



We transport people. START safely provides the **greater** Jackson Hole community with convenient transportation that is affordable, service-oriented and environmentally friendly, improving the **quality-of-life** in the region.

April 18, 2019 Board Meeting

11:30-1:30, Town Council Chambers

Desired outcomes for our work:

- Decisions and activities that move the system toward a hub & spoke structure (e.g.: supporting the creation of intercept lots, changes/upgrades to Stilson)
- Initiating dedicated funding sources
- Coordinated messaging that increases understanding and appreciation of the transit system
- Optimizing routes and equipment use
- Expanding routes

Outcomes for today's meeting:

- Update on current RFP's
- Update on budget amendment request for Teton Village Rd summer expansion
- Fare structure and revenue decision

Content	Processes	Notes/Minutes	Time
Opening Seadar	Call to Order and Roll Call Introduce: Jeff Deal - Operations Mgr Courtney Schwartz - Admin Asst Approval of Minutes: January 10, 2019 February 14, 2019	Board: Seadar Davis, Cathy Kehr, Jim Hunt, Wes Gardner Absent: Susan Mick, Herb Brooks Liaisons: Greg Epstein, Doug Self, Larry Staff: Darren Brugmann, Courtney Schwartz Guests: Jeff Deal, Cody Seadar welcomed new staff Jeff Deal and Courtney Schwartz Action Item: Cathy made a motion to approve the January 10, 2019 and February 14, 2019 meeting minutes. Jim seconded the motion, and the motion passed unanimously.	11:30- 11:35
Microtransit RFP Wes/Darren	Update on Microtransit Proposals and Evaluation Committee Meetings ACTION: 4 Service Options for Consideration Link to Wes' written summary Best Practices - Microtransit Microtransit Evaluation Options Town Shuttle Ridership	Wes discussed the pros/cons on microtransit, potential ideas for Town Shuttle route that could support microtransit. Darren presented the questions from the evaluation committee to the board about microtransit. Why is the Board considering microtransit beyond offering convenience for tourists, and is it compatible with our residents and quality of life. Seadar reminded everyone that as a whole the goal is to be as least impactful on the environment as possible, and that microtransit would essentially encourage more people to utilize START. Darren then continued to list the Microtransit Evaluation Options. Wes shared that microtransit vehicles would ideally be centered around bus stops, and this would make stops "mini transit centers". Greg asked who microtransit would serve. Wes identified 4 user groups: residents, workers, tourists, students. While also mentioning that it would be focused as a service focused on residents that tourists can utilize. Cathy noted that there was more ridership growth in the Town Shuttle than to Teton Village in the last 5 years, and she suggested on focusing where the growth is occurring and why. Reiterating	11:35- 11:50

		<p>mindfulness of who we serve. Seader sees this service benefiting locals the most.</p> <p>After discussing the options the Board settled on keeping option 2 and 3. Please see attached document for these options.</p> <p>Jim mentioned that there has to be some level of cost affiliated with this service.</p> <p>No action item was made.</p>	
<p>Route Plan RFP Cathy/Darren</p>	<p>Update on Route Plan Proposals and Evaluation Committee Meetings ACTION: Consultant Firm Recommendation to be taken to JIM</p>	<p>Darren said The Route Plan was issued. 3 respondents. The Committee assembled and ruled out 1, leaving the 2 remaining firms to be interviewed to focus on their previous experience with seasonal vs. resort town consulting experience.</p> <p>LSC had more resort town consulting experience while KFH had more generalized experience. Darren further discussed what Park City had to say about their experience with these firms and they recommended LSC.</p> <p>Action Item: Jim made a motion to approve the LSC recommendation, and the motion carried unanimously.</p>	<p>11:50-12:00</p>
<p>Teton Village Rd Summer Expansion Darren Greg</p>	<p>Update on the Board request for inclusion of this topic to April 8 JIM Meeting and response to March 14 board request (link includes original board letter & county letter to town)</p>	<p>Seader said the outcome of the April 8th meeting was that the Town did accept the County's recommendation that the Town fund this expansion.</p> <p>Darren pointed out that this would be funded only until the end of FY 2019. The budget deadlines were then discussed as well as the risk of this not continuing to be funded by the County moving into FY 2020 meaning the increased service could potentially only be offered for 5 weeks.</p> <p>Darren mentioned if increasing service would actually alter the amount of traffic/transportation ways of the public in this section. Seader reminded Darren that the initial request for this was for an additional commuter line. Darren responded that what makes this commuter request line difficult is driver scheduling, and it is in the budget request and up to the Electeds to decide to fund this or not to fund it.</p> <p>Jim asked for the ridership statistics on the service to Teton Village last summer to which Darren responded it being low in comparison to winter on the ridership report.</p> <p>Cathy pointed out ridership is greater to Teton Village in the summer than spring, and that there are more people staying in Teton Village during the summer.</p> <p>Darren brought up that this initially started to encourage people to utilize Stilson. Seader said it's up to START to get the word out to make this successful.</p> <p>Wes asked if operationally Darren would take a different path if this was funded for the entire summer or only 5 weeks. Darren confirmed that START is mobilizing to offer this service to the public. Should the funding for this service stop after 5 weeks due to funding, Darren said it would still have to run for those 5 weeks and START would need to make adjustments having to cancel this</p>	<p>12:00-12:20</p>

		service should it not be funded for FY 2020. No action item was made.	
WYDOT/FTA Grant Authorization Resolutions Darren	Update from staff for FY20 Grant Submission(s) ACTION: Authorize START Director to submit Federal Grant Applications	Darren mentioned that each year more Federal funds are requested than are actually received, and that amount typically runs out 9-10 months into the year. Currently receiving \$2 million from the Federal Government, but Darren does not foresee receiving more than that. Action Item: Jim made a motion to authorize START Director to submit Federal Grant Applications, and the motion passed unanimously.	12:20-12:25
Bus Shelter - IFQ Award Recommendation Darren	IFQ Award for Bus Shelter Grant ACTION: Recommend Award IFQ Vendor	Darren said that 3 of these shelters could be provided, and possibly a 4th. There are problems with one of the locations for a Bus Shelter at High School Rd and Corner Creek Drive due to size and usage. Action Item: Cathy made a motion to authorize the award for the Bus Shelter Grant. Jim seconded the motion, and the motion passed unanimously.	12:25-12:30
Town Parking Town Staff/Darren	Jackson Parking Management Plan update <ul style="list-style-type: none"> START implications 	Darren provided an update that the final Jackson Parking Management Plan will come out in the next week or two. This is being handled as a tiered project, and while nothing involves START at this time, should something along the lines of paid parking in town come up then they would bring us in. Paying attention as this plan continues to unfold incase a situation along the lines of future Park & Ride locations was suggested by Darren as well. Wes added that a focus for an efficient and effective transit system for employees is of importance as that does not currently exist for most of them. Jim suggested identifying certain parking lots for this. Wes continued to list issues that occur with this, and said the solution is with START and the ability to pick up employees. Microtransit was then mentioned by Darren as potentially being part of that solution. Creating a subcommittee for this was brought up by Cathy and Seader, and the Board agreed to continue discuss this topic at the meeting next month. .	12:30-12:40
Follow-Up Previous board requests	Changes to fares: <ul style="list-style-type: none"> What percentage of revenue is our target? How do we get there? Fare Analysis every 2 years? 	Darren said out costs are increasing, and we haven't adjusted fares in a number of years. We need to start addressing each mode of service... as a service. The commuter lines are well established and working as best they can at almost 50%. The Village and Stilson runs are the only other service that generates revenue. It brings a question if fares should be charged across the board or not. Park City not charging fares to encourage ridership was used as an example. Darren asked what a Fare Analysis would entail and Seader responded that it would include a certain break down of services. Jim said it is a matter of public policy philosophy that should be dictated by the Electeds. No action item was made.	12:40-12:50

<p>New Business Items for future agendas</p>	<p>Jackson Hole Working Pre-WYDOT meeting with interested stakeholders</p> <ul style="list-style-type: none"> • Tuesday, April 23, 5-6pm • Wilson Community Schoolhouse • Transit Scope of Work <p>WYDOT Hwy 22/390 project committee meeting (open to the public)</p> <ul style="list-style-type: none"> • Wednesday, April 24, 8-5pm <p>START joint board budget hearing:</p> <ul style="list-style-type: none"> • April 25, 9:30-10:30 • County Chambers <p>New Board Member Applicants/Interviews</p>	<p>Seader reported that WYDOT asked for 1 or 2 START Board members or staff to be part of this conversation on Tuesday, April 23rd.</p> <p>Darren said that he will be attending, requested that Jeff Deal be present and predicts that it will be a round table discussion. Wes said that he will be attending as well.</p> <p>Darren mentioned he is concerned of them fighting anything containing HOV lanes. HOV does not exist anywhere in WY, and that's why consultants are being brought in.</p> <p>Cathy asked if this would impact the cost of the bridge in anyway. Darren responded that this is why it's important to talk about HOV now in case this would alter any plans with the bridge.</p> <p>Seader said she will be present at the joint board budget hearing on April 25th.</p> <p>Darren said a New Board Member is scheduled to be interviewed, and that the information is online.</p> <p>Cathy, Jim and Seader then discussed a potential candidate named "Jared".</p>	<p>12:50-12:55</p>
<p>Public Comment</p>	<p>Limit remarks to 5 minutes</p>	<p>No public comment.</p>	<p>12:55-1:00</p>
<p>Matters from Board</p>	<ul style="list-style-type: none"> • County Liaison: Greg Epstein • Town Liaison: Pete Muldoon • Teton Valley Liaison: Doug Self • Matters from the Board 	<p>No matters from the Board.</p> <p>Larry was present in Pete's absence. Wes said he spoke with Pete and assured the Board not to feel like he is neglecting START.</p> <p>Cathy would like to address dysfunction with our current paradigm to the RTA (words by Wes) at the next meeting. Darren expressed trying to find a transportation planner for this area has been challenging.</p>	<p>1:00-1:10</p>
<p>Matters from Staff</p>	<p>Ridership Report: March & Winter 18/19</p>	<p>Adjustments to some of the numbers in the press release are higher than what was initially reported according to Darren.</p> <p>Cathy mentioned that we should celebrate this ridership report.</p>	<p>1:10-1:20</p>
<p>Executive Session</p>	<p>If needed (only matters related to real estate, personnel or litigation)</p>	<p>Not needed</p>	
<p>Adjournment</p>	<p>Next Board Meeting</p> <ul style="list-style-type: none"> • May 9, 2019 • Town Council Chambers <p>Board Workshop: John Heymann – Roles, Responsibilities, Communication, and Effective Strategic Process</p> <ul style="list-style-type: none"> • Thursday, June 20 • Place? 	<ul style="list-style-type: none"> • Review Wyoming formal meeting laws with Audrey Cohen-Davis 	<p>1:20</p>

Courtney Schwartz, Administrative Assistant (Minutes Editor)

Date

The undersigned duly qualified and acting chairman of the Southern Teton Area Rapid Transit Board certifies that the foregoing is a true and correct copy of the minutes approved at a legally convened meeting of the Southern Teton Area Rapid Transit Board.

Seadar Davis, Vice Chairwoman