



# Mountain Rides Transportation Authority Regular Board Meeting Agenda

12:00 noon, Wednesday, December 18, 2013

Place: Ketchum City Hall Council Chambers, 480 East Ave. N, Ketchum, ID 83340

**Board Members:** Chair Susan McBryant (Hailey), Vice-chair Mark Gilbert (Sun Valley), Secretary Steve Wolper (at-large), Peter Everett (Ketchum), Michael David (Ketchum), Nils Ribi (Sun Valley), Joe Miczulski (Bellevue), Dave Patrie (Blaine County)

1. 12:00pm: Call meeting to order

2. Presentation: Recognition of Mayor Randy Hall for his years of support of public transportation

3. Presentation: Audit results from Joel Robins from CPA firm Anderson Arritt Robins and Waters

4. Comments from the Chair and Board Member thoughts

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

6. Action items and discussion items

a. Action item: (p.2) Receive and File FY2013 Audited Financial Statements

b. Action item: (p.3-6) Adopt 2014 Marketing and Communications Plan

c. Action item: (p.7-12) Approve final acceptance of RouteMatch technology project

d. Discussion item:(p.13-17) Finalize annual strategic planning workshop agenda and time/place

7. Committee Reports (p.18-19)

a. Planning and Marketing Committee report from Chair Steve Wolper

i. Committee members approve minutes for December

b. Finance and Performance Committee report from Mark Gilbert

i. Committee members approve minutes for December

8. Staff reports

a. Dashboard performance reports for October 2013 (p.20-22)

b. Operations report (p.23)

c. Maintenance report (p.24)

d. Marketing and Outreach report (p.25)

e. Business Manager report (p.26)

f. Executive Director report (p.27)

9. Consent Calendar items

a. Approve minutes(p.28-36) Oct 30, Nov 6, Nov 14 and Dec 4 special meetings, November regular meeting

b. Receive & File financials (p.37-42) October 2013

10. Executive Session  
Pursuant to Idaho Statute 67-2345(1)(f)(to discuss pending litigation), (1)(a)(to discuss personnel)

11. Adjournment

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

# Mountain Rides Agenda Item Summary

Date:

12/18/2013

From:

Wendy Crosby

Subject:

6a. Receive and File FY2013 Financial Statements

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Previously  
discussed at board  
level:

☐ yes

☒ no

Proposed Action:

Approve

Fiscal Impact:

FY2013

Related Policy or  
Procedural Impact:

N/A

Background:

Anderson Arritt Robins Waters, CPAs completed their review of Mountain Rides and the full audited financial statements for the fiscal year ended September 30, 2013 (FY2013) have been provided as a separate, stand-alone document. These statements need to be received and filed so that Mountain Rides may provide these to our funding partners and granting agencies.

# Mountain Rides Agenda Item Summary

Date: 12/18/2013

From: Kim MacPherson

Subject: 6b. Adopt 2014 Marketing and Communications Plan

Committee Review: ☒ yes ☐ no Committee Purview: Planning & Marketing

Previously discussed at board level: ☒ yes ☐ no

Proposed Action: Approve

Fiscal Impact: Marketing and outreach expenses included in the Operating Fund budget

Related Policy or Procedural Impact: n/a

Background:

Every year, we adopt a plan for how we will further engage with our customers, our partners and the general public. This year's plan is more targeted and focuses on three key objectives:

1. Provide 100% customer satisfaction
2. Grow ridership
3. Increase awareness

These three goals are achieved through a series of tactics outlined in the plan. As you will see, the plan doesn't have much funding behind it and relies heavily on grass roots and low cost techniques in order to succeed.



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## **2014 Mountain Rides Transportation Authority Marketing & Communications Plan**

*For Board Adoption 12/18/13*

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Mountain Rides Transportation Authority provides public transportation for all that visit, work, or live in the Sun Valley area and is a partnership of communities of Bellevue, Blaine County, Hailey, Ketchum, and Sun Valley. Mountain Rides provides fixed route bus, demand response, bike, carpool, pedestrian, vanpool, and transportation planning services.

### **PURPOSE**

The purpose of this 2014 Marketing & Communications Plan is to provide the roadmap for marketing, communications, public relations and outreach for the coming year. We will create and leverage partnerships with businesses, non-profits and events, use direct engagement and outreach to influence while leveraging low cost technologies such as community PR and social media

**This 2014 plan will focus on the following high-level goals:**

- Providing 100% Customer Satisfaction with Mountain Rides services
- Increase ridership on bus fixed routes and vanpool services
- Increase public and private awareness & support

The tactics to achieve these goals are laid out on pages 2 and 3 and provide for specific outputs that fulfil the goals. In addition to these targeted tactics, Mountain Rides will continue to seek new riders, new partnerships and new sources of revenue by maintaining our base level of marketing actions which include:

- Quick reference route map guides to hotels at every schedule change
- Schedules delivered to the community twice a year
- Table tents in the local hotels with bus map
- Route map guides to condo/rental associations with their rental properties on their specific map
- Continue to emphasize the importance of customer service with all employees
- Address customer requests for additional service or service changes as part of our biannual service updates

### **POSITIONING & KEY MESSAGING**

We should build on MRTA's successes and assets that resonate with the community. The messaging that works the best and is strongest for us includes:

- **Using Mountain Rides is convenient/simple/reliable**
- **Mountain Ride is a community asset with broad benefits, regardless of whether or not you are a regular rider**
- **Mountain Rides is a good investment for the community and our economy**
- **Mountain Rides is easy, healthy and green**
- **Public transportation is essential for mountain resort communities**

## **MARKETING AND COMMUNICATIONS TACTICS BY GOAL**

### **Goal 1 – 100% Customer Service**

<b>START</b>	<b>TACTIC</b>	<b>FINISH</b>	<b>OUTPUT</b>
Feb/March July/August	<b>Carry out semi-annual customer service survey to benchmark our efforts and establish long-term trends in customer service</b>	On-going	Customer service indicators continue to increase towards 100% satisfaction
June and November	<b>Improve and innovate customer information sources (printed schedule, signage) that make our system easier to understand and more accessible, especially for new riders</b>	more stop signage Dec	Cleaner, easier to use customer info sources
Monthly  April	<b>Keep website up-to-date; Use social media (Facebook) to communicate; Hotel directory with Discovery maps</b>	On-going  June	Website-1 click and one can access everything on website  For the year
June November	<b>Collaborate with Sun Valley Co. guest services and bell services with training on route information to improve partnership</b>	July/Dec	Training session complete ahead of winter peak season; MR feature/logo on SV website; guests to receive pocket guide/schedule upon arrival

### **Goal 2 – Increase and maintain existing ridership**

<b>START</b>	<b>TACTIC</b>	<b>FINISH</b>	<b>OUTPUT</b>
January	<b>Partner with additional rider advocate groups and existing groups to build increased use through rider appreciation events during the year to thank existing riders Increase partnerships with non-profit and business community for Valley Route access (identify 4)</b>	November	Have a new rider group established (similar to Red Route bus buddies) Valley Route Buddies? 1 rider appreciation event complete Create 1 new partnership for bus pass deals on Valley Route
On-going	<b>Develop program to have hotels and property managers let guests know about bus service</b>	On-going	A bus schedule in the hands of every guest who arrives in the Sun Valley area; table tents in hotel rooms; MR route map with their specific properties on it
March	<b>Develop additional vanpool service for Blaine County (or investigate opportunities outside of Blaine) (identify 4)</b>	August	Create 1 additional vanpool route
January	<b>Commuter campaign: Posters designed and made for buses. Ask riders “What is your story” and have them tell us by email or Facebook</b>	On-going	Add to our website; a way for customers to keep in touch with MR; at least 1 new story every other month.
April	<b>Target off-peak ridership opportunities to grow town and commuter customer base</b>	October	10% growth of midday ridership through

**Goal 3 – Increase community awareness of Mountain Rides to affect support & funding of services**

START	TACTIC	FINISH	OUTPUT
January	<b>Present to funding partners on a regular basis the importance of public transportation, national trends, best practices, and service updates</b>	October	At least 1 presentation per partner between January and October
February	<b>Develop presentation for business community and non-profit community to highlight importance of public transportation, economic impacts and community benefits</b>	On-going	Presentations complete by October
January	<b>Develop year round promotional events for awareness – instead of Smart Moves have focus weeks throughout the year to highlight different services, partners and programs</b>	September	1 new winter event and 1 new late summer event
May	<b>Continue being a part of community events</b>	On-going	Bike events in May; outreach events similar to YMCA event in June, St. Luke's Health fair in Sept

**RESOURCES and BUDGET**

This plan is designed to be carried out with our existing resources. It is estimated that this plan will require the following time commitments from staff:

- Executive Director: 2-4 hours per week
- Admin Coordinator: 15-20 hours per week
- Business Manager: Periodic as needed, less than 60 hours total for coming year
- Customer Service Staff Training: At least semiannually to focus in on importance of customer service with all staff

FY14 Budget for the activities in this plan will be within the current budget for marketing, outreach and advertising activities which amounts to:

Website:	\$2,500.00
Print ads:	\$3,150.00
Radio ads:	\$1,500.00
Promo Items:	\$1,500.00
Events:	\$2,500.00
Printing (incl. schedules/passes):	\$10,000.00
<b>TOTAL:</b>	<b>\$21,150.00</b>

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="12/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="6c. Approve acceptance of Route Match computer aided dispatch, automatic vehicle location, fixed route software and electronic customer info signs."/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning &amp; Marketing"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="Included in FY2014 budget under IT and technology costs"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="N/A"/>		
<u>Background:</u>	<div><p>The RouteMatch project is finally ready for acceptance. Over the past few months, the RouteMatch team, under Fred Kitchener's oversight, has completed the work on a final punch list that Mountain Rides had given them. RouteMatch has completed the punch list items, and we have had acceptable operations for several weeks now. The transition to ToughPad tablets has been successful and we have updated our data to reflect our newest schedule.</p><p>Attached you will find the acceptance letter and completed punch list items.</p></div>		

## RouteMatch Implementation Methodology (RIM)

### Idaho Transportation Department / RouteMatch System Acceptance Sign-off

## RouteMatch Professional Services

#### *Mountain Rides Transit Authority (MRTA)*

*Jason Miller*

*PO Box 3091*

*800 1st Avenue N.*

*Ketchum, ID 83340*

*208-788-7433*

*jason@mountainrides.org*

#### RouteMatch Software

Thom Sokol

1201 W Peachtree St

Suite 3300

Atlanta, GA 30309

(404) 973.2891

thom.sokol@routematch.com

**Date Submitted: 12/09/2013**





# System Acceptance Signoff

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The RouteMatch RIM System Acceptance Sign-off is a component of the RouteMatch Implementation Methodology. Sign-off on System Acceptance is your acknowledgement that all components have been delivered and are functioning in the production environment.

This document indicates acknowledgement that the RouteMatch Fixed Route and Tablet deployment is free of significant issues that prevent MRTA from moving into RouteMatch support.

Transition to RouteMatch Client Services Support Team is scheduled for: 12/13/2013

## **Deliverables**

- End to End Project Support
- RouteMatch ASP (Hosted) Software installation, setup and configuration
- RouteMatch – Fixed Route Scheduling and Dispatch System
- 27 – Panasonic ToughPads - Automated Vehicle Location (AVL) and Mobile Data Computers (MDC).
- RouteMatch Training including go live support
- Panasonic Tablet Training, Wireless Pilot and Configuration
- 30 day “Burn In” period with Support
- System Requirements Matrix review and approval as defined in APTS RFP
- Customer Support Transition

## **Ongoing Customer Support Items**

No open items

## **System Acceptance & Sign-off**

By signing below, each party agrees that all deliverables listed in the previous section have been successfully completed and that the implementation phase has been completed. Any issues going forward will be handled through the RouteMatch customer support and client services departments.

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Jason Miller  
MRTA Project Manager

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Randy Kyrias  
Idaho Transportation Department – Division of Transportation Performance

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Thom Sokol  
RouteMatch Project Manager

MRTA												
Tracking #	Application	Description	Resolution Plan	Notes	Required for System Acceptance and Final Payment	Status	Estimated Delivery Date	Owner	Punchlist Review 8/14/2013	Punchlist Review 11/14/2013	PunchList Followup 11-18-2013 week	PunchList Followup 11-25-2013 week
E-6 4.2	MDT	Ability to show the schedule adherence on the Ranger. Show the driver "how late am I based on the last stop".		With the decision to move to the Panasonic Toughpads from the Rangers, Steven to re-engage RouteMatch development for a solution.	No	TARGETTED	TBD	Fred	This is fixed in RMMobile 2.4, estimated release date TBD. Confirm with MRTA if this is a requirement for SA.	Fred to determine if this can be excluded from Statewide SA	TS 11-22-2013 - No updates yet	TS 12-2-2013 - No updates yet
			MRTA would like to see a report that would give mileage over "X" miles and passengers over "X" passengers at any given stop. The need for this report is to give Jim an easy to run report that will show possible driver errors when manually entering in passenger counts and starting mileage.									
DM#79646	CA	Ability to quickly verify passenger counts and vehicle mileage for a date range		Feature Request	No	FIXED	TBD		This is completed with 6.x "Fixed Route Data Exception Report"			
			During the onsite review, a comment was made as to whether or not text message alerts good be sent to an on-call Dispatcher as MRTA does not have a full time Dispatcher. Steven to discuss internally and with Mentor to determine if this functionality is available.									
	CA	Ability to send a text message to an "On Call" person in case Covert Alarm is sent from vehicle		Feature Request	No	IN PROGRESS	TBD		This is not committed			
DM#79647	CA	Ability to track "fuel" at end of day and track mpg	MRTA would like the ability to calculate fuel mileage at the end of each day. The hope is that the Ranger would have a question at the end of the shift for gallons of gas added. This would then be added to a field in RouteMatch so that the mpg could be calculated based on the mileage traveled by the vehicle.	Feature Request This requires RMMobile DM#81502; RMGate DM#81503	No	TARGETTED	TBD	RouteMatch	This is delivered in RMMobile 2.2.01 which is due to be released in the upcoming weeks in pre-post inspection module.	Follow up on Cases 81502 and 81503, currently triaged	TS 11-22-2013 - No Update	
	CA	Ability to graphically represent Passengers/hour/route; riders/mile; fuel/hour; KPI's; Top 10 stops for the "date range";	As MRTA becomes more familiar with the functionality and capabilities of CA, they would like to see more functionality with the reports. Specifically to graphical reports to pass onto their board with KPI's. Steven to discuss this request with development.	Feature Request	No	FIXED	TBD		Completed in 6.x using enhanced Ad-hoc reports and new standard reports. Does not include graphics			
DM#80539	CA	FEATURE_REQUEST - Request Ability to be able to force a stop to never clear from the Ranger (DB Work)	Development has targeted this for the CA3.2 release.	Feature Request	No	FIXED	4/30/2012		Completed in 6.x, stops have a flag available requiring the drivers to clear the stop manually.			
DM#80540	CA	Request Ability to be able to force a stop to never clear from the Ranger (App Work) (related: RMDB#28.XX DM#80539)	Development has targeted this for the CA3.2 release.	Feature Request	No	FIXED	4/30/2012		Completed in 6.x, stops have a flag available requiring the drivers to clear the stop manually.			
	MDT	Ability to remove the tenth of a mile from the Ranger		Steven has delivered a quick reference guide for the drivers which addresses this issue with the drivers. Steven to re-engage Jim and Jason to see if they still want the tenth of a mile removed from the Ranger.	No	FIXED	1/27/2012		Fixed with ToughPad Deployment			
	Ranger	Mentor turnaround time on warranty work	Steven to discuss with Tom and Mentor to get a better response time on Ranger returns.	After talking with Mentor, they were short staffed and had fallen behind on all labor. They have hired on more staff and are back on track with their normal 2 week turnaround on most repair work.	No	FIXED			No longer applicable with ToughPad Deployment			
	CA	Blue Route - Warm Springs Stops pre-clearing	Headings have been added to all Warm Springs stops on the Blue Route. Jim and Steven to ride along with the Blue Route to verify.	Proper headings have been added and the run has been posted correctly and now being seen and clearing correctly from the Ranger.	Yes	FIXED	10/7/2011		Fixed with ToughPad Deployment			
	CA	Green Route Bus 12 - Stops do not auto clear	Jim to add the proper headings to these stops.	The correct headings have been added and the unnecessary ones removed. This is now working correctly.	Yes	FIXED	10/7/2011		Fixed with ToughPad Deployment			
	CA	Bus 13 - Fatal Errors	This Ranger has the incorrect version of software loaded. Steven to reload this Ranger with the correct version and verify that that solves the fatal errors being seen.	Ranger software upgrade complete. Steven to follow up with Jim to verify that this bus is no longer having issues.	Yes	FIXED	9/30/2011		Fixed with ToughPad Deployment			

CA	Overall Training: - Adding headings to stops - Blank screen on Ranger 13(Firewood Lane) - Making same day mid-day bus changes on routes	Steven to work with Jim on 10/5 through any training needs as well as a refresher course for the driver trainers.		Yes	FIXED	10/7/2011		Fixed with ToughPad Deployment			
Config	Deliver WebPortal API Information to MRTA	RM to provide updated API info to MRTA	- TS 11-12-2013 - Added to PunchList	No	IN PROGRESS	11/22/2013	RouteMatch			TS 11-22-2013 - Thom to deliver this week of 11-25-2013	TS 12-2-2013 - This is still pending.
Config	Daktronics sign at River Run still blank	MRTA to continue working with Support to get sign working again	- TS 11-12-2013 - Added to PunchList	Yes	RESOLVED_PENDING_VERIFY	11/22/2013	MRTA / RM Support			TS 11-22-2013 - This is receiving high attention and CSO / PSO working with Jason to resolve this. Estimated resolution date 11-22-2013	TS 12-2-2013 - This was resolved last week. It turned out to be a configuration issue on the server side. RM support resolved this.
Tablet Config	Update Panasonic Tablet Firmware	MRTA to complete updates	- TS 11-12-2013 - Added to PunchList	Yes	IN PROGRESS	11/22/2013	MRTA			TS 11-22-2013 - MRTA currently performing update. Status unknown.	TS 12-2-2013 - Expecting completion 12-6-2013
Tablet Config	Update RMMobile to Latest Version	MRTA to complete updates	- TS 11-12-2013 - Added to PunchList	Yes	IN PROGRESS	11/22/2013	MRTA			TS 11-22-2013 - MRTA currently performing update. Status unknown.	TS 12-2-2013 - Expecting completion 12-6-2013
Tablet Config	Unit 18 not communicating	MRTA to continue troubleshooting or send device to Atlanta for RMA	- TS 11-12-2013 - Added to PunchList	Yes	IN PROGRESS	11/22/2013	MRTA			TS 12-2-2013 - MRTA to ship this unit back to Atlanta for research.	TS 12-2-2013 - This tablet is working fine, the Verizon account needs to be investigated by MRTA and Verizon.
Tablet Config	Unit 9 getting TTL Error	MRTA to continue troubleshooting or send device to Atlanta for RMA	- TS 11-12-2013 - Added to PunchList	Yes	FIXED	11/22/2013	MRTA			TS 11-22-2013 - MRTA to ship this unit back to Atlanta for research.	TS 12-2-2013 - This tablet was working correctly when checked.
Tablet Config	Unit 7 also having issues	MRTA to provide unit # and more details	- TS 11-12-2013 - Added to PunchList	Yes	FIXED	11/22/2013	MRTA			TS 11-22-2013 - MRTA to ship this unit back to Atlanta for research.	TS 12-2-2013 - The configuration in the RMMobile settings was not correct. This was adjusted and is now working correctly.
Training	Additional Training Requested	RM to provide additional requested training - Kim McPherson FR Dispatch, FR Verification and reporting - Mary Barker Basic Route Scheduling & Intro to MyRouteMatch.com	- TS 11-12-2013 - Added to PunchList	No	RESOLVED_PENDING_VERIFY	11/22/2013	MRTA			TS 11-22-2013 - Additional Training provided week of 11-18-2013 by RM.	
Config	Update RMGate in Production / Training	Ensure RMGate is updated correctly in both environments	- TS 11-12-2013 - Added to PunchList	No	RESOLVED_PENDING_VERIFY	11/22/2013	MRTA			TS 11-22-2013 - RMGate upgraded to latest version week of 11-18-2013	

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="12/18/2013"/>
<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Subject:</u>	<input type="text" value="6d. Discussion of annual strategic planning workshop"/>
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <u>Committee</u> <input type="text" value="Both Committees"/> <input type="radio"/> no <u>Purview:</u>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no
<u>Proposed Action:</u>	<input type="text" value="Discuss"/>
<u>Fiscal Impact:</u>	<input type="text" value="n/a."/>
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Informs our annual strategic plan and strategic initiatives"/>
<u>Background:</u>	<div>Attached is a draft agenda for the strategic workshop. Please review and give input. It should be noted that we don't have a facilitator lined up for this year, but we would plan on using Kim to take notes on large notepads and document all that is discussed.</div> <div>I have also included this year's strategic initiatives for reference.</div>

## AGENDA

### Special Meeting of the Mountain Rides Transportation Authority Board of Directors STRATEGIC BUSINESS PLANNING WORKSHOP FOR 2014

8:00am to 1:30pm, January 8, 2014 (OR OTHER TIME/DAY?)

YMCA Community Room, 101 Saddle Rd, Ketchum, ID

#### 7:45a: **BREAKFAST**

#### 8:00a – 8:15a: **Intro and goals for the day**

- What do we want to accomplish today, what are the outcomes, what are the meeting expectations.

#### 8:15a – 9:30a: **Future of local and federal funding**

- What opportunities do we have for local option tax dedication for public transportation (e.g., 1% for air)? How do we educate and influence DCC/PTAC/legislature? How do we do contingency planning?

#### 9:30a – 9:45a: **BREAK**

#### 9:45a – 10:45a: **Spring 2014 significant service redesign**

- What are considerations, trade-offs and opportunities to take a fresh look at our system?

#### 10:45a – 11:30a: **Capital projects, planning and priorities for 2014**

- What is the critical path for all current capital projects? What is our fleet approach – more refurbishes?

#### 11:30a: **LIGHT LUNCH**

#### 11:45a – 12:15p: **Marketing and Communications Plan, partnerships and branding improvements**

- What are the marketing and communications goals for 2014? And what are the most effective strategies to reach those goals?

#### 12:15p – 12:45p: **Technology projects**

- Where are we headed with technology projects?

#### 12:45p – 1:30p: **Board structure, staffing needs**

- How do we manage board change over time? Do we have the right structure (board, committees, staff, and organizational structure) to accomplish what we want to do in 2014?

#### 1:30p: **Adjourn**

*NOTE: Public information on agenda items is available from the Mountain Rides office 800 1<sup>st</sup> Ave. North, or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides three days prior to the meeting at 208-788-7433.*

## 2013 Strategic Business Plan Workshop: Identified Priorities

Updated Feb 2013

Area	Initiative	Description	Estimated time to complete (annual total)	Staff Lead	Committee Involvement	Financial impact?	Start	On Committee agenda	On board agenda	Completed
Long term planning	Develop a 5 year transportation plan	Define internal and external vision for how to grow, adapt and even shrink through a menu of options define what existing service costs and what growth opportunities exist. Include contingency plan for shortfalls.	160	Jason and Jim	Planning & Marketing - develop options, review plan	None	Started	Feb, March, April	May, June	June
	Review by-laws and JPA	Look at needed changes to by-laws. Also start to compile needed changes to Joint Powers Agreement for 2015 expiration.	80	Jason	Both - P&M to look at options for regionalization; F&P to look at legal and policy implications	None	June	Aug	Sept	Oct-Nov
	Evaluate dedicated local option tax funding	Research possibilities for creating a dedicated LOT that would allow for stabilized funding for public transportation	100	Jason	Finance & Performance - look at ways to structure more dedicated funds	May require some external expertise to research	Apr	June, July	Aug	Nov
	Carry out origin - destination study	In order to better understand how the benefits of the MR system are related to the different cities, we need to understand where people get on and off, particularly for Ketchum	80	Jim	Planning & Marketing - review staff work	None	March	April, May	June	August
Capital Projects	Establish new direction for South Valley facility	Look at other locations for facility, figure out larger short-term rental, and develop service plan with options for Bellevue	200	Jason and Wendy	Both - P&M to look at options for site locations; F&P to look at financial impact of sites	Funding structure may have to change for different approach to project	Started	Feb, March	April	May
	Finish Ketchum Transportation Hub project	Complete public open house process and turn over final location(s) to city of Ketchum for their input and direction on next steps	100	Jason and Kim	Both - P&M to look site concept, F&P to review funding and grant	Already budgeted in capital accounts for final outreach and design	Started	March, April, July	April, July, October	2014
	Complete fuel path study	We need guidance on the pros and cons of various fuel systems including traditional diesel, compressed natural gas (CNG), and hybrid/electric.	50	Rod	Finance & Performance - look at financial impact of different fuels	Already budgeted in capital accounts for study	March	April	May	June

	Build East Fork shelter/pathway	Bid and construct shelter and pathway at East Fork (both sides if funding allows). Goal of completion by early July.	80	Wendy	Both - P&M review site plan; F&P to balance needed funds	Already budgeted in capital accounts for construction	Started	March	April, July	July
Financial Sustainability, Performance and Accountability	Develop capital account allocation policy	With recent requests to shift when and where capital contributions from a funding partner are applied, we need to develop a policy that defines the process for allocating such capital funding.	40	Wendy	Finance & Performance - set direction, oversee staff work	None	June	June, July	August	September
	Adopt funding allocation	We spent a lot of time in 2011 developing a construct that defines how operating funds are used relative to the service provided in a given jurisdiction. We need to go back to that work, refine it and adopt it.	120	Jason	Finance & Performance - review previous work, set direction, oversee staff work	None	Feb	March	April	May
	Refine and implement key performance indicators dashboard	We have data that we collect that needs to be presented in an easy to understand way that allows for insight into our overall organizational performance. We have started this effort but have not picked final indicators and how they will be presented	40	Jason	Finance & Performance - review previous work, set direction, oversee staff work	None	April	May	June	July
	Refine budget adoption strategy	Improve overall process and make sure we start earlier, have a clearer plan with service options/impacts, and try for a broader dialogue with all funding partners on the MR system concept.	160	Jason and Wendy	Finance & Performance - review previous work, set direction, oversee staff work	None	Feb	March	April	May
	Develop capital gift policy	If a funding partner gives us a capital asset, we need a policy that defines receipt, use, expectations and depreciation.	20	Wendy	Finance & Performance - give policy direction	None	August	September	October	November
Technology Path	Electronic fare kiosks and purchasing tickets online	Look at further opportunities for improving access and ease of fare payments on the Valley Route.	40	Jason and Wendy	Both - P&M to look at operating impacts; F&P to review budget	May require additional grant funding to implement	September	October	November	December
	Route Match project	Determine direction for final acceptance of Route Match technology (or cancel project). Either develop final milestones for acceptance or determine how to unwind from project completely.	120	Jim, Rod K and Jason	Both - P&M to review system performance; F&P to review contract compliance and acceptance	Financial impacts of canceling project are unknown	January	February	March	April



T	Evaluate new technology opportunities	Look at other opportunities including surveillance cameras, mobile device customer info, and automated counters.	80	Jim, Rod K and Rod	Both - P&M to look at operating impacts; F&P to review budget	May require additional grant funding to implement	March	June	August	October
Catch all	Unknown projects or initiatives	This is a placeholder for other projects that will inevitably crop up during the course of the year	200	TBD	?	?	?	?	?	?
			1670	(all projects)						

Estimated Available Hours	
Staff	Hours
JM	500
JF	100
KM	400
RD	250
WC	300
RK	100
Candice	180
Total	1830



## MINUTES

**Planning and Marketing Committee, Wednesday, 12/4/13, 1:00pm**

**Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, ID 83340**

In attendance: Steve Wolper, Nils Ribi, Joe Miczulski, David Patrie, Jason Miller, Kim MacPherson, Jim Finch and Rod Domke

Meeting start: 1:13pm

1. Review draft of Marketing and Communications Plan
  - a. The group reviewed the Marketing and Communications plan. The board members gave input to edit and update the plan. Staff will update and get a copy out to Committee members for final review before the Board meeting.
2. Discuss goals, outcomes and plan for next update to Mountain Rides' schedule, routes and service plan.
  - a. Jason led a discussion regarding the service plan. Staff and Committee wants to have enough time to discuss goals, opportunities to consider in the future with the needs and considerations of riders and funding. This item will be on the committee agenda for the next couple of months.
3. Discuss south valley facility progress against critical path.
  - a. Jason gave the back ground on the agreement that Blaine County is working on for Mountain Rides to secure the property. Board members requested a GANT type of critical path chart and analysis be used for this and other projects.
4. Review planning and marketing items for annual strategic workshop.
  - a. The group worked on planning and marketing ideas for an agenda for the Strategic planning meeting. The date suggested by the Committee is January 8, 2014 for a morning meeting. No facilitator needed.
5. Other items to come before the committee.
  - a. Jason said that Routematch will be looking for Mountain Rides to accept Routematch at the December Board meeting.
  - b. The group had an initial discussion regarding the contract with Eggers for the Hub.

Adjourn 2:40pm



## Minutes

### Finance and Performance Committee 12/4/13 3:00 pm

#### Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, ID 83340

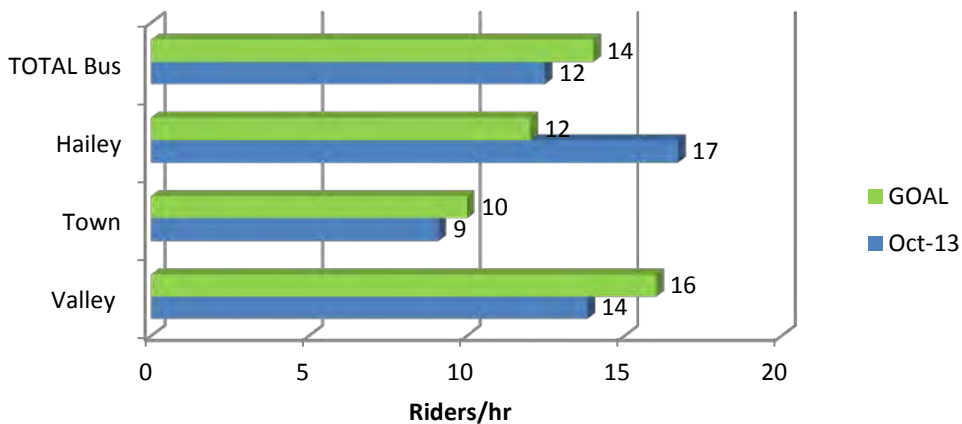
Attendance: Mark Gilbert, Michael David, Susan McBryant, Peter Everett, Jason Miller, Wendy Crosby  
Absent: none

- 1) Reviewed October financials and checks issued
- 2) Reviewed draft financials from FY2013 A133 audit including the draft Management Discussion and Analysis letter. Committee inquired about Joel's informal letter to the Finance Committee. Wendy will follow up.
- 3) Updated Committee on the transfer of the county lots. Jason reported the county had agreed to increase the county's 'in-kind' portion of the transaction and remove any requirements for MR to service county vehicles. Agreement is being drafted by the county and should be ready for Board approval soon.
- 4) Discussed FY2015 federal funding pre-applications and request levels. Committee decided that the 5311 application would go forward at the \$975K level, a slight increase from last year (\$950K). 5310 would be at \$70K, a decrease from last year (\$90K) and capital would total \$200K a decrease from \$402K last year.
- 5) Discussed FY2015 funding allocation approach and related strategies.
- 6) Time did not permit discussion of the annual strategic planning workshop

Meeting adjourned 4:40PM

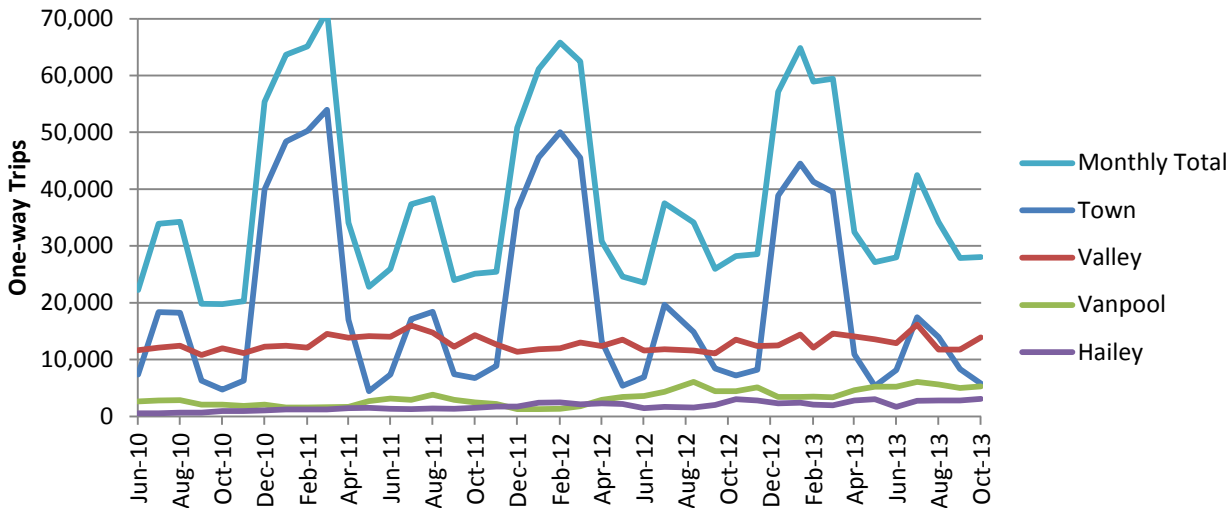
## PERFORMANCE DASHBOARD - RIDERSHIP, OCTOBER 2013

Ridership per hour

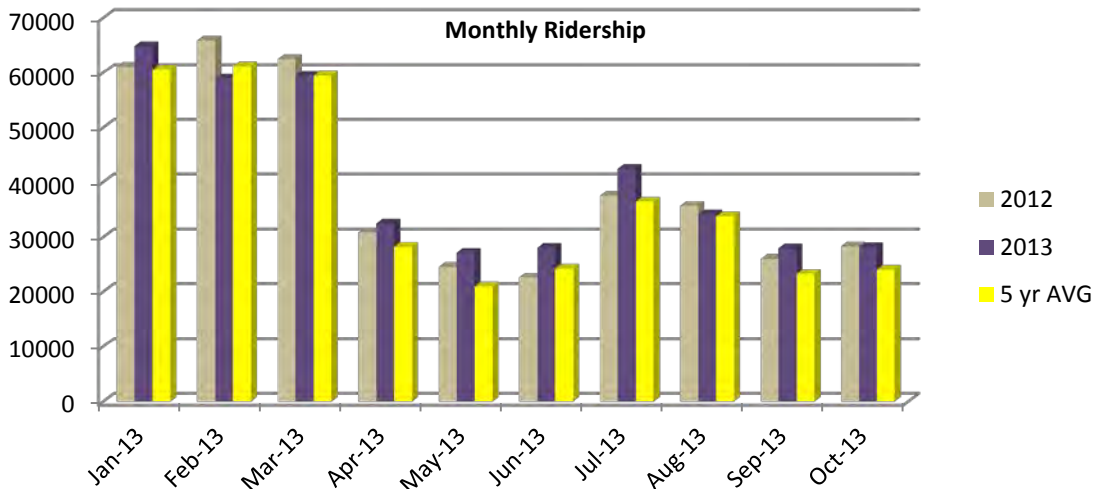


Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

Ridership by month - previous 3 years



Monthly Ridership

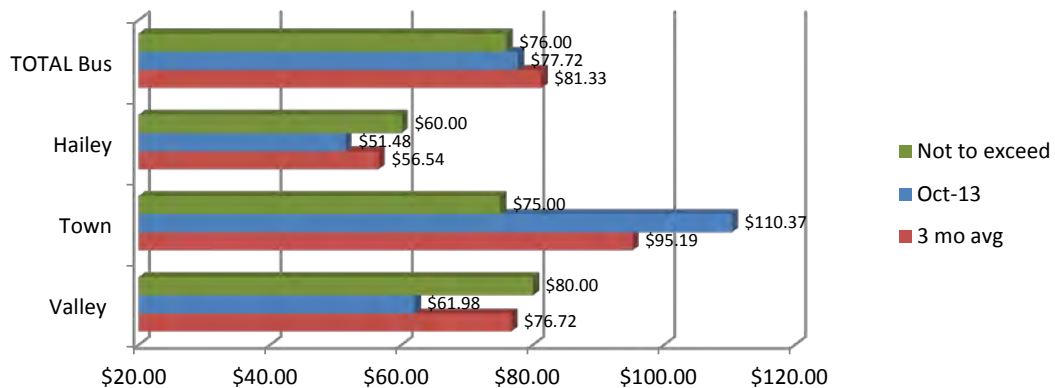


Definition: Monthly ridership compared with one year ago and the 5 year average.

YTD Ridership:  
399917

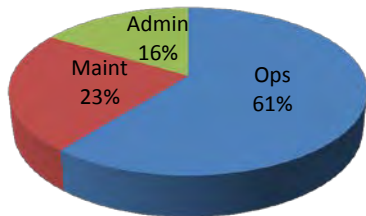
## PERFORMANCE DASHBOARD - FINANCIAL, OCTOBER 2013

**Costs per hour**

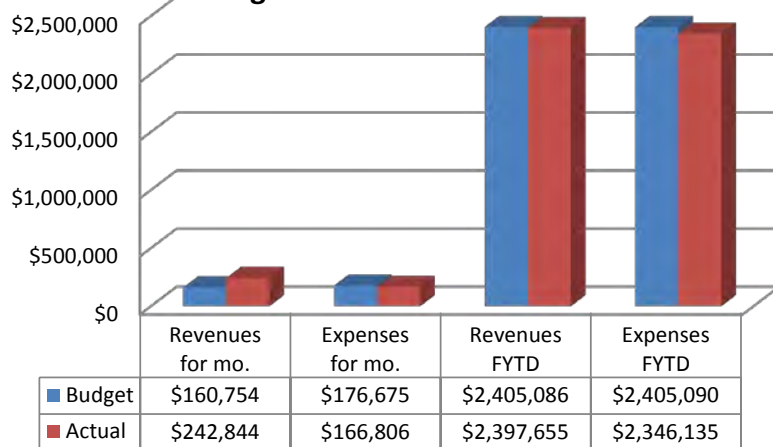


**Definition:** Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 3 month average in order to give a longer time period for reference (monthly fluctuations can be great).

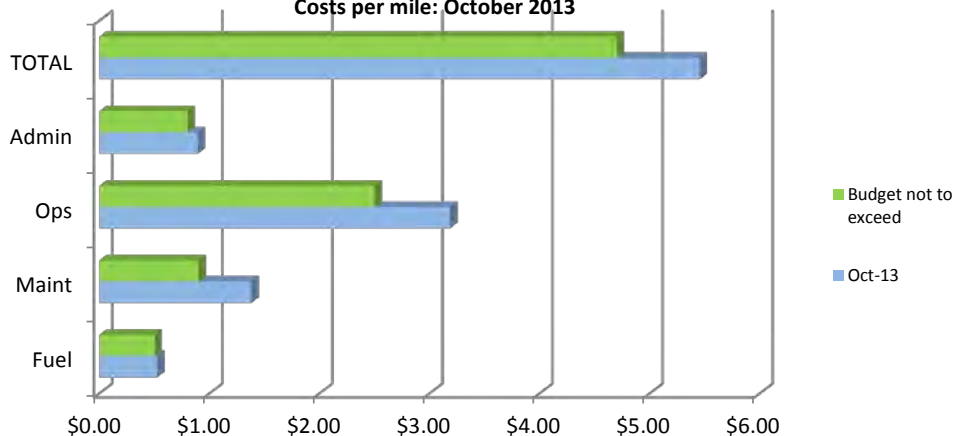
**Costs by Department, OCTOBER 2013**  
(total costs = \$225,486)



**Budget vs Actual -OCTOBER 2013**

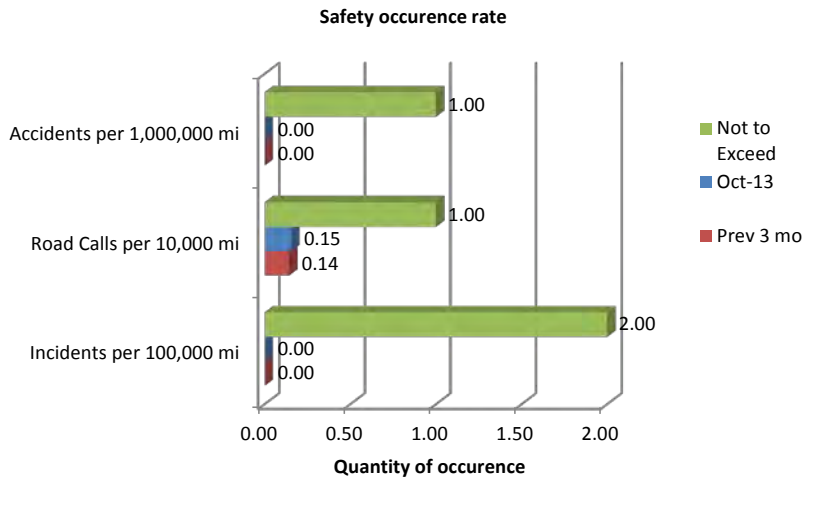


**Costs per mile: October 2013**



**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 2013



**Definition:** This is the rate at which these safety related items are happening at a rate that is consistent with industry

Safety	Aug-13	Sep-13	Oct-13
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	1	1	1

**MAINTENANCE DAYS WITHOUT  
A LOSS TIME ACCIDENT OR  
INJURY:**

**56**

**Incident** is defined as an event that involved a minor collision, injury or altercation that may have caused physical damage or injury.

**Accident** is defined as an event that caused disabling damage to one or more vehicles OR required medical attention away from the scene to one or more affected individuals.

**Road Call** is defined as a disabled vehicle that could not make it to the shop on its own power and required mechanical attention in the field.

# Mountain Rides Staff Report

Date:

12/18/2013

Staff Member:

Jim Finch

Department:

Operations

Department  
Highlights from the  
Previous Month:

Early Winter Season started on Thanksgiving Day, 11/28/13.  
November ridership down 2% compared to 2012 due to shortened early season opening (9 days in 2012- 3 days this year). 25,974 passengers compared to 25,591 passengers in '12.

Town Routes: 6988 passengers compared to 7883 in 2012 (-11%) Blue -11% Green -14% Red -54% Silver -4%

Valley Route: 12545 passengers compared to 12365 in 2012 (+1%)

Hailey Route: 2509 passengers compared to 2820 in 2012 (-11%)

Vanpool: 3932 passengers compared to 3523 in 2012 (+12%)

Progress on  
projects/initiatives:

Part Time Winter only driver training progressed very well. Training time will increase to facilitate the development of highly trained professional drivers for the upcoming Winter Season.

Challenges/  
Opportunities:

# Mountain Rides Staff Report

Date:

12/13/2013

Staff Member:

Rod Domke

Department:

Maintenance

Department  
Highlights from the  
Previous Month:

Presently, we are at 56 days without a time loss accident/incident.  
The record to date is 825 days, we look forward to a new record.

Progress on  
projects/initiatives:

Pre-Peak season is running on schedule, routes and vehicles.  
We are currently performing an engine overhaul on bus #1 (Gillig 30 ft), should be completed this week.  
Parts for the IC buses are becoming easier to obtain, their down time has been significantly reduced.  
We have found two storage units in the south valley. We are negotiating with the owners for a short term lease, to get us through the worst of the winter. Perhaps the middle of March.

Challenges/  
Opportunities:

The UTA buses are still in the works, it looks like we are assured at least two buses and possibly a third. We are just waiting on UTA to complete the necessary paperwork. The timing so far is unclear, 4 - 6 weeks is the reasonable guess.



# Mountain Rides Staff Report

Date:

12/18/2013

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

Schedules are out in the community.  
Quick reference guides for hotels and businesses have been delivered for peak season.  
All bus stop signs have been updated and are in place.  
Website and phones have been updated.

Progress on  
projects/initiatives:

I have met with Sun Valley Bell services and given them an update on the schedule.

Challenges/  
Opportunities:

# Mountain Rides Staff Report

Date:

12/18/2013

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

Year end work is nearly complete. The audited financials have been finalized, budgets finalized and the only outstanding item is the Excess Operating Reserve calculation which has been done but not presented to the F & P committee. This will occur in January. Insurance has been changed over to ICRMP and we are working with them to improve safety policies. Representatives from the Washington State Transportation Insurance Pool will be here the week of December 16th for a review and inspection.

Progress on  
projects/initiatives:

Work on the DBE is progressing.  
Grant pre-applications are due 12/23 and work will be done on those in the coming weeks. We received the grant agreements for the East Fork Curb Ramp improvements but there are some corrections that need to be made before signing.

Challenges/  
Opportunities:

Grant cycle is underway.  
I will be trying to fit work on East Fork RFP's and permits into my schedule with a goal of getting them out in Feb/March.

# Mountain Rides Staff Report

Date:

12/18/2013

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

Legal counsel on board - I am very relieved and excited to have Michael Pogue on board as our new legal counsel. He and I have met and reviewed important Mountain Rides' guiding documents. Michael has jumped right in and is working diligently on our behalf.

Insurance expert from HUB - Recently, Jim, Wendy and I met with a transportation risk expert who walked through our high risk areas and how best to mitigate. It was very valuable for us as we continue to improve and audit how to incorporate best practices for safety into our operations. I should also note that we will have a visit from the Washington state transit insurance group the week of December 16th to help us improve our operations. This is the group that was engaged by ICRMP as part of our insurance coverage.

Progress on  
projects/initiatives:

Bike Pedestrian Master Plan - We recently had a very well attended meeting, as part of the Blaine County Regional Transportation Committee, to update stakeholders on the progress that Harmony Design has made to identify priority projects and opportunities through a series of maps and GIS data. The next steps are to plan and coordinate broader general public outreach through a variety of outreach techniques that Harmony will lead when they visit in mid-January.

Communications with board - As you may have noticed, I have ceased the biweekly updates, as I found they weren't adding any value or were taking up time that could be used on other projects. I will still communicate with the board on timely issues and updates, as warranted.

Challenges/  
Opportunities:

State funding for transportation - The word from the state capital is that it is highly unlikely that there will be any effort in 2014 to work on a funding mechanism for transportation, such as allowing for voter approved LOTs dedicated to transportation funding (for road, bridge and public transportation). As 2014 is an election year, no new taxes or taxing mechanisms are realistic for consideration.

Passage of 1% for air - With the passage of this local initiative comes an opportunity for Mountain Rides to engage in the ground transportation dialogue and consider service potentials to/from Friedman.

# Mountain Rides Agenda Item Summary

Date: 12/18/2013

From: Admin

Subject: 9a. Approve minutes

Committee Review: ☒ yes ☐ no Committee Purview: N/A

Previously discussed at board level: ☒ yes ☐ no

Proposed Action: Approve

Fiscal Impact: N/A

Related Policy or Procedural Impact:

Background: Approve minutes for the following meetings:  
Special Meetings  
October 30, November 6, November 14 and December 4  
November 20 regular board meeting



**SPECIAL BOARD MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, October 30, 2013 12 noon  
Sun Valley City Hall Council Chambers, 81 Elkhorn Rd., Sun Valley, ID 83340**

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 Special Meeting in the Sun Valley City Hall Council Chambers, Sun Valley, Idaho.

**PRESENT:** Chairman Susan McBryant, Vice-Chairman Mark Gilbert, Secretary Steve Wolper, Nils Ribbi, Joe Miczulski, and Peter Everett.

**NOT PRESENT:** David Patrie and Michael David

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager Wendy Crosby  
Mountain Rides Administrative Support Coordinator Kim MacPherson

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**1. CALL TO ORDER**

Chairman Susan McBryant called to order the meeting of Wednesday, October 30, 2013 at 12:07pm.

**2. Discussion Item: Receive update on status of legal services RFQ**

Jason has received two legal RFQs to date. This item will go to the committee meetings for review.

**3. Discussion Item with Action: Review liability insurance quotes and approve new insurance provider**

Jacob Florence from Hub Intl gave an update on insurance providers. No quotes received yet therefore no action taken.

**4. Discussion Item: Update on county owned lots in Southern Belle in Bellevue**

Jason met with the County commissioners regarding the Bellevue properties and advised that the commissioners were favorably disposed to selling the lots to MRTA. Several acquisition options were proposed and will be considered at committee level. Approval to proceed in negotiations with MRTA will be on the Blaine County agenda for Tuesday, Nov 5<sup>th</sup>.

**5. Executive Session pursuant to Idaho Statute 67-2345(1)(a) (to discuss personnel). No discussion required therefore no executive session was held.**

**6. ADJOURNMENT**

With no other business to come before the Board, Board Member Peter Everett moved to adjourn the meeting at 12:55 p.m., seconded by Board Member Joe Miczulski. Motion passed unanimously.

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Chairman Susan McBryant



**SPECIAL BOARD MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, November 6, 2013 2:15pm  
Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D Ketchum, Idaho 83340**

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 Special Meeting in the Webb Conference Room Annex, Ketchum, Idaho.

**PRESENT:** Chairman Susan McBryant, Vice-Chairman Mark Gilbert, Secretary Steve Wolper, David Patrie, Joe Miczulski, Peter Everett and Nils Ribi

**NOT PRESENT:** Michael David

**ALSO** Mountain Rides Executive Director Jason Miller  
**PRESENT:** Mountain Rides Business Manager Wendy Crosby  
Mountain Rides Maintenance Manager Rod Domke  
Mountain Rides Operations Manager Jim Finch  
Mountain Rides Administrative Support Coordinator Kim MacPherson

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**1. CALL TO ORDER**

Chairman Susan McBryant called to order the meeting of Wednesday, November 6, 2013 at 2:15pm.

**2. Discuss submissions received for legal services RFQ**

Board Member Nils Ribi moved to amend the agenda and made a motion to go into Executive session pursuant to Idaho Statute 67-2345(1)(a) (to discuss personnel) at 2:30pm. Motion seconded by Board Member Mark Gilbert. Roll call: Susan McBryant yes, Mark Gilbert yes, Joe Miczulski yes, Peter Everett yes, Nils Ribi yes, David Patrie yes, and Steve Wolper yes. Motion passed unanimously.

**Return to open session at 2:40pm**

**3. Update on liability insurance quotes**

Jason and Wendy gave an update and it looks like ICRMP will be able to provide insurance for Mountain Rides. The group agreed to have a meeting on Thursday, Nov 12 to approve the insurance quote from ICRMP.

**4. Review Ketchum Transportation Hub design/engineering RFQ status**

Jason gave an update on the Hub RFQ process. Eggers and Assoc. have been chosen as the design and engineering firm.

**5. Discuss strategic approach to DCC-PTAC funding allocation**

Jason and Susan gave an update on the DCC-PTAC committees.

**6. ADJOURNMENT**

With no other business to come before the Board, Board Member Mark Gilbert moved to adjourn the meeting at 3:20 p.m., seconded by Board Member Peter Everett. Motion passed unanimously.

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Chairman Susan McBryant



**SPECIAL BOARD MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Thursday, November 14, 2013 12 noon  
Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D Ketchum, Idaho 83340**

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 Special Meeting in the Webb Conference Room Annex, Ketchum, Idaho.

**PRESENT:** Chairman Susan McBryant, Vice-Chairman Mark Gilbert, David Patrie, Joe Miczulski, Michael David, and Peter Everett.

**NOT PRESENT:** Secretary Steve Wolper and Nils Ribí

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager Wendy Crosby  
Mountain Rides Administrative Support Coordinator Kim MacPherson

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**1. CALL TO ORDER**

Chairman Susan McBryant called to order the meeting of Thursday, November 14, 2013 at 12:05pm.

**2. Board Member Susan McBryant started the discussion of with an action item to approve letter of engagement for legal service with Michael Pogue of Lawson Laski Clark & Pogue, PLLC, Attorneys at Law.** Board members made comments about the letter regarding termination, orderly transition of files, pay rate, and conflicts.

This item was set aside at 12:10pm for further discussion later.  
Board member Mark Gilbert arrived at 12:18pm.

**3. Action Item: Approve ICRMP insurance for general and auto liability insurance.**

Jason gave an update on ICRMP and the quote that was presented to Mountain Rides. Jacob Lawrence from Hub International was present and answered Board Member questions regarding the quote. Rick Ferguson, Executive Director from ICRMP also answered Board member questions by phone. **Motion to approve ICRMP insurance for general and auto liability insurance was moved by Board Member Peter Everett and seconded by Board Member Michael David. Motion passed unanimously.**

**4. Action Item: Approve letter of engagement for legal service with Michael Pogue of Lawson Laski Clark & Pogue, PLLC, Attorneys at Law.**

The discussion resumed regarding the engagement letter. Services would start immediately. **Motion to approve letter of engagement for legal service with Michael Pogue of Lawson Laski Clark & Pogue, PLLC, Attorneys at Law was moved by Peter Everett and seconded by David Patrie. Motion passed unanimously.**

**6. ADJOURNMENT**

**With no other business to come before the Board, Board Member Michael David moved to adjourn the meeting at 1:00 p.m., seconded by Board Member Joe Miczulski. Motion passed unanimously.**

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Chairman Susan McBryant



**SPECIAL BOARD MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, December 4, 2013 2:45pm  
Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D Ketchum, Idaho 83340**

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 Special Meeting in the Webb Conference Room Annex, Ketchum, Idaho.

**PRESENT:** Chairman Susan McBryant, Secretary Steve Wolper, Nils Ribi, David Patrie, Joe Miczulski, Michael David, and Peter Everett. Vice-Chairman Mark Gilbert arrived at 2:50pm

**ALSO PRESENT:** Mountain Rides Executive Director Jason Miller  
Mountain Rides Business Manager Wendy Crosby  
Mountain Rides Administrative Support Coordinator Kim MacPherson  
Mountain Rides Operations Manager Jim Finch  
Lisa Horowitz, City of Ketchum  
Michael Pogue, Legal Counsel for Mountain Rides  
Kurt Eggers, Eggers and Associates  
Terry Smith, Idaho Mountain Express

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**1. CALL TO ORDER**

Chairman Susan McBryant called to order the meeting of Wednesday, December 4, 2013 at 2:45pm.

**2. Approve contract with Eggers Associates for Ketchum Transportation Hub design, engineering and construction management**

The parties involved have been working on refining the contract to get it to be a working contract. Kurt Eggers said that it is a tight schedule. The board members expressed the need for more information regarding: who the "client" is; Mountain Rides or City of Ketchum or both, who or will there be a construction manager, who is responsible for payments, some of the general wording in the contract, and termination processes. Jason will work with Michael Pogue on the new contract for the board to review.

**6. ADJOURNMENT**

With no other business to come before the Board, Board Member Susan McBryant moved to adjourn the meeting at 3:45 p.m., seconded by Board Member Mark Gilbert. Motion passed unanimously.

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Chairman Susan McBryant





**REGULAR MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, November 20, 2013, 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 Susan McBryant, Secretary Steve Wolper, Nils Ribí, Peter Everett, and David Patrie.

**ABSENT:** Vice-Chairman Mark Gilbert, Board Members Joe Miczulski and Michael David

**ALSO**

**PRESENT:** 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 Susan McBryant called to order the meeting of Wednesday, November 20, 2013 at 12:00 p.m.*

**2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS**

Chair Mc Bryant asked staff for the disposition of the bicycles. Staff said most were in storage, but perhaps five are still out until the weather prohibits use. Further comments continued on funding and subsidies.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Terry Smith from the *Idaho Mountain Express* asked for clarification on the current status of any relationship with Eggers & Associates.

**4. ACTION ITEMS AND DISCUSSION ITEMS**

**a. Action item: (p.2-5)**

*Approve submittal of IRS Form 5500 for annual retirement plan reporting.*

After discussion of the purpose of this form, **Nils Ribí moved to approve the submission of this form as submitted by staff. Peter Everett seconded. The motion carried unanimously.**

**b. Action item: (p.6-27)**

*Approve award of Ketchum Transportation Hub to Eggers Associates w/contract, scope and fee to be negotiated.*

Kurt Eggers noted his company's enthusiasm for this project, and their design goals. He further described the roles of other members of this team. Chair McBryant opened the matter to public comment. None was offered. Board discussion included the direction of contract management and supervision of actual construction. Lisa Horowitz, City of Ketchum, noted the process includes some statutory requirements that include (1) choosing the qualified firm before (2) negotiating the contract. Wendy Crosby advised that this agenda item is requesting approval of the contract award first in order to allow Jason Miller to begin negotiations with Eggers Associates. Ms. Crosby further explained that this has already been before two committees for evaluation of respondents. Discussion continued on verbiage of the agenda item entry and clarified that this item is only to approve the choice of the design firm, not to approve any contract. **Nils Ribí moved to approve the selection of Eggers Associates to be considered for contract negotiations for the Ketchum Hub with a recommendation to staff for consideration of the project management of actual construction to be included as discussed in the Planning & Marketing Committee. David Patrie seconded.** Discussion included the confusion around an article in the *Idaho Mountain Express* and the purpose of this agenda item. **In a call for the question, the motion carried unanimously.**

**c. Action item: (p.28-42)**

*Approve amendment to Procurement Policy 101 regarding exclusion of legal services.*

Chair McBryant provided a brief overview. Wendy Crosby further explained the reasoning behind the amendment. Discussion included how the final language was chosen. **Peter Everett moved to approve the amendment to the Procurement Policy 101 regarding exclusion of legal services. Steve Wolper seconded. The motion carried unanimously.**

**d. Discussion item: (p.43)**

*Date and topics for biannual Mountain Rides' Board of Directors strategic workshop.*

Chair McBryant provided an overview of this matter and suggested perhaps the next workshop date should be in January in the event there is new representation on the board. Discussion included support for a January date, support for an annual meeting versus two meetings per year, and ways in which to ease transition of board members. Chair McBryant encouraged board members to email any further topics or workshop format ideas to her.

**e. Discussion item: (p.44-45)**

*Update on Fuel Path Study.*

Discussion included the willingness of Steamboat Springs Transit to share the results of their study. Consensus was reached that sharing this information with a transit entity comparable to Mountain Rides may save the money MR has budgeted for its own study. The possibility of redirecting those funds to a pilot of onboard security cams was also discussed. It was agreed to wait until the SST study could be reviewed.

**f. Discussion item: (p.46)**

*Update on status of acquiring the county owned lots in Bellevue.*

Wendy Crosby noted that the County Commissioners directed Tim Graves to start drafting a purchase contract along the terms of \$84,500.00 in cash, and the balance of the \$155,000.00 purchase price in credits and in-kind contributions. She hoped the contract would be ready for

review at the December board meeting. Discussion included a possible provision for allowing county vehicles to be serviced at the MR site, the timing of this process and projected results.

## **5. COMMITTEE REPORTS: (p.47-49)**

### **a. Planning and Marketing Committee report from Chair Steve Wolper**

*i. Committee members approve minutes for November*

### **b. Finance and Performance Committee report from Mark Gilbert**

*i. Committee members approve minutes for September 17<sup>th</sup> and November*

**Moved to approve the Planning and Marketing Committee minutes for November.**

**Seconded. The motion passed unanimously. Peter Everett moved to approve the Finance and Performance minutes of September 17 and November 6. Chair McBryant seconded, and the motion passed unanimously.** Discussion continued on whether these minutes should be voted upon at committee meetings rather than at the end of board meetings. Wendy Crosby explained the history of this question.

## **6. STAFF REPORTS**

### **a. Dashboard performance reports for September 2013 (p.50-52)**

Discussion included the strengths and changes of the document.

### **b. Operations report (p.53)**

### **c. Maintenance report (p.54)**

Discussion included Rod Domke's note that 2 or 3 30-foot heavy duty buses may be available to MRTA at a minimal cost. Utah Transit owns several vehicles that are underpowered for their needs and are giving ten of those to the State of Idaho. Mr. Domke advised that the only cost to MRTA may be the purchase of new tires. Discussion continued on useful life of the vehicles, other possible costs, timing, and storage of the vehicles.

### **d. Marketing and Outreach report (p.55)**

### **e. Business Manager report (p.56)**

### **f. Executive Director report (p.57)**

## **7. CONSENT CALENDAR ITEMS**

### **a. Approve minutes (p.58-70)**

*Oct. 30, Nov. 6 & Nov. 14 special meeting, Sept. & Oct. regular board meeting.*

### **b. Receive & File financials (p.71-80) September 2013**

Discussion included protocol for moving to adjourn a meeting and the necessity of providing a signature line for approval. Nils Ribi asked to correct his motion under item 1 at the November 6 meeting to include verbiage that the motion passed, and further he pointed out there should be a second motion to go into Executive Session after it is moved to amend the agenda to include the session. Also in those minutes, the result of the vote under item 5 should be noted. It was agreed to pull the minutes dated October 30 and November 6. **Nils Ribi moved to approve the minutes of the November 14 special meeting and of the September and October regular board meetings as presented. Steve Wolper seconded. The motion carried unanimously. Mr. Ribi then moved to receive and file the financials for September. David Patrie seconded.** Discussion included

Wendy Crosby's notes in the financials regarding van pool fares from Sun Valley. **The motion then passed unanimously.**

#### **8. ADJOURNMENT**

**Peter Everett moved to adjourn at 12:55 p.m. Nils Ribí seconded. The motion carried unanimously.**

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Chairman Susan McBryant

# Mountain Rides Agenda Item Summary

Date:

12/18/2013

From:

Wendy Crosby

Subject:

October financials

Background:

For the month of October 2013

On the Revenue side, Federal reimbursements were over budget for the month due to 5316 and 5317 receipts. We will continue to draw these funds as quickly as we can given their March 2014 expiration.

Advertising revenue is being collected earlier in the fiscal year than projected due to good work being done by Nicole Brown.

Expenses for October were slightly below budget, with fuel expense the primary contributing item.

October 2013 Checks Issued:

Large/Unusual Items of note:

- \$1,619.10 expense reimbursement to Jason for APTA conference in Sept. and DCC meetings in Twin

- \$6,129.69 Rush Truck for IC repairs- compressor, programming body controller, axle alignment

- \$2,493.12 Freightliner for exhaust system, air cooler repairs to Sprinters

- \$5639.71 Dept of Labor for quarterly workman's comp insurance

- \$9,997 to HUB Insurance for coverage by One Beacon for period from 10/1 to 11/15/2013

- \$25,459.31 contribution to retirement plan for period ended 9/30/2013.

# MRTA - Operations Main

## Revenue & Expenditures Budget Performance

October 2013

	Oct 13	Budget	% of Budget	Oct 13	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 - Federal Funding							
41200 - Federal - 5311	32,368.00	45,000.00	71.9%	32,368.00	45,000.00	71.9%	789,000.00
41300 - Federal - 5316	20,011.00	0.00	100.0%	20,011.00	0.00	100.0%	0.00
41400 - Federal - 5317	4,776.00	0.00	100.0%	4,776.00	0.00	100.0%	0.00
41500 - Federal - Stimulus/5310	0.00	6,000.00	0.0%	0.00	6,000.00	0.0%	77,488.00
<b>Total 41000 - Federal Funding</b>	<b>57,155.00</b>	<b>51,000.00</b>	<b>112.1%</b>	<b>57,155.00</b>	<b>51,000.00</b>	<b>112.1%</b>	<b>866,488.00</b>
42000 - State Funding							
42100 - State - Safe Routes	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	8,000.00
42400 - State - Training	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
<b>Total 42000 - State Funding</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>	<b>15,500.00</b>
43000 - Local Funding							
43100 - Local - Ketchum	39,645.73	39,645.83	100.0%	39,645.73	39,645.83	100.0%	475,750.00
43200 - Local - Hailey	4,901.67	4,901.67	100.0%	4,901.67	4,901.67	100.0%	58,820.00
43300 - Local - Bellevue	197.74	72.08	274.3%	197.74	72.08	274.3%	865.00
43400 - Local - Blaine County	9,226.67	9,226.67	100.0%	9,226.67	9,226.67	100.0%	110,720.00
43500 - Local - Sun Valley	18,020.83	18,020.83	100.0%	18,020.83	18,020.83	100.0%	216,250.00
43600 - Local - Sun Valley Company	0.00	0.00	0.0%	0.00	0.00	0.0%	151,375.00
<b>Total 43000 - Local Funding</b>	<b>71,992.64</b>	<b>71,867.08</b>	<b>100.2%</b>	<b>71,992.64</b>	<b>71,867.08</b>	<b>100.2%</b>	<b>1,013,780.00</b>
44000 - Fares							
44100 - Fares - Valley Cash	5,011.50	5,000.00	100.2%	5,011.50	5,000.00	100.2%	76,000.00
44200 - Fares - Valley Passes	28,795.75	28,000.00	102.8%	28,795.75	28,000.00	102.8%	130,000.00
44300 - Fares - Vanpool	10,798.00	10,000.00	108.0%	10,798.00	10,000.00	108.0%	175,000.00
44400 - Fares - ADA	87.00	25.00	348.0%	87.00	25.00	348.0%	200.00
<b>Total 44000 - Fares</b>	<b>44,692.25</b>	<b>43,025.00</b>	<b>103.9%</b>	<b>44,692.25</b>	<b>43,025.00</b>	<b>103.9%</b>	<b>381,200.00</b>
45000 - Revenue							
45100 - Rev - Advertising	4,875.00	4,000.00	121.9%	4,875.00	4,000.00	121.9%	48,000.00
45200 - Rev - Business Sponsors	0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
45500 - Rev - Charter/Special Event	195.00	200.00	97.5%	195.00	200.00	97.5%	15,000.00
45600 - Rev - Bike Share-Bike Swap	0.00	0.00	0.0%	0.00	0.00	0.0%	6,000.00
<b>Total 45000 - Revenue</b>	<b>5,070.00</b>	<b>4,200.00</b>	<b>120.7%</b>	<b>5,070.00</b>	<b>4,200.00</b>	<b>120.7%</b>	<b>70,000.00</b>
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
<b>Total 47000 - Private Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>500.00</b>
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	1,666.67	1,666.67	100.0%	20,000.00
<b>Total 48000 - Transfers</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 - Interest Income	13.99	41.67	33.6%	13.99	41.67	33.6%	500.00
49500 - Diesel Tax Refunds	3,673.00	3,500.00	104.9%	3,673.00	3,500.00	104.9%	18,000.00
49600 - Misc. Income	5.00	0.00	0.0%	5.00	0.00	0.0%	0.00
<b>Total Income</b>	<b>184,268.55</b>	<b>176,300.42</b>	<b>104.5%</b>	<b>184,268.55</b>	<b>176,300.42</b>	<b>104.5%</b>	<b>2,385,968.00</b>
<b>Gross Profit</b>	<b>184,268.55</b>	<b>176,300.42</b>	<b>104.5%</b>	<b>184,268.55</b>	<b>176,300.42</b>	<b>104.5%</b>	<b>2,385,968.00</b>
<b>Expenses</b>							
51000 - Payroll Expenses							
51100 - Salaries and Wages	77,796.34	76,000.00	102.4%	77,796.34	76,000.00	102.4%	1,114,768.00
51200 - Accrued Vacation Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51300 - FICA Expense	4,544.02	4,395.00	103.4%	4,544.02	4,395.00	103.4%	70,000.00
51350 - Medicare Tax Expense	1,079.21	1,325.00	81.4%	1,079.21	1,325.00	81.4%	17,000.00
51400 - Retirement Plan Expenses	8,518.23	8,500.00	100.2%	8,518.23	8,500.00	100.2%	96,500.00
51500 - Workers Comp Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	45,000.00
51600 - SUI Expense	1,113.20	1,966.67	56.6%	1,113.20	1,966.67	56.6%	28,000.00
51700 - Medical Ins. Expense	9,692.30	9,499.99	102.0%	9,692.30	9,499.99	102.0%	116,000.00
51800 - Dental Ins. Expense	951.43	900.00	105.7%	951.43	900.00	105.7%	11,000.00
51000 - Payroll Expenses - Other	84.00	141.67	59.3%	84.00	141.67	59.3%	1,700.00
<b>Total 51000 - Payroll Expenses</b>	<b>103,778.73</b>	<b>102,728.33</b>	<b>101.0%</b>	<b>103,778.73</b>	<b>102,728.33</b>	<b>101.0%</b>	<b>1,499,968.00</b>
52000 - Insurance Expense							
52100 - Ins. - Vehicles	9,997.00	10,000.00	100.0%	9,997.00	10,000.00	100.0%	100,000.00
52150 - Ins-Deductibles/claims	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
52200 - Ins. - Liability- Perf Bond PSP	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 52000 - Insurance Expense</b>	<b>9,997.00</b>	<b>10,000.00</b>	<b>100.0%</b>	<b>9,997.00</b>	<b>10,000.00</b>	<b>100.0%</b>	<b>103,000.00</b>
53000 - Professional Fees							
53100 - Accounting & Audit	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
53200 - IT Systems	28.75	766.67	3.7%	28.75	766.67	3.7%	14,000.00
53400 - Legal Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	8,000.00
53500 - Other Professional Fees	532.00	1,166.67	45.6%	532.00	1,166.67	45.6%	8,000.00
<b>Total 53000 - Professional Fees</b>	<b>560.75</b>	<b>1,933.34</b>	<b>29.0%</b>	<b>560.75</b>	<b>1,933.34</b>	<b>29.0%</b>	<b>40,000.00</b>
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment expense	817.99	1,000.00	81.8%	817.99	1,000.00	81.8%	3,000.00
54200 - Shop Tools	40.44	125.00	32.4%	40.44	125.00	32.4%	2,000.00
54300 - Office Equipment	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
<b>Total 54000 - Equipment/ Tool Expense</b>	<b>858.43</b>	<b>1,125.00</b>	<b>76.3%</b>	<b>858.43</b>	<b>1,125.00</b>	<b>76.3%</b>	<b>7,000.00</b>
55000 - Rent and Utilities							
55100 - Rent	1,800.00	1,800.00	100.0%	1,800.00	1,800.00	100.0%	22,000.00
55200 - Utilities	658.26	750.00	87.8%	658.26	750.00	87.8%	16,500.00
<b>Total 55000 - Rent and Utilities</b>	<b>2,458.26</b>	<b>2,550.00</b>	<b>96.4%</b>	<b>2,458.26</b>	<b>2,550.00</b>	<b>96.4%</b>	<b>38,500.00</b>
56000 - Supplies							
56100 - Office Supplies	162.30	200.00	81.2%	162.30	200.00	81.2%	2,500.00
56200 - Janitorial & Safety Supplies	699.11	700.00	99.9%	699.11	700.00	99.9%	2,000.00
56300 - Department Supplies	867.42	1,016.67	85.3%	867.42	1,016.67	85.3%	10,000.00
56400 - Uniforms	134.18	0.00	100.0%	134.18	0.00	100.0%	4,500.00
56500 - Postage and Delivery	36.80	75.00	49.1%	36.80	75.00	49.1%	900.00
<b>Total 56000 - Supplies</b>	<b>1,899.81</b>	<b>1,991.67</b>	<b>95.4%</b>	<b>1,899.81</b>	<b>1,991.67</b>	<b>95.4%</b>	<b>19,900.00</b>
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	160.39	200.00	80.2%	160.39	200.00	80.2%	2,500.00
57200 - Building Repairs/Maintenance	2,041.45	2,000.00	102.1%	2,041.45	2,000.00	102.1%	10,000.00
57250 - Bus Stop Repairs/Maint	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
57300 - Grounds Repairs/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
<b>Total 57000 - Repairs and Maintenance</b>	<b>2,201.84</b>	<b>2,200.00</b>	<b>100.1%</b>	<b>2,201.84</b>	<b>2,200.00</b>	<b>100.1%</b>	<b>18,000.00</b>
58000 - Communications Expense							
58100 - Office Phone Expense	413.18	400.00	103.3%	413.18	400.00	103.3%	5,000.00
58200 - Cell & Two-Way Mobile	449.08	666.67	67.4%	449.08	666.67	67.4%	8,000.00
58300 - Internet/Website	304.74	0.00	100.0%	304.74	0.00	100.0%	2,500.00
<b>Total 58000 - Communications Expense</b>	<b>1,167.00</b>	<b>1,066.67</b>	<b>109.4%</b>	<b>1,167.00</b>	<b>1,066.67</b>	<b>109.4%</b>	<b>15,500.00</b>
59000 - Travel and Training							
59100 - Vehicle/Airfare	202.01	300.00	67.3%	202.01	300.00	67.3%	5,500.00
59200 - Lodging	0.00	100.00	0.0%	0.00	100.00	0.0%	2,500.00
59300 - Meals/Entertainment	0.00	150.00	0.0%	0.00	150.00	0.0%	2,500.00
59400 - Training/Education	67.00	150.00	44.7%	67.00	150.00	44.7%	6,000.00
<b>Total 59000 - Travel and Training</b>	<b>269.01</b>	<b>700.00</b>	<b>38.4%</b>	<b>269.01</b>	<b>700.00</b>	<b>38.4%</b>	<b>16,500.00</b>
60000 - Business Expenses							
60100 - Business Registration Fees	0.00	200.00	0.0%	0.00	200.00	0.0%	500.00
60400 - Dues & Subscriptions	425.00	0.00	100.0%	425.00	0.00	100.0%	7,500.00
60500 - Bank Fees	13.73	50.00	27.5%	13.73	50.00	27.5%	600.00
60000 - Business Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 60000 - Business Expenses</b>	<b>438.73</b>	<b>250.00</b>	<b>175.5%</b>	<b>438.73</b>	<b>250.00</b>	<b>175.5%</b>	<b>8,600.00</b>
61000 - Advertising							
61100 - Print Advertising	491.65	308.33	159.5%	491.65	308.33	159.5%	5,500.00
61200 - Radio Advertising	0.00	125.00	0.0%	0.00	125.00	0.0%	1,500.00
61300 - Online Advertising	35.00	41.67	84.0%	35.00	41.67	84.0%	500.00
61400 - Vehicle Graphics	0.00	0.00	0.0%	0.00	0.00	0.0%	3,500.00
61500 - Bus, Adv. Contract	0.00	0.00	0.0%	0.00	0.00	0.0%	11,000.00
<b>Total 61000 - Advertising</b>	<b>526.65</b>	<b>475.00</b>	<b>110.9%</b>	<b>526.65</b>	<b>475.00</b>	<b>110.9%</b>	<b>22,000.00</b>

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12/10/13

Accrual Basis

# **MRTA - Operations Main** **Revenue & Expenditures Budget Performance**

October 2013

	Oct 13	Budget	% of Budget	Oct 13	YTD Budget	% of Budget	Annual Budget
<b>62000 - Marketing and Promotion</b>							
62100 - Info. Displays-Stop Signage	285.35	300.00	95.1%	285.35	300.00	95.1%	4,000.00
62200 - Graphic Design	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
62300 - Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
62400 - Events and Misc.	24.00	150.00	16.0%	24.00	150.00	16.0%	3,000.00
62450 - External Marketing Support	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
62500 - Internal Marketing / Events	212.09	250.00	84.8%	212.09	250.00	84.8%	3,500.00
<b>Total 62000 - Marketing and Promotion</b>	<b>521.44</b>	<b>700.00</b>	<b>74.5%</b>	<b>521.44</b>	<b>700.00</b>	<b>74.5%</b>	<b>18,000.00</b>
<b>63000 - Printing and Reproduction</b>							
63100 - Copies, Passes & Flyers	108.96	150.00	72.6%	108.96	150.00	72.6%	3,000.00
63200 - Schedules, Maps & Brochures	0.00	0.00	0.0%	0.00	0.00	0.0%	9,000.00
<b>Total 63000 - Printing and Reproduction</b>	<b>108.96</b>	<b>150.00</b>	<b>72.6%</b>	<b>108.96</b>	<b>150.00</b>	<b>72.6%</b>	<b>12,000.00</b>
<b>64000 - Fuel Expense</b>	<b>23,553.42</b>	<b>25,000.00</b>	<b>94.2%</b>	<b>23,553.42</b>	<b>25,000.00</b>	<b>94.2%</b>	<b>370,000.00</b>
<b>65000 - Vehicle Maintenance</b>							
65100 - Parts Expense	7,173.05	8,000.00	89.7%	7,173.05	8,000.00	89.7%	95,000.00
65200 - Fluids Expense	819.74	1,666.67	49.2%	819.74	1,666.67	49.2%	16,000.00
65300 - Tires Expense	4,874.10	5,000.00	97.5%	4,874.10	5,000.00	97.5%	30,000.00
65400 - Purchased Services	0.00	500.00	0.0%	0.00	500.00	0.0%	4,000.00
65500 - Vehicle Computer/Diagnostic	0.00	166.67	0.0%	0.00	166.67	0.0%	2,000.00
<b>Total 65000 - Vehicle Maintenance</b>	<b>12,866.89</b>	<b>15,333.34</b>	<b>83.9%</b>	<b>12,866.89</b>	<b>15,333.34</b>	<b>83.9%</b>	<b>147,000.00</b>
<b>69500 - Contingency Expense-Operations</b>	<b>4,166.67</b>	<b>4,166.67</b>	<b>100.0%</b>	<b>4,166.67</b>	<b>4,166.67</b>	<b>100.0%</b>	<b>50,000.00</b>
<b>Total Expense</b>	<b>165,373.59</b>	<b>170,370.02</b>	<b>97.1%</b>	<b>165,373.59</b>	<b>170,370.02</b>	<b>97.1%</b>	<b>2,385,968.00</b>
<b>Net Ordinary Income</b>	<b>18,894.96</b>	<b>5,930.40</b>	<b>318.6%</b>	<b>18,894.96</b>	<b>5,930.40</b>	<b>318.6%</b>	<b>0.00</b>
<b>Net Income</b>	<b>18,894.96</b>	<b>5,930.40</b>	<b>318.6%</b>	<b>18,894.96</b>	<b>5,930.40</b>	<b>318.6%</b>	<b>0.00</b>

6:10 PM

12/10/13

Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						28,570.82
Bill Pmt -Check	10/01/2013	3571	Virginia Rhinehart	Monthly Rent	-1,800.00	26,770.82
Deposit	10/02/2013			Deposit	24,695.00	51,465.82
Deposit	10/02/2013			Deposit	305.85	51,771.67
Deposit	10/03/2013			Deposit	1,997.50	53,769.17
Deposit	10/03/2013			Deposit	210.00	53,979.17
Deposit	10/04/2013			Deposit	311.40	54,290.57
Deposit	10/07/2013			Deposit	517.85	54,808.42
Bill Pmt -Check	10/08/2013	3572	CED Inc.		-12.87	54,795.55
Bill Pmt -Check	10/08/2013	3573	Kim MacPherson'	expense reimbursement	-60.24	54,735.31
Bill Pmt -Check	10/08/2013	3574	Nicole Brown		-829.17	53,906.14
Bill Pmt -Check	10/08/2013	3575	Rod Domke	expense reimbursement	-45.00	53,861.14
Bill Pmt -Check	10/08/2013	3576	Wendy Crosby	expense reimbursement	-61.46	53,799.68
Bill Pmt -Check	10/08/2013	3577	Gillig LLC	36869600	-668.81	53,130.87
Bill Pmt -Check	10/08/2013	3578	Alsco		-303.60	52,827.27
Bill Pmt -Check	10/08/2013	3579	Copy & Print		-409.65	52,417.62
Bill Pmt -Check	10/08/2013	3580	NAPA Auto Parts		-555.78	51,861.84
Bill Pmt -Check	10/08/2013	3581	Jason Miller	expense reimbursement	-1,619.10	50,242.74
Deposit	10/08/2013			Deposit	242.45	50,485.19
Deposit	10/08/2013			Deposit	3,020.83	53,506.02
Bill Pmt -Check	10/08/2013	3585	United Oil		-12,210.86	41,295.16
Bill Pmt -Check	10/08/2013	3586	Franklin Building Supply		-498.65	40,796.51
Bill Pmt -Check	10/08/2013	3587	Les Schwab	117-00888	-570.63	40,225.88
Bill Pmt -Check	10/08/2013	3588	Canteen Vending formerly Magic ...		-52.00	40,173.88
Bill Pmt -Check	10/08/2013	3589	Lutz Rental		-75.20	40,098.68
Bill Pmt -Check	10/08/2013	3590	Names and Numbers		-209.45	39,889.23
Bill Pmt -Check	10/08/2013	3591	National Benefit Services, LLC		-107.00	39,782.23
Bill Pmt -Check	10/08/2013	3592	Schaeffer MFG. CO.	1140316	-2,214.15	37,568.08
Bill Pmt -Check	10/08/2013	3593	Cross Valley Cleaning LLC		-145.23	37,422.85
Bill Pmt -Check	10/08/2013	3594	Lawson Products, Inc.		-100.49	37,322.36
Liability Check	10/09/2013		QuickBooks Payroll Service	Created by Payroll Se...	-28,452.79	8,869.57
Deposit	10/09/2013			Deposit	77,743.00	86,612.57
Deposit	10/09/2013			Deposit	375.80	86,988.37
Paycheck	10/10/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Anderson, Charles	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Domke, Rodney F	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Finch, James F	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Gray, Stuart	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Green, William E	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Harder, Mike	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Johnson, Mark F	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Kelly, David W	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Larsson, Larry D	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	MacPherson, Kim	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Miller, Jason M	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Munoz, Kislis A	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Selisch, Kurt	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Sproule, William	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Tellez, Carlos	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Torres, April L	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Victorino, Jose L	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	86,988.37
Paycheck	10/10/2013	ACH	Thea, Karen J	Direct Deposit	0.00	86,988.37
Liability Check	10/10/2013	3582	Blaine County Collectors	April Torres	-100.00	86,888.37
Liability Check	10/10/2013	3583	Idaho Child Support Receipting	326231	-244.60	86,643.77
Liability Check	10/10/2013	3584	National Benefit Services, LLC	Mountain Rides FSA	-224.67	86,419.10
Bill Pmt -Check	10/10/2013	3595	Rush Truck Centers		-6,126.69	80,292.41
Deposit	10/10/2013			Deposit	32,675.00	112,967.41
Deposit	10/11/2013			Deposit	23.97	112,991.38
Liability Check	10/11/2013	E-pay	United States Treasury	82-0382250 QB Track...	-8,827.42	104,163.96
Deposit	10/11/2013			Deposit	216.85	104,380.81
Deposit	10/11/2013			Deposit	412.50	104,793.31
Bill Pmt -Check	10/14/2013	3596	Associated Construction Services,...		-121.84	104,671.47
Bill Pmt -Check	10/14/2013	3597	Freightliner of Idaho		-2,493.12	102,178.35
Bill Pmt -Check	10/14/2013	3598	L.L. Green's Hardware		-169.85	102,008.50
Bill Pmt -Check	10/14/2013	3599	Business As Usual		-438.83	101,569.67
Bill Pmt -Check	10/14/2013	3600	Atkinsons' Grocery		-175.24	101,394.43
Bill Pmt -Check	10/14/2013	3601	City of Ketchum		-744.01	100,650.42
Bill Pmt -Check	10/14/2013	3602	Clear Creek Disposal	1327	-77.53	100,572.89
Bill Pmt -Check	10/14/2013	3603	Debra Gelet		-210.00	100,362.89



6:10 PM

12/10/13

Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/14/2013	3604	Express Publishing Inc.		-1,085.91	99,276.98
Bill Pmt -Check	10/14/2013	3605	Hailey Chamber of Commerce		-135.00	99,141.98
Bill Pmt -Check	10/14/2013	3606	Johnny G's Sub Shack		-77.04	99,064.94
Bill Pmt -Check	10/14/2013	3607	Wells Fargo		-124.38	98,940.56
Bill Pmt -Check	10/14/2013	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-19.86	98,920.70
Bill Pmt -Check	10/14/2013	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-2.06	98,918.64
Deposit	10/14/2013			Deposit	23.97	98,942.61
Deposit	10/15/2013			Deposit	54.00	98,996.61
Invoice	10/15/2013	3335	Brandy Parish	NSF checks	-75.00	98,921.61
Deposit	10/15/2013			Deposit	110.00	99,031.61
Check	10/15/2013	ACH	Mountain West Bank	chargeback fees- Bra...	-4.00	99,027.61
Deposit	10/15/2013			Deposit	1,465.00	100,492.61
Check	10/15/2013	ACH	Contingency Fund	monthly transfer	-6,666.67	93,825.94
Deposit	10/15/2013			Deposit	439.95	94,265.89
Deposit	10/17/2013			Deposit	29,460.00	123,725.89
Deposit	10/17/2013			Deposit	406.95	124,132.84
Deposit	10/18/2013			Deposit	2,860.00	126,992.84
Deposit	10/18/2013			Deposit	327.05	127,319.89
Liability Check	10/21/2013	TAP	Idaho State Tax Commission	000186434	-3,173.00	124,146.89
Liability Check	10/21/2013	3608	Idaho Department of Labor	0001211374	-5,639.71	118,507.18
Bill Pmt -Check	10/21/2013	ACH	Verizon Wireless		-202.50	118,304.68
Bill Pmt -Check	10/21/2013	ACH	Verizon Wireless 208-720-7044		-11.73	118,292.95
Bill Pmt -Check	10/21/2013	3609	Color Haus		-30.29	118,262.66
Bill Pmt -Check	10/21/2013	3610	Idaho Hydrojetting		-725.00	117,537.66
Bill Pmt -Check	10/21/2013	3611	KSKI FM/KECH FM		-425.00	117,112.66
Bill Pmt -Check	10/21/2013	3612	Minert & Associates, Inc.		-70.00	117,042.66
Bill Pmt -Check	10/21/2013	ACH	City of Hailey	40205001	-72.86	116,969.80
Bill Pmt -Check	10/21/2013	3613	AC Houston Lumber Company	16203-1	-223.16	116,746.64
Bill Pmt -Check	10/21/2013	ACH	Idaho Power Acc#2204788885		-295.92	116,450.72
Bill Pmt -Check	10/21/2013	ACH	Idaho Power Acct.#2204640144		-55.54	116,395.18
Bill Pmt -Check	10/21/2013	3614	HUB International Insurance	policy 791-000-476	-9,997.00	106,398.18
Deposit	10/21/2013			Deposit	373.70	106,771.88
Liability Check	10/23/2013		QuickBooks Payroll Service	Created by Payroll Se...	-29,094.19	77,677.69
Deposit	10/23/2013			Deposit	1,288.00	78,965.69
Deposit	10/23/2013			Deposit	1,737.61	80,703.30
Deposit	10/23/2013			Deposit	397.95	81,101.25
Paycheck	10/24/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Domke, Rodney F	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Glasscock, David T	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Gray, Stuart	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Harder, Mike	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Johnson, Mark F	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	MacPherson, Kim	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Miller, Jason M	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Nestor, Robert A	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Selisch, Kurt	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Sproule, William	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Tellez, Carlos	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Torres, April L	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Victorino, Jose L	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Finch, James F	Direct Deposit	0.00	81,101.25
Paycheck	10/24/2013	DD	Miller, Jason M	Direct Deposit	0.00	81,101.25
Liability Check	10/24/2013	3615	Blaine County Collectors	April Torres	-100.00	81,001.25
Liability Check	10/24/2013	3616	Idaho Child Support Receipting	326231	-244.60	80,756.65
Liability Check	10/24/2013	3617	National Benefit Services, LLC	Mountain Rides FSA	-224.67	80,531.98
Deposit	10/24/2013			Deposit	9,038.50	89,570.48
Liability Check	10/25/2013	E-pay	United States Treasury	82-0382250 QB Track...	-8,906.58	80,663.90
Deposit	10/25/2013			Deposit	351.10	81,015.00
Deposit	10/25/2013			Deposit	33.00	81,048.00
Bill Pmt -Check	10/25/2013	3618	Gem State Welders Supply Inc.		-115.96	80,932.04
Bill Pmt -Check	10/25/2013	3619	Integrated Technologies		-65.84	80,866.20
Bill Pmt -Check	10/25/2013	3620	Ketchum Computers, Inc.		-28.75	80,837.45
Bill Pmt -Check	10/25/2013	3621	Superior Door Co.		-1,032.45	79,805.00
Bill Pmt -Check	10/25/2013	3622	United Oil		-11,867.72	67,937.28
Bill Pmt -Check	10/25/2013	3623	White Cloud Communications Inc.		-288.00	67,649.28
Bill Pmt -Check	10/25/2013	3624	Windy City Arts Inc.		-168.75	67,480.53
Check	10/28/2013	3625	League of American Bicyclists	annual membership	-125.00	67,355.53

6:10 PM

12/10/13

Accrual Basis

**MRTA - Operations Main**  
**Checks Issued**  
**As of October 31, 2013**

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	10/28/2013			Deposit	95.88	67,451.41
Bill Pmt -Check	10/28/2013	3628	Certified Folder Display Service, Inc		-60.80	67,390.61
Bill Pmt -Check	10/28/2013	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-232.89	67,157.72
Bill Pmt -Check	10/28/2013	ACH	Cox Communications	001-2401-205184001	-36.00	67,121.72
Bill Pmt -Check	10/28/2013	ACH	American Funds	plan ID BRK100102	-25,459.31	41,662.41
Deposit	10/28/2013			Deposit	281.30	41,943.71
Deposit	10/28/2013			Deposit	45,833.23	87,776.94
Liability Check	10/29/2013		QuickBooks Payroll Service	Created by Payroll Se...	-799.73	86,977.21
Deposit	10/29/2013			Deposit	354.45	87,331.66
Paycheck	10/30/2013	DD	Glasscock, David T	Direct Deposit	0.00	87,331.66
Liability Check	10/31/2013	ACH	Aflac	DQR88	-420.36	86,911.30
Liability Check	10/31/2013	3626	Met Life SBC	KM05725871	-1,197.07	85,714.23
Liability Check	10/31/2013	3627	Blue Cross of Idaho	10034150-R001	-11,768.97	73,945.26
Deposit	10/31/2013			Deposit	351.30	74,296.56
Deposit	10/31/2013			Interest	5.31	74,301.87
Total 11100 · Mountain West Checking					45,731.05	74,301.87
<b>TOTAL</b>					<b>45,731.05</b>	<b>74,301.87</b>

After review, I have determined that each payment listed on this report is correct as to payee and amount, and is for a proper and authorized purpose, except as otherwise explained below.

Exceptions: 1) None or 2) See below. (Circle One)

W. King Signed

Business Manager Title

12/18/13 Date