to authorize, approve, and adopt Mountain Rides' FY21 Payscale as drafted.

Fiscal Impact: FY21 Budget and Actuals re: Payroll Expense (Total Payroll Expense Budget = $2,404,666).

Related Policy or Procedural Impact:

Background:

Committees reviewed FY21 Payscale and related Salary Survey in September.

The FY21 Payscale presented here for adoption reflects the guidance given by Committees.

Key points re: FY21 Payscale:

1) With one exception, no increases in Payscale, year-over-year.

2) Exception: Starting wage for drivers: FY20 = $16.60; FY21 = $17.75.

Position	Code	No.	Min (Hire)	Max (Perf)	Preferred Credentials, Experience, Skills
Salaried			+0.00% YoY		
Executive Director	00 EDR	1	$ 82,000	$ 115,000	Advanced degree or equivalent; 10+ years of leadership/management experience; excellent strategic planning, organizational development, financial, communications, presentation, and interpersonal skills.
Director	02 DIR	3	$ 61,000	$ 85,000	BS/BA or equivalent; 7+ years of leadership/management experience; excellent field-specific, communications, presentation, technological, and interpersonal skills and experience. Team player / team builder.
Manager	05 MGR	2	$ 51,000	$ 71,000	BS/BA or equivalent; 4+ years of leadership/management experience; excellent field-specific, communications, presentation, technological, and interpersonal skills and experience. Team player / team builder.
Coordinator I	07 CD1	2	$ 41,000	$ 57,000	AD or equivalent; 2+ years of leadership/management experience; excellent field-specific, communications, presentation, technological, and interpersonal skills and experience. Team player / team builder.
Hourly			+0.00% YoY		
Specialist	09 SPC	1	$ 23.00	$ 34.50	AD or equivalent; 2+ years directly related experience; excellent field-specific, communications, technological, and interpersonal skills and experience. Team player.
Coordinator II	10 CD2	1	$ 18.60	$ 27.90	High School Diploma or equivalent; safe driving record; excellent customer service, communications, technological, and interpersonal skills and experience; Class B CDL. Team player / team builder.
Driver I (FT Year-round)	11 D01	15	$ 17.75	$ 30.00	High School Diploma or equivalent; 3+ years of bus driving experience; safe driving record; excellent customer service, attention-to-detail and interpersonal skills; Class B CDL. Team player.
Driver II (FT/PT Seasonal)	12 D02	13	$ 17.75	$ 26.60	High School Diploma or equivalent; 1+ years of bus driving experience; safe driving record; excellent customer service, attention-to-detail and interpersonal skills; Class B CDL. Team player.
Driver V (FT/PT Seasonal, no CDL)	15 D05	0	$ 17.75	$ 17.75	High School Diploma or equivalent; 1+ years of bus driving experience; safe driving record; excellent customer service, attention-to-detail and interpersonal skills; Class B CDL. Team player.
Certified Mechanic	22 CMC	1	$ 21.40	$ 32.10	High School Diploma or equivalent; 3+ years direct experience as a diesel fleet mechanic; Class B CDL; Certification (ASE). Team player.
Technician I	31 TC1	1	$ 16.60	$ 24.90	High School Diploma or equivalent; 1+ years direct experience as a vehicle mechanic; ability to take direction in English. Team player.
Technician II	32 TC2	3	$ 15.30	$ 23.00	High School Diploma or equivalent; 1+ years direct experience as a vehicle mechanic; ability to take direction in English. Team player.

43 Tot.

Payscale Guidelines

New hires are to be paid within the bottom 1/3 of the Range for the Position, with the Range for each Position bracketed by "Min $ (Hire)" on the low end and "Max $ (Perf)" on the high end. Paying new hires outside of the "bottom 1/3 range" requires the new hire's significantly exceeding qualifications and the ED's approval.

Salary and wage increases are determined by Total Performance Evaluation Points; however, an employee's salary or wage is limited to the Max $ for his/her respective position.

Salary or wage increases generally occur in conjunction with an employee's annual performance evaluation. Salary or wage increases generally do not accompany an employee's initial 90-day performance evaluation.

The Executive Director, exclusively, may approve a one-time salary or wage adjustment for an employee whose performance merits same, subject to the salary or wage conforming to the range specified for the position and the adjustment being <=5%.

Any employee whose pay is above the range for his/her position and whose responsibilities remain the same, remains at his/her pay rate as an exception to the range for his/her position.

If/when an employee's responsibilities and position change, he/she becomes eligible immediately for the pay rates for the new position.

FY2021 Proposed				FY2020 Approved			
Position	**No.**	**Min (Hire)**	**Max (Perf)**	**Position**	**No.**	**Min (Hire)**	**Max (Perf)**
Salaried							
Executive Director	1	$ 82,000	$ 115,000	Executive Director	1	$ 82,000	$ 115,000
Director	3	$ 61,000	$ 85,000	Director	3	$ 61,000	$ 85,000
Manager	2	$ 51,000	$ 71,000	Manager	2	$ 51,000	$ 71,000
Coordinator I	2	$ 41,000	$ 57,000	Coordinator I	2	$ 41,000	$ 57,000
Hourly							
Specialist	1	$ 23.00	$ 34.50	Specialist	1	$ 23.00	$ 34.50
Coordinator II	1	$ 18.60	$ 27.90	Coordinator II	0	$ 18.60	$ 27.90
Driver I (FT Year-round)	15	$ 17.75	$ 30.00	Driver I (FT Year-round)	15	$ 16.60	$ 27.40
Driver II (FT/PT Seasonal)	13	$ 17.75	$ 26.60	Driver II (FT/PT Seasonal)	13	$ 16.60	$ 24.90
Driver V (FT/PT Seasonal, no CDL)	0	$ 17.75	$ 17.75	Driver V (FT/PT Seasonal, no CDL)	0	$ 15.80	$ 16.60
Certified Mechanic	1	$ 21.40	$ 32.10	Certified Mechanic	1	$ 21.40	$ 32.10
Technician I	1	$ 16.60	$ 24.90	Technician I	1	$ 16.60	$ 24.90
Technician II	3	$ 15.30	$ 23.00	Technician II	2	$ 15.30	$ 23.00

Mountain Rides Agenda Discussion Item Summary

Date: November 18, 2020   From: Staff

Discussion Item:

6. Mountain Rides Protocols and Actions Amid Fall 2020 Uptick in COVID-19 Cases

Committee Review: ○ yes   Committee Purview:
⦿ no

Fiscal Impact: Indeterminate

Related Policy or Procedural Impact: NA

Background:

COVID-19 cases continue to uptick in Blaine County, with the higher concentration of new cases in the southern Wood River Valley.

County-wide redoubling of commitment to social distancing, face masks.

Mountain Rides has been operating in compliance with local public health orders from the outset of the pandemic.

Given the County's move to "Code Red" status re: Harvard Public Health Framework, Mountain Rides reviewed and adjusted its mitigation and other protocols and activities.