



Mountain Rides Transportation Authority

Public Notice of Regular Board Meeting Agenda

12:00 noon, Wednesday, October 16, 2013

Place:

Ketchum City Hall Council Chambers, 480 East Ave. N, Ketchum, ID 83340
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Board Members: Chair Susan McBryant (Hailey), Vice-chair Mark Gilbert (Sun Valley), Secretary Steve Wolper (at-large), Peter Everett (Ketchum), Michael David (Ketchum), Nils Ribi (Sun Valley), Joe Miczulski (Bellevue), Dave Patrie (Blaine County)

1. 12:00pm: Call meeting to order

2. Presentation:

APTA conference recap by Jason Miller

3. Comments from the Chair and Board Member thoughts

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

5. Action items and discussion items

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

Approve FY2014 Fixed Route Service Plan

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

Approve City of Sun Valley contract for services
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c. Action item: (p.19)

Appoint 2 board members to serve on Ketchum Transportation Hub RFP evaluation committee

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

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

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

Approval of Bike-Pedestrian Master Plan award

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

Approve the award of fuel contract to Associated Petroleum
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g. Discussion item:(p.34-49)

Review of state transportation governance and funding processes

h. Discussion item:(p.50-52)

Training course and schedule for management training for Jason Miller

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

2015 federal operating funding application preview and calendar

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

Update on board seats up for appointment
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6. Committee Reports (p.58-59)

a. Planning and Marketing Committee report from Chair Steve Wolper

i. Committee members approve minutes for October

b. Finance and Performance Committee report from Mark Gilbert

i. Committee members approve minutes for October

7. Staff reports

a. Dashboard performance reports for August 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
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b. Receive & File financials

(p.69-78) August 2013

9. Executive Session

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

10. Action item:

Subsequent to Executive Session: Approval of change to compensation for Executive Director resulting from evaluation
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11. Adjournment

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

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller and Jim Finch"/>		
<u>Subject:</u>	<input type="text" value="5.a Approve FY2014 Fixed Route Service Plan"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning & Marketing"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="Within budget for FY2014 adopted operating fund"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2104 Transit Service Plan, Capital Improvement Plan"/>		
<u>Background:</u>	<div>Over the past 2 months, MR has engaged in board discussion, committee work and a public outreach process that has resulted in the attached service plan overview and summary of comments and changes.</div> <div>A summary of adjustments includes:</div> <div><ol style="list-style-type: none">1. Adjustment of Red to put more service into peak winter on Red 2 in lieu of reduction of Red summer evening service.2. Reduction of Green Route service during midday hours year-round.3. Reduction of Bronze Route service during midday for winter peak.4. Reduction of one round trip Valley Route trip with the add back of service to Bellevue and Saddle Rd/SV during midday trips.</div>		

FY 2014 SERVICE PLAN ADJUSTMENTS with Comments from Scout Your Route 9/30/2013

Blue Route

STAFF RECOMMENDATIONS: NO CHANGE THIS YEAR. IT IS JUST TOO WIDESPREAD AN IMPACT TO MAKE THESE SIGNIFICANT CHANGES. THE DAY RIDERS ARE BALANCED OUT BY THE NIGHT RIDERS.

Scout your Route Comments:

- Late night weekend service for Blue route!
- 30 minute frequency in slack even. Otherwise hard to use the bus-not convenient.
- Keep :30 after the hour at Elkhorn
- For workers-PM if nothing else 3-5:30pm
- 30 minutes for post office after 2-5pm
- 3 dots for late bus for movies/theater

Bronze Route

STAFF RECOMMENDATIONS: Reduce service on Bronze Route 2.5 hrs/day. Service stops at Warm Springs Lodge at 1045am until 115pm at Warm Springs Lodge.

Background: SIMILAR CHANGES WERE RECOMMENDED TO FY2012 SERVICE PLAN ELIMINATING SERVICE 1130A-230P. FY Service Plan reduction of service 1030a-130p originally proposed.

- The handful of local riders on Saddle road will lose the direct route from Warm Springs to Saddle road. Maintaining service level on Blue route (see above) provides 30 minute service to Ketchum/SV Lodge. **The link to Saddle Road is provided by a transfer to the Valley route** (leave WS :30 past the hour, ride to Y stop cross to front of Y at :37 past the hour. Valley route to Saddle from Y at :50 past.)
- MRTA staff met with SVCo representatives and determined this service reduction meets SVCo's financial and guest service goals.

Scout your Route Comments:

- Last year was excellent, we ski M-F from 9-11 Cut out 1-3 pm instead of 10:30-1:15
- Keep weekday bronze route service-too confusing to rely on it otherwise.
- Please do not discontinue the bus ride from Sun Valley station across Saddle Road, and on to the Warm Springs lift area. The bus is often full at 8:30, with both guests from the Lodge, and many of the residents along the way. It is the residents who are your constant supporters. Please continue this service. We need you. Your SV. guests need you! This route is a much used and appreciate commute for Sun Valley residents.

Red Route

STAFF RECOMMENDATIONS: Reduce summer evening hours but maintaining Symphony connections in an effort to provide improved Winter service we recommend:

- Operate **Winter Red 2** during Peak season (December 14 thru March 31, 2014 =108 days)
ONE HOUR LATER ending at 3:55 pm @Elkhorn Springs
- Adjust Summer hours from 830a-725p (with Symphony extra 3 wks of Summer) to 830a-530p.
New next summer (June 14-Sept 7 = 85 days): Red route ends at 530p at Elkhorn Springs and during Symphony drops at Pavilion eliminating the transfer to Blue route. Maintain After Symphony service!

Scout your Route Comments:

- Later ski day service during peak season plus maintain summer service to and from the symphony. Also want return service from wine picnic.

-Perhaps in the summer, red route is not run every hour...perhaps two runs in the morning, one mid-day, and two late in the day/early evening. We loved that it went later this summer...they were able to ride the bus in for movies and concerts....people will look at the schedule and plan accordingly.... Then perhaps the trade off is that red route continues to run on a limited basis once school starts into ski season instead of completely shutting down? There are many kids in the neighborhood that go to Community School...so perhaps a run after school?

-Red Bus buddy REP – Betsy- stopped in. ‘DON’T TOUCH OUR ROUTE”. EXPLAINED ADDED ONE HOUR IN WINTER AND SUMMER REDUCTION. She said GREAT!

Valley/Hailey Route

STAFF RECOMMENDS: Reduce service in accordance with budget requirements:

- **eliminating 1105a southbound from Dollar Cir and 1204p northbound from Bellevue.**
- **Restore service on tail ends during mid-day (Bellevue and YMCA to Dollar Circle)**

Scout your Route Comments:

-I will not be able to attend the workshops but would like to give my 2 cents worth: is it possible to add a route south between the 7:30 and 9:30 pm?

-2) valley route needs an express bus without stops at the hospital, meadows, greenhorn/east fork, etc. one that only goes from sun valley to bellevue and visa versa. Maybe something like sun valley to 3 stops in Ketchum: ymca, sturtevant/wells fargo, across from wrap city/wrap city and then 3 stops in Hailey (no going around fox acres) and the 3 already in Bellevue.

-3) Need a bus/shuttle service to the airport!

-first northbound to St. Luke’s by 6:25pm

Green Route

STAFF RECOMMENDS : Reduce service in accordance with budget requirements:

- **Start route at 735am at Meadows**
- **Mid day service gap during winter season 11am- 205pm (same as Summer/Fall schedule)**
- **End route at 530pm at Meadows**

Scout Your Route Comments:

-I read in the Mountain Express that Mountain Rides needs to trim some route hours in order to stay in budget. To the extent that you can trim hours to the Green route in the midday and still maintain service in the morning and the afternoon, that would be great. We use the Green route regularly in the winter to get to and from the River Run base lodge without having to drive. Thank you for your consideration.

-Wants us to keep 7:35am to connect @hospital to go south, want summer same as winter



FY2014 Transit Service Plan FINAL

- **Summary of service**
- **Route by Route look at adjustments**



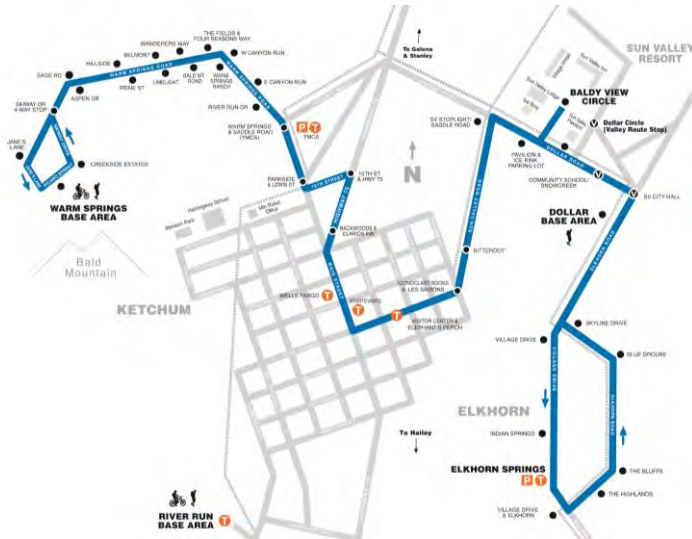
2014 Service level recommendations

- Total service hrs
 - FY2013 = 28,030
 - FY2014 = 26,340
- Approach
 - Take service reduction needs and balance against funding sources, demand and connectivity

Route	FY2013 Hours	FY2014 Hours (6% straight reduction)	FY2014 Hours Recommend	Rationale
Blue	8000	7520	8000	Core Route, solid performer, higher Ketchum \$
Green	2850	2680	2000	Valley Route can help support reductions
Red	2800	2630	2800	Given higher SV \$, need to keep whole
Silver	2600	2440	2600	Core Route, high performer, key to SV Co.
Bronze	750	700	500	Reduce due to SV Co. flat \$, can focus on a.m. and p.m. needs
Valley	9000	8460	8600	JARC \$ will be decreasing in coming years, need to prepare
Hailey	2000	1910	2000	Additional 5310 \$ provides stability
TOTAL	28,030	26,340	26,600	

Counting on fuel savings to make up this gap

Blue Route – FY2014



- FY2013 Hours = 8000
- FY2014 Hours Recommended = 8000
- Changes for FY2014
 1. NO CHANGES
 2. Look at additional year-round Blue 2 service as part of broader service discussion over next 6 mos.

Red Route



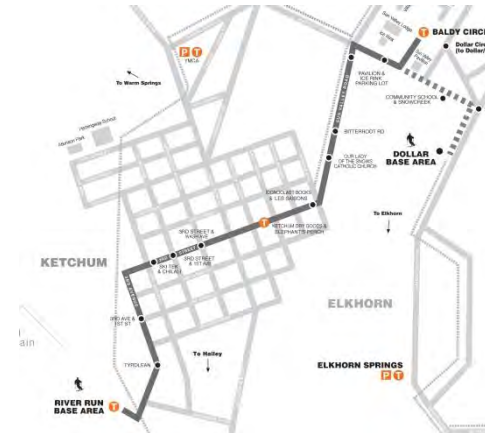
- FY2013 Hours = 2800
- Total Hours Recommended = 2800
- CHANGES FOR FY2014
 1. Run Red 2 for 1 additional hour to give later ski day service during peak winter
 - a. Offset hours from Red 1 evening summer service (still run late night service on symphony nights only)

Green Route



- FY2013 Hours = 2850
- FY2014 Hours Recommended = 2000
- CHANGES FOR FY2014
 1. Eliminate midday service year-round

Silver Route

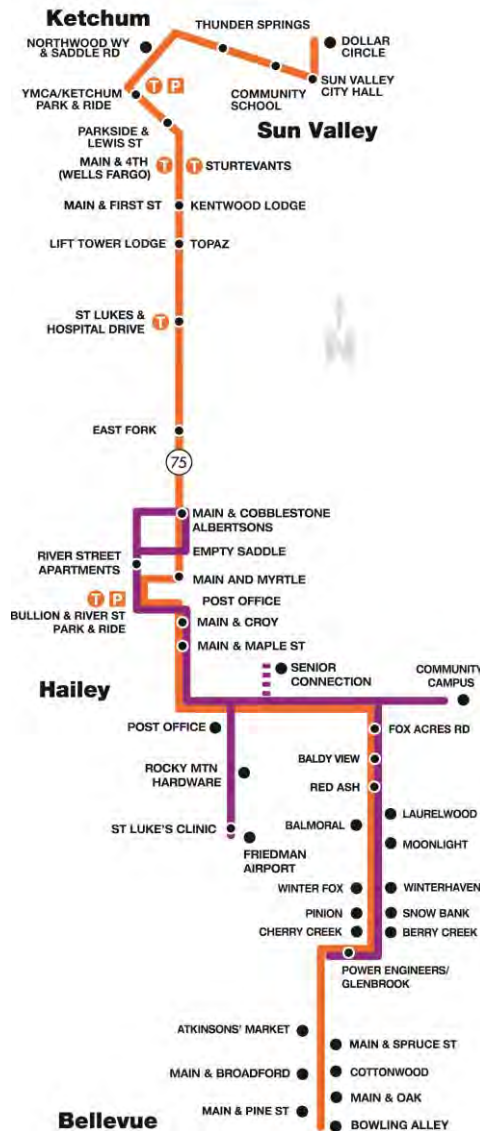


- FY2013 Hours = 2600
- FY2014 Hours Recommended = 2600
- CHANGES FOR FY2014
 1. NO CHANGE.

Bronze Route



- FY2013 Hours = 750
- FY2014 Hours Recommended = 500
- CHANGES FOR FY2014
 1. Add midday gap from 10:45a until 1:15p
 - a. Blue Route still provides connection during midday
 - b. Connection to Saddle Rd via Valley Route



Valley Route

- FY2013 Hours = 9000
- FY2014 Hours Recommended = 8600
- CHANGES FOR FY2014
 1. Eliminate midday trip on weekdays that departs at 11:05a SB and 12:04p NB
 2. Reinstate segments of service from YMCA to SV and from S. Woodside to Bellevue to provide better connectivity (minimal service hour effect)

Hailey Route

- FY2013 Hours = 2000
- FY2014 Hours Recommended = 2000
- CHANGES FOR FY2014
 1. No Change

Hour adjustment summary

Route	Adjustment	Hour Impact
Green	Cut out midday service year-round, run 7:30a-11:00a and 2:05p-5:30p. M-F during slack and summer (190 days). M-Su during peak winter (100 days).	- 820 (290 days of service at 7 hours per day = 2030 hours, which meets our needs for reduction to close to 2000 hours of service overall. Difference is 4 hours less service (midday, plus early/late) during peak winter and 1 hour less service (early/late) during slack and summer).
Bronze	Cut out midday service from 10:45a – 1:15p	- 255 (2.5 hours less service over 102 days, which meets our needs for reduction)
Valley	Eliminate Valley midday trip on weekdays only: 11:05a southbound and 12:05p northbound.	- 430 (fits within reduction need of bringing Valley from 9000 hours to 8600)

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5.b Approve City of Sun Valley contract for 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 checked="" type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2014"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text"/>		
<u>Background:</u>	<div>Without an MRTA attorney in place to review any contract changes, the F & P Committee decided that for FY2014 MRTA would use the same contract for services with the City of Sun Valley that existed for FY2013. Minor changes to update the contract dates, to correct typos and to clarify payment dates but no material changes to the Agreement were made. A copy of it is attached and following board approval will go to the Sun Valley council for approval on Nov. 7th.</div>		

CONTRACT FOR SERVICES

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

THIS CONTRACT FOR SERVICES (hereinafter the "Contract") is made and entered this 187th day of ~~November~~~~October~~, 201~~23~~, by and between the **CITY OF SUN VALLEY, IDAHO**, a municipal corporation (hereinafter referred to as "Sun Valley" or "City") and the **MOUNTAIN RIDES TRANSPORTATION AUTHORITY** (hereinafter referred to as "MOUNTAIN RIDES"), an Idaho ~~Trans~~~~portation~~ Authority, formed and existing pursuant to a Joint Powers Agreement duly executed, extended, and recorded as Instrument # 590904 in Blaine County, Idaho (recorded 9/28/11). This Contract is hereby entered into in contemplation of the following findings:

FINDINGS

1. Sun Valley is a municipal corporation duly organized and existing under the law of the State of Idaho §50-101 et seq.
2. MOUNTAIN RIDES is an Idaho ~~Transit~~~~Transportation~~ Authority formed and existing pursuant to a Joint Powers Agreement duly executed and recorded as Instrument #552903 in Blaine County, Idaho.
3. Sun Valley is a destination resort city as defined by Idaho Code § 50-1044 as it derives a major portion of its economic well-being from businesses catering to the recreational needs and meeting the needs of people traveling to Sun Valley for an extended period of time. Sun Valley, as a resort city, is eligible to collect a local option non-property tax.
4. Pursuant to Idaho Code §50-301 and §50-302, Sun Valley is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, Sun Valley has the power as conferred by the State of Idaho to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic well being of the City.
5. City Ordinance No. 389 provides for the imposition of a non-property tax on the sales price of certain property sold or otherwise transferred in Sun Valley. Pursuant to the language of the Ordinance, which was approved by the voters of Sun Valley, the municipal sales tax revenue derived shall be used for, among other things, public ~~trans~~~~portation~~, information, education and economic development activity.
6. MOUNTAIN RIDES provides an efficient and responsive public ~~transit~~~~transportation~~ system which is easily identifiable, is coordinated in a manner to encourage the ease of ridership, is charged with planning and implementation of multi-modal transportation technologies, such as gondola and light rail ~~transit~~~~transportation~~, when feasible, and will seek to reduce the congestion and pollution of individual vehicular trips within Blaine County.
7. MOUNTAIN RIDES mission is to establish, implement, maintain, fund and operate a comprehensive public transportation system by motor buses, vans or other appropriate means, including but not limited to multi-modal ~~transit~~~~transportation~~ systems, on a scheduled or unscheduled and charter basis throughout Blaine County for the benefit of the inhabitants and visitors in Blaine County.

8. The Organizational Goals of MOUNTAIN RIDES are consistent with the purposes and findings included in Ordinance No. 389.

9. MOUNTAIN RIDES has faithfully and diligently carried out its mission to provide services which promote and enhance the trade, commerce and industry of the City. It is in the best interests of the public health, welfare and prosperity of the City to provide regional ~~transit~~transportation services.

10. It is the intention of Sun Valley to contract with MOUNTAIN RIDES to provide such services for consideration as hereinafter provided.

11. MOUNTAIN RIDES desires to enter into a contract with Sun Valley to provide ~~transit~~transportation services all as hereinafter provided.

NOW, THEREFORE, on the basis of the foregoing findings the parties agree as follows:

1. Services to be Provided by MOUNTAIN RIDES. MOUNTAIN RIDES hereby agrees to provide ~~transit~~transportation services for the City and to provide services to residents and visitors of Sun Valley including operating, managing, and running a transportation system which meets the needs and demands of both the residents and tourists of Sun Valley, within the confines of the Mountain Rides budget. Services provided are set forth in the attached Exhibit A.

MOUNTAIN RIDES agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, fidelity bonds, and all necessary equipment and facilities required to provide the ~~transit~~transportation services as set forth in this Contract.

2. Term. The term of this Contract shall commence on the 1st day of October, 20123, and shall terminate on the 30th day of September, 20134.

3. Consideration.

(a) In consideration for providing the services herein described Sun Valley agrees to pay to MOUNTAIN RIDES the total sum of TWO HUNDRED FIFTY THOUSAND (\$250,000) payable in four equal quarterly installments on November 15, 20123; February 15, 20134; May 15, 20134; and August 15, 20134. MOUNTAIN RIDES will provide the City ~~at the end of each quarter during which MOUNTAIN RIDES performs services hereunder~~ with an invoice 30 days in advance of the due dates setting forth the amount of the installment due, ~~for such quarter. The City shall pay MOUNTAIN RIDES the amount set forth in such invoice no later than thirty (30) days after the date of such invoice.~~the due date.

(b) Sun Valley's contribution to the MOUNTAIN RIDES FY 20134 Budget is part of a budget adopted by the MOUNTAIN RIDES Board. An attachment of the adopted budget along with a revenue break out of each partner is included in Exhibit B.

(c) In consideration and as part of this Contract MOUNTAIN RIDES agrees to provide a mid-year report to the City of Sun Valley City Council including activities, ridership, financial conditions and other pertinent information helpful to assessing the current condition of the ~~transit~~transportation system. This report will be delivered before April 1, 2013 for presentation at the April 2013 City Council meeting. In addition,

Comment [J1]: This is necessary due to federal budget implications of government shutdown or delays in receiving federal funds, which would impact ability to provide service

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Comment [J2]: These changes to payment terms was made to correspond with direction from City of Sun Valley staff on timing of invoicing and payments.

MOUNTAIN RIDES will provide a report and budget request to coincide with City of Sun Valley budget deliberations for the next budget year.

- (d) Notwithstanding the requirements to subparagraph 3(a) above, the parties recognize and agree that payment source for the services called for herein is local option sales tax revenue. Sun Valley, as part of its budgeting process, has projected historical sales tax revenue data to determine it can retain MOUNTAIN RIDES for the consideration called for herein. In the event Sun Valley fails to collect such local option tax revenue during the term of this Contract for any reason, Sun Valley may, at its sole option, terminate this Contract immediately upon written notice to MOUNTAIN RIDES. In the event of such termination, Sun Valley shall have no further responsibility to make payment to MOUNTAIN RIDES under this Contract.

4. Termination. The City may, at its sole discretion, terminate this Contract immediately upon 120 days written notice to MOUNTAIN RIDES with or without cause. In the event of such termination, the City shall have no further responsibility to make any payment to MOUNTAIN RIDES under this Contract. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of MOUNTAIN RIDES shall survive any termination of the contract.

5. Equal Employment Opportunity. MOUNTAIN RIDES covenants that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

6. Default. In the event either party fails to perform its responsibilities, as set forth in this Contract during the contract term, this Contract may, at the option of the non-defaulting party, be terminated. Upon termination under this paragraph, MOUNTAIN RIDES, in the event it intentionally breaches its responsibilities, shall not be entitled to receive any unpaid installments of the consideration called for in paragraph 3 of the Contract.

67. Independent Contractor Status. The parties acknowledge and agree that MOUNTAIN RIDES shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of Sun Valley. MOUNTAIN RIDES and its agents, employees, and volunteers, shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of Sun Valley under this Contract is to assure itself that the services covered by this Contract shall be performed and rendered by MOUNTAIN RIDES in a competent, efficient and satisfactory manner.

7-8 Hold Harmless. Any contractual obligation entered into or assumed by MOUNTAIN RIDES, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of MOUNTAIN RIDES'S obligations pursuant to this Contract shall be the sole responsibility of MOUNTAIN RIDES, and MOUNTAIN RIDES covenants and agrees to indemnify and hold Sun Valley harmless from any and all claims or causes of action arising out of MOUNTAIN RIDES'S activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

98. Non-Assignment. This Contract may not be assigned by or transferred by MOUNTAIN RIDES, in whole or in part, without the prior written consent of Sun Valley.

109. Miscellaneous Provisions.

- (e) Paragraph Headings. The headings in this Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of this Contract or any of the provisions of the Contract.
- (f) Provision Severable. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.
- (g) Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Contract are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- (h) Successor and Assigns. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.
- (i) Entire Contract. This Contract contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- (j) Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.
- (k) Preparation of Contract. No presumption shall exist in favor of or against any party to this Contract as a result of the drafting and preparation of the document.
- (l) No Waiver. No waiver of any breach by either party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.
- (m) Amendment. No amendment of this Contract shall be effective unless the amendment is in writing, signed by each of the parties.

IN WITNESS WHEREOF, the parties have signed this Contract the day and year first above written.

CITY OF SUN VALLEY

By _____
Dewayne Briscoe, Mayor

ATTEST:

Hannah Stauts, City Clerk

MOUNTAIN RIDES
TRANSPORTATION AUTHORITY

By _____
Jason Miller, Executive Director

MOUNTAIN RIDES
TRANSPORTATION AUTHORITY

By _____
~~Peter Everett~~ Susan McBryant, -Board

President

EXHIBIT A

| EXHIBIT B

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5.c Appoint 2 board members to serve on Ketchum Transportation Hub RFQ evaluation committee"/>		
<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="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="N/A"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Capital Improvement Plan"/>		
<u>Background:</u>	<div><p>The RFQ will be closing October 18th with initial review taking place between October 18 and October 23 and then interview of finalists from Oct 23-27.</p><p>I need two board members to serve on the evaluation team to look at the RFQ responses and evaluate. The team will also include me, Lisa Horowitz and perhaps one other Ketchum staff member.</p></div>		

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5.d Approve engagement letter with Joel T Robins, CPA of Anderson Arritt Robins Waters for FY2013 audit"/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" 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="FY2014"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text"/>		
<u>Background:</u>	<div>Attached is the annual engagement letter from Anderson Arritt Robins Waters, stating the terms and standards for the FY2013 audit. The letter is unchanged from last year. Cost of the audit is also unchanged from last year.</div>		



October 10, 2013

Mountain Rides Transportation Authority
PO Box 3091
Ketchum, ID 83340

We are pleased to confirm our understanding of the services we are to provide Mountain Rides Transportation Authority for the year ended September 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of Mountain Rides Transportation Authority as of and for the year ended September 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Mountain Rides Transportation Authority's basic financial statements. As part of our engagement, we will apply certain limited procedures to Mountain Rides Transportation Authority's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures (unless MRTA opts to not include MD&A with the report), but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Mountain Rides Transportation Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Schedule of expenditures of federal awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Combined Schedule of Revenues, Expenditures, and Changes in Fund Balance – Bud to Actual All Funds
- 2) Supplemental information from Management of MRTA

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*

Phone: (208) 678-1040
(208) 678-9014
(208) 436-3139
Fax: (208) 878-1065

Website : www.ara-cpas.com
Email: info@ara-cpas.com

1734 Overland
Burley, ID 83318

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged the governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for presentation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for presentation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you

have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to entity or to acts by managements or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our test, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mountain Rides Transportation Authority's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to

major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Mountain Rides Transportation Authority's major programs. The purpose of these procedures will be to express an opinion on Mountain Rides Transportation Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Anderson Arritt Robins Waters, CPAs and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to AICPA or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson Arritt Robins Waters, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Authority. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 20, 2013 and to issue our reports no later than December 31, 2013. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, except that we agree that our gross fee, including expenses, will not exceed \$9,600. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review accompanies this letter.

We appreciate the opportunity to be of service to Mountain Rides Transportation Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anderson Arritt Robins Waters

Anderson Arritt Robins Waters, CPAs

RESPONSE:

This letter correctly sets forth the understanding of Mountain Rides Transportation Authority.

By: _____

Title: _____

Date: _____

Evans & Poulsen P.A.

Certified Public Accountants

Members of the American Institute of CPAs
and the Idaho Society of CPAs

Edward G. Evans, CPA
Jeffrey D. Poulsen, CPA

System Review Report

September 14, 2010

To the Partners of
Anderson Nielson Robins Arritt, CPA's
and the Peer Review Committee of the Idaho Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Anderson Nielson Robins Arritt, CPA's (the firm) in effect for the year ended June 30, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and *OMB Circular A-133*.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson Nielson Robins Arritt, CPA's in effect for the year ended June 30, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Anderson Nielson Robins Arritt, CPA's has received a peer review rating of *pass*.

Evans & Poulsen

Evans & Poulsen, P.A.

Mountain Rides Agenda Item Summary

Date:

10/16/2013

From:

Jason Miller

Subject:

5.e Approval of Bike-Pedestrian Master Plan award

Committee Review:

☐ yes

☒ no

Committee

N/A

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Approve

Fiscal Impact:

MRTA has already committed \$1,250 to this effort with an additional \$750 from Friends of Mountain Rides. The county is managing the funds and has secured \$13,000 total.

Related Policy or
Procedural Impact:

N/A

Background:

For almost a year, MRTA has been participating as part of a working group to develop a regional bike and pedestrian master plan. At the August board meeting, the MRTA approved release of RFP 0813-04 for development of the plan.

I am pleased to say that we had an excellent response to the RFP, with 5 solid responses submitted. An evaluation team was established and one clear winner, Harmony Design and Engineering, was determined and awarded the contract (evaluation results from the 4 evaluators and Harmony's proposal are attached).

Attached is a Memorandum of Understanding between MRTA and Blaine County regarding the funding and payments (Blaine County is holding all of the funding from the various partners).

SUMMARY of BIKE PED MASTER PLAN EVALUATION RESULTS - Oct 10, 2013, MRTA RFP 0813-1

AVERAGED (from 4 evaluators)					
CRITERIA	VITRUVIAN	WRBC	HARMONY	ALTA	COMMUNITY RISING
STRENGTH OF EXPERIENCE AND REFERENCES	84.25	60.75	95.5	98	76.75
STRENGTH OF PROPOSER'S TECHNICAL PROPOSAL INCLUDING OVERALL WORK PLAN AND APPROACH TO COMPLETING THE PLAN	168.75	110	183.75	167.5	157.5
ABILITY OF PROPOSER TO DELIVER THE PLAN BY MARCH 15,2014	41.25	45	43.75	47.5	47.5
TOTAL	294.25	215.75	323	313	279.25
Cost	VITRUVIAN	WRBC	HARMONY	ALTA	COMMUNITY RISING
Base Plan Points	150	125	200	100	175
Extended Plan Points	30	10	40	50	20
TOTAL with AVERAGED EXP/TECH/DELIVERY + COST PTS	474.25	350.75	563	463	474.25

MEMORANDUM OF UNDERSTANDING
Between
Blaine County, Idaho (Blaine)
And
Mountain Rides Transportation Authority (MRTA)

PURPOSE:

The purpose of this memorandum is to establish and agreement between Mountain Rides Transportation Authority and Blaine County for the payment and completion of work to develop a regional bike and pedestrian master plan. As such, MRTA will be reimbursed by Blaine County for progress payments made by MRTA to Harmony Design and Engineering (Harmony), who has been hired by MRTA to develop the regional bike and pedestrian master plan for Blaine County.

RESPONSIBILITIES AND PROCEDURES:

Blaine County:

1. Hold the funding from the different funding partners in an account earmarked for the bike and pedestrian master plan and totalling \$13,000 in committed funds.
2. Pay MRTA for deliverables made by the contractor, Harmony, so that MRTA may pay the contractor.

Mountain Rides:

1. Manage the RFP process and the contracting process with Harmony, with support from the bike-ped master plan working group.
2. Ensure that Harmony makes progress and that deliverables are received in accordance with the agreed upon scope of work between MRTA and Harmony.
3. Pay Harmony for work completed upon and invoice Blaine County for those payments for reimbursement.

FINANCING:

Blaine County has received commitments for funding totalling \$13,000 as follows: \$2,000 from MRTA and Friends of MRTA, \$2000 from BCRD, \$2000 from City of Hailey, \$3000 from City of Ketchum and \$4000 from Blaine County.

Base plan development with Harmony totals \$12,420.00 and will be reflected in a contract between MRTA and Harmony.

MRTA will invoice Blaine for reimbursements against the \$13,000 in committed funds as work is completed by Harmony to the satisfaction of MRTA and the bike-ped working group.

LIMITATIONS:

Nothing in this Memorandum of Understanding between Blaine and MRTA shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either

entity to expend any sum in excess of its respective appropriation. Each and every provision of this memorandum is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this Memorandum of Understanding shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

EFFECTIVE DATE

This Memorandum of Understanding shall become effective upon signature of the chair of the Blaine County Commissioners and the signing authority of Mountain Rides Transportation Authority.

MRTA will have 9 months from date of signature to request payments associated with completion of work by Harmony.

SIGNATURES:

BLAINE COUNTY

By _____ Date _____
Larry Schoen, Chair
Blaine County Commissioners
Division Administrator

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

By _____ Date _____
Jason Miller, Executive Director
Mountain Rides Transportation Authority

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5.f Approve the award of fuel contract to Associated Petroleum"/>		
<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="FY2014"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Procurement Policy"/>		
<u>Background:</u>	<div>Under the Procurement policy for items in excess of \$100,000, MRTA staff 1) obtained Board approval to solicit sealed bids for fuel 8/29/13 2) advertised the Invitation for Bids for a minimum of 2 dates, 9/18 and 9/25/13 (attached) 3) received 3 sealed bids (summary attached) 4) evaluated the bids to determine the low cost provider of unleaded and diesel fuel 5) completed the Bid Recap and Selection Report (attached) recommending award of the FY2014 Fuel Contract to Associated Petroleum Products, Inc.</div>		

			Associated	United	Sinclair
Regular grade Gasoline (85) (via card access system) Bid required	Quantity (gallons)	Price per gallon (\$USD)			
Rack price including freight for regular gasoline on 08/1/2013 in Hailey, ID	50		3.338	3.425	
Rack price including freight for regular gasoline on 08/20/2013 in Hailey, ID	50		3.1251	3.445	
Rack price including freight for regular gasoline on 08/30/2013 in Hailey, ID	50		2.9773	3.285	
Average			3.1468	3.385	
Diesel (via card access system) Bid required	Quantity (gallons)	Price per gallon (\$USD)			
Rack price including freight for diesel on 08/1/2013 in Hailey, ID	50		3.5069	3.555	
Rack price including freight for diesel on 08/20/2013 in Hailey, ID	50		3.3802	3.605	
Rack price including freight for diesel on 08/30/2013 in Hailey, ID	50		3.3675	3.555	
Average			3.4182	3.572	
Regular grade Gasoline (via card access system) Bid required	Quantity (gallons)	Price per gallon (\$USD)			
Rack price including freight for regular gasoline on 08/1/2013 in Ketchum, ID	50		3.3274	3.505	4.009
Rack price including freight for regular gasoline on 08/20/2013 in Ketchum, ID	50		3.1297	3.405	4.009
Rack price including freight for regular gasoline on 08/30/2013 in Ketchum, ID	50		2.9806	3.385	3.899
Average			3.1459	3.432	3.972
Diesel (via card access system) Bid required	Quantity (gallons)	Price per gallon (\$USD)			
Rack price including freight for diesel on 08/1/2013 in Ketchum, ID	50		3.5069	3.605	4.249
Rack price including freight for diesel on 08/20/2013 in Ketchum, ID	50		3.3802	3.555	4.249
Rack price including freight for diesel on 08/30/2013 in Ketchum, ID	50		3.3675	3.555	4.119
Average			3.4182	3.572	4.206



LEGAL NOTICE
INVITATION FOR BIDS

Mountain Rides Transportation Authority (MRTA) of Blaine County, Idaho, will accept bids for the purchase of regular unleaded gasoline (85), and diesel for the fiscal year October 1st through September 30th, 2014.

The bid price per gallon for diesel is to be exclusive of any federal or state tax, as MRTA is a tax exempt entity. Bids are required for Regular Unleaded Gasoline (85) and for Diesel. Bids should reflect fuel prices on the dates, locations and quantities shown on the bid sheet. It is estimated that MRTA will use a total of 27,000 gallons of unleaded fuel and 70,000 gallons of diesel fuel per calendar year.

Please contact MRTA for the full IFB package including the Fuel Bid Sheet.

Submit sealed bids to:

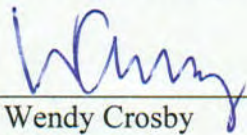
Wendy Crosby, Business Manager
Mountain Rides Transportation Authority
P.O. Box 3091 Ketchum, Idaho 83340

Sealed bids will be accepted at the above address until **12:00 noon Monday September 30, 2013**. Any bid received after this time will not be accepted. Bids will be opened publicly and recorded shortly after noon Monday, September 30th at the MRTA offices, 800 1st Ave North, Ketchum, ID 83340.

MRTA reserves the right to reject any late, incomplete or non-conforming bids. Bidders will be notified of the preliminary MRTA decision before Friday Oct. 4th with full contract to be executed following MRTA Board approval October 16th.

PUBLISH: MOUNTAIN EXPRESS
September 18 and 25, 2013

Mountain Rides Transportation Authority

By: 
Wendy Crosby
Business Manager

BID RECAP AND SELECTION REPORT

INFORMAL BID _____ FORMAL BID X SOLE SOURCE X

TO: **MRTA Executive Director**

FROM: **Wendy Crosby**

PROJECT/PROJECT TYPE: **Bid for Diesel and Unleaded Gasoline**

SERVICE REQUESTED:

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

United Oil

Sun Valley Co/ Sinclair Oil

Associated Petroleum Products, Inc.

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

ASSOCIATED PETROLEUM PRODUCTS, INC

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

LOW BIDDER on both unleaded Fuel and Diesel Fuel per the evaluation criteria set forth in the RFB

Attached for your review and file are the following documents:

- A. X copy of the Invitation for Bids
- B. X copy of the Bids received

Signed: 

DATE: 10/11/2013

APPROVED BY: , Executive Director DATE: 10/11/2013

APPROVED BY: _____, Board Chair DATE: 10/16/2013

Mountain Rides Agenda Item Summary

Date:

10/16/2013

From:

Jason Miller

Subject:

5.g Review of state transportation governance and funding processes

Committee Review:

☒ yes

☐ no

Committee

Both Committees

Purview:

Previously
discussed at board
level:

☐ yes

☐ no

Proposed Action:

Review

Fiscal Impact:

Governance and funding process has impacts on all federal funding MRTA receives.

Related Policy or
Procedural Impact:

Annual Budget, Capital Improvement Plan

Background:

The process for funding public transportation services is dictated by a process that takes local input from stakeholders and the public at large and puts that into a locally coordinated mobility plan. Funding applications made for projects and services included in that plan are reviewed by, and funding recommendations are made by, the District Coordinating Council. The DCC recommendations are then reviewed by the state Public Transportation Advisory Committee (PTAC) that then makes final recommendations to the Idaho Transportation Department (ITD) board. Adjunct to the process is CTAI, who has mobility managers that oversee local plan development and funding process support, and ITD, who administers the funding and provides rules and context to the process.

Attached are several documents that outline who/what the DCC is, how funding is currently allocated, what the PTAC is, and recent work that was completed by a subcommittee, of which I am a part, that was tasked with reviewing the allocation formula.

1.0 Designation

District Coordination Councils are convened under Idaho's I-way initiative to coordinate mobility efforts at the District level and are governed by the Interagency Working Group and the Public Transportation Advisory Council.

2.0 Mission

District Coordination Councils provide District-level leadership in supporting the coordination efforts of Local Mobility Management Networks. District Coordination Councils are responsible for ensuring coordination amongst Local Mobility Management Network Mobility Plans, coordination within and between Districts and neighboring states, and for evaluating and recommending local and district-wide projects for funding.

3.0 Activities

3.1 Coordination:

District Coordination Councils take a district-wide look at the Mobility Plans for each of the Local Mobility Management Networks within their District, with express purpose of:

- Analyzing and communicating needs, issues and opportunities within and amongst local networks and neighboring Districts and states;
- Identifying gaps and duplications within mobility services;
- Developing strategies to mitigate mobility issues;
- Identifying and pursuing areas for coordination;
- Identifying and communicating procedural and regulatory barriers to coordination;
- Promoting cooperation and collaboration among systems to ensure quality and effective and efficient services to customers;
- Promoting improved transportation and mobility coordination within the district and state; and,
- Promoting improved mobility directly with local leadership, local elected officials, and state legislative officials.

3.2 Evaluation:

District Coordination Councils review and evaluate proposed projects with the express purpose of:

- Recommending opportunities for District-wide coordination;
- Addressing proposed projects that provide duplicative services; and,
- Recommending funding for local and district-wide proposed projects to the Public Transportation Advisory Council.

4.0 Composition and Representation

4.1 The District Coordination Council may include up to 20 members. Members should be representatives from the below agency categories:

1. Government Agencies
2. Non-Profit Agencies
3. Business Entities
4. Education Agencies
5. Citizens

4.2 District Coordination Council members represent the individual view of their respective agencies.

4.3 Transportation providers may be Ex-Officio members of the District Coordination Council. Ex-Officio members do not vote.

5.0 Meetings

As a District Coordination Council, members shall meet approximately three to four times annually or as needed to implement its roles and responsibilities as outlined in this Charter. District Coordination Council members shall participate in Local Mobility Management Network meetings to obtain a better understanding of the mobility needs in those respective communities.

6.0 Chair

The District's Public Transportation Advisory Council representative will chair the District Coordination Councils.

7.0 Reporting

Planning inputs and project recommendations generated by the District Coordination Councils will be presented to the Public Transportation Advisory Council and the Interagency Working Group on an annual basis at a time when planning and project schedules require.

8.0 Conflict of Interest

District Coordination Council representatives shall agree to represent the interest of their clientele and the responsibilities of their agency from a District-wide perspective, and to do so in consideration of the mobility initiative for the entire District. Potential funding decisions that may result in a contractual relationship with the representative's agency to provide mobility services shall be fully disclosed at the time of discussion, and that representative will recuse him/herself from the evaluation and voting process.

9.0 Civil Rights

District Coordination Councils shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 and Title 49 CFR Part 26 as stated in the ITD Civil Rights Special Provisions.

10.0 Open Meetings

District Coordination Councils will comply with Open Meeting requirements as articulated in Section 67-2341-2347 Idaho State Code.

11.0 Procedures

The DCC Operational Guidelines outline the group's roles, responsibilities and organizational practices and processes.

12.0 Revisions

Revisions to the charter can be proposed to the Interagency Working Group by the District Coordination Council or others on an annual basis. Such proposals will be considered by and revisions ratified by the Interagency Working Group and the Public Transportation Advisory Council.

1.0 Mission

District Coordination Councils provide District-level leadership in supporting the coordination efforts of Local Mobility Management Networks. District Coordination Councils are responsible for ensuring coordination amongst Local Mobility Management Network Mobility Plans, coordination within and between Districts and neighboring states, and for evaluating and recommending local and district-wide projects for funding.

2.0 Activities

2.1 Coordination:

District Coordination Councils take a district-wide look at the Mobility Plans for each of the Local Mobility Management Networks within their District, with the express purpose of:

- Analyzing and communicating needs, issues and opportunities within and amongst local networks and neighboring Districts and states;
- Identifying gaps and duplications within mobility services;
- Developing strategies to mitigate mobility issues;
- Identifying and pursuing areas for coordination;
- Identifying and communicating procedural and regulatory barriers to coordination;
- Promoting cooperation and collaboration among systems to ensure quality and effective and efficient services to customers;
- Promoting improved transportation and mobility coordination within the district and state; and,
- Promoting improved mobility directly with local leadership, local elected officials, and state legislative officials.

2.2 Evaluation:

District Coordination Councils review and evaluate proposed projects with the express purpose of:

- Recommending opportunities for District-wide coordination;
- Addressing proposed projects that provide duplicative services; and,
- Recommending funding for local and district-wide proposed projects to the Public Transportation Advisory Council.

3.0 Skills

District Coordination Council members will have the ability to:

- Work in a collaborative environment, where decisions are made on behalf of the whole and not just to promote a single specific agenda;
- Communicate on a regular and efficient basis with the rest of the Council members;

- Assume a leadership role in his/her district related to mobility, coordination and planning;
- Engage in communications with colleagues and members of the community about mobility challenges and opportunities on an ad hoc basis;
- Coordinate and communicate with the District Mobility Manager;
- Listen to and understand perspectives that differ from his/her own, with the follow-on capacity to incorporate disparate perspectives into group work; and,
- Follow up on independent action items in a conscientious and timely manner.

4.0 Composition and Representation

4.1 The District Coordination Council may include up to 20 members. Members should be representatives from the below agency categories:

- Government Agencies
- Non-Profit Agencies
- Business Entities
- Education Agencies
- Citizens

4.2 District Coordination Council members represent the individual view of their respective agencies.

4.3 Transportation providers may be Ex-Officio members of the District Coordination Council. Ex-Officio members do not vote.

5.0 Application and Appointments

5.1 Individuals interested in serving on the District Coordination Council as a representative from one of the above categories may submit an application to the District Mobility Manager.

5.2 Applications will be reviewed by the District Coordination Council to ensure applicant has a District-wide perspective and represents an agency within the listed categories. Pending that review, the District Coordination Council will confirm or deny a given appointment.

5.3 Appointments will be for a period of three (3) years, after which time the application process will be reopened. Incumbants may reapply for the position for two subsequent terms, for a total of 9 years service.

5.4 All District Coordination Council members will sign a commitment letter, which will contain a specific reference to the skills required of each member as well as confidentiality and conflict of interest requirements, acknowledging their understanding of and commitment to the District Coordination Council Charter and the Operational Guidelines.

6.0 Meetings

6.1 The District Coordination Council Chair shall call the meetings approximately three to four times annually or as needed to implement its roles and responsibilities. Other meetings, in person or via other communication venues, may be convened at the group's discretion by the Chair.

6.2 Meeting objectives will be consistent with:

- The need to review Local Mobility Management Network Mobility plans and comment on that review specific to District-wide coordination;
- The need to review and evaluate proposed projects;
- The need to addressing proposed projects that provide duplicative services; and,
- The need to recommend funding for local and district-wide proposed projects to the Public Transportation Advisory Council.

6.3 District Coordination Council members shall participate in Local Mobility Management Network meetings to obtain a better understanding of the mobility needs in those respective communities.

7.0 Subcommittees

Subcommittees may be convened at the pleasure of the group or the Chair to conduct subcommittee work on the group's behalf. All subcommittee products are subject to the review and ratification of the entire District Coordination Council.

8.0 Chair

The District's Public Transportation Advisory Council representative will chair the meetings of the District Coordination Councils. In the event that the Chair cannot be present at a meeting, the Chair will designate his/her alternate to conduct said meeting.

9.0 Alternates

In their absence, District Coordination Council representatives may designate an Alternate by sending the Chair and the District Mobility Manager a completed Alternate Designation Form a minimum of 48 hours in advance of a meeting. It is expected that the Alternate will be fully

briefed on and cognizant of the purpose of the District Coordination Council and the status of its deliberations.

District Coordination Council representatives should reconsider their commitment and participation if an Alternate is utilized more than twice in a given year.

10.0 Removal

In the event a District Coordination Council member misses two District Coordination Council meetings in a given year without notification of such absence to the Chair or the District Mobility Manager, the Chair will approach them about reconsidering their commitment and their participation.

In the event a District Coordination Council member cannot participate in a manner consistent with the District Coordination Council commitments outlined in the Charter, the Chair will approach that member about reconsidering their commitment and participation. In the event that issue continues, the Chair will either convene a subcommittee to consider the issue and whether the group will seek to remove the member by way of a vote of the District Coordination Council membership.

11.0 Quorum Requirement

To stimulate action, the District Coordination Councils will have no quorum requirement. Work will proceed regardless of the number of members at a meeting. Those who are absent will support the conclusions of the group.

Participation by teleconference and other media will be provided for as appropriate or available.

12.0 Decision-Making

The Chair will work to ensure the equal and full participation of all members, both by way of providing inputs and seeking to understand all perspectives on behalf of the group' District-wide responsibilities. At a minimum, the chair will utilize simplified Roberts Rules of Order (motion, second, discussion, vote) in the conduct of the meeting, for which a majority of those members present and voting will constitute a decision on the vote. The Chair will vote only in the case of a tie.

13.0 Confidentiality

District Coordination Council representatives will maintain strict confidentiality relative to any discussions and deliberations undertaken in the evaluation process, as well as any and all proprietary and sensitive information shared in project proposals.

14.0 Logistical Support

Meeting logistics and notifications will be provided by the District Mobility Manager. Meeting documentation must be maintained, including a list of participants, brief meeting summary, conclusions, action items, and recommendations.

15.0 Reporting

Planning inputs and project recommendations generated by the District Coordination Councils will be presented to the ITD Public Transportation Advisory Council on an annual basis at a time when planning and project schedules require.

16.0 Conflict of Interest

District Coordination Council representatives shall agree to represent the interest of their clientele and the responsibilities of their agency from a District-wide perspective, and to do so in consideration of the mobility initiative for the entire District. Potential funding decisions that may result in a contractual relationship with the representative's agency to provide mobility services shall be fully disclosed at the time of discussion, and that representative will recuse themselves from the evaluation and voting process.

17.0 Civil Rights

District Coordination Councils shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 and Title 49 CFR Part 26 as stated in the ITD Civil Rights Special Provisions.

18.0 Open Meetings

District Coordination Councils will comply with Open Meeting requirements as articulated in Section 67-2341-2347 Idaho State Code, accommodating all public notification, meeting documentation, open meeting and executive session processes as appropriate.

19.0 Public Input

District Coordination Councils will accommodate opportunities for public input on matters germane to the work of the District Coordination Councils. District Coordination Councils will encourage involvement on the Local Mobility Management Networks, where specific details respective to needs, priorities and strategies will be reflected and decided.

20.0 Revisions

These Operational Guidelines will be reviewed and updated on an annual basis. Proposed revisions must remain consistent with the District Coordination Council Charter, and must be submitted to the Interagency Working Group and Public Transportation Advisory Council for review and ratification.

DESCRIPTION OF RESPONSIBILITIES

DISTRICT COORDINATION COUNCIL CHAIRPERSON

December 2, 2008

ROLE

It is the responsibility of the District Coordination Council (DCC) Chairperson to advise the District Coordination Council on issues and policies regarding public transportation in Idaho on behalf of the Public Transportation Advisory Council (PTAC), stakeholders, and consumers in their Districts.

RESPONSIBILITY

- 1) Perform chairperson duties at all DCC meetings.
- 2) Work as an independent and neutral representative of and champion for the District.
- 3) Bring and represent the perspective of the PTAC to the DCC.
- 4) Work collectively with other DCC members to resolve inter-network and cross-network issues, identify gaps, and make recommendations for connectivity and proposed projects.
- 5) Work collaboratively with others to support the generation of the best possible district-wide mobility network.
- 6) Evaluate annual proposed projects (Program of Projects) and make funding recommendations.
- 7) Work with the DCC in its task to collect the Local Mobility Management Network (LMMN) Coordination Plans generated within their district, aggregate them together, and ratify the results.
- 8) Submit the District Mobility Management Network Plan to the PTAC for inclusion into the State Mobility Management Plan.
- 9) Actively work within the DCC and the LMMN to initiate discussions around coordination opportunities and leveraging mobility resources.
- 10) Support and promote IMAP participation within the District.

COMPOSITION AND TERM

The District Coordination Council (DCC) Chairperson consists of one individual from each District who provides representation for the Public Transportation Advisory Council (PTAC).

MEETINGS

District Coordination Council Chairpersons will chair the meetings of the District Coordination Council anticipated at four (4) per year.

PARTICIPATION REQUIREMENTS

District Coordination Council Chairpersons will remain active in the association that manages Idaho's Rural Transit Assistance Program (RTAP) funds.

At any time a District Coordination Council Chairperson has missed three(3) consecutive DCC meetings, or missed more than three (3) functions in any 12-month period, that DCC Chairperson will be asked to and will submit his/her resignation, so that an appointment can be made to an active DCC Chairperson.

Other meetings may be requested by the District Coordination Council from time to time. DCC Chairpersons will make a conscientious effort to attend these meetings, but they do not count toward their participation requirement.

EXPENSES

Travel expenses will be compensated consistent with State of Idaho per diem rules.

MOBILITY PROCEDURE

PROCEDURE SUBJECT	AUTHOR	PROCEDURE #
FTA Program Funding Allocation Methodology	GaTeam	M-2012-15

This procedure supersedes all previous procedures and procedure documents on this subject.

Purpose:

The purpose of this procedure is to outline the process to allocate Federal Transit Administration (FTA) program funding.

Scope:

This procedure applies to all Federal Transit Administration (FTA) program funding where the Idaho Transportation Department is the Designated Recipient.

Definitions:

ITD-DTP: Idaho Transportation Department – Division of Transportation Performance

Designated Recipient: Entity designated to receive and apportion federal program funds.

Procedures:

- 1) Program funding is allocated by FTA utilizing the following methodology:
 - a. 5307 - Funding is apportioned on the basis of legislative formulas.
 - i. For Small Urban Areas with a population of 50,000 to 199,999, the formula is based on population and population density.
 - ii. For Large Urban Areas with a population of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guide way revenue vehicle miles, and fixed guide way route miles as well as population and population density.
 - b. 5309 – Funds are allocated at the discretion of the Secretary of Transportation.
 - c. 5310 - Apportioned among the States by a formula which is based on the number of elderly persons and persons with disabilities in each State according to the latest available U.S. census data.
 - d. 5311 - Apportioned to the States by a statutory formula using the latest available U.S. decennial census data. Eighty percent of the statutory formula is based on the non-urbanized population of the States. Twenty percent of the formula is based on land area. No State may receive more than 5 percent of the amount apportioned for land area.
 - e. 5317 - Section 5317 funds are apportioned among the recipients by a formula which is based on the ratio that the number of individuals with disabilities in each such area bears to the number of individuals with disabilities in all such areas. Of the total New Freedom funds available, FTA apportions 60 percent among designated recipients in

MOBILITY PROCEDURE

large urbanized areas; 20 percent to the states for small urbanized areas; and 20 percent to the states for rural and small urban areas under 50,000 in population.

- f. 5316- Of the total JARC funds available, FTA apportions 60 percent among designated recipients in large urbanized areas; 20 percent to the states for small urbanized areas; and 20 percent to the states for rural and small urban areas under 50,000 in population. Section 5316 funds are apportioned among the recipients by a formula which is based on the ratio that the number of eligible low-income and welfare recipients in each such area bears to the number of eligible low-income and welfare recipients in all such areas.
- 2) All program funding amounts are sub-allocated by utilizing the following methodology through an application cycle or competitive process, as applicable.
- a. FTA 5307 Established by the Federal Transit Administration
 - b. FTA 5309 Allocated at the discretion of the Secretary of Transportation
 - c. FTA 5310 Population of elderly and persons with disabilities within each ITD District
 - d. FTA 5311 Rural population within each ITD District
 - e. FTA 5316 Rural – Statewide competitive
 Small Urban – Statewide competitive
 Large Urban – Established by the Federal Transit Administration
 - f. FTA 5317 Rural – Statewide competitive
 Small Urban – Statewide competitive
 Large Urban – Established by the Federal Transit Administration

Exceptions: None

State Requirement: Yes

Federal Requirement: Yes

References:

49 U.S.C. 5307

49 U.S.C. 5317

49 U.S.C. 5316

49 U.S.C. 5311

49 U.S.C. 5310

SAFETEA-LU

Status: Final for Public Comment

From: Funding Allocation Committee
To: Public Transportation Advisory Council
Date: September 27, 2013

RE: Recommendations to enhance the funding allocation process

The Public Transportation Advisory Council's (PTAC) Funding Allocation Committee (FAC), as established at the PTAC Meeting of June 15, 2013, met on Friday, September 27, 2013. Participants in that meeting included:

- Dave Hunt, Pocatello Regional Transit
- Toni Tisdale, COMPASS
- Jason Miller, Mountain Rides
- Sarah Michael, District 4 Mobility Manager
- Kelli Fairless, Valley Regional Transit
- Jade Warren, Treasure Valley Transit
- Amanda Ely, TRPTA
- Jeff Osgood, District 6 Mobility Manager
- Ted Vanegas, ITD
- John Hathaway, District 4 PTAC Representative - Chair
- Marsha Bracke, Facilitator

A flip chart transcript of the meeting (attached) includes more information about the meeting inputs and process.

Ultimately, the FAC confirmed that creating a specific funding methodology from the process by which a detailed allocation formula is applied is highly unlikely. There are too many variables and factors to be considered. . The FAC went through a process of identifies those issues that brought them to the table and found they are predominantly process oriented. While some are, and some are not, troubled by the funding allocation methodology itself, all agreed to:

- 1) Present this recommendation to address process issues of concern for PTAC's consideration and potential implementation, and
- 2) Continue to explore various scenarios specific to funding allocation methodology

RECOMMENDATIONS

During the course of the development of these recommendations, FAC acknowledged the system and the process has made extraordinary improvements and gains in recent years, and notes this discussion process started with a focus on weaknesses, rather than strengths, and acknowledges its tendency toward the negative.

The issues FAC identified are presented in complete detail in the attached transcript. The following recommendations FAC listed below are opportunities to address those issues and strengthen the system.

FAC recommends:

1. Statewide goals and objectives be articulated, and program outcomes and performance measures identified, to demonstrate progress toward those goals. The statewide perspective will provide clarity in decision making. FAC recommends ITD develop the draft, and notes the current RFP underway to assess the system is likely fulfilling this recommendation.
2. The process of developing goals and objectives, as well as ongoing coordination processes, specifically include providers and keep them at the table. Providers (who note that they, too, are public servants) are intimately knowledgeable about issues in their system and funding implications. FAC also recommends that involvement be intentionally extended to local elected officials.
3. ITD provide guidance regarding the funding allocation methodology, decision-making process, principles associated with that process, and technical and advisory support to foster consistency. Specific recommendations from ITD to PTAC and DCCs will help inform their decision-making.
4. The streamlining of administrative and reporting requirements and oversight in an attempt to reduce bureaucracy and direct more funds to on-the-ground transit.
5. Intentional and ongoing educational outreach to continue to increase understanding at all levels of the process, including PTAC, DCCs, elected officials and residents. ITD would have a role in this effort but it would be specifically led and implemented by CTAI.
6. The transit community and stakeholders focus on working collectively to increase transit funding in the state rather than spending so much time in process meetings.
7. Involve knowledgeable elected officials in the process, and capitalize on existing joint power authorities or, where appropriate, foster the development of new joint power authorities to address transit needs in that area.
8. Coordination process build upon on utilizing existing capacities and providers where possible rather than creating new capacities and then duplicate providers, thereby creating new administrative costs and overhead.

DESCRIPTION OF RESPONSIBILITIES PUBLIC TRANSPORTATION ADVISORY COUNCIL

December 2, 2008

ROLE

It is the responsibility of the Public Transportation Advisory Council to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho on behalf of stakeholders and consumers in their Districts.

RESPONSIBILITY

- 1) Participate in planning activities,
- 2) Identify transportation needs,
- 3) Promote coordinated transportation systems,
- 4) Bring and represent the perspective of the DCC to the PTAC,
- 5) Work collectively with other PTAC members to knit the collection of District plans into the Statewide Mobility Management Network Plan,
- 6) Submit the State Mobility Management Network Plan to the IWG for interagency coordination review, and
- 7) Engage and inform the Idaho Transportation Board and State Legislators in their Districts about mobility management initiatives, issues, and relevancy statewide.

Before setting programs and priorities, the council shall seek pertinent information, facts, and data from local governments, agencies, and providers regarding rural public transportation issues.

COMPOSITION

The advisory council shall be composed of six (6) members appointed by the Idaho Transportation Board. Appointed members shall be representatives of local governments and agencies, private organizations, citizen groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation.

The ITD Board shall appoint said members from recommendations submitted by said organizations, groups, providers, users and state agencies in each district. One (1) member shall be appointed from each of the six (6) transportation department director districts.

TERM

The term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter.

MEETINGS

The council is authorized to meet three (3) times per year with additional meetings as authorized by the board.

PARTICIPATION REQUIREMENTS

At any time a Public Transportation Advisory Council Member has missed three(3) consecutive PTAC meetings, or missed more than three (3) functions in any 12-month period, that PTAC Member will be asked to and will submit his/her resignation, so that an appointment can be made to an active PTAC Member.

EXPENSES

Per diem and mileage will be compensated consistent with State of Idaho per diem rules.

December 2, 2008

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="10/16/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5.h Training course and schedule for management training for Jason Miller"/>		
<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="Discuss"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2014 budget for training."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="n/a"/>		
<u>Background:</u>	<div><p>As part of my return to MRTA agreement, I will be attending a management training course to help improve my skills as a manager and leader. After much research, I am recommending that I attend the UC Berkeley Center for Executive Education program entitled The Berkeley Executive Leadership Program (information attached).</p><p>If you would like to review online, the link is: http://executive.berkeley.edu/programs/berkeley-executive-leadership-program</p></div>		

The Berkeley Executive Leadership Program

[Overview](#)

(#)

[Details](#)

(#)

[Who Should Attend](#)

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[Coaches](#)

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You have achieved enormous responsibility in your organization through your relentless hard work, proven decision-making ability, and natural talent. UC Berkeley's Executive Leadership Program is about taking a brief professional pause to reflect—alongside others equally accomplished, facilitated by the foremost luminaries in their fields—on what kind of leader you are today, where you want to go from here, and what you will do to get there.

We specialize in cultivating your capabilities as a leader. Leadership is about finding meaning in your work. It is about navigating at many different altitudes with finesse, energizing and inspiring those around you to achieve. It is about proactively sensing and framing the opportunities for your organization, and marshaling resources toward adaptation and

innovation. It is about the relaxed self-confidence that the best leaders learn and master through a knowledge of themselves and others. Ultimately, the best leaders define what happens next—in their companies, their communities, and their families.

[Dates and Registration](#)
[Faculty](#)

Please contact our program consultant:

Call +1.510.642.9167 [Email](#)

(mailto:susac@haas.berkeley.edu) or Call

+1.510.642.1316 [Email](#)

(mailto:sean_young@haas.berkeley.edu) or

Call +1.415.309.0939 [Email](#)

(mailto:anita_anderson@haas.berkeley.edu)

Fee: \$9,900

Corporate Discount: Register 5 individuals from your company for the price of 4.



Jennifer Chatman

Faculty Director

Professor

[View Bio \(/faculty/jennifer-chatman\)](#)

" Professor Jenny Chatman is remarkable – her passion for the subject matter makes the class. All the speakers have deep knowledge, experience and passion and are therefore able to give me the tools to diagnose and find solutions to issues. The peer coach program is a great way to learn while thinking through others' problems. This program is definitely a worthwhile investment. "

– Cassio Conceicao, Vice President and General Manager, Service Products, Applied Materials

[view all \(/programs/berkeley-executive-leadership-program/testimonials\)](#)

Mountain Rides Agenda Item Summary

Date:

10/16/2013

From:

Jason Miller and Wendy Crosby

Subject:

5.i 2015 federal operating funding application preview and calendar

Committee Review:

☐ yes

☒ no

Committee

Finance & Performance

Purview:

Previously
discussed at board
level:

☐ yes

☒ no

Proposed Action:

Discuss

Fiscal Impact:

FY2015 budget

Related Policy or
Procedural Impact:

Budgets, CIP

Background:

We are coming up on the next round of federal funding applications for 5311, 5310 operating funding, as well as potential capital funding. The funding calendar is attached. This funding application is for FY2015 funding, which will be available for use starting April 1, 2015.

This will be discussed in more detail at the November committees, but this just came out and should be on everyone's radar.

The draft funding applications will be:

5311 - \$950k request for FY2015, compared to \$975k request for FY2014 that resulted in \$704k in funding recommended.

5310 - \$70k request for FY2015, compared to \$50k request for FY2014 that resulted in \$77k in funding recommended (extra funding was received).

5339 - \$200k request for FY2015, compared to \$80k request for FY2014 that resulted in no funding recommended to date.

"ESTIMATED" FY2015 FTA 5311 PROGRAM APPROPRIATION

PLEASE NOTE THE APPROPRIATIONS ARE ESTIMATES AND NOT ACTUALS

(Estimates updated October, 4, 2013)

2000 Census			2010 Census			
Program Total:	\$7,528,369	100%	Program Total:	\$7,528,369	100%	
ITD Administration	\$752,837	10%	ITD Administration	\$752,837	10%	
Inter City Transit	\$1,129,255	15%	Inter City Transit	\$1,129,255	15%	
Mobility Management	\$350,000	5%	Mobility Management	\$350,000	5%	
District Suballocation	\$5,296,277	70%	District Suballocation	\$5,296,277	70%	
District Suballocations:			District Suballocations:			Change
District 1	\$794,442	15.00%	District 1	\$761,075	14.37%	(\$33,367)
District 2	\$534,924	10.10%	District 2	\$521,154	9.84%	(\$13,770)
District 3	\$1,281,699	24.20%	District 3	\$1,189,014	22.45%	(\$92,685)
District 4	\$1,244,625	23.50%	District 4	\$1,370,676	25.88%	\$126,051
District 5	\$704,405	13.30%	District 5	\$627,609	11.85%	(\$76,796)
District 6	\$736,182	13.90%	District 6	\$826,749	15.61%	\$90,567
	\$5,296,277	100.00%		\$5,296,277	100.00%	

"ESTIMATED" FY2015 FTA 5310 PROGRAM APPROPRIATION

PLEASE NOTE THE APPROPRIATIONS ARE ESTIMATES AND NOT ACTUALS

2000 Census			2012 U.S. Census Bureau, American Community			
Program Total:	\$415,592	100%	Program Total:	\$415,592	100%	
ITD Administration	\$41,559	10%	ITD Administration	\$41,559	10%	
District Suballocation	\$374,033	90%	District Suballocation	\$374,033	90%	
District Suballocations:			District Suballocations:			Change
District 1	\$55,544	14.85%	District 1	\$77,013	20.59%	\$21,469
District 2	\$32,055	8.57%	District 2	\$39,273	10.50%	\$7,218
District 3	\$148,042	39.58%	District 3	\$94,668	25.31%	(\$53,374)
District 4	\$49,746	13.30%	District 4	\$61,977	16.57%	\$12,231
District 5	\$43,762	11.70%	District 5	\$47,353	12.66%	\$3,591
District 6	\$44,884	12.00%	District 6	\$53,749	14.37%	\$8,865
	\$374,033	100.00%		\$374,033	100.00%	

"ESTIMATED" FY2015 FTA 5339 PROGRAM APPROPRIATION

PLEASE NOTE THE APPROPRIATIONS ARE ESTIMATES AND NOT ACTUALS

2010 Census		
Program Total:		
ITD Administration	\$124,750	10%
District Suballocation	\$1,122,750	90%
District Suballocations:		
District 1	\$207,821	18.51%
District 2	\$103,742	9.24%
District 3	\$286,975	25.56%
District 4	\$185,254	16.50%
District 5	\$157,859	14.06%
District 6	\$181,100	16.13%
	\$1,122,750	100.00%

Mountain Rides Agenda Item Summary

Date: 10/16/2013

From: Jason Miller

Subject: 5.j Update on board seats up for appointment

Background:

The following MRTA Board of Directors seats are up for appointment

Peter Everett - City of Ketchum seat 2

Steve Wolper - At Large member (this seat is appointed by the majority of the board; I believe Steve Wolper is willing to continue to serve if reappointed)

Mark Gilbert - City of Sun Valley seat 2 (already reappointed by City of Sun Valley)

WHEREAS, it is the mutual desire of the Parties hereto that there are no disruptions to public transportation services as the mutual terms, covenant and conditions of this Agreement are implemented including that the current level of services historically provided by KART for the residents and visitors of Ketchum and Sun Valley and the services to Wood River Valley that were provided by the PEAK Bus are maintained.

NOW, THEREFORE, in order to accomplish the aforesaid purposes, and in consideration of the mutual terms, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. Corporate Name.

Authority shall be renamed the “Mountain Rides Transportation Authority” which replaces the previous name: “Ketchum-Sun Valley Public Transit Authority” (or “KART”).

2. Transportation Authority Membership.

The governing Board of the Authority shall be configured as defined below:

- A. Subject to sub-paragraph E below, two (2) members from the City of Ketchum and two (2) members from the City of Sun Valley shall be appointed by the Mayors of Ketchum and Sun Valley with the concurrence of the City Council of each city.
- B. Subject to sub-paragraph E below, one (1) member each to be appointed by the Mayors of Hailey, Bellevue and Carey, with the concurrence of the City Council of each such City.
- C. Subject to sub-paragraph E below, one (1) member from Blaine County to be appointed by the Board of County Commissioners.
- D. One “Member-at-Large” who is a routine user of the multimodal services of the Mountain Rides Transportation Authority shall be appointed by the Board of the Authority. The Board shall consult with and accept advice as to this appointment from Wood River Rideshare (or its successor), a 501c3 non profit corporation.
- E. Parties will join and become voting members of the Board upon execution of this Agreement by its respective governing body.
- F. The Mayors, Council Members, Commissioners and employees of the Parties hereto shall not be excluded from membership on the Authority by virtue of their relationship with the Cities and County involved.
- G. Employees, directors, shareholders, partners, owners and others with financial interests in any business, company or entity which the Authority has employed or contracted with to provide equipment or services shall not be appointed or remain members of the Authority. Members of the Authority shall be appointed without respect to political affiliation or religious denomination, and shall serve without compensation. Any person may be eligible for appointment

3. Term of Office

The term of office on said Authority shall be for the following initial terms:

- 1 member from Ketchum for one (1) year
- 1 member from Ketchum for three (3) years
- 1 member from Sun Valley for one (1) year
- 1 member from Sun Valley for three (3) years
- 1 member from Blaine County for two (2) years
- 1 member from Hailey for two (2) years
- 1 member from Bellevue for one (1) year
- 1 member from Carey for three (3) years

Subsequent appointments shall be for three (3) years and a board member shall hold a seat on the board until his or her successor has been appointed and qualified. Vacancies occurring otherwise than through the expiration of appointed terms, shall be filled for the remainder of the term by the Party that appointed the board member.

4. Organization

The Authority shall be governed by the Mountain Rides Transportation Authority By-laws specifying the method and manner by which it shall conduct its business and affairs, provided, however, that said By-laws shall be amended so as not be inconsistent with or contrary to the provisions of this Agreement, or any applicable local, state or federal law and shall provide that at least a simple majority must concur for the Authority to act.

5. Purposes and Powers

The purpose of the Authority is to establish, implement, maintain, fund and operate a comprehensive multimodal public transportation system by motor buses, fixed guideway systems, van and car pools, bicycles, amenities for walking or other appropriate means, including transportation counseling and advice for scheduled or unscheduled and charter services within Blaine County and outside of Blaine County to counties with commuters traveling to Blaine County for the benefit of commuters and the inhabitants and visitors to Blaine County. In furtherance of that purpose, the Parties hereto hereby delegate to the Authority their power to purchase, lease, or otherwise procure multimodal transportation systems, and to promulgate regulations governing the maintenance and operation of the same. Such delegated powers shall more specifically include, but not be limited to, the following:

- A. As a separate legal entity under state and federal statutes, to apply for, receive and operate under financial assistance from the federal or state government, and from any agency or political subdivision thereof, or from any private sources;
- B. To acquire by purchase, gift, lease, sublease or otherwise, to the extent and in the manner that a city or county operating under the laws of the State of Idaho might do so, real or personal property necessary for the establishment, operation and maintenance of a multimodal public transportation system including but not limited to land and easement acquisitions, facilities, employee housing and rolling stock;



MINUTES

Planning and Marketing Committee, Wednesday, 10/2/13, 1:00pm

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

Board Members present: Secretary Steve Wolper (at-large), Nils Ribi (Sun Valley), David Patrie (Blaine Co.), Joe Miczulski (Bellevue).

Staff present: Jason Miller (by phone), Jim Finch, Kim MacPherson and Rod Domke

Start: 1:00pm

End: 2:25pm

- 1) Review public input on FY14 service plan and discuss associated plan updates
 - a. Jim Finch started the discussion by stating our outreach procedures of publicizing meeting times and recommended changes. The group discussed the needed changes to all the routes due to funding cuts from the FTA. The P&M Committee recommends adoption of the schedule changes as presented by staff.
- 2) Discuss draft master calendar
 - a. The Committee discussed the need for a master calendar. The Committee suggested adding the Ketchum Hub and South Valley Facility to the calendar. It was suggested that a calendar program that includes interactive critical path modeling of ongoing projects would be a good long-term investment.
- 3) Other items to come before the committee. There were none.

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.



Minutes

Finance and Performance Committee 10/2/13 3:00 pm

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

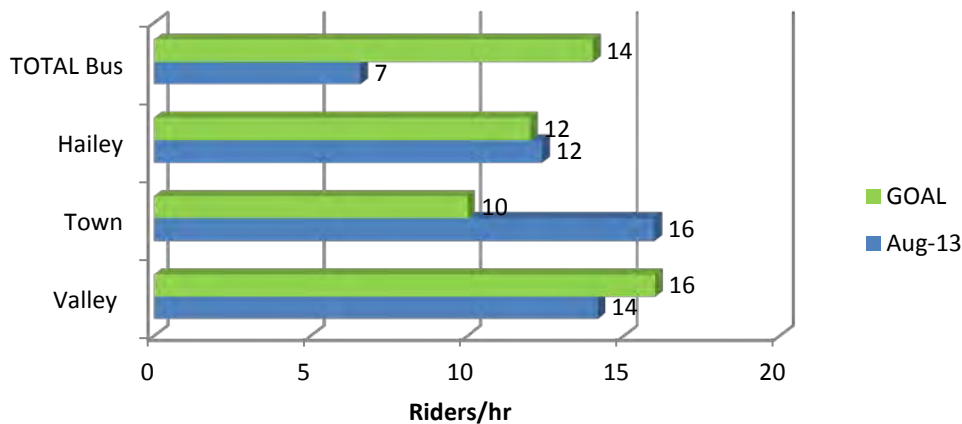
Attendance: Mark Gilbert, Michael David, Susan McBryant, Jason Miller (by phone), Wendy Crosby
Absent: Peter Everett

- 1) Reviewed financials and performance for August.
- 2) Discussed amendment to Procurement Policy 101. Minor changes made and will go to Board for approval in October.
- 3) Updated committee on current solicitations. Fuel bids received and being reviewed. Bus Ad Contractor bids received, one bid, contract awarded to Nicole Brown.
- 4) Discussed master calendar.
- 5) Reviewed approach for fuel path study. Mark requested data from other agencies and a list of goals for the November F&P meeting. It is expected MRTA will use outside professional resources to develop a long term fuel 'path'.
- 6) Discussed management training program for Jason. Mark referred Jason to an additional course offered by UC Berkeley. Mark suggested a mentor to conduct an office visit to work with Jason for several days. Jason will review the other courses and come forward with a recommendation for the Oct. Board meeting.
- 7) Discussed funding issues and Susan suggested of Angenie McCleary attend the next F&P meeting to discuss make-up of the DCC.

Meeting Adjourned 4:45.

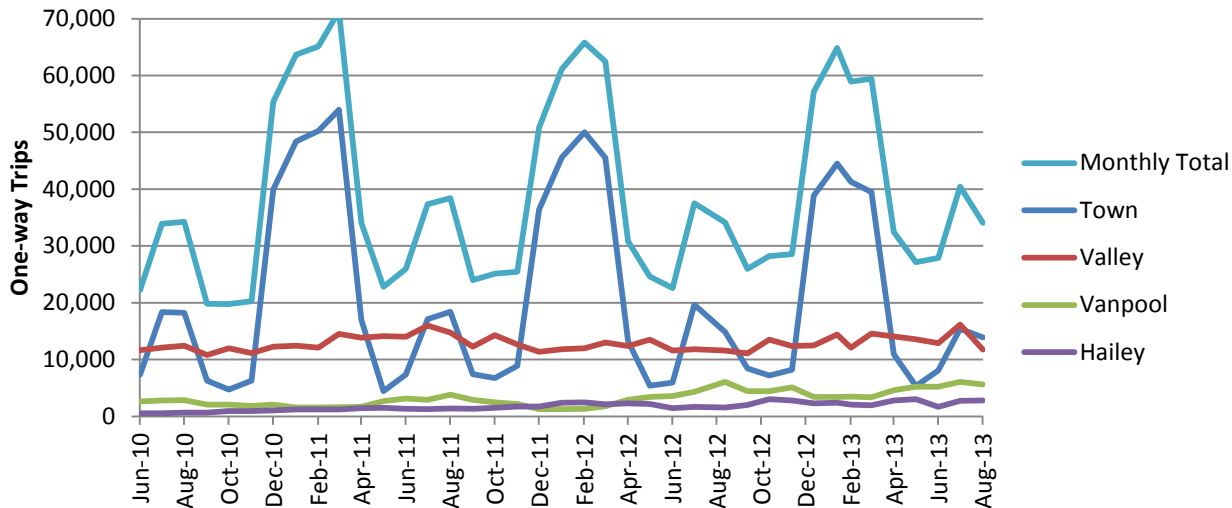
PERFORMANCE DASHBOARD - RIDERSHIP, AUGUST 2013

Ridership per hour

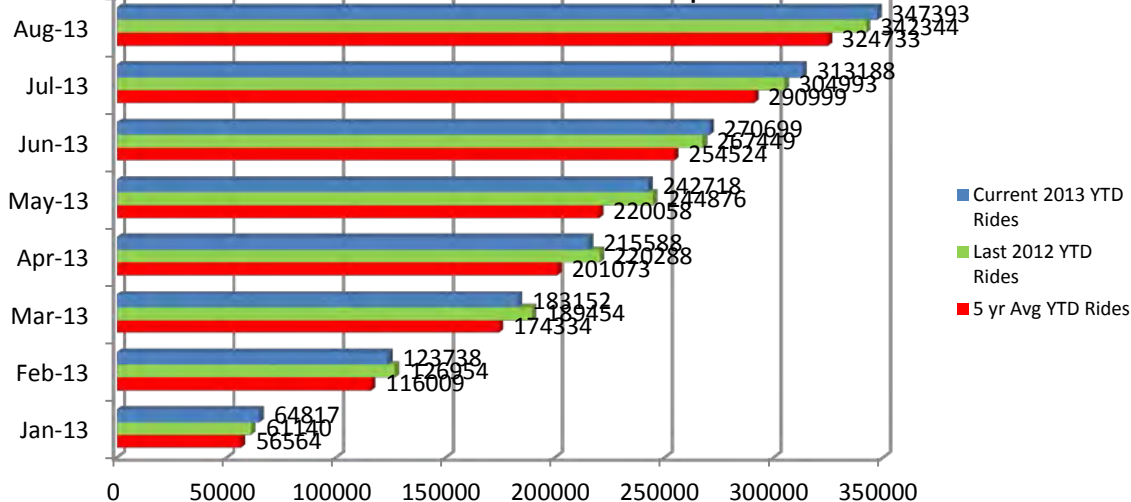


Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

Ridership by month - previous 3 years



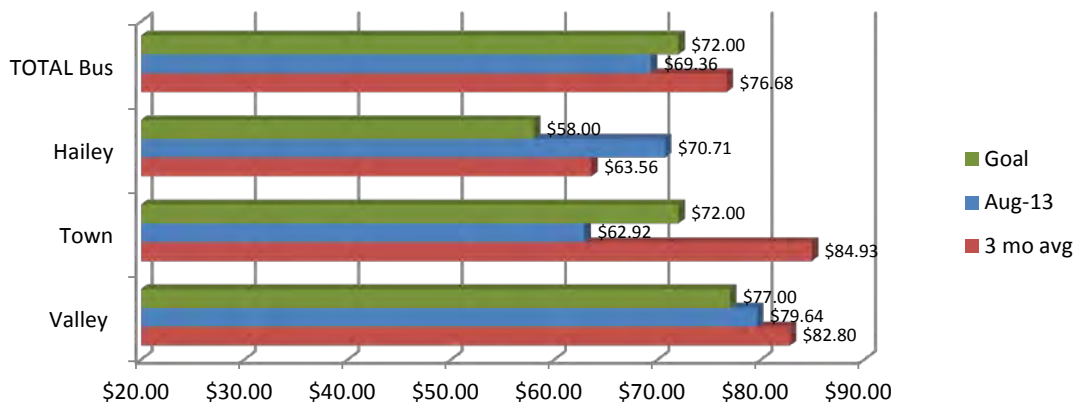
YTD Cumulative Ridership



Definition: Cumulative ridership YTD for each month as we progress thru the calendar year, compared with one year ago and the 5 yr avg for YTD rides thru the stated month.

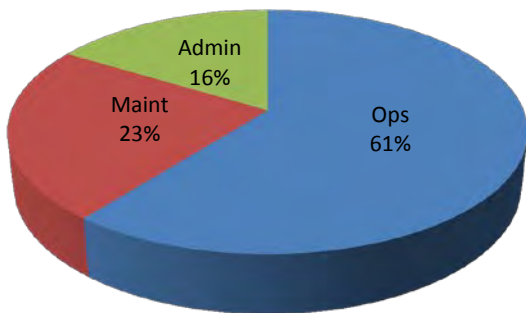
PERFORMANCE DASHBOARD - FINANCIAL, AUGUST 2013

Costs per hour

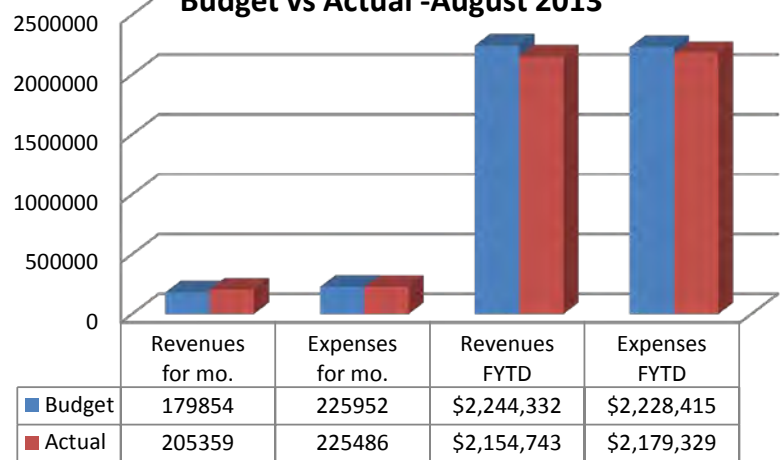


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 3 month average in order to give a longer time period for reference (monthly fluctuations can be great).

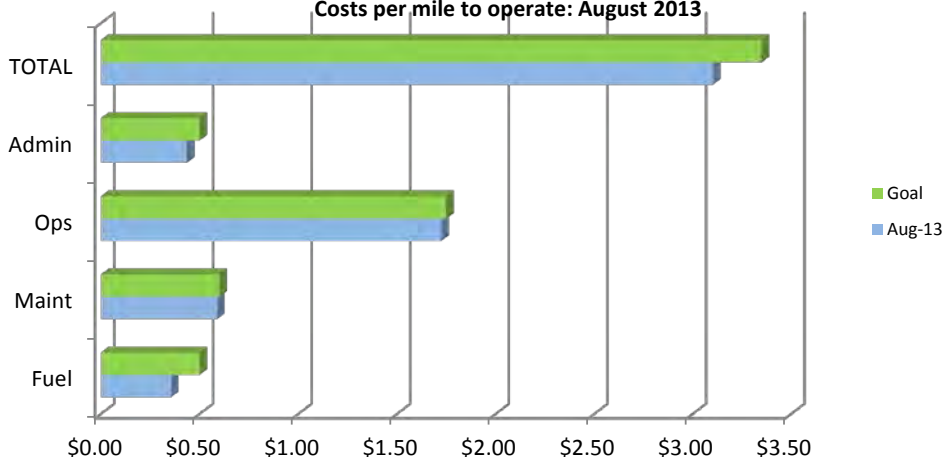
Costs by Department, AUGUST 2013
(total costs = \$183,027)



Budget vs Actual -August 2013

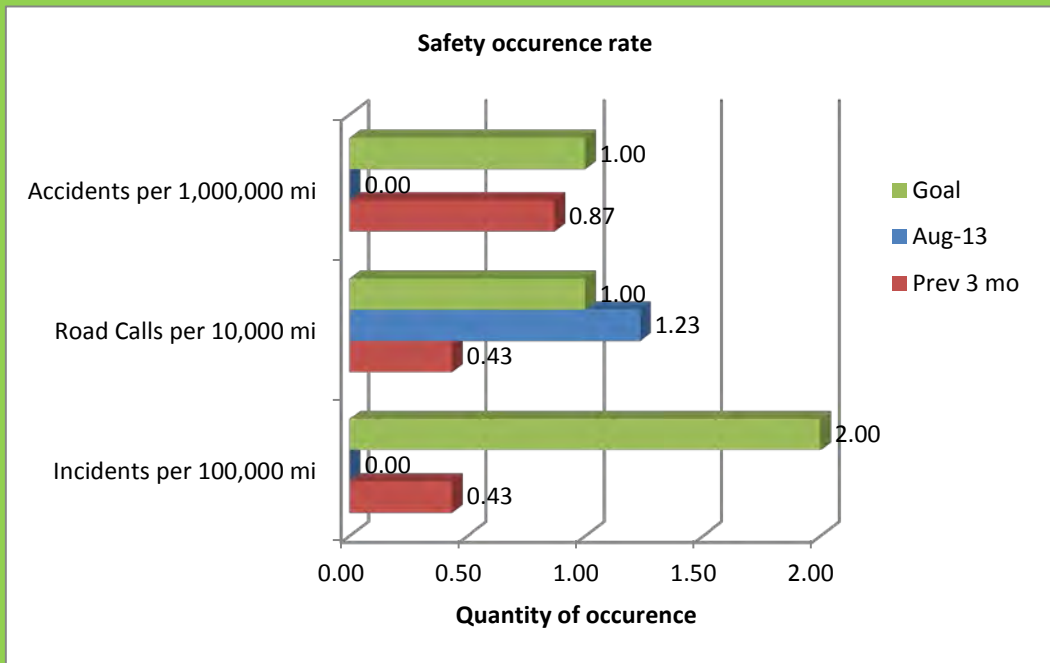


Costs per mile to operate: August 2013



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. Being less than the goal is good in this case. The goal is established based on historical averages and what is reasonable on a statewide basis for a rural fixed route system.

PERFORMANCE DASHBOARD - SAFETY, AUGUST 2013



Definition: This is the rate at which these safety related items are happening at a rate that is consistent with industry - being lower than goal is good

Safety	Jun-13	Jul-13	Aug-13
<i>Incidents</i>	1	0	0
<i>Accidents</i>	1	0	0
<i>Road Calls</i>	0	1	1

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.

**MAINTENANCE DAYS WITHOUT
A LOSS TIME ACCIDENT OR
INJURY: 825**

Mountain Rides Staff Report

Date:

10/16/2013

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

September 2013 ridership topped out at 28070 passenger trips, an 8% increase over 2012. Town routes declined 14% compared to 2012 as we still experienced negative impacts from the Beaver Creek fire.

Blue -17% Green +50% Red -45% (serviced ended 9/8/13 this year)
Charter service was up 500% due to visit by Society of Former FBI Special Agents!
Valley Rte +9% Hailey Rte + 31% Vanpool +13%

AUGUST 2013 RIDERSHIP NUMBERS ARE DISPLAYED IN DASHBOARD.

Progress on
projects/initiatives:

START (Safety Training And Rural Transit)- the new MRTA Bus Driver Training and Safety Program will incorporate this RTAP initiative this upcoming fiscal year. This service is free. The new training program will provide a solid foundation and enhance our current Safety & Training procedures.

FY 2014 Service plan discussed in detail Action Item 5a on pages 3 and 4. The service reductions do not affect peak hour operations. Service reductions will occur on various routes during mid-day.

Challenges/
Opportunities:

Recruitment of Winter Only Drivers commenced in late September. MRTA is recruiting several candidates with Class B Commercial License w/ Passenger and Air Brake endorsements. This year's labor market is a challenge as there is more competition for employment in other sectors of the economy.

Mountain Rides Staff Report

Date:

10/16/2013

Staff Member:

Rod Domke

Department:

Maintenance

Department
Highlights from the
Previous Month:

Continuing Safety practices, 825 days without loss of employee time. No accidents or incidents.

Mike Harder, our new mechanics assistant, is transitioning very well in his new position.

We would like to thank Operations for lending us employees to achieve a timely physical inventory count.

Progress on
projects/initiatives:

All the IC buses have returned from Rush Truck in Twin Falls. Bus 24 received a new engine, unfortunately it does not come with a new warranty. The warranty continues from the initial warranty.

Fiscal year end physical Inventory has been completed. Errors were few and minimal.

Fall building and grounds maintenance has begun in preparation for winter.

Fleet maintenance is on schedule for winter routes.

Challenges/
Opportunities:

We continue having difficulty acquiring parts for the IC buses. I have spoken with the manufacturer, they are looking into it for us and will attempt to rectify our problem.

With winter among us again, inside bus storage in the south valley continues to be a challenge.

Mountain Rides Staff Report

Date:

10/16/2013

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

I had an exhibit for Mountain Rides at the St. Luke's Community Health Fair on Saturday, September 21st. It was very well attended and I gave away over 35 helmets to kids who did not have one.

Progress on
projects/initiatives:

Schedule editing has started to be complete by Nov 6th.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

10/16/2013

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

We have finally collected all outstanding receivables from ITD and the MRTA cash position is much more comfortable. We submitted reimbursement requests for August earlier than normal in order to ensure we would receive funds given the federal government shutdown and most of those requests have been funded.

Progress on
projects/initiatives:

Procurements are nearly complete and this will free up time to begin work on the DBE plan.

Challenges/
Opportunities:

Year-end closing of the books is progressing and I would expect to have the auditor here in November.

Mountain Rides Staff Report

Date:

10/16/2013

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

APTA Conference - the APTA conference was extremely valuable for me in giving context to reauthorization of the federal funding transportation bill, the impact of the government shutdown, priorities for federal funding going forward and resources to help MR. More detail will be included in my presentation.

Local Coordinated Mobility Plan Update - I participated in workshops to update our plan that lays out mobility strategies for Network 4A, which includes Blaine County, Lincoln County and Camas County. These strategies determine the service and project priorities and drive funding applications and subsequent decisions - you can only ask for federal funding for projects or services that are identified in the plan. All of our priority services and projects were retained and enhanced as a result of this process.

ADA training - Wendy and I attended an ADA infrastructure training to allow us to better manage infrastructure projects that will always have ADA aspects. The additional corners at East Fork are an example of this and are funded from ADA Ramp funding.

Progress on
projects/initiatives:

South Valley Facility - conversations with Blaine County are progressing. We had an initial discussion at a commissioner's meeting on Oct 1st and learned that the county had thought we weren't interested in the spring/early summer and had moved forward with conceptual ideas for how the county might use the property. I am now working on convincing them that MR represents the highest and best use of the property. I will be meeting with the commissioners again on Tues the 15 and will have a better update at our board meeting.

Bike Pedestrian Master Plan - we had great response to the RFP and are ready to move forward with this, after board approval.

Master Calendar - we continue to work on filling this out more fully and will have a more detailed look at the November committee meetings.

Challenges/
Opportunities:

Government Shutdown - so far, we have not been affected by the shutdown but are awaiting further guidance from ITD. Obviously, the longer it lasts, the more likely we are to be impacted by delayed operational reimbursements.

Funding allocation discussion - I attended the first meeting of the funding allocation subcommittee that is looking at what problem we are trying to solve and how to solve it. There was some progress towards what the higher level objectives are and the need to improve the current process, as opposed to a completely new formulation (see attached memo that came out of the first discussion)



Special Joint Committee Meeting

MINUTES

Wednesday, 10/2/13, 2:30pm

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), Michael David (Ketchum), Nils Ribi (Sun Valley), David Patrie (Blaine Co.), Joe Miczulski (Bellevue).

Staff present: Jason Miller (by phone), Jim Finch, Wendy Crosby, Kim MacPherson

Also present: Sarah Michael from CTAI

Start: 2:30pm

End: 3:25pm

- 1) Review legal services RFQ reissue and approach to soliciting more interest.
 - a. Mark Gilbert and Susan McBryant will work on a new draft RFQ for legal services and Kim will work on mailing it out to all local attorneys.
- 2) Update on funding allocation discussion for statewide distribution of FTA 5311 operating funds.
 - a. Sarah Michael led the discussion with regards to 5311 operating funds. She had a meeting with John Hathaway from the DCC and had a discussion regarding the need for a dialog with Twin Falls about regional bus service.
- 3) Other items to come before the committee. There were none.

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.

Mountain Rides Agenda Item Summary

Date:

10/16/2013

From:

Wendy Crosby

Subject:

8.b August financials

Background:

Financials:

On the Revenue side, Federal reimbursements were up for the month due to lower fare revenue (which is netted against allowed expenses). Charter revenues were down against budget. We have been unable to fulfill charter requests due to a lack of available drivers and vehicles.

Expenses for August were right on budget, with payroll savings offsetting slightly higher than budgeted fuel costs. Vehicle Maintenance costs were over budget for the month. We had breakdowns on both ICs and Gillig vehicles.

August Large/unusual items of note:

- We received reimbursement for the EF improvements and those funds flowed into the operations account and were transferred out into the Facilities Fund account (\$28,000 and \$10,069.51).
- Maintenance expenses for bus repairs- Cummins-\$5,668.74(IC injector & turbo); Gillig-\$3,387.32 (fan control valve)
- Wells Fargo \$4645.35- turbo charger purchased from a vendor not used regularly

4:49 PM

10/10/13

Accrual Basis

MRTA - Operations Main
Revenues and Expenditures Budget Performance
August 2013

	Aug 13	Budget	% of Budget	Oct '12 - Aug 13	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41100 · Federal - 5309	0.00			0.00			
41200 · Federal - 5311	77,743.00	65,000.00	119.6%	566,419.00	715,000.00	79.2%	760,000.00
41300 · Federal - 5316	29,460.00	12,500.00	235.7%	256,507.99	137,500.00	186.6%	150,000.00
41400 · Federal - 5317	5,445.00	3,750.00	145.2%	52,570.00	41,250.00	127.4%	45,000.00
41500 · Federal - Stimulus	0.00			-4,500.95			
Total 41000 · Federal Funding	112,648.00	81,250.00	138.6%	870,996.04	893,750.00	97.5%	955,000.00
42000 · State Funding							
42100 · State - Safe Routes	0.00	0.00	0.0%	8,391.37	11,000.00	76.3%	15,000.00
42400 · State - Training	0.00	0.00	0.0%	1,176.54	4,500.00	26.1%	6,500.00
Total 42000 · State Funding	0.00	0.00	0.0%	9,567.91	15,500.00	61.7%	21,500.00
43000 · Local Funding							
43100 · Local - Ketchum	37,130.67	37,130.60	100.0%	408,437.37	408,436.40	100.0%	445,567.00
43200 · Local - Hailey	4,621.42	4,621.40	100.0%	50,835.58	50,835.60	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	8,782.09	8,782.10	100.0%	96,602.96	96,602.90	100.0%	105,385.00
43500 · Local - Sun Valley	15,028.25	15,028.34	100.0%	165,310.71	165,311.66	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%	870,636.62	870,636.56	100.0%	936,199.00
44000 · Fares							
44100 · Fares - Valley Cash	8,037.45	8,500.00	94.6%	67,557.55	66,500.00	101.6%	75,000.00
44200 · Fares - Valley Passes	4,944.25	8,500.00	58.2%	122,732.75	120,500.00	101.9%	125,000.00
44300 · Fares - Vanpool	10,896.00	12,000.00	90.8%	116,451.10	128,000.00	91.0%	140,000.00
44400 · Fares - ADA	54.00			242.00			
Total 44000 · Fares	23,931.70	29,000.00	82.5%	306,983.40	315,000.00	97.5%	340,000.00
45000 · Revenue							
45100 · Rev - Advertising	1,393.75	1,000.00	139.4%	47,989.16	35,000.00	137.1%	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.	109.40			3,218.09			
45500 · Rev - Charter/Special Event	200.00	1,500.00	13.3%	10,076.90	14,600.00	69.0%	15,000.00
Total 45000 · Revenue	1,703.15	2,500.00	68.1%	61,284.15	51,100.00	119.9%	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%	16,500.00	16,500.00	100.0%	18,000.00
Total 48000 · Transfers	1,500.00	1,500.00	100.0%	16,500.00	16,500.00	100.0%	18,000.00
49000 · Interest Income	13.94	42.00	33.2%	329.59	458.00	72.0%	500.00
49500 · Diesel Tax Refunds	0.00			17,353.00	17,000.00	102.1%	17,000.00
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	64,389.00	0.0%	64,389.00
Total Income	205,359.22	179,854.44	114.2%	2,154,900.71	2,244,333.56	96.0%	2,405,088.00
Gross Profit	205,359.22	179,854.44	114.2%	2,154,900.71	2,244,333.56	96.0%	2,405,088.00

4:49 PM

10/10/13

Accrual Basis

MRTA - Operations Main
Revenues and Expenditures Budget Performance
August 2013

	Aug 13	Budget	% of Budget	Oct '12 - Aug 13	YTD Budget	% of Budget	Annual Budget
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	127,645.77	133,000.00	96.0%	1,073,096.36	1,057,000.00	101.5%	1,140,000.00
51300 · FICA Expense	7,965.43	8,400.00	94.8%	65,035.28	66,800.00	97.4%	72,000.00
51350 · Medicare Tax Expense	1,769.65	2,000.00	88.5%	15,116.60	15,700.00	96.3%	17,000.00
51400 · Retirement Plan Expenses	11,229.30	9,500.00	118.2%	79,147.69	78,000.00	101.5%	85,000.00
51500 · Workers Comp Expense	8,949.00	6,000.00	149.2%	41,600.00	33,000.00	126.1%	33,000.00
51600 · SUI Expense	2,410.22	2,800.00	86.1%	23,617.06	26,500.00	89.1%	28,000.00
51700 · Medical Ins. Expense	9,010.03	8,750.00	103.0%	92,538.19	96,250.00	96.1%	105,000.00
51800 · Dental Ins. Expense	846.26	700.00	120.9%	8,671.87	9,400.00	92.3%	10,000.00
51000 · Payroll Expenses - Other	100.25	175.00	57.3%	7,907.60	1,550.00	510.2%	1,700.00
Total 51000 · Payroll Expenses	169,925.91	171,325.00	99.2%	1,406,730.65	1,384,200.00	101.6%	1,491,700.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	0.00	0.00	0.0%	81,206.00	90,000.00	90.2%	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	0.00	0.00	0.0%	81,206.00	93,000.00	87.3%	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	187.50	0.00	100.0%	7,333.60	10,000.00	73.3%	10,000.00
53400 · Legal Fees	0.00	250.00	0.0%	5,324.00	7,750.00	68.7%	8,000.00
53500 · Other Professional Fees	339.00	400.00	84.8%	6,866.50	7,600.00	90.3%	8,000.00
Total 53000 · Professional Fees	526.50	650.00	81.0%	29,124.10	35,150.00	82.9%	35,800.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment expense	0.00	500.00	0.0%	318.64	3,500.00	9.1%	5,000.00
54200 · Shop Tools	14.95	1,000.00	1.5%	1,962.24	2,500.00	78.5%	2,500.00
54300 · Office Equipment	651.99	0.00	100.0%	2,177.69	3,000.00	72.6%	3,000.00
Total 54000 · Equipment/ Tool Expense	666.94	1,500.00	44.5%	4,458.57	9,000.00	49.5%	10,500.00
55000 · Rent and Utilities							
55100 · Rent	1,800.00	3,900.00	46.2%	23,000.00	28,100.00	81.9%	32,000.00
55200 · Utilities	511.81	900.00	56.9%	13,494.11	17,800.00	75.8%	19,000.00
Total 55000 · Rent and Utilities	2,311.81	4,800.00	48.2%	36,494.11	45,900.00	79.5%	51,000.00
56000 · Supplies							
56100 · Office Supplies	70.17	50.00	140.3%	1,714.13	2,450.00	70.0%	2,500.00
56200 · Janitorial & Safety Supplies	274.71	150.00	183.1%	1,975.18	1,850.00	106.8%	2,000.00
56300 · Department Supplies	187.79	500.00	37.6%	9,853.31	9,500.00	103.7%	10,000.00
56400 · Uniforms	110.88	125.00	88.7%	4,987.49	6,375.00	78.2%	6,500.00
56500 · Postage and Delivery	27.76	75.00	37.0%	515.65	850.00	60.7%	900.00
Total 56000 · Supplies	671.31	900.00	74.6%	19,045.76	21,025.00	90.6%	21,900.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	0.00	200.00	0.0%	2,101.93	2,300.00	91.4%	2,500.00
57200 · Building Repairs/Maintenance	28.00	1,000.00	2.8%	8,870.68	13,000.00	68.2%	14,000.00
57250 · Bus Stop Repairs/Maint	0.00	100.00	0.0%	1,372.15	2,950.00	46.5%	3,000.00
57300 · Grounds Repairs/Maintenance	0.00	100.00	0.0%	1,074.36	2,300.00	46.7%	2,500.00
Total 57000 · Repairs and Maintenance	28.00	1,400.00	2.0%	13,419.12	20,550.00	65.3%	22,000.00

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Accrual Basis

MRTA - Operations Main
Revenues and Expenditures Budget Performance
August 2013

	Aug 13	Budget	% of Budget	Oct '12 - Aug 13	YTD Budget	% of Budget	Annual Budget
58000 · Communications Expense							
58100 · Office Phone Expense	416.26	500.00	83.3%	4,485.47	6,000.00	74.8%	6,500.00
58200 · Cell & Two-Way Mobile	612.44	1,000.00	61.2%	7,326.82	11,000.00	66.6%	12,000.00
58300 · Internet/Website	174.26	300.00	58.1%	1,744.85	3,600.00	48.5%	4,000.00
Total 58000 · Communications Expense	1,202.96	1,800.00	66.8%	13,557.14	20,600.00	65.8%	22,500.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	238.65	0.00	100.0%	2,409.50	3,500.00	68.8%	5,000.00
59200 · Lodging	0.00	100.00	0.0%	994.55	1,500.00	66.3%	2,500.00
59300 · Meals/Entertainment	156.34	50.00	312.7%	624.99	2,050.00	30.5%	2,500.00
59400 · Training/Education	275.00	250.00	110.0%	2,318.64	2,000.00	115.9%	3,000.00
Total 59000 · Travel and Training	669.99	400.00	167.5%	6,347.68	9,050.00	70.1%	13,000.00
60000 · Business Expenses							
60100 · Business Registration Fees	50.00	50.00	100.0%	188.00	475.00	39.6%	500.00
60400 · Dues & Subscriptions	42.39	265.00	16.0%	5,431.38	7,215.00	75.3%	7,500.00
60500 · Bank Fees	10.64	50.00	21.3%	422.89	550.00	76.9%	600.00
60700 · Bad Debt	0.00			73.50			
Total 60000 · Business Expenses	103.03	365.00	28.2%	6,115.77	8,240.00	74.2%	8,600.00
61000 · Advertising							
61100 · Print Advertising	209.46	500.00	41.9%	9,238.72	5,750.00	160.7%	6,000.00
61200 · Radio Advertising	425.00	200.00	212.5%	1,700.00	2,200.00	77.3%	2,500.00
61300 · Online Advertising	35.00	40.00	87.5%	484.00	460.00	105.2%	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	0.00	250.00	0.0%	13,082.54	8,250.00	158.6%	8,500.00
Total 61000 · Advertising	669.46	990.00	67.6%	25,455.26	20,660.00	123.2%	21,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	60.80	55.00	110.5%	4,572.34	3,605.00	126.8%	4,000.00
62200 · Graphic Design	0.00	500.00	0.0%	3,760.00	5,000.00	75.2%	5,000.00
62300 · Promotional Items	0.00	0.00	0.0%	3,143.73	1,750.00	179.6%	2,500.00
62400 · Events and Misc.	80.00	50.00	160.0%	1,757.75	2,550.00	68.9%	3,000.00
62450 · External Marketing Support	0.00	250.00	0.0%	0.00	4,000.00	0.0%	4,000.00
62500 · Internal Marketing / Events	125.63	0.00	100.0%	5,581.42	3,500.00	159.5%	3,500.00
Total 62000 · Marketing and Promotion	266.43	855.00	31.2%	18,815.24	20,405.00	92.2%	22,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	21.51	300.00	7.2%	2,337.18	3,300.00	70.8%	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	21.51	300.00	7.2%	11,644.67	15,300.00	76.1%	15,500.00
64000 · Fuel Expense	28,816.98	27,000.00	106.7%	330,901.07	343,000.00	96.5%	370,088.00
65000 · Vehicle Maintenance							
65100 · Parts Expense	6,986.70	5,000.00	139.7%	76,915.29	80,000.00	96.1%	95,000.00
65200 · Fluids Expense	902.60	1,000.00	90.3%	11,984.03	15,000.00	79.9%	16,000.00
65300 · Tires Expense	3,460.90	500.00	692.2%	29,222.45	27,500.00	106.3%	28,000.00
65400 · Purchased Services	1,588.19	300.00	529.4%	4,666.65	4,700.00	99.3%	5,000.00
65500 · Vehicle Computer/Diagnostic	0.00	200.00	0.0%	506.30	1,800.00	28.1%	2,000.00
Total 65000 · Vehicle Maintenance	12,938.39	7,000.00	184.8%	123,294.72	129,000.00	95.6%	146,000.00

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Accrual Basis

MRTA - Operations Main
Revenues and Expenditures Budget Performance
 August 2013

	Aug 13	Budget	% of Budget	Oct '12 - Aug 13	YTD Budget	% of Budget	Annual Budget
69500 · Contingency Expense-Operations	6,666.67	6,666.67	100.0%	53,333.33	53,333.33	100.0%	60,000.00
Total Expense	225,485.89	225,951.67	99.8%	2,179,943.19	2,228,413.33	97.8%	2,405,088.00
Net Ordinary Income	-20,126.67	-46,097.23	43.7%	-25,042.48	15,920.23	-157.3%	0.00
Net Income	-20,126.67	-46,097.23	43.7%	-25,042.48	15,920.23	-157.3%	0.00

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of August 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						4,549.54
Paycheck	08/01/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	4,549.54
Paycheck	08/01/2013	DD	Aguilar, Meliton	Direct Deposit	0.00	4,549.54
Paycheck	08/01/2013	DD	Anderson, Charles	Direct Deposit	0.00	4,549.54
Paycheck	08/01/2013	3458	Conlago, Maira P.	Direct Deposit	-1,324.08	3,225.46
Paycheck	08/01/2013	DD	Domke, Rodney F	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Finch, James F	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Gray, Stuart	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Green, William E	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Johnson, Mark F	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Kelly, David W	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Larsson, Larry D	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	MacPherson, Kim	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Miller, Jason M	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Selisch, Kurt	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Spalding, Richard L	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Sproule, William	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Tellez, Carlos	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Torres, April L	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Vega, Roberto	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Victorino, Jose L	Direct Deposit	0.00	3,225.46
Paycheck	08/01/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	3,225.46
Liability Check	08/01/2013	3454	Blaine County Collectors	April Torres	-100.00	3,125.46
Liability Check	08/01/2013	3455	Idaho Child Support Receipting	326231	-244.60	2,880.86
Liability Check	08/01/2013	3456	National Benefit Services, LLC	Mountain Rides FSA	-324.67	2,556.19
Bill Pmt -Check	08/01/2013	3457	Virginia Rhinehart	Monthly Rent	-1,800.00	756.19
Deposit	08/01/2013			Deposit	432.85	1,189.04
Deposit	08/02/2013			Deposit	25,000.00	26,189.04
Liability Check	08/02/2013	E-pay	United States Treasury	82-0382250 QB Tra...	-10,030.44	16,158.60
Deposit	08/02/2013			Deposit	125.00	16,283.60
Deposit	08/02/2013			Deposit	415.95	16,699.55
Bill Pmt -Check	08/05/2013	ACH	City of Hailey	40205001	-277.79	16,421.76
Deposit	08/05/2013			Deposit	376.71	16,798.47
Bill Pmt -Check	08/05/2013	3459	Gillig LLC	36869600	-3,387.32	13,411.15
Bill Pmt -Check	08/05/2013	3460	Alsco		-138.60	13,272.55
Bill Pmt -Check	08/05/2013	3461	NAPA Auto Parts		-955.22	12,317.33
Bill Pmt -Check	08/06/2013	3462	United Oil		-16,223.46	-3,906.13
Deposit	08/06/2013			Deposit	28,000.00	24,093.87
Check	08/06/2013	ACH	Facilities Fund	reimbursement EF p...	-28,000.00	-3,906.13
Check	08/06/2013	ACH	Facilities Fund	monthly transfer Jul...	-7,014.41	-10,920.54

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of August 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/06/2013			Deposit	412.20	-10,508.34
Deposit	08/07/2013			Deposit	11,989.00	1,480.66
Deposit	08/07/2013			Deposit	1,324.08	2,804.74
Deposit	08/07/2013			Deposit	627.50	3,432.24
Deposit	08/07/2013			Deposit	794.25	4,226.49
Bill Pmt -Check	08/08/2013	3463	Chateau Drug & True Value Ha...		-27.97	4,198.52
Bill Pmt -Check	08/08/2013	3464	Copy & Print		-52.90	4,145.62
Bill Pmt -Check	08/08/2013	3465	Lawson Products, Inc.		-47.87	4,097.75
Bill Pmt -Check	08/08/2013	3466	LiftLogic, Inc.		-434.80	3,662.95
Bill Pmt -Check	08/08/2013	3467	Les Schwab	117-00888	-2,159.37	1,503.58
Bill Pmt -Check	08/08/2013	3468	Names and Numbers		-209.46	1,294.12
Bill Pmt -Check	08/08/2013	3469	National Benefit Services, LLC		-421.85	872.27
Bill Pmt -Check	08/08/2013	3470	Window Welder Inc.		-277.99	594.28
Bill Pmt -Check	08/08/2013	3471	Atkinsons' Grocery		-87.30	506.98
Bill Pmt -Check	08/08/2013	3472	Business As Usual		-233.75	273.23
Bill Pmt -Check	08/08/2013	3473	UPS		-25.69	247.54
Bill Pmt -Check	08/08/2013	ACH	Intermtn Gas Co #10630400-0...	#10630400-001-6	-13.93	233.61
Bill Pmt -Check	08/08/2013	ACH	Intermtn Gas Co #10630400-3...	#10630400-353-1	-2.06	231.55
Deposit	08/08/2013			Deposit	46,325.66	46,557.21
Deposit	08/08/2013			Deposit	69.40	46,626.61
Deposit	08/09/2013			Deposit	724.10	47,350.71
Deposit	08/12/2013			Deposit	1,208.00	48,558.71
Bill Pmt -Check	08/12/2013	3474	Cummins Rocky Mountain LLC		-5,668.74	42,889.97
Bill Pmt -Check	08/12/2013	3475	Greyhound Design		-169.17	42,720.80
Bill Pmt -Check	08/12/2013	3476	Idaho Transportation Dept.		-46.00	42,674.80
Bill Pmt -Check	08/12/2013	3477	Jim Finch	expense reimburse...	-45.00	42,629.80
Bill Pmt -Check	08/12/2013	3478	Kim MacPherson'	expense reimburse...	-171.05	42,458.75
Bill Pmt -Check	08/12/2013	3479	Lawson Products, Inc.		-104.15	42,354.60
Bill Pmt -Check	08/12/2013	3480	Wells Fargo		-4,645.35	37,709.25
Bill Pmt -Check	08/12/2013	3481	Wendy Crosby	expense reimburse...	-61.00	37,648.25
Deposit	08/12/2013			Deposit	665.05	38,313.30
Deposit	08/13/2013			Deposit	1,500.00	39,813.30
Deposit	08/13/2013			Deposit	417.50	40,230.80
Deposit	08/13/2013			Deposit	120.00	40,350.80
Deposit	08/13/2013			Deposit	411.55	40,762.35
Deposit	08/14/2013			Deposit	11.35	40,773.70
Deposit	08/14/2013			Deposit	25,000.00	65,773.70
Liability Check	08/14/2013		QuickBooks Payroll Service	Created by Payroll ...	-32,247.21	33,526.49
Paycheck	08/15/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Aguilar, Meliton	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Anderson, Charles	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Domke, Rodney F	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Finch, James F	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Gray, Stuart	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Green, William E	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	33,526.49

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of August 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	08/15/2013	DD	Johnson, Mark F	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Kelly, David W	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Larsson, Larry D	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	MacPherson, Kim	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Miller, Jason M	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Parker, Michael J	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Selisch, Kurt	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Spalding, Richard L	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Sproule, William	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Tellez, Carlos	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Torres, April L	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Vega, Roberto	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Victorino, Jose L	Direct Deposit	0.00	33,526.49
Paycheck	08/15/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	33,526.49
Liability Check	08/15/2013	3482	Blaine County Collectors	April Torres	-100.00	33,426.49
Liability Check	08/15/2013	3483	Idaho Child Support Receipting	326231	-244.60	33,181.89
Liability Check	08/15/2013	3484	National Benefit Services, LLC	Mountain Rides FSA	-324.67	32,857.22
Deposit	08/15/2013			Deposit	43,066.00	75,923.22
Bill Pmt -Check	08/15/2013	3485	Minert & Associates, Inc.		-115.00	75,808.22
Bill Pmt -Check	08/15/2013	3486	White Cloud Communications I...		-330.50	75,477.72
Bill Pmt -Check	08/15/2013	3487	Clear Creek Disposal	1327	-77.53	75,400.19
Bill Pmt -Check	08/15/2013	3488	Dick York's Auto Service	Tow Bus	-185.00	75,215.19
Bill Pmt -Check	08/15/2013	3489	Express Publishing Inc.		-974.76	74,240.43
Bill Pmt -Check	08/15/2013	3490	KSKI FM/KECH FM		-425.00	73,815.43
Bill Pmt -Check	08/15/2013	3491	Minert & Associates, Inc.		-110.00	73,705.43
Bill Pmt -Check	08/15/2013	3492	Rod Domke	expense reimburse...	-243.93	73,461.50
Bill Pmt -Check	08/15/2013	3493	Freightliner of Idaho		-565.64	72,895.86
Bill Pmt -Check	08/15/2013	ACH	City of Hailey	40205001	-77.64	72,818.22
Bill Pmt -Check	08/15/2013	3494	Weekly Paper		-127.50	72,690.72
Bill Pmt -Check	08/15/2013	ACH	Idaho Power Acc#2204788885		-291.17	72,399.55
Bill Pmt -Check	08/15/2013	ACH	Verizon Wireless		-202.52	72,197.03
Bill Pmt -Check	08/15/2013	ACH	Verizon Wireless 208-720-7044		-10.92	72,186.11
Bill Pmt -Check	08/15/2013	3495	Canteen Vending formerly Mag...		-108.00	72,078.11
Deposit	08/15/2013			Deposit	739.70	72,817.81
Liability Check	08/16/2013	E-pay	United States Treasury	82-0382250 QB Tra...	-10,078.38	62,739.43
Deposit	08/16/2013			Deposit	343.00	63,082.43
Deposit	08/19/2013			Deposit	23.97	63,106.40
Liability Check	08/20/2013	TAP	Idaho State Tax Commission	000186434	-3,236.00	59,870.40
Deposit	08/20/2013			Deposit	19.12	59,889.52
Deposit	08/20/2013			Deposit	349.55	60,239.07
Deposit	08/21/2013			Deposit	15,100.00	75,339.07
Bill Pmt -Check	08/21/2013	3496	State Insurance Fund	Policy # 495600	-8,949.00	66,390.07

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of August 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/21/2013	3497	Gem State Welders Supply Inc.		-22.82	66,367.25
Bill Pmt -Check	08/21/2013	3498	Jason Miller	expense reimburse...	-364.67	66,002.58
Bill Pmt -Check	08/21/2013	3499	Certified Folder Display Service...		-60.80	65,941.78
Bill Pmt -Check	08/21/2013	3500	United Oil		-15,854.35	50,087.43
Check	08/21/2013	ACH	Facilities Fund	reimb for ARRA/ EF...	-10,069.51	40,017.92
Deposit	08/21/2013			Deposit	36,905.51	76,923.43
Deposit	08/21/2013			Deposit	458.85	77,382.28
Deposit	08/22/2013			Deposit	191.25	77,573.53
Bill Pmt -Check	08/23/2013	ACH	Idaho Power Acct.#6080567068		-52.78	77,520.75
Deposit	08/23/2013			Deposit	134.72	77,655.47
Deposit	08/23/2013			Deposit	257.00	77,912.47
Deposit	08/26/2013			Deposit	778.40	78,690.87
Deposit	08/26/2013			Deposit	95.00	78,785.87
Liability Check	08/28/2013		QuickBooks Payroll Service	Adjusted for voided ...	-31,090.23	47,695.64
Deposit	08/28/2013			Deposit	602.25	48,297.89
Deposit	08/28/2013			Deposit	29,865.00	78,162.89
Paycheck	08/29/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Aguilar, Meliton	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Anderson, Charles	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Djasran JR, Johnny	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Domke, Rodney F	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Finch, James F	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Gray, Stuart	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Green, William E	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Johnson, Mark F	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Kelly, David W	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Larsson, Larry D	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	MacPherson, Kim	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Miller, Jason M	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Parker, Michael J	VOID: Direct Deposi...	0.00	78,162.89
Paycheck	08/29/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Selisch, Kurt	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Spalding, Richard L	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Sproule, William	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Tellez, Carlos	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Thea, Karen J	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Vega, Roberto	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Victorino, Jose L	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	78,162.89
Paycheck	08/29/2013	DD	Torres, April L	Direct Deposit	0.00	78,162.89

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10/10/13

Accrual Basis

MRTA - Operations Main
Checks Issued
As of August 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/29/2013			Deposit	73.20	78,236.09
Liability Check	08/30/2013	E-pay	United States Treasury	82-0382250 QB Tra...	-10,094.68	68,141.41
Deposit	08/30/2013			Deposit	54.00	68,195.41
Deposit	08/30/2013			Deposit	718.50	68,913.91
Paycheck	08/31/2013	3501	Harder, Mike		-269.55	68,644.36
Liability Check	08/31/2013	E-pay	United States Treasury	82-0382250 QB Tra...	-0.02	68,644.34
Liability Check	08/31/2013	3506	Met Life SBC	KM05725871	-1,236.65	67,407.69
Liability Check	08/31/2013	3505	Blue Cross of Idaho	10034150-R001	-11,768.97	55,638.72
Deposit	08/31/2013			Interest	3.17	55,641.89
Total 11100 - Mountain West Checking					51,092.35	55,641.89
TOTAL					51,092.35	55,641.89

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)



Signed



Title

10/11/13

Date