

Mountain RIDES

RECORDED

REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, December 19, 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: Chairman Peter Everett, Vice-Chairman Susan McBryant, Secretary Jim Jaquet, Board Members Michael David, Mark Gilbert, Joe Miczulski, and Steve Wolper.

ABSENT: Board Member Nils Ribi.

ALSO PRESENT: Mountain Rides Executive Director Jason Miller

Mountain Rides Business Manager/Treasurer Wendy Crosby

Mountain Rides Operations Manager Jim Finch

Mountain Rides Maintenance and Facilities Manager Rod Domke

Administrative Support Coordinator Kim MacPherson

1. CALL TO ORDER

Chairman Peter Everett called to order the meeting of Wednesday, December 19, 2012 at 12:17 p.m.

2. Comments from the Chair and Board Member Thoughts

Board members toasted retiring Mountain Rides Board Member Jim Jaquet.

Chairman Peter Everett said, in honor of Jaquet's advocacy of paid parking, that if you manage parking, you manage transportation. Metered on-street parking in Seattle is \$4 hour. A developer in Singapore's Financial District is building a high-rise parking condominium, with parking stalls selling for \$170,000.

Board Member Mark Gilbert thanked Jaquet for his assistance, help and direction.

Mountain Rides Executive Director Jason Miller thanked Jaquet for his advice and insight, particularly into the workings of city government.

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

Board Member Jim Jaquet responded to a public comment that he would continue doing the Story Tour. He said the Historical Society was considering doing a charter for the Story Tour.

4. Presentation: Results of annual financial audit of FY2012 by Joel Robins of Anderson Arritt Robins Waters.

CPA Joel Robins said Mountain Rides' financial statements were, in his opinion, fairly stated, and he gave Mountain Rides a clean audit report. Mountain Rides is classified as a small local government, and the audit is done under governmental standards.

Robins said he'd already reviewed the audit in detail with the Finance Committee, so he summarized it for the Board. The General Fund Balance is just over \$400,000. The Capital Reserve Funds are a little over \$140,000. The Workforce Housing Fund balance is \$27,000. The total Funds balance of \$600,000 is now on the lower end of a reasonable fund balance, and continues to grow. General Fund revenues exceeded expenditures for the year by \$64,000. The General Fund, Capital Fund and Workforce Housing Fund were all within budget.

Governmental Auditing Standards require a Supplementary Financial Report reporting on internal control over financial reporting and on compliance. Robins also gave Mountain Rides a clean report on internal controls, and reported no deficiencies.

Mountain Rides receives over \$500,000 in federal grant funds and is required to have a Single Audit. Robins audited major programs (5311 grant moneys, both regular and stimulus) for compliance with agreements and gave the Single Audit a clean report as well.

The Auditor's Communication to Management outlines accounting policies, estimates, disclosures in the financial statement, and auditor's relationship with management and staff during the audit. The Auditor's Management Letter

only has one suggestion to the Board: The Capital Reserve Fund should either be zero or a positive amount at the end of the budget year, not a negative fund balance.

Executive Director Miller said some smaller agencies opt not to conform with the format of a Management Discussion and Analysis, but committee thinks Mountain Rides is big enough to do this going forward. The MDA will require staff time, and a different timeline.

Robins commended Mountain Rides for its overall attitude of internal control and compliance.

5. Action items and discussion items

a. Action Item: Approve the receipt and filing of the FY2012 Audited Financial Statements.

Board Member Mark Gilbert moved to approve the receipt and filing of the FY2012 Audited Financial Statements, seconded by Board Member Jim Jaquet. Motion passed unanimously.

b. Action Item: Approve committee and board meeting schedule for 2013.

The Board discussed an alternative Board meeting time. An evening time 4:00 to 6:00 p.m. would be better for Board Member Michael David.

Board Member Mark Gilbert moved to approve a calendar year 2013 Board meeting schedule of 4:00 p.m. on the third Wednesday of the month; and committee meetings from 1:00 to about 5:00 on the first Wednesday of each month, seconded by Board Member Steve Wolper. Motion passed unanimously.

c. Action Item: Approve submittal of IRS Form 5500 for annual retirement plan reporting.

Mountain Rides Business Manager Wendy Crosby said this is the annual tax form for performance and contribution to the retirement plan. The earnings this year exceeded all prior years over the 12-year period. Despite the lower contribution, the management company, American Funds, turned in a very good return. This can be partially attributed to lower expenses and the overall market performance, but a very good return nonetheless. Employees are happy with the change from Symetra.

Board Member Jim Jaquet moved to approve submittal of IRS Form 5500 for annual retirement plan reporting, seconded by Board Member Mark Gilbert. Motion carried unanimously.

The following three items were added to the Agenda as a result of the Strategic Workshop Retreat yesterday:

d. Action Item: Election of Mountain Rides Board Officers—Chairperson, Vice-Chairperson and Secretary—for calendar years 2013-2014.

Board Member Jaquet nominated the following: Susan McBryant Chairperson, Mark Gilbert Vice-Chairperson, and Steve Wolper Secretary. Board Member Joe Miczulski seconded the nomination. Chairman Peter Everett asked for other nominations; there were none. Nomination unanimously approved.

Committee memberships will remain as is for now.

e. Approval of FY2013-17 Capital Improvement Plan

Board Member Mark Gilbert moved to approve the FY2013-17 Capital Improvement Plan, subject to change. Motion seconded by Board Member Jim Jaquet, and passed unanimously.

f. Approval of 2013 Marketing and Communications Plan

Vice-Chairman Susan McBryant moved to adopt the 2013 Marketing and Communications Plan, seconded by Board Member Joe Miczulski. Motion passed unanimously.

g. Discussion Item: South Valley Transportation Center update.

Executive Director Miller said the application of the seller of the Bellevue lot proposed for Mountain Rides South Valley facility was unanimously denied by Bellevue P&Z. Mountain Rides was told the facility does not fit in Bellevue's LL, or within Bellevue's Comprehensive Plan, and wasn't appropriate for Highway 75 frontage in Bellevue. Bellevue did not want to take commercial property off the tax roll. The seller of the property will withdraw and revise their application. Mountain Rides Business Manager Wendy Crosby said an appeal before the Bellevue City Council is not an option.

The City of Hailey has contacted Mountain Rides to discuss the potential of a south valley facility in Hailey.

Mountain Rides' budget anticipated having the facility in place and not paying rent on the current building. If this facility had been approved, the forgone property taxes would have been deemed an in-kind contribution to MRTA operations from Bellevue. As a result of the decline, staff and the Finance Committee will discuss alternative options for Bellevue's contribution for the current fiscal year relative to service levels in Bellevue.

Board Member Gilbert said a Bellevue facility would have anchored Mountain Rides service and served the entire community in a way that is now not possible. He is pleased that Hailey is positive in its support for a transportation facility, and is ready to make what service adjustments are necessary.

Board Member Steve Wolper concurred. Bellevue's decision demonstrated a lack of appreciation for the value of the service that Mountain Rides has provided since its inception, during which Bellevue has contributed approximately \$6,000 for over \$400,000 in local service provided by Mountain Rides to Bellevue. All federal grants require a local match, which has been provided for Bellevue by Blaine County and its other cities. Locating the facility in Bellevue would have saved Mountain Rides operationally about \$60,000 annually, which could have been used to improve service to Bellevue and the rest of the community.

Board Member Jaquet said Blaine County started and funded the Valley Route service, originally called the Peak Bus. Blaine County will maintain some level of service to the Bellevue area, which will be paid for by local property tax.

Executive Director Jason Miller said south facility grant funding has been in place for a number of years, and could be lost if the project doesn't move forward soon. The Board suggested the City of Hailey and Mountain Rides send a letter in support of the Hailey project to the federal grant administrator.

PUBLIC COMMENT: NONE

Board Member Steve Wolper left the meeting at this time.

h. Discussion Item: RouteMatch technology project.

RouteMatch is still not working efficiently. The State is funding the RouteMatch project and equipment, but Mountain Rides management has spent a lot of time trying to get RouteMatch to work with no compensation. Staff will research the implications of withdrawing from the statewide RouteMatch program.

i. Discussion Item: Review LSC Transportation Consultants analysis of transportation hub locations.

At recent Ketchum open houses, the Ketchum transportation hub has been narrowed down to two potential locations with a couple possible configurations. Staff submitted LSC's four plans to the Board. Funding of the hub location is still uncertain, depending on the location and who owns the property.

Chairman Peter Everett said his preference for the transit hub would be by the Visitors Center and in the heart of Ketchum's retail center. LSC said closing off both ends of East Avenue encouraged pedestrian movement, which is in line with Ketchum's Comprehensive Plan.

PUBLIC COMMENT:

- George Kirk said there had been past suggestions to integrate one or two levels of underground parking at Sun Valley Road and East Avenue, from First Street to Fifth Street. This would put a park-and-ride right at the transportation hub, and also put parking in the center of Ketchum's retail core. Kirk suggested Mountain Rides collaborate with Ketchum, the Ketchum URA and Ketchum businesses to improve parking and make East Avenue a walking area from First Street to Fifth Street.

Board Member Jaquet encouraged considering paid parking in an underground structure. The Board agreed that improving walkability and parking in Ketchum would be commendable, but underground parking is very expensive. Hub project funding is not jeopardized by the delay of researching underground parking research as long as there is progress on the hub in the next year. Executive Director Miller said a master plan of Washington Avenue is being similarly discussed. The Board suggested Mountain Rides send a letter to the URA to see if they are interested in underground parking.

j. Discussion Item: Follow-up items from Strategic Business Planning Workshop.

The Board thanked Vanessa Fry for facilitating the Workshop. Chairman Everett said future long-term planning would be by setting priorities and then accomplishing them as funds are available. Vice-Chairman Susan McBryant said she was pleased with the more specific timelines and specific courses of action that came out of the workshop.

6. Committee reports

a. Planning and Marketing Committee report

Approve December committee minutes.

Board Member Jim Jaquet moved to approve the minutes of the Planning and Marketing Committee, seconded by Vice-Chairman Susan McBryant. Motion passed with five in favor and Board Member Mark Gilbert abstained since he was not at the committee meeting.

b. Finance and Performance Committee report from Chair Jim Jaquet

Approve December committee minutes.

Board Member Jim Jaquet moved to approve the minutes of the Finance and Performance Committee, seconded by Vice-Chairman Susan McBryant. Motion passed with five in favor and Board Member Mark Gilbert abstained since he was not at the committee meeting.

7. Staff reports

a. Transit report from Operations and Maintenance with November 2012 ridership

Operations Manager Jim Finch reported that snow had arrived and ridership was picking up. November was a little slow, but Thanksgiving was good. The bi-annual all-staff meeting was well-attended and fun, with trainers presenting little scenarios to engage everyone. The three main trainers mentor their drivers and work together to get information out and take care of trouble spots.

Mountain Rides Maintenance and Facilities Manager Rod Domke said the mentorship had helped drivers learn to drive the vehicles properly, which was helping with maintenance as well. The ICs are not causing as many problems. The new redesigned ski racks are working better. The new bus washer is fast and works great.

b. Bike-Ped report

No report at this time.

c. Business Manager report

No report at this time.

d. Executive Director report

Executive Director Jason Miller is looking forward to the start of the winter season.

8. Consent Calendar items

a. Approve minutes – November regular board meeting.

b. Receive and file November 2012 Financials.

c. Receive and file November 2012 Bills Paid.

Board Member Jim Jaquet moved to approve the Consent Calendar for December 19, 2012. Motion seconded by Board Member Mark Gilbert, and passed unanimously.


9. Any Other Business

Board Member Joe Miczulski, Bellevue's appointed Mountain Rides Board member and an everyday Mountain Rides rider, thanked Mountain Rides Joint Powers Agreement partners for their contributions that would allow the bus to continue at least minimal service in the City of Bellevue.

Board Members strongly agreed that service to Bellevue had to continue.

10. Adjournment

With no other business to come before the Board, Board Member Mark Gilbert moved to adjourn the meeting at 1:50 p.m., seconded by Board Member Jim Jaquet. Motion passed unanimously.



Chairman Peter Everett

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