

**Squaw Alpine Transit Company
Board of Directors Quarterly Meeting Minutes - DRAFT
August 12, 2020**

Given the Governor's order regarding Brown Act revisions due to Covid-19,
this meeting was conducted electronically.

1. Call to Order

Chair Keith Fountain called today's meeting to order at 9:04 AM. A quorum was established.

Roll Call and Establishment of Quorum

Board members in attendance

Keith Fountain
Casey Blann
Peter Grant
Evan Benjaminson
David Stepner
Drew Conly
Kyle Crezee

Board members not in attendance

Bob Tetrault

Others attending

Joy Doyle
Travis Gleason, Downtowner
Stephen Murray, Downtowner
Ron Cohen
Erin Casey
Judy Friedman

2. Changes to Agenda / Adopt Agenda

Item 6 c.i. was removed from today's agenda.

It was moved by Fountain and seconded by Stepner to adopt today's agenda as amended. Motion carried unanimously.

3. Approve May 15, 2020 Meeting Minutes

Fountain asked that the motion on Item 10B include "...and execute..."

It was moved by Fountain and seconded by Crezee to approve the minutes of the May 15, 2020 meeting as corrected. Motion carried unanimously.

4. Public Comment

Murray thanked the Board for the opportunity of working with them. As a result of the good results, he is considering additional opportunities both in Squaw and other areas of the region.

Fountain noted the Mountaineer is being used as an example of how micro-transit can help solve regional transportation issues.

5. Board Member Comments

There were no comments.

6. Chairman's Report

a. COVID-19 assessment impacts and 2020-21 operational adjustments

Fountain reported a plan was developed that would reduce revenue expectations and expenditures given COVID impacts. He is working with Downtowner to maximize the funds available. Fountain anticipates there will be approximately \$325,000 available for the next fiscal year contract.

b. Downtowner 2020-21 contracts structural changes, status update, and request for input

Fountain reviewed the proposed changes in the new Downtowner contract. He thanked Doyle and Gleason for helping navigate the process.

Both zones will operate but with a minimally impacted operating schedule. There are two components to the contract. The first is the base agreement, previously known as the Core Agreement, which addresses terms of indemnification and legal aspects. Legal counsel and Civitas are consulting on that component. The second part is the Client Agreement, previously Core Service, which includes deliverables and costs. The Mountaineer Client agreement calls for six vehicles, but that can be changed if needed. There continues to be great flexibility in the Mountaineer Client agreement if there are demand changes. Fountain hopes to have the draft agreements completed soon.

Discussion followed as details and components of the agreement were clarified, including measures being taken for social distancing and sanitizing vehicles. Doyle noted Gleason provided a Health and Safety Plan, which was reviewed by the Operations Committee and found to be appropriate. The Plan will be continually reviewed and revised if necessary.

Fountain described the assumptions made as the budget was being compiled. He suggested the contract can be signed and a commitment made to allocate up to \$324,000 now, assuming there will be six vehicles be used. Everything can be ramped up or down as demand warrants. There was consensus to agree.

c. 2020-21 Partner Status updates

Conly reported the Resort at Squaw Creek has been considering how best financially and operationally to work with Mountaineer. All transportation at the Resort was discontinued about a month ago and should be reinstated at the end of November. A hybrid system will be utilized. The Resort will operate its 45-passenger bus on Saturdays, but Mountaineer will provide all other transit needs.

A client agreement for Olympic Village Inn is in the works, which will include a variable cost for some line items. Grant reported a new General Manager is being hired, but the Regional Manager and Board President will review the contract and he will provide contact information to Doyle.

i. Motion for Chairman to execute 2020-21 Downtowner Base and Client Agreements

This item was removed from the agenda.

d. Upcoming meetings including Annual Meeting on September 30, 9:00-10:00am via Zoom

Fountain suggested convening the annual meeting on September 30, 2020 to confirm Board seats, elect Board officers, and approve the budget. He recommended setting aside some time for a vision statement discussion and asked that in preparation for it, everyone review the information already sent out. Fountain hopes to come out of the meeting with a formal vision statement.

e. 2020-21 Board seats/terms update

The elected seats held by Drew Conly, Peter Grant, and David Stepner expire. Each incumbent has agreed to serve another term. The designated seats held by Casey Blann (SVSH), Kyle Crezee (SVSH) and formerly held by Jennifer Merchant (Placer County) are to be determined by August 30, which is 30 days prior to Annual Meeting. A brief discussion followed regarding the process to seat Board members.

7. Treasurer's Report

a. Q3 Financial Reports including Delinquency Report

Benjaminson presented the Q3 financial reports. Currently, there is approximately \$3,700 in delinquencies, mainly due from two accounts. Placer County is attempting to collect. Payments may be late since the County deferred TOT payments.

i. Motion that Board has reviewed Q3 financial reports

It was moved by Benjaminson and seconded by Fountain to confirm the Q3 financial reports have been reviewed by the Board. Motion carried unanimously.

b. Fiscal Year Projections [Rev Exp Summary] Review & Discussion

Benjaminson is waiting to hear the June assessment numbers from Placer County. He is being conservative anticipating revenues, but assuming it will be less than projected. He thanked Downtowner for helping shut down quickly in March and substantially cutting costs. The new fiscal year should start with approximately \$132,000.

Grant reported his properties are seeing an almost 30% increase in Average Daily Rate (ADR). Benjaminson reported Granite Peak Management is not seeing the same increases given the cost of additional sanitation and staggered occupancy. The ADR is good, but occupancy levels are down. Because of unknowns caused by COVID-19, the forecast is conservative.

Doyle and Stepner will work with Benjaminson in the coming months to learn how to manage and eventually take over the fiscal year projections.

c. Preliminary 2020-21 Budget Presentation & Discussion

Benjaminson presented a draft budget and discussed some of the assumptions made as it was being prepared. Revenues have been reduced by about 45% from last year's budget. Vendor contracts are included, but partner agreements are not. Evan asked for questions or comments and none were provided. The Board will be asked to adopt this budget at the September 30, 2020 annual meeting.

8. Adjourn

There being no further business to come before the Board, the meeting adjourned at 10:11 AM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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