



Mountain Rides Transportation Authority Regular Board Meeting Agenda

12:00 noon, Wednesday, November 20, 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. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Action items and discussion items

- | | | |
|--|--|--|
| a. Action item: (p.2-5) | <table border="1"><tr><td>Approve submittal of IRS Form 5500 for annual retirement plan reporting</td></tr></table> | Approve submittal of IRS Form 5500 for annual retirement plan reporting |
| Approve submittal of IRS Form 5500 for annual retirement plan reporting | | |
| b. Action item: (p.6-27) | <table border="1"><tr><td>Approve award of K Hub to Eggers Associates w/contract, scope and fee to be negotiated</td></tr></table> | Approve award of K Hub to Eggers Associates w/contract, scope and fee to be negotiated |
| Approve award of K Hub to Eggers Associates w/contract, scope and fee to be negotiated | | |
| c. Action item: (p.28-42) | <table border="1"><tr><td>Approve amendment to Procurement Policy 101 regarding exclusion of legal services</td></tr></table> | Approve amendment to Procurement Policy 101 regarding exclusion of legal services |
| Approve amendment to Procurement Policy 101 regarding exclusion of legal services | | |
| d. Discussion item: (p.43) | <table border="1"><tr><td>Date and topics for biannual Mountain Rides' Board of Directors strategic workshop</td></tr></table> | Date and topics for biannual Mountain Rides' Board of Directors strategic workshop |
| Date and topics for biannual Mountain Rides' Board of Directors strategic workshop | | |
| e. Discussion item:(p.44-45) | <table border="1"><tr><td>Update on Fuel Path Study</td></tr></table> | Update on Fuel Path Study |
| Update on Fuel Path Study | | |
| f. Discussion item: (p.46) | <table border="1"><tr><td>Update on status of acquiring the county owned lots in Bellevue</td></tr></table> | Update on status of acquiring the county owned lots in Bellevue |
| Update on status of acquiring the county owned lots in Bellevue | | |

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 17th and November

6. Staff reports
 - a. Dashboard performance reports for September 2013 (p.50-52)
 - b. Operations report (p.53)
 - c. Maintenance report (p.54)
 - 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) | <table border="1"><tr><td>Oct 30, Nov 6 & Nov 14 special meeting, Sept & Oct regular board meeting</td></tr></table> | Oct 30, Nov 6 & Nov 14 special meeting, Sept & Oct regular board meeting |
| Oct 30, Nov 6 & Nov 14 special meeting, Sept & Oct regular board meeting | | |
| b. Approve & File financials | <table border="1"><tr><td>(p.71-80) September 2013</td></tr></table> | (p.71-80) September 2013 |
| (p.71-80) September 2013 | | |

8. 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

<u>Date:</u>	<input type="text" value="11/20/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="4a. Approve submittal of IRS Form 5500 for annual retirement plan reporting"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="none"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="N/A"/>		
<u>Background:</u>	<input type="text" value="On an annual basis we must submit Forms 5500 for our retirement plan to report on contributions to the plan and its performance. This form is filed online and must be completed by a plan trustee. The Plan has continued to turn in excellent performance (see page 2, Line 8b). Some of this is attributable to overall market returns, however reduced management expenses and better than market performance in several funds have contributed as well."/>		

Form 5500-SFDepartment of the Treasury
Internal Revenue ServiceDepartment of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

**Short Form Annual Return/Report of Small Employee
Benefit Plan**

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA), and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

OMB Nos. 1210-0110
1210-0089**2012****This Form is Open to Public
Inspection**▶ **Complete all entries in accordance with the instructions to the Form 5500-SF.****Part I Annual Report Identification Information**

For calendar plan year 2012 or fiscal plan year beginning 10/01/2012 and ending 09/30/2013

- A** This return/report is for: ☒ a single-employer plan ☐ a multiple-employer plan (not multiemployer) ☐ a one-participant plan
- B** This return/report is: ☐ the first return/report ☐ the final return/report
☐ an amended return/report ☐ a short plan year return/report (less than 12 months)
- C** Check box if filing under: ☐ Form 5558 ☐ automatic extension ☐ DFVC program
☐ special extension (enter description)

Part II Basic Plan Information—enter all requested information

1a Name of plan Mountain Rides Transportation Authority Profit Sharing Plan		1b Three-digit plan number (PN) ▶ 001
		1c Effective date of plan 10/01/1985
2a Plan sponsor's name and address; include room or suite number (employer, if for a single-employer plan) Mountain Rides Transportation Authority		2b Employer Identification Number (EIN) 82-0382250
P. O. Box 3091		2c Sponsor's telephone number 208-788-7433
Ketchum ID 83340-3091		2d Business code (see instructions) 485110
3a Plan administrator's name and address <input type="checkbox"/> Same as Plan Sponsor Name <input type="checkbox"/> Same as Plan Sponsor Address Mountain Rides Transportation Authority		3b Administrator's EIN 82-0382250
P. O. Box 3091		3c Administrator's telephone number 208-788-7433
Ketchum ID 83340-3091		
4 If the name and/or EIN of the plan sponsor has changed since the last return/report filed for this plan, enter the name, EIN, and the plan number from the last return/report.		4b EIN
a Sponsor's name		4c PN
5a Total number of participants at the beginning of the plan year		5a 28
b Total number of participants at the end of the plan year		5b 27
c Number of participants with account balances as of the end of the plan year (defined benefit plans do not complete this item)		5c 27
6a Were all of the plan's assets during the plan year invested in eligible assets? (See instructions.)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b Are you claiming a waiver of the annual examination and report of an independent qualified public accountant (IQPA) under 29 CFR 2520.104-46? (See instructions on waiver eligibility and conditions.)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "No" to either line 6a or line 6b, the plan cannot use Form 5500-SF and must instead use Form 5500.

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including, if applicable, a Schedule SB or Schedule MB completed and signed by an enrolled actuary, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE		10/21/2013	Wendy Crosby
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
Preparer's name (including firm name, if applicable) and address; include room or suite number (optional)			Preparer's telephone number (optional)

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500-SF.

Form 5500-SF (2012)
v. 120126

Part III Financial Information

7	Plan Assets and Liabilities		(a) Beginning of Year	(b) End of Year
a	Total plan assets	7a	524088	671463
b	Total plan liabilities	7b		
c	Net plan assets (subtract line 7b from line 7a)	7c	524088	671463
8	Income, Expenses, and Transfers for this Plan Year		(a) Amount	(b) Total
a	Contributions received or receivable from:			
	(1) Employers	8a(1)	83443	
	(2) Participants	8a(2)		
	(3) Others (including rollovers)	8a(3)		
b	Other income (loss)	8b	75858	
c	Total income (add lines 8a(1), 8a(2), 8a(3), and 8b)	8c		159301
d	Benefits paid (including direct rollovers and insurance premiums to provide benefits)	8d	11701	
e	Certain deemed and/or corrective distributions (see instructions)	8e		
f	Administrative service providers (salaries, fees, commissions)	8f	225	
g	Other expenses	8g		
h	Total expenses (add lines 8d, 8e, 8f, and 8g)	8h		11926
i	Net income (loss) (subtract line 8h from line 8c)	8i		147375
j	Transfers to (from) the plan (see instructions)	8j		

Part IV Plan Characteristics

- 9a** If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristic Codes in the instructions:
2E 2G 2T 3D
- b** If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristic Codes in the instructions:

Part V Compliance Questions

10	During the plan year:	Yes	No	Amount
a	Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? (See instructions and DOL's Voluntary Fiduciary Correction Program)	10a	X	
b	Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 10a.)	10b	X	
c	Was the plan covered by a fidelity bond?	10c	X	68000
d	Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?	10d	X	
e	Were any fees or commissions paid to any brokers, agents, or other persons by an insurance carrier, insurance service or other organization that provides some or all of the benefits under the plan? (See instructions.)	10e	X	
f	Has the plan failed to provide any benefit when due under the plan?	10f	X	
g	Did the plan have any participant loans? (If "Yes," enter amount as of year end.)	10g	X	
h	If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)	10h	X	
i	If 10h was answered "Yes," check the box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3	10i		

Part VI Pension Funding Compliance

11	Is this a defined benefit plan subject to minimum funding requirements? (If "Yes," see instructions and complete Schedule SB (Form 5500) and line 11a below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11a	Enter the amount from Schedule SB line 39	11a
12	Is this a defined contribution plan subject to the minimum funding requirements of section 412 of the Code or section 302 of ERISA? .. (If "Yes," complete line 12a or lines 12b, 12c, 12d, and 12e below, as applicable.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
a	If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the letter ruling granting the waiver. Month _____ Day _____ Year _____	
If you completed line 12a, complete lines 3, 9, and 10 of Schedule MB (Form 5500), and skip to line 13.		
b	Enter the minimum required contribution for this plan year	12b

c Enter the amount contributed by the employer to the plan for this plan year	12c	
d Subtract the amount in line 12c from the amount in line 12b. Enter the result (enter a minus sign to the left of a negative amount).....	12d	
e Will the minimum funding amount reported on line 12d be met by the funding deadline?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part VII Plan Terminations and Transfers of Assets

13a Has a resolution to terminate the plan been adopted in any plan year?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "Yes," enter the amount of any plan assets that reverted to the employer this year	13a	
b Were all the plan assets distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c If during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)		

13c(1) Name of plan(s):	13c(2) EIN(s)	13c(3) PN(s)

Part VIII Trust Information (optional)

14a Name of trust	14b Trust's EIN

Mountain Rides Agenda Item Summary

Date:

11/20/2013

From:

Jason Miller

Subject:

4b. Approve award of Ketchum Transportation Hub to Eggers Associates with contract, scope and fee to be negotiated

Committee Review:

☒ yes

☐ no

Committee

Both Committees

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Approve

Fiscal Impact:

TBD - estimated to be around \$90k.

Related Policy or
Procedural Impact:

FY2014-18 CIP

Background:

As a result of the RFQ 0913-1, Mountain Rides has selected Eggers Associates for the design and engineering of the Ketchum Transportation Hub. An evaluation team reviewed the two submittals and made the recommendation (see summary of RFQ point totals).

The project milestones are laid out in the timeline attached.

I am requesting that the board approve Eggers Associates as the winning respondent to the RFQ and direct me to negotiate, with city of Ketchum involvement, a full contract, scope of work and fee. These terms will be incorporated into a full agreement that will come forward to the board at a joint committee meeting in early December.

Mountain Rides Transportation Hub

Timeline

11/14/13

<u>Task</u>	<u>Date</u>	<u>Day</u>	<u>Milestone</u>
1.0	November 15, 2013	Friday	Survey Field Work
	December 4, 2013	Wednesday	Survey CAD Work
2.1	December 18, 2013	Wednesday	Work Session Meet with Mountain Rides, City of Ketchum
3.0	December 20, 2013	Friday	Team Design Charrette
3.2	January 6, 2014	Monday	Present Conceptual Plan Meet with Mountain Rides, City of Ketchum
4.0	January 13, 2014	Monday	Public Work Session
4.2	January 27, 2014	Monday	Present to Planning and Zoning
4.4	February 3, 2014	Monday	Present Final Design to City Council & URA
5.0	February 17, 2014	Monday	Present Final Design Meet with Mountain Rides, City of Ketchum
6.0	February 25, 2014	Tuesday	Start Construction Drawings / Bid Package
7.0	April 15, 2014	Tuesday	Issue Construction Bid Package
	May 2, 2014	Friday	Bids Due
8.0	May 16, 2014	Friday	Award Bid
10.0	June 2, 2014	Monday	Start Construction – Project Management
	TBD		Project Completion

SUMMARY of KETCHUM TRANSPORTATION HUB EVALUATION RESULTS - Oct 31, 2013, MRTA RFP 0813-1

AVERAGED (from 4 evaluators)		
CRITERIA	Design Workshop	Eggers Associates
Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	20.25	20.5
Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	16.25	21.5
Degree to which the project design approaches goals with innovative and creative solutions or methods.	14.25	20
Relevant experience and depth of knowledge of the project.	16	20.5
TOTAL	66.75	82.5

Ketchum Transportation Hub

Statement of Qualifications for Design and Engineering Services RFQ 0913-01

October 18, 2013

Mountain
RIDES



Ketchum Transportation Hub Approved Conceptual Design



Kurt J. Eggers, Principal, ASLA

333 South Main Street, Ste 106

P.O. Box 953

Ketchum, Idaho 83340

Phone: (208) 725-0988

Fax: (208) 725-0972

Email: kurt@eggessassociates.com



Galena Engineering, Inc.
civil engineering & land surveyors

HALES
ENGINEERING
innovative transportation solutions

Ketchum Transportation Hub

Table of Contents

Introduction.....	2
Organizational Chart.....	3
Personnel and Experience	
Eggers Associates.....	4
Ketchum Town Square.....	6
Sun Valley Music Pavilion.....	7
Community Rising / Living Architecture.....	8
Experience.....	9
Galena Engineering.....	10
Blaine County School District.....	12
Ketchum Town Square.....	13
Hales Engineering	14
Experience.....	15
Project Plan and Timeline.....	16
Client References.....	17
Federal Transit Administration 3 rd Party Clause.....	18

Eggers Associates, along with its team of Dale Bates, Galena Engineering, and Hales Engineering, is excited to have the potential opportunity to provide Design and Engineering Services to Mountain Rides and the City of Ketchum for a new Transportation Hub. We have assembled the best team possible. Our team is led by local professionals with specific experience on similar local projects, who have worked together many times, including the development of the Ketchum Town Square.

The collaboration of Dale Bates, Eggers Associates, and Galena Engineering on the Town Square is a direct indication of our ability to get the job done. The Town Square project was very similar to this project, not only in some of the design requirements, but also in respects to the tight timeline and budget. With the multi model component of this project, we have added Ryan Hales to the team for his expertise in this area.

We understand the complexity of accommodating the needs of bus operations while at the same time providing for safe and efficient pedestrian access between buses in consideration of the interaction with vehicular traffic. The design must be seamless with the Visitors Center, Town Square and the downtown area. We realize that having the hub split by Sun Valley Road makes special challenges that are important to overcome in the design. Our design team will investigate all options including paving, striping, architectural elements, and pedestrian islands in order to allow bus riders to get between buses safely and efficiently.

All members of our team have worked directly with ITD and the City departments, so we understand how the design elements must meet requirements of ITD and City services; especially the Ketchum Street Department relative to snow removal.

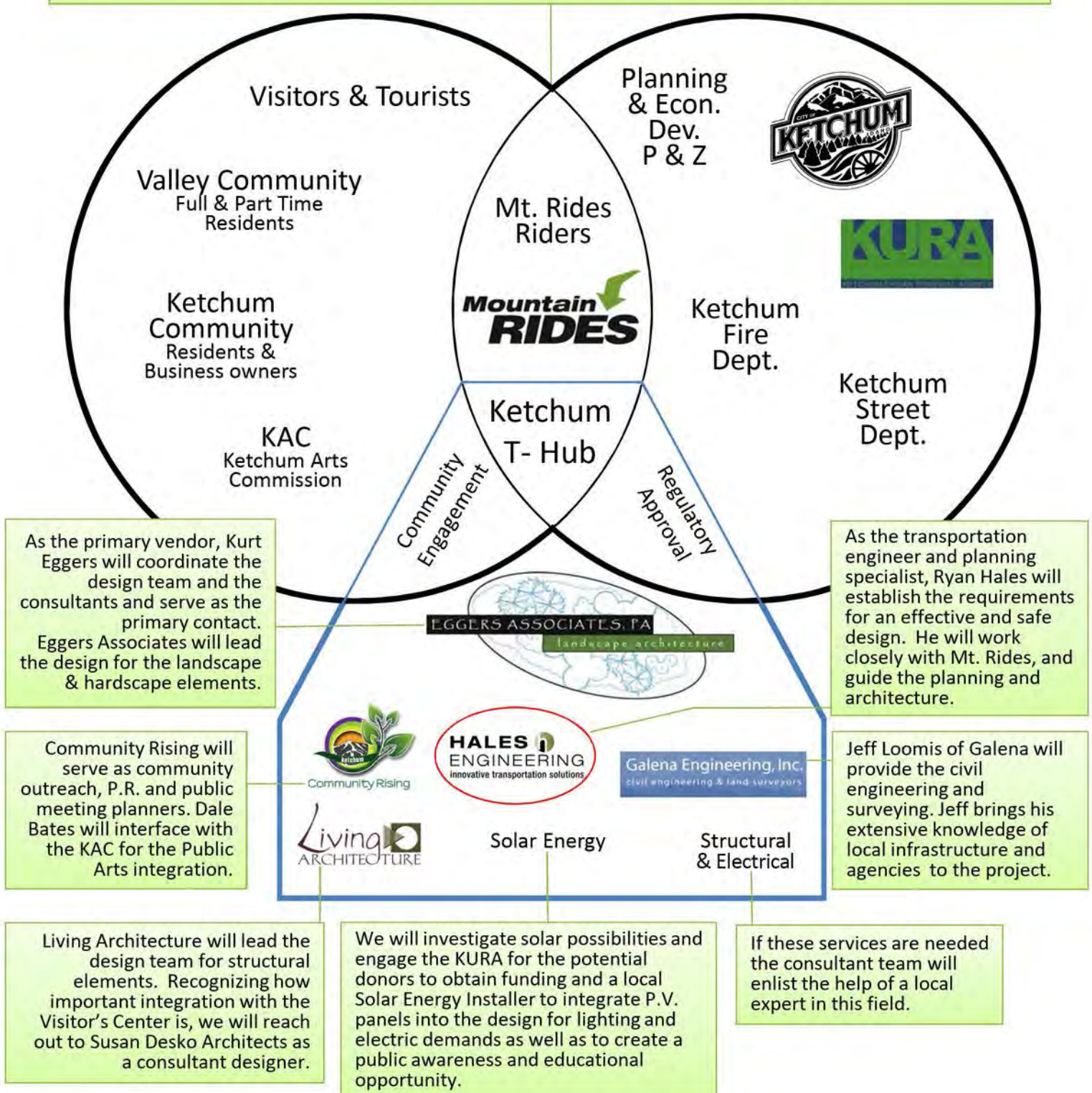
We will ensure that the design adds value to the overall experience of not only transit riders, but the community as a whole, by increasing the vitality of the downtown area, and that it has a positive impact on adjacent property owners and businesses, including the iconic Visitors Center. To this end, we will also look for ways to incorporate as many energy conservation and resource reduction methods as possible, including solar energy and sourcing local materials.

As designers, we are always creating spaces and a sense of place through design and materials. With the experience of Ryan Hales and Galena Engineering, we can couple these goals in a way that is safe for pedestrian and bicycles while allowing for the most efficient Mountain Rides bus operations. Dale Bates' experience with the Walkability Project, Town Square, and Fourth Street will ensure that the overall design is consistent and strengthens the overall fabric of the community.

In summary, our team of licensed professionals has the breadth of training and experience in transportation needs, urban design and public spaces, including pedestrian facilities, streetscape improvements, and public art, to fulfill the project goals. In addition, we have direct experience through our previous projects with Mountain Rides and the City of Ketchum and because we are local we can respond quickly with no travel costs to the needs of Mountain Rides and the City of Ketchum.

Mountain Rides is to be commended for the success of its operation, a success that far surpasses what one would expect for a small town. We look forward to the opportunity to be involved in developing what is sure to be not just a hub, but an event.

The Ketchum Transportation Hub is a relatively small project but it is a complex civic and urban design challenge that touches and effects many parts of our community. As a local team, we have the expertise, knowledge, and proven ability to create another vital place in our town that balances bus riders, vehicles, bikes& pedestrians and is both effective for Mt. Rides and safe for all users.





Eggers Associates will be the responsible lead vendor through which all communication regarding the project shall be directed. Kurt Eggers, principal and owner, will serve as Project manager. Landscape Architect Nathan Schutte will provide support.

THE FIRM

Eggers Associates is in its 14th year. In that time we have been involved in nearly 400 projects, providing landscape architecture services such as site planning, grading and drainage design, planting design, irrigation system design, and park planning. Related projects include: Ketchum Town Square and the Sun Valley Music Pavilion.

As a local design firm, we are readily available to be onsite for key milestones, weekly meetings, or other meetings with the City of Ketchum and / or Mountain Rides with no additional travel time or expenses. We would also be available to attend meetings or be on site at short notice should any questions arise during the planning or construction process.

THE STAFF

Kurt J. Eggers graduated in 1990 with a Bachelors Degree in Landscape Architecture from Purdue University. Kurt moved immediately to the Wood River Valley and has worked in the landscape industry here ever since. Kurt is a Licensed Landscape Architect in the State of Idaho (1993) and is a member in good standing of the national organization, American Society of Landscape Architects.

Nathan Schutte joined our staff in April of 2005. Nathan graduated in 2002 with a Bachelors Degree in Landscape Architecture from the University of Idaho. Nathan then spent several years in California working for a firm doing large-scale single-family developments before joining us here. Nathan became a licensed Landscape Architect in Idaho in 2008.

Jaime Snyder joined our staff in May of 2006. Jaime obtained a Bachelors degree from the University of Idaho in Plant Science. She then worked at Moss Garden Center for several years before going back to school to receive both a Bachelors and Masters Degree in Landscape Architecture. Jaime became a licensed Landscape Architect in Idaho in 2009.



Ketchum Town Square

Design Team Member and Project Manager

- Volunteered professional services to develop and draft a conceptual master plan
- Member of design team awarded contract for engineering and landscape architecture service.
- Worked with team members, City of Ketchum, and Community members to develop project construction bid package
- Oversaw bidding process.
- Provided on site construction supervision

Sun Valley Music Pavilion

Landscape Architect

- Designed vehicular and pedestrian circulation
- Designed and detailed two (2) new bus turnouts
- Developed site line studies for performance viewing
- Drafted grading, landscape, and photometrics plans
- Provided landscape construction supervision

Sun Valley Resort Renovation

Landscape Architect

- Designed and drafted landscape improvement plans along Trail Creek Road
- Developed schematic designs for improved vehicular circulation onto Trail Creek Road
- Developed schematic designs for vehicular and pedestrian circulation on Sun Valley Lodge Road
- Developed schematic designs to improve vehicular parking within the Village parking lot
- Redesigned overflow parking area within the Village parking lot
- Redesigned Ice Rink parking lot and pedestrian circulation

Our Lady of the Snows Catholic Church

Landscape Architect

- Collaborated with architect on retaining wall design
- Generated 3d computer modeling of retaining wall design
- Designed grading, landscape, lighting, and irrigation plans
- Provided landscape construction supervision

Wood River Community YMCA

Landscape Architect

- Worked with design team on multi-modal design
- Designed one (1) new bus turnout
- Drafted bid package and construction design
- Provided landscape construction supervision

Ketchum River Park at Sun Peak,

Design Team Member and Landscape Architect

- Worked with volunteers, community leaders and members, to design and draft conceptual plan
- Member of design team awarded contract for services
- Working with team members to develop construction drawings

Ketchum Town Square



The Ketchum Town Square Plan View



Art Installation Within the Ketchum Town Square.



Cone Crusher, Gas Firepits at the Ketchum Town Square.

Client: City of Ketchum

An existing parking lot in the heart of downtown Ketchum was transformed into a community event plaza. A community gathering space, the Town Square includes site features that make it comfortable and inviting year round. Features include gas firepits, large pavers areas, deciduous shade trees, vendor spaces, lawn areas, and a performance stage. As a part of the Ketchum Town Square Design Team, Eggers Associates was involved in conceptual and design development. As the Project Landscape Architect, Eggers Associates was responsible for the the bid document package, overseeing the bidding process, transmitting project information to the City, generation of construction drawings, and construction supervision. This project was completed on time and to the client's satisfaction for the summer tourist season of 2010.

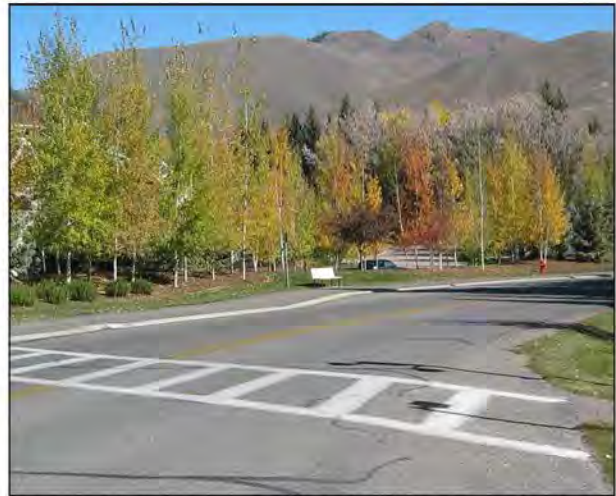
Sun Valley Music Pavilion



Rendered Plan View of the Sun Valley Music Pavilion



Bus Turnout at the Sun Valley Music Pavilion, Baldy Loop Lane.



Bus Turnout at the Sun Valley Music Pavilion, Dollar Road.

Client: Sun Valley Company

A very unique and prestigious project, the Sun Valley Music Pavilion is a state of the art music facility built in the heart of Sun Valley. As a major public facility, the role of Eggers Associates was to carefully plan and design the hardscape spaces to accommodate multiple users. Working with the project architect to compliment their user circulation into the Pavilion, we detailed two new bus turnouts around the facility. The Dollar Road turnout services surrounding condominium complexes as well as the Sun Valley Resort, while the new turnout along Baldy Loop Lane provides direct access to the Pavilion and the Sun Valley Ice Rink. The Pavilion was satisfactorily completed, and on time to meet the client's request of holding the 2008 Summer Symphony within the facility.



Community Rising will serve as community outreach, public relations, and public meetings planners. They will also interface with the Ketchum Arts Committee for the public art integration.

Living Architecture will lead the design team for structural elements. Recognizing how important integration with the Visitor Center is, we will also reach out to Susan Desko Architects as a consultant designer.

THE FIRMS

Community Rising is a social enterprise co-founded 5 years ago by Dale Bates. It is a grassroots initiative that aims to explore the diversity of pathways that will build a localized, vibrant, healthy community. Through this organization, Bates has been involved with the Ketchum Community Development Corporation through volunteerism and providing project management services to such local projects as the Fourth Street Heritage Corridor, Ketchum Town Square, and Walkable Ketchum 2013 project.

Living Architecture is a local architectural and planning firm that has been designing eco-conscious buildings and projects. As principal architect, Dale has been working on designing green, healthy, and energy efficient buildings and projects for over 20 years.

THE STAFF

Dale Bates holds a Bachelor and Master of Architecture from Cranbrook Academy of Art and Illinois Institute of Technology, respectively. He has been an active resident of Ketchum for over 35 years, advocating for movement towards a more sustainable and resilient community. He holds the honor of being one of the Top 3 Green Architects in the United States, and has won awards for the designs of such local projects as the Pine Ridge Townhomes and The Fields Condominiums.



Walkable Ketchum 2013 Project Manager

Project Manager

- Led team of volunteer professionals and citizens To create a walkable / bikeable downtown
- Assessed and mapped existing infrastructure
- Applied for grant for sidewalks and streetlights
- Researched and recommended Shared Roadway Bike paths with Sharrows for First Ave and Fourth St providing connections to WRT, Sun Valley, and Warm Springs Path
- Designed and managed installation of downtown Way Finding. Installed Summer of 2013.

Ketchum THUB Working Group

Volunteer

- Worked with team to design public engagement process
- Strategic Planning for Site Identification & Assessment
- Developed and implemented graphic presentations to community

Ketchum Town Square

Leader of KCDC Town Design Team

- Formed and worked with professional and community volunteers to advocate for, design, secure funding, and manage construction of Ketchum Town Square
- From vision to completion in 9 months including raising \$160,000 in private donations

Fourth Street Pedestrian Corridor Phase I&II

Leader of KDCD Town Design Team

- Worked with professional and community volunteers to research, design, and manage public outreach for creating a mixed use Pedestrian / Bike / Car corridor through the heart of Ketchum.
- Incorporating many aspects of Hans Monderman Living Street Theories.

Living Architecture

President and Principle Architect

- Architecture and Planning firm specializing in energy efficient, sustainable, and eco-conscious design

The logo for Galena Engineering, Inc. is a blue rectangular box with the company name in white. The text "Galena Engineering, Inc." is in a larger, bold font, and "civil engineering & land surveyors" is in a smaller font below it.

Galena Engineering, Inc. civil engineering & land surveyors

For the Ketchum Transportation Hub project, Galena will provide engineering and surveying services throughout the project's duration, starting with providing a detailed topographic site survey. Galena Engineering will provide engineering input in refining the concept design during the public workshops and meetings with City and Mountain Rides staff, help with necessary permitting, and prepare the project construction documents. During construction of this project, Galena will provide construction staking, contractor construction observation and support, and prepare as-constructed record documents.

THE FIRM

Established in Ketchum, Idaho by Jim Koonce and Dick Fosbury in 1978, Galena Engineering has been providing professional engineering and land surveying services to customers in the Wood River Valley for over 35 years. Both Jim and Dick are now retired, but they still provide senior engineering and surveying support to the company, including a unique wealth of local project knowledge and history. Today the firm consists of three partners, Mike Choat, Brian Yeager and Sean Flynn. All three hold a Professional Engineering license while Brian and Mike also hold a Professional Surveying license. In addition to the partners the firm has two additional Professional Engineers on staff, one technical staff person, three field surveyors and one administrative staff person.

Galena Engineering provides consulting engineering and surveying services to individuals, organizations, communities, and public agencies in the rural areas of south-central Idaho. The firm operates with the highest professional standards, and each member of the staff is committed to providing competent, personalized service to each client. We pride ourselves on providing our clients with the requested services in a satisfactory and timely manner.

KEY STAFF

Jeff C. Loomis will be Galena Engineering's Project Engineer for the Ketchum Transportation Hub project. His 25-years of civil engineering experience include a diverse project history associated with public agencies and private customers in Idaho, Washington, Oregon, and California. Jeff is a familiar face to City of Ketchum staff, as he has provided City Engineer services for the City of Ketchum since 2008, including civil engineering consulting and design for the Ketchum Street Department, traffic engineering consulting for the Ketchum Transportation Authority, and plan and plat review for the Ketchum Planning and Zoning staff. In addition, Jeff's recent work with ITD staff on projects such as the Mountain Rides East Fork Bus Stop and the Sun Valley Laundry Facility will help facilitate this project's coordination with ITD. Jeff graduated in 1987 with a Bachelor's Degree in Civil Engineering from Washington State University.

Sean M. Flynn graduated in 2002 with a Bachelor's Degree in Civil Engineering from the University of Notre Dame. His 10-years of civil engineering experience consists of work for municipal, county, industrial and private clients on a broad range of projects. Sean has worked on numerous projects within the City of Ketchum, including Walkable Ketchum 2013, The Wood River YMCA, and Our Lady of the Snows Catholic Church. Sean's project role will be to assist the team and provide support as necessary.

Galena Engineering, Inc.
civil engineering & land surveyors

Ketchum Town Square

Design Team Member

Participated in KCDC Town Design Team, led by Dale Bates, to develop conceptual designs, coordination, and funding for the conversion of a downtown parking lot into an outdoor community gathering place and events center.

Teamed with Eggers Associates, Paul Stoops, and Matt Morell for design and construction management. Services included:

- Topographic site survey and mapping
- Demolition plan
- Site grading and drainage design
- Water and sewer utilities design
- Preparation of construction documents
- Construction observation

Blaine County School District

Project Site Engineering and Surveying

Designed and managed construction of bus, pedestrian, and vehicular infrastructure for the Hailey Elementary Campus and the Carey Campus.

- Topographic site survey and mapping
- Analysis of circulation patterns
- Safety evaluations between pedestrian, bus, and passenger car interactions
- Design and construction of the resulting infrastructure

Ketchum Walkability Project

Volunteer/Design Team Member

Volunteered professional design services to create a walkable/bikable downtown.

- Mapped existing infrastructure – sidewalks, streetlights, bike access and bike lanes, way finding.
- Reviewed sign designs and locations with Ketchum Street Department

Blaine County Transportation Plan

Plan Development Team Member

Teamed with Keller Associates to prepare a transportation planning document for Blaine County. This document is used in inventorying existing infrastructure, maintenance and capital improvement scheduling, and funding planning.

- Researched and summarized Blaine County demographic information
- Assessed existing roadway conditions, traffic use, and crash histories
- Prepared presentation exhibits for public hearings and report documents
- Participated in presentations of plan information to the public

Wood River Community YMCA

Project Site Engineering and Surveying

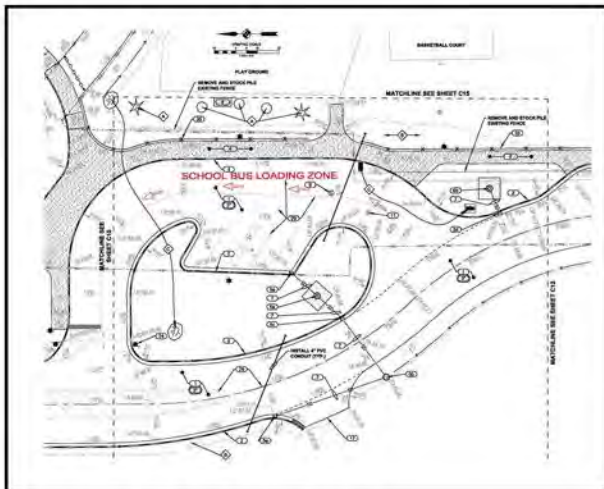
Design and construction management team member with Sink Combs Dethlefs and Oakland Construction. Services included:

- Prepared land surveying documents regarding a planned unit development for the City of Ketchum.
- Completed traffic impact and parking studies associated with the development
- Designed and prepared construction documents for the site development including building layout, individual and transit vehicle and pedestrian access, sidewalks, parking and landscaped areas.

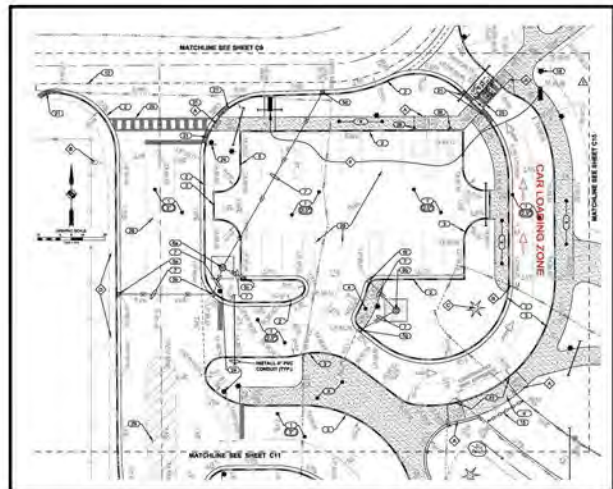
Blaine County School District



Aerial Photo of Completed Hailey Elementary School Campus Design



Carey School Campus Bus Circulation Design.

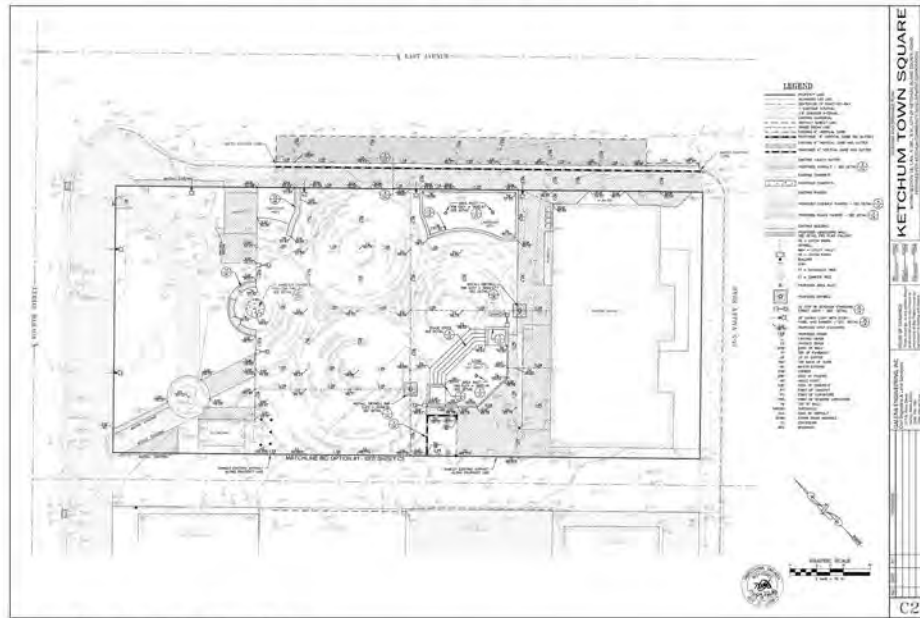


Carey School Campus Student Loading Zone.

Client: Blaine County School District

Galena Engineering was hired by Blaine County School District in 2007 and again in 2012 to design and construct bus, pedestrian, and vehicular infrastructure for the Hailey Elementary Campus and the Carey Campus respectively. These projects included the analysis of circulation patterns and safety evaluations between pedestrian, bus, and passenger car interactions, and then to design/construct the resulting infrastructure within a limited time frame. Galena Engineering performed the design, surveying, and construction administration for these projects that included extensive curb, gutter, sidewalk, paving, and pedestrian features. These projects were completed satisfactorily and on time to meet the clients need to have the work completed by the opening of the school year.

Ketchum Town Square



Grading Plan for Ketchum Town Square



Paver Plaza and Performance Stage at the Ketchum Town Square.



Medallion Placed Within the Pavers at the Ketchum Town Square.

Client: City of Ketchum

Galena Engineering teamed with Eggers Associates, Paul Stoops, and Matt Morell to design the conversion of a downtown parking lot into an outdoor community gather place and events center. The Ketchum Town Square is a year-round plaza that features large paver areas and seating, lawn space, deciduous trees, a performance stage, a gas fire pit, vendor spaces, solar powered lighting, and informational signage. Galena Engineering completed topographic site survey and mapping, a demolition plan, site grading and drainage design, water and sewer utility design, preparation of construction documents, and construction observation. Prior to the design and construction of this project, Dick Fosbury was part of the design team, that included Dale Bates, put together by the Ketchum CDC to develop the Ketchum Town Square conceptual designs, coordination, and funding.



Ryan Hales will bring his transportation and land use expertise to the design team. Ryan is the principal engineer at Hales Engineering, a Utah based engineering firm that specializes in transit oriented development (TOD).

THE FIRM

In business since 2006, Hales engineering has assisted hundreds of clients (both public and private sector) in achieving sustainable transportation solutions. Hales Engineering has amassed a great knowledge base of mixed use and TOD developments, including development around intermodal centers. Their work on the downtown Salt Lake City intermodal center for the Utah Transit Authority (UTA) and the surrounding development opportunities helped establish new parking procedures and identify the sensitivity of providing for all modes of transportation. The hub incorporates Commuter Rail, Light Rail, UTA local bus service, Amtrak, Greyhound, U Car Share, bikes, pedestrians, and other forms of alternative transportation. Hales Engineering brings a wealth of knowledge and experience working on transit projects and more specifically transportation hub projects.

THE STAFF

Ryan Hales holds both a Bachelors of Science and Masters of Science degree in Civil and Environmental Engineering received from Brigham Young University in Provo Utah. He is licensed as a Professional Engineer in Utah and Idaho as well as being a Professional Planner and a Professional Traffic Operations Engineer. Ryan is also a member of several professional associations including the Institute for Transportation Engineers, the American Society of Civil Engineers and the American Planning Association. Ryan is proficient in the use of several software packages used to model traffic and transit patterns.

Ryan has worked on over ten TOD sites in the Salt Lake City Metro area and has recently been hired to design several transit hubs for the Utah Transit Authority. He has also been involved as project manager/lead engineer in various studies that involve transportation and transportation master planning, trip generation, assignment applications, corridor evaluations, and area wide travel demand forecasting.

Ryan has worked closely with Ketchum City staff on several projects within the City and is, therefore, very familiar with Ketchum and all of its traffic and transit demands and will be an invaluable member of the project team.



City of Ketchum

Transportation Consultant

Ryan has worked with City staff on several transportation related projects.

These include:

- Warm Springs Ranch Resort Traffic Impact Study
- Warm Springs Road Corridor Study
- Main Street Corridor Study
- Ketchum Lodge Traffic Impact Study
- Worked closely with City staff on the transportation portion of the Comprehensive Plan
- Ketchum On-call services (2011 - 2013)

Transportation Planning

Ryan has extensive experience working on transportation plans for municipalities in Utah.

These include:

- Tooele County Transportation Master Plan, UT
- Tooele City Transportation Master Plan, UT
- Lehi City Transportation Master Plan, UT
- Provo City Transportation Master Plan, UT
- South Jordan Transportation Master Plan, UT
- American Fork City Sub-Area Transportation Plan, UT
- Ivins City Sub-area Master Plan, UT
- Western Synderville Basin Transportation Plan, UT

State Transportation Department Experience

Ryan has worked on a variety of projects as an extension of UDOT's staff including:

- Red Hills Parkway EA, St. George, UT
- SR-9 Safety Study, Hurricane, UT
- SR-10 Environmental Review, Price, UT
- 24th Street EA, Ogden, UT

This experience working with a state transportation department will be invaluable as we will need to coordinate our design with ITD.

Transit Oriented Development

TOD development is one of Ryan's passions and a focus of Hales Engineering. He has worked on over 10 TOD sites within the Salt Lake Metro area and has worked with professors at the local university to enhance the evaluation of TOD projects. Utilizing their concepts in the development process has proved beneficial for the layout and design of TOD sites, to maximize transit usage and walking opportunities, and minimize vehicular traffic within the TOD site, by reverse engineering the sites. These concepts can also be used to minimize the parking needs / requirements at TOD sites.

Government Experience

Ryan completed a three-year appointment as a Planning Commissioner where he gained valuable first-hand knowledge of local government concerns/needs in relation to the growing multi-modal aspects of future transportation demand. Based on his experience he continues to support several cities within Utah and Idaho with on-call services for various transportation-related planning needs.

We understand the timeline constraints relating to our construction season here in the Wood River Valley and the importance of lessening the impact of this project on the tourist season (summer). We also realize that time is of the essence for this project in regards to lessening the impact its construction may have on the local economy. Therefore, if our team is selected on November 27, 2013, here is our proposed project plan and timeline.

Date	Milestone
• December 2, 2013	Commence Design Process Preparation For Work Session Gather Survey Information
• December 9, 2013	Work Session (Task #1) Meet With Mountain Rides, City of Ketchum
• January 6, 2014	Present Conceptual Plan (Task #2)
• January 13, 2014	Public Work Session (Task #3) Input From Public to Incorporate Into Design
• February 3, 2014	Present Final Design (Task #4) Meeting with Mountain Rides, City of Ketchum
• February 17, 2014	Start Construction Drawings
• April 15, 2014	Issue Construction Bid Package (Task #5)
• May 2, 2014	Bids Due
• May 16, 2014	Award Bid
• June 1, 2014	Start Construction – Project Management (Task #6)
TBD	Project Completion

****Task number shown relates to those indicated in Request For Qualifications, Page 3.**

EGGERS ASSOCIATES

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Jen Smith	Parks and Recreation Director, City of Ketchum	726-7820
Wallace Huffman	Director of Resorts and Resort Development, Sun Valley Company	622-2501
Nick Latham	Partner, Ruscitto Latham Blanton Architecture	726-5608

COMMUNITY RISING / LIVING ARCHITECTURE

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Rebecca Ralston	Vitus Development, Seattle WA (Northwood Place affordable Housing)	206-832-1312
Tom Hudson	President, The Hudson Group Moscow, ID Director, Land Use Services San Bernardino County, CA	617-619-9910
Randy Hall	Mayor, City of Ketchum	726-2495

GALENA ENGINEERING

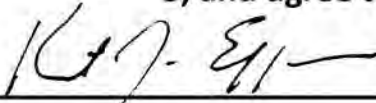
<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Brian Christiansen	Street Superintendent, City of Ketchum	726-7831
Tom Hellen	City Engineer, City of Hailey	788-9830
Craig Eckles	Planning and Zoning Director, City of Bellevue	788-2128

HALES ENGINEERING

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Joyce Allgiers	Planning Manager, City of Ketchum	726-7801
Tom Praggastis	Attorney, Ketchum, ID	726-5961
Lorin Powell	Civil Engineer, City of Lehi, UT	801-768-7120

Agreement to 3rd Party Clauses

I have read the FTA 3rd Party Clauses to the RFQ0913-01, included as Attachment 3, and agree to meet the requirements of these clauses.



Signature

Principal Landscape Architect

Title

Eggers Associates

Firm

October 18, 2013

Date

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="11/20/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="4c. Approve amendment to Procurement Policy 101 regarding exclusion of legal services"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="none"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Procurement Policy 101"/>		
<u>Background:</u>	<input type="text" value="The Board requested that the Procurement Policy be amended to require board approval of the request, solicitation, selected bid, and contract for legal services regardless of dollar amount. The attached red-lined version incorporates that change."/>		

Policy Section 100 - Financial

Policy 101: Procurement

Issued: April 27, 2011

Revised: February 19, 2013

Revised: March 20, 2013

Revised: November 20, 2013

A. Purpose:

This policy establishes procedures and control and provides an orderly process for purchasing goods and services necessary in the ordinary course of business of Mountain Rides Transportation Authority (MRTA).

B. Personnel Affected: Board of Directors, Executive Director, Operations Manager, Maintenance & Facilities Manager and other Maintenance employees involved in purchases, Business Manager, Outreach & PR Specialist, Bike & Mobility Specialist

C. Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

- A. BOARD shall mean the Board of Directors of the MRTA.
- B. BUSINESS MANAGER shall mean the Business Manager of MRTA.
- C. CONTRACT shall mean a written agreement, including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.
- D. DBE shall mean Disadvantaged Business Enterprises.
- E. FTA shall mean the United States Department of Transportation, Federal Transit Administration.
- F. INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or a PUBLIC WORKS project.
- G. ITD shall mean the State of Idaho Transportation Department.
- H. NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.
- I. PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.
- J. PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.
- K. PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

Policy Section 100 - Financial

- L. REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for PROFESSIONAL SERVICES.
- M. REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.
- N. SIGNIFICANT IDAHO PRESENCE as defined in Idaho Code shall mean a bidder must have, for a minimum of one year, prior to the bid, maintained in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other related property. Further if the bidder is a corporation, it must be registered with the office of the Secretary of State and licensed to do business in the State of Idaho.
- N. SERVICES shall mean PROFESSIONAL AND/OR NON-PROFESSIONAL SERVICES, or both, in accordance with the context.
- O. SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance or repair of any property of MRTA or of any other person or agency for which it is the duty of MRTA to maintain or repair.

D. Procedures:

All vendors from which purchases are made must be in the MRTA accounting system. All purchases will be made, regardless of the amount, with the intention of getting the best possible price for the goods and/or services without compromising on the quality, reliability, timeliness, etc. of the goods and/or service and in accordance with both State and Federal procurement requirements (i.e. including all appropriate state and federal clauses, etc.).

Positive efforts shall be made to utilize local businesses, small businesses, minority-owned firms, and women's business enterprises, and businesses in the DBE Directory whenever possible (refer to applicable Federal DBE policy, which is not incorporated into this policy). All new vendors must be pre-approved by the Business Manager before goods and/or services are ordered. Completion of a Vendor Application form (Exhibit 1) must be submitted to the Business Manager in order to obtain approval.

All purchases made on behalf of MRTA must comply with the following:

- ~~a. All purchases under or equal to \$5000 may be made by the appropriate department head and/or delegate. However, if the purchase will cause MRTA to be over budget in that particular expenditure category, written pre-approval of the Executive Director is necessary before purchasing the goods/services. MRTA has a "best price practice" meaning that generally the lowest cost supplier is preferred. HOWEVER, other criteria such as reliability, quality, timeliness, etc., are also factors considered in the decision. Procurement of Legal Services is an exception to the dollar bidding thresholds of this policy and, the procedures outlined in e. below must be followed regardless of amount (i.e., ED and BOD pre-approval of the solicitation, BOD approval of the bid selection, and BOD approval of any resulting contracts).~~
- ~~b. All purchases under or equal to \$5000 may be made by the appropriate department head and/or delegate. However, if the purchase will cause MRTA to be over budget in that particular expenditure category, written pre-approval of~~

Policy Section 100 - Financial

the Executive Director is necessary before purchasing the goods/services. MRTA has a "best price practice" meaning that generally the lowest cost supplier is preferred HOWEVER, other criteria such as reliability, quality, timeliness, etc., are also factors considered in the decision.

a.c.

b.d. All purchases over \$5,000 and up to or equal to \$25,000 for goods/services need the written approval of the Executive Director before the purchase is made. In addition, Purchases will be recorded in a log (Exhibit 2) that tracks the purchase process, including quotes received, vendor selected and reason for selection. Once the Executive Director has reviewed the request to ensure the purchase doesn't cause MRTA to be over budget and that the cost is reasonable, prudent and necessary and that quotes received are appropriate, approval is granted by indicating on the log.

e.e. All purchases over \$25,000 and up to or equal to \$50,000 require compliance with State and applicable Federal Laws as outlined in Idaho Code, Title 67 State and Government Affairs Chapter 28 Purchasing by Political Subdivisions, Sections 67-2806 and 67-2808, or any successor thereto regarding the procurement process. This section of the Idaho Code requires a solicitation for a minimum of 3 written bids, a compilation of the bids and approval by the Board of the bid selected. In addition to these requirements, the following MRTA procedures must be completed:

- i. written pre-approval of the request by the Executive Director,
- ii. written pre-approval of the request by the MRTA Board of Directors, if it is a new request (pre-approval is not required for bids that cover an expense that is reoccurring, i.e. a bid for Health coverage, insurance coverage, tires, fuel, etc.)
- iii. Solicitation of bids (Exhibit 3)
- iv. Recap of bids and selection of vendor (Exhibit 4)
- v. a MRTA Purchase Order (Exhibit 5 attached)

After the Executive Director reviews the **request** and deems the purchase to be within budget and reasonable and prudent, the board is notified and required to approve the request in writing **before** the order for the goods/services is made. Board pre-approval is **not required** for bids on reoccurring items, e.g. fuel, tires, health plan, insurance coverage and the like, where MRTA is attempting to minimize or control the cost of the reoccurring expense. Once the Executive Director and Board (if necessary) approvals are obtained, a solicitation of bids occurs. Following receipt of bids, results are compiled and a recommendation is made to the Executive Director and then to the Board as to the selected vendor. Both the Executive Director and the Board must approve the selection in writing. Once that approval is obtained, a Purchase Order is created and submitted to the Business Manager. The Purchase Order will be numbered and the number will be entered into the Board minutes as a permanent record of approval of the Board of Directors of MRTA and to protect the check signing parties.

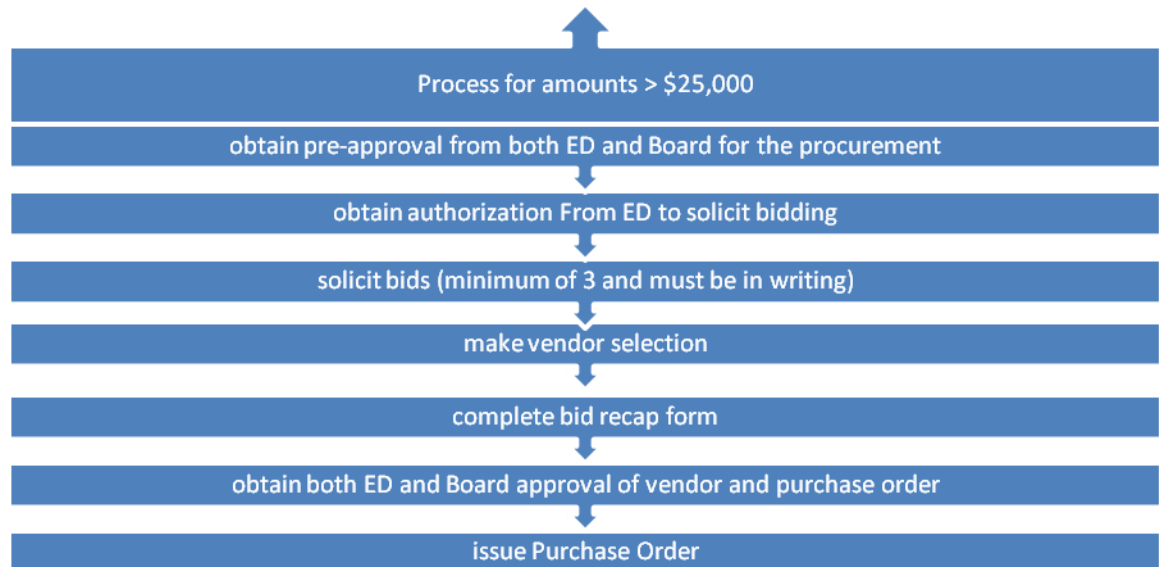
d.f. If an emergency and/or unexpected incident occurs for which the purchase of the goods and/or service is critical to keep MRTA fully functioning and the amount exceeds \$25,000, the MRTA Board must declare by written resolution that an emergency exists and that public interest and necessity demand the immediate expenditure, pursuant to Section 67-2808, or any successor thereto. Once the Board declares an emergency, the Executive Director is authorized to make the

Policy Section 100 - Financial

purchase without complying with bid procedures, as outlined in Section 67-2808, or any successor thereto.

The Executive Director shall prepare a report for the next regularly scheduled meeting of MRTA's Board of Directors describing any procurement made under emergency/exigent circumstances for a procurement costing more than \$25,000. This exception only applies to ensure that MRTA can maintain fully functional and not be forced to reduce its services to the public.

- e. All purchases over \$50,000 have the same requirements outlined in c. above and in addition, require a sealed bid process as detailed in Section 67-2806 of the Idaho Code (<http://www.legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm>), or any successor thereto. This section of the Idaho Code requires two public notifications of the request for bids, written specifications/instructions for bids, and receipt of sealed bids.



E. Capitalization Policy:

All items purchased for more than \$5000 AND in addition, when an item is complete unto itself, and is not a component of another capitalized item AND when the item has a useful life of greater than one year, it will be capitalized in the records of Mountain Rides and booked in the appropriate fixed asset category unless specifically recommended otherwise by MRTA's outside auditors. Goods and/or services purchased for less than or equal to \$5,000 will be expensed in the fiscal year the goods and/or services were received, subject to GAAP.

F. Compliance with ITD and Federal grant requirements

- a. A PROCUREMENT funded in full or in part pursuant to the terms of a **federal grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance

Policy Section 100 - Financial

with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance. A PROCUREMENT funded in full or in part pursuant to the terms of a **state grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of state laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of state financial assistance. All procurements shall be carried out in accordance with applicable state laws and implementing regulations and applicable requirements of the state or federal financial assistance.

- b. In addition to complying with the above procedures, local and DBE Vendors should be included for consideration and must be used where appropriate and available under the ITD guidelines.
- c. Purchases made with Federal funds for goods and/or services over \$50,000 must use a formal procurement process for large purchases (a sealed bid process) and produce a schedule that provides the following information:
 - i. RFP/IFB; publish two notices soliciting bids in the official city newspaper, with the first notice at least two weeks before bid opening and the second notice at least a week prior to bid opening. The notice must succinctly describe the personal property or services to be procured and must state that specifications, bid forms, instructions, contract documents and other information must be made available upon request to any interested bidder.
 - ii. A list of any pre-bid meeting and attendees.
 - iii. Provide a closing date.
 - iv. A list of bidders.
 - v. Notification date of the successful bidder.
 - vi. List of any protests.
 - vii. Date the contract was signed.
 - viii. For vehicles purchased; proof of insurance must be provided.
- d. Purchases made with Federal funds over \$100,000 requires full compliance with requirements for purchases over \$50,000 (listed above) and applicable federal requirements (see FTA Circular 4220.1F, http://www.fta.dot.gov/documents/C_4220_1F.pdf , or any successor thereto). In addition, the following forms must be completed and procedures followed:
 - i. Buy America Certifications (pre and post-delivery).
 - ii. Debarment and Suspension Certification.
 - iii. Lobbying Certification.
 - iv. DBE Approval Certification.
 - iv. Certificate of Compliance with Bus Testing Requirement.
 - vi. Pre-award & Post Delivery Audit forms, 49 U.S.C.5323, 49 CFR Part 663.
 - vii. Bus Testing Certification, 49 U.S.C. 5323(c) 49 CFR part 665.

Policy Section 100 - Financial

G. Receiving and Acceptance

The receiving and acceptance function is the final phase in completion of the purchasing cycle. At this point, acceptance or rejection of material is accomplished and final determination is made as to quantity, quality, delivery and payment authorization.

1. Material or services and equipment will be delivered according to the instructions on the purchase order, which in most cases will be to the initiating department.
2. Upon receipt and acceptance of material equipment or service, the department must confirm that all items are received in good order and then must forward all shipping papers to the Business Manager for authorization of payment. Shipment contents should be reconciled to the packing slip.
3. Packing slip should be delivered to the Business Manager where it is matched to the purchase order. Upon receipt of the invoice, it will be reconciled to the purchase order and packing slip.
4. If the material is not acceptable or the quantity is incorrect, the department must advise the vendor immediately and negotiate a correction that is acceptable to the department. If it is advisable to hold up payment until this adjustment can be made, the Business Manager must be immediately informed.
5. When material and supplies are ordered on long term contracts or when a partial payment is to be made on an open purchase order, the department must complete a Request for Payment Form (Exhibit 6), attach a copy of the purchase order, and forward it to the Business Manager.

• Miscellaneous

- Under no circumstances shall this policy be circumvented by dividing purchases into smaller orders, spreading an order over time, or similar action.
- Committing MRTA to any obligation or contract that exceeds a term of one year requires the Executive Director's prior approval. The total amount of the contract determines the procurement procedures (i.e. contracts greater than one year in length require the Executive Director's written approval; contracts exceeding \$25,000 require prior Executive Director AND MRTA Board approval). Commitments/leases/contracts for terms of greater than one year should include provisions to void the commitment if public funding for the expense is eliminated.
- Any changes or exceptions to this Procurement Policy require MRTA Board approval.

H. Termination

The performance of work under a procurement may be terminated in whole or in part by MRTA by a written "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. MRTA will not be liable to Seller for any work done or materials purchased after such termination or for lost profits or other damages. Such right of termination is in addition to and not in lieu of rights of any other provisions of the procurement. Seller's failure to effect delivery by date specified or to fulfill any other terms of the procurement will entitle MRTA to cancel a procurement at MRTA's option.

I. Protest Procedures and Appeals Process

1. Who May Protest or Appeal: Any document holder showing a substantial economic interest in the award of a contract under a procurement who claims to be aggrieved in connection with the solicitation or proposed award of a contract under this procurement may protest in accordance with the procedures set forth herein.

Policy Section 100 - Financial

2. Timing of Protest: Protests based on the contents of a procurement must be received by MRTA no later than 7 business days prior to the date and time designated for submittal of Bids, Proposals, or Statements of Qualification. Protests based on other circumstances must be received within 5 business days after the allegedly aggrieved person or party is notified of contract award or intent thereof, whichever is earlier.

3. Contents of Protest: A protest shall be in writing and shall include: (1) the procurement title and/or number under which the protest is made; (2) the name and address of the allegedly aggrieved party; (3) a detailed description of the specific grounds for the protest and all supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed to: MRTA, PO Box 3091, Ketchum ID 83340 and mailed postage pre-paid by US Mail, certified with return receipt.

4. Protest Procedure: Upon receipt of a timely written protest, the MRTA procurement officer will consider the protest in accordance with established procedures and promptly issue a written decision stating the reasons for the action taken and informing the allegedly aggrieved person of his/her right to appeal the decision to the Executive Director.

5. Appeal Procedure: The decision made by the MRTA procurement officer shall be final and conclusive unless a written appeal to the Executive Director is received within five (5) business days of written, email or facsimile transmittal to the protester. The written appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. The Executive Director will consider the appeal and promptly issue a written decision, which shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the allegedly aggrieved protester, and the FTA.

6. Secondary Appeal Procedure: The decision made by the MRTA Executive Director shall be final and conclusive unless a written secondary appeal to the MRTA Board of Directors is received within five (5) business days of written, email or facsimile transmittal to the protester by the Executive Director. The written secondary appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. Within ten (10) business days from receipt of the written secondary appeal, the MRTA Board of Directors shall notice a review hearing, such hearing to take place within twenty (20) days of said notice. Notice shall be furnished in writing to the protester, the MRTA Executive Director, and the MRTA procurement officer. The review hearing shall be held before at least a quorum of the MRTA Board of Directors.

The MRTA Board of Directors will consider the secondary appeal, and information provided during the hearing and issue a written decision within thirty (30) days from the date of the hearing, which decision shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the protester, and the FTA.

7. Failure to Comply with Requirements: Failure of the protester to strictly comply with these protest and appeal requirements will render a protest or an appeal untimely or inadequate and may result in rejection by MRTA.

8. Deadlines for all purchases below \$100,000: A written protest in a purchase action valued below \$100,000 (whether based on the content of the procurement or otherwise) must be received by MRTA within the earlier of (a) 2 business days of the opening of bids or (b) the time the Contract is executed or performed.

9. Exhaustion of Administrative Remedies: A protester may not commence litigation prior to exhausting all administrative remedies. Failure to exhaust all administrative remedies shall constitute an absolute waiver of the Protester's right, if any, to commence litigation.

910. Commencement of Litigation: After the exhaustion of all administrative remedies, the Protester shall have 10 business days in which to commence litigation. Failure to commence litigation within this limitation shall constitute an absolute waiver of the Protester's right, if any, to

Policy Section 100 - Financial

do so. MRTA may award and execute a Contract during this ten day period in accordance with state law.

11. Protests at the FTA Level (For Federally-Funded Projects only): Protests made to the FTA will be limited to MRTA's failure to have or follow its protest procedures, MRTA's failure to review a complaint or protest, or violations of Federal law or regulation. Any protest to the FTA must be made in accordance with the following guidelines:

- a. A protest must be filed with the FTA no later than 5 working days after the protester learns or should have learned of an adverse decision by MRTA or other basis of appeal to FTA.
- b. A protest to FTA must be filed in accordance with FTA Circular 4220.1F, as amended.

Policy Section 100 - Financial

Exhibit 1 VENDOR APPLICATION

Please type or print in black ink. All vendor information must be complete. Completed W-9 must accompany this application.

Company Information

Company Name	Principal Owners
Street Address	Box No.
City	State Zip
Phone	Fax
Years at this location	Number of employees
Federal Tax ID No.	Type of Business(LLC, Sole Proprietor, Corp)
Social Security No.	
Year Established	Idaho Presence

Products and/or services your company can provide and for which you wish to be considered

List any relationship with MRTA, its employees, Board or any affiliation

For MRTA purposes:

Approved _____ Date _____

Policy Section 100 - Financial

Exhibit 2

LOG FOR PURCHASES > \$5,000.00 and up to or equal to \$25,000

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

Policy Section 100 - Financial

Exhibit 3

MRTA AUTHORIZATION TO SOLICIT BIDDING

DESCRIPTION OF PROJECT OR ITEM TO BE BID:

SPECIAL REQUIREMENTS:

ESTIMATED COST:

DATE OF BOARD APPROVAL OF REQUEST: _____
DATES OF PUBLICATION (REQUIRED FOR PURCHASES > \$50,000):

APPROVED AS PER BUDGET:

Executive Director

Date

APPROVED FOR PUBLICATION:

Executive Director

Date

Policy Section 100 - Financial

Exhibit 4 BID RECAP AND SELECTION REPORT

INFORMAL BID _____ FORMAL BID _____ SOLE SOURCE _____

TO: MRTA Executive Director

FROM:

PROJECT/PROJECT TYPE:

SERVICE REQUESTED:

Bids/proposals were solicited from available, qualified firms for the above project. The following firms were considered:

After evaluating the bids/proposals submitted, it is my recommendation that the contract be awarded to:

in _____ an _____ amount _____ not _____ to _____ exceed _____

This selection was based on the specific criteria established for this expenditure and this vendor was selected because:

Attached for your review and file are the following documents:

- A. _____ copy of specifications for the requested service
- B. _____ copy of the selected proposals
- C. _____ copy of the contractual agreement (if any)

APPROVED BY Executive Director: _____ DATE: _____

APPROVED BY MRTA Board: _____ DATE: _____

Exhibit 5 Purchase Order

PO #:

**Mountain Rides
800 1st Ave. N.
Ketchum, ID 83340**

QUANTITY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
				Subtotal	
				Sales	
				Tax	
				Total	

Date _____



Policy Section 100 - Financial

Exhibit 6 Request for Payment Form

Request for Payment Form

Date:

Vendor/Payee:

Amount:

Due Date:

Purpose:

MRTA Coding:

Approval (if required):

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="11/20/2013"/>
<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Subject:</u>	<input type="text" value="4d. Date and topics for biannual Mountain Rides' Board of Directors strategic workshop"/>
<u>Committee Review:</u>	<input type="radio"/> yes <u>Committee</u> <input type="text" value="Both Committees"/> <input checked="" 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="n/a"/>
<u>Background:</u>	<div>It is time to schedule the biannual strategic planning workshop of the Mountain Rides' Board of Directors. In past years, this meeting has been held in December or January. Key questions include: 1. Where and when? 2. Facilitated or not? (Vanessa Fry has done several of our past meetings but is no longer available. Sarah Michael could be a possibility) 3. Topics? Some potential topics include regionalization, federal funding allocation, board transition/succession plan, funding challenges/implications. A draft agenda will be created ahead of the December committee meetings.</div>

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="11/20/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="4e. Update on Fuel Path Study"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Review"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2014 Facilities Fund - \$7500 is budgeted."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="n/a"/>		
<u>Background:</u>	<div><p>Mountain Rides has been interested in looking at different ways to fuel its fleet over the long term. A fuel path study had been recommended as a good way to address this issue of which type of fuel and associated infrastructure would be best for Mountain Rides. The Finance and Performance committee was tasked with looking at this issue and recommended a survey of resort providers as the first step in the process.</p><p>Attached are the results of a survey of resort providers. The survey revealed that Steamboat Springs Transit is in the process of conducting such a survey and is willing to share the results with Mountain Rides. SST, with its mix of resort and commuter services and relative isolation from any urban community, will provide a good comparative to MR.</p><p>This recommendation means that MR will not spend the money on the fuel path study and will wait for the SST study. This frees up the \$7500 for another use, which I think may need to be a pilot of onboard security cams.</p></div>		

FUEL PATH STUDY

October 2013

Fuel path study questions and responses from peer resort transit providers

Question	START Bus	Steamboat Springs Transit	RFTA	Vail	Eagle County
1. What fuel do they use to power their buses?	Diesel	We use mostly Diesel (also have diesel/electric hybrids) but use a small amount of gas with our paratransit van.	RFTA uses either diesel (with a blend of at least 5% biodiesel) or compressed natural gas (CNG). We currently have about 22 CNG buses and approximately 70 diesel buses. We do have a few cutaway shuttles that run on gasoline.	Diesel; we have 32 buses, 10 of which are hybrid diesel/electric.	Diesel
2. Do they have on-site fueling?	yes	Yes for both	Yes, RFTA has on-site fueling at both of its maintenance facilities in Glenwood Springs and Aspen. CNG fueling only takes place at the Glenwood Springs facility	Our fueling is all done on-site.	We have a fueling station at our main facility as well we have a satellite site that we rent space from another transit agency to store and operate a few buses from. They also have a fueling station on site that we utilize.
3. Have they ever done a fuel path study to look at other fuel options?	No fuel path study but we are considering CNG for the future	We are currently doing a study. It should be finished around the first of the year.	I don't know what a "fuel path study" is. Sorry. NYC did a study YEARS ago on greenhouse gas emissions. I know there have been studies on "wheelhead to wheel" emissions and energy consumption, though not specific to transit.	We are in the process of doing a study on alternative fuels, and we are going to be looking at utilizing a consultant for this, (SGM) Schmueser Gordon Meyer Engineers with an office in Glenwood Springs, CO. I'm not sure if we will be able to share the data, they are going to be giving us a proposal in the near future.	No we have not done a study, and I do not know of anyone in the area that has.
a. If yes, how did they go about the study – did they do it themselves or use a consultant? If a consultant, who?		We have a consultant. Dan Richardson, SGM, 118 W. 6 th Street, Suite 200, Glenwood Springs, CO 81601 – 970-834-9065		SGM did the analysis for Roaring Fork Transit Authority (RFTA) in the roaring fork valley (Aspen). RFTA purchased 22 natural gas Gillig buses and installed their own fueling facility. Kenny Osier at RFTA would be the contact for further info on this, or there is quite a bit of data on their natural gas and BRT program on the web, I was able to pull up a power point presentation about their system with dollars spent and goals.	
b. Would they be willing to share the study?		Yes. It is being done in concert with a grant from CDOT (Colorado Department of Transportation)			
4. If they haven't done a study, do they know of any agency that has done a study of fuel alternatives?				SGM is also working with Steamboat Springs on their transit buses.	
Respondent	mwackerly@ci.jackson.wy.us Michael Wackerly START Bus Ph # 307-732-8650 Cell #307-690-8363 Fax # 307-733-1059	jflint@steamboatsprings.net Jonathan Flint Transit Manager Steamboat Springs Transit (970) 879-3717	jwhite@rfta.com Jason White RFTA Assistant Planner 970-384-4968 Kenny Osier Director of Maintenance	tscholl@vailgov.com Todd Scholl Fleet Manager Fleet Maintenance Division Public Works 970.479.2163 970.390.4674 cell	jeff.wetzel@eaglecounty.us Jeff Wetzel

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="11/20/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="4f. Update on status of acquiring the county owned lots in Bellevue"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Review"/>		
<u>Fiscal Impact:</u>	<input type="text" value="\$84,500 from Facilities fund"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2014-2018 CIP"/>		
<u>Background:</u>	<div><p>I have recently presented the proposal to Blaine County that outlined a mix of cash, credits and in-kind as compensation for the two county owned lots in Bellevue. Blaine County is supportive of this approach and has directed Tim Graves, legal counsel for Blaine County, to work with Mountain Rides on drafting an agreement that sets out all the details of this transfer.</p><p>I am hopeful that this agreement can be drafted over the coming weeks and can be approved by both Mountain Rides and Blaine County before Christmas.</p></div>		



MINUTES

Planning and Marketing Committee, Wednesday, 11/6/13, 1:00pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

Meeting start: 1pm

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

1. Discuss 5 year transportation plan

The group discussed and updated the 5 year transportation plan for Mountain Rides. The goal is to have a working document by the end of the year.

2. Update on bike-ped master plan

Steve and Jason spoke about the Bike-Ped master plan. They met with Harmony on Friday, 11/1. On Monday, 11/4 there was a kick off meeting with all interested parties.

3. Other items to come before the committee

Jason gave the group an update on the County lots in Bellevue that Mountain Rides would like to purchase.

Adjourn: 2:00pm



Minutes

Finance and Performance Committee 9/17/13 3:00 pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

Present: Mark Gilbert, Michael David, Susan McBryant, Jason Miller, Wendy Crosby

- 1) Reviewed July financials and FY2013
- 2) Discussed updates to Procurement Policy 101 and determined that existing policy is working but Committee would like to exclude Legal Services from the Policy. Legal service procurement would go through the process for contract amounts > \$25,000.
- 3) Committee reviewed the proposed changes to MRTA By-laws and determined that these changes should be referred to legal counsel. Since MRTA procurement for Legal is pending, this item was deferred until new Legal Counsel is in place.
- 4) Reviewed past Sun Valley agreement and minor changes made to it for FY2014. Committee determined that this agreement, as well as agreements with other financial partners, needs to be reviewed by legal counsel and should be deferred until new counsel is in place. Jason will advise City of Sun Valley that MRTA will not be able to meet its deadline.
- 5) Discussed financial approach to acquiring a controlling interest in county owned lots in Bellevue.
- 6) Reviewed the update to FY2014 employee compensation. Committee requested minor changes before presenting to Board for approval 9/18/13.

Meeting adjourned 5:00PM.



Minutes

Finance and Performance Committee 11/6/13 3:00 pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

Attendance: Mark Gilbert, Susan McBryant, Peter Everett, Jason, Wendy Crosby

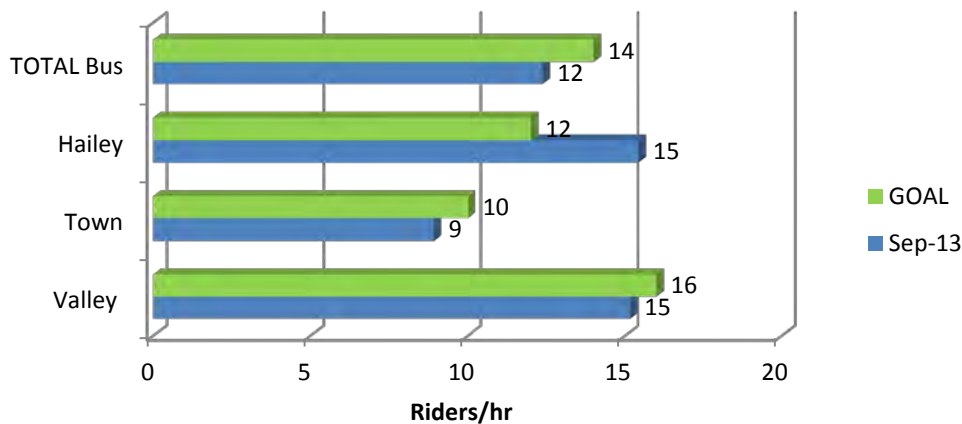
Absent: Michael David

- 1) Reviewed September financials and checks issued.
- 2) Updated committee on county owned lots in Bellevue. The County has authorized the lots to be transferred to MR and instructed their legal counsel to draft an agreement that the County can act on at their December meeting.
- 3) Reviewed responses from other resort communities on fuel path questions. Two agencies have studies underway using the same consultant and at least one has indicated a willingness to share results. We will await those results before moving further. Expected early in 2014.
- 4) Did not review scenarios for increased liability insurance costs as the insurance quote will be manageable within our current budget.
- 5) Procurement Policy amendment modifying requirements for procurement of legal counsel will go to the full board for approval following a final committee review via email of proposed changes.
- 6) Form 5500-Annual Return of Employee Benefit Plan was reviewed and will go to Board at November meeting. Mark suggested a new MR policy that would authorize the Executive Director to sign and submit recurring administrative forms such as this, without the necessity of board approval.

Meeting adjourned 4PM.

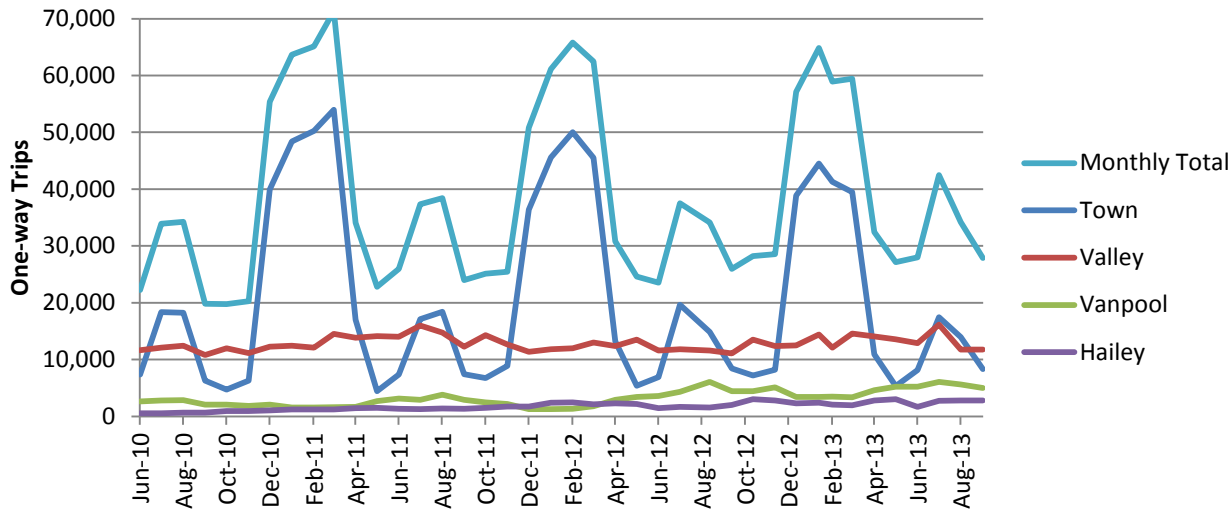
PERFORMANCE DASHBOARD - RIDERSHIP, SEPTEMBER 2013

Ridership per hour

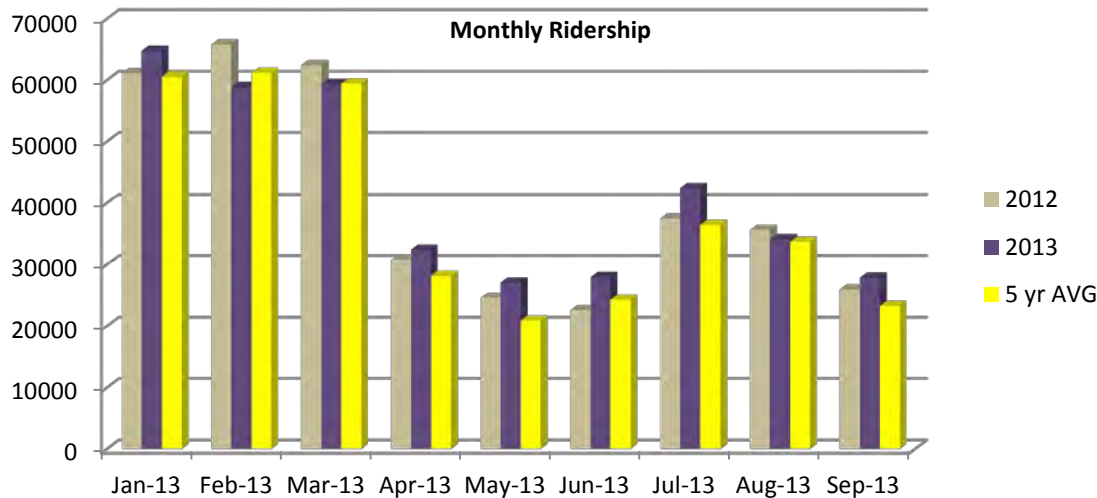


Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

Ridership by month - previous 3 years



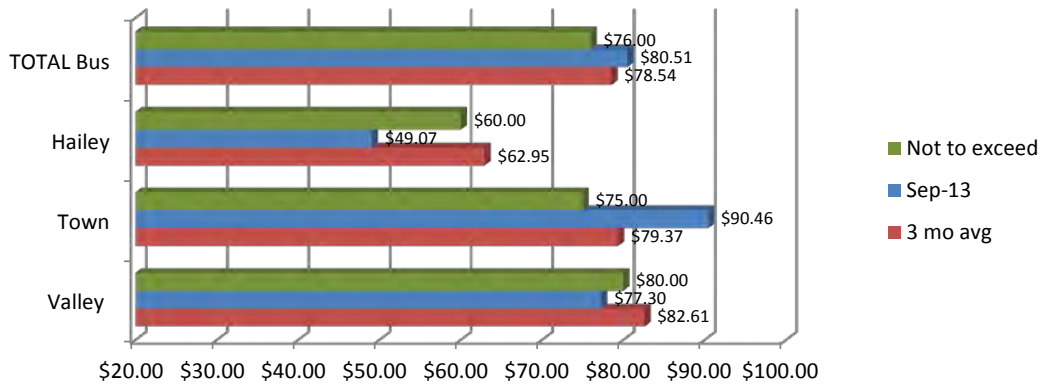
Monthly Ridership



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

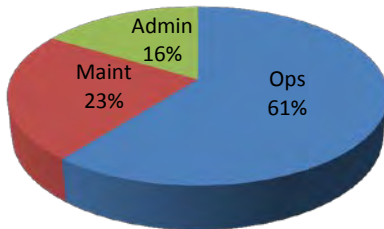
PERFORMANCE DASHBOARD - FINANCIAL, SEPTEMBER 2013

Costs per hour

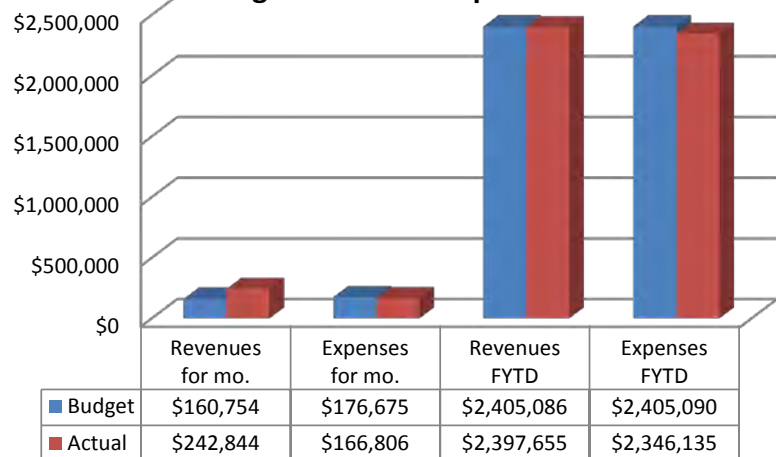


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 3 month average in order to give a longer time period for reference (monthly fluctuations can be great).

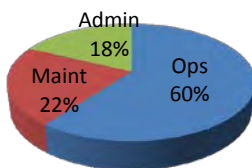
Costs by Department,
SEPTEMBER 2013
(total costs = \$225,486)



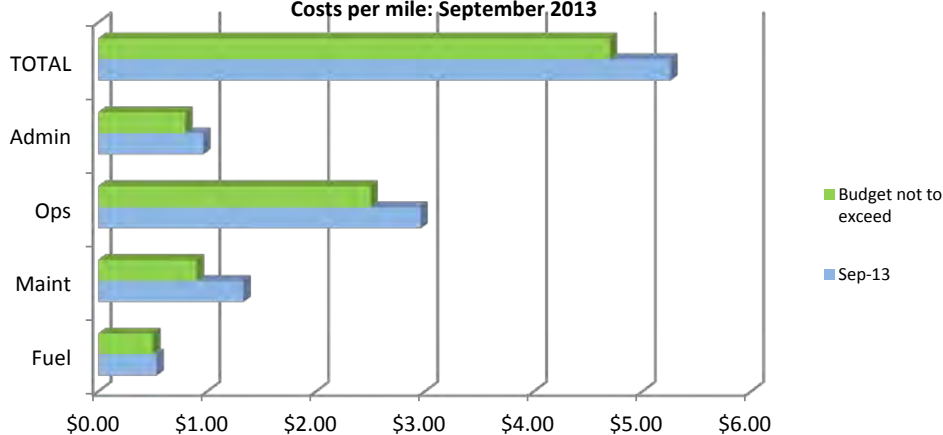
Budget vs Actual -September 2013



Year to date average



Costs per mile: September 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, SEPTEMBER 2013



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

Safety	Jul-13	Aug-13	Sep-13
Incidents	0	0	0
Accidents	0	0	0
Road Calls	1	1	1

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

35

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:

11/20/2013

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

OCTOBER 2013 ridership (27,769 total passenger trips) reflects a variety of performance levels for service areas. Overall ridership for the system showed NO CHANGE from OCTOBER 2012.

Town Routes: Blue Route -18% Green Route +24%

Valley Route +3% Hailey Route +3% Vanpool Service +13%

School related trips on the Valley route increased 10% over 2012.

SEPTEMBER 2013 RIDERSHIP NUMBERS ARE DISPLAYED IN DASHBOARD.

Progress on
projects/initiatives:

START Driver Training is being utilized. Our new Passport program tracks driver's progress and levels of competency from the time of hire. Safety is our highest priority! We have redoubled our efforts to develop Safe, Professional and Successful employees.

Challenges/
Opportunities:

Winter Driver recruitment has been very successful! Several highly skilled and passenger oriented people have been hired. Training continues into early December.

Mountain Rides Staff Report

Date:

11/20/2013

Staff Member:

Rod Domke

Department:

Maintenance

Department
Highlights from the
Previous Month:

Due to a minor accident (smashed thumb), we had to restart our daily tracking of accidents/incidents. Time loss was minimal, 4 hours the following morning for a doctors appointment.

The record to date is 825 days, we look forward to a new record.
Presently, we are at 35 days without accident/incident.

Progress on
projects/initiatives:

All pre-winter grounds and facilities maintenance is complete. Vehicle maintenance is on track for the winter season as well.

We are still looking for inside winter storage for two down valley buses.

If anyone knows of any reasonable units available, please give us a call.

Challenges/
Opportunities:

Our aging fleet continues to challenge our department. Vehicles are requiring more frequent maintenance, which is beginning to tax the amount of employee hours that are available.

There is a possibility that we may receive 2 or 3 30 ft heavy duty buses in the near future at a minimal cost to MRTA. If this should happen, the strain on maintenance would be lifted substantially. We are waiting on the specifications of the units & the process/\$ amount to finalize the transaction.

Mountain Rides Staff Report

Date:

11/20/2013

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

The schedule is at the printer and will be delivered to us by the time this meeting is in session. Then the schedule will be ready for distribution ahead of Thanksgiving day.

Progress on
projects/initiatives:

All the Quick reference guides for the hotels and shops around town have been updated with the new winter schedule and are ready for distribution.

The Red Route Winter information has been sent to SVEA for the next newsletter.

The website will be updated with the new schedule and ready to go "live" for Thanksgiving day.

The SV Marketing Alliance is putting a "goodie" bag together for the inaugural United flight on Dec 12th and I am including our new winter schedule.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

11/20/2013

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

We have closed the books for the fiscal year ended 9/30/2013. The auditor was here in late October and is completing his work. He expects to report at the December Finance & Performance committee meeting and is planning a full presentation at the December regular Board meeting.

Progress on
projects/initiatives:

I have started work on the update to the DBE Plan and hope to have a preliminary draft submitted to the FTA by the end of the month.
We received preliminary indication that the East Fork pathway project will be recommended to the ITD Board in December. We will begin bid solicitation work for that project as well as the Curb ramp project in the coming months and hope that we will be in a position to begin construction next spring.

Challenges/
Opportunities:

The grant cycle will begin later this month.

Mountain Rides Staff Report

Date:

11/20/2013

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

New ICRMP policy - The new liability insurance policy with ICRMP provides relief to the organization and is an excellent new direction for Mountain Rides. ICRMP is taking much more of a partnership approach to reducing risk and providing MR with additional training resources through the Washington state transit insurance pool. I look forward to this approach and achieving our overall goal of improving our loss ratio and claims experience.

New DCC members seated - On November 12th I attended a District Coordinating Council for District 4 meeting, where both Lisa Horowitz from the City of Ketchum and Micah Austin from the City of Hailey were seated as new members of the DCC. Previously, we had only had Angenie McCleary representing the 4A network on the DCC. This addition of Lisa and Micah provides better representation on this council, currently with 10 board members.

Progress on
projects/initiatives:

Bike Pedestrian Master Plan - Harmony Design was in town recently to do an area tour and a kick-off workshop with the stakeholder group. They received great input on potential projects, safety concerns and consistency among the municipalities.

Route Match - We are moving towards system acceptance. We have identified punch list items and RM is working on resolving the remaining items. We also have a contractor helping us update our database. The system has been more stable and reliable the past few months, and we are close to being able to move this project into an O&M mode.

Challenges/
Opportunities:

Funding allocation of federal transit programs - I am unable to make the board meeting this month due to an all day state committee discussion on updates to the funding allocation model that is used by the state to distribute the federal transit dollars that the state is tasked with managing. Serving on this committee is critical to ensure that any changes to the current funding distribution model balance a number of factors including performance, passengers carried, and overall efficiency of operations. So far, it looks like a population only approach has limited potential success, but it is an approach favored by at least one committee member.

Mountain Rides Agenda Item Summary

Date:

From:

Subject:

Committee Review: ☒ yes ☐ no Committee Purview:

Previously discussed at board level: ☒ yes ☐ no

Proposed Action:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:



Mountain Rides Transportation Authority
Special Board Meeting
Wednesday October 30, 2013 12 noon
Sun Valley City Hall Council Chambers, 81 Elkhorn Rd., Sun Valley, ID 83340

Minutes

Board Members present: Chair Susan McBryant (Hailey), Vice-Chair Mark Gilbert (Sun Valley), Secretary Steve Wolper (at-large), Peter Everett (Ketchum), Nils Ribí (Sun Valley), Joe Miczulski (Bellevue).

Absent: Michael David (Ketchum), David Patrie (Blaine Co.)

Also present: Jason Miller, Wendy Crosby, Kim MacPherson

1. 12:07 PM Meeting called to order.
2. Discussion Item: Receive update on status of legal services RFQ
 - a. 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
 - a. 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 park in Bellevue
 - a. 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 5th.
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 at 12:55pm

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.



PUBLIC NOTICE of Joint Committee Meeting

MINUTES

Wednesday, 11/6/13, 2:15pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

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

Absent: Michael David

Also present: Jason Miller, Wendy Crosby, Kim MacPherson, Rod Domke and Jim Finch

- 1) Discuss submissions received for legal services RFQ

2:40pm Nils Ribi moved to amend agenda to go into executive session pursuant to 67-2345(1)(a)(to discuss personnel). Mark Gilbert seconded. Roll call: Chair Susan McBryant yes, Vice-Chair Mark Gilbert yes, Secretary Steve Wolper yes, Peter Everett yes, Nils Ribi yes, David Patrie yes, Joe Miczulski yes.

2:40pm return to open session

- 2) 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.

- 3) 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.

- 4) Discuss strategic approach to DCC-PTAC funding allocation

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

- 5) Other items to come before the committee. There were none.

Adjournment: Mark moved to adjourn at 3:20pm. Peter Everett seconded.

Public information on agenda items is available from the Mountain Rides office at 800 1st Ave. N. 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.



**SPECIAL BOARD MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Thursday, November 14, 2013 12 noon
Webb Conference Room Annex, 191 8th 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, Nils Ribi,

ALSO Mountain Rides Executive Director Jason Miller

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

.....

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.

Vice-Chairman Susan McBryant



**REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 18, 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, Vice-Chairman Mark Gilbert, Secretary Steve Wolper, Board Members Joe Miczulski, Nils Ribí, Michael David, and David Patrie. Peter Everett participated via telephone.

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

1. CALL TO ORDER

Chairman Susan McBryant called to order the meeting of Wednesday, September 18, 2013 at 12:07 p.m.

2. PUBLIC HEARING

None.

3. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

None.

4. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (INCLUDING QUESTIONS FROM THE PRESS)

Comments on the MRTA FY2014 Operating and Capital Budgets
Chair McBryant opened the meeting to public comment. None was offered.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item: (p.2-6) [12:08:52 PM](#)

Approval of FY2014 MRTA Operating and Capital Budgets

Jason Miller updated the Board on this process, noting that the matter has been on previous agendas for review and is on the agenda today for adoption. He noted the proposed operating budget is close to that of FY2013 with adjustments made for a decrease in federal funding, and a nearly equal increase in local funding. Mr. Miller further reviewed line items of the budgets with the Board. Questions included: (1) whether the funds reserved for the new Valley Route bus included a rear camera and bike rack. Mr. Miller assured those amounts were included. (2) Whether recent Sprinter turbo problems were anticipated in the budget. Mr. Domke explained

the Sprinter problems were due to advanced mileage and normal wear and tear. These items are included in maintenance funds, not major capital. (3) The meaning of asterisks near certain line items. Mr. Miller advised those asterisks were unintentional and should be removed. (4) And, whether the 'best guesses' language could now be removed in favor of complete information. **Mark Gilbert moved to approve the 2014 Operating and Capital Budgets. Joe Miczulski seconded, and the motion carried unanimously.**

b. Action item: (p.7-12) [12:17:41 PM](#)

Approval of FY2014 MRTA Capital Improvement Plan

Jason Miller provided an overview of the Plan, noting in particular that the current federal funding bill will last only through the first half of FY2015. Comments included ways in which the budget reflects maintenance and the uncertain future of federal funding. **Mark Gilbert moved that the FY2014 Capital Improvement Plan be approved. Mike David seconded.** Peter Everett (by telephone) asked that any reference to "transit" be replaced with the word "transportation." **In a call for the question, the motion carried unanimously.**

c. Action item: (p.13-15) [12:23:59 PM](#)

Approval of FY2014 MRTA employee compensation chart and guidelines

The methods of developing this chart and applying compensation were discussed, including calculation of pay increases. Employee benefits and costs were also discussed. Comments were also offered on the history and application of COLA increases. **Mark Gilbert moved to approve the staff recommendation with the adjustment to column with bonus numbers so that it reflects that it is for winter drivers only. Nils Ribbi seconded.** Further discussion included the need for flexibility should economic inflation go beyond expectations. **In a call for the question, the motion passed unanimously.**

d. Action item: (p.16-22) [12:48:50 PM](#)

Approval of MRTA By-law amendments

Mark Gilbert recommended the Board defer this item to a date uncertain so that all committees could further review the matter and obtain the advice of legal counsel. **It was so moved by Joe Miczulski, and seconded by Michael David. The vote passed the motion unanimously.**

e. Action item: (p.23) [12:51:10 PM](#)

Approval of FY2014 funding partners' contract for services agreements

The Committee recommended deferring the matter until the advice of legal counsel could be obtained, and to allow the Board to deliberate the matter with more complete information. **Mark Gilbert moved to defer this item until such time as the Board receives input from legal counsel. Michael David seconded.** Discussion included encouragement to bring the city's legal counsel input prior to bringing the matter back to this Board. **In a call for the question, the motion passed unanimously.**

f. Action item: (p.24-39) [12:53:40 P M](#)

Approval of RFP 0913-1 for design and engineering services for Ketchum Transportation Hub

Discussion included whether project management fees were included in the RFP, and whether the management should come from within the design/engineering entity or a separate construction entity. The Committee's recommendation was to move forward with the RFP, giving the design firm the management duties of construction. Details regarding licensing and meeting requirements were also discussed. **Steve Wolper moved to approve the RFP as amended in this meeting for the design and engineering services for the Ketchum Transportation Hub. David Patrie seconded, and the motion passed unanimously.**

g. Action item: (p.40-41) [1:10:02 PM](#)

Approval of 2nd Revision of FY2013 Facilities Fund to reflect additional funds from KURA

Wendy Crosby explained this as largely a housekeeping issue with the end result remaining constant. **Mark Gilbert moved to approve the 2nd revision. Joe Miczulski seconded, and the motion carried unanimously.**

h. Discussion item (p.42-55) [1:11:46 PM](#)

Review draft FY2014 MRTA transportation service plan

Steve Wolper advised the Planning and Marketing Committee's recommendation is to approve the adjustments. Discussion continued on the purpose of this review (for general Board discussion), the progression of seeking public input and further review from the committee before placing the matter on the Board's agenda in October. Jason Miller further explained details of the service plan, and Board members suggested scheduling ideas.

i. Discussion item: (p.56-58) [1:47:54PM](#)

Update on released and upcoming RFPs and RFQs under \$25,000

Jason Miller offered an overview on the ways in which agenda items i and j are related, and the process so far. Chair McBryant suggested that Mr. Miller continue working on the Procurement Policy and continue to include the Board in that process.

j. Discussion item: (p.59-64) [1:51:17PM](#)

Update to Procurement Policy 101 regarding limits of board approval for solicitations

Discussion included the importance of legal counsel in this matter, and general approaches to the policy. Suggestions included "easy to remember, simple to apply." Chair McBryant reiterated details of Board concerns and suggestions.

Michael David left at 1:40 pm

Joe Miczulski left at 2:00 pm

k. Discussion item: (p.65-69) [2:05:03PM](#)

Review critical path documents for important projects and draft master calendar

Jason Miller explained the staff direction and purposes of these documents. Discussion included formatting and possible process of communication between Board and Staff. Chair McBryant encouraged future agendas to fit more readily into a two-hour meeting period.

Discussion continued by addressing the question of whether action can be taken without a quorum.

David Patrie left the meeting at 2:07 pm

6. COMMITTEE REPORTS: (p.70) [2:12:19 PM](#)

a. Planning and Marketing Committee report from Chair Steve Wolper

i. Committee members approve minutes for August

Discussion included whether the Committee will make a presentation to the Blaine County Commissioners. Mr. Wolper noted that the group will not, but Jason Miller will at some point. **Steve Wolper moved to approve the minutes of the September 11, 2013 Planning and Marketing Committee meeting with the corrections noted. Nils Ribi seconded, and the motion passed unanimously.**

7. STAFF REPORTS [2:13:41 PM](#)

Discussion included the success of the dashboard reports, and any possible billable hours that might be applied to fire operation. It was concluded there were no billable hours applicable.

a. Dashboard performance reports for July 2013 (p.71-73)

b. Operations report (p.74)

c. Maintenance report (p.75-76)

d. Marketing and Outreach report (p.77)

e. Business Manager report (p.78)

f. Executive Director report (p.79)

8. CONSENT CALENDAR ITEMS [2:14:50 PM](#)

a. Approve minutes (p.80-84)

August 29 regular board meeting

Mark Gilbert moved to approve all consent items, including approval of the minutes and to receive and file the financials. Nils Ribi seconded, and the motion passed unanimously.

b. Receive & File financials (p.85-90) July 2013

9. ADJOURNMENT [2:15:25 PM](#)

With no other business to come before the Board, Peter Everett moved to adjourn the meeting. Steve Wolper seconded, and the motion carried unanimously.

Chairman Susan McBryant



**REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 16, 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, Vice-Chairman Mark Gilbert, Secretary Steve Wolper, Board Members Joe Miczulski, Nils Ribí, Michael David and Peter Everett.

ABSENT: David Patrie.

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager/Treasurer Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance and Facilities Manager Rod Domke
Administrative Support Coordinator Kim MacPherson

1. CALL TO ORDER

Chairman Susan McBryant called to order the meeting of Wednesday, September 18, 2013 at 12:10 p.m.

Discussion ensued on health care insurance benefits for MRTA staff with Jason Miller explaining that information regarding impacts of the Affordable Care Act. He noted this information was received after the posting of this meeting's agenda. **Peter Everett moved to add an agenda item on health care coverage to this meeting's agenda between Action Item f. and Discussion Item g. Joe Miczulski seconded, and the motion to amend the agenda carried unanimously.**

2. PRESENTATION

APTA conference recap by Jason Miller.

In consideration of public in attendance at this meeting, Mr. Miller asked that this presentation be moved on the agenda to the position after the discussion items. Chair McBryant granted his request.

3. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

None.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item: (p.2-11)

Approve FY2014 Fixed Route Service Plan

Jason Miller provided an introduction to the plan noting that public input, staff recommendations, and funding were balanced in the process of developing the plan. Discussion

included the level of detail in the plan; the recommendations of the Planning & Marketing Committee; projected savings in fuel costs; the new fuel supplier; back-up plans should fuel savings not be realized; and clarification of verbiage in the plan. Chair McBryant opened the matter to public comment.

Dave Galloway, Twin Creeks/Elkhorn, expressed gratitude for the good work involved in continuing to provide transportation services to this active group of riders—Bus Buddies. He applauded the good service.

Kara Viafore, Bus Buddies in Elkhorn, recognized the difficulties in making cuts when necessary, but thanked the staff and board for making those efforts on behalf of these riders.

Ken Viafore, retired president of the Sage Hill Association, noted the ‘great partnership’ with Mountain Rides and lauded the continued good service to the Elkhorn area.

Board members thanked the Bus Buddies for their input at this meeting. **Nils Ribí made a motion to adopt the FY2014 Fixed Route Service Plan as presented in pages 3-11 of the packet. Joe Miczulski seconded.** Further discussion included Green Route hours and the implications for half-day skiers; circular routes versus linear routes; and the importance of future planning to incorporate those two points. Jason Miller provided some explanation of route planning and reasoning. **In a call for the question, the motion carried unanimously.**

***2.A. PRESENTATION**

APTA conference recap by Jason Miller.

Highlights included the effect of the government shutdown on the atmosphere of the conference; the expected drop in future federal funding; growth of transportation demand; sessions on accountability and preparing for audits; and community benefits of public transportation; integration of transportation methods; education; and Mr. Miller’s opportunities to talk with local legislators and vendors.

***4. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (INCLUDING QUESTIONS FROM THE PRESS)**

Chair McBryant opened the meeting to public comment. None was offered.

b. Action item: (p.12-18)

Approve City of Sun Valley contract for services

Mark Gilbert reminded that the Board had anticipated legal counsel by this date, but this did not occur. Therefore, the Committee agreed to make minor changes to service and dates for this calendar year in order to move ahead. Jason Miller noted the verbiage changes made, a budget caveat due to the federal government shutdown, and payment terms to mesh with direction given by the City of Sun Valley. Discussion included language regarding budget and revenues; termination clauses; and the value of obtaining legal counsel. **Mark Gilbert moved to make changes related to use of the word ‘transportation’ instead of ‘transit’; and to recommend in paragraph 1 that no change be made and in paragraph 3 that the changes pertaining to invoicing 30 days in advance of quarterly payment dates be made, but no change to the last sentence; and all the other changes as proposed. Peter Everett seconded.** Discussion included whether other entities will want the same approach to their contracts as this one proposed for the City of Sun Valley. Chair McBryant reminded this is why she wanted to wait for legal review. Discussion continued on state laws regarding public money and entities. **In a call for the question, the motion passed unanimously.**

c. Action item: (p.19)

Appoint two Board members to serve on Ketchum Transportation Hub RFP evaluation committee

David Patrie and Peter Everett were appointed by the Board, and Michael David will serve as an alternate.

d. Action item: (p.20-25)

Approve engagement letter with Joel T. Robins, CPA of Anderson Arritt Robins Waters for FY2013 audit

Mark Gilbert moved to approve the engagement letter with Anderson Arritt Robins Waters for FY 2013 audit. Joe Miczulski seconded, and the motion carried unanimously.

e. Action item: (p.26-29)

Approval of Bike-Pedestrian Master Plan award

Jason Miller provided the background of this process. Steve Wolper advised that MRTA has \$1,250 in this plan; Blaine County is managing this fund since there is a total of \$13,000.00 involved. MRTA is managing the RFP process and will be the entity contracting with Harmony Design & Engineering. Mr. Wolper further explained the document in the Board's meeting packet. Discussion included the MOU and concerns regarding MRTA's responsibility for making payments without a guarantee that reimbursement would come in a timely manner; whether the funds are currently held by the county; and suggestions for language to assuage risk. Discussion continued on the background and experience of Harmony Design & Engineering. **Peter Everett moved to approve the Bike-Pedestrian Master Plan including the suggestions just made by the Board. Michael David seconded, and the motion passed unanimously.**

f. Action item: (p.30-33)

Approve the award of fuel contract to Associated Petroleum

Jason Miller noted the responsive bids included in the Board's meeting packets and showing Associated Petroleum as the low bid. He further explained how the fuel card system would work, including security. Discussion included pricing fluctuations. **Michael David moved to approve the award of the fuel contract to Associated Petroleum. Nils Ribí seconded, and the motion carried unanimously.**

Chair McBryant advised that Vanessa Fry was awaiting a call from the Board and that Ms. McBryant had indicated to Ms. Fry that the call would have been made earlier in this meeting. She encouraged expediency.

***Amended Agenda Item**

Health care coverage for MRTA staff

Jason Miller summarized the issue by explaining that the existing coverage plan operated on a July 1—June 30 calendar to allow for timely budgeting figures. Due to the Affordable Healthcare Act and expected premium adjustments, MRTA's insurance agent is recommending a change to December 1 year which would allow MRTA to lock in insurance rates through November 2014 with the hope that the additional time gained will see some measure of calm returning to the insurance market. Discussion included whether any changes would be made in coverage by

changing the plan year; whether the 4% increase is still within the budget; MRTA's insurance agent's advice; and the benefits of scheduling a review of health insurance in September 2014. **Peter Everett moved to approve the change in plan year for health care coverage. Joe Miczulski seconded.** Mark Gilbert asked if the Board was confident about this change. Wendy Crosby reminded of the agent's recommendation and Ms. Crosby's agreement with that. **In a call for the question, the motion was carried unanimously.**

g. Discussion item: (p.34-49)

Review of state transportation governance and funding processes

Vanessa Fry joined the meeting via telephone. Chair McBryant explained that Ms. Fry was invited to help provide the Board with information necessary to understand these processes and the impacts on MRTA funding. Discussion included the representative members on District Coordinating Council and how they are appointed; the operational differences between DCC and the state Public Transportation Advisory Committee; possible ways to make the funding process more fair and equitable; and an opportunity for the MRTA Board to comment on the upcoming vote on PTAC guidelines.

h. Discussion item (p.50-52)

Training course and schedule for management training for Jason Miller

Jason Miller asked to table this matter until the next meeting to allow him to do further research.

i. Discussion item: (p.53-54)

2015 federal operating funding application preview and calendar

Jason Miller noted this would go through committee next month, but the pre-application process is moved up this year and staff will be involved in this in the next two weeks. Discussion included amounts of funding requested and the reasoning behind those requests.

j. Discussion item: (p.55-57)

Update on Board seats up for appointment

Discussion included language in the JPA referring to these appointments; Steve Wolper said he will stay until a replacement could be found. Peter Everett advised he has no news to report as yet. Mark Gilbert has been reappointed for a three-year term. Nils Ribi has asked to be replaced by one of the newly elected council members.

6. COMMITTEE REPORTS: (p.58-59)

a. Planning and Marketing Committee report from Chair Steve Wolper

i. Committee members approve minutes for October

Discussion included corrections for those minutes. **Participating committee members voted unanimously to approve the Planning and Marketing Committee minutes with the corrections discussed.**

b. Finance and Performance Committee report from Mark Gilbert

i. Committee members approve minutes for October

Participating committee members voted unanimously to approve the Finance and Performance Committee minutes.

7. STAFF REPORTS

- a. Dashboard performance reports for July 2013 (p.60-62)
- b. Operations report (p.63)
- c. Maintenance report (p.64)
- d. Marketing and Outreach report (p.65)
- e. Business Manager report (p.66)
- f. Executive Director report (p.67)

8. CONSENT CALENDAR ITEMS

- a. Approve minutes (p.68)
Special Joint 10/2 Committee meeting minutes
- b. Receive & File financials (p.69-78) August 2013

Mark Gilbert moved to approve the consent calendar. Nils Ribí seconded, and the motion passed unanimously.

9. EXECUTIVE SESSION

Pursuant to Idaho Statute 67-2345(1)(b) (to discuss employee evaluation), (1)(i) (to communicate with insurance provider regarding claims)

Mark Gilbert moved to go into Executive Session pursuant to Idaho Statute 67-2345(1)(b) (to discuss employee evaluation), (1)(i) (to communicate with insurance provider regarding claims). Michael David seconded.

Roll call vote: Chairman Susan McBryant, yes; Board Members, Mark Gilbert, yes; Steve Wolper, yes; Michael David, yes; Peter Everett, yes; Joe Miczulski, yes; and Nils Ribí, yes. The motion passed unanimously.

Return to open session at 2:56pm

10. ACTION ITEM

Subsequent to Executive Session: approval of change to compensation for Executive Director resulting from evaluation

Motion by Mark Gilbert: to adjust the executive director's current annual salary by 2% effective August 15, 2013. Seconded by Peter Everett. Unanimous approval.

ADJOURNMENT at 2:57pm

With no other business to come before the Board, Michael David moved to adjourn the meeting. Joe Miczulski seconded, and the motion carried unanimously.

Chairman Susan McBryant

***Indicates an item being moved to a different position than was on the agenda.**

Mountain Rides Agenda Item Summary

Date:	11/20/2013
From:	Wendy Crosby
Subject:	September Financials
Background:	<p>For the month of Sept. 2013</p> <p>On the Revenue side, Federal reimbursements were up for the month due to lower fare box revenue (which is netted against allowed expenses). Vanpool Fares are high for the month due to reimbursement from Capital Equipment fund to Operations Fund for purchase of SV Co. vans. MR did a total of 6 charters for the month, with revenue far exceeding the month's budget and bringing charter revenue for the year back in line with budget. The net effect of these increases is revenues were 11% over budget for the month. Expenses for September were below budget, with fuel and vehicle maintenance expenses the primary contributing items.</p> <p>For the FYE 9/30/2013</p> <p>Operations Fund-Total Revenues were right on budget for the FY. Bus advertising revenue made up for shortfalls in Federal and State funding. Total expenses ran lower all year due to tight spending controls. Despite concerns over payroll expenses (due to the return of many winter drivers at higher rates than new drivers), they came in at just 1.5% over budget. Fuel was slightly below budget and other expenses were below budget for the year resulting in a surplus of \$51,000.</p> <p>Year-end financials for MR's other funds are attached and show:</p> <ul style="list-style-type: none">• Contingency Fund-Only activity is the transfer of funds from the Ops Fund.• Work Force Housing Fund- Surplus of about \$2800. Apartments were fully rented for the entire year.• Facilities Fund- Surplus of \$134,000. South Valley and Ketchum Transit facility projects were moved into FY2014 resulting in a build-up of local funds for these projects. The East Fork project was completed on budget.• Capital Equipment Fund- MRTA acquired a total of 4 additional van pool vans. The asset management and fuel path study were not completed in FY13 resulting in a surplus of \$88,000; \$25,000 over budget. <p>September 2013 Checks issued:</p> <p>Transfers to funds: Capital Equip Fund \$15,031.32, Facilities \$7014.41 and Contingency \$13333.34 are all catch up transfers done once cash flow permitted following receipt of federal reimbursements that were in arrears; also transferred \$50,000 into State Treasurer account (and later in month \$40,000 out) Les Schwab \$3665.90 for tires on vans</p> <p>\$1250 contribution to Blaine County for Bike/Ped master plan</p> <p>American Funds \$21,301.67 for quarter ended June 30 pension plan contribution</p>

MRTA - Operations Main
Revenues and Expenditures Budget Performance
September 2013

	Sep 13	Budget	% of Budget	Oct '12 - Sep 13	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41100 · Federal - 5309	0.00			0.00			
41200 · Federal - 5311	37,267.00	45,000.00	82.8%	603,686.00	760,000.00	79.4%	760,000.00
41300 · Federal - 5316	25,245.00	12,500.00	202.0%	281,752.99	150,000.00	187.8%	150,000.00
41400 · Federal - 5317	4,076.00	3,750.00	108.7%	56,646.00	45,000.00	125.9%	45,000.00
41500 · Federal - Stimulus	0.00			-4,500.95			
Total 41000 · Federal Funding	66,588.00	61,250.00	108.7%	937,584.04	955,000.00	98.2%	955,000.00
42000 · State Funding							
42100 · State - Safe Routes	1,737.61	4,000.00	43.4%	10,128.98	15,000.00	67.5%	15,000.00
42400 · State - Training	2,593.55	2,000.00	129.7%	3,770.09	6,500.00	58.0%	6,500.00
Total 42000 · State Funding	4,331.16	6,000.00	72.2%	13,899.07	21,500.00	64.6%	21,500.00
43000 · Local Funding							
43100 · Local - Ketchum	37,130.67	37,130.60	100.0%	445,568.04	445,567.00	100.0%	445,567.00
43200 · Local - Hailey	4,621.42	4,621.40	100.0%	55,457.00	55,457.00	100.0%	55,457.00
43300 · Local - Bellevue	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43400 · Local - Blaine County	8,782.08	8,782.10	100.0%	105,385.04	105,385.00	100.0%	105,385.00
43500 · Local - Sun Valley	15,028.26	15,028.34	100.0%	180,338.97	180,340.00	100.0%	180,340.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	149,450.00	149,450.00	100.0%	149,450.00
Total 43000 · Local Funding	65,562.43	65,562.44	100.0%	936,199.05	936,199.00	100.0%	936,199.00
44000 · Fares							
44100 · Fares - Valley Cash	5,286.30	8,500.00	62.2%	72,843.85	75,000.00	97.1%	75,000.00
44200 · Fares - Valley Passes	5,011.50	4,500.00	111.4%	127,744.25	125,000.00	102.2%	125,000.00
44300 · Fares - Vanpool	23,395.00	12,000.00	195.0%	139,913.60	140,000.00	99.9%	140,000.00
44400 · Fares - ADA	51.00			293.00			
Total 44000 · Fares	33,743.80	25,000.00	135.0%	340,794.70	340,000.00	100.2%	340,000.00
45000 · Revenue							
45100 · Rev - Advertising	1,025.00	1,000.00	102.5%	49,014.16	36,000.00	136.2%	36,000.00
45200 · Rev - Business Sponsors	0.00	0.00	0.0%	0.00	1,500.00	0.0%	1,500.00
45450 · Rev - Misc.	1,136.45			4,354.54			
45500 · Rev - Charter/Special Event	3,957.50	400.00	989.4%	14,034.40	15,000.00	93.6%	15,000.00
Total 45000 · Revenue	6,118.95	1,400.00	437.1%	67,403.10	52,500.00	128.4%	52,500.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00			500.00			
47200 · Priv. Donation - Friends of MR	0.00			750.00			
Total 47000 · Private Donations	0.00			1,250.00			
48000 · Transfers							
48400 · Transfer - Housing Fund	1,500.00	1,500.00	100.0%	18,000.00	18,000.00	100.0%	18,000.00
Total 48000 · Transfers	1,500.00	1,500.00	100.0%	18,000.00	18,000.00	100.0%	18,000.00
49000 · Interest Income	8.34	42.00	19.9%	337.93	500.00	67.6%	500.00
49500 · Diesel Tax Refunds	0.00			17,353.00	17,000.00	102.1%	17,000.00
49600 · Misc. Income	602.18			602.18			
49800 · Excess Operating Funds	64,389.00	0.00	100.0%	64,389.00	64,389.00	100.0%	64,389.00
Total Income	242,843.86	160,754.44	151.1%	2,397,812.07	2,405,088.00	99.7%	2,405,088.00
Gross Profit	242,843.86	160,754.44	151.1%	2,397,812.07	2,405,088.00	99.7%	2,405,088.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	81,797.04	83,000.00	98.6%	1,154,893.40	1,140,000.00	101.3%	1,140,000.00
51300 · FICA Expense	4,747.07	5,200.00	91.3%	69,782.35	72,000.00	96.9%	72,000.00
51350 · Medicare Tax Expense	1,129.34	1,300.00	86.9%	16,245.94	17,000.00	95.6%	17,000.00
51400 · Retirement Plan Expenses	7,545.29	7,000.00	107.8%	86,692.98	85,000.00	102.0%	85,000.00
51500 · Workers Comp Expense	0.00	0.00	0.0%	41,600.00	33,000.00	126.1%	33,000.00
51600 · SUI Expense	1,417.08	1,500.00	94.5%	25,034.14	28,000.00	89.4%	28,000.00
51700 · Medical Ins. Expense	9,299.41	8,750.00	106.3%	101,837.60	105,000.00	97.0%	105,000.00
51800 · Dental Ins. Expense	897.23	600.00	149.5%	9,569.10	10,000.00	95.7%	10,000.00
51000 · Payroll Expenses - Other	93.00	150.00	62.0%	8,000.60	1,700.00	470.6%	1,700.00
Total 51000 · Payroll Expenses	106,925.46	107,500.00	99.5%	1,513,656.11	1,491,700.00	101.5%	1,491,700.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	-311.00	0.00	100.0%	80,895.00	90,000.00	89.9%	90,000.00
52150 · Ins- Deductibles/claims	0.00	0.00	0.0%	0.00	3,000.00	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
Total 52000 · Insurance Expense	-311.00	0.00	100.0%	80,895.00	93,000.00	87.0%	93,000.00
53000 · Professional Fees							
53100 · Accounting & Audit	0.00	0.00	0.0%	9,600.00	9,800.00	98.0%	9,800.00
53200 · IT Systems	62.50	0.00	100.0%	7,396.10	10,000.00	74.0%	10,000.00
53400 · Legal Fees	0.00	250.00	0.0%	5,324.00	8,000.00	66.6%	8,000.00
53500 · Other Professional Fees	484.00	400.00	121.0%	7,350.50	8,000.00	91.9%	8,000.00
Total 53000 · Professional Fees	546.50	650.00	84.1%	29,670.60	35,800.00	82.9%	35,800.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment expense	0.00	1,500.00	0.0%	318.64	5,000.00	6.4%	5,000.00
54200 · Shop Tools	0.00	0.00	0.0%	1,962.24	2,500.00	78.5%	2,500.00
54300 · Office Equipment	0.00	0.00	0.0%	2,177.69	3,000.00	72.6%	3,000.00
Total 54000 · Equipment/ Tool Expense	0.00	1,500.00	0.0%	4,458.57	10,500.00	42.5%	10,500.00
55000 · Rent and Utilities							
55100 · Rent	1,800.00	3,900.00	46.2%	24,800.00	32,000.00	77.5%	32,000.00
55200 · Utilities	1,275.11	1,200.00	106.3%	14,769.22	19,000.00	77.7%	19,000.00
Total 55000 · Rent and Utilities	3,075.11	5,100.00	60.3%	39,569.22	51,000.00	77.6%	51,000.00
56000 · Supplies							
56100 · Office Supplies	22.10	50.00	44.2%	1,736.23	2,500.00	69.4%	2,500.00
56200 · Janitorial & Safety Supplies	384.30	150.00	256.2%	2,359.48	2,000.00	118.0%	2,000.00
56300 · Department Supplies	298.85	500.00	59.8%	10,152.16	10,000.00	101.5%	10,000.00
56400 · Uniforms	303.60	125.00	242.9%	5,291.09	6,500.00	81.4%	6,500.00
56500 · Postage and Delivery	125.59	50.00	251.2%	641.24	900.00	71.2%	900.00
Total 56000 · Supplies	1,134.44	875.00	129.7%	20,180.20	21,900.00	92.1%	21,900.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	157.77	200.00	78.9%	2,259.70	2,500.00	90.4%	2,500.00
57200 · Building Repairs/Maintenance	1,067.78	1,000.00	106.8%	9,938.46	14,000.00	71.0%	14,000.00
57250 · Bus Stop Repairs/Maint	19.44	50.00	38.9%	1,391.59	3,000.00	46.4%	3,000.00
57300 · Grounds Repairs/Maintenance	725.00	200.00	362.5%	1,799.36	2,500.00	72.0%	2,500.00
Total 57000 · Repairs and Maintenance	1,969.99	1,450.00	135.9%	15,389.11	22,000.00	70.0%	22,000.00

MRTA - Operations Main **Revenues and Expenditures Budget Performance**

September 2013

	Sep 13	Budget	% of Budget	Oct '12 - Sep 13	YTD Budget	% of Budget	Annual Budget
58000 · Communications Expense							
58100 · Office Phone Expense	415.74	500.00	83.1%	4,901.21	6,500.00	75.4%	6,500.00
58200 · Cell & Two-Way Mobile	794.73	1,000.00	79.5%	8,121.55	12,000.00	67.7%	12,000.00
58300 · Internet/Website	131.88	400.00	33.0%	1,876.73	4,000.00	46.9%	4,000.00
Total 58000 · Communications Expense	1,342.35	1,900.00	70.7%	14,899.49	22,500.00	66.2%	22,500.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	621.55	1,500.00	41.4%	3,031.05	5,000.00	60.6%	5,000.00
59200 · Lodging	1,481.47	1,000.00	148.1%	2,476.02	2,500.00	99.0%	2,500.00
59300 · Meals/Entertainment	148.95	450.00	33.1%	773.94	2,500.00	31.0%	2,500.00
59400 · Training/Education	0.00	1,000.00	0.0%	2,318.64	3,000.00	77.3%	3,000.00
Total 59000 · Travel and Training	2,251.97	3,950.00	57.0%	8,599.65	13,000.00	66.2%	13,000.00
60000 · Business Expenses							
60100 · Business Registration Fees	0.00	25.00	0.0%	188.00	500.00	37.6%	500.00
60400 · Dues & Subscriptions	0.00	285.00	0.0%	5,431.38	7,500.00	72.4%	7,500.00
60500 · Bank Fees	5.28	50.00	10.6%	428.17	600.00	71.4%	600.00
60700 · Bad Debt	85.00			158.50			
Total 60000 · Business Expenses	90.28	360.00	25.1%	6,206.05	8,600.00	72.2%	8,600.00
61000 · Advertising							
61100 · Print Advertising	1,295.37	250.00	518.1%	10,534.09	6,000.00	175.6%	6,000.00
61200 · Radio Advertising	425.00	300.00	141.7%	2,125.00	2,500.00	85.0%	2,500.00
61300 · Online Advertising	35.00	40.00	87.5%	519.00	500.00	103.8%	500.00
61400 · Vehicle Graphics	0.00	0.00	0.0%	950.00	4,000.00	23.8%	4,000.00
61500 · Bus. Adv. Contract	1,523.97	250.00	609.6%	14,606.51	8,500.00	171.8%	8,500.00
Total 61000 · Advertising	3,279.34	840.00	390.4%	28,734.60	21,500.00	133.6%	21,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	100.58	395.00	25.5%	4,672.92	4,000.00	116.8%	4,000.00
62200 · Graphic Design	0.00	0.00	0.0%	3,760.00	5,000.00	75.2%	5,000.00
62300 · Promotional Items	248.75	750.00	33.2%	3,392.48	2,500.00	135.7%	2,500.00
62400 · Events and Misc.	191.49	450.00	42.6%	1,949.24	3,000.00	65.0%	3,000.00
62450 · External Marketing Support	1,250.00	0.00	100.0%	1,250.00	4,000.00	31.3%	4,000.00
62500 · Internal Marketing / Events	166.79	0.00	100.0%	5,748.21	3,500.00	164.2%	3,500.00
Total 62000 · Marketing and Promotion	1,957.61	1,595.00	122.7%	20,772.85	22,000.00	94.4%	22,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	712.13	200.00	356.1%	3,049.31	3,500.00	87.1%	3,500.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	9,307.49	12,000.00	77.6%	12,000.00
Total 63000 · Printing and Reproduction	712.13	200.00	356.1%	12,356.80	15,500.00	79.7%	15,500.00
64000 · Fuel Expense	24,386.79	27,088.00	90.0%	355,287.86	370,088.00	96.0%	370,088.00
65000 · Vehicle Maintenance							
65100 · Parts Expense	8,811.37	15,000.00	58.7%	85,726.66	95,000.00	90.2%	95,000.00
65200 · Fluids Expense	2,454.74	1,000.00	245.5%	14,438.77	16,000.00	90.2%	16,000.00
65300 · Tires Expense	434.38	500.00	86.9%	29,656.83	28,000.00	105.9%	28,000.00
65400 · Purchased Services	1,078.17	300.00	359.4%	5,744.82	5,000.00	114.9%	5,000.00
65500 · Vehicle Computer/Diagnostic	0.00	200.00	0.0%	506.30	2,000.00	25.3%	2,000.00
Total 65000 · Vehicle Maintenance	12,778.66	17,000.00	75.2%	136,073.38	146,000.00	93.2%	146,000.00
69500 · Contingency Expense-Operations	6,666.67	6,666.67	100.0%	60,000.00	60,000.00	100.0%	60,000.00
Total Expense	166,806.30	176,674.67	94.4%	2,346,749.49	2,405,088.00	97.6%	2,405,088.00
Net Ordinary Income	76,037.56	-15,920.23	-477.6%	51,062.58	0.00	100.0%	0.00
Net Income	76,037.56	-15,920.23	-477.6%	51,062.58	0.00	100.0%	0.00

11:16 AM

11/06/13

Accrual Basis

MRTA - Contingency Fund **Profit & Loss Budget vs. Actual** October 2012 through September 2013

	Oct '12 - Sep 13	Budget	% of Budget
Income			
48000 · Transfers			
48100 · Transfer from Operations Fund	60,000.00	60,000.00	100.0%
48200 · Transfer from Reserves	0.00	0.00	0.0%
48000 · Transfers - Other	0.00	0.00	0.0%
Total 48000 · Transfers	<u>60,000.00</u>	<u>60,000.00</u>	<u>100.0%</u>
49000 · Interest Earned	347.90	50.00	695.8%
Total Income	<u>60,347.90</u>	<u>60,050.00</u>	<u>100.5%</u>
Expense	<u>0.00</u>		
Net Income	<u><u>60,347.90</u></u>	<u><u>60,050.00</u></u>	<u><u>100.5%</u></u>

11:13 AM

11/06/13

Accrual Basis

MRTA - Work Force Housing Fund
Profit & Loss Budget vs. Actual
 October 2012 through September 2013

	Oct '12 - Sep 13	Budget	% of Budget
Ordinary Income/Expense			
Income			
45000 · Revenue			
45300 · Rev - Housing Units			
45325 · Apartment Deposits	0.00	1,000.00	0.0%
45350 · Apartment Rent	29,400.00	29,500.00	99.7%
45300 · Rev - Housing Units - Other	0.00	0.00	0.0%
Total 45300 · Rev - Housing Units	29,400.00	30,500.00	96.4%
45400 · Rev - Laundry	1,037.75	600.00	173.0%
Total 45000 · Revenue	30,437.75	31,100.00	97.9%
49000 · Interest Earned	45.65	50.00	91.3%
Total Income	30,483.40	31,150.00	97.9%
Expense			
55000 · Rent and Utilities			
55200 · Utilities	5,371.81	6,500.00	82.6%
Total 55000 · Rent and Utilities	5,371.81	6,500.00	82.6%
57000 · Repairs and Maintenance			
57100 · Equipment Repairs/Maintenance	65.00	500.00	13.0%
57200 · Building Repairs/Maintenance	390.89	3,650.00	10.7%
57400 · Elevator Expense	3,796.28	2,000.00	189.8%
Total 57000 · Repairs and Maintenance	4,252.17	6,150.00	69.1%
67000 · Other Operating Expenses	0.00	500.00	0.0%
69000 · Transfer out to Operations Acct	18,000.00	18,000.00	100.0%
Total Expense	27,623.98	31,150.00	88.7%
Net Ordinary Income	2,859.42	0.00	100.0%
Net Income	2,859.42	0.00	100.0%

10:37 AM

11/06/13

Accrual Basis

MRTA - Facilities Fund
Profit & Loss Budget vs. Actual
October 2012 through September 2013

	Oct '12 - Sep 13	Budget	% of Budget
Income			
41000 · Federal Funding			
41100 · Federal - 5309			
41105 · Federal- Stimulus- Shelters	10,069.51	9,641.00	104.4%
41106 · Federal- SV Facility-purchase	0.00	0.00	0.0%
41106.5 · Federal- SV Facility-construct	0.00	0.00	0.0%
41107 · Federal - Bus Liv- Transit Hub	0.00	0.00	0.0%
41108 · Federal- Bus Liv - East Fork	28,000.00	28,000.00	100.0%
Total 41100 · Federal - 5309	38,069.51	37,641.00	101.1%
Total 41000 · Federal Funding	38,069.51	37,641.00	101.1%
43000 · Local Funding			
43100 · Local - Ketchum	44,683.92	44,684.00	100.0%
43200 · Local - Hailey	5,535.00	5,535.00	100.0%
43300 · Local - Bellevue	0.00	0.00	0.0%
43400 · Local - Blaine County	10,506.96	10,507.00	100.0%
43500 · Local - Sun Valley	23,447.04	23,447.00	100.0%
43600 · Local - Sun Valley Co.	14,819.00	14,819.00	100.0%
43700 · Local- Other Ketchum URA	50,000.00	50,000.00	100.0%
Total 43000 · Local Funding	148,991.92	148,992.00	100.0%
49000 · Interest Earned	80.22	100.00	80.2%
Total Income	187,141.65	186,733.00	100.2%
Expense			
66000 · Construction/Acquisition			
66100 · Materials & Labor			
66105 · East Fork pathways, sidewalks	35,504.00	35,000.00	101.4%
66110 · East Fork Shelters	10,532.82	13,000.00	81.0%
66115 · Materials & Labor- Ketchum Hub	0.00	0.00	0.0%
Total 66100 · Materials & Labor	46,036.82	48,000.00	95.9%
66300 · Design/Planning			
66310 · Ketchum Transit Plaza	2,858.77	0.00	100.0%
66320 · South Valley facility	1,280.37	0.00	100.0%
66330 · East Fork Design/PLan	891.25	0.00	100.0%
Total 66300 · Design/Planning	5,030.39	0.00	100.0%
66400 · South Valley Facility			
66410 · South Valley Acquisition	0.00	0.00	0.0%
66420 · South Valley Improvements	0.00	0.00	0.0%
66430 · South Valley - Move-in Expense	0.00	0.00	0.0%
Total 66400 · South Valley Facility	0.00	0.00	0.0%
66500 · Ketchum Facility upgrades	1,832.32	7,000.00	26.2%
Total 66000 · Construction/Acquisition	52,899.53	55,000.00	96.2%
Total Expense	52,899.53	55,000.00	96.2%
Net Income	134,242.12	131,733.00	101.9%

11:10 AM
 11/06/13
 Accrual Basis

MRTA - Capital Equipment Fund

Profit & Loss Budget vs. Actual

October 2012 through September 2013

	Oct '12 - Sep 13	Budget	% of Budget
Income			
41000 · Federal Funding			
41100 · Federal - 5309			
41104 · Federal - State of Good Repair	0.00	20,000.00	0.0%
Total 41100 · Federal - 5309	0.00	20,000.00	0.0%
41200 · Federal - 5311	757.00		
Total 41000 · Federal Funding	757.00	20,000.00	3.8%
42000 · State Funding			
42300 · State - Rideshare Vans	0.00	6,000.00	0.0%
Total 42000 · State Funding	0.00	6,000.00	0.0%
43000 · Local Funding			
43100 · Local - Ketchum	32,358.00	32,358.00	100.0%
43200 · Local - Hailey	6,900.24	15,008.00	46.0%
43300 · Local - Bellevue	0.00	0.00	0.0%
43400 · Local - Blaine County	7,608.00	7,608.00	100.0%
43500 · Local - Sun Valley	46,213.99	46,214.00	100.0%
43600 · Local -Sun Valley Company	10,731.00	10,731.00	100.0%
Total 43000 · Local Funding	103,811.23	111,919.00	92.8%
44000 · Fares			
44300 · Fares - Vanpool	37,044.00	35,000.00	105.8%
Total 44000 · Fares	37,044.00	35,000.00	105.8%
49000 · Interest Earned	220.11	250.00	88.0%
49900 · Misc. Income	8,625.00	2,700.00	319.4%
Total Income	150,457.34	175,869.00	85.6%
Expense			
54000 · Equipment/Tool Expense	0.00	10,000.00	0.0%
68000 · Capital Expenses			
68100 · Expenditures for Vans	59,515.00	60,000.00	99.2%
68400 · Expenditures for Bike Programs	2,892.24	11,000.00	26.3%
68500 · Technology	0.00	25,000.00	0.0%
68600 · Planning/Design	0.00	7,500.00	0.0%
Total 68000 · Capital Expenses	62,407.24	103,500.00	60.3%
Total Expense	62,407.24	113,500.00	55.0%
Net Income	88,050.10	62,369.00	141.2%

9:56 AM

11/06/13

Accrual Basis

MRTA - Operations Main

Checks Issued

As of September 30, 2013

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						55,641.89
Liability Check	09/03/2013	3502	Blaine County Collectors	April Torres	-100.00	55,541.89
Liability Check	09/03/2013	3503	Idaho Child Support Receipting	326231	-244.60	55,297.29
Liability Check	09/03/2013	3504	National Benefit Services, LLC	Mountain Rides FSA	-324.67	54,972.62
Liability Check	09/03/2013	ACH	Aflac	DQR88	-630.54	54,342.08
Deposit	09/03/2013			Deposit	1,115.00	55,457.08
Deposit	09/03/2013			Deposit	1,500.00	56,957.08
Bill Pmt -Check	09/03/2013	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-232.77	56,724.31
Bill Pmt -Check	09/03/2013	ACH	Cox Communications	001-2401-205184001	-35.99	56,688.32
Deposit	09/03/2013			Deposit	690.35	57,378.67
Deposit	09/04/2013			Deposit	2,080.83	59,459.50
Bill Pmt -Check	09/04/2013	3507	CTAI		-275.00	59,184.50
Bill Pmt -Check	09/04/2013	3508	Integrated Technologies		-21.51	59,162.99
Bill Pmt -Check	09/04/2013	3509	Ketchum Computers, Inc.		-187.50	58,975.49
Bill Pmt -Check	09/04/2013	3510	Quality Tool Connection Inc.	48	-14.95	58,960.54
Bill Pmt -Check	09/04/2013	3511	Robert Hall MD		-68.00	58,892.54
Bill Pmt -Check	09/04/2013	3512	Virginia Rhinehart	Monthly Rent	-1,800.00	57,092.54
Bill Pmt -Check	09/04/2013	3513	Wood River Welding, Inc.		-113.59	56,978.95
Bill Pmt -Check	09/04/2013	3514	Zee Medical Inc.		-274.71	56,704.24
Bill Pmt -Check	09/04/2013	3515	NAPA Auto Parts		-500.20	56,204.04
Bill Pmt -Check	09/05/2013	3516	Lee's Radiator		-420.00	55,784.04
Bill Pmt -Check	09/05/2013	3517	Nicole Brown		-694.80	55,089.24
Deposit	09/05/2013			Deposit	416.15	55,505.39
Deposit	09/05/2013			Deposit	770.00	56,275.39
Bill Pmt -Check	09/06/2013	3518	Gillig LLC	36869600	-364.61	55,910.78
Bill Pmt -Check	09/06/2013	3519	AlSCO		-110.88	55,799.90
Bill Pmt -Check	09/06/2013	3520	Rush Truck Centers		-3,097.36	52,702.54
Bill Pmt -Check	09/06/2013	3521	Names and Numbers		-209.46	52,493.08
Bill Pmt -Check	09/06/2013	3522	National Benefit Services, LLC		-107.00	52,386.08
Bill Pmt -Check	09/06/2013	3523	Copy & Print		-56.00	52,330.08
Bill Pmt -Check	09/06/2013	3524	National Benefit Services, LLC		-998.90	51,331.18
Bill Pmt -Check	09/06/2013	3525	American Funds	plan ID BRK100102	-187.50	51,143.68
Bill Pmt -Check	09/06/2013	3526	Silver Creek Ford formerly Sawtoot...		-8.72	51,134.96
Bill Pmt -Check	09/06/2013	ACH	Intermt Gas Co #10630400-001-6	#10630400-001-6	-15.41	51,119.55
Bill Pmt -Check	09/06/2013	ACH	Intermt Gas Co #10630400-353-1	#10630400-353-1	-2.06	51,117.49
Deposit	09/06/2013			Deposit	32,833.00	83,950.49
Check	09/06/2013	ACH	Capital Equipment Fund	monthly transfer July ...	-15,031.32	68,919.17
Check	09/06/2013	ACH	Facilities Fund	monthly transfer Aug ...	-7,014.41	61,904.76
Check	09/06/2013	ACH	Contingency Fund		-13,333.34	48,571.42
Deposit	09/09/2013			Deposit	6.00	48,577.42
Deposit	09/09/2013			Deposit	670.90	49,248.32
Bill Pmt -Check	09/10/2013	3527	Frank Edwards Co formerly Kaps ...		-83.88	49,164.44
Bill Pmt -Check	09/10/2013	3528	Kim MacPherson'	expense reimbursement	-18.86	49,145.58
Bill Pmt -Check	09/10/2013	3529	United Oil		-13,694.68	35,450.90
Bill Pmt -Check	09/10/2013	3530	UPS		-18.94	35,431.96
Bill Pmt -Check	09/10/2013	3531	Wendy Crosby	expense reimbursement	-15.00	35,416.96
Bill Pmt -Check	09/10/2013	3532	Les Schwab	117-00888	-3,665.90	31,751.06
Bill Pmt -Check	09/10/2013	3533	White Cloud Communications Inc.		-428.18	31,322.88
Bill Pmt -Check	09/10/2013	3534	Atkinsons' Grocery		-48.40	31,274.48
Bill Pmt -Check	09/10/2013	3535	Business As Usual		-43.50	31,230.98
Bill Pmt -Check	09/10/2013	3536	Clear Creek Disposal	1327	-77.53	31,153.45
Bill Pmt -Check	09/10/2013	3537	Freightliner of Idaho		-2,214.73	28,938.72
Bill Pmt -Check	09/10/2013	3538	Johnny G's Sub Shack		-75.44	28,863.28
Bill Pmt -Check	09/10/2013	3539	Luke's Family Pharmacy/Fisher Ja...		-89.50	28,773.78
Bill Pmt -Check	09/10/2013	3540	Window Welder Inc.		-100.00	28,673.78
Deposit	09/10/2013			Deposit	109,696.66	138,370.44
Deposit	09/10/2013		STO eBank	Deposit	-50,000.00	88,370.44
Liability Check	09/10/2013	E-pay	United States Treasury	82-0382250 QB Track...	-9,790.29	78,580.15
Liability Check	09/11/2013		QuickBooks Payroll Service	Created by Payroll Se...	-31,224.13	47,356.02
Check	09/11/2013	3545	Blaine County Idaho	contribution to Blaine ...	-1,250.00	46,106.02
Deposit	09/11/2013			Deposit	447.90	46,553.92
Paycheck	09/12/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Anderson, Charles	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Domke, Rodney F	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Finch, James F	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Glasscock, David T	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Gray, Stuart	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Green, William E	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Harder, Mike	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	DD	Johnson, Mark F	Direct Deposit	0.00	46,553.92
Paycheck	09/12/2013	3544	Kelly, David W		-355.46	46,198.46
Paycheck	09/12/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Larsson, Larry D	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	46,198.46

9:56 AM

11/06/13

Accrual Basis

MRTA - Operations Main

Checks Issued

As of September 30, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	09/12/2013	DD	MacPherson, Kim	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Miller, Jason M	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Selisch, Kurt	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Spalding, Richard L	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Sproule, William	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Tellez, Carlos	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Torres, April L	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Vega, Roberto	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Victorino, Jose L	Direct Deposit	0.00	46,198.46
Paycheck	09/12/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	46,198.46
Liability Check	09/12/2013	3541	Blaine County Collectors	April Torres	-100.00	46,098.46
Liability Check	09/12/2013	3542	Idaho Child Support Receipting	326231	-244.60	45,853.86
Liability Check	09/12/2013	3543	National Benefit Services, LLC	Mountain Rides FSA	-303.09	45,550.77
Deposit	09/13/2013			Deposit	249.70	45,800.47
Bill Pmt -Check	09/16/2013	3546	Jason Miller	expense reimbursement	-722.87	45,077.60
Bill Pmt -Check	09/16/2013	3547	Wells Fargo		-3,070.31	42,007.29
Bill Pmt -Check	09/16/2013	3548	UPS		-12.67	41,994.62
Bill Pmt -Check	09/16/2013	ACH	American Funds	plan ID BRK100102	-21,301.67	20,692.95
Deposit	09/16/2013			Deposit	1,995.00	22,687.95
Bill Pmt -Check	09/16/2013	3549	Cummins Rocky Mountain LLC		-1,062.36	21,625.59
Deposit	09/16/2013			Deposit	380.55	22,006.14
Deposit	09/18/2013			Deposit	22,056.99	44,063.13
Bill Pmt -Check	09/18/2013	3550	Ketchum Computers, Inc.		-62.50	44,000.63
Bill Pmt -Check	09/18/2013	3551	KSKI FM/KECH FM		-425.00	43,575.63
Bill Pmt -Check	09/18/2013	3552	Minert & Associates, Inc.		-135.00	43,440.63
Bill Pmt -Check	09/18/2013	3553	Rod Domke	expense reimbursement	-165.32	43,275.31
Bill Pmt -Check	09/18/2013	ACH	Verizon Wireless		-202.50	43,072.81
Bill Pmt -Check	09/18/2013	ACH	Verizon Wireless 208-720-7044		-12.22	43,060.59
Bill Pmt -Check	09/18/2013	ACH	City of Hailey	40205001	-72.86	42,987.73
Bill Pmt -Check	09/18/2013	3554	St Luke's Clinic - Hailey	940000328	-204.00	42,783.73
Deposit	09/18/2013			Deposit	440.75	43,224.48
Liability Check	09/20/2013	TAP	Idaho State Tax Commission	000186434	-5,089.00	38,135.48
Deposit	09/20/2013			Deposit	480.00	38,615.48
Check	09/20/2013	ACH	Capital Equipment Fund	reimb Bike Share exp	-1,419.80	37,195.68
Deposit	09/20/2013			Deposit	381.55	37,577.23
Deposit	09/23/2013			Deposit	134.72	37,711.95
Deposit	09/23/2013			Deposit	9,115.00	46,826.95
Deposit	09/23/2013			Deposit	471.40	47,298.35
Bill Pmt -Check	09/24/2013	3555	AmeriBen Solutions/IEC Group		-170.00	47,128.35
Bill Pmt -Check	09/24/2013	3556	Gem State Welders Supply Inc.		-6.82	47,121.53
Bill Pmt -Check	09/24/2013	3557	Integrated Technologies		-68.17	47,053.36
Bill Pmt -Check	09/24/2013	3558	Jim Finch	expense reimbursement	-45.00	47,008.36
Bill Pmt -Check	09/24/2013	3559	Luke's Family Pharmacy/Fisher Ja...		-44.22	46,964.14
Bill Pmt -Check	09/24/2013	3560	United Oil		-12,369.53	34,594.61
Bill Pmt -Check	09/24/2013	3561	Wood River Lock & Safe		-28.00	34,566.61
Bill Pmt -Check	09/24/2013	ACH	Idaho Power Acc#2204788885		-298.20	34,268.41
Deposit	09/25/2013			Deposit	40,000.00	74,268.41
Liability Check	09/25/2013		QuickBooks Payroll Service	Created by Payroll Se...	-28,917.62	45,350.79
Bill Pmt -Check	09/25/2013	ACH	Idaho Power Acct.#2204640144		-60.59	45,290.20
Deposit	09/25/2013			Deposit	5,445.00	50,735.20
Deposit	09/25/2013			Deposit	424.50	51,159.70
Paycheck	09/26/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Anderson, Charles	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Domke, Rodney F	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Finch, James F	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Glasscock, David T	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Gray, Stuart	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Green, William E	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Harder, Mike	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	DD	Johnson, Mark F	Direct Deposit	0.00	51,159.70
Paycheck	09/26/2013	3562	Kelly, David W		-500.53	50,659.17
Paycheck	09/26/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Larsson, Larry D	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	MacPherson, Kim	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Miller, Jason M	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Selisch, Kurt	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	50,659.17

9:56 AM

11/06/13

Accrual Basis

MRTA - Operations Main
Checks Issued
As of September 30, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	09/26/2013	DD	Spalding, Richard L	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Sproule, William	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Tellez, Carlos	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Torres, April L	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Victorino, Jose L	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	50,659.17
Paycheck	09/26/2013	DD	Thea, Karen J	Direct Deposit	0.00	50,659.17
Liability Check	09/26/2013	3563	Blaine County Collectors	April Torres	-100.00	50,559.17
Liability Check	09/26/2013	3564	Idaho Child Support Receipting	326231	-244.60	50,314.57
Liability Check	09/26/2013	3565	National Benefit Services, LLC	Mountain Rides FSA	-224.67	50,089.90
Deposit	09/26/2013			Deposit	10.09	50,099.99
Liability Check	09/27/2013	E-pay	United States Treasury	82-0382250 QB Track...	-9,031.26	41,068.73
Bill Pmt -Check	09/27/2013	ACH	Cox Communications	001-2401-205184001	-35.99	41,032.74
Bill Pmt -Check	09/27/2013	3568	Certified Folder Display Service, Inc		-60.80	40,971.94
Bill Pmt -Check	09/27/2013	3569	Petty Cash		-77.32	40,894.62
Bill Pmt -Check	09/27/2013	3570	St Luke's Clinic - Hailey	940000328	-136.00	40,758.62
Deposit	09/27/2013			Deposit	350.65	41,109.27
Bill Pmt -Check	09/30/2013	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-232.77	40,876.50
Liability Check	09/30/2013	3566	Met Life SBC	KM05725871	-1,157.49	39,719.01
Liability Check	09/30/2013	3567	Blue Cross of Idaho	10034150-R001	-11,768.97	27,950.04
Liability Check	09/30/2013	ACH	Aflac	DQR88	-420.36	27,529.68
Deposit	09/30/2013			Deposit	1,662.00	29,191.68
Deposit	09/30/2013			Deposit	1,500.00	30,691.68
Check	09/30/2013	ACH	Capital Equipment Fund	monthly transfer Sept	-7,515.66	23,176.02
Check	09/30/2013	ACH	Facilities Fund	monthly transfer Sept ...	-7,014.41	16,161.61
Deposit	09/30/2013			Deposit	12,000.00	28,161.61
Deposit	09/30/2013			Deposit	361.90	28,523.51
Deposit	09/30/2013			Deposit	45.00	28,568.51
Deposit	09/30/2013			Interest	2.31	28,570.82
Total 11100 · Mountain West Checking					-27,071.07	28,570.82
TOTAL					-27,071.07	28,570.82

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

11/20/2013 Date