

Mountain RIDES

RECORDED

REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, November 21, 2012, 12:00 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho

Board Members of the Mountain Rides Transportation Authority of the Cities of Bellevue, Hailey, Ketchum and Sun Valley, and Blaine County, State of Idaho, met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

PRESENT: Vice-Chairman Susan McBryant, Secretary Jim Jaquet, Board Members Michael David, Mark Gilbert, Joe Miczulski, Nils Ribi, and Steve Wolper.

ABSENT: Chairman Peter Everett

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager/Treasurer Wendy Crosby

Mountain Rides Operations Manager Jim Finch

Mountain Rides Maintenance and Facilities Manager Rod Domke

1. CALL TO ORDER

Vice-Chairman Susan McBryant called to order the meeting of Wednesday, November 21, 2012 at 12:00 p.m.

2. Comments from the Chair and Board Member thoughts

Time Magazine had an article about more young people using bus service, especially between major cities. They can use computer devices and stay connected while riding.

3. Public comment period for items not on the Agenda (including questions from the press)

There was no public comment at this time.

4. Action items and discussion items

a. Discussion Item: 2013 Marketing and Communications Plan.

The 2013 Marketing and Communications Plan has been reviewed by the Planning and Marketing Committee. One main goal is to be sure a bus schedule is available to every Wood River Valley guest. Mountain Rides should be prominently featured on Sun Valley's homepage. The Board should consider formulating a priorities "big picture" for the future when additional funding is available. The Marketing Plan will be addressed again in committee next month, and will also be addressed at the Strategic Planning Workshop.

Board Member Michael David arrived at 12:12 p.m.

b. Discussion Item: Annual strategic planning workshop draft agenda (December 18).

Board Members suggested additional agenda topics: contingency plan, technology and fuel options going forward, five-year transit service development vision and mission statement review.

c. Discussion Item: Merit pay options.

The Finance Committee reviewed Assistance Funding and Merit Pay, and would like Board direction on these issues. The Board directed the Committee to work with staff on merit pay options, including a Personal Time Off (PTO) assistance funding plan, and develop a proposal to present to the Board. Merit pay should be considered a one-time benefit that doesn't distort base pay levels. Board Member Nils Ribi thought Merit Pay discussions should be during next year's budget discussions.

d. Action Item: Approve updated Policy 104 – Accounts Receivable.

Mountain Rides Business Manager/Treasurer Wendy Crosby said the bank no longer counts cash, so Mountain Rides now has to do that. The previous policy required two maintenance employees and is being revised to two employees. The bus operator finds a second person to assist in counting fares. The second person is usually a maintenance person, or someone from Operations. More often, the driver calls to say the farebox is full and a new farebox is needed. Board Member Mark Gilbert suggested the policy specifically state the process, and also that there be some randomness in

who counts fares to avoid possibility of consortium and theft. The two counters should clearly sign the fare count form that is turned in.

Board Member Nils Ribi said the vending machine policy doesn't specify that the amount deposited is reported to the manager. Other policies say "are provided to the business manager." Crosby said whoever makes a deposit gives her the deposit slip, and she records it.

Board Member Mark Gilbert moved to approve Policy 104 – Accounts Receivable, as amended in today's meeting. Motion seconded by Board Member Nils Ribi, and passed unanimously.

e. Action Item: Approve updated Policy 102 – Accounts Payable.

Business Manager Crosby said this policy clearly spells out that credit cards are not to be used to purchase any food or any fuel for private vehicles. Previous policy allowing employees with credit cards to delegate their use has been eliminated. Board Members discussed credit card use, and suggested the following language: Cards are only available to the executive director and department heads, and can only be used by those people when traveling on official business for actual expenses allowed, pursuant to the travel expense reimbursement policy. Credit cards may be used by the executive director and department heads to order supplies and/or services subject to policy. If an employee needs to make a purchase, they can go to a vendor who has a Mountain Rides tax exempt account.

Board Member Nils Ribi moved to accept the updated Policy 102 – Accounts Payable presented today with the change so noted to uses of credit cards. Motion seconded by Board Member Mark Gilbert, and passed unanimously.

f. Action Item: Approve updated Policy 110 – Employee Expense Reimbursement.

Business Manager Crosby said this was to move the Operations Manager position and Maintenance Manager positions to a higher cell phone reimbursement rate that covers data and texting. The Administrative Support Coordinator and the Operations Coordinator positions were added to the policy.

Board Member Jim Jaquet moved to approve Policy 110 – Employee Expense Reimbursement. Motion seconded by Board Member Joe Miczulski, and passed unanimously.

g. Action Item: Approve FY2013-FY2017 Capital Improvement Plan.

The Finance and Performance Committee decided the CIP didn't need to be changed at this time. Meanwhile, the Board should discuss the option to re-engine and re-transmission buses instead of buying new buses. Board Member Ribi asked if a cost-benefit analysis had been done on the Ketchum Fuel Station to prove the savings would make the investment worthwhile. Board Member Joe Miczulski suggested the discussion would be better on moving to a different type of fuel. The Board can add the CIP to the Strategic Plan discussion.

The Board deferred action on the FY2013-2017 Capital Improvement Plan.

h. Action Item: Approve contract to purchase one 35' Heavy Duty bus from Gillig.

Mountain Rides Maintenance and Facilities Manager Rod Domke said the bus price had increased due to 2010 EPA emissions requirements, but the price was within the budgeted estimate. Mountain Rides has limited options since it doesn't make a minimum bid and can't legally piggyback on others, and not all manufacturers are still making smaller buses. Idaho legislators are currently trying to change the piggyback law. Mountain Rides can have other federal money transferred to this purchase if another purchase comes in under budget.

Board Member Mark Gilbert moved to approve the contract to purchase one 35' heavy duty bus from Gillig, subject to legal review by Mountain Rides legal counsel, for the amount of \$389,876, and total purchase price under contract of not to exceed \$395,000, which would include potential options and change orders. Motion seconded by Board Member Jim Jaquet. In discussion, Board Member Nils Ribi encouraged staff to try to get the federal grant increased in order to save money on the local match. **Motion carried unanimously.**

i. Action Item: Approve release of bid for 2013 vehicle fuel.

Mountain Rides has budgeted \$367,334 for fuel, calculated at \$3.60/gallon for unleaded and \$4.08/gallon diesel. If fuel prices increase above this amount, Mountain Rides will tap its contingency fund. Staff requests permission to solicit bids in an attempt to find more fuel suppliers. Board Members suggested the bid request include methodology for determining the low bidder since Mountain Rides is obligated to award a contract to the responsible low bidder; include an amount of fuel in addition to the rate; and also open the bids to fleet car systems as well as card-lock systems. Crosby said the fleet car systems are typically a credit card "billing service" and use the prevailing rate at the time fuel is purchased. Board Members suggested staff check with its partners Sinclair Oil and the School District.

Board Member Mark Gilbert moved to approve the call for bids with changes to the call for bid documents in order to provide for a bid methodology to determine the low bidder, and allow flexibility in the bid process to facilitate more bids. Motion seconded by Board Member Nils Ribi, and passed unanimously.

5. Committee reports

- a. Planning and Marketing Committee report from Chair Steve Wolper
Approve November committee minutes**

Board Member Steve Wolper said the minutes accurately reflect the committee meeting.

- b. Finance and Performance Committee report from Chair Mark Gilbert
Approve November committee minutes**

Board Member Mark Gilbert said the minutes adequately reflected the committee meeting.

Board Member Jim Jaquet moved to approve the Planning and Marketing Committee minutes and the Finance and Performance Committee minutes, seconded by Board Member Nils Ribí. Motion carried unanimously, with Board Member Mark Gilbert abstaining from the Planning and Marketing Committee meeting minutes, and Board Member Nils Ribí abstaining from Finance and Performance Committee meeting minutes.

6. Staff reports

- a. Transit report from Operations and Maintenance with October 2012 ridership**

Board Member McBryant suggested there be reminders posted on the buses when it is time to purchase new passes. Executive Director Jason Miller said the drivers do allow a grace period. The YMCA stickers are also monthly. Drivers do a great job in dealing with riders who don't have their passes.

Valley Route ridership has returned to pre-Woodside construction, even though Valley buses through Woodside now charge 50¢ ride. The School District is now paying for some student service, and a bus has been added to handle the student load.

Parents acknowledge and appreciate the service provided to students in the morning and after school. This should be included in future marketing efforts. Mountain Rides has added an additional morning bus that will get high school kids to school at 9:00.

Operations Assistant Rod Kelly is working on RouteMatch software and getting depot signs up. The signs give scheduled time and estimated time of arrival. Kelly has also developed a method for riders at stops to text for a schedule or use QR codes to get schedule information.

Maintenance and Facilities Manager Domke said the Ketchum facility has been remodeling to make it a little more pleasant for customers and employees. The employees' break room has been remodeled, and now has a computer for employee use. Board members suggested the Employee Manual Computer Use Policy be posted.

Bus ski racks have been redesigned. Longer ski racks on the Sprinter buses allow for more skis. Snowboards must be brought into the buses.

- b. Bike-Ped report**

No report at this time.

- c. Business Manager report**

No report at this time.

- d. Executive Director report**

Semi-annual staff meetings have become a great way to get all employees involved in reviewing all areas of the organization. Drivers are briefed on customer service and ADA.

Vice-Chairman McBryant and Board Member Miczulski will attend the Bellevue Planning and Zoning meeting when the Mountain Rides South County facility is discussed.

7. Consent Calendar items

- a. Approve minutes – October 17, 2012 regular board meeting, October 4th special board meeting, September 12th special board meeting**
b. Receive and file October 2012 Financials
c. Receive and file October 2012 Bills Paid

Board Member Nils Ribí moved to approve the Consent Calendar for November 21, 2012, with one change to the October 17 minutes. Motion seconded by Board Member Mark Gilbert, and passed unanimously.

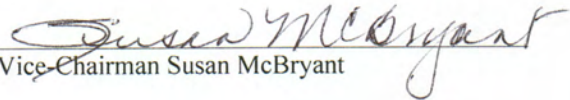
8. Executive Session pursuant to Idaho Statute 67-2345.1(f) (to discuss pending litigation)

Board Member Nils Ribí moved to go into Executive Session for purposes of pending litigation, pursuant to Idaho Code 67-2345 1(f) at 1:43 pm, seconded by Board Member Steve Wolper. Roll call: Board Members Nils

Ribi yes, Steve Wolper yes, Jim Jaquet yes, Susan McBryant yes, Mark Gilbert yes, Joe Miczulski yes, and Michael David yes. Motion passed unanimously.

9. ADJOURNMENT

With no other business to come before the Board, Jim Jaquet moved to adjourn the meeting at 1:46 p.m., seconded by Michael David. Motion passed unanimously.


Vice-Chairman Susan McBryant

- cc: Commissioner Angenie McCleary, Blaine County
- Virginia Egger, Interim Sun Valley City Administrator
- Gary Marks, Ketchum City Administrator
- Sandy Cady, Ketchum City Clerk
- Heather Dawson, Hailey City Administrator
- Mary Cone, Hailey City Clerk
- Dee Barton, Bellevue City Clerk
- Tess Cenarrusa, Carey City Clerk
- Randall Patterson, Carey Mayor